



Petition for Continuing Education Credits (CECs)

The ACE Petition process was developed to assist ACE-certified Professionals in meeting their continuing education recertification requirements. If you have taken a continuing education course that has not been formally ACE-Approved, but is applicable to your ACE certification, you may be able to petition the course for credits. ACE will evaluate each petitioned course based on applicable scope of content, structured learning time and instructor qualifications. Carefully read the course petition requirements and only submit if you have ALL the required materials and the course instructors meet our guidelines.

Please Submit:

- 1) Completed ACE CEC Petition Application form
- 2) **\$25.00 Non-Refundable Petition Processing Fee Per Course**
- 3) Certificate of course completion, including completion date
- 4) List of all course instructors and their educational qualifications. It is your responsibility to obtain the course instructor's educational information outlined below.
Course instructor(s) must meet the following qualification requirements:
 - Hold a minimum of a bachelor's degree in exercise science or a health-related field**OR**
 - a four-year degree in a business-related field (for business workshops that are pertinent to a fitness professional)**OR**
 - a current NCCA-accredited fitness certification (ACE, ACSM, NASM, NSCA, AAPTE, Cooper Institute, IFPA, NCSF, NESTA, NETA, NFPT, TWCC and NCCPT)**OR**
 - a current RYT credential (for yoga courses only)**OR**
 - a Pilates Method Alliance certification (for Pilates courses only) AND possess at least three year's experience in the subject matter being presented.
- 5) Detailed hour-by-hour outline or syllabus listing times and topics covered (list the instructor presenting each section if multiple course instructors).
- 6) Conferences—provide the conference agenda and presenter biographies, along with verification documentation from conference coordinator of sessions attended.
- 7) Distance Learning courses—provide a photocopy of the table of contents and page numbers of all books and workbooks, along with video, DVD, online component details including course descriptions & timelines to complete each segment.
- 8) Course Summary stating how this course benefited you as an ACE-certified Professional
The course subject matter **must** be relevant to your ACE certification
Course material **must** fall within the scope of practice of an ACE-certified Professional as outlined in each discipline's certification manual.

Course Work Not Accepted for CECs:

- Activity classes, master classes or workouts that do not contain an instructional component.
- Time spent taking exams or self-study preparation
- Courses led by instructors not meeting ACE requirements
- Courses that prepare one for another job beyond the scope of an ACE-certified Professional.

Allow 2 - 4 weeks to process your petition application.

If you have any questions regarding the petition process, contact ACE Educational Services at 800-825-3636 Ext. 782, or conted@acefitness.org.

Please Note: Petitioning for credit does not guarantee approval of the course. ACE Educational Services cannot waive any of the requirements listed above unless such waiver is approved in writing by the Chief Science Officer of ACE.

Incomplete Petition applications will not be accepted. If any of the required items are missing, your petition will be returned, thus prolonging the process.

These guidelines may be modified or changed by ACE at its discretion. (Revised June, 2011)



Petition for Continuing Education Credits (CECs)

Application Form

Please print clearly

Name: _____ Certification Number: _____

Address: _____

City: _____ State/Province: _____ ZIP/Postal Code: _____

Daytime Phone: _____ E-mail: _____

EACH COURSE SUBMITTED MUST CONTAIN THE FOLLOWING:

1. **25.00 Non-Refundable Petition Processing Fee Per Course**

Total enclosed: \$ _____ (non refundable)

Check (please make payable to ACE in U.S. funds) MasterCard VISA American Express Discover

Card number: _____ CVC code* _____ Expiration Date: _____

2. **Course Information:** (Use the back of this form if additional space if necessary)

Name of Course: _____

Date of Course Completion: _____ Total Course Hours: _____

Course Provider: _____

Address: _____

City: _____ State/Province: _____ ZIP/Postal Code: _____

Daytime Phone: _____ Website: _____

3. **Course Instructor Information:** (Multiple instructors may be listed on a separate page)

Instructor name or correspondence course author's name: _____

Does instructor hold current NCCA-accredited fitness certification? Yes No

If so, please provide the following: Certification organization: _____ Certification held: _____

OR

Academic Degree: _____ College: _____

Subject of Degree (Must be Exercise Science related) _____

OR

Is the instructor a current RYT? (for yoga courses only) Yes No

OR

Does the instructor hold a Pilates Method Alliance certification? (Pilates courses only) Yes No

4. **Course Summary:** Please attach a short summary stating how this course benefited you as an ACE-certified Professional.

5. **Hour By Hour Outline:**

Write on a separate sheet of paper or photocopy the outline or syllabus provided at the class. For correspondence courses, photocopy the title page and table of contents.

Each approved hour equals .1 CEC. CECs not awarded in 1/2 hour increments.

Example:

9:00 am- 10:00 am	Anatomy of the shoulder — review of muscles, tendons, and ligaments of shoulder joint
10:00 am- 11:00 am	Common shoulder injuries —impingement syndrome, etc.
11:00 am- 12:00 pm	Lunch
12:00 pm- 1:00 pm	Exercises to strengthen the shoulder, list exercises

6. **Certificate of Course Completion:**

Please Note: Petitioning for credit does not guarantee approval of the course.

Send Completed Petition Application to: American Council on Exercise®
4851 Paramount Drive
San Diego, CA 92123
Attention: Petition

Allow 2 - 4 weeks to process

Fax: 858-576-6564

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*The CVC code (VISA refers to the code as CVV) is a security feature for "card not present" transactions. This number is printed on your MasterCard & Visa cards in the signature area of the back of the card. (it is the last 3 digits AFTER the credit card number in the signature area of the card). In case of American Express credit card, CVC code is a 4 digit number