



SilverSneakers FLEX® Substitute Process

PROCESS

Instructors are to contact substitute instructors directly from the FLEX substitute spreadsheet the SilverSneakers FLEX Team provides on a quarterly basis.

- Only ACTIVE FLEX instructors will receive the substitute listing and only those who stated they were interested in substituting will be on the report

AND/OR

Instructors can post their class substitute needs on the Job Board on their profile.

- Log onto the Instructor Resource Center at <https://instructor.tivityhealth.com/>.
 - o Click on Job Board → Post a Job → Choose Substitute Request in the Request Type Drop Down → Complete the Fields.

When the original instructor finds an appropriate replacement, log into your Instructor Resource Center (IRC) and propose a new class.

- Log onto the Instructor Resource Center at <https://instructor.tivityhealth.com/>.
 - o Click on Class Management → Propose New Class.
 - You must enter the following notes in the request:
 - ✓ SUBSTITUTE REQUEST (type in all caps)
 - ✓ List the name of the substitute
 - ✓ List the class they are substituting for you as well as the NEW format if it will be different from the original class offered
 - ✓ List the venue name
 - ✓ List the class times

Substitute is responsible for reporting class attendance.

IMPORTANT: Class substitute proposals should be submitted to the FLEX team at least one week in advance of the class, except in emergency situations. If a class event must be cancelled for any reason, please make sure you communicate this to your venue ASAP.

REQUIREMENTS OF A SILVERSNEAKERS FLEX SUBSTITUTE

Must be a contracted SilverSneakers FLEX Instructor.

Must have met ALL of the requirements of a FLEX instructor prior to submitting substitute class proposal on the IRC.

SilverSneakers FLEX Instructor Requirements

- CPR Certification
- SilverSneakers Foundations
- Licensure specific to class format being offered
- Fraud, Waste, and Abuse
- Completed background check facilitated by Tivity Health
- Completed W9 and Direct Deposit Form

If a substitute has not completed all the SilverSneakers FLEX requirements, we will not be able to update the system of the class change.

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