



Instructor Continuing Education Planning Tracker

Pietra Fitness encourages instructors to plan their continuing education throughout the year. Use this page to track your credits as you complete them. Keeping a personal record will make the annual renewal process simple and stress-free.

Annual Requirement: 10 Continuing Education Credits (CECs)

- **Spiritual Courses:** 4 CECs
- **Physical Courses:** 6 CECs

Spiritual Course Credits (4 Required)

Date Completed	CEC/ Event	CECs Earned	Notes
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Physical Course Credits (6 Required)

Date Completed	CEC/ Event	CECs Earned	Notes
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CPR/AED Certification

Date Completed	Provider	Valid Until Counts as 2 Physical CECs
_____	_____	_____



Instructor Meetups Attended

Date	Topic	CECs Earned
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Renewal Checklist

Before renewing certification, make sure you have:

- ___ Completed **10 total CECs**
- ___ Met the **Spiritual (4) and Physical (6) requirements**
- ___ Completed **CPR/AED certification (when due)**
- ___ Saved your **CEC certificates**
- ___ Uploaded proof of CECs during renewal

Pro Instructor

___ One complete routine written and video at least 2 weeks prior to renewal. Written routine should include the level, the physical focus, and the patron saint.

___ Complete the [Pro Renewal Exam](#) at least 1 week prior to renewal

Important: Pietra Fitness does not keep copies of CEC certificates. Please save your certificates and upload them at the time of recertification.