

**FITNESS INSTRUCTOR
(Time-Based)**

APPENDIX A

O*NET CODE 39-9031.00

This training outline is a minimum standard for Work Processes and Related Instruction. Changes in technology and regulations may result in the need for additional on-the-job or classroom training.

This apprenticeship program is designed to provide a guided experience in how a Fitness Instructor teaches individual or group fitness, sport specific skills, and/or wellness as it relates to the instructor's concentration(s). Instructors will be primed to evaluate the abilities of an individual to determine a suitable training program(s). Although the Work Processes described below are presented as different aspects of Physical Instruction, they are interconnected, not separate, and support each other. Each apprentice's developing mastery of the Work Processes, applied in their individual field, will be ongoing and progressive.

WORK PROCESSES

All apprentices must complete the following Core Work Skills Processes:

Core Work Skills 1,000 Hours

	Approximate Hours
A. Prepare and sanitize facility in accordance with New York State Department of Health (DOH) regulations.	25
B. Operate and maintain industry-specific equipment, such as:	100
1. treadmills,	
2. stationary bikes	
3. rowing machines	
4. barbells	
5. reformers	
6. rigs and applicable attachments	
7. heavy bags	
8. mats etc.	

C. Pre/postnatal Considerations	150
<ol style="list-style-type: none"> 1. Create a working relationship with medical team, client, and yourself. 2. Be able to identify coning and other prenatal warning signs of strain. 3. Develop an understanding of the hormone relaxing and its long-term effects on ligaments, and the affects, both short and long term, of Caesarean and vaginal birth. 	
D. Adaptive Fitness	200
<ol style="list-style-type: none"> 1. Develop an understanding for various persons who may require special considerations while training, including but not limited to those with intellectual disabilities, developmental delays, physical disabilities, deafness, blindness, wheelchair users and amputees. 	
E. Identify the need for modification techniques through verbal and physical evaluation and implement modified instruction techniques based on any injuries (past/present), age, weight, and current skill level.	200
F. Use and understand discipline-specific warmup techniques consisting of	100
<ol style="list-style-type: none"> 1. a gradual increase in intensity in physical activity (a "pulse raiser") 2. joint mobility exercise 3. some or all types of stretching (ballistic, dynamic, and static). 	
G. Build an appropriate training program that accounts for basic kinesiology and direct ties to the overall goal for the client(s) and adequate protection of the various muscle groups included in the program.	200
H. Understand the role of interpersonal skill sets and the tools used to develop them such as	25
<ol style="list-style-type: none"> 1. clear communication 2. non-verbal communication 3. active listening 4. problem solving 5. time management skills 6. flexibility 7. critical thinking 	

8. Development using these tools should be ongoing.

Concentrations

Each apprentice must complete anywhere from 1 – 7 of the following concentrations. Selection of which concentration(s) will be completed is at the sponsor’s option depending upon their particular needs.

Number of Concentration(s) Selected	Hours per Concentration
1	1000
2	500
3	334
4	250
5	200
6	167
7	143

(Please note: Any apprentice choosing more than six Concentrations will need to use either a Blue Book which provides space for On-the-Job Training (OJT) in every Concentration chosen, or an Apprenticeship Training Central Office Approved Alternate Method of Recordkeeping. Your ATR can assist you in obtaining either of these documents.)

I. Personal/Strength Training

The following list of tasks is performed in connection with training individuals or small groups within a traditional or “big box” gym setting. It includes many typical Personal/Strength Training job duties but is not meant to be all-inclusive. The specific tasks to be completed are at the option of the sponsor.

1. Understand the available equipment/space and how to utilize it in a varied, safe, and effective program.
2. Understanding the basic machine mechanics to determine the safety and readiness of all equipment.
3. Create a client profile through interview techniques to learn of any preexisting injuries, handicaps, and an overall understanding of the client and their goals/needs.
4. Perform a physical evaluation of client to determine any need for modification the client may not have been aware of in the interview.
5. Create an appropriate program that fits the needs, ability, and goals of the client.
6. Implement an appropriate warmup routine before the start of any exercise program.

7. Understand the use and technique of free weights.
8. Identify techniques best suited to the learning style of the individual client.
9. Assist and spot various lifts and movements such as bench pressing, squatting, and inverted movements.
10. Employ motivational and interpersonal skills to enhance training experience.
11. Develop complementary training stations in the various time domain options available to the client.
12. Understand and provide supplemental nutritional information (where appropriate and never to supersede the advice of a medical professional).

