



IFPA Certification Commission Policies and Procedures

IFPA

14509 University Point Place
Tampa, FL 33613

Phone: (800) 785-1924
FAX: (813) 979-1978
E-mail: ifpa@ifpa-fitness.com

Web site: <http://www.ifpa-fitness.com>

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IFPA Certification Commission Policies and Procedures

I. Purpose and Governance: Purpose and Responsibilities of IFPA Certification Commission

The purpose of the IFPA Certification Commission is to ensure that the IFPA Personal Fitness Trainer Certification is a current, valid, and reliable credential. Personal trainers, prospective personal trainers, fitness center owners, managers and operators, personal trainer clients, and prospective clients must be assured that the IFPA Personal Trainer Certification represents the requisite competencies for Personal Trainers to perform their jobs safely and effectively. The responsibilities of each Commissioner on the IFPA Certification Commission will include (but are not limited to):

- A. Remain current in their field of expertise, particularly the expertise that they represent on the IFPA Certification Commission.
- B. Remain current on all the latest technologies, research, policies, societal and cultural shifts within both the Personal Training Industries, as well as the Fitness Industry as a whole.
- C. Utilize their knowledge, expertise, and passion to look for ways to update and improve all aspects of the IFPA Personal Trainer Certification Process as well as the Personal Trainer career field. Always seek to maintain or improve the competency level of the Personal Training Career.
- D. Commissioners are required to become familiar with all aspects of the IFPA Personal Trainer Certification process and use their knowledge and expertise to ensure the process maintains the highest quality, fairness, and reliability.
- E. Commissioners are required to attend all IFPA Certification Commission meetings, and if unable to attend by person, should make arrangements to attend by conference call.
- F. Prior to attending any and all IFPA Certification Commission meetings, each Commissioner will be given an IFPA Certification Commission meeting agenda. The Commissioner is required to have thoroughly studied the agenda, asked for clarification from the Chairman on any and all questions concerning the agenda, and be prepared to act as Subject Matter Experts to the Commission if any of the agenda items fall within the Commissioner's field of expertise. The Commissioners who were elected as Members at Large will be responsible to attend as representatives of all IFPA Certified Personal Fitness Trainers and should act accordingly.

- G. The IFPA Certification Commission is responsible for a periodic Job Analysis Survey (JAS) of the Personal Training career. The JAS is used to construct the assessment instrument in the certification process. The current policy for conducting a JAS is every three (3) years. The IFPA Certification Commission decides by majority vote when the next JAS will be conducted and has authority to conduct a JAS when deemed necessary.
- H. The IFPA Certification Commission sets the eligibility requirements for a candidate to sit for the IFPA Personal Trainer Certification exam.
- I. The IFPA Certification Commission sets all application policies. Application policies must comply with all Federal, State, and Local laws and adhere to all IFPA Ethical and Code of Conduct Principles.
- J. The IFPA Certification Commission sets all Ethical Guidelines and Code of Conduct Principles for IFPA Certified Personal Trainers.
- K. The IFPA Certification Commission sets all procedures for examination administration. Administration of the IFPA Certification Exam includes (but is not limited to):
1. Draft and final approval of registration policies and procedures
 2. Approval of application and applicable policies and procedures
 3. Draft and final approval of IFPA Certification Commission Mission Statement
 4. Draft and final approval of IFPA Certification Commission Statement of Purpose
 5. Following completion of Job Analysis Survey (JAS), set cut score for pass/fail of the IFPA Personal Fitness Trainer Certification Exam (currently the IFPA uses the Angoff method to determine the cut score for pass/fail, but this method is at the discretion of the Commission determined by the majority vote of the Commission)
 6. Draft and final approval of the IFPA Personal Fitness Trainer Certification process Candidate Handbook
 7. Draft and final approval of the IFPA Personal Fitness Trainer Certification Exam
 8. Draft and final approval of the IFPA Personal Fitness Trainer Certification Exam Grading Policies and Procedures
 9. Draft and final approval of the IFPA Personal Fitness Trainer Certification Exam Recordkeeping and Tracking Policies and Procedures. The Certification Commission has set policy that all hard copies/originals of the IFPA Personal Fitness Trainer Certification Exam are kept for a minimum of 4 years and electronic records are kept indefinitely. This will remain a

minimum requirement of the IFPA. This means the Commission may decide to keep the originals for longer than 4 years, but CANNOT decide to keep them for a shorter period of time.

10. Draft and final approval of Pass Notification Policies and Procedures of the IFPA Personal Fitness Trainer Certification Exam
11. Draft and final approval of Fail Notification Policies and Procedures of the IFPA Personal Fitness Trainer Certification Exam
12. Draft and final approval of Exam Results Appeals Process Policies and Procedures for the IFPA Personal Fitness Trainer Certification Exam
13. Draft and final approval of the Disciplinary Policies and Procedures
14. Draft and final approval of the Recertification Process Policies and Procedures
15. Draft and final approval of the Confidentiality Restriction Policies and Procedures
16. Draft and final approval of the Personal Fitness Trainer Candidate Handbook
17. Draft and final approval of the IFPA Certification Commission Code of Ethics

II. Executive Director Responsibilities

The IFPA Certification Commission (IFPA-CC) has the authority and responsibility to hire an Executive Director for the IFPA Certification Commission. The Executive Director will be responsible for the day-to-day management and administration of all the policies and procedures enacted by the IFPA Certification Commission. The IFPA Certification Commission's Executive Director shall be responsible to the IFPA-CC for all of, but not limited to, the following:

- A. Financial responsibility: ensuring that any and all financial resources are available to fund IFPA-CC policies and procedures for the certification process. The Executive Director is responsible for making sure all IFPA Personal Trainer Certification and Recertification activities are fully funded at all times. IFPA, Inc. has operated successfully and profitably for over 12 years. The IFPA-CC, the Executive Director, and the IFPA-BOD will develop an annual budget to insure the long-term, perpetual success and profitability of the IFPA. The Executive Director reports to the IFPA-CC regarding compliance with all budgetary guidelines.
- B. Personnel responsibility: ensuring that any and all personnel resources are available to effectively administer the certification process.

- C. Material responsibility: ensuring that any and all equipment resources are available to effectively administer the certification process.
- D. Reporting responsibility: The Executive Director must ensure that all policies and procedures mandated by the IFPA-CC are implemented. If any deviation is required, planned or unplanned, the Executive Director is responsible for reporting any deviation in a timely manner to all members of the IFPA Certification Commission. “Timely” is defined as five business days or less. The Executive Director is required to notify the IFPA-CC when any special committees need to be formed. Such committees include the following:
 1. Appeals Committee: when a candidate requests to appeal test results.
 2. Ethics Committee: when an associate is accused of ethics violations.
 3. Job Analysis Survey (JAS) Committee: when the Executive Director, Committee Member, Board Director, or company officer requests an updated JAS due to changes in technology, knowledge, skills, and abilities (KSAs) of the profession, or for any other reason that, in the judgment of the Executive Director, is in the best interests of the IFPA-CC, its associates, or the profession.

III. Authority and Resources of the IFPA Certification Commission

The authority of the IFPA Certification Commission ensures that its structure, policies, and procedures protect against undue influence and provide for continuous and complete autonomy in all decision-making concerning purpose, governance, resources, and all other aspects of the IFPA organization.

- A. Description: The IFPA Certification Commission sets all rules, policies, and procedures for the IFPA Certification Process. The Certification Commission serves as the governing body for the IFPA organization and as such controls decision making over essential certification policies and procedures. The Chairman of the Certification Commission is elected by the IFPA-CC Commissioners by majority vote. The remaining members of the commission are elected according to the procedure described in III-H. The IFPA-CC Executive Director will be responsible to the IFPA Certification Commission for the implementation and execution of all the policies, procedures, guidelines, rules, principles, and any and all actions passed by the IFPA Certification Commission. The IFPA Certification Commission is

a separate and autonomous governing body whose existence is absolutely essential for the success of the IFPA, Inc.; therefore, the IFPA, Inc. will be financially responsible to the IFPA Certification Commission and will fund any and all activities the IFPA Certification Commission deems appropriate and necessary to insure the IFPA Personal Trainer Certification Exam Process, Procedures, and Administration are delivered in the professional, ethical, valid, and reliable manner as directed by the IFPA Certification Commission. This has been mandated in the IFPA, Inc. Corporate Bylaws.

- B. Resources: IFPA, Inc. will also be required to deliver any and all additional resources to the demands of the IFPA Certification Commission. These demands may include, but are not limited to: financial resources, manpower resources, plant and equipment resources, logistical resources, and administrative resources.

IFPA, Inc. has operated successful Certification activities for over 12 years and has certified over 70,000 individuals. The IFPA, Inc. has provided all necessary manpower, plant, and equipment for successful operation over that time frame, and will maintain, replace, or improve upon all the resource currently provided to IFPA-CC and the certification process. The IFPA Certification Commission will act to ensure it has sufficient financial resources to conduct effective and thorough certification and recertification activities. The IFPA Certification Commission will ensure, through the Executive Director, adequate staffing, consultants, and other human resources to conduct effective certification and recertification activities. The Executive Director will be responsible for ensuring that the IFPA Certification Commission's decisions will be adequately staffed, consultants hired, and any and all other resources are available to conduct effective certification and recertification activities.

