



**TRAINER ACADEMY
CERTIFIED PERSONAL TRAINER (CPT)
CANDIDATE HANDBOOK**

Trainer Academy

<https://traineracademy.org/>

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The policies and procedures specified in the Trainer Academy CPT Candidate Handbook are subject to change without notice.

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Introduction

The Trainer Academy Certified Personal Trainer (CPT) Candidate Handbook provides information essential to the CPT certification process from application, through examination and recertification.

Mission

The mission of the Trainer Academy Certification Council is to provide independent, verifiable evidence of proficiency in personal fitness training practice through a rigorous certification program.

Scope & Purpose

The Trainer Academy Certified Personal Trainer (CPT) credential has been developed to recognize individuals who have demonstrated entry-level knowledge and skill to provide personal fitness training in the United States. Trainer Academy CPTs practice in a variety of settings including but not limited to gyms, health clubs, fitness studios, health care facilities, private studios, etc. Individuals who earn the CPT credential have demonstrated knowledge of the professional domains that encompass the tasks and knowledge required of a personal fitness trainer in various practice settings.

The Trainer Academy CPT certification program:

- Validates professional expertise
- Protects the public
- Differentiates fitness professionals in a competitive job market
- Encourages education providers to develop programming that will improve the knowledge and performance of personal trainers through academic training and professional development opportunities
- Provides a learning path that recognizes career-long professional development

Certification Council

The Trainer Academy Certification Council (“Council”) has the sole authority for the CPT program. The Council is a group of individuals within Trainer Academy formed to independently govern, oversee, and manage the certification activities within the legal structure of the Company. The Council does not require, provide, accredit, or endorse any specific study guides, training or review courses, or other examination preparation products. The Council, certification staff, certification committee members, and certification subject matter experts do not have involvement in the creation, accreditation, approval, endorsement or delivery of examination review courses, preparatory materials, educational programs, or training programs/products that prepare candidates for the CPT certification examination.

About Trainer Academy's Certified Personal Trainer

Eligibility Requirements

The Council has developed eligibility requirements to ensure that the certification application process is fair and impartial. Previous certification or membership in any association is not a prerequisite for the Trainer Academy CPT certification program.

All individuals seeking certification must meet the established eligibility requirements in effect at the time of application and pass the examination to be certified. The eligibility requirements for CPT certification are:

- Be at least 18 years of age.
- Hold a current and valid CPR/AED certification.
- Have completed high school (or hold an equivalent to a high school diploma, GED).

Eligibility Rationale

Certified personal trainers must be of sufficient age to gain employment in and practice in the typical settings of a personal trainer. CPR/AED certification supports the safety of the public served by certified personal trainers. Trainer Academy is committed to allowing qualified candidates with varying educational degrees to enter the workforce and provide safe services to the public. For an entry-level certification within a professional trade and to demonstrate proficiency in writing and English, the Council agreed by consensus that a high school diploma or the equivalent is sufficient to support the purpose of the program.

Eligibility Verification

Applicants for certification must attest to meeting the eligibility requirements during the application process. Applicants must provide evidence (documentation) of current CPR / AED certification. Incomplete applications will be returned to the applicant who may address the deficiencies and resubmit the application for review, adhering to established application deadlines. Trainer Academy reserves the right to verify any information provided on the application and/or as part of the application process.




Applying for the Examination

Application Requirements

Before applying, carefully review the information contained in this Candidate Handbook. It is the responsibility of the applicant to comply with all policies and procedures regarding eligibility, the application, and corresponding deadlines.

The online application form is available via the SMT, a Prometric Company online application portal (SMT/Prometric) found on the Trainer Academy CPT website and must be completed in its entirety prior to submission. To apply for the CPT certification program, the certification application, appropriate fees and required forms/documentation must be submitted electronically via SMTs/Prometric's online application portal. Candidates new to the system will need to create an account.

