

Renewal Information Meeting

Don't Panic! You've got this!!!



Change is good



DECISION MADE IN
2021



REQUESTS FROM
GROUP LEADERS TO
CONSOLIDATE
RENEWALS



EASIER FOR
INSTRUCTORS TO
REMEMBER



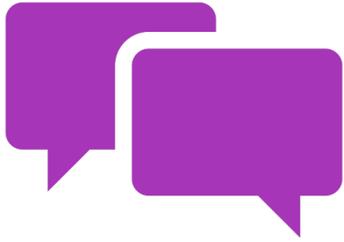
EASIER FOR US TO
COMMUNICATE TO
THOSE WHO NEED
TO RENEW

Instructor Benefits

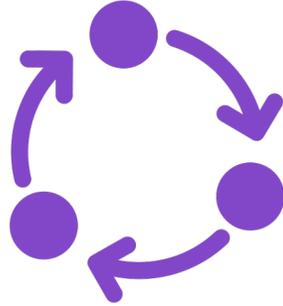
- Extra time to prepare for 2024
 - Number of requirements reduced from 6 to 3
 - CPR & Peer Class Observation requirements removed
 - 1st & 2nd CEC combined to become the PDC requirement
-



CCAA Benefits



Ease of communication



One annual renewal
processing period

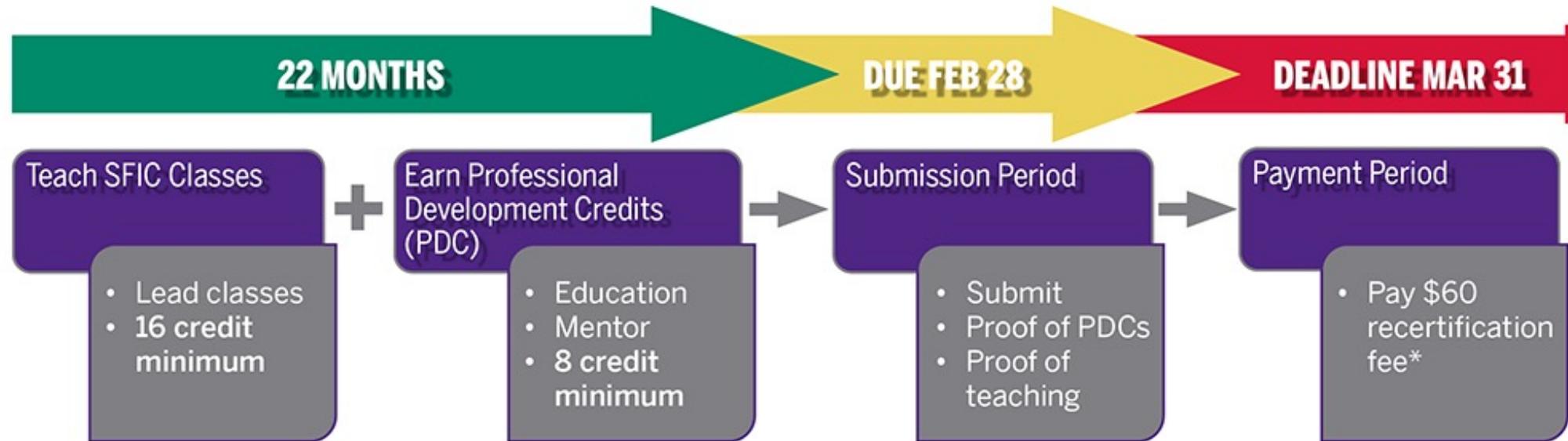
Also, a human resource challenge



Program planning focus
for education team

New Renewal Cycle

- Cycle runs from April 1 to March 31 (two years later)
- Renewal requirements must be submitted by March 1
- Remit payment by March 31 of renewal year
- Submit 16 hours of teaching (active delivery) and 8 professional development credits BEFORE paying the renewal fee



*All fees subject to applicable taxes

Active Delivery

- Teach 16 CCAA senior fitness classes
- Minimum 50-minutes in length (dryland)
- Classes must follow the SFIC model including at least 5 of the 6 required components
 - Warm up 5 min
 - Cardio 20 min
 - Cool down 5 min
 - Strengthening 20 min
 - Balance 5 min
 - Stretching 5-10





Professional Development Credits (PDCs)

- At least 4 PDCs from participation in Continuing Education (CEC) events
 - Courses
 - Workshops
 - Webinars
 - Conferences etc.
 - Remaining 4 PDCs through additional continuing education OR through the mentorship of new SFIC candidates.
-

Why Continuing Education?

