



W.I.T.S. Renewal Requirements Easy Steps To Renew

The W.I.T.S. certification is valid for a two-year period. In order to ensure that our certified professionals are keeping up to date and current on the latest fitness industry knowledge, W.I.T.S. requires that the following steps be taken towards renewal of your certification. These requirements should be completed and submitted prior to your expiration date.

1. A minimum of 10 continuing education credits (CECs) must be accumulated by attending W.I.T.S. approved workshops, home study courses and seminars. Other approved providers and college credit courses may apply for this requirement. For a complete listing of approved providers, please visit our website.
2. Completions of at least one Mandatory W.I.T.S. live workshop presentation or home study CEC course. This course must be administered through W.I.T.S.; approved providers do not apply for this requirement.
3. Proof of a current CPR & AED certification.
4. W.I.T.S. Renewal Forms (#RN001 & #Rn002) filled out completely with renewal fee.

See Renewal Forms Below.



RENEWAL FORM #RN001

Aqua Fitness Instructor
#: _____ Exp: _____

Personal Fitness Trainer
#: _____ Exp: _____

Group Exercise Instructor
#: _____ Exp: _____

Senior Fitness Instructor
#: _____ Exp: _____

To maintain your W.I.T.S. certification as a professional fitness instructor, you must complete 10 Continuing Education Credits (CEC's) within your two-year renewal period. Of those continuing Education Credits, at least 5 must be of lecture/research format. (i.e.; many home studies are considered lecture/research formats.) (Please refer to CEC Form# RN002) In addition, you must complete at least 1 mandatory WITS CEC program.

In order to renew your certification, the following items must be sent to W.I.T.S.:

- Completed Renewal Forms #RN001 & RN002
- Copy of Completed 10 CECs to include mandatory 1 WITS CEC Program
- Copy of current CPR/AED certification
- Renewal fee

Renewal Fees: (per certification)
\$50.00 (U.S. dollars) prior to expiration date
\$75.00 (U.S. dollars) up to 3 months after expiration date
\$95.00 (U.S. dollars) up to 6 months after expiration date

Total enclosed \$ _____
 Check/Money Order (make payable to W.I.T.S.)
 Credit Card (Visa, MasterCard, Discover)

Credit Card #: _____ Exp: _____

Please Print Clearly and Complete each Field

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

COUNTRY: _____ CURRENT PHONE#: () _____

E-MAIL: _____

Signature: _____ Date: _____

(Unsigned form cannot be processed)



Continuing Education Credit Form #RN002

Questions call: 1-888-330-9487, in Virginia 757-428-4796
www.witseducation.com

Aqua Fitness Instructor
#: _____ Exp: _____

Personal Fitness Trainer
#: _____ Exp: _____

Group Exercise Instructor
#: _____ Exp: _____

Senior Fitness Instructor
#: _____ Exp: _____

Date:	Course Title:	Provider # & Name:	CEC's:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total CEC's: _____

In order to obtain a current certification through W.I.T.S., you must acquire 10 Continuing Education Credits (CEC's) for every 2-year period starting with the date on your certificate. **When renewing, at least (1) WITS CEC program must be at completed through a live college presentation or through the at-home study DVD collection.** The remainder of the CECs can be acquired through other approved organizations and certifying agencies. A minimum of 5 CEC's must be lecture/research format. The World Instructor Training Schools will also accept CEC's from workshops and lectures approved by W.I.T.S., Colleges, ACSM, AEA, ACE and AFAA providers.

Before submitting your renewal, please ensure you have included all the following requirements: Renewal Forms RN001 & RN002, proof of completed CECs with WITS CEC program, proof of CPR/AED certification and renewal fees. Please send copies only (originals will not be returned) to:

**W.I.T.S., C/O Certification Renewal Department
206 76th Street, Suite A
Virginia Beach, VA 23451-1915**

Under the penalty of having my certification revoked, I agree that the above is true and accurate to the best of my knowledge. I therefore agree to indemnify and hold harmless W.I.T.S., its officers, directors and staff from any claims due to negligence, omission or faulty advice that I may give to clients as a W.I.T.S. certified professional. I understand that W.I.T.S. is not responsible for any actions or damages from and person arising out of my work as a W.I.T.S. certified professional.

Signature: _____ **Date:** _____
(Unsigned form cannot be processed)