

Facilitator Renewal Checklist



To renew your facilitator certification, the following criteria must be met within **one year** of the completion date of your training and every year thereafter.

Print, complete, and submit this form with the required paperwork. PDF copies may be submitted electronically to cca.certification@uwo.ca, or paper copies may be sent by mail to the address below.

First and Last Name		Today's Date	
Street Address			
City	Province	Postal Code	Phone
E-mail			

- Deliver a **minimum of one** workshop for which you are a trainer/facilitator in your renewal year.
(Multiple facilitator certifications are renewed under one fee, and facilitation of any one workshop is sufficient to maintain active certification for all.)

Workshop Date: _____ Location: _____

- Review the trainer/facilitator agreement online:
http://www.uwo.ca/cca/training/courses/pdf/agreement_trainer_facilitator.pdf
I have read, understood and agree with the foregoing. I have had reasonable opportunity to consider this Agreement and accept the terms and conditions set out therein. I agree to facilitate (check off the courses you are certified to lead):

- GFAL – Get Fit for Active Living HSEP – Home Support Exercise Program
 BALL – Balls for Strength Balance and Flexibility TEP – Tiered Exercise Program

Trainer Signature: _____ Date: _____

Witness Signature: _____ Date: _____

Renewal Fee: \$25.00 + applicable tax: ON (13%): **\$28.25**
BC/MB/SK/AB/QC/NT/NV/YT (5%): **\$26.25**
PEI/NB/NS/NL (15%): **\$28.75**

- I am mailing a cheque upon submitting my paperwork. Please send me a receipt.
(Payable to “Western University – CCAA”)
- Please invoice me, and I will pay the invoice by phone with a credit card.

Attn: Certification Coordinator, Canadian Centre for Activity & Aging
1490 Richmond St. N., London, ON N6G 2M3
1-866-661-1603 (toll-free) / (519) 661-1603 (local)