



# EnhanceFitness Master Trainer Requirements

In this document, you will find the following frequently asked questions (FAQs):

1. Does our organization need an EnhanceFitness Master Trainer?
2. What are the qualifications required of a Master Trainer?
3. What is the role of the EnhanceFitness Master Trainer?
4. Is the EnhanceFitness Master Trainer an employee of my organization?
5. What are the responsibilities of the EnhanceFitness Master Trainer?
6. What is the role and what are the responsibilities of my organization to the EnhanceFitness Master Trainer?
7. What is the process to train an EnhanceFitness Master Trainer?
8. Job description: EnhanceFitness Master Trainer

See also: Fitness certification information for EnhanceFitness instructors

## 1. Does our organization need an EnhanceFitness Master Trainer?

Not all organizations require an EnhanceFitness Master Trainer. You should consider an EnhanceFitness Master Trainer if any of the following situations apply to you:

- Your organization is a local administrative center with two or more EnhanceFitness sites.
- Your organization is located outside the State of Washington and you do not have an EnhanceFitness Master Trainer in your regional area.

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## 2. What are the qualifications required of a Master Trainer?

We are providing a safe, effective, and evidence-based physical activity program to your organization's older population. This is a population that requires specialized knowledge and practical training. For many older adults, chronic medical conditions and prescriptions will influence their response to exercise. In addition, physical abilities and motivations differ from the younger population.

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To ensure that EnhanceFitness Master Trainers have the proper educational background, experience, and personality, we require them to have the following qualifications:

- Passion for bringing exercise to older adults
- Degree in exercise science, exercise physiology, or physical therapy or certification by ACE or ACSM.
- At least one year of experience in teaching older adult group exercise classes.
- Teach at least one ongoing EnhanceFitness class.
- Experience working with older adults and knowledge of diseases, disabilities, special needs, and issues pertaining to an older population.
- Current First Aid and CPR certification.

Any waivers to these qualifications must be submitted in writing for approval to Project Enhance.

Click [here](#) to see the full job description.

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### **3. What is the role of the EnhanceFitness Master Trainer?**

The EnhanceFitness Master Trainer ensures that the EnhanceFitness protocols are adhered to by conducting the EnhanceFitness New Instructor Training, providing support to the new instructor, and reviewing the class and instructor.

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### **4. Is the EnhanceFitness Master Trainer an employee of my organization?**

The Master Trainer must be associated with an EnhanceFitness affiliate but may or may not be an employee of the affiliate.

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## **5. What are the responsibilities of the EnhanceFitness Master Trainer?**

The responsibilities of the EnhanceFitness Master Trainer are as follows:

- Teach the EnhanceFitness New Instructor Training course to new and current instructors, as needed.
- Support each new EnhanceFitness instructor through the first 6 months after the instructor completes the New Instructor Training. This support includes, as funding allows, on-site class reviews and documenting the class reviews.
- Maintain the fidelity of EnhanceFitness.
- Attend meetings related to EnhanceFitness as provided and as appropriate.
- Attend EnhanceFitness Annual Instructor Workshop as provided and as appropriate.
- Attend EnhanceFitness Annual Master Trainer Workshop and quarterly conference calls as provided and as appropriate.
- Implement EnhanceFitness improvements and revisions.
- Work with their affiliate to develop an annual work schedule and budget that includes both EnhanceFitness New Instructor Trainings and instructor support.
- If the Master Trainer is an independent contractor (non-employee), submit invoices to their EnhanceFitness affiliate.

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## **6. What is the role and what are the responsibilities of my organization to the EnhanceFitness Master Trainer?**

As the EnhanceFitness Master Trainer's EnhanceFitness affiliate, you oversee the administration of EnhanceFitness for your organization, including determining EnhanceFitness site locations, purchasing and maintaining a license that includes each EnhanceFitness site, and ensuring that all EnhanceFitness instructors attend and successfully complete the EnhanceFitness New Instructor Training.

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With respect to your EnhanceFitness Master Trainer, your responsibilities as their affiliate are as follows:

- Support the EnhanceFitness Master Trainer’s preparations for the EnhanceFitness New Instructor Training, which may include training location coordination and photocopying of the EnhanceFitness Instructor Manual.
- Work with the Master Trainer to develop an annual work schedule and budget that includes the following items:
  - EnhanceFitness New Instructor Trainings
  - Post-training instructor support (at least one instructor review)
  - EnhanceFitness meetings attendance
  - EnhanceFitness annual instructor workshop
  - EnhanceFitness Master Trainer quarterly conference calls and annual workshop

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## 7. What is the process to train an EnhanceFitness Master Trainer?

