



IFPA Personal Fitness Trainer Certification

Candidate Handbook

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Introduction to the IFPA

The IFPA was founded in 1994 to fill a need. Before the IFPA, the certifications that were available were either too rudimentary or too theoretical. The rudimentary certifications were so simple to pass that individuals who had no prior knowledge, skill, training, or experience in the fitness industry could sit through a one- or two-day workshop, be taught the test, and receive certification. The other certifications were so theoretical and academic that they had little in common with the knowledge, skill, or experience needed by a fitness professional to safely and effectively train the general public.

The IFPA was on a mission to correct this disservice. Everyone involved in personal training was in need of a personal training certification that actually measured the competencies of the personal trainer: the Client who used the personal trainer's services, the Gym who hired the personal trainer, the Fitness Industry that was suffering from the poor performance of fitness professionals, and the Trainers who lost what could have been successful careers because they had a sheet of paper from a certifying organization that wrongfully indicated that they had the knowledge, skill, training, experience, and competence to succeed as a personal trainer.

In 1992, the IFPA began putting together a team of the fitness industry's finest experts. The team was comprised of professionals who had both advanced degrees in exercise science and related fields (M.S., PhD, MD, DCM, DO, etc.) and a wealth of knowledge, skill, training, experience, and competence as personal trainers, coaches, and athletes. These Subject Matter Experts (SMEs) began the difficult task of determining what a personal trainer must know in order to train the general public both safely and effectively. This amounted to the first Job Analysis Survey (JAS) for the personal training career.

It was understood from the beginning that the JAS must determine precisely what an entry level personal trainer should know to take generally healthy (no medical restrictions on exercise) clients through personal training sessions safely and effectively. Any medical restrictions such as cardiorespiratory disease, obesity, diabetes, or special populations groups such as young children or the frail elderly would not be considered in the generally healthy group. Therefore, the entry-level trainer would not be required to know this level of knowledge. It was decided that special populations groups would require advanced knowledge, skill, training, and experience, and that this would be an area for other, more advanced certifications.

Once the panel of SMEs determined the knowledge, skills, and abilities (KSAs) needed by entry-level personal trainers to perform their jobs safely and effectively, the SMEs were divided into two groups. The first group was the Certification and Testing Group. The second group was the Education Group.

The Certification and Testing Group used the JAS and the KSAs derived from the JAS to develop the first of the IFPA Certification Exams. The Certification and Testing Group used the commonly accepted standards for testing. Testing standards are essential to ensure that test candidates are being examined based on valid and reliable assessment instruments.

The Education Group was formed to meet a separate, but equally important, goal. The Fitness Industry was in critical need of an educational system that would educate, train, and prepare students for the profession of personal training. Unfortunately, education in the fitness industry was highly fragmented due to the presence of educators with far too narrow "Scopes of Practice." Some well-known "Fitness Educators" were competitive bodybuilders that had extensive experience on how to gain considerable size in their own musculature but little knowledge of the exercise science that would make their experience of any value to the non-bodybuilding population. Other fitness educators were highly skilled athletes who had vast personal experience in specific sports conditioning needs that created their own personal success in their chosen sport, but once again lacked the knowledge of exercise science that would enable them to safely and effectively train the general public. The Education Group, therefore, had a separate mission to create a fitness education system that would enable the personal training student to learn, quickly and efficiently, the KSAs that would ensure that they could train the general public safely and effectively. This would ensure that the needs of those involved in personal training would be met. This would serve to protect the members of the general public from harm, the fitness centers from potential liability lawsuits, and the personal trainers from failed careers.

The goal of the Education Group was to ensure success for clients looking to improve their health and fitness, improve the effectiveness and profitability of the fitness centers and the success of the personal trainer in every way the personal trainer could measure success:

- 1) Increased safety and injury-free sessions
- 2) Increased effectiveness at achieving client goals
- 3) Increased job satisfaction and job fulfillment
- 4) Increased income and career security

Thanks to the dedicated effort and hard work by the SMEs, the IFPA has delivered the best education system and the most valid and reliable Certification Exam in the industry. Every certification in the fitness industry claims to be “the Best,” “the Gold Standard,” “The Industry Leader,” “The World Leader,” but the evidence that the IFPA has the best educational system, the best certification, and the best assessment instrument for determining the skills, knowledge, and abilities for a personal trainer is our success. This success is not the result of a multi-million dollar marketing budget, but of “word of mouth” from the industry’s top experts that the quality of the IFPA Certification is unparalleled.

The IFPA entered the highly competitive fitness certification industry in 1994 and as of June 2006 has certified over 70,000 personal trainers. The IFPA refused to pattern themselves after previously existing organizations and instead produced an innovative assessment instrument. Leaders in the industry soon recognized the effectiveness of the IFPA credential.

Even more impressive is the testament by many of the fitness industry’s most respected health club chains proclaiming their preference for IFPA Certified trainers. The Q-Sports Clubs, one of the most exclusive, high-end health club chains in the world, reported that their own internal audit determined that IFPA Certified Personal Trainers were the most knowledgeable, best trained, and most effective trainers of all the trainers in their clubs. This includes the far older, far more established members of the fitness industry that rely on reputation and networks of relationships instead of the quality of either their educational products or the validity and reliability of their certification exams. The Q-Sports Clubs and many other national health club chains chose the IFPA for one main reason: the IFPA Certification Exam tests candidates on KSAs that can be directly applied to the personal training career.

It should come as no surprise that the IFPA’s historic rise to success would create a host of imitators and detractors. Now everyone is claiming that their programs are “practical,” that they have performed the same JAS and selected the same KSAs that the IFPA has painstakingly determined. The problem with others making those claims lies in their choice of Subject Matter Experts (SMEs). The IFPA spent enormous time, effort, and energy to find the few—the finest fitness experts in the U.S.

The detractors made erroneous assumptions about the IFPA Certification system out of ignorance or malice; either they spent little or no time ascertaining the validity and reliability of the IFPA Certification system, or they simply made false accusations out of competitive jealousy of the tremendous success of the IFPA.

The misrepresentations of the IFPA concerned IFPA workshops and the perceived lack of separation between the Certification Testing Group and the Education Group. The misrepresentation of the IFPA workshops was the false statement that “all you have to do is sit through a two-day workshop and you can get certified.” This statement is false; there are, in fact, many ways to gain the knowledge, skills, and abilities to pass the IFPA Certification. The IFPA Educational system offers several Personal Training courses and is an outstanding method, both efficient and effective, but it is certainly not the only method. The workshop is a review that provides a candidate with the opportunity to get all his or her questions answered by an esteemed member of the IFPA Faculty. However, without any other preparation, study, knowledge, skills, and abilities, it is highly unlikely that a candidate will pass. A candidate is under NO OBLIGATION, REQUIREMENT, or RESTRICTION to take any IFPA course in order to take an IFPA Certification Exam. A candidate is free to explore any combination of coursework (college or other), book study, internships with other highly qualified trainers, or any learning agenda that is effective for him or her. The IFPA Exam is an extensive test of all the KSAs that have been determined by the industry’s most respected experts to ensure that once candidates pass the IFPA Certification Exam, they will have demonstrated their own understanding of the KSAs in order to safely and effectively train the general public. The other misrepresentation made by IFPA’s detractors is that the lack of separation between the Certification Group and the Education Group creates a situation of “undue influence” in which profitability is more important than a valid and reliable Certification process or the effective education of fitness professionals.

Many of those listening to these false accusations were unaware of the high caliber of IFPA professionals. Detractors failed to acknowledge the integrity, character, and dedication of the fine men and women in the Certification and Education Groups. Taking these misrepresentations into consideration, changes had to be implemented.

Segregation and Autonomy Between Certification and Education

The IFPA Board of Directors unanimously voted to separate the Certification process from the Education process. The IFPA Board of Directors is held accountable by the IFPA Corporate Bylaws (IFPA is incorporated as of 1994 in the State of Florida) and is prevented from having any undue influence over the decision-making of the IFPA Certification Commission (IFPA-CC). The IFPA-CC is an elected Board of Commissioners that has full responsibility and autonomy for the development and implementation of the IFPA Certification process. The IFPA also separated the education function and is held accountable by the IFPA Corporate Bylaws and prevented from having any undue influence over the decision making of the IFPA Education Commission (IFPA-EC). The IFPA-EC is an elected Board of Commissioners that has full responsibility for and autonomy over the development and implementation of the IFPA Education process.

The IFPA Board of Directors retains responsibility for policymaking, verifying that federal, state, and local laws are followed, making decisions regarding fees charged and collected by the corporation, ensuring that expenses incurred by the corporation (including federal, state, local, employee, payroll, property, and sales taxes) are paid in a timely manner, and developing the corporation's budget. Budgetary responsibilities require the corporation to fully fund all aspects of the certification process and education process as deemed necessary to develop and implement the policies required by the IFPA-CC and IFPA-EC.

The IFPA Certification Commission (IFPA-CC) is a separate and autonomous division made up of Commissioners elected by members of the IFPA Association. The IFPA-CC is responsible for all aspects of the IFPA Certification process. The IFPA-CC retains full authority and responsibility for the continuous development, establishment, and implementation of standards and testing procedures for the IFPA Certified Personal Fitness Trainer program and process. The IFPA-CC is responsible for all aspects of the certification process, including, but not limited to: documentation, eligibility requirements, application, registration, certification, continuing education, and recertification policies and procedures. The IFPA-CC will make all decisions regarding the initiation of updates on the Certification Exam, including, but not limited to: new JAS, KSAs, and item writing.

The IFPA Education Commission (IFPA-EC) is responsible for: The Fitness Institute of Technology (F.I.T.) and IFPA Tennis and Fitness Academy (IFPA-T.F.A.). They are separate and autonomous divisions that are solely responsible for the development of educational products and services.

Doctor's Fitness Centers (DFC) is a separate division, dedicated to educating doctors on exercise and nutrition prescription to address the growing needs of their patients, and management consulting to seamlessly integrate the fitness lifestyle into the doctor's medical practice.

The Future of the Fitness Industry

The new structure of the IFPA will enable the IFPA to better address the needs of the fitness industry. In August of 2006, reports on recent statistical analysis showed that 67% of the American population was either obese or overweight. Projections indicate that 50% of all school-age children will be obese by 2010 and 70% of adults will be obese by 2012.

The Obesity Epidemic has led to devastating metabolic syndromes that have created a Cancer Epidemic, a Diabetes Epidemic, and a host of other diseases, dysfunctions, and disabilities that are ravaging our country. At this rate, the average life span of Americans will decrease; the quality of American life has already suffered. No one is capable of achieving their genetic potential when they are afflicted by the poor health Metabolic Syndrome conveys. No child will ever fulfill his or her destiny—not mentally, emotionally, physically, artistically, financially, socially, or spiritually—when they are consumed by the biochemical dysfunctions that wreak havoc on their immature, underdeveloped physiological systems as a result of obesity.