The following is a partial list of the plant and equipment resources available to effectively and efficiently implement all of the policies and procedures of the IFPA-CC:

1. Approximately 5,000-square-foot building. The address is: IFPA, 14509 University Point Place, Tampa, FL, 33613. The building houses 9 separate, secure offices to provide mandatory test security. The testing office has internally locked doors and locked, fire-retardant file cabinets to house all tests and testing materials. The remaining areas of the building support all aspects of the certification process: test scoring, test support, accounting, personnel, information technology, systems design, systems support, graphic arts, customer support, applicant processing, shipping and receiving, mail processing, and all other resources for the certification process.
2. The IFPA houses 20 workstations, complete with multi-station phones and computers. The customer support stations DO NOT HAVE ACCESS TO TESTING DATABASES. They

have restricted access only to the information required to perform quality customer service activities. For example, Candidate/Associate name, address, phone number, application date, examination date/time/location, testing results (Pass/Fail), expiration date, CEU reports, and other clerical information. Support personnel cannot discuss testing results over the phone. They can only respond to associates, associates' clients, associates' employees, or other lawful inquiries concerning whether the associate holds a current certification or not.

3. The IFPA Building houses all the necessary computers and equipment to implement and administer the IFPA-CC policies and procedures. The IFPA Building has over 30 active computer stations. None of these computers are connected to the Testing Department Computer. The IFPA Testing Room is locked and secure and houses the IFPA Testing Computer. Only Authorized Testing Department Personnel are allowed in this room and are required to follow all IFPA Security Policies, Procedures, and Protocols (see IFPA Security Policies, Procedures, and Protocols Manual, Appendix Y. The Information Technology Department has used modern technological security protocols and this designated computer is secure and password-protected. It can only be accessed by Authorized Personnel in the secure, locked Testing Department Room.
4. The IFPA building houses all the necessary telecommunications equipment to conduct, implement, and administer the IFPA-CC policies and procedures. This includes three T-1 telecommunications portals giving the IFPA the capacity to handle over 75 phone lines (voice and/or data).
5. The IFPA building houses substantial technological equipment to effectively conduct, implement, and administer any and all policies and procedures required by the IFPA-CC, including, but not limited to: 3 industrial-sized, state-of-the-art printer machines, UPS shipping station, USPS shipping/ mailing station, computerized bar-coding mailing system with automated stuffing capabilities, commercial-grade graphic arts information technology hardware and software to support and develop any and all policies, procedures, and systems required by the IFPA-CC, and substantial quantities of quality equipment to fully support any and all IFPA-CC decisions.
6. The IFPA has hired all the personnel required to conduct, implement, maintain, and service all the policies, procedures, and systems put in place by the IFPA-CC, which includes, but is not limited to:
 - i. Executive Director: Dr. Bob Simons
 - ii. Business Manager: Athena Bell
 - iii. Testing Manager: Trisha Wolf
 - iv. Information Technology Manager: Robin Medina

- v. Customer Service Manager: Migdalia Joubert
- vi. Test Scoring Manager: Kristine Magee
- vii. System Support: Miles Chandler
- viii. System Design: Mike Nicolosi
- ix. Candidate Services: Itasha Rigby
- x. Test Support: Raena Barnes
- xi. Shipping and Receiving Manager: Sammy Ward
- xii. Office Manager: Lisandra Maldonado
- xiii. CEU Services: Stacey Mahtani
- xiv. Accounting Consultant: Jim Nafzinger
- xv. Accreditation Consultant: Mike Hamm
- xvi. Psychometrician Consultant: Dr. Michael Brannick

Job Descriptions of Key Staff:

Executive Director: Please see description in Section II.

Testing Manager: is responsible for the smooth operation of the IFPA Testing Department, including test grading and score operations, entering scores and other appropriate data into the secure IFPA database, accurate printing and mailing of certificates, pass letters, certification wallet cards, and fail letters. All data on Candidates/Certificants must be accurately entered into the designated secure Testing Department Computer, and all IFPA Security Protocols must be adhered to. Manages all aspects of the IFPA-CC Testing Process and Security Protocols according to IFPA-CC Procedures, Policies, and Protocols.

Business Manager: is responsible for all business aspects of the IFPA including bookkeeping, accounting, banking, credit card transactions, office management, shipping and receiving, office supplies and administration, office logistics, human resources, and office maintenance. Manages all resources to ensure continuous compliance with all IFPA-CC procedures, policies, guidelines, and protocols.

Information Technology Manager: is responsible for managing all computer equipment functions, maintenance, software, hardware, and computer related equipment. Supervises the maintenance, upgrade, and revision of the IFPA Website and the graphic arts department. Graphic arts and design includes the website and all IFPA forms, manuals, business cards, letterhead, flyers, postcards, brochures, all advertising and marketing materials, and promotional materials, and formatting, design, and development of all IFPA written materials. The I.T. Manager has primary responsibility for the safeguard of all IFPA computer files, server files, and related areas, and designs and maintains the appropriate Security

Programs and Protocols for the Testing Department Computer and all other computers in the IFPA. The I.T. Manager also ensures that the IFPA Testing Department Computer and files are secure, autonomous, complete, and separate from all other computer systems within and without the IFPA. Manages all I.T. functions to ensure that all IFPA-CC policies, procedures, guidelines, and protocols are adhered to.

Candidate/Certificants (C/C) Service Manager: is responsible for interaction between the C/C Service Department and all IFPA Candidates and Certificants. Manages personnel who take incoming calls, emails, mail, faxes, or other correspondence from people interested in the fitness industry who are interested in becoming an IFPA-CPFT, and IFPA-CPFT Candidates, IFPA-CPFT Certificants, or the general public inquiring on the status of an IFPA Candidate or Certificant. Manages personnel that are required to know and understand the IFPA Policies, Procedures, and Protocols for the entire IFPA Certification Process. Manages personnel and systems to register candidates for IFPA Exams, data entry of all pertinent candidate data, receipt and processing of payments, and accounts for payments for IFPA Examinations. Manages Continuing Education Unit (CEU) and Recertification Services and is responsible for processing all incoming CEU calls, queries, forms, CEUs, and updates, and is also responsible for certificant data entry information, printing renewal certificates with new expiration dates, updating certificant information, updating members on recertification policies, revisions, and protocols, and following IFPA-CC directives to ascertain acceptability and eligibility criteria to determine if a Certificant's CEU activities meet IFPA-CC eligibility criteria. Manages all other aspects of Candidate/Certificant administrative processing according to IFPA-CC Policies, Procedures, Guidelines, and Protocols.

- C. For Profit Status: IFPA, Inc. is a For Profit Corporation registered in the State of Florida and has been in operation since June 1994 (incorporated November 1994). It has been determined by the Board of Directors of IFPA, Inc. that the credibility of the IFPA, Inc. and its existence as a business is predicated on the reliability of the IFPA, Inc. name and reputation.

- D. Division of Responsibilities in the IFPA Examination Development Process: In order to demonstrate to the general public, potential IFPA Personal Trainer candidates, and the Membership of the IFPA that the IFPA Personal Trainer Certification Exam and Examination process are completely protected from any and all undue influence, the Board of Directors has amended the IFPA, Inc. Corporate Bylaws.

The IFPA, Inc. Board of Directors, as held accountable by the Corporate Bylaws, is prevented from having any undue influence over the policies, procedures, systems, or decisions made by the IFPA Certification Commission concerning any and all aspects of the IFPA Certification Commission's Certification Process and will be responsible for upholding the highest standards and commitment to the fitness, health, safety, and welfare of the public. The IFPA-CC has autonomy over and responsibility for developing, implementing, and maintaining all policies, procedures, guidelines, and systems to ensure only qualified professionals obtain and maintain the IFPA-Certified Personal Fitness Trainer (IFPA-CPFT) credential. The IFPA-CC shall adopt any and all policies, procedures, guidelines, rules, regulations, and systems for the effective conduct of its operations as the IFPA-CC shall require to maintain the highest quality standards. The IFPA-CC may delegate certain of its day-to-day operational duties to the Executive Director. The IFPA Certification Committee shall be solely responsible for all policies, procedures, and development of the IFPA Examination Process, including, but not limited to:

1. Hiring of Psychometrician(s)
2. Convening the Job Analysis Survey (JAS) Committee
3. Conducting the JAS
4. Determining the Knowledge, Skills, and Abilities (KSAs) for the Personal Training profession
5. Developing the Test Item Bank
6. Developing the Cut Score
7. Hiring any and all outside consultants
8. Determining candidate eligibility
9. Determining recertification criteria
10. Convening Committees (example: Appeals, Ethics, etc.) when needed
11. Developing and approving all printed material (example: Candidate Handbook)
12. Hiring the Executive Director
13. Insuring compliance with all IFPA-CC decisions

The IFPA Certification Committee will not determine:

14. Pricing of any IFPA Credential or Exam
15. Pricing of any IFPA fees
16. Marketing or sales strategies for IFPA products
17. Any policy for any other IFPA certifications
18. The recertification policy for any other IFPA certifications
19. To void any Accreditation deemed necessary by the IFPA

- E. Autonomy: To ensure absolute autonomy from the IFPA, Inc., the IFPA Certification Commission is made up of 10 Commissioners,

9 of which are nominated by and elected by majority vote of the membership of the IFPA. The IFPA Certification Commission has complete authority, responsibility, and autonomy from the IFPA, Inc. for all aspects of the structure, policies, procedures, and decision-making concerning purpose, mission, governance, resources, and all other aspects of the IFPA Personal Trainer Certification Exam and Examination Process.

The Board of Directors has also decided that, in order to maximize the name, reputation, credibility, and therefore, business aspect, and to also prevent any possibility of interruption in the autonomy of the IFPA Certification Commission, the IFPA, Inc. will operate with 100 percent transparency of all IFPA Personal Trainer Certification Exam and Examination Procedures and Processes.