- Ensures that you are exposed to the latest research findings
- Enhances the content and design of exercise classes
- Why are CCAA sessions worth more PDCs than sessions delivered by other organizations?



CEC Reference Table

PROVIDER	TYPE	EXAMPLES	LENGTH (HRS)	# OF PDCS
CCAA	Half-day course	SFIC Refresher, FFAx	3-4	3
	1-day course	TEP	7-8	4
	1-day conference	R2A	7-8	4
Other	Half-day course	DICE, HeartWise & Bone Fit (renewal)	3-4	2
	1-day course	HeartWise & Bone Fit (initial training)	7-8	3
	1-day conference		7-8	3
CCAA Research or Other	Webinar Complete the summary form for each live non-CCAA or recorded CCAA Research Seminar	Live CCAA Research Seminars or live HeartWise, Loop, etc. webinars	1	0.5
	Multi-day course/event	Can Fit Pro, yoga teacher	>12	6 max.

Seminar Summary Form

- Submit when:
 - Using recorded CCAA Research Seminars for CECs
 - Using Webinars hosted by organizations other than the CCAA for CECs
- Why?



Seminar Summary Form



Contact Information

Name:		Email:	
--------------	--	---------------	--

Event Details (complete field A. for live, online non-CCAA events or B. for recorded CCAA research seminars)

Event Type: <small>(Check one)</small>	A. Live, Non-CCAA Seminar <input type="checkbox"/>	B. Recorded CCAA Research Seminar <input type="checkbox"/>
A. Event Promo Page: <small>(Live, Online Non-CCAA Events)</small>		
B. Recording URL: <small>(CCAA Research Seminars)</small>		
Seminar Title:		
Speaker/Presenter:		Length (minutes):
Provide a summary of the information presented in the seminar.		
Explain how information from this seminar can be incorporated into your classes.		



Mentorship

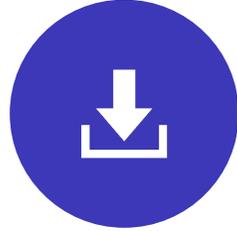
- Mentors can earn up to 4 PDCs per renewal period
 - 1 PDC for every 2 hours of mentorship
 - **NOT A MANDATORY SOURCE OF PDCs**
 - All PDCs can be acquired through continuing education (CECs)
-



INPUT YOUR
CECS AND
MENTORSHIP
HOURS



FILLABLE FORM
WILL PERFORM
PDC MATH!



SAVE FORM TO
COMPUTER,
ONLY UPLOAD
WHEN ALL 8
PDCS ARE
RECORDED



REFER TO THE
REFERENCE
TABLE TO
ALLOCATE THE
CORRECT
NUMBER OF
CREDITS



IF IN
DOUBT,
CONTACT
US

PDC Tracker

CCAA Website Road Trip

- [CCAA Home Page](#)
- Short cut to [SFIC Renewal page](#)
- Short cut to [Continuing Education page](#)



www.myccaa.ca

- Certification & renewal tracking system
- Usually, your username is your primary email address
- Options to recover your username and password
- If you took the training through WCS after 2020:
 - Username is your email address
 - Use the password reset function to access your account

Get Started

Create Account
Sign In
FAQ

Registration and Member Portal

Welcome to MyCCAA! Tools available in this system allow users to:

- Sign-up for CCAA training sessions (click Session Registration under MyCCAA Tools)
- Print or save Records of Completion (ROC) upon successful completion of training (Session

MyCCAA Tools

- Your MyCCAA user landing page

Western  Canadian Centre for Activity and Aging

Dana Van Gorp [Sign Out](#)

MyCCAA Tools

- Progress Reports
- Certifications
- Session Registration
- Orders & Refunds
- Profile
- FAQ
- Shop

Registration and Member Portal

Welcome to MyCCAA! Tools available in this system allow users to:

- Sign-up for CCAA training sessions (click Session Registration under MyCCAA Tools)
- Print or save Records of Completion (ROC) upon successful completion of training (Session Registration)
- Track instructor, facilitator and trainer certification and renewal progress (Progress Reports)
- Submit documentation electronically to support certification and renewal (Progress Reports)
- Print or save certificates (Certifications)
- Track orders and payments and print or save payment receipts and credits (Orders & Refunds)

Need help?