You are reading this because you are considering a career in the fitness industry. If you are like many candidates who are considering a career as a personal trainer, you probably want to know how much money you can make. You have undoubtedly heard that personal trainers routinely make \$30, \$40, \$50, \$60, \$100, \$150 per hour and more. While it's true that top-earning fitness professionals can command hundreds of dollars per training session,

you should begin to realize that the top earners achieved their success because they placed their clients' needs above their own. Top-earning trainers care far more about the success of their clients than they do about their own incomes. You should also begin to realize that the "unhealthy lifestyle" is an assault on the entire American community. Medical and health care costs now exceed two trillion dollars per year! Within a few short years, with 70% of the population obese, medical and health care expenditures will exceed our society's ability to pay.

"Ask not what your country can do for you; ask what you can do for your country."

--John F. Kennedy

The Personal Training Career can be a wonderful career for anyone whose heart is in the right place. It is called "personal" because it is a healthy endeavor between you and one man, one woman, one child at a time. If you focus on doing the best job you can, for everyone you can, you will meet with unparalleled success. If you are prepared to devote yourself to helping others, you are welcome to join the IFPA Association. Your dedication to the personal training career can lead to tremendous rewards—mental, emotional, physical, artistic, financial, social, and spiritual—for both your client and yourself.

Thank you for considering the IFPA Certification.

--The IFPA Certification Commission

Mission of the IFPA

The IFPA is dedicated to raising the acceptable level of competence among all fitness professionals. The IFPA ensures valid, reliable testing on the specific knowledge and skills required by the fitness profession while conducting safe and effective fitness training sessions with the general public. The IFPA's primary concern is first and foremost the safety of the public.

Credentials

The IFPA issues the title: Certified Personal Fitness Trainer (CPFT). This designation is essential in order to differentiate CPFT's from the PT designation assigned to Physical Therapists. The Physical Therapist's Program generally requires 5-6 years of college education to earn and therefore should not be misconstrued with Personal Training. The "Scopes of Practice" for CPFT and PT are dramatically different.

The CPFT credential signifies that the Personal Trainer has been certified. There are no current state or federal requirements for certification as a Personal Trainer. The credential will indicate that the individual has been tested on the requisite knowledge and skill to safely and effectively train the general public.

Population to be certified

The IFPA will accept as applicants males and females, age 18 or older, regardless of gender, ethnicity, background, age, religion, marital status, national origin or physical disability who have earned either a high school diploma or GED and a CPR Certification from a reputable organization such as the American Heart Association or Red Cross.

In order to become an IFPA Certified Personal Fitness Trainer (CPFT) all applicants will be required to pass the IFPA Certification Exam. The CPFT Certification will expire 2 years following the successful completion of the Certification exam.

In order to maintain certification, the applicants will be required to attain 12 CEUs (Continuing Education Units) per year before the end of the initial 2 year period and every year thereafter.

Scope of Practice

The entry-level personal trainer is prepared to work with the generally healthy population (no medical restrictions on exercise or physical activity). The personal trainer is responsible for communicating with and motivating individuals to begin and maintain a fitness lifestyle. The personal trainer begins with an initial interview, consultation, and fitness assessment for the client. Utilizing the fitness industry's standard operating procedures and their knowledge of anatomy, physiology, exercise science, and biomechanics, the personal trainer will prepare exercise prescription and program design methodologies to develop safe, effective, and customized fitness and conditioning programs that are scientifically valid and reliable and based on the client's needs, wants, and goals.

The personal trainer will then employ the fitness industry's standard operating procedures, biomechanics, exercise technique, and valid and reliable exercise management strategies, tactics, and procedures to guide their clients to safely and effectively achieve their health and fitness goals. Exercise management also requires continuous dialogue with the client in order to garner the feedback necessary to properly guide the client.

The personal trainer must maintain his or her IFPA Certification and Emergency Cardiac Care (CPR) Certification, respond appropriately in emergency situations, refer clients to other medical or health care professionals when appropriate, and maintain the IFPA Code of Ethics.

The personal trainer cannot perform any other skill or function outside of his or her scope of practice; for example, attempting to diagnose a client's injury or disease is "Practicing Medicine Without a License" and a violation, not only

of the IFPA Code of Conduct, but also of the law—unless, of course, the personal trainer also holds a medical license.

Educating the client of the basic tenets of healthy nutrition or physique is permitted. However, writing detailed nutritional diet plans falls under the jurisdiction of the Registered Dietician (RD).

Purpose

The purpose of the IFPA Personal Fitness Trainer Certification (CPFT) is not only to test on the required sciences but the application of the sciences in training the public.

The IFPA held its first certification testing in July 1994. The IFPA was conceived and founded to fulfill a need. At the time of inception, there were certification programs for Personal Fitness Trainers (PFTs) that did an adequate job of testing on the required sciences (anatomy, physiology, exercise science and biomechanics). There were no certifications for PFTs that tested on the precise skills that the entry level PFT would need to know in order to safely and effectively train the general public.

The IFPA's first Job Analysis Survey (JAS) uncovered the skills and knowledge required for the PFT to be both safe and effective. The IFPA's Subject Matter Experts (SMEs) determined that while a basic understanding of anatomy, physiology, exercise science and biomechanics was important, these sciences were irrelevant if the PFT did not know how to apply the information (teaching the proper technique for a squat or other basic exercise movements).

The SMEs also determined that other Personal Training certifications created a potential hazard to the public by excluding the assessment of the vocational skills necessary for the PFT to take a client successfully and safely through an exercise routine. Therefore, the SMEs recommended that for the overall safety of the public, the IFPA PFT certification testing would be required to maintain a multiple choice examination that tested candidates on the precise knowledge, skills and abilities needed by the entry level personal trainer to train generally healthy people safely and effectively.

Eligibility/Registration

Eligibility Criteria* – As Determined by the IFPA Certification Commission

1. You must be 18 years of age or older.
2. You must have a high school diploma or equivalent.
3. You must have proof of current CPR (Cardiopulmonary Resuscitation) Certification. To obtain CPR certification, contact the American Heart Association or American Red Cross or a local hospital. The IFPA does offer CPR Certification in Tampa, FL. Proof of CPR must be provided in order for exam to be processed. A copy your CPR card front and back must be submitted to IFPA headquarters.

Note: The IFPA does not guarantee placement after examination.

*Note: Neither purchase of course materials, nor enrollment in IFPA courses, is required for eligibility to take the exam.

Special Accommodations

If you require special accommodations for testing due to disability or other reason you must provide a written request with your completed registration form. Candidates with disabilities (visual, sensory or physical) must provide documentation of disability by a licensed professional (as stipulated by the Americans with Disabilities Act). The IFPA will try its best to accommodate your request and reserves the right to review request for reasonableness. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination. Request must be received 6 weeks prior to exam date.

Qualified Individual with a Disability

A “qualified individual with a disability” is one who has a disability and satisfies the requisite skill, experience, education and other requirements of the service, program or activity of which he or she is being measured; and with or without accommodations, can perform the essential functions of the service, program, or activity. An essential function is one that individuals are required to perform, and removing that function would fundamentally change the service, program, or activity. A person must be a “qualified individual with a disability” to be protected under the ADA.

English as a Second Language

The IFPA Personal Fitness Trainer Exam is written in the English Language. Extra time may be given to candidates who demonstrate that English is not their primary language. A written request must be submitted with registration form. Requests must be received 6 weeks prior to examination date.

Fair & Equal Treatment of IFPA Students

The IFPA does not discriminate against any individual on the basis of gender, ethnicity, background, age, religion, marital status, national origin or physical disability.

Denied Eligibility

The IFPA reserves the right to deny registration/applications that do not meet the eligibility requirements determined by the IFPA Certification Commission. Appeals to denied applications must be submitted in writing and include an explanation of why you think you should be eligible. Appeals will be reviewed and responded to within 4-6 weeks. Send appeals to:

IFPA APPEALS, 14509 UNIVERSITY POINT PLACE, TAMPA, FL, 33613

CONFIDENTIALITY

All candidate information provided, including eligibility, registration and testing information, will remain confidential. Scores will not be provided to students over the phone. This policy helps to maintain confidentiality for the student and helps ensure accuracy of results. Test results are provided with a certificate or by letter to the applicant. Results will not be released to a third party without written authorization. The IFPA can verify to the public the certification status. No scores or other confidential information will be given out.

Registration Process

1. Choose a testing location. For a list of upcoming testing dates and locations visit our website at www.ifpa-fitness.com or call for locations in your area at 1-800-785-1924.
2. Register by phone, the internet (www.ifpa-fitness.com), fax, or U.S. mail.
3. Complete registration form (page 18). An IFPA representative may take this information over the phone or send by fax to (813) 979-1978. For questions regarding the form contact your IFPA representative at 1-800-785-1924. **Mailing address: IFPA, 14509 University Point Place, Tampa, FL 33613.**
4. Upon paid registration, candidates will receive confirmation of registration from IFPA Headquarters.

The IFPA does not require certification candidates to purchase any IFPA study materials (books, study guides, videos, etc.) in order to sit for the IFPA Personal Fitness Trainer Certification Exam. If you feel that you are proficient in the subject domains assessed by the IFPA Personal Fitness Trainer Certification Exam and wish to take it with no further preparation, **you may register for the exam only for a cost of \$299***. Upon successful completion of the exam, you will become an IFPA certified PFT and receive a certificate and wallet card.

IF YOU FEEL THAT YOU NEED ADDITIONAL STUDY MATERIALS TO PREPARE FOR THE IFPA PERSONAL FITNESS TRAINER CERTIFICATION EXAM, THE IFPA FITNESS INSTITUTE CAN PROVIDE YOU WITH ALL OF THE TOOLS NECESSARY AT AN ALL-INCLUSIVE REGISTRATION PRICE OF **\$399***. THE FOLLOWING ITEMS ARE INCLUDED WITH THE BASIC PERSONAL FITNESS TRAINER CERTIFICATION PACKAGE**:

- Course Manual – The Book on Personal Training
- Candidate Handbook/Study Guide
- Certification Testing
- Certificate with Wallet Card
- IFPA Membership

*Cost subject to change **Other course options available on the IFPA website, www.ifpa-fitness.com

No Refund Policy

All IFPA programs provide professional education, training and certification. All course materials are non-reusable and non-returnable. All IFPA registration fees and shipping fees are non-refundable. Registered candidates are given the opportunity to complete the certification exam by proctored exam. A change in any enrolled candidate's career path or decision to exit the fitness industry will not provide for an exception to the refund policy.

Transfer Policy

You may transfer certification registration to another individual. Verification of payment, a written letter stating who the program was originally sold to, who it will be transferred to and a \$50 transfer fee is required. The new candidate must meet eligibility requirements and submit registration form.

Rescheduling the Certification Examination

Any individual who wishes to reschedule his or her certification examination (this includes re-takes) to a different date or location may do so for a rescheduling fee two (2) weeks prior to their exam certification date. (Contact the IFPA for current charges.) The IFPA Policy on retaking examinations is subject to change at the discretion of the IFPA.

Extension Fees

Candidates are allowed to reschedule exam dates; however, the exam must be completed within 6 months of registration. After 1 year the candidate will need to pay the full registration fee to take the exam. Three- or six-month extensions are available for a fee. Contact the IFPA for current prices.