NOTE: Certain items will be posted in their entirety. Other documents will be made available to the public upon written request to the IFPA.

Transparency of Examination Procedures and Process will include (but are not limited to):

1. Nominations from the Membership for the Commissioners on the IFPA Certification Commission
2. Elections of the Commissioners on the IFPA Certification Commission
3. Public Notification of Meetings and Agenda of the IFPA Certification Commission
4. Invitation for the Public to attend IFPA Certification Commission meetings (as observers only, unless specifically authorized for any other purpose by the Commission)
5. Public posting of the minutes of the IFPA Certification Commission meetings
6. Public posting of the approval/disapproval of all IFPA Certification Commission decisions
7. Public posting of all applicable documents, policies, procedures, activities, principles, rules, guidelines, codes, processes, administration, standards, and any other aspect of the IFPA Personal Trainer Certification process, including, but not limited to:
 - i. Candidate Materials
 - ii. Application and Procedures for Application
 - iii. Registration and Procedures for Registration
 - iv. Candidate Handbook
 - v. Examination Process
 - vi. Examination Development (JAS, etc.)
 - vii. Examination Cut Score (Pass/Fail) and Process
 - viii. Examination Grading Procedures
 - ix. Notification of Pass Procedures

- x. Notification of Fail Procedures
- xi. Exam Appeal Process
- xii. Revocation of Certification Policies
- xiii. Revocation of Certification Procedures
- xix. Recertification Process
- xx. Confidentiality Policy and Procedures
- xxi. Outlines of Performance Domains
- xxii. Duties of Certificants
- xxiii. Discipline/Nondiscrimination
- xxiv. Guidelines by which candidate may question eligibility
- xxv. Certification Status
- xxvi. Assessment of instruments for development of certification
- xxvii. “Grandfather” policy
- xxviii. Current listing of IFPA Certified Personal Trainers

The IFPA Certification Commission policies and procedures are for our current and prospective certificants. They are revised periodically and published. Each document, its date of approval from the IFPA Certification Commission, and where it can be found in the Site Map of the IFPA website are listed on the IFPA website: www.ifpa-fitness.com. The IFPA Certification Commission has all authority over when documents are to be reviewed, revised, approved, and published.

The IFPA documents for public viewing are listed, but not limited to, the following: eligibility requirements, application policies, purpose of Certification Commission, mission statement, procedures for examination administration, outlines of performance domains, duties of certificants, discipline nondiscrimination, policies and procedures for the appeals process, confidentiality policies and procedures, guidelines by which candidates may question eligibility, certification status and assessment of instruments for development of certification.

The IFPA Certification Commission documents listed are available in hard copy, electronic copy, or on the IFPA website for viewing.

- F. Separation from the IFPA Tennis and Fitness Academy (IFPA-T.F.A.): The IFPA Certification Commission will also be completely autonomous from the education branch of the IFPA, Inc. The IFPA Certification Commission is not responsible for and is removed from all aspects of the accreditation of education, training, courses of study, or study materials leading to certification. Education for IFPA coursework, seminars, workshops, educational books, videos, etc. will be delivered by a separate and distinct arm of the IFPA, Inc., the IFPA-T.F.A.

The IFPA-T.F.A. has management and operational authority over all education aspects of the IFPA, Inc. IFPA-T.F.A. has

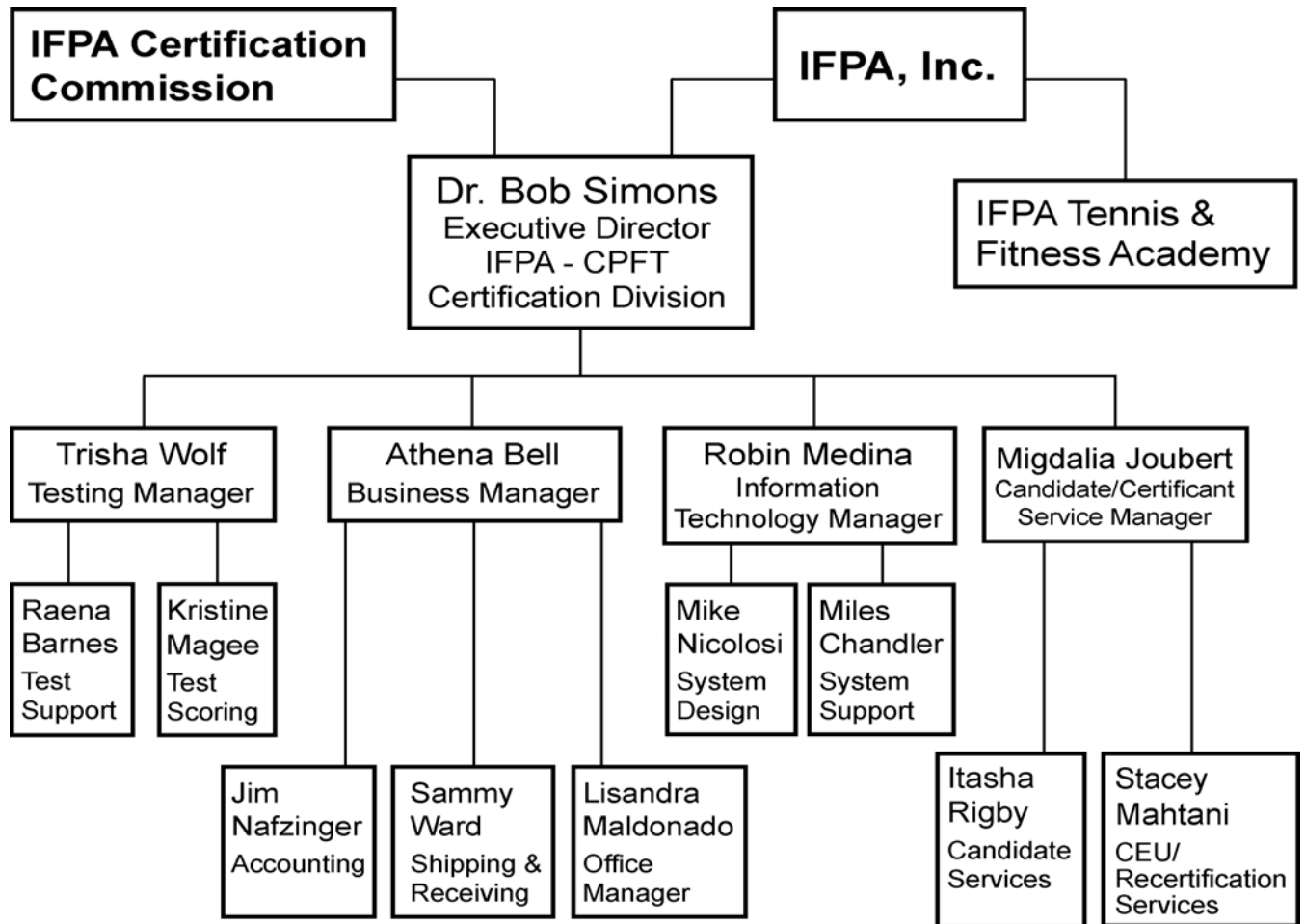
recently earned accreditation from IACET (the International Association for Continuing Education and Training) and will soon begin the accreditation process through the U.S. Department of Education.

The IFPA-T.F.A. is made up of the finest educators the Fitness, Health, Nutrition, Sports Medicine, and Sports Conditioning industries have to offer. The faculty of the IFPA-T.F.A. is made up of professionals with the highest moral and ethical quality and all possess advanced degrees in their chosen fields of expertise (M.D., D.O., D.C.M., N.D., PhD., M.S., R.D., etc.). They are chosen by very exacting standards such as:

- 1) advanced education
- 2) advanced practical expertise
- 3) outstanding educational ability and teaching skills
- 4) highly passionate concerning fitness, health, and nutrition and strong desire to help their communities
- 5) outstanding moral and ethical quality qualifications

These qualifications are essential for the IFPA to maintain the highest possible standards that will ensure an educational program that can elevate the competencies of the IFPA Certified Personal Trainer. The curriculum for education programs will be developed separately and autonomously from the Certification Assessment Instrument in order to maintain the credibility and security of the IFPA Personal Trainer Certification Exam. The IFPA-T.F.A. will conduct its own Job Analysis Survey (JAS) to determine the needs of its potential students.

G. The Organizational Chart of the IFPA



IFPA CERTIFICATION COMMISSION

Chairman of the IFPA-CC: David Sandler, PhDc. (Commissioner of Seat 3)

Seat 1: Expert in Exercise Physiology/Science

Dr. Bob Simons

Seat 2: Expert in Sports Medicine/Biomechanics/Exercise Safety

Dr. Robert Goldman

Seat 3: Expert in Program Design

David Sandler, PhD, CSCSD, CCS, HFD

Seat 4: Expert in Fitness Testing and Evaluation

Dr. Tom Krueger

Seat 5: Expert in Nutrition

Renee Herrera

Seat 6: Expert in Health Club Business

Nancy Kouris

Seat 7: Expert in Special Populations

Dr. Wayne Westcott

Seat 8: PUBLIC MEMBER

Cynthia Mecca

Seat 9: IFPA Member at Large/Expert in Personal Training

Brenda Lorentzen

Seat 10: IFPA Member at Large/Expert in Personal Training

Francine Phelps

Seat 1: Expert in Exercise Physiology/Science

Outstanding knowledge, expertise, & practical hands-on understanding of all aspects of exercise physiology & science and related areas of knowledge, including (but not limited to): Exercise prescription & management, periodization, program design, exercise science principles (F.I.T.T., GPO, S.A.I.D., etc.), maximizing the fitness/health development of all ten components of fitness (strength, speed, power, anaerobic & aerobic endurance, agility, balance coordination, flexibility, and body composition), anatomy, kinesiology, biomechanics, safety, and biochemistry.