- Visit Frequently Asked Questions (FAQ)

Progress Reports for (your name)

- Lists original certification progress report
- Last 3 or 4 renewal progress reports
- Select the one marked **INCOMPLETE**

Western  Canadian Centre for Activity and Aging Dana Van Gorp [Sign Out](#)

MyCCAA Tools

- Progress Reports
- Certifications
- Session Registration
- Orders & Refunds
- Profile
- FAQ
- Shop

Progress Reports for Dana Van Gorp [Certifications](#) [Requirements](#)

Sorted on: Progress Report #, DESC All Progress Rpts.

Prog.Rpt #	Path Code / Name	Status / Cmp Date	Certificate Code / Name	FIT Level	Signup Date	Due Date	
6755	SFIC-REN-2 SFIC Renewal V2	INCOMPLETE	SFIC-CERT <small>Seniors' Fitness Instructor Certificate</small>	Instructor	Jan 23, 2024	Mar 1, 2024	Progress Rpt.
6649	MASTER Master trainer	COMPLETED <small>Nov 15, 2023</small>	MASTER Master trainer <small>Exp: Nov 15, 2024</small>	Trainer	Nov 15, 2023		View

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Western

development by Gradpass Systems Inc.

Progress Reports

- Where the magic happens!
- Click the submit/view button next to requirement to add documents and information

Certification Path Progress Report

Withdraw

For: Dana Van Gorp
Path Name: SFIC Renewal V2, SFIC-REN-2
Progress Report #: 6755
Completion Status: CURRENT
Due Date: Mar 1, 2024

Certificate: Seniors' Fitness Instructor Certificate, SFIC-CERT
FIT Level: Instructor, Duration: 24 Months
Duration: 24 Months

Requirements ⁽³⁾

Code	Description	Completed Pending	Expires	Score / Min	✓ = completed
SFICR-PDC	Submit 8 professional development credits				✗ <input type="button" value="Submit/View"/>
SFICR-AD	Active Delivery (16 teaching hours)				✗ <input type="button" value="Submit/View"/>
SFICR-FEE-2	SFIC certification renewal fee				✗ <input type="button" value="Pay Online"/>

Requirement Detail Screen

- Get information about the requirement
- Download forms that support the requirement submission
- Click the “Update” button when you are ready to add items

Requirement Detail

P.Rpt#6755 [Update](#)

Client

Dana Van Gorp

Requirement Code:

SFICR-PDC

Name:

Submit 8 professional development credits

Comments/Instruction:

IMPORTANT! Include certificates, records or emails of completion or registration/payment receipts for each event submitted for CECs.

Beginning in 2024, 8 Professional Development Credits (PDC) are required for SFIC renewal. A **MINIMUM** of 4 PDCs must be in the form of Continuing Education Credits (CEC) like SFIC refreshers, courses, or conferences. Mentorship hours can also be used towards PDCs (2 hrs = 1 PDC). For a full explanation of the PDC requirement visit the CCAA website.

Submission form(s):

[View/Download](#) [2024_pdc_tracker_fillable.pdf](#)

[View/Download](#) [2024_seminar_summary_form_fillable.pdf](#)

Status:

Incomplete

Completed Date:

Applies to:

Progress Report # 6755

Notes:

Documents:

No documents found

Note that large file uploads may take several minutes to complete.