No Show Candidates

Any candidate that wishes to reschedule to a different exam date should do so at least two (2) weeks prior to their original exam date. If the candidate does not reschedule two weeks in advance and does not attend their scheduled exam, the

candidate will fall under the classification of “No Show” and will be charged \$100 to register for a make-up exam. *The IFPA No Show Policy is subject to change at the discretion of the IFPA.*

Signing Up For Proctored Exam Location

About the Exam

Exam must be taken within six months of registering for certification.

READ CAREFULLY

All correspondence regarding proctors and proctored exams will be conducted via e-mail or fax. Any additional questions can be sent to proctor@ifpa-fitness.com.

DO NOT SET UP YOUR PROCTORED EXAM IF YOU ARE NOT READY TO TEST. IT IS NOT THE PROCTOR'S RESPONSIBILITY TO HOLD ON TO YOUR EXAM FOR MONTHS AT A TIME. SIGN UP FOR TESTING IF YOU ARE READY TO TEST WITHIN 2-3 WEEKS. PROCTORS ARE NOT ALLOWED TO HOLD IFPA EXAMS.

YOUR PERSONAL TRAINING EXAM CAN BE PROCTORED AT ONE OF THE FOLLOWING LOCATIONS IN YOUR AREA:

1. IFPA assigned testing sites-locations and dates found on the IFPA Website
<http://www.ifpa-fitness.com>
2. Local Library
3. University
4. Community College
5. Technical College

You must submit proper paperwork to sign up for a proctored exam at least 2 weeks prior to testing. Please refer to page 19 for a Proctored Exam Form. Contact with the testing location of your choice will be made to make sure that proctors meet the [IFPA Certification Commission's proctor requirements](#).

Some testing locations may require a proctoring fee to be paid at the time of testing directly to the proctor by the candidate. Candidates will be notified prior to taking test with confirmation of test location, date and time. If this occurs submit receipt of payment to the IFPA for a credit of the amount to be made to your IFPA account.

Please allow 10-14 business days for receipt and processing of exam.

Grandfathering Policy: The IFPA does not, nor has it ever, practiced “grandfathering.” The IFPA does not grant certification to individuals without an evaluation of their knowledge and skills.

THE CERTIFICATION EXAM

PERSONAL FITNESS TRAINER EXAM CONTENT

THE IFPA CONDUCTED A JOB ANALYSIS SURVEY (SEE PAGE 36 FOR A SUMMARY) THAT IDENTIFIED THE KNOWLEDGE, SKILLS AND ABILITIES (KSAs) NECESSARY FOR THE ENTRY LEVEL PERSONAL TRAINER. THE INFORMATION OBTAINED FROM THE JOB ANALYSIS SURVEY FORMED THE BLUEPRINT FOR THE CONTENT OF THE PERSONAL FITNESS TRAINER CERTIFICATION EXAM.

The Job Analysis Survey (JAS) determines the six (6) domains that are the categories for the knowledge, skills and abilities (KSAs) that were determined to be essential for the personal trainer (the 6 domains are listed in the charts below). The JAS also determined the importance frequency of the KSA and therefore, what percentage of questions should come from each domain. The percentage of questions from each domain are:

- | | |
|------------------------------------|-------|
| 1. Exercise Physiology and Anatomy | : 29% |
| 2. Biomechanics and Safety | : 21% |
| 3. Program Design | : 19% |
| 4. Fitness, Testing and Evaluation | : 14% |
| 5. Nutrition | : 8% |
| 6. Client Consultation/Assessment | : 9% |

The IFPA-CC determined that the IFPA-CPFT Exam should contain 100, multiple-choice questions, therefore, the number of Items for each domain would equal:

- | | |
|------------------------------------|-------|
| 1. Exercise Physiology and Anatomy | : 29% |
| 2. Biomechanics and Safety | : 21% |
| 3. Program Design | : 19% |
| 4. Fitness, Testing and Evaluation | : 14% |
| 5. Nutrition | : 8% |
| 6. Client Consultation/Assessment | : 9% |

The IFPA-CC assigned Subject Matter Experts (SMEs) to an Item Writing Committee (IWC) to develop an examination that precisely matches the number of Items required for each domain. This is the primary purpose of conducting the JAS. The purpose of the JAS is to determine the precise KSAs necessary for CPFTs to perform their jobs safely and effectively. The criticality and frequency of the KSAs form the basis of the number of questions within each domain to determine the precise number of Items needed from each domain to ensure a reliable and valid test. The process the SMEs used on the IWC described below is methodology used to form a direct link from the JAS, through the Item Writing, through the Test Development Process, to the finalized IFPA-CPFT Exam. This is essential to ensure that CPFT Candidate is tested on the correct KSAs in the proper quantity of Items/domains to ensure the safe and effective training of the public.

THE CONTENT OR DOMAINS FOR THE EXAM QUESTIONS ARE LISTED BELOW ALONG WITH THE NUMBER OF QUESTIONS THAT ARE IN EACH DOMAIN. THERE ARE 105 QUESTIONS ON THE EXAM. FIVE QUESTIONS ARE NOT GRADED AND ARE FOR STATISTICAL PURPOSES ONLY.

THE DOMAINS FOR MULTIPLE CHOICE EXAM QUESTIONS	# OF QUESTIONS ON EXAM
(1) EXERCISE PHYSIOLOGY & ANATOMY	29
(2) BIOMECHANICS & SAFETY	21
(3) PROGRAM DESIGN	19
(4) FITNESS TESTING & EVALUATION	14
(5) NUTRITION	8

Aggregate performance data for 2005

Total Number of Candidates who took CPFT Exam in 2005	5,833
Total Number of Candidates who took CPFT Exam in 2005 and passed	2,858
Total Number of Candidates who took CPFT Exam in 2005 and failed	2,975

Percent Passing: 49%

Percent Failing: 51%

The aggregate performance data are reported for the IFPA Personal Fitness Trainer Certification Exam ONLY. These numbers do not reflect the individual candidates who take any other IFPA course, certification, or program. The IFPA offers over 32 certification courses and over 60 Continuing Education Unit (CEU) courses (as of 6/2006), with many more programs in development and becoming available on a monthly basis. Continue to check back to the IFPA website for updates.

Exam Format

The certification examination is comprised of 105 multiple-choice questions (5 questions are not graded and are for statistical purposes only). An 80% is required to pass the exam.

The proctored certification examination can be scheduled to be taken in a group or individually at a designated IFPA Testing Site.

Exams are administered by proctors trained by the IFPA Certification Commission. Plan to arrive at the certification site 15 minutes early. Be sure to bring proof of payment, a photo ID, and pen/pencil.

All candidates must provide proof of payment and have a valid photo ID to gain admittance to the certification examination.

The Subject Matter Experts (SMEs) on the Item Writing Committee (IWC) were tasked with developing 100 items for the IFPA Certified Personal Fitness Trainer (CPFT) Exam. The items were required to meet all current Standards of Educational Testing. The Consulting Psychometrician, Dr. Michael Brannick ran an item writing workshop and provided his own Item Writing Manual (see appendix D) to instruct the SMEs on Item Writing. The Items were required to match the Job Analysis Survey (JAS) and all members of the IWC were required to agree that each Item met the criteria to be included in the specific domain for which the Item was intended. The chart below describes the domain and the required number of Items for that domain:

THE DOMAINS FOR MULTIPLE CHOICE EXAM QUESTIONS	# OF QUESTIONS ON EXAM
(1) EXERCISE PHYSIOLOGY & ANATOMY	29
(2) BIOMECHANICS & SAFETY	21
(3) PROGRAM DESIGN	19
(4) FITNESS TESTING & EVALUATION	14
(5) NUTRITION	8
(6) CLIENT CONSULTATION/ASSESSMENT	9

The SMEs wrote numerous Items for each domain category. All members of the IWC were required to unanimously agree on each Item's valid placement, within each of the specific domains, that the specific Item was intended for. The chart below describes each of the six (6) domains, how many Items were written, how many Items were revised, re-written or discarded and how many Items were unanimously accepted for inclusion on the IFPA-CPFT Exam:

The domains for the multiple choice exams questions	Items Written	Items Rejected	Items included on the IFPA-CPFT Exam
1)	50	21	29
2)	35	14	21
3)	40	21	19
4)	50	26	14
5)	20	12	8
6)	20	11	9
IFPA-CPFT Examination Multiple Choice Test: 100			

NOTE: Rejected Items were authorized for use on IFPA Practice Exams.

The SMEs on the IWC used the JAS to determine the precise nature of the domain. The JAS listed several sub-categories for each domain. Example: the domain (4) Fitness Testing and Evaluation listed the use of the Health History Questionnaire (HHQ). One critically important category of the HHQ is interpreting Blood Pressure Readings on a CPFT's client. CPFTs must be able to determine when a client's blood pressure is abnormally high (indicating hypertension). Therefore, an Item asking for interpretation of blood pressure would be considered valid for the domain (4) Fitness Testing and Evaluation. If all SMEs on the IWC agreed, the Item would be included in the IFPA-CPFT Exam. This process was followed by the SMEs until the target number of Items, as determined from the JAS, was reached. This process resulted in a total of 100 Items, which precisely matched the required number of Items for each domain, as specified from the JAS.

This process is an essential step to ensure that all candidates are tested on the precise knowledge, skills and abilities required by IFPA-CPFTs to train healthy people (no medical restriction to exercise or physical activity), safety and effectively.

Cut Score Study Report

IFPA Personal Fitness Trainer Certification

The Angoff method was used to determine the cut score for the Personal Fitness Trainer Certification Exam. The Subject Matter Experts that participated in the cut score study included: Dr. Bob Simons, Dr. Tom Kruger, Dr. Wayne Westcott, Richard Wolf, and Dr. Jim Bell. A cut score would be determined for the exam. A cut score would require candidate's proficiency in recognition and application of the concepts.

Each Subject Matter Expert received the exam. Detailed instructions were provided on how to judge each multiple-choice question, the purpose of the judgment and an example judgment. A space after each question was included for judgment. The following instructions were provided:

General Instructions

We are asking for your help in evaluating the multiple choice items in the IFPA Personal Fitness Trainer Certification Exam A in order to set a cutoff or passing score for the multiple choice exam. We are asking you because of your knowledge of what is required to do the work of the ENTRY LEVEL PERSONAL TRAINER. Please make one judgment for each item. For each item, consider a person who is *minimally qualified*. By *minimally qualified*, we mean a person who, if they were any less qualified, would not be employable as an entry level personal trainer in your opinion. That is, a minimally qualified person knows just enough to get started; this person is a real rookie. **Suppose you had 100 minimally qualified people answer the exam item. How many of the 100 do you think would answer the exam item correctly?** Please enter your judgment for the item in the space provided next to the item.

Example

If we gave an exam to a person applying for a job as a bank teller, we would expect all or nearly all *minimally qualified* tellers to be able to answer questions about how to make change correctly (e.g., A woman asks for change for a \$20.00 bill. If you give her five \$1.00 bills, and the rest in \$5.00 bills, how many \$5.00 bills should you give her?). Therefore, you would put a larger number like 95 or 100 next to the item. A smaller number would be expected to know the fine points of the various checking accounts available, so you might estimate that perhaps 40 of 100 would get the item right. Finally, virtually none would be expected to know how to evaluate a loan application to decide whether to approve a loan, so you might put a 0 or 5 next to the item.

