



CHEKINSTITUTE

Trained Professional
Licensing Program

CONTENTS

What is the CHEK Institute Licensing Program?	3
Individual Professional License	4
Professional Facility License	5
Medical Professional License and Medical Facility License	6
How to renew your License with the CHEK Institute	7
Frequently Asked Questions	8

WHAT IS THE CHEKINSTITUTE LICENSING PROGRAM?

CHEK Institute Trained Professionals set the bar in Holistic Health and Fitness Industries. We want to ensure that all of our students continue to stay ahead of the curve.

To do that, we:

- 1) Provide cutting edge training
- 2) Encourage our students continue to grow their professional skills throughout the entirety of their career.

The CHEK Licensing Program is our way of achieving those two goals simultaneously and rewarding students with additional tools to help them grow their practice. It offers multiple career paths for you to choose whichever is best for your personal and professional goals.

All CHEK Institute Trained Professionals (CITP) must hold and display a current License in order to market his or her services as a **CHEK Holistic Lifestyle Coach, CHEK Exercise Coach, CHEK Practitioner, CHEK Golf Performance Specialist, or CHEK Tennis Conditioning Specialist**. CITPs must also hold a current license in order to attend the next level course for their current qualification.

Licenses are issued after attending a CHEK Institute Advanced Training Program AND passing the corresponding exam. Once the exam is completed, the License becomes effective. Licenses must be renewed on an annual basis. Each CITP must complete the license renewal on or before the renewal date stated on the License.

The License renewal must be completed online or by telephone. To do this, please visit <http://chekinstitute.com/chek-ntp-renewal-2018/> or telephone the number below.

More detailed information about the renewal process will be available beginning September 2018. Please feel free to contact the CHEK Institute with any questions you may have.

By mail:

CHEK Institute
3145 Tiger Run Court Suite 101
Carlsbad, CA 92010 USA

By telephone:

US/Canada: 760.477.2620 or 800.552.8789
Australia: 1300 599 053
International: 760.477.2620

By email: educate@chekinstitute.com

PLEASE ALLOW 8 - 10 WEEKS FOR YOUR NEW LICENSE TO ARRIVE VIA EMAIL.



The Individual Professional License (IPL) is for CHEK Professionals who do not have their own work space such as corporate gyms, online coaching, in-home visits to clients. All students will receive this License upon completing a course.

WHAT IS INCLUDED*

- One digital CHEK Professional presentation corresponding to your current qualification level
- Printable CHEK Professional brochure
- Printable business card and letter head templates
- One printable window decal with logo (pictured above)
- Digital logo for video, online, and print use
- Monthly webinars
- Printable patient waivers and forms
- Printable assessment forms for CHEK Exercise Coach and higher levels
- Quarterly global HUB connections (Coming Soon!)
- Full access to CPN online portal (Coming Soon!)

ADDITIONAL MERCHANDISE ONLY Available to Licensed CHEK Professionals*

- Custom pull-up banner
- CHEK Totem Pole pull-up banner
- CHEK Totem Pole framed poster
- CHEK Professional t-shirt
- Zone exercises/stretchers posters (framed option available)
- Framed Paul Chek photo with quote and logo for display
- Custom indoor signage (facilities only)

*Assets will be made available in December 2018.



The Professional Facility License (PFL) is for CHEK Professionals who have their own facility (gym, studio, practice, etc.) The licensing fee covers the owner plus facility. Additional CHEK Practitioners working within the facility must also be licensed.

WHAT IS INCLUDED*

- Everything included with the Individual Professional License plus...
- One printable CHEK Professional Facility decal with logo (pictured above)
- Digital photograph of Paul Chek with quote and logo for display
- Ability to host CHEK Institute Advanced Training Programs upon approval

QUALIFICATIONS

In order to be eligible for a Professional Facility License, the facility owner must have both HLC1 and Exercise Coach qualifications.

The CHEK Professional Facility decal provided in the above package must be displayed and visible from the exterior of the facility. If logo is unable to be displayed on the exterior due to regulations, it must be displayed within the reception area.