J. High Intensity Interval Training (HIIT)

The following tasks are performed in association with the High Intensity Interval Training (HIIT) model which includes but is not limited to domains such as CrossFit®, boot camp, spin, F45®, Orange Theory®, rowing, athletic training, and kickboxing. It includes many typical job duties but is not meant to be all-inclusive. The specific tasks that will be completed are at the option of the sponsor.

1. Prepare large group trainings to meet safety standards and ensure adequate equipment rotation. (not to exceed 25 hours)
2. Understand and teach bodyweight movements such as squats, pushups, lunges (in their many forms), burpees, sit-ups, step ups, planks (in their many forms), handstands, mountain climbers, dead bugs, hollow rocks and superman holds.
3. Use equipment safely and for the purpose intended.
4. Understand and teach gymnastic and or skill specific movements (where applicable).
5. Understand and teach Olympic and Standard barbell lifting techniques
6. Implement various time domains and understand the effect of the time domain or interval on the overall stimulus of the workout.
7. Observe participants and demonstrate corrective measures necessary for skill improvement.
8. Demonstrate techniques and instructions for a large class setting
9. Learn and use client and/or membership software utilized by a particular facility (not to exceed 25 hours)

10. Implement an appropriate warmup routine before the start of any exercise program.
11. Understand and provide supplemental nutritional information (where appropriate and never to supersede the advice of a medical professional).
12. Assist and spot clients while performing various lifts and movements.
13. Employ motivational skills and interpersonal skills to enhance training experience.
14. Prepare and clean site(s). Sanitize all areas used by the instructor and their client(s) in accordance with DOH guidance for fitness facilities. Return equipment to its proper place.
15. Develop physically separate, yet interconnected stations to form a full body circuit.

K. Yoga

The following movements / tasks are performed in association with “Yoga class”/ Practice such as Vinyasa, Yin, Restorative, Strength/Power etc. It includes many typical Yoga Instructor duties but is not meant to be all-inclusive. The specific tasks to be completed are at the option of the sponsor.

1. Demonstrate safe body movements and safe use of any props such as Yoga straps, blocks, blanket, bolster.
2. Understanding weight transfer with the foundations of the body.
3. Understand and safely teach the intended use of equipment.
4. Safely perform physical spotting as it relates to weight distribution of our bodies with inversions and or arm balances.
5. Understand and demonstrate proper strategies for inversion/ arm balancing techniques.
6. Understand and teach connecting all aspects of the Yoga Limbs of Yoga which are yama (abstinences), niyama (observances), asana (yoga postures), pranayama (breath control), pratyahara (withdrawal of the senses), dharana (concentration), dhyana (meditation) and samadhi (absorption).
7. Observe and correct student body(-ies) while in motion.
8. Demonstrate postures /techniques with simultaneous physical demonstration and verbal cues.

9. Implement an appropriate warmup routine before the start of any yoga class, including breath work.
10. Understand and teach the correlations of the Limbs of Yoga to the class, including chakra colors and meanings.
11. Perform verbal spotting and suggest adjustments
12. Understand and implement meditative practices
13. Understand and implement breath work: with and without movement.

L. Pilates

The following list of tasks are performed in connection with the mind and body to form the practice of Pilates. It includes many typical Pilates Instructor duties but is not meant to be all-inclusive. The specific tasks to be completed are at the option of the sponsor.

1. Understand and adjust for proper postural alignment.
2. Demonstrate safe use of the Universal Pilates Reformer for a wide variety of supine, seated and standing exercises.
3. Understand and teach movement principles including; improving lower body alignment, creating balanced muscle development, and learn protocol for effectively training the upper body.
4. Understand and teach traditional Mat exercises.
5. Understand and teach Mat Training with the use of rings, rollers, bands and balls.
6. Apply dynamic assessment and correction of common dysfunctional movement patterns.
7. Apply Breathwork.
8. Demonstrate and teach centering.
9. Implement visual, verbal and kinesthetic communication.
10. Understand and teach body/mind integration.

M. Dance Fitness

The following list of tasks are performed in association with Zumba, Barre, or other dance related fitness. It includes many typical Dance Fitness Instructor duties but is not meant to be all-inclusive. The specific tasks that will be completed are at the option of the sponsor.