Results

The cut scores from each SME for each multiple choice question were entered into an excel spreadsheet. The mean for each question was calculated and averaged for the 100 items on Exam A. The consulting psychometrician reviewed the data. The resulting cut score for the multiple-choice portion was 80 out of 100 points, or 80 percent. The same procedures will be followed to evaluate each item for the 400-question Item Bank that is being developed to make each different (but equal) alternate form of the exam.*

*(as of December 31, 2005)

* (schedule for completion by 6/1/2007)

Rules for Scoring the Exam

The certification exam is scored at IFPA Headquarters in the Test Grading Department. The exam is graded by hand with a stencil overlay which is placed over the candidate's answer sheet. The stencil has the correct answers punched out which will line up with the correct responses. The test grader marks all responses that are incorrect and determines the percentage of correct responses out of 100. An 80% is required to pass the exam.

The IFPA Certification Commission is currently exploring options utilizing other technologies, outsourcing of examinations, and computerized online testing. The IFPA-CC will make appropriate changes when the decisions are finalized.

Notification of Results

Each candidate is sent a results letter that includes the percentage scored on the exam. Please see sample Pass and Fail letters on pages 26 and 27. Candidates may also request a breakdown of subject areas missed on the exam in order to better understand their strengths and weaknesses in the topics assessed. Complete processing of certification exams and notification of results may take six weeks from the date the IFPA receives the examination(s). Individuals who achieve passing scores will receive their certificates and wallet cards when they are notified of their results.

Rush Processing is available upon request for a fee (call the IFPA for current prices.) With the Rush Processing option, results will be faxed or e-mailed to the candidate within three business days of the IFPA receiving the exam. This option must be selected before the candidate's examination is received for grading. Results will then be mailed (along with a certificate and wallet card, if applicable) within two weeks.

Scores are only official once assigned at the IFPA headquarters. Proctors are not allowed to review candidates' examinations on site.

Appeal of Examination Results

1. Rescoring

Exams are graded at IFPA headquarters. For security reasons, candidates will not be able to review their exam or obtain information on particular test questions. Feedback is welcomed so that the IFPA can review current test items; however, in order to protect the integrity of the exam, no responses will be given to feedback. Quality control measures are in place to monitor the reliability and validity of test scoring. Any candidate who feels that there was an error in test grading and wants his/her exam rescored must submit a written request with reasoning and \$10 to:

IFPA Appeals
14509 University Point Place
Tampa, FL 33613

It is likely that the score will not change. Tests will be regraded one time only no later than 60 days after receipt of original exam.

2. If there are any deviations from standard testing policies or improper behavior by a proctor or anyone or anything at your examination site, notify the IFPA Appeals Department in writing. Include an explanation of the incident and how it negatively impacted your performance (example: air conditioning/heating failed or was inappropriate). The IFPA will need verification of the event to render a decision. Notification must be made within thirty (30) days of testing to:

IFPA Appeals
14509 University Point Place
Tampa, FL 33613

Retesting

Individuals who do not receive a minimum score of 80% on the exam will be notified in writing. Candidates may retake the exam within 3 months of receiving results for a \$79 fee. Candidates may retest by either (1) Retaking the exam at the next available IFPA-scheduled exam date and IFPA-designated site for the cost of the retest only or (2) Retaking the exam by proctor in the candidate's local area. After 3 months, retesting will be available for the cost of the retest plus a penalty fee. Retesting is not available after 6 months from the date of notification of results. The current retest fee is \$79. Prices are subject to change. Retest fees will be listed on the student's results letter.

IFPA Fitness Career Advisors can provide candidates with study and exam preparation suggestions before they retest. Although exams scores and answers cannot be discussed over the telephone, candidates may request a breakdown of the subject areas that they missed so that they may better focus their study efforts. Candidates should contact their IFPA representative at 1-800-785-1924 if they have any questions.

Proctor Fee

Candidates who wish to take a proctored exam prior to the scheduled exam date may do so by contacting the IFPA Test Support office at IFPA Headquarters at 1-800-785-1924. Only IFPA Certification Commission (IFPA-CC) trained and authorized Proctors can administer IFPA Exams through arrangement by the IFPA.

Other IFPA Policies and Procedures

Records Retention Policy

Personal Fitness Trainer Certification paper exams will be kept for 4 years. Electronic records will be kept indefinitely and updated as a certificant renews his/her certification. All test records and statistical reports are accessible to authorized personnel only. Records are kept in secure locations at the IFPA Headquarters, accessible only by personnel authorized by the IFPA Certification Commission.

Test Security

Candidates

Collaborative behavior with regard to providing others with specific test questions on the exam is considered a security violation. This is considered a violation of copyright laws and will result in revocation of certification or disqualification from taking the exam. By registering for the certification exam, the candidate is accepting the terms and conditions of the IFPA including retaining confidentiality of the exam. Certificants and certification candidates are encouraged to report any suspected security violation. Exam materials may not be removed from the testing area by the candidate.

Cheating and disruptive behavior also invalidate the integrity of the exam. Candidates are not to bring notes and may not look around during the examination. Candidates suspected of cheating will be notified after the exam and will be failed automatically. Any right to retake the exam at a reduced rate will be forfeited and the candidate will be required to re-register for the certification, paying the full registration fee.

Ethics

The Code of Ethics is a requirement of the profession of IFPA Certified Personal Fitness Trainers. When a candidate registers for the certification exam, it is understood that these guidelines will be followed once the candidate becomes certified.

Code of Ethics

As an IFPA Certified Personal Fitness Trainer I have read, understand and agree to:

1. Advance the health and fitness profession in order to fulfill the basic health and fitness needs of every member of society. I have a duty to use my best efforts for the betterment of society, the profession, and the members of the health and fitness profession.
2. Be totally honest in all dealings and not lie, cheat, or steal, nor tolerate anyone who does.
3. Be dedicated to providing safe, effective, and competent health and fitness program execution, with compassion and respect for human dignity and rights.
4. Uphold the standards of professionalism, be honest in all professional interactions, and strive to report to the IFPA professionals who are deficient in character or competence, or engaging in fraud or deception.
5. Respect state and federal laws and also recognize a responsibility to seek changes in those requirements that are contrary to the best interests of members of society.

6. Respect the rights of clients as well as all members of society, colleagues, and other medical, health, and fitness professionals and shall safeguard confidences and privacy within the constraints of the law.
7. Continue to learn, apply, and advance scientific and practical knowledge and skills, stay up to date on the latest research and its practical application, maintain a commitment to fitness, health, nutrition, and medical education, make relevant information available to colleagues and the general public, and obtain consultation and use the talents of other fitness, health, nutrition, and medical experts when indicated in order to continuously improve the state of the health and fitness industry.
8. Participate in activities contributing to the improvement of personal health, our society, and the betterment of the health and fitness industry.
9. Continuously act in the best interests of the general public.
10. Support fair and equal access to health and fitness care for all people.
11. Retain current CPR and First Aid certifications according to credential requirements.

Ethics Violations

The IFPA takes Ethics Violations very seriously and requires every IFPA Certified Fitness Professional to do the same. The following violations of the IFPA Code of Ethics may result in revocation of IFPA credentials:

- (1) Conviction of a felony while currently an IFPA Certified Professional
- (2) Proof of misuse, sale, or distribution of any illegal or controlled substance without medical prescription.
- (3) Proof of misconduct towards a client, employer, or employee resulting in civil judgment against an IFPA Certified Professional due to theft, embezzlement, libel, slander, sexual harassment, or any other unethical or immoral behavior.
- (4) Proof of "Gross Negligence" in the performance of the personal training profession.
- (5) Proof of any word, action, or deed that would be considered unethical, immoral, illegal, or disrespectful.
- (6) Proof of any word, action, or deed toward a client, potential client, or general public that is beyond the "Scope of Practice" that the IFPA Certified Professional has the knowledge, skill, or ability to perform. Example: attempting to diagnose a client's medical state.
- (7) Proof of any word, action, or deed toward the IFPA, another IFPA Certified Professional, or other professionals, an employer, an employee, or a client that would be classified as malicious, libelous, slanderous, or unethical.
- (8) Violation of IFPA Rule #1: "Do No Harm." The IFPA Certification Commission is dedicated to the concept of "innocent until proven guilty"; however, the IFPA Certification Commission is first and foremost dedicated to protecting the public. Secondly, the IFPA-CC will take any and all action against individuals who would jeopardize the trust the public places on fitness professionals by unethical, immoral, or illegal activities.

For additional guidelines suggested by the IFPA, refer to The Book on Personal Training, Chapter 1.

Disciplinary Procedures

By becoming an IFPA Certified Personal Fitness Trainer, the certificant agrees to follow the IFPA code of ethics and guidelines.

The IFPA reserves the right to revoke a member's certification or take disciplinary action for the following reasons:

1. Falsification of certification through IFPA.
2. Unauthorized use of IFPA proprietary materials and/or copyright infringement.
3. Behavior that disregards the safety and rights of the client.

Complaint Policies and Procedures

The IFPA's Code of Ethics consists of guidelines that have been put in place to protect the public and the profession. The IFPA will receive complaints from any individuals who have reason to believe that an IFPA member has violated the IFPA Code of Ethics, including other IFPA members, other fitness professionals, and members of the general public. When appropriate, individuals should attempt to resolve complaints directly with the charged member before filing a complaint with the IFPA.

Only written complaints, signed by the complainants, will be considered. Complainants must send a letter including the name and IFPA member number of the charged member, name(s) and address(es) of the complainant(s), names and addresses of any other persons who have knowledge of the facts involved, and a brief description of why the complaint is being filed to:

IFPA PROFESSIONAL REVIEW COMMITTEE
14509 UNIVERSITY POINT PLACE
TAMPA, FL 33613

Once complaints have been acknowledged by the IFPA Professional Review Committee, formal complaint forms will be sent to complainants. Complainants will be informed that copies of the formal complaints, evidence, and documents submitted in support of the complaint will be provided to the charged member.

The charged member will be sent a copy of the formal complaint by certified U.S. mail, with return receipt requested, along with a copy of these policies and procedures and a copy of the IFPA Code of Ethics. The charged member will be asked to respond to the complaint against him/her in writing within thirty (30) business days. The charged member must also submit all evidence and documentation that he/she wishes to be considered by the Professional Review Committee in reviewing the complaint within thirty (30) business days.

Appeals/ Responses must be mailed to:

IFPA PROFESSIONAL REVIEW COMMITTEE
14509 UNIVERSITY POINT PLACE
TAMPA, FL 33613

THE IFPA PROFESSIONAL REVIEW COMMITTEE WILL REVIEW THE COMPLAINT, RESPONSE, AND ANY SUPPORTING DOCUMENTATION TO DETERMINE THE OUTCOME OF THE COMPLAINT. IN THE EVENT THAT IT IS DETERMINED THAT THE IFPA CODE OF ETHICS HAS BEEN VIOLATED, THE IFPA PROFESSIONAL REVIEW COMMITTEE WILL IMPOSE ONE OF THE FOLLOWING SANCTIONS:

1. PROBATION FOR A SPECIFIED PERIOD OF TIME, TO BE DETERMINED BY THE IFPA PROFESSIONAL REVIEW COMMITTEE.
2. SUSPENSION FROM IFPA MEMBERSHIP FOR A SPECIFIED PERIOD OF TIME, TO BE DETERMINED BY THE IFPA PROFESSIONAL REVIEW COMMITTEE.
3. REVOCATION OF ANY AND ALL CURRENT IFPA CERTIFICATIONS THAT THE IFPA MEMBER HOLDS AND PERMANENT EXPULSION FROM IFPA MEMBERSHIP.

