

Instructor Certification Renewal Guide

Only **current Pietra Fitness Instructors in good standing** are permitted to lead Pietra Fitness classes and use Pietra Fitness materials, meditations, and pre-designed workouts.

Pietra Fitness Instructors are part of the Pietra Fitness community and receive ongoing support through new class materials, marketing resources, continuing education opportunities, and instructor meetups.

Certification renewal can be completed online through the **Instructor Portal** under “**Renew Certification.**”

The following requirements apply when renewing certification **within the normal certification period** (see Late Renewal guidelines below if renewal occurs after the expiration date).

Renewal Requirements

To renew certification, instructors must:

- Maintain the knowledge and competencies acquired during the original training program.
- Re-sign the **Pietra Fitness Instructor Annual License Agreement.**
- Re-sign the **Profession of Faith and Oath of Fidelity.**
- Submit proof of **current CPR/AED certification** that includes hands-on training.
- Submit proof of **Continuing Education Credits (CECs)** completed during the certification year.
- Participate in **Pietra Fitness instructor meetups, workshops, retreats, or other educational opportunities** offered by Pietra Fitness.
- Pay the **annual license fee**, as outlined in the Pietra Fitness Instructor Annual License Agreement.

Note: CPR/AED certification must be submitted **every year**, even if the same certification was submitted the previous year.



Pro Instructors: Additional renewal requirements apply. Please refer to the section on **Pro Instructor Additional CECs**.

Certification Timing

Instructor certification is valid for **one year from the original certification date**.

Pietra Fitness uses the **first day of each month** as the official certification date. The certification date will be adjusted to the nearest upcoming first of the month, with the **15th of the month serving as the midpoint**.

Example:

- If the final test date is **May 12**, the certification date becomes **May 1** of the following year.
- If the final test date is **May 15**, the certification date becomes **June 1** of the following year.

Pietra Fitness will send reminders when certification renewal is approaching. Upon successful renewal, a **new Pietra Fitness certificate** will be issued for the upcoming certification year.

Renewal Fee

The current renewal fee is **\$120**, though this amount may change in the future. The certification expiration date **does not change based on when payment is received**.

Example:

If certification expires on **May 1**, and renewal payment is received after that date, the expiration date **remains May 1**. The renewal period does not shift based on payment timing. If renewal is not completed by the certification expiration date, the certification becomes **inactive**.

Late Renewal

If certification is not renewed by the expiration date, the following late renewal policies apply.

1–6 Months Late

- Complete all standard renewal requirements
- Pay an additional **\$30 late fee**

7–12 Months Late

- Complete all standard renewal requirements
- Pay an additional **\$50 late fee**

12–24 Months Late

- Complete all standard renewal requirements
- Retake **Exams and Practical**
- Pay an additional **\$300 late fee**

3–5 Years Late

- Retake the **Pietra Fitness Instructor Training (P-FIT)** at a **40% discounted rate**, provided the instructor still has their training materials.

Teaching During an Inactive Certification

If certification becomes inactive, instructors must **immediately stop teaching Pietra Fitness classes**.

All Pietra Fitness branding, logos, and references to certification must also be removed from:

- marketing materials
- websites
- social media
- printed promotional materials

Teaching Pietra Fitness classes while certification is inactive is not permitted.

License Agreement Compliance

Failure to follow these guidelines may be considered a **material breach of the Pietra Fitness Instructor License Agreement**. In such cases, Pietra Fitness, LLC may deny, suspend, or terminate instructor certification privileges and terminate the License Agreement.