Your organization may decide it needs an internal EnhanceFitness Master Trainer who will provide the EnhanceFitness New Instructor Training to your EnhanceFitness instructor candidates as well as monitor and review your instructors post-training. If so, your candidate must meet the qualifications and successfully complete the EnhanceFitness Master Trainer Training. Following are the steps for ensuring the integrity and fidelity of EnhanceFitness; click [here](#) for a flowchart of these steps.

Step		Comments
1	Recruit EnhanceFitness Master Trainer Candidates	Who: Affiliate We suggest that you recruit a minimum of two candidates.
2	Confirm Master Trainer Candidates’ qualifications	Who: Affiliate Before you submit your candidates resume to us for final review and process, check their qualifications. See the <a href="#">job description</a> and “2. What are the qualifications required of a Master Trainer?,” and ask the following questions: Does your Master Trainer Candidate have: <ul style="list-style-type: none"><li>• a passion for bringing exercise to older adults?</li></ul>

Step		Comments
2 (cont.)	Confirm Master Trainer Candidates' qualifications (continued)	<ul style="list-style-type: none"> <li>• a degree in exercise science, exercise physiology, or physical therapy or certification by ACE or ACSM?</li> <li>• at least one year of experience in teaching older adult group exercise classes?</li> <li>• teach at least one ongoing EnhanceFitness class?</li> <li>• experience working with older adults and knowledge of diseases, disabilities, special needs, and issues pertaining to an older population?</li> <li>• a current CPR/first aid certification?</li> </ul>
3	Submit candidates' resumes	<p>Who: Affiliate</p> <p>If the candidate meets the required qualifications, submit their resume to us for the final review and approval.</p>
4	Project Enhance review of Candidates' resumes	<p>Who: Project Enhance</p> <p>We will do the final review and approval of your EnhanceFitness Master Trainer Candidates' qualifications.</p> <p>If we review the candidate's resume and determine they do not meet the required qualifications, then the candidate will not be allowed to attend the EnhanceFitness Master Trainer Training.</p> <p>If we review the candidate's resume and agree that they do meet the required qualifications, then the candidate will be allowed to attend the EnhanceFitness Master Trainer Training.</p>
5	Set up Master Trainer Training event	<p>Who: Project Enhance</p> <p>EnhanceFitness Master Trainer Training events are set up on an as-needed basis. We will coordinate with you and your organization the date, time, and the location of the training.</p>
6	Register for EF Master Trainer Training	<p>Who: Affiliate</p> <p>Once we agree to the date, we will set up a training event in our database. Then, we will send you a web page link, and your candidates will need to register for the training event.</p>

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Step	Comments
7 Complete EF Master Trainer Training	Who: EnhanceFitness Master Trainer Candidate Your EnhanceFitness Master Trainer Candidates must successfully complete the training. Once they do, they can train new EnhanceFitness instructors for your organization.  In addition, they may wish to become a member of the EnhanceFitness Master Trainer pool. If so, we may ask them to train and support instructors in your area. Details of any request will be negotiated between your organization, the Master Trainer, the requesting affiliate, and Project Enhance.

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**Note:** Project Enhance staff evaluates the qualifications of candidates and their performance during training. Project Enhance is responsible for determining the candidate's suitability as an EnhanceFitness Master Trainer. In rare instances, staff may decide that a candidate has failed to meet the necessary requirements.

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## 8. Job description: EnhanceFitness Master Trainer

Click [here](#) for a pdf of the EnhanceFitness Master Trainer job description.

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## **Job Description: EnhanceFitness Master Trainer**

**Location:** EnhanceFitness Sites

### **Responsibilities:**

- Teach EnhanceFitness New Instructor Training course to new and current instructors, as needed.
- Support each new EnhanceFitness instructor through the first 6 months after the instructor completes the New Instructor Training.
- Maintain the fidelity of EnhanceFitness.
- Attend meetings related to EnhanceFitness as provided and as appropriate.
- Attend EnhanceFitness Annual Instructor Workshop as provided and as appropriate.
- Attend EnhanceFitness Annual Master Trainer Workshop as provided and as appropriate.
- Implement EnhanceFitness improvements and revisions.
- Work with affiliate to develop an annual work schedule and budget that includes both EnhanceFitness New Instructor Trainings and instructor support.

### **Qualifications:\***

- Degree in exercise science, exercise physiology, or physical therapy or certification by ACE or ACSM.
- At least one year of experience in teaching older adult group exercise classes.
- Teach at least one ongoing EnhanceFitness class.
- Experience working with older adults and knowledge of diseases, disabilities, special needs, and issues pertaining to an older population.
- Current First Aid and CPR certification.

\* Any waivers to these qualifications must be submitted in writing for approval to Project Enhance.

# Process to Train an EnhanceFitness Master Trainer