THE IFPA PROFESSIONAL REVIEW COMMITTEE SHALL NOTIFY THE CHARGED MEMBER OF THEIR DECISION WITHIN THIRTY (30) BUSINESS DAYS BY CERTIFIED U.S. MAIL, RETURN RECEIPT REQUESTED. THE CHARGED MEMBER SHALL ALSO BE NOTIFIED OF HIS/HER RIGHT TO APPEAL. THE COMPLAINANT WILL ALSO BE NOTIFIED BY U.S. MAIL REGARDING THE OUTCOME OF THE COMPLAINT.

APPEAL OF DISCIPLINARY DECISIONS

DECISIONS OF THE IFPA PROFESSIONAL REVIEW COMMITTEE MAY BE APPEALED BY THE MEMBER FOUND TO HAVE BEEN IN VIOLATION ON THE FOLLOWING GROUNDS:

1. THE PROFESSIONAL REVIEW COMMITTEE VIOLATED ITS POLICIES AND PROCEDURES FOR PROCESSING COMPLAINTS OF ETHICAL VIOLATIONS.
2. THE DECISION OF THE COMMISSION WAS ARBITRARY AND CAPRICIOUS AND WAS NOT SUPPORTED BY THE MATERIALS PROVIDED BY THE COMPLAINANT AND THE CHARGED MEMBER.
3. THE SANCTIONS IMPOSED ARE INCONSISTENT WITH OR DISPROPORTIONAL TO THE VIOLATIONS FOUND.

AFTER THE MEMBER HAS RECEIVED NOTIFICATION THAT HE/SHE HAS BEEN FOUND TO BE IN VIOLATION OF THE IFPA CODE OF ETHICS, HE/SHE MUST NOTIFY THE IFPA APPEALS COMMITTEE IN WRITING WITHIN THIRTY (30) BUSINESS DAYS BY CERTIFIED MAIL IF HE/SHE WISHES TO APPEAL THE DECISION. IF AN APPEAL IS NOT REQUESTED, THE IFPA PROFESSIONAL REVIEW COMMITTEE SHALL ISSUE ITS DECISION AS THE FINAL DECISION AS SOON AS THE TIME DURING WHICH AN APPEAL MAY BE FILED EXPIRES. AN APPEAL MAY CONSIST ONLY OF A LETTER STATING ONE OR MORE OF THE ACCEPTABLE GROUNDS FOR APPEAL AND THE REASONS FOR THE APPEAL. APPEALS MUST BE SENT TO:

IFPA APPEALS
14509 UNIVERSITY POINT PLACE
TAMPA, FL 33613

APPEALS WILL BE REVIEWED AND RESPONDED TO WITHIN 4 – 6 WEEKS.

THE IFPA APPEALS COMMITTEE WILL RENDER A DECISION REGARDING THE APPEAL WITHIN THIRTY (30) BUSINESS DAYS OF THEIR RECEIPT OF THE APPEAL. THE DECISIONS OF THE IFPA APPEALS COMMITTEE ARE LIMITED TO THE FOLLOWING:

1. UPHOLDING THE DECISION OF THE IFPA PROFESSIONAL REVIEW COMMITTEE.
2. UPHOLDING THE DECISION OF THE IFPA PROFESSIONAL REVIEW COMMITTEE, BUT ALTERING SANCTIONS.
3. REVERSING THE DECISION OF THE IFPA PROFESSIONAL REVIEW COMMITTEE.

ALL DECISIONS OF THE IFPA APPEALS COMMITTEE ARE FINAL AND ARE NOT SUBJECT TO FURTHER APPELLATE REVIEW.

Continuing Education

IFPA Certifications and Continuing Education Programs are designed to progressively improve one's skills and knowledge in fitness, as well as to refresh these skills. The IFPA encourages all certified instructors to seek advanced knowledge to improve their training and fitness skills.

IFPA Certification requires Continuing Education Units (CEUs) in order to remain valid. Continuing education is essential for all fitness professionals to stay on top of their field. Continuing education requirements can be met by a wide variety of continuing education courses offered by the IFPA and the IFPA core Certifications (Sports Nutrition Specialist, Advanced Personal Fitness Trainer, Master Personal Fitness Trainer, Group Fitness Instructor, Youth Fitness Instructor, and Tai Chi–Chi Kung Instructor, etc.). In addition, CEUs may be obtained from IFPA-recognized correspondence courses and continuing education providers, college courses, CPR, and First Aid.

AT THIS TIME, THE IFPA PERSONAL FITNESS TRAINER CERTIFICATION REQUIRES TWELVE (12) CONTINUING EDUCATION UNITS WITHIN TWO YEARS OF INITIAL CERTIFICATION AND EACH YEAR THEREAFTER TO REMAIN VALID. ALL IFPA PRIMARY CERTIFICATIONS HAVE THIS SAME REQUIREMENT. FOR ADDITIONAL INFORMATION ON ACCEPTABLE CEUS, VISIT OUR WEBSITE AT WWW.IFPA-FITNESS.COM OR CALL THE CEU DEPARTMENT AT 1-800-785-1924. PLEASE SEE PAGES 20-25 FOR IFPA'S RECERTIFICATION POLICY AND CEU FORM.

Change of Address

IN THE EVENT THAT YOUR ADDRESS OR PHONE NUMBER CHANGES, PLEASE NOTIFY THE IFPA AS SOON AS POSSIBLE TO PREVENT A DISRUPTION IN NOTIFICATION OF CERTIFICATION INFORMATION. THE IFPA CAN BE NOTIFIED BY PHONE AT 800-785-1924, BY MAIL AT IFPA, 14509 UNIVERSITY POINT PLACE, TAMPA, FL 33613, OR BY E-MAIL TO [INFO@IFPA-FITNESS.COM](mailto:info@ifpa-fitness.com).

Insurance

IFPA Certified Trainers can obtain \$500,000 and \$1,000,000 liability insurance at one of the most competitive rates on the market. The IFPA makes this insurance available to its certified trainers directly through the insurance agency at cost. If you would like more information about personal trainer liability insurance, please contact the IFPA.

Policy Updates

Be sure to check the IFPA website for updates to policies and procedures at www.ifpa-fitness.com.

Questions about the IFPA

If you have any questions about the enclosed information, please contact the IFPA Resource Center at 813-979-1925 or 800-785-1924, Monday through Friday, 9:00 a.m. to 6:00 p.m. EST. For those with access to the Internet, most questions about the IFPA can be answered on the IFPA website at <http://www.ifpa-fitness.com> or e-mail at info@ifpa-fitness.com.

What to Bring to Your Examination

1. Plan to arrive at the certification site 15 minutes early. Be sure to bring a photo ID and pen/pencil. **All students must provide proof of payment and have a valid photo ID to gain admittance to the certification examination.**
2. No visitors are allowed in the exam room at any time.
3. Candidates may not bring any other personal items (other than those listed in (1)) into the exam room. This includes, but is not limited to: books, book bags, briefcases, papers of any kind, cell phones, coats, electronic devices (including calculators), pagers, purses, phones, etc.
4. Disruptive behavior will not be tolerated. Any inappropriate behavior will be cause for immediate removal.
5. All candidates are required to conduct themselves with the highest level of ethics and professionalism. Cheating will not be tolerated. The IFPA Certification Commission will fully investigate any and all allegations of cheating.
6. All candidates are required to maintain the integrity of the IFPA Examination Process. Copying, memorizing, discussing, or in any way attempting to steal questions from the IFPA Exam is an ethical violation and a violation of International Copyright Laws. The IFPA Certification Commission (IFPA-CC) goes to great lengths to develop IFPA-CC Exams. Any attempt to steal questions from the exam will be thoroughly investigated by the IFPA-CC and violators will be prosecuted to the fullest extent of the law.
7. Once the exam begins, a candidate is not permitted to talk or look at any other person or their exam. A candidate must not question the proctor. The proctor is responsible for administering the exam and guaranteeing the integrity of the IFPA Certification Commission Exam process by ensuring that there will be no cheating. The proctor is not permitted to answer any questions once the exam has begun.
8. The candidate is advised to listen carefully and follow all the instructions given to him or her by the proctor. The candidate should read all the directions in the test booklet thoroughly.
9. If a candidate believes that a test question (or questions) was misleading, confusing, or inaccurate in any way, he or she may request an "IFPA Certification Commission Exam Discrepancy Form" after the exam time expires. The candidate is advised to list the nature of the discrepancy using as much detail as possible. The Exam Committee reviews each and every comment, and where necessary, appropriate action will be taken. Individual responses will not be provided to the candidate. A candidate's decision to submit a discrepancy form will not affect his or her exam score.
10. A candidate must ask for permission to leave the exam area during the exam. The candidate will be allowed seven minutes to return to the exam, during which time the candidate is not permitted to discuss the exam with any other party. Delays beyond the time limit may preclude a candidate's re-admission to the exam. The candidate will NOT be granted additional time to make up for his or her absence.

Testing

On-site certification examinations are comprised of 105 multiple-choice questions (5 questions are not graded and are for statistical purposes only). Candidates will be given one hour and 45 minutes to complete the exam. After this time, pens/pencils must be put down and tests handed in.

**IFPA Certified Personal Fitness Trainer Exam (CPFT)
Registration Form**

Candidate Information:

Name

First: _____ MI: _____ Last: _____

Demographic Information: (not required but all information is appreciated)

Gender: ☐ Male ☐ Female

Age: ☐ 18-25 ☐ 26-35 ☐ 36-45 ☐ 46 or older

Race ☐ Asian ☐ African American ☐ Caucasian ☐ Hispanic
☐ Other _____

Mailing Address:

City: _____ State/Province _____

Zip/Postal Code/Country: _____

Phone/Fax/Email: Work Phone: (____) _____ Home Phone: (____) _____

Fax: (____) _____ Email Address: _____

How did you hear about us? ☐ Web ☐ Flyer ☐ Referral (list) _____

☐ Gym/Club (list name) _____ Other _____

Occupation/Job Title _____ / _____

Eligibility Criteria:

CPR Certification ☐ Yes Expiration date _____ (Include copy front & back of card with this form)
☐ No (Copy of CPR card must be received for release of examination results)

Education Level: ☐ HS or equivalent ☐ College student ☐ Some college ☐ BS/BA
☐ MS/MA ☐ Ph.D. Degree Earned _____

Exam Date and Location: Date _____ Location _____

(Visit www.ifpa-fitness.com for exam dates and locations)

Registration Fees:

_____ **\$299 Testing ONLY** _____ **\$399* Testing with Basic Study Package**

** A late registration fee of \$20 may apply if registration takes place less than 2 weeks before a scheduled examination.*

Special Accommodation Request: ☐ Yes ☐ No (If yes, you must include documentation and nature of accommodation needed. Refer to page 7)

Method of Payment

☐ Check or money order (payable to IFPA)

☐ Visa ☐ Master Card ☐ American Express ☐ Discover

Account # _____ Exp. Date _____

Cardholder's Signature _____

By signing below I accept the conditions set forth by the IFPA and have read and understand the policies in the Candidate Handbook including the materials received with registration, postponement, and no refund policies (pages 4-6 of this document). All IFPA prices and policies are subject to change. Please contact the IFPA if you have questions regarding current pricing or policies.