CONTINGENCIES

The owner of the facility is responsible for the Professional Facility License fee. If the owner fails to pay the Professional License fee, they will lose the license and be downgraded to an Individual Professional License. All CHEK Professional Facility License signage will be removed and all Professional Facility privileges will be revoked.

All licensed staff members working in the facility will be responsible for acquiring an Individual Professional license at the regular fee in the event facility privileges are revoked.

Facilities are subject to inspection by the CHEK Institute and its affiliates.

ADDITIONAL MERCHANDISE ONLY Available to Licensed CHEK Professionals*

- Custom pull-up banner
- CHEK Totem Pole pull-up banner
- CHEK Totem Pole framed poster
- CHEK Professional t-shirt
- Zone exercises/stretchers posters (framed option available)
- Framed Paul Chek photo with quote and logo for display
- Custom indoor signage (facilities only)

*Assets will be made available in December 2018.



The Medical Professional License (MPL) and Medical Facility License (MFL) are individual licenses for CHEK Professionals who are also medically trained professionals.

CHEK MEDICAL PROFESSIONAL LICENSE

WHAT IS INCLUDED*

- Everything included with the Individual Professional License plus...
- One printable CHEK Medical Professional decal with logo (pictured above)

QUALIFICATIONS

In order to be eligible for a Medical Professional License, the licensee must have both HLC1 and Exercise Coach qualifications.

Must hold a minimum of a Bachelor's degree in a medical related field such as; Chiropractic, Osteopathy, Physical Therapy, Physiotherapy.†

CHEK MEDICAL FACILITY LICENSE

WHAT IS INCLUDED*

- Everything included with the Medical Professional License plus...
- One printable CHEK Medical Facility decal with logo (pictured above)
- Digital photograph of Paul Chek with quote and logo for display
- The option to declare licensee's facility a CHEK Medical Professional Facility
- Ability to host CHEK Institute Advanced Training Programs at their facility upon approval

QUALIFICATIONS

In order to be eligible for a Medical Facility License, the licensee must meet the same criteria as the MPL.

If licensee declares their facility a CHEK Medical Facility, then the decal provided in the above package must be displayed and visible from the exterior of the facility. If logo is unable to be displayed on the exterior due to regulations, it must be displayed within the reception area.

CONTINGENCIES

The owner of the facility is responsible for the Medical Facility License fee. If the owner fails to pay the Medical Facility License fee and/or loses his or her facility, their license will be downgraded to an Individual Professional License.

If the licensee loses his or her Medical Qualifications, their license will be downgraded to an Individual Professional License. All Medical Professional License signage will be removed and all Medical Professional privileges will be revoked.

If the licensee loses his or her facility, the licensee will receive a Medical Professional License. All Medical Facility License signage must be removed and all Medical Facility privileges will be revoked. All licensed staff members working in the facility will be responsible for acquiring an Individual Professional license at the regular fee in the event facility privileges are revoked.

Facilities are subject to inspection by the CHEK Institute and its affiliates.

ADDITIONAL MERCHANDISE Please refer to CHEK Professional License (page 4) for details.

†If your occupation/degree is not listed above but is recognized in your region as a medical profession, please submit an inquiry with proof of documentation to educate@chekinstitute.com

*Assets will be made available in December 2018.

HOW TO RENEW YOUR LICENSE WITH THE CHEKINSTITUTE

Follow these 5 easy steps:

STEP 1

Earn 15 PDCs during the time your license is valid. Include this information on the License Renewal application. Be sure to include the course name, providing organization, PDC value, and date of completion. You do not need to submit proof of completion unless requested by the CHEK Institute.

STEP 2

Complete the CHEK Institute License Renewal Application Form online or call our office to complete the License Renewal via telephone.

STEP 3

Pay the annual Licensing Fee as outlined in the chart below. Renewal applications will not be accepted without payment.

When you first complete an Advanced Training Program you will automatically receive the Individual Professional License and may upgrade at any time for a nominal fee.