1. Understand and use Choreography (physical)
2. Understand and use Musicality; beats, counting, tempo etc.
3. Demonstrate a basic understanding of and ability to demonstrate Ballet

4. Demonstrate a basic understanding of and ability to demonstrate Latin American dance (salsa, merengue, reggaetón and samba).
5. Demonstrate a basic understanding of and ability to demonstrate Hip Hop.
6. Understand and demonstrate the types of Barre; fusion /cardio barre / hiit barre / classic barre / floor barre /standing barre (where applicable)
7. Understand and demonstrate the weight transfer with the foundations of the body as you move through various positions.
8. Demonstrate the ability to instruct and perform the class simultaneously.
9. Demonstrate and teach static stretching.
10. Observe students during routines to offer advice or guidance on performance improvement.
11. Understand and use proper strategies for moving into and out of each format during a class.
12. Understand and use props safely.
13. Demonstrate and use resistance band training.
14. Demonstrate and use hand weights use and safety.
15. Understand and demonstrate the safe and intended use of all other equipment.

N. Martial Arts (mixed and other)

The following list of tasks may be performed in connection with the many forms of Martial Arts training. Styles include but are not limited to traditional arts like Hung Gar, pencak silat, and Shorin-ryu karate to more sport-oriented disciplines like judo, kendo, and mixed martial arts (MMA). Each style distinguishes itself through its collection of techniques, tactics, training methods, and philosophical approach to combat and physical wellness. It includes many typical duties of a Martial Arts teacher, but is not meant to be all-inclusive. The specific tasks to be completed are at the option of the sponsor.

1. Understand and teach the unique cultural character of each chosen style. Martial arts are many things—history, philosophy, art, ritual, and lifestyle.
2. Understand and demonstrate the breakdown of techniques into simple movements.
3. Set and maintain a standard for conduct.
4. Understand and teach sparring, grappling, punching, and kicking techniques.

5. Demonstrate the safe use of equipment when performing strikes on pads or heavy bags.
6. Understand and teach meditation.
7. Understand and incorporate stretching and conditioning into the practice.
8. Understand and teach personal discipline and self-respect.
9. Understand and teach fighting and self-defense techniques.
10. Demonstrate the ability to administer exams for students to advance to the next belt level.
11. Demonstrate clear communication and be comfortable and confident teaching large groups.
12. Demonstrate basic ability to handle injury that might occur in class and identify when to involve a medical professional.

O. Boxing

The following list of tasks is performed in connection with the techniques of traditional boxing though it may be used in conjunction with non-traditional training such as kickboxing / cardio boxing/ bag work etc. It includes many traditional techniques but is not meant to be all-inclusive. The specific tasks to be completed are at the option of the sponsor.

1. Understand and teach strong boxing stances, punch styles, combinations, attacks, defensive moves, and footwork.
2. Understand and teach shadowboxing.
3. Understand and teach bag work.
4. Demonstrate an ability to participate in boxing matches with clients.
5. Demonstrate and teach dynamic and exciting group experiences that helps improve cardiorespiratory health, agility, speed, balance, flexibility, stability and coordination.
6. Create specialized workouts that will improve participants functional skills.
7. Demonstrate and teach clients to connect their body and mind through fluid movement combinations and work toward improvements in self-efficacy.
8. Understand and teach correct biomechanics of punching- jabs, cross, upper-cut, hook, and straight punch.

9. Understand how to match your music to your audience to support flow, participation and intensity (where applicable)
10. Demonstrate ability to set up and safely use equipment such as heavy bags, speed bags, boxing gloves, and sparring pads.
11. Demonstrate and teach integrating and safe partner work.
12. Demonstrate and teach self-defense techniques.
13. Understand the basic science of cardiorespiratory training, and how it relates to anatomy and physiology.

Approximate Total Hours 2000

(Core Skills: 1000 hours + Concentration(s): 1000 hours = minimum of 2000 hours)

Apprenticeship work processes are applicable only to training curricula for apprentices in approved programs. Apprenticeship work processes have no impact on classification determinations under Article 8 or 9 of the Labor Law. For guidance regarding classification for purposes of Article 8 or 9 of the Labor Law, please refer to <https://dol.ny.gov/public-work-and-prevailing-wage>

FITNESS INSTRUCTOR
APPENDIX B
RELATED INSTRUCTION
CORE SKILLS

Each apprentice must complete all 144 hours of the Core Skill Related Instruction.