Seat 2: Expert in Sports Medicine/Biomechanics/Exercise Safety

Outstanding knowledge, expertise, & practical hands-on understanding of all aspects of exercise physiology & science and related areas of knowledge, including (but not limited to): Biomechanics & safety procedures, emergency procedures, CPR, first aid, extensive knowledge & understanding of fitness machines, free weights & various other equipment, all forms of fitness, sports conditioning, and post-secondary rehabilitation training, and safety guidelines.

Seat 3: Expert in Program Design

Outstanding knowledge, expertise, & practical hands-on understanding of all aspects of exercise physiology & science and related areas of knowledge, including (but not limited to): Resistance Training Programming, in-depth knowledge & understanding of High Intensity vs. High Volume Training for all ten components of fitness, Plyometric & Speed Training Program Design, & Post-Secondary rehabilitation Program Design.

Seat 4: Expert in Fitness Testing & Evaluation

Outstanding knowledge, expertise, & practical hands-on understanding of all aspects of exercise physiology & science and related areas of knowledge, including (but not limited to): All forms & variations of fitness testing & evaluation - Body Composition testing,

Body Weight Measuring, Blood Pressure testing, Body Circumference Measuring, RHR testing, Flexibility & Postural Assessment, Cardiovascular testing for sub-maximal to maximal testing, testing for all ten components of fitness for severely deconditioned/special populations to elite level athletes/highly conditioned populations, HHQ, PAR-Q, various health tests, questionnaires & lifestyle profiles, ACSM coronary risk factors, ACOG guidelines, & sports medicine considerations.

Seat 5: Expert in Nutrition

Outstanding knowledge, expertise, & practical hands-on understanding of all aspects of exercise physiology & science and related areas of knowledge, including (but not limited to): Understanding of both nutrition & sports nutrition, supplementation, healthy vs. fad diets, nutrition for special populations, deconditioned, obese, overweight, health, fitness, & highly conditioned.

Seat 6: Expert in Health Club Business

Outstanding knowledge, expertise, & practical hands-on understanding of all aspects of exercise physiology & science and related areas of knowledge, including (but not limited to): Business/communication knowledge & skills, extensive customer service expertise, people, motivation & teaching skills, time-management skills, organizational, marketing & sales skills, and an in-depth understanding of both ethical & legal issues affecting the fitness industry.

Seat 7: Expert in Special Populations

Outstanding knowledge, expertise, & practical hands-on understanding of all aspects of exercise physiology & science and related areas of knowledge, including (but not limited to): Special populations, including children, seniors, atherosclerosis, pregnancy, post-natal, arthritis, COPD, diabetes (I & II), osteoporosis, cardiac patients, management of cholesterol, high blood pressure, obesity, eating disorders, rehabilitation, injury prevention/rehabilitation/management, and stress management.

Seat 8: PUBLIC MEMBER

Not be a member of the IFPA or the personal training industry. The Public Member represents the general public & therefore the potential clientele of the personal training industry. While the other ten seats are tasked with working for the continuous improvement of the industry, the Public Member will act to represent the population we serve and ensure that all actions the IFPA Certification Commission takes are in the best interests of the public.

Seat 9: IFPA Member at Large/Expert in Personal Training

Seat 10: IFPA Member at Large/Expert in Personal Training

"Seats 9 & 10" are IFPA Certified Personal Trainers (with current certifications). Seats 9 & 10 have expertise as personal trainers & will use their expertise to represent the best interests of all IFPA Certified Personal Trainers, the personal training industry, and the public.

1. **IFPA, Inc. Board of Directors (IFPA-BOD)**, as mandated in the IFPA, Inc. Corporate Bylaws as required by Florida Law, will ensure the legal operation of the IFPA and all divisions,

subsidiaries, and affiliated corporations. The IFPA-BOD, as required by Florida Law, will ensure compliance with all tax, labor, non-discrimination, American With Disabilities Act (ADA), federal, state, local, and corporate laws. The IFPA-BOD is required by Florida Law to have responsibility for corporate decisions regarding fees, expenses, income, budget, and operations of the corporations. The IFPA-BOD, as held accountable in the IFPA, Inc. Corporate Bylaws, is prevented from any and all undue influence over the policies, procedures, systems, and decision making of the IFPA Certification Commission regarding all aspects of the IFPA-CC Certified Personal Fitness Trainer (CPFT) Certification Process.

2. **IFPA Certification Commission (IFPA-CC)** is a duly elected body of representatives of the IFPA Association. The IFPA-CC is an autonomous organization whose authority and responsibility is derived from the IFPA-Certification Commission Bylaws. The IFPA-CC is also separated and autonomous from the IFPA, Inc. by the IFPA, Inc. Corporate Bylaws that prevent the IFPA, Inc. Board of Directors from exerting any undue influence over the IFPA-CC. The IFPA-CC is made up of association members, elected by the association members, for the association members, and protection of the general public. The IFPA-CC operates in the best interests of the general public, the fitness industry, and the members of the IFPA Association by establishing the best possible, highest quality standards and testing materials, policies, procedures, and systems to reassure the public, personal trainer employers, and the associate members that the IFPA Certification Process guarantees that an IFPA Certified Personal Fitness Trainer has the required skills, knowledge, and abilities to effectively and safely conduct one-on-one fitness training programs. The IFPA-CC is also separate and autonomous from any other division, corporation, or subsidiary related to IFPA, Inc.

3. **The IFPA Tennis and Fitness Academy (IFPA-TFA)** is a Florida Corporation. The IFPA Board of Directors, as held accountable in the IFPA, Inc. Corporate Bylaws, prevents IFPA, Inc. from the development of any and all educational courses or products. All former educational development, responsibility, and authority have been transferred to the IFPA-T.F.A. The T.F.A. operates as an autonomous and separate corporation for the development of the best educational courses available to fitness professionals and to those looking for the best fitness training courses.

In order to maintain complete separation between the IFPA-CC and T.F.A., no active member of the IFPA-CC can be employed by T.F.A. Once the IFPA-CC Commissioner's

term is over or the Commissioner resigns their position with the IFPA-CC, they may seek employment with T.F.A.

This policy is required to ensure complete autonomy between the IFPA Certification Commission's Certification process and the IFPA-T.F.A.'s purpose, to plan, develop, and produce the best fitness trainer, personal trainer, and fitness professional, educational, and training products available anywhere in the world today.

- H. Procedures for Election of Certification Commission members: There will be a total of 10 Certification Commission members. Nominations will be given by and voted on by the current IFPA Certified Personal Fitness Trainers (certification numbers of voters will be verified to confirm membership). Nominee biographies and resumes will be posted on the IFPA website for public viewing. All voting will take place online through the website. Results of the election, determined by majority vote, will also be posted online. One Public Member (without IFPA certification, representing potential clientele of the personal training industry, shall be appointed every 2 years. Two Members-at-Large/Experts in Personal Training (with current IFPA certifications), shall also be elected every 3 years and shall serve on the Certification Commission. All other members will be elected every 4 years. These remaining members include the following seven Subject Matter Experts: Expert in Physiology/Science, Expert in Sports Medicine/Biomechanics/Exercise Safety, Expert in Program Design, Expert in Fitness Testing and Evaluation, Expert in Nutrition, Expert in Health Club Business, and Expert in Special Populations. The Election events shall proceed as follows:
1. Six months prior to the term expiration of an IFPA-CC Commissioner, the IFPA-CC will send out requests for nominations to the Commission Seat or Seats being vacated. Nomination requests will be sent by email, mail, website notice, and/or other means deemed appropriate by the IFPA-CC.
 2. The IFPA-CC will review all nominations to verify validity. All IFPA-CC Commissioners must be active members of the association and have the qualifications required for the specific Seat. The exception is the IFPA-CC Public Member, which is appointed by the Chairman of the IFPA-CC.
 3. The IFPA-CC will direct the Executive Director to contact the nominee to verify their willingness to serve.
 4. Providing that the nominee is willing to serve and is prepared to comply with the demands as an IFPA-CC Commissioner, the nominee will provide the Executive Director with a current resume describing their qualifications for their nominated IFPA-CC Commissioner Seat.
 5. The IFPA-CC sets the timeline for the submission of all nominations (currently four months).

6. The IFPA-CC sets the time frame for submission of all nominee resumes (currently 30 days).
7. The IFPA-CC will then direct the Executive Director to prepare the nomination form, post the resumes and descriptions of the resumes on the IFPA website, and send the nomination form to the IFPA membership by email, mail, website notice, and/or other means deemed appropriate by the IFPA-CC.
8. The IFPA-CC will appoint an Election Committee to oversee the election process. This authority and responsibility can be delegated to the Executive Director when deemed appropriate by the IFPA-CC.
9. The IFPA-CC Election Committee and/or the Executive Director will ensure the secure tabulation of all votes and announce the winners for each IFPA-CC Commission Seat.

NOTE: Dr. Bob Simons was elected to the IFPA-CC by the membership of the IFPA. In July 2006, the IFPA-CC unanimously decided to hire Dr. Bob Simons as the Executive Director of the IFPA-CC. To avoid any appearance of conflict of interest, Dr. Bob Simons resigned his position on the IFPA-CC, effective immediately upon his replacement being elected. The IFPA-CC has determined policy that the Executive Director of the IFPA Certification Division cannot be a member of the IFPA-CC due to potential for conflict of interest.