Update Requirement Screen

- Click “Browse” to add files
- Once all files are added click “Save”

Update Requirement

P.Rpt#6755 [Detail](#)

Dana Van Gorp

Requirement Code:	SFICR-PDC
Description:	Submit 8 professional development credits
Comments/Instructions:	IMPORTANT! Include certificates, records or emails of completion or registration/payment receipts for each event submitted for CECs. Beginning in 2024, 8 Professional Development Credits (PDC) are required for SFIC renewal. A MINIMUM of 4 PDCs must be in the form of Continuing Education Credits (CEC) like SFIC refreshers, courses, or conferences. Mentorship hours can also be used towards PDCs (2 hrs = 1 PDC). For a full explanation of the PDC requirement visit the CCAA website.
Completed Date:	<input type="text" value="2024-01-23"/>
Expiry Date:	On completion of Progress Report # 6755
Submission Form(s):	View/Download 2024_pdc_tracker_fillable.pdf View/Download 2024_seminar_summary_form_fillable.pdf
Notes:	<div style="border: 1px solid #ccc; height: 100px;"></div>

Upload supporting documents & forms here: (PDF, MS Word, PNG or JPG only)

File # 1	<input type="button" value="Browse..."/> 2024_pdc_trac..._fillable.pdf
File # 2	<input type="button" value="Browse..."/> 2024_seminar_summa...form_fillable.pdf
File # 3	<input type="button" value="Browse..."/> Screenshot 2024-01-... at 4.44.58 PM.png
File # 4	<input type="button" value="Browse..."/> No file selected.
File # 5	<input type="button" value="Browse..."/> No file selected.
<input type="button" value="Save"/> <input type="button" value="Go Back"/>	

Requirement Detail Screen

- Note red text
“**Requirement updated**”
- See documents listed at bottom of the screen
- Waiting to be checked
- Click on “P.Rpt#####” button (top right to return to Progress Report

Requirement Detail

P.Rpt#6755 [Update](#)

Requirement updated.

Client

Dana Van Gorp

Requirement Code:

SFICR-PDC

Name:

Submit 8 professional development credits

Comments/Instruction:

IMPORTANT! Include certificates, records or emails of completion or registration/payment receipts for each event submitted for CECs.

Beginning in 2024, 8 Professional Development Credits (PDC) are required for SFIC renewal. A **MINIMUM of 4 PDCs** must be in the form of Continuing Education Credits (CEC) like SFIC refreshers, courses, or conferences. Mentorship hours can also be used towards PDCs (2 hrs = 1 PDC). For a full explanation of the PDC requirement visit the CCAA website.

Submission form(s):

[View/Download](#) [2024_pdc_tracker_fillable.pdf](#)

[View/Download](#) [2024_seminar_summary_form_fillable.pdf](#)

Status:

Submitted, awaiting approval

Completed Date:

Jan 23, 2024

Applies to:

Progress Report # 6755

Notes:

Documents:

[View Doc](#) Posted: Jan 23, 2024 15:56:38

[View Doc](#) Posted: Jan 23, 2024 15:56:38

[View Doc](#) Posted: Jan 23, 2024 15:56:38

Note that large file uploads may take several minutes to complete.

Progress Report

1. Under “Completed Pending” column see date of submission
2. Once checked by the CCAA a green check  appears

1.

Certification Path Progress Report

Withdraw

For: Dana Van Gorp
 Path Name: SFIC Renewal V2, SFIC-REN-2
 Progress Report #: 6755
 Completion Status: CURRENT
 Due Date: Mar 1, 2024

Certificate: Seniors' Fitness Instructor Certificate, SFIC-CERT
 FIT Level: Instructor, Duration: 24 Months

Duration: 24 Months

Requirements (3)

Code	Description	Completed Pending	Expires	Score / Min	✓ = completed
SFICR-PDC	Submit 8 professional development credits	Jan 23, 2024 Jan 23, 2024			✗ Submit/View
SFICR-AD	Active Delivery (16 teaching hours)				✗ Submit/View
SFICR-FEE-2	SFIC certification renewal fee				✗ Pay Online

2.