Preparation Checklist

-  CPR/AED certification documentation
-  High School (or equivalent) information
-  Payment Information (Visa and MasterCard accepted)

Applying for the CPT

To apply for certification, complete and submit the online application. Once each section of the application has been completed the applicant may click the "Submit" button. The application can be saved and continued later.

Only complete certification applications will be accepted. **The application will NOT be reviewed or approved until all required information is completed and payment is submitted.** After you complete and submit the online application, Trainer Academy will verify the information provided. Trainer Academy will randomly select 5% of the submitted applications to audit. If selected for the audit, you will be notified of the required materials to provide which may include evidence of a high school diploma or GED. The audit must be successfully completed to be approved to schedule and take the exam.

Application Processing and Notifications

Candidates will receive a combination of email notifications during the application process:

1. **Confirmation of Application Submitted:** Indicates your application was successfully submitted for review and processing to Trainer Academy. Please allow up to two (2) weeks for processing.
2. **Confirmation of Approved Application:** Indicates your application is complete and approved.
3. **Preregistration Letter:** Includes instructions on how to schedule your CPT exam at a testing site or through live, remote proctoring.
4. **Notification of Application Audit:** Indicates your application has been randomly selected for audit to ensure the information submitted on your application is accurate and that you meet the eligibility requirements for the Trainer Academy CPT exam. You will be notified after the audit is complete whether your application is approved.

Testing Accommodations for Candidates with Disabilities

The Council will provide reasonable and appropriate testing accommodations in accordance with the Americans with Disabilities Act of 1990, as amended for individuals with documented disabilities who request and demonstrate the need for accommodation as required by law. ADA regulations define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities. The Council requires documentation to validate the type and severity of a disability to enable accommodations to be specifically matched with the identified functional limitation, to provide equal access to exam functions for all examinees.

The information provided by candidates and any documentation regarding such disability and special accommodation, will be treated with strict confidentiality and will not be shared with any source, with the exception of The Council, SMT/Prometric and proctors, without the candidate's express written permission.

Reasonable accommodations are decided based upon:

- the individual's specific request,
- the individual's specific disability,
- documentation submitted,
- the appropriateness of the request.

Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination. Reasonable accommodations generally are provided for candidates who:

- have a physical or learning impairment that substantially limits that person in one or more major life activities (e.g., walking, talking, hearing, performing manual tasks)
- have a record of such physical or learning impairment
- have been documented as having a physical or learning impairment

Requests for accommodations are reviewed by the certification staff who work in partnership with SMT/Prometric to ensure appropriate arrangements for all approved requests and to ensure the request can be processed without jeopardizing the integrity or security of the Trainer Academy CPT examination. Special accommodations must be requested in advance by submitting the Requests for Testing Accommodations Form located in this Candidate Handbook. SMT/Prometric communicates with the candidate for scheduling a

testing appointment to accommodate their needs accordingly. Complete the Request for Accommodation Form and submit it with the required documentation with the application.

Examination Fee

Complete applications with all required documentation and fees must be submitted in order to be reviewed.

The initial certification fee is \$199.

Eligibility Appeal

Applicants who are notified that they do not meet the eligibility requirements may appeal this decision by sending an email notice of the appeal to TrainerAcademyCPT@traineracademy.org within 30 days communication of the adverse eligibility decision. Trainer Academy's certification staff will forward the notice to the Certification Council for review.

The Council will review the applicant's information and will make a final decision regarding eligibility. No new or additional information may be submitted with the appeal request. The eligibility appeal will be reviewed within 45 days of receipt. Written notice of the final decision will be sent to the applicant within 30 days of the review.

The Council may appoint a sub-committee or appeal review committee for the purpose of reviewing eligibility appeals and making final determinations regarding eligibility appeals.

Scheduling the Examination

Scheduling an Exam

Exam applications are accepted on a rolling basis. Once eligibility is approved by Trainer Academy, candidates will receive notice that their application has been approved. Candidates can schedule the exam at any time once their application is approved.

