



Fitness Instructor Guidelines

Minimum Qualifications:

A qualified fitness technician is one who has earned an associate or bachelor's degree or higher from a regionally accredited institution in exercise science or a related field; or is currently enrolled in a related college program with completion of an internship/practicum in an exercise science related area; or has a certification through a nationally recognized organization plus work experience/training in physical education, fitness or wellness. Must be CPR/First Aid and AED Certified or required to be within 60 days of employment.

Physical Requirements:

Walking, standing for one hour or more without rest, climbing one flight or more of steps, lifting and positioning equipment weighing 10 – 50 lbs. or more, reaching, pulling, pushing, stooping, bending, carrying, grasping, handling, keyboarding, visual and hearing acuity and ability to speak clearly, and read and comprehend information are required. Must be able to demonstrate the proper operation and use of exercise equipment including cardiovascular, strength and flexibility equipment.

Professional Certification:

It is best practice to require Fitness Instructors have professional certification.

The best recognized fitness industry professional certification bodies include:

- American Council on Exercise (ACE)
- International Sports Science Association (ISSA)
- American College of Sports Medicine (ACSM)
- Aerobics and Fitness Association of America (AFAA)
- National Strength and Conditioning Association (NSCA)
- National Academy of Sports Medicine (NASM)
- National Exercise Trainers Association (NETA)
- National Federation of Personal Trainers (NFPT)
- International Fitness Association (IFA)
- The Cooper Institute
- National Personal Training Institute (NPTI)
- Professional Personal Trainers Association (PROPTA)

Insurance Requirements for non-Ivy Tech employee Fitness Instructors:

General Liability: \$2,000,000 General Aggregate; \$1,000,000 per Occurrence

Employer Liability/Workers' Comp: \$1,000,000 General Aggregate; \$500,000 per Occurrence

Certificate Requirements:

1. All Certificates to include:

- Waiver of Subrogation language
- Insurance stated to be primary and non-contributory with any other available insurance
- At least 30 days' notice of cancellation where applicable

2. The following should be named as Additional Insured:

Ivy Tech Community College of Indiana
50 W. Fall Creek Pkwy N. Dr.
Indianapolis, IN 46208