



Memorandum

March 10, 2015

Dear Former AF Program Leader Trainers;

Greetings from AEA. We do apologize for the delay in getting communications out to you. It has been an overwhelming transition for AEA but we are making progress with the transition! We understand that some of you are not receiving our emails so hopefully this update will reach you through your chapter offices.

Since 1993, the exercise and aquatic programs have helped millions of individuals ease their pain through movement and motivation. Our goal is to continue to provide these programs, as well as enhanced training courses to offer health and fitness professionals more opportunity for career enhancement.

AEA and the Arthritis Foundation agree that Program Leader Trainer fundamentals require updating. The overall structure and management of the programs are in the process of being simplified and organized to provide optimal results at all levels. The overall goal is consistency!

Moving through this transition toward consistency across the US, there are now 2 levels regarding the AF leadership:

Program Leader - Conducting exercise/aquatic programs in the community

Program Leader Trainer – Conducting in-person training modules for Program Leaders

If you wish to maintain your Arthritis Foundation **Program Leader** certificate(s) and continue offering classes in your community, please contact us to make sure we have your AFAP and/or AFEP issued (original) and expiration date(s) on file. You will also have to provide copies of your current CPR/AED.

Only Program Leaders who have conducted training programs in the last 18 months (Since August 1, 2013) are eligible to reapply as an AF **Program Leader Trainer** with AEA. Please note that all communications will be via email, no exception.

Baseline Criteria to Reapply for Program Leader Trainer (PLT):

Provide letter of interest to become PLT with AEA by March 30, 2015.

Provide 3 professional references that have first hand experience with your presentation skills as a PLT.

Provide documentation/proof of conducting training courses in the past 18 months.

Provide scanned copies of your current CPR/AED.

Provide updated Resume/Curriculum Vitae.

If applying for PLT status for the AF Exercise Program, must hold a current, nationally recognized group exercise certification or AEA Certification.

If applying for PLT status for Aquatic or Combined (Exercise & Aquatic), must be AEA Certified (current status).

Final Requirements if accepted as an applicant:

PLT applicants who meet the above baseline criteria must also:

Complete the revised, blended training program (online and in-person modules).

Complete a PLT training review.

Submit a video or perform live demonstration based on criteria selected by committee

Please let us know your intentions to becoming an AF Program Leader Trainer with AEA No later than March 30, 2015. If we do not hear from you, we will take your name off the list of those interested in applying.

The Arthritis Foundation and AEA appreciate the dedication and loyalty many of you have demonstrated in the past. We look forward to moving this program to more standardized practices in the future.

If you have any questions, simply reply to this email or contact AFadmin@aeawave.com and we will follow up within 48 hours.

Sincerely,

A handwritten signature in black ink, appearing to read "Angie Proctor". The signature is fluid and cursive, with the first name "Angie" being more prominent than the last name "Proctor".

Angie Proctor
Executive Director, AEA