Certification Path Progress Report

Withdraw

For: Dana Van Gorp
 Path Name: SFIC Renewal V2, SFIC-REN-2
 Progress Report #: 6755
 Completion Status: CURRENT
 Due Date: Mar 1, 2024

Certificate: Seniors' Fitness Instructor Certificate, SFIC-CERT
 FIT Level: Instructor, Duration: 24 Months

Duration: 24 Months

Requirements (3)

Code	Description	Completed Pending	Expires	Score / Min	✓ = completed
SFICR-PDC	Submit 8 professional development credits	Jan 23, 2024	On Cert.		✓ View
SFICR-AD	Active Delivery (16 teaching hours)				✗ Submit/View
SFICR-FEE-2	SFIC certification renewal fee				✗ Pay Online

Pay Online

- Check contact information is correct
- Click “Proceed to Payment” button

Online Fee Payment

Verify Contact Information

Name: **Dana Van Gorp**
Email: **ccaa@uwo.ca**
Alternate Email:
Phone: 519-661-1633
Mobile Phone:
Address: 1201 Western Road, Elborn College, Suite 1101
City / Province: London ON
Postal Code: N6G 1H1

Change

You are paying the following fee.

Product: **SFIC certification renewal fee >2023 (SFIC-REN-FEE2)**
Fee: \$ 60.00
HST/GST (13%): \$ 7.80
Total: \$ 67.80

Online payment through Western's PurplePay portal.

Remember to check out as GUEST.

Your completed payment will be reflected on this order within 5 business days.

Proceed to Payment

Cancel & Go Back

By proceeding to payment you submit that you have read the Leadership Training Policies, Terms, and Agreement and the Cancellation Policy and that you agree to abide by these regulations.

PurplePay

- Western's new payment processing system
- Click "Add to Cart" button
- Window shows item added to cart
- Click blue "View Your Cart" button

PurplePay • Faculty of Health Sciences Login

search

Home / Canadian Centre for Activity and Aging

SFIC Renewal Fee

\$60.00

Description

After initial certification, the SFIC renewal cycle runs from April 1 to March 31 (two years later). To avoid late fees, renewal requirements and payment must be submitted to the CCAA prior to March 31 of the renewal year.

Drag to zoom

[ADD TO CART](#)

PurplePay • Faculty of Health Sciences Login

Home / Canadian Centre for Activity and Aging

[VIEW YOUR CART](#)

SFIC Renewal Fee
\$60.00 x 1

SUBTOTAL: \$60.00

PurplePay • Faculty of Health Sciences Login

Home / Canadian Centre for Activity and Aging

SFIC Renewal Fee

\$60.00

Description

After initial certification, the SFIC renewal cycle runs from April 1 to March 31 (two years later). To avoid late fees, renewal requirements and payment must be submitted to the CCAA prior to March 31 of the renewal year.

Drag to zoom

[VIEW IN CART](#)

Cart & Checkout

- Click “Checkout” button
- On Checkout screen select “Guest Checkout” button

search



Shopping Cart

IN YOUR CART 1



SFIC RENEWAL FEE \$60.00 x 1 = **\$60.00**

[EDIT](#) [REMOVE](#)

SUMMARY	
Subtotal	\$60.00
Total Savings	\$0.00
Estimated Taxes	\$7.80
Shipping	\$0.00
Estimated Total	\$67.80
<small>Estimated total does not yet include applicable tax or shipping and handling charges</small>	
< CONTINUE SHOPPING CHECKOUT >	

search



Checkout

i You may choose to login using your Western ID if you are a current Western student, staff or faculty member. Alternatively, our guest checkout system is available to use. Please note that guests are unable to save information for next time.

WESTERN LOGIN

or

GUEST CHECKOUT

Enter Payment Information

- And click the “Continue” button

PurplePay • Faculty of Health Sciences Login  1

search 

Checkout

PAYMENT

Billing Information

Asterisk (*) indicates a required field

Country*
Canada (CA)

Full Name*

Address Line 1*

Address Line 2

Payment Information

* All payment fields are required

Card Number

Expiry Date (mmyy)

CVD

Email Address*

SUMMARY

Subtotal	\$60.00
Total Savings	\$0.00
Estimated Taxes	\$7.80
Shipping	\$0.00
Total	\$67.80

IN YOUR CART

 EDIT

SFIC Renewal Fee
\$60.00 x 1

[CONTINUE >](#)

