

HOW TO COMPLETE THE CERTIFICATION PROCESS

The goal of the WaterART Certification programs is to provide the highest standard of theoretical, practical and leadership skills to become an excellent Instructor, Trainer, Specialist and or Fitness Professional. Only AT, RT, OT, PT may call themselves Therapists if they hold that degree or level of education in addition to our training.

Certification Programs are divided into 2 categories:

- 1) Comprehensive Certification
- 2) Specialty Certification

Comprehensive Certification requires completion of BOTH a theory exam and a practical assessment to become fully Certified. All candidates have up to six months from purchase date or onsite training date, to complete without penalty, except the Basic Instructor Certification, which must be completed within 4 months.

Specialty Certification Requires: All candidates who are currently WaterART Certified need only to complete the theory component of the exam process to renew and achieve qualifications as long as their present Certification(s) are current. Any candidate NEW to WaterART Fitness completing either a Land or Water Certification for the first time will be required to complete BOTH theory and practical assessment to become fully Certified. Instructors with a Certification for water only and who wish to become Land Certified, will be required to do a land practical. The same applies to land only Certified Instructors, if they wish to become Water Certified. If you have applied or trained for a new Certification, but do not complete this before your current WaterART Certification expiry date, you will be required to pay a LATE renewal fee and complete a new practical assessment.

If you have multiple Certifications, all of your Certifications use the same renewal date. Therefore, one renewal will re-qualify the candidate with all Certifications for 2 years. When successfully completing another level of Certification before the expiration date, no fee will be required, and candidates will automatically be issued electronic Certification Diplomas from the passing date. If hard copies are required, a charge of \$15.00 shipping fee is required.

Additionally, all candidates will need to maintain their own Emergency Safety Qualifications such as either a CURRENT Life-guard Qualification OR a valid CPR/FIRST AID/AED. This is written on the Certification Diploma that the qualification is only valid when Emergency Safety Qualifications are current (as dates typically do not coincide with your WaterART Certification).

Comprehensive Certification Programs that require both theory & practical assessment are:

- Instructor Certification (land or water)
- Seniors Instructor Certification (land or water)
- Personal Trainer Specialist Certification(water only)
- Weight Management Consultant (appropriate for land and/or water professionals)
- Aquatic Rehabilitation Specialist Certification (Athletic Population or General Populations water only)
- Sports Conditioning Specialist Certification

People who will also require Practical Assessments

- Anyone new to WaterART Fitness
- Anyone without a Comprehensive Certification (completing a Specialty Certification)
- Your first Land Fitness Certification with WaterART
- Your first Water Fitness Certification with WaterART

- Additionally, anyone may request a practical for any level of qualification that they feel they would be better served to have their practical skills reviewed.

How to submit the THEORY portion of the exam

1) Emailing the answers

2) Snail mailing the hard copy of the exam

For emailing theory, candidates simply write the question number & then their answer (no need to retype questions)

Be sure to include candidates name, address & current email. WaterART confirms all exams via email or phone (if candidate doesn't have working email).

[WaterART confirm all emails.](#)

*Please note we cannot read faxed or scanned documents for theory exams.

*** We cannot download from video websites or other websites because of viruses and cannot risk nor compromise our system.**

OR when Mailing Exam (please get tracking but no signature is required)

If you live in USA, please mail to: WaterART Fitness International Inc, 210 South 8th Street, Lewiston NY 14092

If you live in CANADA, please mail to: WaterART Fitness International Inc, 83 Galaxy Blvd Unit 19, Toronto, ON M9W 5X6

All practical assessments for certification exams may be booked

1) [emailing US](#) OR booking direct with [Master Trainer/Assessors](#) (make this convenient to them)

2) submit a VHS Video /DVD/flash drive of your program. (30-45 minutes).

Note: If you submit a DVD /VHS/USB STICK Land or Water Certification. Candidates may film practical assessment in their home. WaterART recommends keeping the program simple (without too many people). The goal is to see the candidates competencies & skills and the specific exercise design applications. Examiners must be able to see & hear candidate teaching a safe, effective & enjoyable exercise program. In other words, the filming doesn't have to be professionally filmed. All marking systems are outlined in manual.

Below is the process for Practical Assessments

All candidates have an option to

1) submit a home video via a DVD/USB stick of the lesson plan as laid out in the theory portion of the exam. The class design should be written out as part of the theory exam. This is generally worth 20-25%. The assessor will follow along the program design with the video/DVD/USB stick submission). All details are clearly itemized in the manual. Candidates may choose to video yourself in your home if you do not have a pool. Also, candidates may choose to teach themselves (we call this ghost teach). Rehabilitation Specialist, Personal Trainer Specialist, WMC require this option for the practical as they will have to record a full case study of their practical as laid out in the manual.

2) Complete an ONSITE practical assessment at a scheduled certification session OR work one on one with a Master Trainer (the person being examined goes to the MT AND makes this a convenient/cost effective for MT.) This process generally takes about 30 minutes per person . There may be a group so you are required to stay for the entire session.