Signature: _____ Date: _____

IFPA, 14509 University Point Place, Tampa, FL 33613 Phone (800)785-1924 Fax (813) 979-1978

The IFPA Form to Sign Up for Proctored Exam

Name of test:

☐

Check if Retest

Candidate Information

Name

Address

City

State

Zip

Email

Phone #

Preferred Proctor Location # 1 Information

Location Name:

Address:

City:

State:

Zip:

Name of Available Proctor(s):

Phone # to Contact Proctor:

Preferred Proctor Location # 2 Information

Location Name:

Address:

City:

State:

Zip:

Name of Available Proctor(s):

Phone # to Contact Proctor:

IFPA Assigned Testing Site

If you found a Testing Site by using our [Locator](#), list it here:

City

State

Date



IFPA Continuing Education Requirements & General Information



Dear fitness professional:

The following packet outlines information regarding Continuing Education Unit (CEU) policies and procedures. This packet includes **EXTREMELY IMPORTANT INFORMATION** regarding the IFPA re-certification procedures.

Continuing Education Units are essential to...

- (1) expand and update the individual's qualifications and knowledge within health, fitness, and nutrition.
- (2) refine and build upon the skills of the certified professional.
- (3) promote the ongoing competency of certified fitness professionals.

CEUs play a vital role in the quality of any profession. Fitness is no different. We are constantly bombarded with the 'new' and 'better' diet and exercise plan. As professionals, we need to work hard to ensure that we make sound judgments in all of our health, fitness, and nutrition decisions and recommendations. Please review the enclosed packet very carefully so that you can maintain a valid certification without the extra headaches that can result from poor planning and trying to obtain CEUs at the last moment.

Certified instructors are required to obtain 12 CEUs prior to the end of the two year period of certification. This is designated by the expiration date on your certificate and membership card. When the certificate comes up for renewal, the certified individual is required to submit all relevant information pertaining to CEU credits obtained. Once approved and submitted with the appropriate fees, the individual will be granted a new certificate that will expire one year after the initial expiration date. CEU credits must be obtained during the time period in which the original certification was valid. CEUs above the required minimum may NOT be applied to a future certification period. Future renewals of the certification will require obtaining 12 CEUs per year.

Please note, presenting CEU information for recertification is the responsibility of the individual certified. To renew one's certification, all necessary documents must be submitted to the IFPA prior to the expiration of the certification.

For detailed information on obtaining CEUs, please see the enclosed CEU policy and recording forms. The following is an overview of the process:

- 1) Obtain 12 CEUs within your certification time-frame.
- 2) Document CEUs on CEU report form and make a copy of certificate of attendance or other proof of completion for these CEUs.
- 3) **Submit documentation with CEU report form along with the appropriate fees prior to the expiration of your certification.**
- 4) Maintain copies and documentation of your CEU report and submitted CEUs.
- 5) Allow 2 to 4 weeks to receive your renewed certification.

After reviewing all of the information in this packet, please feel free to contact the IFPA if you have any questions so that we may assist you in maintaining a current certification.

Sincerely,

James T. Bell, Ph.D.
President, IFPA



IFPA Policies and Procedures for Obtaining Continuing Education Units



Purpose

Continuing Education Units (CEUs) are required to assist the certified fitness professional in staying abreast of knowledge within the field and to encourage the highest degree of competency within the profession.

Requirements

In order to remain certified, the IFPA-CC requires that all IFPA certified professionals obtain 12 CEUs within two years of the initial certification. After the initial two years, certified members must obtain a minimum of 12 CEUs per year in order to maintain a current and valid IFPA certification. To obtain credit for CEUs, certified members must:

- A) Complete 12 Continuing Education Units by successfully completing any of a variety of continuing education opportunities as recognized by the IFPA.
- B) Document and record proof of Continuing Education Units
- C) Submit completed IFPA Continuing Education Report Form, documentation of CEUs (ex. copy of certificate of completion or attendance), and appropriate renewal fees to the IFPA before expiration.
- D) Maintain copies of all documentation for your records.

Eligible CEUs

CEUs are eligible if they meet the following criteria:

- 1) They are current (12 months old or less).
- 2) They are reputable (IFPA, Universities, ACSM, American Heart Association, American Red Cross etc.).
- 3) They are pertinent to the fitness profession.

Obtaining CEUs

CEUs may be obtained in a variety of ways. The primary means are listed below. Please note that some means of obtaining CEUs may be used only once (ex. CPR & First Aid). Other categories may have a limit to the number of CEUs that can be applied during a given re-certification period. This is not to say that you may not obtain more than the maximum units in a given category, just that certain categories can only be applied to a given extent toward certificate renewal.

How to obtain CEUs

Category I—IFPA Courses, Workshops, Conventions, and Continuing Education Courses

- Successful completion of any IFPA certification course typically counts as 24 CEUs. These courses include: Personal Fitness Trainer, Advanced Personal Fitness Trainer, Group Fitness Instructor, Youth Fitness Instructor, Sports Nutrition, ect.
- Master Personal Fitness Trainer or attendance at IFPA conventions typically counts as 12 to 16 CEUs.
- IFPA Continuing Education Courses include PNF stretching, Plyometrics, the Business of Personal Training, and many other course opportunities. IFPA Continuing Education Courses (CECs) typically count two to twelve CEUs and are offered by correspondence.
- CEUs are also offered for attendance at IFPA Conventions. CEUs for attendance at other workshops, conventions, CECs, and other IFPA events are designated with the given activities.
- The IFPA grants 1 CEU per contact hour for each IFPA event.
- **NOTE: 6 of the 12 CEUs required for renewal *MUST* be obtained from Category I.**

Category II—CPR/ First Aid/ EMT/ AED

- *CPR/First Aid/EMT Certification/Re-certification*—CPR and/or First Aid or EMT certifications/ re-certifications may be applied one time toward IFPA CEUs. CPR and First Aid each count toward 3.0 CEUs and EMT counts toward 6.0 CEUs. (Claiming EMT for CEUs disallows also using CPR & First Aid.)
- *A maximum of 6 CEUs may be obtained from Category II in a given re-certification period.*

Category III—Presentations and publications

- *Presentations*—Presentation as a panelist or featured speaker at a fitness-type clinic or conference. The candidate must submit a copy of the event program, a description of the presentation, and receive IFPA approval for the content and scope of the presentation. The normal CEU allotment is 1.0 per presentation in excess of 1 hour. (CEUs not granted for presentations less than one hour in length.)
- *Publications*—Published articles in which you serve as an author or co-author. The candidate must submit a copy of the published article (copied from publication), date of publication, and publication name for approval by the IFPA—1.0 CEU for non-peer reviewed articles and 2.0 CEUs for publication in peer reviewed journals. (Ex. Medicine and Science in Sport and Exercise, International Journal of Sports Nutrition)
- *A maximum of 6 CEUs may be obtained from Category III in a given re-certification period.*

Category IV—Completion of IFPA recognized correspondence courses, workshops, or certifications

- *Correspondence Course s* — Contact the IFPA to find out about IFPA and other available correspondence courses. CEUs vary according to course.
- *Workshops and Certifications* —The IFPA will recognize a variety of fitness related workshops and certifications to apply toward continuing education units. CEUs are granted on a per event basis and require documentation of attendance and a copy of the program describing the content. Typical CEUs granted are 1.0 CEU per contact hour or a maximum 6.0 CEUs per event.
- *A maximum of 6 CEUs may be obtained from Category IV in a given re-certification period.*

Category V—College/ University Education

- *College education after certification*—College courses specifically related to fitness, health, and nutrition can be applied toward CEU credits. Each semester credit hour, if accepted, is granted 1.0 CEU and each quarter credit hour is granted 0.5 CEUs.
- *A maximum of 6 CEUs may be obtained from Category V in a given re-certification period.*

Renewal Fees

Recertification Fee

There is a \$25 recertification fee per certificate being renewed. For example: Renewing an Advanced Personal Fitness Trainer Certification and Sports Nutrition Certification would require a \$50 re-certification fee.

Non-IFPA CEU Administrative Fee

In order to encourage a diverse background of knowledge in fitness, health, and nutrition, the IFPA does recognize non-IFPA administered continuing education. Because of the processing and review required to grant CEUs not offered through the IFPA (Categories II, III, IV, and V), requests for CEUs from any of these categories require an additional \$20 fee per CEU form at the time of re-certification. This is a review & processing fee and is non-refundable.

CEU Submission Deadline

All continuing education documentation must be submitted by certification expiration date. By request only, the IFPA will allow a 3-month grace period to submit documentation. IFPA members are NOT certified during their grace period. If the member fails to submit complete documentation during the grace period, the student may no longer recertify by means of continuing education and must retake the certification program.

Requests for recertification and recognition of CEU credits must be submitted using the “IFPA CEU Report Form”. All submission forms must be complete and submitted with appropriate fees and documentation in order for CEUs to be awarded and certifications to be distributed. All submissions requesting CEUs and certificate renewal must be sent to:

IFPA
Continuing Education Department
14509 University Point Place
Tampa, FL 33613-5424



IFPA CEU Report Form



Change of Address (check here) _____
Expiration _____

Current Certification _____

Name _____ (as to appear on certificate) Number _____
Address _____ City _____ State _____ Zip _____
Phone (____) _____
E-Mail: _____

Submit to: IFPA
Continuing Education Dept.
14509 University Point Place
Tampa, FL 33613-5424

Certifications to renew (circle all that apply):

Personal Fitness Trainer	Weight Mngmnt Instructor
Sports Nutrition	Sports Conditioning Spec
Advanced Personal Fitness Trainer	Tai Chi Instructor
Master Personal Fitness Trainer	Fitness Facility Mngr
Group Fitness Instructor	Flexibility Coach Cert
Youth Fitness Instructor	Senior Fitness Instructor
Womens Fitness Spec	Post Sec Rehab Sp

(See reverse for a description of categories & requirements)

Category	Type	Activity Description/Contact Hours	Date	Estimated CEUs
I	IFPA certification, IFPA continuing education, IFPA conventions (6 ceu's mandatory from IFPA)			
II	CPR, First Aid, EMT, AED (may be used one time only)			
III	Presentations & publications			
IV	Non-IFPA correspondence courses, workshops, conferences, and certification courses			
V	College/ University Courses			

For Office Use Only:

Received:

Approved:

New Expiration:

Sent:

Signature Required

By signing and dating this form, I hereby attest that all information presented herein is true and accurate. I understand that any inaccurate representation or reporting of CEU activity may result in the revocation of my certification.