The IFPA Certification Commission is responsible for and has complete authority over the development, administration, and scoring of all IFPA Certification Exams and ensures that they meet the purposes and needs of certification.

IV. Ethics

The members of the IFPA Certification Commission must adhere to the highest professional ethical standards.

A. IFPA Certification Commission Code of Ethics

Mission

Each commissioner of the IFPA Certification Commission has the individual responsibility to use the best ethical and professional standards of conduct to promote the health and fitness lifestyle and protect the public. Commissioners have the responsibility, first and foremost, to each member of society, to other health and fitness professionals, and to self. The following principles adopted by the IFPA Certification Commission, the IFPA, and all members of the IFPA are standards of conduct, which define the essentials of honorable conduct for all health and fitness professionals.

Standards of Conduct

All members of the IFPA Certification Commission, as well as IFPA Certified Personal Fitness Trainers, agree to:

1. Advance the health and fitness profession in order to fulfill the basic health and fitness needs of every member of society. They have a duty to use their 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.

B. Confidentiality Policy

The confidentiality policies established by the IFPA Certification Commission will ensure that candidates' and certificants' status and examination results are protected. These policies will also ensure that candidates and certificants are fully informed of the particular circumstances in which the information may be disclosed. Please see page 51 of this manual for IFPA's Confidentiality Policy.

C. **Disciplinary Policy**

Disciplinary concerns for the IFPA Certification Commission include guidelines that have been established to prevent harm to the public. Please see page 52 of this manual for IFPA's Disciplinary Policy.

V. Exam Development: Policies

- A. **Procedures:** The IFPA Certification Commission guidelines on the use of assessment instruments to make certification decisions and to ensure the validity of the process are published. The development, eligibility requirements, and validation procedures are established and published by the IFPA Certification Commission. The IFPA Certification Commission evaluates the knowledge and skill of each applicant through testing and assessment. Only then will the IFPA Certification Commission award certification. The IFPA Certification Commission follows a reliable and valid procedural process for developing assessment instruments. The IFPA-CC will hire consultants, as necessary, to ensure that the IFPA-CC Certification process follows the Standards for Educational and Psychological Testing. The current Psychometrician for the IFPA-CC is Dr. Michael Brannick. The IFPA-CC has also hired an Accreditation Consultant, Mike Hamm, former Executive Director of the National Organization for Competency Assurance (NOCA).
- B. **Grandfather Policy:** The IFPA Certification Commission will not "grandfather" another certification.
- C. **Records Retention:** The IFPA Certification Commission will/does maintain a current list of certificants and can provide verification of these certificants. Hard copies of all examinations are kept on file for a minimum of 4 years. Electronic records of certificants are kept on file indefinitely and are not destroyed.
- D. **Validity:** The assessment instruments developed by the IFPA Certification Commission specify that the analysis and

performance domains are established and used in the process for validity.

- E. Job Analysis Survey: The IFPA Certification Commission Job Analysis has been established and is published by hard copy, electronic copy, and on the IFPA website. The Job Analysis was established by the IFPA Certification Commission to develop assessment instruments that meet psychometric guidelines. The Job Analysis was established by the IFPA Certification Commission to develop assessment instruments that meet psychometric guidelines. The IFPA Certification Commission maintains an ongoing process to ensure connections between assessment instruments and job analysis: these instruments are revised and updated as determined by the IFPA-CC. The job analysis/assessment instruments correspond to the sampling content for test items as designated by the IFPA Certification Commission. (Please see the following Section V. G. 1. for the complete Job Analysis survey).
- F. Item Writing: The assessment instrument matter is revised by the elected IFPA Certification Commission experts. The IFPA-CC works directly with hired consultants to ensure the reliability and validity of the assessment instrument.

1. Item Writing Committee: The IFPA-CC will, as deemed appropriate by the IFPA-CC, convene an IFPA Item Writing Committee. Members of the Committee will attend an Item Writing Workshop conducted by the IFPA-CC's Consulting Psychometrician (currently Dr. Michael Brannick). Dr. Brannick's workshop is structured to minimize error or bias of assessment instruments. Dr. Brannick instructs workshop attendees on proper item writing, stem construction, distracter construction, identification of item bias, slang, unusual words, potential race and sex differences, repetitive questions, grammatical errors, unbalanced content within categories, and all aspects of item writing that meet the Standards for Educational Testing. The IFPA has adopted Dr. Brannick's recommendation that all items will be multiple-choice questions with four potential answers: one correct answer and three distracters. There can only be one correct answer; All of the Above, None of the Above, and combinations such as A and B, B and C, A and C, etc. CANNOT be used. Dr. Brannick's instructions to the attendees ensure that all items will be relevant and address the appropriate knowledge, skills, and abilities (KSAs) of the assessment instrument and that all items flow grammatically and all standard rules of grammar are followed. For example, the instructions would ensure the proper use of singular or plural, "a" and "an," and proper punctuation for both the correct answer (key) and the distracters.
2. Item Writing Checklist: Dr. Brannick has prepared an Item Writing Checklist for use by the Item Writing Committee (Please see page 41). Before an item is added to the certification exam, all SMEs review the item for those aspects of item writing that meet the Standards for Educational Testing. The statistics on test items are reviewed. Item difficulty and discrimination statistics are computed for each item. All items with suspicious item characteristics are examined. If items appear excessively easy or difficult, if item difficulties have changed across administration, or if the item discrimination estimates are low, the item is reviewed. After review, the SMEs decide if the questions are to remain or to be replaced or reworded. Detailed records of all changes are kept regarding the decision on the item.

G. Test Development

1. IFPA Job Analysis

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.

[Please click here to take the survey](#)

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

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 (Appendix Q-NCCA Application).

2. Test Development: About the Development Process

The IFPA-CC has required the IFPA to retire any IFPA Examination on or before a total of 36 months of active use. This is a necessary step to maintain test security and to ensure the IFPA Exam remains current with industry standards, procedures and research.

The IFPA-CC has decided that, in order to have sufficient Items for Test Development, the IFPA-CC has authorized the formation of an Item Writing Committee (IWC) of Subject Matter Experts (SMEs) to develop an Item Bank of 400 Items

that precisely match the distribution of topics and domains established from the Job Analysis Survey (JAS) performed to develop the current IFPA Exam. The JAS identified six (6) domain topics and the percentage distribution based on the relative importance of each domain topic to the job of the entry level Certified Personal Fitness Trainer (CPFT).

During the Assessment Instrument Development Process, the six (6) domains were identified. The SMEs were each asked to distribute 100 points among the topics based on the relative importance of each topic to the job of the entry level CPFT. The SMEs provided independent judgments of the relative importance of the categories. The SMEs' ratings were then combined by taking the arithmetic mean. The mean values (after rounding) are shown in the chart below:

Domain/Mean Value Chart	
Domain	Mean Value
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 Skills	9

The reliability of the SMEs' mean rating was estimated to be .82 (based on ICC {3, 6}, Shrout & Fleiss, 1979). Data and computations for the reliability estimate can be found below. Based on the measurement literature, the IFPA-CC decided to create a 100 Item, multiple-choice test that met the content specification defined in the above table. The IFPA-CC has also decided to construct the 400 Item – Item Bank according to the content specification defined above.

Once the test map was identified, the SMEs reviewed the previous version of the IFPA-CC Exam. The format of the current Exam did not change from the previous version. Revisions, rejections, and replacement of the Items were made utilizing Item Writing Instructions provided by the Consulting Psychometrician. Item revision and test construction are detailed in the Procedures for Test Construction and Item Development Reports (Appendices S & U in the NCCA Application).

3. Test Development: Test Equivalency: Summary

(Full discussion available by request in IFPA Policies and Procedures Manual)

The IFPA-CC has authorized the development of a 400 Item - Item Bank to ensure a continuous supply of valid, reliable Assessment Instruments. Once the Item Bank has completed development and testing (scheduled on or before 06/1/2007), the IFPA-CC must insure that every new Assessment Instrument demonstrates that different forms of the IFPA-CC CPFT Exam assess equivalent content and that candidates are not disadvantaged by taking forms that vary in degree of difficulty. The IFPA-CC, has adopted an equating procedure, at the recommendation of the IFPA-CC consulting psychometrician. Equating is a procedure that ensures the newly develop IFPA-CC CPFT Exams (planned for release on or about 06/01/2007), will ensure equivalency. Meaning that the degree of difficulty to pass future/planned IFPA-CC CPFT Exams will be equivalent (the same), as the degree of difficulty to pass the current IFPA-CC CPFT Exam.

The Equating Procedure will require Subject Matter Experts (SMEs) on the Item Writing Committee (IWC) to score each Item according to difficulty. The consulting psychometrician has conducted Item Writing Workshops and supplied Item Writing Manuals for the effectiveness, valid and reliable Item Writing needed to meet the Standard for Educational Testing. The SMEs were also instructed on the IFPA-CC required Equating Procedure to ensure the construction of equivalency between all current and future IFPA-CC CPFT Assessment Instruments. The instructions from the consulting psychometrician for the Equating Procedure are:

Of 100, minimally qualified Personal Trainers, meaning, if they were any less qualified they would not be qualified to conduct safe and effective training sessions, how many of the 100 would get this Item correct?

The answers are between 0, meaning none would get it correct and 100; meaning all of them would get it correct. Obviously very low “0” answers or very high “100” answers are intuitively less valuable Items since no one getting the Item correct or everybody getting the Item correct provided little value in a well constructed Assessment Instrument.

