



# CSEP Certification Maintenance Policy

## 1. Identification

**1.1 Date of Issue** 2019-02-02

**1.2 Application** This policy applies to PSP fitness personnel who are required, as outlined in their job description, to have a certification from the Canadian Society for Exercise Physiology (CSEP):

- a. Fitness Coordinators
- b. Fitness, Sports and Recreation Coordinators
- c. Physical Exercise Specialists
- d. Reconditioning Specialists
- e. Reconditioning Managers
- f. Strength and Conditioning Specialists
- g. RMC Physical Educators
- h. PSP Training Center Directing Staff

Fitness and Sports Managers or equivalents are responsible to manage the application of this policy.

NOTE: PSP fitness personnel deployed on CAF operations with PSP Deployment Support are excluded from this policy.

**1.3 Supersession** N/A

**1.4 Approval Authority** This policy is issued under the authority of the PSP Director of Fitness, Sports and Health Promotion (DFIT).

**1.5 Office of Primary Interest (OPI)** CAF Physical Fitness Policy and Standards Coordinator

- 1.6 Content**
- Policy Direction
  - CSEP Certification Renewal Requirements
  - CSEP Certification Renewal Requirements during Extended or Maternity Leave
  - Failure to Maintain Certification
  - Publication
  - References

## 2. Policy Direction

- 2.1 Purpose** The CSEP certifications outlined in the applicable job descriptions are fundamental conditions of employment in the positions listed in section 1.2. As such, it is a condition of continued employment for persons employed in these positions that they maintain the appropriate certification through the CSEP.
- 2.2 Policy** In order to maintain this fundamental condition of employment, PSP fitness personnel must renew their CSEP certification annually by 31 March.

## 3. CSEP Certification Renewal Requirements

- 3.1 Annual renewal** Eligible PSP fitness personnel must renew their certification annually through the DFIT CAF Fitness Policies and Standards Coordinator.
- 3.2 CPR level C** PSP fitness personnel must maintain a current yearly CPR level C certification.
- Only CPR courses or CPR re-certifications that are delivered in person and include a practical component are acceptable to maintain yearly CPR certification.
- Acceptable CPR certificates are:
- a) issued by an organization that adheres to the International Liaison Committee on Resuscitation (ILCOR) standards, OR
  - b) issued by an organization whose instructors are certified by and/or registered with an organization who adheres to the ILCOR standards, OR
  - c) issued by an organization who adheres to the ILCOR standards for CPR courses/recertification delivered by an independent instructor who is certified by and/or registered with that organization.
- 3.3 First Aid** PSP fitness personnel must maintain a current Basic level First Aid certification (renewable every 3 years).
- 3.4 Professional Development Credits (PDCs)** PSP fitness personnel must submit Professional Development Credits every 2 years following the applicable CSEP-CPT (20 credits) or CSEP-CEP (30 credits) collection period and respective requirements. Refer to Annex A for PDC reporting procedures.

## 4. CSEP Certification Renewal Requirements during Extended or Maternity Leave

**4.1 Annual renewal** Same as section 3.1.

**4.2 CPR level C** Same as section 3.2.

Note: If CPR certification is not current for renewal purposes prior to beginning leave, then it must be renewed immediately upon return from leave. The individual is responsible for providing proof of CPR certification.

**4.3 First Aid** Same as section 3.3.

**4.4 Professional Development Credits** PSP fitness personnel can request a modification to the amount of PDC required for the maintenance of their CSEP certification. If the request is granted, PSP personnel could be allowed to accumulate less than the required 20 or 30 PCDs for the 2 year reporting period (ref: Annex A).

## 5. Failure to Maintain CSEP Certification

**5.1 Administrative or Disciplinary Measures** If an employee has not renewed the appropriate CSEP certification by 31 March of a given year, that employee is no longer meeting the fundamental conditions relating to his/her employment and as such, may be subject to administrative or disciplinary measures, up to and including termination of employment.

**5.2 Loss of CSEP certification** Please note that if the renewal process is not completed within 9 months of the renewal date (Dec 31<sup>st</sup>), the individual will be required to retake and successfully pass all theory and practical exams along with any other requirements stated for a new CSEP member in order to reinstate their certification.

## 6. Supplementary Professional Insurance

**6.1 Insurance** Optional supplementary professional insurance is available through the CSEP to PSP fitness personnel. For more information, please visit: <http://store.csep.ca/product.asp?itemid=84>

Note: PSP fitness personnel who do not maintain their certification will lose their optional CSEP insurance coverage effective immediately.

## 7. Publication

### 7.1 Frequency of Publication

Updates to this policy will be provided on an as required basis.

### 7.2 Errors / Omissions or Suggestions

Users of this policy are encouraged to bring any errors, omissions or suggestions to the attention of the OPI.

## 8. References

### 8.1 Source References

CSEP Health & Fitness Program Policy and Procedure Manual

### 8.2 Related References

N/A

### 8.3 Annex

Annex A: [CSEP Professional Development Credits](#)

### 8.4 Website

[CFMWS/PSP/DFIT/Courses and certifications/CSEP](#)  
[Canadian Society for Exercise Physiology \(CSEP\)](#)