- Payment in MyCCAA will not appear immediately
 - It will take 3 to 5 business days to appear in MyCCAA
 - You will receive a payment receipt via email once the payment has been posted in MyCCAA
-



Completed Progress Report

- Red X and green check marks disappear, and you can access your payment information

Completion Status: **COMPLETED**

Completed: Jan 22, 2024

Certificate: Seniors' Fitness Instructor Certificate, SFIC-CERT
FIT Level: Instructor, Duration: 24 Months

Duration: 24 Months

Requirements (3)

Code	Description	Completed Pending	Expires	Score / Min	
SFICR-PDC	Submit 8 professional development credits	Jan 15, 2024			Submit/View
SFICR-AD	Active Delivery (16 teaching hours)	Jan 15, 2024			Submit/View
SFICR-FEE-2	SFIC certification renewal fee	Jan 22, 2024	On Cert.		Order

Path Code / Name	Status / Cmp Date	Certificate Code / Name	FIT Level	Signup Date	Due Date	
SFIC-REN-2 SFIC Renewal V2	INCOMPLETE	SFIC-CERT Seniors' Fitness Instructor Certificate	Instructor	Jan 22, 2024	Mar 1, 2026	Progress Rpt.
SFIC-REN-2 SFIC Renewal V2	COMPLETED Jan 22, 2024	SFIC-CERT Seniors' Fitness Instructor Certificate Exp: Mar 1, 2026	Instructor	Jan 27, 2022		View
SFIC-REN SFIC Renewal	COMPLETED Jan 27, 2022	SFIC-CERT Seniors' Fitness Instructor Certificate	Instructor	Sep 13, 2021		View