Signature _____

Date _____

Fees: IFPA re-certification fee
\$25 per certification (Only category I applies)
IFPA CEU administrative fee (Categories II-V)
(\$20 per IFPA CEU Report)

Unit rate	Qty	Total
\$25	_____	\$20 Non-
\$20	_____	

Copy as necessary

Check or M.O enclosed _____ Bill my credit card _____

Card type: AmExp _____ Visa _____ MC _____ Discover _____

Card exp date _____ Credit Card # _____

Signature _____

Total

IFPA Award of CEUs and Documentation Requirements

<u>Category</u>	<u>Activity</u>	<u>How CEUs are awarded</u>	<u>Documentation to submit</u>	<u>Special Notes</u>
I	IFPA Certification Courses	24 CEUs per course	Copy of IFPA Certificate	2 yr. renewal on current certification
I	IFPA Continuing Education Courses	Designated by event	Copy of IFPA Certificate	1 yr. renewal with CEUs
I	IFPA Convention or Special Events as attendee	Designated by event	Completed and submitted CEU request to be given through convention	Total CEUs granted subject to change and may be dependent upon successful completion of CECs offered at convention.
II	CPR, First Aid, or EMT, AED	3.0 each for CPR or First Aid or 6 total for EMT	Copy of certificate	Applicable one time only Maximum 6 outside source CEUs/renewal
III	Presentations as presenter	1.0 CEU per presentation in excess of 1 hour (made to public or other fitness professionals)	Copy of program describing presentation content and length	Subject to acceptance by IFPA Maximum 6 outside source CEUs/renewal
III	Publications as author	1.0 CEU for published article in non-refereed publication; 2.0 CEU for published article in refereed journal (Ex. Medicine & Science in Sport & Exercise)	Copy of article direct from publication, publication name, and date of publication	Subject to acceptance by IFPA Maximum 6 outside source CEUs/renewal
IV	Correspondence Courses	Designated on course by course basis—indicated on accepted correspondence courses (Desert Southwest Fitness & others designated by the IFPA)	Copy of certificate of successful completion	Subject to acceptance by IFPA Maximum 6 outside source CEUs/renewal
IV	Workshops, conferences, and certification course by agencies other than the IFPA as attendee	1.0 CEUs per contact hour Maximum 6 CEUs per conference, workshop, or course	Certificate or letter indicating successful completion, contact hours and content description	Subject to acceptance by IFPA Maximum 6 outside source CEUs/renewal
V	College/University courses	1 CEU per semester hour or 0.5 CEUs per quarter hour	Copy of course grades and course description	Subj. to acceptance by IFPA/Max. 6 outside source CEUs/renewal

Non-IFPA CEUs require a \$20 processing fee per each CEU form submitted (Categories II,III,IV,V)
 \$25 Rush Processing available on IFPA CEU test results—results given by email within three business days of being received by the IFPA. \$25 fee for each test if submitted separately or \$25 fee total if submitting all IFPA CEU tests at once.

**IFPA**

14509 University Point Place
Tampa, FL 33613
Phone: 800-785-1924
Fax: 813-979-1978
www.ifpa-fitness.com

[Date]

To Whom It May Concern:

This letter is to confirm that the International Fitness Professionals Association has conferred upon **[Name]** the title of **Personal Fitness Trainer**, with Member **#00000**. This certification is valid through **00/00/00** unless otherwise revoked in writing by the IFPA.

Your IFPA Personal Fitness Trainer certification exam results are as follows:

Multiple Choice Score: 00%

Although exams scores and answers cannot be discussed over the telephone, you may request a breakdown of the subject areas that you missed.

In addition, this IFPA Certification satisfies the requirements for 24 continuing education credits [CEU's] within the IFPA.

Please feel free to contact us with any additional inquiries.

Regards,



IFPA

14509 University Point Place
Tampa, FL 33613
Phone: 800-785-1924
Fax: 813-979-1978
www.ifpa-fitness.com

[Date]

Dear [Name]:

Your **IFPA Personal Fitness Trainer** certification exam results are as follows:

Multiple Choice Exam: 00%

The IFPA requires a minimum score of 80% on the exam to pass. We regret to inform you that you did not meet the minimum score on the certification exam.

When you registered for your IFPA certification program, you took an important step toward increasing your professionalism within the fitness industry. Please do not feel discouraged. There are often extenuating circumstances that preclude a student from achieving a passing score. We encourage you to retake the exam in order to complete your **IFPA Personal Fitness Trainer Certification**.

You may retake the exam within **three (3) months** of the date of your test results without penalty. **Please see the back of this letter for retest fee and form** registration and other information.

Our IFPA Fitness Career Advisors can provide study and exam preparation suggestions before you retest. Although exams scores and answers cannot be discussed over the telephone, you may request a breakdown of the subject areas that you missed so that you may better focus your study efforts. Please contact your IFPA representative at **800-785-1924** (toll-free) if you have any questions.

Good luck with your training,

James T. Bell, Ph.D.
President, IFPA

P.S. If you decide not to retest to become a Certified member of the IFPA, please allow us a few minutes of your time to let us know why. The IFPA strives for excellence in its programs and will take all valid comments into consideration.

Fail Letter – Scoring Report

The IFPA CPFT Exam is designed to assess the competencies of personal trainer and ensure that only those personal trainers competent in the knowledge, skills and abilities to take healthy clients (no medical restriction on exercise or physical activities) through fitness training sessions safely and effectively earn the distinguished credential of IFPA- CPFT.

If a candidate does not receive a passing score, they will receive a letter from the IFPA Testing Department and a list of the number of questions they got wrong in each of the six (6) categories that represent the six (6) domains that were identified on the IFPA-CC Job Analysis Survey. The IFPA has one form that is sent out to the candidate listing how many questions they got wrong in each of the (6) categories. The IFPA has a second form that lists the number of each question the candidate misses, this form is for “Internal Use Only” by the IFPA Testing Department and is used for psychometric tracking and quality control.

Personal Trainer Exam C-Onsite Category Key 10/04

Subject	#Questions Per Subject	Total missed
Exercise Physiology & Anatomy	29	
Biomechanics & Safety	21	
Program Design	19	
Fitness Testing & Evaluation	14	
Nutrition	8	
Client Consultation/ Assessment	9	

The above chart represents the amount of questions missed per subject from the IFPA CPFT Exam. The IFPA cannot discuss any of the questions from the IFPA CPFT Exam. The IFPA can only disclose the number of questions missed per subject.

IFPA CPFT Testing Department

IFPA Retest Registration

☐ Yes – Please register me for my retest.

☐ No – I have decided not to retest.

Please fill in the following to register for your IFPA certification exam retest.

Name: _____

Address: _____

(No P.O. Boxes) _____

City: _____ ST: _____ Zip: _____

Country: _____ Day Ph (____) _____ Home Ph (____) _____

Signature _____

(Required) By signing above, I certify that I have read and understand all IFPA policies including the cancellation and no-refund policy. I understand that my first choice location may become unavailable.

Check one:

Name of certification to retest: _____

Retest location: _____ **Date:** _____

- ☐ Retest at Exam Site: _____
- ☐ Retest by Proctor: _____
- ☐ Proctor with no proctor fee due to no scheduled exam site in local area
- ☐ Proctor with fee – by appointment only (\$50 fee)

Complete in full and mail with correct fees to:

IFPA
14509 University Point Place
Tampa, FL 33613-5424

Or fax to 813-979-1978
Or call toll-free 800-785-1924

This registration is for the retesting of an IFPA certification exam only. The IFPA will make every effort to accommodate the registrant's first choice location to take their certification exam. However, the IFPA cannot guarantee that location will be available and will work with the registrant to reschedule him or her for the next available testing location. The IFPA does not offer refunds for its testing or programs.

FEES, PAYMENT, & ORDERS

Retest Fee (within 3 months of results) \$79 \$ _____

Retest Fee (within 4-6 months of results) \$79+ \$25.00 late fee \$ _____

Retesting is not available after 6 months from the date of your test results.

Practice Exam \$25 each \$ _____

Rush Processing \$25 each \$ _____

PFT Videos \$25 each \$ _____

Proctor fee (appt. only) \$25 each \$ _____

Shipping & Handling, \$10 (if videos) \$ _____

(No shipping charge for retest exam only)

Total \$ _____

PAYMENT

Check/M.O.

Visa

MC

AmExp

Discover

Card #: _____ Expiration date _____

Signature of cardholder _____

Printed name of cardholder _____ Phone (____) _____

Credit card billing address _____

WAIT!

- Did you complete all information including desired certification, location, and date?
- Did you complete payment information and include the appropriate fees?
- Did you sign above? • Any missing information may delay your registration.

Checkout our website at <http://www.ifpa-fitness.com>

Summary of IFPA Job Analysis Survey

Personal Fitness Trainer Certification

The International Fitness Professionals Association (IFPA) was created to provide the Personal Fitness Trainer with the necessary skills to train the public safely and effectively. In the IFPA's 12 year history (as of 6/2006), constant improvements, review by subject matter experts and updates to the training have been made to ensure that Personal Fitness Trainer candidates have the requisite knowledge, skills, and abilities (KSAs) needed to train others.

IFPA Job Analysis Survey

The first step in development of the Personal Fitness Trainer exam was to conduct a Job Analysis Survey. The purpose of the IFPA Job Analysis Survey was to identify the knowledge, skills and abilities (KSAs) required for an entry-level Personal Trainer. The information obtained from the survey would be helpful in creating a job description and documenting the importance of the examination content for the IFPA Personal Fitness Trainer Certification.

A panel of experts was convened to identify the essential job duties of a Personal Trainer and to provide input during test development and revision. The IFPA appointed a Job Analysis Committee (JAC) in January of 2004. The JAC consisted of 5 Subject Matter Experts (Dr. Bob Simons, Dr. Tom Krueger, Nancy Kouris, Carla Owens-Rasmuson, and Jim Bell). Committee members have over 10 years of experience in Personal Training and/or advanced degrees in exercise physiology or related fields. A psychometric consultant, Dr. Michael Brannick, aided with the data analysis and report review. Refer to resumes of JAC Exhibit J, NCCA Application.

The first task of the committee was to create a survey that outlined the knowledge skills and abilities (KSAs) needed by an entry level personal trainer. The second task was to develop a rating scale for the KSAs. The third task was to identify the population to which the survey would be administered to and the fourth task was to determine the format in which the survey would be administered.

For task one, a detailed list of knowledge, skills and abilities of Personal Training was compiled by the JAC. The list included 92 KSAs relating to personal training. The most current research in the field of Personal Training was referenced to create the survey list.

The JAC's next task was to develop a rating scale of the 92 KSAs on the survey. The committee decided to rate the KSA's on level of importance. Participants were to identify whether each characteristic was 5-very important, 4-important, 3-of moderate importance, 2-somewhat important or 1-not important.

Task three involved identifying who would receive the survey. The committee decided to include currently certified IFPA Personal Trainers, Club Owners and Managers, non-IFPA personal trainers, and those that received the IFPA emailed newsletter. All members of these groups were sent the survey.

The next task was to decide how the survey would be administered. The committee agreed that email would be the best way to contact the preferred population. The survey was also posted on the website for those visiting the IFPA web page.