The SMEs will assign a difficulty rating to each of the Items. Each SME is required to rate each Item. There are five (5) members of the Item Writing Committee (IWC) and each of the SMEs is required to rate each Item by a score of 0-100. All the scores from each of the five (5) (divided by the number of

SMEs providing a rating on the Item, in this case five (5) SMEs, five (5) ratings, therefore, divide by five (5). If the number of SMEs available to rate an Item should change, for any reason, the Item ratings would still be added together, but would be divided by the number of SMEs available who provided a rating).

The ratings will be a number from 0 – 100, the number is divided by 100 to receive an Equating Difficulty Rating of .00 – 1.00. Each Item receives an Equating Difficulty Rating of .00 – 1.00 and is placed in the Item Bank, along with it's scored rating.

When an Item on the current IFPA-CC CPFT Exam, is to be replaced, for any reason, an Item from the Item Bank, from the same domain, with the same rating, will be used to replace the Item. This Equating Procedure ensures the equivalent content, of all IFPA-CC CPFT Exams.

H. Multiple choice reliability estimates and data

Data and Computations for reliability estimate for the Multiple Choice Exam

Multiple Choice Dimensions	Judge 1	Judge 2	Judge 3	Judge 4	Judge 5	Judge 6*	Total	Mean
Exercise Physiology & Anatomy	38	25	18	50	20	20	171	29
Biomechanics & Safety	12	15	19	20	30	30	126	21
Program Design	18	25	16	5	25	25	114	19
Fitness Testing & Evaluation	15	15	16	10	15	15	86	14
Nutrition	10	10	15	10	0	5	50	8
Client Consultation/Assessment	7	10	16	5	10	5	53	9

*Note: A sixth judge was added to the SME panel for these ratings.

Judge 1 – Dr. Bob Simons

Judge 2 – Dr. Tom Krueger

Judge 3 – Nancy Kouris

Judge 4 – Carla Owens-Ramuson

Judge 5 – Jim Bell

Judge 6 – Richard Wolf

Note: There are N = 6 targets and k = 6 judges. All judges rate all targets; judges are fixed. The judge sum of squares is zero because all judge means must equal 16.66, as all points must sum to 100.

ANOVA Summary Table for the Multiple Choice Exams

Source	df	Type III SS	MS
Judge	5	0	0
Target	5	1803	360.6
Error (J*T)	25	1661	66.44

$$ICC(3,k) = (\text{targetMS} - \text{ErrorMS}) / \text{targetMS} = (360.6 - 66.44) / 360.6 = .82.$$

Test Development Procedures: The IFPA-CC has required the IWC to develop the 400 Item – Item Bank according to the exact specification of the current IFPA-CC CPFT Exam. The IWC is therefore required to deliver psychometrically sound, valid, reliable Items that meet the same standards for Educational Testing Guidelines that were required of the 100 Items that make up the current IFPA-CPFT Exam.

The IFPA-CC also requires the 400 Item Bank to be complete on or before June 1, 2007. The Item Bank will have the precise make-up as the current IFPA-CPFT Exam. Therefore, each domain must have a mandatory minimum of questions that matches the percentage described as the mean value in the Domain/Mean Value Chart above.

Content Makeup of 400 Item – Item Bank		
Domain	Mean Value x 4 =	Number of Items/400Items
1)	29 x 4 =	116
2)	21 x 4 =	84
3)	19 x 4 =	76
4)	14 x 4 =	56
5)	8 x 4 =	32
6)	<u>9 x 4 =</u>	<u>36</u>
	100 x 4 =	400 Total Items

The process of determining the Item content per domain is based on the mean value per domain.

Example:

The domain (1) Exercise Physiology and Anatomy makes-up 29% (percent) of the content of the current IFPA-CPFT Exam. In order to arrive at the correct amount of Items from domain (1), the number 29 is multiplied by 4 (400% increase over the original IFPA-CPFT Exam Content). This procedure was followed to arrive at the correct number of Items from each domain. Adding each of the Item numbers from each domain verifies the target number of 400 for the Item Bank.

The target date for completion of the 400 Item – Item Bank is June 1, 2007. However, in order to have adequate time to “TEST” each Item, the SMEs on the IWC are required to provide Items on a monthly basis.

The IFPA-CC has required the addition of five (5) bonus “SAMPLE” questions be placed at the end of each IFPA-CPFT Exam. The SAMPLE questions are used for a minimum of 100 Exams; data are collected and provided to the Consulting Psychometrician for analysis for validity and reliability. If accepted by the Consulting Psychometrician, the Item is entered into the IFPA-CC-CPFT – Item Bank. If rejected, the Item is returned to the IFPA-CC – IWC for revision or rejected. If revision

is advised, the Item is revised and put back into the SAMPLE Data Base. If rejected, the Item can be placed in the IFPA Practice Exam Item File. Once an Item is placed in the IFPA Practice Exam Item File, it can never be used on any IFPA-CC – CPFT Exam.

“SAMPLE” Items are rotated through the IFPA-CC CPFT Exam after a minimum of 100 Exams. Once data on 100 candidates or more are accumulated, the 5 current “SAMPLE” Items are processed for inclusion/exclusion/revision and 5 new “SAMPLE” Items are put on the IFPA-CC CPFT Exam. This process is a continuous process until the goal of 400 Items is reached, on or before June 1, 2007. The IFPA-CC has also planned that after the goal of 400 Items is achieved, the same process will continue to ensure a minimum of 400 “FRESH” Items on a continuous basis.

I. Exam Scoring and Score Reporting

The IFPA Certification Commission sets the cut score to be consistent with the purpose of developing and establishing standards of competence for the profession, occupation, role, or skill. The IFPA Certification Commission reports and documents procedures for setting standards of competence and setting the cut score. The IFPA Certification Commission may/can promote and give detailed information about the scoring, interpreting, and reporting of assessment instruments. The IFPA Certification Commission reports scores for reliability and the purpose of the assessment instrument. The IFPA Certification Commission may/can promote and give detailed information about the scoring, interpreting, and reporting of assessment instruments.

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

Personal Trainer Exam C-Onsite Category Key 10/04

Subject	Question Numbers	#'s missed	Total missed
Exercise Physiology & Anatomy (29)	1, 2, 3, 5, 6, 7, 45, 46, 57, 61, 82-100 (Pilot 1-3, 5)		
Biomechanics & Safety (21)	12, 23-27, 32, 33, 37-40, 43*, 49-52, 60, 62, 63, 64 (Pilot 4)		
Program Design (19)	8-11, 13, 17-22, 28-31, 34-36, 59		
Fitness Testing & Evaluation (14)	4, 14-16, 47, 48, 58, 72-78		
Nutrition (8)	42, 53-56, 79-81		
Client Consultation/ Assessment (9)	41, 44, 65-71		

FOR INTERNAL USE BY THE IFPA TESTING DEPARTMENT ONLY!

J. Form Development

The IFPA Certification Commission evaluates different forms of assessment instruments to ensure that no candidate is at a

disadvantage for completing an alternate form of the assessment instrument. Different forms are in development.

K. Translations of the Exam

The IFPA-Certified Personal Fitness Trainer Exam is only offered in English.

L. Security

The IFPA Certification Commission sets standards to securely administer the assessment instrument specified by the IFPA.

M. Records Retention

The IFPA Certification Commission establishes and sets policies for the secure holding of assessment scores for all candidates.

N. Recertification and Renewal

The IFPA Certification Commission establishes policies and procedures for renewal and recertification. The policies and procedures are reviewed and updated periodically. The IFPA Certification Commission demonstrates that the requirements for recertification are reliable and will assert the competence of certificants.

VI. Other Forms

IFPA Certification Commission Item Writing Checklist

Definitions: **Stem** is the question

Key is the correct answer

Distracters are incorrect answers

Item is the completed test question

Item Construction Guidelines:

- 1) Write each item in a clear, concise, logical, and grammatically correct and relevant format.
- 2) Write each item with a stem, a key, and three distracters.
- 3) Write each item in a multiple-choice format.
- 4) Write each item so that there is only one correct key. You may not use All of the Above, None of the Above, A and B, B and C, A and C, or any other combination.
- 5) Write each item using A, B, C, and D for the key and distracters; this step is taken in order to avoid any unnecessary confusion regarding the question numbers.
- 6) Write each item according to standard punctuation and grammatical rules.
- 7) Write each item to assess the knowledge, skills, and/or abilities (KSAs) according to the most current job analysis survey (JAS).
- 8) If assigned a specific KSA for Item Writing, write the item to pertain specifically to your assigned KSA.
- 9) If the item pertains to situational sets, ensure that the items stand alone and are independent of each other.
- 10) Ensure that each item is spelled correctly.

Stem Construction Guidelines:

- 1) Write each stem clearly and ensure that it identifies the problem. Candidates qualified in the KSAs should know the answer from reading the stem before proceeding to the key and distracters.
- 2) Ensure that the stem does not have any “clues” to give away the key.
- 3) Write each stem with proper punctuation and grammar; direct questions end with a question mark.
- 4) Write each stem providing sufficient information for a qualified candidate to clearly understand the reasoning for a correct key; however, avoid excessive wording.
- 5) Ensure that each stem is spelled correctly.

Option Construction:

- 1) Write each option so that the key is the only correct answer.
- 2) Write each option so that the key does not contain any erroneous information from the stem.

- 3) Write each option so that options are of similar length and each is mutually exclusive.
- 4) Write each option so that it is a logical extension of the stem.
- 5) Write each option so that options are logically ordered (for example, numerical order).
- 6) Write each distracter so that it could provide a plausible answer in relation to the stem.
- 7) Ensure that all keys and distracters are spelled correctly.