STEP 4

Obtain the following: Current hands-on CPR Certification, Current Liability Insurance, as well as facility, staff, and other information required for your selected License. You do not need to submit proof unless requested by the CHEK Institute.

STEP 5

Submit the CHEK Institute License Renewal Application Form on or before the date your License expires.

License Renewal Applications must be received on or before the date your License expires to be eligible for renewal. Renewal applications received after the date your License expires will be considered a late renewal. For late renewal instructions, please visit: <http://chekinstitute.com/chek-itp-renewal-2018/>

TYPE OF LICENSE	LICENSE RENEWAL FEE
INDIVIDUAL PROFESSIONAL LICENSE	\$60 USD
PROFESSIONAL FACILITY LICENSE	\$75 USD + \$30 per Licensed staff member
MEDICAL PROFESSIONAL LICENSE	\$75 USD
MEDICAL FACILITY LICENSE	\$75 USD + \$30 per Licensed staff member

AUTOMATIC RENEWAL

Students enrolled in the CHEK Academy will have their License automatically renewed and do not need to pay the fee.

Attending additional Advanced Training Programs before your License expires will automatically renew the License.

FREQUENTLY ASKED QUESTIONS

HOW IS MY LICENSE RENEWAL/EXPIRATION DATE DETERMINED?

Your License renewal date is the first day of the month that you took your first Advanced Training Program (ATP). However, your License is not effective until you pass your exam and receive a copy of the License from the CHEK Institute. For example: If you attended an HLC1 course that took place July 15-17, your License renewal date will be on July 1st each year.

DO I NEED TO PAY A LICENSING FEE FOR EACH ADVANCED TRAINING PROGRAM I HAVE COMPLETED?

No! Your licensing fee will cover ALL of your Qualifications.

I HAVE NOT RENEWED IN SEVERAL YEARS AND WOULD LIKE TO DO SO. HOW CAN I RECEIVE MY LICENSE?

If you have not renewed your CHEK Institute Qualification(s) and are NOT a current Professional, you can attend a workshop for your highest level qualification at a discounted rate or retake the exam for a fee. Visit www.chekinstitute.com for course schedules.

WHAT CAN BE USED FOR PDCS (PROFESSIONAL DEVELOPMENT CREDITS)?

Your first ATP taken with the CHEK Institute cannot be used for PDCs to renew your License. You may use any additional CHEK Institute ATPs for PDCs. You may also use any courses, seminars, or workshops that you have attended or taught outside of the CHEK Institute. They may be from online or live sources and must relate to the CHEK Institute principles. PDCs are calculated as 1 credit per active hour. You need 15 PDCs in order to renew your License.

WHAT IF I MISS MY LICENSE RENEWAL DEADLINE?

You will lose your status as a CHEK Institute Trained Professional. You will be unable to enroll in any higher level CHEK Institute ATPs in that category. You will lose all benefits as a CHEK Institute Trained Professional (i.e., online networking, clients forms, business resources, etc).

To renew your status after December 15, 2018, you will be required to pass a renewal exam or submit a case history for each Qualification in question, or you may retake each of the highest level ATPs that you have completed, at a discounted rate. The fee for a late license renewal is \$230; this includes the renewal exam and license fee.

DO I HAVE TO HAVE LIABILITY INSURANCE/CPR?

All practicing CHEK Institute Trained Professionals must carry current Liability Insurance, unless it is not available in the state or country they work in.

In the United States, Fitness and Wellness Insurance Agency provides liability insurance:

<http://www.fitnessandwellness.com> or call (800)395-8075.

In the United Kingdom, Balens Insurance Specialist Insurance Brokers for Health & Wellbeing Professionals and Organisations: <http://www.balens.co.uk/>

You may also contact your carrier for Auto, Home or Life Insurance to see if they provide liability insurance for your business. Some insurance companies will offer discounts for multiple policy holders.

Depending on which country you live in, CPR may or may not be required for your practice. Please check your local laws and resources. For more information, visit: <http://chekinstitute.com/resources/>

If you have any other questions regarding the CHEK Institute Licensing Program, License Renewals, or would like more information about our courses, please contact our Education Department by phone or email.