Workplace Safety

1. Safe Operational Space Awareness
2. Injured Client Procedure
3. Identification and Safe Handling of Bodily Fluids
4. First Aid/CPR – minimum 6.5 hours
5. Sexual Harassment Prevention Training – MUST comply with section 201-g of the Labor Law

Fitness Industry Operational Skills

1. Introduction to the General Fitness Industry (if available)
2. Building a Career as a Physical Instructor
3. Interpersonal Skills -- such as clear communication, nonverbal communication, listening, problem solving, time skills, flexibility, and critical thinking
4. Hospitality Skills – such as body language, multitasking, adaptability, and attention to detail
5. Recognition of a PIC (person in crisis) and available resources
6. Identifying and safe handling of a client under the influence
7. DOH Regulations
8. Basic Membership Operation Systems (if available)
9. Basics of Reading and Interpreting Programming
10. Basics of Writing Fitness Programming

Fitness Instructor Trade Skills

1. Motivation: Techniques and application
2. Good Work Habits
3. Instructor Handling of Safe Spotting (if available)
4. Basic Units of Mass: calculation and conversion
5. Free Weights (if available)

6. Equipment or Machinery
7. Basic Kinesiology
8. Basic Anatomy
9. Basic Nutritional Counseling
10. Stretching (ballistic, dynamic, and static)

CONCENTRATIONS

Each apprentice must complete a total of 100 hours of Related Instruction for all of their concentrations combined.

Personal Training

Sponsor may choose from the topics below. Choices should match the work the apprentice is doing on the job as much as possible.

1. Evolution of programming as it relates to the client's growth within the program.
2. Basic understanding of sales
3. Aerobic activity
4. Anaerobic Activity
5. Olympic Lifting
6. Running form
7. Biomechanics
8. Resistance Band Training
9. Rehabilitation
10. Medicine Ball uses
11. Athlete training
12. Youth training methods

High Intensity Interval Training (HIIT)

Sponsor may choose from the topics below. Choices should match the work the apprentice is doing on the job as much as possible.

1. Application of high intensity intervals
2. Competition Training
3. Varying intensity levels safely and effectively
4. Aerobic activity
5. Anaerobic Activity
6. Biomechanics
7. Olympic Lifting

8. Gymnastics Training
9. Athlete training
10. Rehabilitation
11. Functional Movement
12. Youth training methods

Yoga

Sponsor may choose from the topics below. Choices should match the work the apprentice is doing on the job as much as possible.

1. The Limbs of Yoga
2. Chakras
3. Foundations of the body
4. History and culture of the method
5. Meditation
6. Inversions
7. Rehabilitation
8. Infant/ youth training considerations

Pilates

Sponsor may choose from the topics below. Choices should match the work the apprentice is doing on the job as much as possible.

1. History and culture of the method
2. Universal Reformer Operation
3. Dysfunctional Movement Patterns
4. Breathwork
5. Mind/Body Integration
6. Rehabilitation
7. Centering
8. Meditation

Dance Fitness

Sponsor may choose from the topics below. Choices should match the work the apprentice is doing on the job as much as possible.

1. Choreography (written)
2. Choreography (physical)
3. Musicality – interpreting music
4. Counts and Tempos

5. Youth training methods
6. Resistance Band Training
7. Hip Hop
8. Barre
9. Ballet
10. Latin American Dance

Mixed Martial Arts

Sponsor may choose from the topics below. Choices should match the work the apprentice is doing on the job as much as possible.

1. History and culture of the method
2. Discipline and Self Respect
3. Rituals
4. Meditation
5. Conduct
6. Administration and Context of Exams
7. Self Defense
8. Mind and Body Connection
9. Competition Training
10. Youth training methods

Boxing

Sponsor may choose from the topics below. Choices should match the work the apprentice is doing on the job as much as possible.

1. Professional Athlete training
2. Cardiorespiratory Training
3. Competition Training
4. Shadowboxing
5. Mind and Body Connection
6. Biomechanics
7. Youth training methods
8. Boxing Stances
9. Punch Styles
10. attack Moves
11. Defensive Moves
12. Footwork

Each Apprentice must complete a total of 244 hours of Related Instruction over the course of the apprenticeship.

Appendix B topics are approved by New York State Education Department.