Please note that there are comprehensive marking or scoring sheets in each manual so that candidates know how they are marked prior to the assessment submission or onsite practical.

The Practical Onsite Assessment involves: Teaching other instructors or Certified the Master Trainer a 30 minute program. The goal is to assess how each instructor completes the competencies required for the practical (see below). Each Instructor planning on-site assessment must attend the pre-arranged group session with the MT. at a convenient time & location. Once scheduled, candidates must provide 24 hours notice of cancellation or assessment will be marked as an incomplete or failed examination).

A sample of an onsite Practical Assessment may be:

1: Oral: answering a few “safety” questions

2: Demonstrate the ability to show a variety of basic moves though working positions in shallow water or body positions in deep water (if applicable)

For the Onsite Practical Assessment please prepare a 30 minute program (the Instructor may plan with music however, be prepared not to use music if situation is not conducive for using this. The examination candidate may bring notes and if doing a water examination should be prepared to get in the water.

The 30 minute practical assessment should include: the following class components -be sure to keep program flowing and from orientation the program should teach movement (not just talk)

a) a 5-10 minute Orientation & Warm up for the program they are being tested on. Assume that there may be a variety of skills and fitness levels.

b) 3-5 minute Cardio set or segment for using a variety of working positions to provide changes in intensity and impact apparently healthy

c) 2 x 3-5 minute Muscular Strengthening sets/segments.

d) always add a fun exercise or some variety to your routine. In other words, do something that excites and energizes your participants. Make your program or lesson plan something to remember and enjoy!

e) teaching a 5-10 minute Warm Down/Cool Down , Relaxation and stretch segment. Be sure to name the muscles you are stretching as well as provide closure and tips to end the program.

You are evaluated based on:

1) Do you understand the exercise objective & goal? Always state what you are teaching and how to benefit with the exercise.

2)The Assessor will need to be able to see, hear and understand the instructor. Provide both visual and verbal cues.

3) Always know why you are teaching the exercise and how this may help your group benefit

WaterART is Exercise with a Purpose - become Qualified & Competent!

The practical assessment may also be completed by submitting home video/DVD/USB stick at the same time as the written submission .**Certification Report and Diploma:** Once BOTH parts of the certification are

completed report cards are written and we email the report card to you. If successful - you will receive an official WaterART Certified E-Diploma, Online profile or account that you may log into to show your employer or check your qualifications and expirations.

Here is the chart to check the Certification Process for each of the Specific WaterART programs

TYPE OF CERTIFICATION PROGRAM	TIME TO COMPLETE EXAM WITHOUT LATE FEE(S)	PRACTICAL REQUIRED?	PRACTICAL ASSESSMENT OPTIONS **If you are required to complete a practical
Instructor Certification via Onsite Training (Land or Shallow & Deep H20)	4 months	Yes	Onsite Assessment or Video submission via DVD or USB stick
Instructor Certification via Home Study (Land or Water)	6 months	Yes	Onsite Assessment or Video submission via DVD or USB stick
Seniors Instructor Certification via Onsite Training or Home Study (Land or Water)	6 months	Yes	Onsite Assessment or Video submission via DVD or USB stick
Personal Trainer Instructor Certification via Onsite Training or Home Study (Land or Water)	6 months	Yes	Submit 5 Personal training assessments and suggested programs for weeks 1 4 & 8 Must submit video for one program card.
Aquatic Rehabilitation Instructor Certification for Athletic Populations via Onsite Training or Home Study	6 months	Yes	Submit Video via DVD /USB stick demonstrating 3 stages of a case study with a client
Aquatic Rehabilitation Instructor for General Populations Instructor Certification via Onsite Training or Home Study	6 months	Yes	Submit Video via DVD /USB stick demonstrating 3 stages of a case study with a client
Weight Management Consultant Certification via Onsite Training or Home Study (Land or Water)	6 months	Yes	Onsite Assessment of one week of presentation or Video submission via DVD or USB stick
Aquatic Sports Conditioning Instructor Certification	6 months	Yes	Onsite Assessment or Video submission via DVD or USB stick
Specialty Certifications – Do not require practical assessment if your qualifications are current			
Aquatic Common Movement Disorders Instructor Certification via Onsite Training or Home Study (Land or Water)	6 months	No unless it is your first water certification with us OR Cert is expired	Onsite Assessment or Video submission via DVD or USB stick
Aquatic Arthritis Instructor Certification via Onsite Training or Home Study (Land or Water)	6 months	No unless it is your first water certification with us OR Cert is expired	Onsite Assessment or Video submission via DVD or USB stick
Aquatic Kids Instructor Certification via Onsite Training or Home Study	6 months	No unless it is your first water certification with us OR Cert is expired	Onsite Assessment or Video submission via DVD or USB stick

