



Continuing Education Policies

(11-2016)

Fitness Learning Systems strives to award continuing education based on the policies and procedures of the individual organizations through whom we are approved. Please see your individual organization(s) for details.

FLS determines the length of continuing education courses (hours), which subsequently is used by individual organizations to determine the credit/units they award, based on an adapted A Priori equation developed by De Muth and Hanson in 2007.

- De Muth, J. and Hanson, A. Validation of a Formula for Assigning Continuing Education Credit to Printed Home Study Courses. *American Journal of Pharmaceutical Education* 2007; 71 (6) Article 121.

Following is the adapted FLS equation used to determine course length:

Time (in minutes) = $-22.3 + (0.0209)(\text{number of words}) + (15.5)(\text{difficulty level}) + (.80)(\text{sum of video run time})$.

This sum will then be multiplied by the recommended 0.91 "conservative" factor.

For additional information, please send your request to info@FitnessLearningSystems.com.

To be awarded continuing education for your organization you are expected to view all course material before taking the continuing education quiz. Before you take your quiz you will be required to sign (CDROM courses) or acknowledge on line (online subscription courses) that you have reviewed all material with an attest statement.

You must pass the quiz with a score of 75% or higher. If you do not pass the quiz, you may review the material and take the quiz again. There is no limit to the number of times you may take the quiz until you pass. There is no additional charge for quiz re-takes. The quiz questions reflect the learning objectives for each course.

Release of Information

FLS learner records are only disclosed to the learner. The learner may request copies of certificates of completion by email or phone.

To receive the information you must provide an email or mailing address that matches your FLS records.

If email or physical address has changed, you must provide your online user ID to be verified.

Third parties requesting information about a learner must obtain that information from the learner. If the third party wants validation of the information, they must send FLS a copy of the certificate of completion for FLS to validate.

If you have earned a Specialist Certificate from FLS, your name and city will be listed on a Certificate Verification Page on the FLS website. The purpose of this Page is to allow the general public to verify that you have completed and maintained the credential requirements. You may use this page to refer employers and clients for verification of your credentials.

Each student awarded continuing education is then asked to complete an evaluation form to provide feedback on the course. The feedback is sent to the author for course review if deemed necessary, used for course testimonials, and/or retained on file. The evaluation is also used in the 3 year review process to established continued relevance of the course for the target audience.

If an FLS course is not approved by your supporting organization, you may petition the course for CE approval. FLS provides information for petition processes for many organizations and course outlines to use for petition on our web site. FLS cannot guarantee that a course will be accepted for petition and is not responsible for any courses that are not approved for petition by any organization.

Courses are reviewed for continued relevance and material updates every three years. The author may choose to update the course or remove it from circulation. FLS reserves the right to remove classes from circulation that are no longer relevant or have outdated material. If a course is removed from circulation, it will remain on a user's online subscription until the 5 year access from date of purchase is completed.