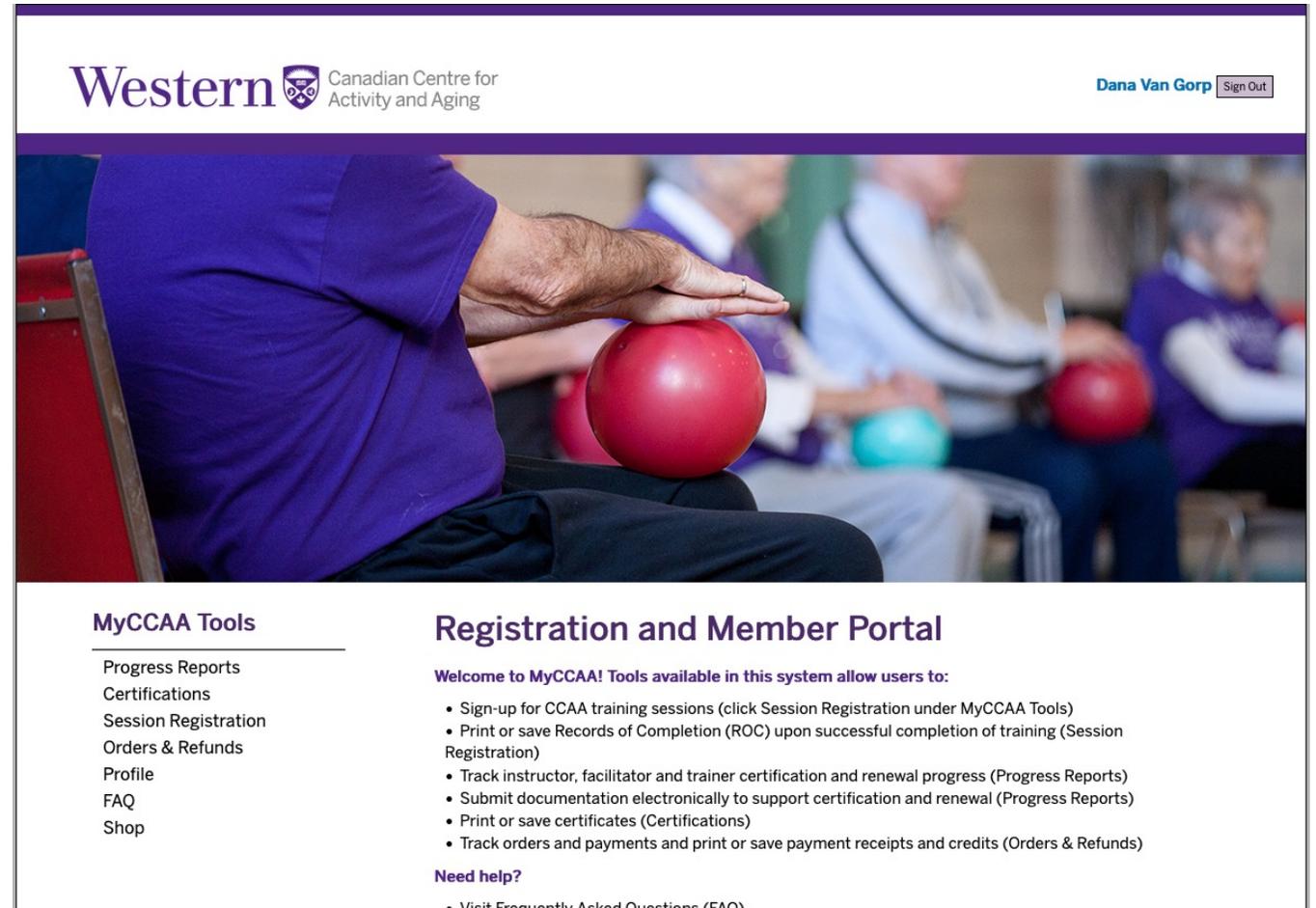
Auto-enrolled in next progress report

MyCCAA automatically enrolls you in the next progress report once the current one is completed.

HINT: Always check the due dates

Your Certificate

- Under MyCCAA Tools (on your home page) click "Certifications"



The screenshot shows the MyCCAA website interface. At the top left is the Western Canadian Centre for Activity and Aging logo. At the top right is the user name "Dana Van Gorp" with a "Sign Out" button. Below the header is a photograph of a person in a purple shirt sitting in a red chair, holding a red exercise ball. Below the photograph are two main sections: "MyCCAA Tools" and "Registration and Member Portal".

MyCCAA Tools

- Progress Reports
- Certifications
- Session Registration
- Orders & Refunds
- Profile
- FAQ
- Shop

Registration and Member Portal

Welcome to MyCCAA! Tools available in this system allow users to:

- Sign-up for CCAA training sessions (click Session Registration under MyCCAA Tools)
- Print or save Records of Completion (ROC) upon successful completion of training (Session Registration)
- Track instructor, facilitator and trainer certification and renewal progress (Progress Reports)
- Submit documentation electronically to support certification and renewal (Progress Reports)
- Print or save certificates (Certifications)
- Track orders and payments and print or save payment receipts and credits (Orders & Refunds)

Need help?

- Visit Frequently Asked Questions (FAQ)

Your Certificate

On the Certifications screen click the "Certificate" button next to the certificate that you would like to print

certifications for Dana Van Gorp

Find a Certificate

Progress Reports

aching qualifications: BALL, BALL-F, BBB, CPAOA, CRTWS, FAM, FE4D, FF-ADP, FFAX, FFFP, FFOA, GFAL, GFAL-D, GFAL-I, HIGH FIVE, E, HSEP, HSEP-F, PAA, POLE, PRES, R2A, R2A-DISC, RCC, RCET, SFIC, SFIC REFRESHER, SFIC WEB, SFIC-FT, STWS, TEP, TEP-F, TTT
ted on: Certificate ASC

Certificate	FIT Level	First Cert'd	Path	Expires / Compl.	Cert'd By	Views	
EP-F	Facilitator	Nov 4, 2019	Unknown	Nov 4, 2020 Nov 4, 2019	ADMIN Denis LePage Nov 8, 2019	0	Certificate Renew Progress Report
MASTER	Trainer		MASTER Prog Rpt# 6649	Nov 15, 2024 Nov 15, 2023	System	0	Certificate Renew Progress Report

Print or Save

A PDF of your certificate will be generated

- Print, frame and mount it on the wall!
- Or just save it to your computer documents

You can always log back into MyCCAA to access your certificate!





Questions?

We are here to help!

- Dana Van Gorp
 - dlepage@uwo.ca or 519.661-1633
- Debbie DeVries
 - ddevrie@uwo.ca

THANK YOU!