Exam Security

The Item Writing Workshop stresses the critical importance of maintaining exam security. All items written for the IFPA-CC Exam must be kept in the strictest confidence. The IFPA-CC goes through enormous time, effort, energy, and expense to develop each and every item of the IFPA-CPFT Exam. Each Item Writing Committee Member is required to take any and all steps necessary to protect each and every item from being seen and/or discussed by anyone other than authorized personnel. Authorized personnel are limited to those individuals designated by the IFPA-CC as having a NEED TO KNOW. Examples are: the Consultant Psychometrician, the Accreditation Consultant, Subject Matter Experts (SMEs) (SMEs have a NEED TO KNOW only when evaluating the item for relevance within their specific subject of expertise), other members of the Item Writing Committee for evaluation purposes only, and other individuals authorized by the IFPA-CC to ensure the highest quality items for the IFPA-CPFT Exam.

All members of the Item Writing Committee and any other authorized personnel (authorization must come from the IFPA-CC) are required to sign a non-disclosure statement that specifies that the participants recognize the importance of exam security, and that a breach of security jeopardizes the IFPA-CC Certification Process, compromises the IFPA-CPFT Exam, and negates the time, effort, energy, expense, integrity, and purpose of all their hard work.

One critical purpose of the Item Writing Workshop is to instruct the participants on Standard Security Procedures. The participant will receive detailed instructions and explanations on each of the following areas of Standard Test Security Procedures:

- 1) Do not discuss any aspect of the IFPA-CC Item Construction Project with anyone outside the Item Writing Committee or IFPA-CC-authorized individuals.
- 2) While attending IFPA-CC Item Writing Workshops, never leave any Item Writing materials unattended.
- 3) While attending IFPA-CC Item Writing Workshops, never remove or allow anyone other than the Workshop Facilitator to remove Item Writing material from the workshop room.
- 4) You are not permitted and will not allow anyone else to copy, photograph, or reproduce any Item Writing material.
- 5) You may not remove any items that you develop from the Item Writing Workshop site.
- 6) You must destroy all copies, drafts, notes, and other development items relating in any way to the IFPA-CC Item Writing process.
- 7) Use of computers for Item Writing is permitted, provided that computer security measures are taken at all times:
 - 7-1) While working on Item Writing, the computer cannot be left unattended.
 - 7-2) While working on Item Writing, extreme care must be taken so that no one, other than the members of the Item Writing Committee, views the computer screen.

7-3) Item Writing files must be password-protected, as no unauthorized personnel will have access to your password. Your password must be memorized or safely secured in a location to which no unauthorized individual can gain access.

7-4) Transferring items or item materials over unsecured computer lines is expressly forbidden. Prior to sending items or any item-related information, you are required to ensure that the information is being sent by secure transmission to the IFPA-CC or a designated representative, for example, the Executive Director, Item Writing Committee Chairperson, Consulting Psychometrician, etc.

7-5) Before transferring items or item materials, contact the representative prior to transmission.

7-6) Once item transfer is complete and the authorized representative confirms receipt, you will be advised to either delete all files pertaining to Item Writing materials and/or items, or to safely secure the required files, pending review by the IFPA-CC or an authorized representative. Once review is complete, the item can be sent back to the Item Writer for review and editing, or, if accepted, the item will be instructed to delete all files relating to the item and Item Writing materials.

- 8) If the Item Writer is submitting items and/or item materials by secure mail, the Item Writer will receive similar instructions to destroy all items and/or Item Writing materials once the material is reviewed and accepted by the IFPA-CC or an authorized representative. **NOTE:** It is not possible to foresee every possible security violation that may occur during the Item Writing process. The Item Writing Committee members are selected for their integrity and dedication to the IFPA-CC Mission as well as their superior ability to write relevant items for the IFPA-CPFT Exam. The Item Writing Committee members are required to take any and all steps necessary to secure and protect the IFPA-CPFT Exam.

**The IFPA Certification Commission (IFPA-CC)
Item Writing Committee Non-Disclosure Agreement**

I, _____, agree to abide by all of the following Item Writing Committee Security Procedures. I understand the critical importance of maintaining the strictest security of the IFPA Certified Personal Fitness Trainer (IFPA-CPFT) Examination process. I am well aware of my responsibilities as an Item Writer and the impact of my contribution to the Personal Training profession, the IFPA-CC, and the health and fitness welfare of the general public that makes up the American Community. I will devote all efforts to following the listed Security Procedures and to maintaining the integrity and security of the IFPA-CPFT Exam:

- 1) Do not discuss any aspect of the IFPA-CC Item Construction Project with anyone outside the Item Writing Committee or IFPA-CC-authorized individuals.
- 2) While attending IFPA-CC Item Writing Workshops, never leave any Item Writing materials unattended.
- 3) While attending IFPA-CC Item Writing Workshops, never remove or allow anyone other than the Workshop Facilitator to remove Item Writing material from the workshop room.
- 4) You are not permitted and will not allow anyone else to copy, photograph, or reproduce any Item Writing material.
- 5) You may not remove any items that you develop from the Item Writing Workshop site.
- 6) You must destroy all copies, drafts, notes, and other development items relating in any way to the IFPA-CC Item Writing process.
- 7) Use of computers for Item Writing is permitted, provided that computer security measures are taken at all times:
 - 7-1) While working on Item Writing, the computer cannot be left unattended.
 - 7-2) While working on Item Writing, extreme care must be taken so that no one, other than the members of the Item Writing Committee, views the computer screen.
 - 7-3) Item Writing files must be password-protected, as no unauthorized personnel will have access to your password. Your password must be memorized or safely secured in a location to which no unauthorized individual can gain access.
 - 7-4) Transferring items or item materials over unsecured computer lines is expressly forbidden. Prior to sending items or any item-related information, you are required to ensure that the information is being sent by secure transmission to the IFPA-CC or a designated representative, for example, the Executive Director, Item Writing Committee Chairperson, Consulting Psychometrician, etc.
 - 7-5) Before transferring items or item materials, contact the representative prior to transmission.
 - 7-6) Once item transfer is complete and the authorized representative confirms receipt, you will be advised to either delete all files pertaining to Item Writing materials and/or items, or to safely secure the required files, pending review by the IFPA-CC or an authorized representative. Once review is complete, the item can be sent back to the Item Writer for review and editing, or, if accepted, the Item Writer will be instructed to delete all files relating to the item and Item Writing materials.
- 8) If the Item Writer is submitting items and/or item materials by secure mail, the Item Writer will receive similar instructions to destroy all items and/or Item Writing materials once the material is reviewed and accepted by the IFPA-CC or an authorized representative. **NOTE:** It is not possible to foresee every possible security violation that may occur during the Item Writing process. The Item Writing Committee members are

selected for their integrity and dedication to the IFPA-CC Mission as well as their superior ability to write relevant items for the IFPA-CPFT Exam. The Item Writing Committee members are required to take any and all steps necessary to secure and protect the IFPA-CPFT Exam.

By Item Writing Committee Member By Authorized Authority of the IFPA-CC

_____ Signature	_____ Signature
_____ Printed Name	_____ Printed Name
_____ Date	_____ Title
	_____ Date

Exam Procedures

Exam Delivery

The IFPA Certified Personal Fitness Trainer Exam is delivered to IFPA-CC trained proctors. The Exams are delivered by sealed package delivery via UPS or FedEx. The package is signed for by the proctor. The proctor cannot break the seal until the time the exams will be handed out to each candidate.

Prior to Handing out the Exam:

The proctor is required to ensure that only legitimate, authorized candidates are allowed into the exam room. The proctor is required to identify each authorized candidate by government-issued photo I.D. (example: driver's license, military I.D. card, passport, etc.) and collect their IFPA Exam Candidate Registration Slip. Registration slips will be returned to the IFPA Headquarters at: IFPA, 14509 University Point Place, Tampa, FL, 33613; office phone (813) 917-1925; office fax (813) 979-1978.

Prior to admittance to the exam area, candidates are briefed by the proctor on the items that they are not permitted to bring into the exam area:

What to Bring to the Exam

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 to 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.

Only identified and registered candidates can enter the exam area. Absolutely NO VISITORS ARE ALLOWED IN THE EXAM AREA.

Once everyone is seated, the proctor will read the instructions for the IFPA-CPFT Exam. After the instructions are given, the proctor will hand out the exam. When all of the exams have been handed out, the proctor will read the instructions for filling out the exam form. Once everyone has filled out the exam form, the proctor will ask for any last-minute administrative questions. The proctor cannot answer any questions concerning the exam content at any time.

If an exam candidate must leave the room for any physiological reason, the proctor will allow seven minutes for this purpose (bathrooms are always located near the exam area and are policed before, during, and after exams). If the candidate does not return within seven minutes, this can serve as grounds for dismissal from the exam (unless plausible explanation is provided). The time used for a physiological break by the exam candidate CANNOT BE MADE UP. ALL EXAMS START AND STOP AT THE SAME TIME.

ALL PROCTORS AT ALL IFPA-CPFT EXAMINATION SITES FOLLOW THE PROCEDURES DETAILED ABOVE AND OUTLINED BELOW:

Proctor Identity/Registration Check

- 1) Government-issued photo ID
- 2) Valid IFPA-CC Registration Slip for specified date and location

Proctor Pre-Admission Briefing

- 1) What the candidates may bring into the exam area:
 - non-computer-type watch
 - pencil/pen
- 2) What the candidates may not bring into the exam area: any other personal items other than those listed in (1). 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.
- 3) Physiological Break Procedures:
 - seven-minute time limit
 - NO make-up time allowed
- 4) No disruptive behavior allowed.

