

ENHANCE® FITNESS CERTIFICATION FOR NON- YMCA-AFFILIATED PARTNERS 2016

The challenge of certification

One of the great things about Enhance®Fitness (EF) is that it's a community program – people who are not fitness professionals can be trained to lead EF classes, with great success. But because EF is an evidence based program, there still must be rigorous credentialing to ensure the safety of the participants and the quality of the program.

Enhance®Fitness and the Y have partnered at both the national and local levels to deliver EF through the Y. But not everyone who delivers Enhance®Fitness does so with the support of a Y – nor is a Y available in every community. Obtaining and maintaining certification for those who are not affiliated with a Y can be challenging. The purpose of this brief guide is to clarify licensing requirements and available options for meeting them, and to provide instruction on using the Y's system of certification if you are delivering Enhance®Fitness and are not employed by or contracted with a Y.

Enhance®Fitness certification requirements

Someone who wants to become an EF instructor must:

- **Obtain and maintain CPR certification.** Accepted providers include the American Safety and Health Institute; American Red Cross; American Heart Association; or National Safety Council.
- **Obtain and maintain a nationally recognized certification, or a Y certification.** This is your foundation for Enhance®Fitness instructor training. Group fitness certification is preferred, but if you have a different certification (like personal trainer), this is acceptable - as long as it's from a nationally recognized organization, like the American Council on Exercise (ACE) or the American College of Sports Medicine (ACSM). Because of the partnership between Enhance®Fitness and the Y, Y certifications are also acceptable, even though they are not nationally recognized outside the Y system. Continuing Education Credits (CECs) may be required to maintain certification.
- **Complete the 12-hour Enhance®Fitness instructor training.** The trainer will then determine if the new instructor is ready to lead classes alone, or if he or she should spend some time leading classes with a veteran instructor.

How to obtain foundational certification

There are a variety of ways to obtain the foundational Group Fitness certification. You can complete the certification online through ACE, ACSM or similar organizations, at a cost of \$300-500. Costs for the Continuing Education Credits necessary to maintain certification vary.

Previously, the Y has offered in-person Group Fitness training for both Y and non-Y partners. *This is now being offered online only*, in partnership with ACE, through the Y's online training hub, Y Exchange. The cost is \$125 (a significant savings over the cost of nationally-recognized certification).

USING THE Y SYSTEM AS A NON-Y PARTNER

Starting in January 2016, Group Fitness certification is offered online only, through the Y Exchange. If you do not currently have a foundational Group Fitness certification, and would like to use the Y Exchange to obtain it, see the instructions section below.

If you previously obtained this certification through the Y, you will have to transition to the new certification by December 31, 2016. If you do so prior to August 31, 2016, it will be free of charge. After August 31 (and prior to December 31), there will be a cost of \$80. The following section includes instructions specifically for this transition.

Instructions for Using the Y Exchange

Everything unfamiliar seems overwhelming at first. Hang in there, follow the step-by-step instructions below, and you'll have your certification before you know it!

First, create an account.

1. Go to yexchange.org.
2. Toward the bottom of the screen, you'll see "New Account," and "Click here to register" below that.
3. Click on "click here to register."
4. The next screen will ask you to complete fields: your email address, first and last name, date of birth, and the last 4 digits of your social security number.
5. Click "submit."
6. The next screen will verify your information, and ask for your Y city and state. Skip these boxes.
7. At the bottom of the page, you'll see a section called "For unaffiliated or student users." Click on the box "I am not affiliated with a YMCA."
8. The next screen will ask you to create a password. (Your user name will be the email address you entered in step 4.) After you read the terms and conditions, check the two boxes, and click on "create my YMCA account."
9. Give yourself a high five, you have an account! Select "click here to log in," and use the same email and password you used to create the account.

Now, access the Learning & Career Development Center (LCDC).

1. The next screen will read "Welcome to your YMCA account" at the top.
2. Toward the top of the page, you'll see "My Profile." Click on that.

3. The next screen will have boxes with your name and other information. At the bottom of the page, you can “Edit contact info for Learning and Career Development Center.” Click that button.
4. A box will pop up. Fill in the required boxes marked with an asterisk (*). Click “Save Profile” at the bottom.
5. Click on “home” at the top of the screen.
6. The next screen will read “Welcome to your YMCA account” at the top again. Click on the second option, “Learning & Career Development Center (LCDC).”
7. Bookmark the next screen (<https://lcdc.yexchange.org/>). Use this web address whenever you need to find or register for a training, or to keep track of your class transcripts.

Using the LCDC

Submit a copy of your current CPR card.

1. Have a .pdf copy of your current CPR card saved on your computer.
2. Go to <https://lcdc.yexchange.org/> and log in, using the email address and password you used when you made the account.
3. Near the top of the screen is a bar with different options. Click on “My Records.”
4. Click on “Submit Outside License.”
5. The next screen will have several boxes for you to fill in; at the bottom you will be asked to “choose a file.” Click on this, and choose the .pdf file of your CPR card.
6. Click “submit.”
7. It may take up to three days for this information to be processed. Once it is, you can register for classes.

How to register for a course

1. Near the top of the screen is a bar with different options. Hover your mouse over “Catalog & Schedule.” You’ll see a list of options; click on “Search for Class Availability.”
2. The next screen contains a variety of search options. You will only need to use “Course Name” and “State.” (To broaden your search, don’t choose a state.)
3. Type in the course you are looking for (for example, “Listen First”). Choose the state for in-person trainings, or leave the state blank for online trainings. Click “search” at the bottom of the page.
4. The next screen will show you training options for your course. Click the one you would like to attend.
5. Click on “Register for this class.”
6. Follow the instructions on the payment screen.

What courses to register for: currently certified and transitioning

If you are currently certified and transitioning into the online system, the courses you'll need to register for and take are:

Course Title	Cost (January – August 2016)	Cost (September – December 2016)
Orientation to Healthy Living at the Y	\$0	\$0
Foundations of Listen First	\$0	\$20
Principles of Member Health & Wellness	\$0	\$30
Foundations of Group Exercise Transition at the Y (Offered by ACE) OR Foundations of Strength and Conditioning Transition at the Y (Offered by ACE)	\$0	\$30
Total Cost	\$0	\$80

Please note: everyone with a group exercise or strength and conditioning certification through Y-USA received an email on January 4, titled “Steps to Transition Current Certifications in Group Exercise, Strength and Conditioning.” **There are coupon codes in that email for you to use during the payment process, that will allow you to obtain these courses at no cost.**

What courses to register for: not currently certified

To obtain Group Fitness certification if you are NOT currently certified, the classes you'll need to register for and take are:

Course Title	Cost
Orientation to Healthy Living at the Y	\$0
Foundations of Listen First	\$20
Principles of Member Health & Wellness	\$30
Foundations of Group Exercise at the Y (Offered by ACE) OR Foundations of Strength and Conditioning at the Y (Offered by ACE)	\$75 (each)
Total	\$125

Maintaining Certification

Non Y-affiliated partners can also use the Y Exchange to obtain the Continuing Education Credits required to maintain their certification. Please see the booklet, "YMCA of the USA Health & Well-Bring Recertification Booklet," available at www.michiganymca.org.

Who to Call for Help

If you need help using the Y Exchange website, please contact Jen Nicodemus at jnicodemus@michiganymca.org, or email your questions to healthyliving@ymca.net.