The survey was then sent out by email. Approximately 10,000 emails were sent. The following instructions were part of the email sent out to the identified population. A link was included that accessed the survey.

Survey Instructions

The IFPA has begun the process of NOCA (National Organization for Competency Assurance) Accreditation. The IFPA along with several of the fitness industries' most credible certification organizations have determined that this is a necessary step in an effort to differentiate the credible certifications from numerous nefarious organizations.

For those of you that have aided the IFPA in previous "Job Analysis Surveys" – thank you, but it is a NOCA requirement that we continuously update our tests on updated Job Analysis Surveys.

Please take the time to give us your opinions. The information you supply us enables the IFPA to continually improve our certifications. The following Job Analysis is to determine the knowledge, skills, and abilities (KSAs) needed for success by the ENTRY LEVEL personal trainer.

The IFPA is asking you to carefully read each line item and thoughtfully provide your expert advice by rating the importance of each line item from 1 = not important through 5 = very important (see the rate level of importance 1 – 5, chart on survey form).

Please feel free to add additional topics that you believe to be essential that we have overlooked. For your time the IFPA is offering a 10% discount off of your next purchase of any educational program. The IFPA currently has 26 certification courses

and dozens of CEC courses available to allow you to increase your education, skill and knowledge. Upon receiving your response your discount will be validated.

Thank you for your help and continuing support.

Results

The following table lists the mean and standard deviation for each of the 92 characteristics. The statistics are based on the 234 valid responses to our Job Analysis Survey. The results indicate that the all 92 KSAs were judged important for the entry-level personal trainer.

Personal Fitness Trainer KSAs

Exercise Physiology & Anatomy

Exercise Science:

	Mean	Stand Dev
Exercise Science:	4.42	0.71
Science Principles:	4.39	0.75
Exercise Prescription:	4.36	0.76
Periodization:	4.21	0.83
Goals:	4.62	0.62
Program Design:	4.59	0.66
Exercise Intensity:	4.50	0.72
Cardiorespiratory Training:	4.41	0.72
Flexibility Training Systems:	4.40	0.74
Biomechanics:	4.24	0.85
Anatomy:	4.47	0.73
Kinesiology:	4.43	0.77
Muscle Fiber Types:	4.13	0.93
Exercise Physiology Principles:	4.43	0.76
Physiology of Warm-Up:	4.51	0.72
Physiology of Cool Down:	4.49	0.73
Physiology of Cardiorespiratory Training:	4.49	0.73
Physiology of Resistance Training:	4.52	0.73
Physiology of Flexibility Training:	4.56	1.99
Physiology of Speed:	4.01	0.85
Physiology of Power:	4.02	0.85
Physiology of Energy Systems:	4.23	0.83
Total	96.43	17.99
Average/Mean	4.32	0.77

Biomechanics & Safety

	Mean	Stand Dev
Safety:	4.82	0.56
Safety Procedures:	4.81	0.55
Emergency Procedures:	4.72	0.66
CPR:	4.73	0.67
First Aid:	4.67	0.69
Training:	4.77	0.56
Gym Machines:	4.70	0.64
Free Weights and Equipment:	4.79	0.54
Resistance Training:	4.80	0.53
Cardiovascular Training:	4.75	0.56
Flexibility Training Techniques:	4.70	0.58
Spotting Techniques:	4.74	0.58
Exercise Psychology:	4.53	0.70
Athletic Training:	4.14	0.84
Total	65.69	8.67

Average/Mean	4.48	0.70
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Program Design

	Mean	Stand Dev
Resistance Training Programs:	4.51	0.70
High Rep. Systems:	4.28	0.82
Plyometric & Speed Training:	4.07	0.87
High Intensity Systems:	4.21	0.83
Functional "Core" Systems:	4.52	0.74
Rehabilitation Systems:	4.30	0.86
Total	25.89	4.81
Average/Mean	4.40	0.78

Fitness Testing & Evaluation

	Mean	Stand Dev
Fitness Testing & Evaluation:	4.41	0.76
Body Composition Testing:	4.34	0.81
Body Weight Measuring:	4.20	0.88
Blood Pressure Testing:	4.16	1.05
Circumference Measurements:	4.06	0.91
Resting Heart Rate:	4.44	0.74
Flexibility & Postural Assessment:	4.25	0.89
Sub-Maximal Cardiovascular:	4.03	0.91
Strength Testing:	4.09	0.87
Speed Testing:	3.74	0.93
Power Testing:	3.76	0.92
Medical History:	4.78	0.59
Health Questionnaire:	4.76	0.60
Lifestyle Profile:	4.62	0.67
PAR-Q:	4.52	0.78
ACSM Coronary Risk Factor:	4.48	0.81
Total	68.62	13.13
Average/Mean	4.45	0.79

Nutrition

	Mean	Stand Dev
Nutrition:	4.61	0.65
Understanding of Nutrition:	4.67	0.61
Knowledge of Supplements:	4.32	0.83
Healthy vs. Fad Diets:	4.64	0.61
Total	18.23	2.70
Average/Mean	4.62	0.63

Client Consultation/Assessment

	Mean	Stand Dev
Business/Communication Skills:	4.61	0.66
Customer Service:	4.61	0.71
Interviewing/Listening:	4.73	0.59
People Skills:	4.62	0.59
Motivation Skills:	4.68	0.59
Teaching Skills:	4.63	0.65
Articulate Thoughts:	4.50	0.69
Time-Management:	4.41	0.74
Ethics:	4.72	0.54
Marketing:	4.03	0.92
Sales:	4.02	0.96
Legal Responsibilities:	4.39	0.84

Total	53.95	8.47
Average/Mean	4.50	0.75

Special Populations	Mean	Stand Dev
Special Populations:	4.22	0.83
Children:	4.01	0.95
Seniors:	4.41	0.75
Atherosclerotic Disease:	4.07	0.93
Pregnancy:	4.24	0.93
Post Natal:	4.18	0.93
Arthritis:	4.26	0.85
Asthma:	4.28	0.85
Diabetes:	4.38	0.83
Osteoporosis:	4.34	0.84
Cardiac Patients:	4.46	0.84
Managing Cholesterol:	4.27	0.85
High Blood Pressure:	4.49	0.77
Obesity:	4.52	0.74
Eating Disorders:	4.20	0.95
Rehabilitation:	4.27	0.85
Injuries:	4.49	0.75
Stress Management:	4.21	0.88
Total	77.28	15.35
Average/Mean	4.22	0.86

Demographic Information

Of the 10,000 Job analysis emails sent, 234 valid responses were received. Of the 234 responses, 35 respondents or 14.96% failed to provide any demographic information. Of those who gave age, the average age was 35.5 years (52 individuals or 22.22% missing). The average experience as a personal trainer was four years (56 respondents or 23.93% missing). Of the 234 responses, 96 or 41.03% were male, 95 or 40.60% were female and 43 or 18.34% did not respond to the question.

The survey respondents were certified personal trainers. Of the respondents who answered the question, 211 or 90.17% held a national certification, and 154 or 65.81% were IFPA certified. Of the certified respondents, experience level varied from zero experience to over 20 years experience as a fitness professional.

A total of 191 individuals or 81.62% responded to a question regarding education. Of those, 22 or 11.52% responded that high school was the highest level of education completed, 64 or 33.51% attended some college, 78 or 40.84% were college graduates and 27 or 14.14% completed graduate school or a higher level of education.

Job Description

A job description was created to better describe the duties and tasks of the Personal Fitness Trainer. The duties and tasks help communicate the content of the job to trainees, and help to link the KSAs, the job, and the test content. The job description was based on reviews of training materials and interviews with subject matter experts.

Job Description **Entry-Level Personal Fitness Trainer**

Establishes ongoing appointments with clients for strength and cardiovascular workout programs. Programs include the following elements: Initial Client Consultation, Fitness Testing & Evaluation, Program Design, Instruction/Motivation, and Tracking Client Progress.

Duties and Tasks

(1) Initial Client Consultation (Pre-screening)

- Establish client's health and fitness goals
- Interview client with Physical Activity Readiness Questionnaire (PAR-Q) to identify if the client is physically ready to exercise-use in combination with HHQ
- Interview client screening using a Health History Questionnaire (HHQ) to identify medical conditions that may affect workout
- Interview client with other forms to learn about diet, exercise, and health practices/habits that might be improved (example: Lifestyle Profile Evaluation Form)
- Explain Consent & Release forms
- Explain policies and describe the program
 - what client is to expect
 - rules
 - payment policies
 - cancellation policies
 - administrative forms

(2) Fitness Testing/Evaluation

- Test client to compile "resting" fitness data
 - (a) resting heart rate
 - (b) resting blood pressure
 - (c) height
 - (d) weight
 - (e) body composition analysis
 - (f) circumference measurements
- For active clients, test clients to establish
 - Muscular endurance
 - Aerobic endurance
 - Flexibility
- Evaluate 9 components of fitness of the client (cardiorespiratory endurance, muscular endurance, muscular strength, body composition, balance, coordination, joint flexibility, speed, power) and determine if any component is lacking

(3) Program design -establish a workout plan

- Review fitness data to determine level of fitness of client: beginner, intermediate, advanced, elite
- Review the goals of the client (example: weight loss, lean muscle gain, general health improvements, strength and power gain, flexibility, etc.)
- Identify obstacles (example: pain, prior injuries, health and medical issues-refer to advanced personal trainer for special populations) that need to be considered when creating exercise program
- Design exercise program incorporating level of fitness, level of each component of fitness, goals of the client and obstacles that affect training
- Establish periodization for resistance training using exercise physiology principles (GPO, FITT, SAID)

(4) Instruction/Motivation

- Instruct client in resistance training exercises, insuring proper breathing, timing, exercise technique (kinesiology & biomechanics), safety guidelines, spotting, warm-up, workout, and cool-down
- Encourage client to reach level of exertion needed to achieve goals
- Instruct client on cardiovascular equipment for aerobic workout
- Move weights and set-up equipment
- Monitoring the client during exercise to insure proper breathing and exertion level

(5) Tracking progress of client

- Document exercises performed including type of exercise, amount of weight used, repetitions, sets, cardiovascular endurance (exercise log)
- Track changes-increases or decreases in performance
- Modify workout to better achieve client's goals
- Motivate clients to develop a consistent exercise lifestyle.

Machines and Equipment

Anaerobic

- Free weights
- Weight machines
 - Fixed resistance equipment
 - Variable resistance equipment
 - Isokinetic resistance equipment
- Nontraditional
 - Body weight
 - Elastic bands /rubber tubing
 - Stability balls
 - Medicine balls
 - Other resistance training equipment not mentioned

Aerobic

- **Treadmill**
- Stationary bicycle
- Stepper
- Elliptical machine

(Refer to “The Book on Personal Training”, James Bell, Karl Dauphanais, 2001)

Future Job Analysis

The SME’s and the Certification Commission decided that a job analysis would be conducted every 3 years for the Personal Fitness Trainer Certification unless significant changes in the industry developed. With significant industry changes, the job analysis would be conducted every year.

Assessment Instrument Specifications

The complete Job Analysis provided the content for the Personal Fitness Trainer Certification Exam. Detailed information on specifications is listed in the Assessment Instrument Specifications Report .