Aquatic Pre & Post Natal Instructor Certification via Onsite Training or Home Study	6 months	No unless it is your first water certification with us OR Cert is expired	Onsite Assessment or Video submission via DVD or USB stick
Managing a Healthy Weight Instructor Certification via Onsite Training or Home Study (Land or Water)	6 months	No unless it is your first certification with us OR Cert is expired	Onsite Assessment or Video submission via DVD or USB stick
Aquatic Mind Body Instructor Certification via Onsite Training or Home Study	6 months	No unless it is your first water certification with us OR Cert is expired	Onsite Assessment or Video submission via DVD or USB stick
Aquatic Shape Up and Water Train Certification via Onsite Training or Home Study	6 months	No unless it is your first water certification with us OR Cert is expired	Onsite Assessment or Video submission via DVD or USB stick
Aquatic Walking Instructor Certification or Home Study	6 months	No unless it is your first water certification with us OR Cert is expired	Onsite Assessment or Video submission via DVD or USB stick
Aquatic Parent & Tot/Toddler Instructor Certification via Onsite Training or Home Study	6 months	No unless it is your first water certification with us OR Cert is expired	Onsite Assessment or Video submission via DVD or USB stick
Aquatic Running Instructor Certification via Onsite Training or Home Study	6 months	No unless it is your first water certification with us OR Cert is expired	Onsite Assessment or Video submission via DVD or USB stick
Deep Instructor Certification via Onsite Training or Home Study	6 months	No unless it is your first water certification with us OR Cert is expired	Onsite Assessment or Video submission via DVD or USB stick
Shallow H2O Instructor Certification via Onsite Training or Home Study	6 months	No unless it is your first water certification with us OR Cert is expired	Onsite Assessment or Video submission via DVD or USB stick

Comprehensive Certification Programs

- ✓ **Requires theory exam and practical assessment for all levels (onsite or home study)**
- ✓ All Certification exams have six months to complete after purchase or taking the course without a penalty fee *-except Instructor (onsite) Training which has four months time period. Instructor onsite training has up to 4 months after training.*

Specialty Certification Programs

- ✓ **Requires only theory exam unless you are new or expired qualifications to WaterART Fitness.**
- ✓ If your WaterART Certification has expired then you require both theory exam & practical assessment to qualify.
- ✓ A practical assessment for those professionals currently Certified with WaterART is optional.
- ✓ Adding another level of WaterART Certifications will automatically renew your existing qualifications for 2 years from pass date of this new exam.

All exams will involve take home exam process where the candidate will have time to absorb the information.

There are study guide question & sample answers, laminated reference cards, Educational DVDs in all programs so usually exam process takes 15-30 (depending on educational background & experience etc) . Anyone may take any program but they have to be competent to complete the exam process.

In order to maintain the certified status for any of the certifications the instructor/trainer must complete a minimum of 16 hours of continuing education every two years and submit a renewal form with appropriate verification of your CEC hours with appropriate certificates of course completion. IF you have completed all hours via WaterART, you may simply phone for your Certification Renewal.

Please note all certification diplomas may only run for a maximum of 2 years. **One renewal fee covers all certifications which run concurrently from the date of the last certification. Therefore** if you are utilizing a specialty certification for automatic renewal the renewal date will be two years from the date you PASS the new certification exam.

Please assume that it may take us 2 weeks to mark any exam and 2-4 weeks to receive your diploma; however, you may log in to view your profile on our www.waterart.org website.

If you are having difficulty with any exam questions, we recommend that you email us as not all head office staff are able to answer all questions. Additionally, you may fax questions to 416 621 0951. (Please do not fax exams as it is very difficult for us to read).

The Candidate must score a grade of 75% on all exams to become certified. All re-write of theory exams or re-takes of practical assessments are \$35.00 for each exam and/or attempt. **After a year without completion you will be required to forfeit the program or exam and re-purchase the program.** All candidates must hold a valid and current CPR/First Aid OR Life-guarding certification. You may complete these emergency safety training qualifications either before or after training date however, this should be done prior to certification.

Emergency safety qualifications do not have to be submitted with exams (as generally these dates don't coincide with your qualifications). However, it does say on your official Certification Diploma that it is up to you to keep Emergency Safety Qualifications current or the certification is invalid.

In order to maintain the certified status see Re-Certification process [click here](#).

If you are having difficulty with any exam you may email us your questions at any time.

The Candidate must score a grade of 75% on all exams to become certified.

All re-write of theory exams or re-takes of practical assessments are \$35.00 / exam per attempt.

After a year without completion you will be required to forfeit the program or exam and re-do the program.

Note:

Certified Instructors or Trainers are eligible for Liability Insurance coverage through [OFC in Canada](#) or [Sport & Fitness USA](#).

[How to Complete WaterART Certification Process](#)

[Renewal Procedures](#)

[Certification Renewal Procedures \(PDF\)](#)

[Certification Standards](#)

[Refund & Cancellation Policies](#)

[JOIN THE "MASTERS GOLD CERTIFICATION CLUB" - a Professional completes 5 levels of Certification.](#)

Should you have any questions - [please email us](#)