Exam Briefing

Once everyone is seated, the proctor will read the instructions for the IFPA-CPFT Exam. After the instructions are given, the proctor will hand out the exam. When all of the exams have been handed out, the proctor will read the instructions for filling out the exam form. Once everyone has filled out the exam form, the proctor will ask for any last-minute administrative questions. The proctor cannot answer any questions concerning the exam content at any time.

Proctor Ethics Violations Briefing

The IFPA-CC provides a relevant, valid, and reliable examination process. Discussion of the test, including test items and procedures, is expressly forbidden. Any candidate found violating this prohibition is subject to revocation of IFPA credentials due to violation of IFPA Ethical Guidelines and/or a potential lawsuit for copyright violations. Each test item is the property of the IFPA-CC, and discussion of these items is considered theft and will result in legal action being taken against perpetrators.

Quality Control Policies, Procedures, and Protocols

1. Proctor Quality Control Policies, Procedures, and Protocols:
Proctors for all IFPA-CPFT Examinations are required to maintain the integrity and security of all IFPA Exams, ensure no cheating takes place by any and all candidates, and ensure that the Testing Examination Site provides a clean, safe, comfortable, and distraction-free room for the examination. Quality Control begins with the Testing Site. The Proctor must ensure that the Testing Site Building, room, and area conform to all local, state, and federal building, health, and sanitation codes and include all of the following:
 - 1.1 Building room temperature and humidity must be comfortable.
 - 1.2 Building and room must be neat, clean, orderly, and in usable condition.
 - 1.3 Restroom facilities must be neat, clean, orderly, and in usable condition and have standard restroom supplies and materials available.
 - 1.4 Restrooms must be located to provide the Testing Room with easy and quick access (essential for compliance with IFPA-CC “Seven Minute Rule for Physiological Breaks”).
 - 1.5 Building Codes and IFPA-CC Protocols both require that exits must be clearly marked and unobstructed; fire extinguishers be in working order and tagged with the most recent inspection/recharge/replacement date in well-marked, easily accessible locations; all emergency exits must be clearly identified and clear of obstruction; and emergency first aid kits must be fully stocked and easily accessible.
 - 1.6 Testing Room and Building are required to be well illuminated ventilated, and temperature/humidity controlled for comfort.
 - 1.7 Testing Room must be large enough to comfortably accommodate the number of candidates scheduled for the Examination Site. Proctors will coordinate with the IFPA Testing Department to determine the maximum number of candidates who can be accommodated so that the candidates can be comfortably seated with adequate partitions/separation from other candidates to prevent any candidate from looking at another candidate’s exam.
 - 1.8 The Proctor is responsible for maintaining a distraction-free environment in and out of the Testing Room. Proctors must ensure that there is no noise, music, conversation, construction work, foot traffic, or other such distractions around the Testing Room. The Proctor is required to maintain in the Testing Room an atmosphere conducive to distraction-free test-taking.
 - 1.9 Once the candidate completes the test and all administrative functions, he or she is required to leave the Testing Room and Testing Building. Their presence in and around

the testing area could present a distraction or offer an opportunity to violate test security.

- 1.10 Testing Room Proctor Monitoring and Securities Protocols require the Proctor to maintain an unobstructed view of each and every testing candidate at all times. Only Authorized Personnel are allowed in the Testing Room and Candidates are not allowed to bring any coats, books, equipment, calculators, devices, food, or beverage into the Testing Room. Candidates may bring pencils and a watch ONLY into the Testing Room. Proctors will monitor candidates closely and constantly to ensure no cheating takes place and that exam security and protection are maintained at all times.
 - 1.11 Proctors must maintain security of IFPA-CPFT Exams and exam materials by ensuring that all materials are kept in a separate, secure, and locked file cabinet, both before and after testing. Security of IFPA-CPFT Exams must be maintained from the time the test arrives at the Testing Center until the tests are returned to Testing Department, IFPA Headquarters.
 - 1.12 Proctor must have sufficient resources at the Testing Center to handle any and all situations that may arise before, during, or after IFPA-CPFT Examination Sessions, including, but not limited to: fax machines, secure, locked file cabinets, computer with email capability, large supply of no.2 pencils, phone, desk, chairs, and standard office supplies.
 - 1.13 IFPA will provide necessary training and policies, procedures, and protocol manuals for the thorough training of all Proctors.
 - 1.14 IFPA Headquarters will use random evaluators posing as candidates to ensure proctor compliance as well as to make random quality control phone calls to candidates to verify Proctor compliance.
2. Quality Control: Test Item Sampling: The IFPA-CC has required the placement of five (5) Sample Test Questions on the IFPA-CPFT Exam to psychometrically determine the validity and reliability of future Items for Test Development on future IFPA Assessment Instruments. The five (5) Items will be tested on a minimum of 100 candidates. After data on 100 or more is collected, five (5) new Items will replace the five Sample Test Questions. The Item performance statistics will be accumulated by the Testing Department and provided to the IFPA Consulting Psychometrician, who will either validate the Item to be used in future IFPA-CPFT Assessment Instruments, or reject it from inclusion. The Items in the Sample Test Questions will be placed in a Bonus Test Section of the IFPA-CPFT Exam. They will be scored by the IFPA Testing Department in a manner identical to that used with the rest of the Items on the Exam, but will not be used to determine any part of the candidate's pass/fail result. The candidate will be informed of the five Sample Test Questions and that the questions will not affect their score and are only used for statistical Test Development purposes. Items that do not meet psychometric standards may be used as practice questions by the IFPA.
 3. Quality Control: IFPA-CPFT Assessment Instrument Retirement: The IFPA-CC has determined that no IFPA-CPFT Test Assessment Instrument shall be used for a period lasting longer than 36 months (3 years). The procedure described in Section 2 above will enable the IFPA-Testing Department and Consulting Psychometrician to have adequate, valid, and reliable Items prepared for new IFPA-CPFT Test Assessment Instruments prior to the 36-month termination. Certain Items with high degrees of relevance, validity, and reliability may be maintained for future exams. Other Items

may become eligible for use in IFPA Practice Exams. Items that enter the IFPA Practice Exam database cannot be used on an IFPA-CPFT Assessment Instrument.

4. **Quality Control: IFPA-CPFT Assessment Instrument: Confidentiality Policy:** The IFPA invests considerable time, effort, energy, and expense to ensure that the IFPA-CPFT Exam is the of the highest quality and the most valid, reliable, and relevant Assessment Instrument available for testing candidates on the requisite knowledge, skills, and abilities necessary to become safe and effective IFPA Certified Personal Fitness Trainers. Proctors must make clear to all candidates that any discussion of the Exam or Exam questions and answers is an Ethics Violation and a violation of International Copyright Laws. The IFPA will investigate any suspicion of attempts to steal Test Items. Violators will face disciplinary and possible legal action.
5. **Quality Control: Appeals:** In order to ensure the security of the IFPA-CPFT Assessment Instrument, no one is permitted to review any Item on the Exam with any candidate. Neither the Proctor, IFPA Test Department Personnel, nor anyone else at the IFPA is permitted to discuss any specific Item. Candidates will be notified of the sections of the Exam with which they had the most difficulty. Candidates can submit an IFPA Exam Discrepancy Form if they feel there was any confusing Item on the Exam or in the Testing Environment. If the candidate feels that he or she was disadvantaged by any aspect of the Exam process or that there was improper behavior by a Proctor, another candidate, or anyone or anything in and around the Exam area, the candidate may fill out an Appeals Form and the IFPA-CC Appeals Subcommittee will investigate the incident.
6. **Quality Control: “Grandfathering Policy”:** The IFPA does not allow “grandfathering” of any IFPA Credential.

Confidentiality Policies

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.

Restricted Access Policy: Candidate Records

The customer support stations DO NOT HAVE ACCESS TO TESTING DATABASES. They have restricted access only to the information required to perform quality customer service activities. For example, Candidate/Associate name, address, phone number, application date, examination date/time/location, testing results (Pass/Fail), expiration date, CEU reports, and other clerical information. Support personnel cannot discuss testing results over the phone. They can only respond to associates, associates' clients, associates' employees, or other lawful inquiries concerning whether the associate holds a current certification or not.

Restricted Access Policy: Test Grading

Tests can only be graded in the Test Scoring Room. No tests are permitted to be removed from the Test Scoring Room without permission of the Testing Manager. Tests will be filed in alphabetical order in the designated secure, locked file cabinets in the Testing Room at all times when not being graded or being used for Data Entry purposes on the designated secure computer in the Testing Room.

Only the designated secure computer in the Testing Room can be used for Test Data Entry. IFPA Authorized Personnel may not leave the tests, test data, Test Data Entry Designated computer, or Testing Room unattended or unlocked. Only those personnel designated by the Testing Manager are allowed access to the Testing Room, Testing Files, tests, or Test Data Entry Designated computer.

Security and confidentiality of all tests, testing materials, test data, and Candidate and Certificant records are of paramount concern. Any and all precautions must be taken to prevent unauthorized access to the Testing Room and related materials.



IFPA

14509 University Point Place
Tampa, FL 33613-5424
Phone: (800) 785-1924
Fax: (813) 979-1978
www.ifpa-fitness.com

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. 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.

Sample Pass Letter



IFPA

14509 University Point Place
Tampa, FL 33613-5424
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,

The IFPA

Sample Fail Letter



IFPA

14509 University Point Place
Tampa, FL 33613-5424
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,

A handwritten signature in cursive script that reads "James T. Bell".

James T. Bell, PhD.
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.

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)

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.**

COMPLETE IN FULL AND MAIL WITH CORRECT FEES TO:

IFPA
14509 University Point
Place
Tampa, FL 33613-5424

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.

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