Candidates can take the Trainer Academy CPT examination in person at a Prometric/IQT testing center. A list of testing centers is available at <https://www.smttest.com/sitesavail/Default.aspx>. Exam appointments are available Monday—Friday, 9:00 am – 5:00 pm; weekend hours are available at many testing centers.

Candidates may opt to take the examination through live, remote proctoring via the Pro Proctor platform or a testing center. Candidates will select their option when scheduling the exam and should note the requirements for each option in this handbook.

Withdrawals, Cancellations, No Shows and Refunds

Application Withdrawal

Candidates who choose to withdraw a submitted application prior to the approval of the application by Trainer Academy or applicants who are found to be ineligible after review will be charged an administrative fee of \$100. This does not apply to candidates whose eligibility for the CPT examination has been approved (see the *Application Cancel* policy).

To withdraw an application, candidates must submit a written request to Trainer Academy at TrainerAcademyCPT@traineracademy.org. The application will be systematically returned to the candidate's database profile. If a candidate opts to reapply for the certification program at a later date, he/she will revise and submit the original application.

Application Cancel

Candidates who choose to cancel an approved examination application and their eligibility to take the CPT exam must complete the following steps.

If the testing appointment has been made, log into the application system to cancel their exam. If you need assistance, contact SMTOperationsTeam@prometric.com. The exam appointment must be cancelled at least 5 calendar days prior to the scheduled testing appointment.

Fees cannot be refunded for cancellations received less than 5 calendar days in advance of the scheduled testing appointment, except in the case of the following approved excuses:

- a. Death of immediate family member (The **immediate family** is defined as a person's grandparents, parents, spouses, partner, siblings and children).
- b. Active military orders
- c. Jury duty
- d. Doctor's excuse (on letterhead)

Candidates who follow this procedure must start a new application if interested in reapplying for the certification program.

Testing Appointment Reschedule

If an issue arises that prohibits you from making it to your scheduled exam, you may reschedule **prior To (5) calendar days** before your scheduled exam date. **You may be required to pay a \$35 rescheduling fee to process your request.**

If a request is received within 5 calendar days of the schedule exam date, you will not be allowed to cancel or reschedule your exam unless the following situations have occurred:

Accepted issues include the following:

- e. Death of immediate family member (The **immediate family** is defined as a person's grandparents, parents, spouses, partner, siblings and children).
- f. Active military orders
- g. Jury duty
- h. Sickness or tested positive to contagious disease (with doctor's excuse on letterhead)

If you experience any of the above, you **MUST** provide IQT with proper documentation before being rescheduled to a new date. **Documentation must be submitted to IQT (SMTOperationsTeam@prometric.com) within 10 calendar days of your missed examination or it will not be considered for a reschedule.**

To reschedule the exam, log back into the [exam scheduling system](https://www.iqtesting.com/RegistrationV2008/Default.aspx) (website: <https://www.iqtesting.com/RegistrationV2008/Default.aspx>) using the same log in credentials used to schedule the exam. You can either edit your scheduled date and time or cancel the appt and schedule the exam at a later date.

To edit your exam appointment date and time: On the last page, click on 'edit'. You must select a new date and time for the exam at the time of rescheduling. **A new date and time cannot be selected once you exit the window.**

To cancel the exam and reschedule it later: On the last page, click on 'cancel.' This will allow you to exit the system and select a new date and time for your exam appointment when you log back in.

Late Testing Appointment Cancellation

Cancellation requests received less than 5 calendar days in advance of the scheduled testing appointment will incur a late cancellation fee of \$150.

Late or No-Show

Candidates who arrive late for the testing appointment will not be seated.

Candidates who do not have the proper identification, or do not have their admission document will not be allowed to sit for the exam and will forfeit all fees.

Candidates who fail to show for the testing appointment (no-show) will be subject to the re-testing policy.

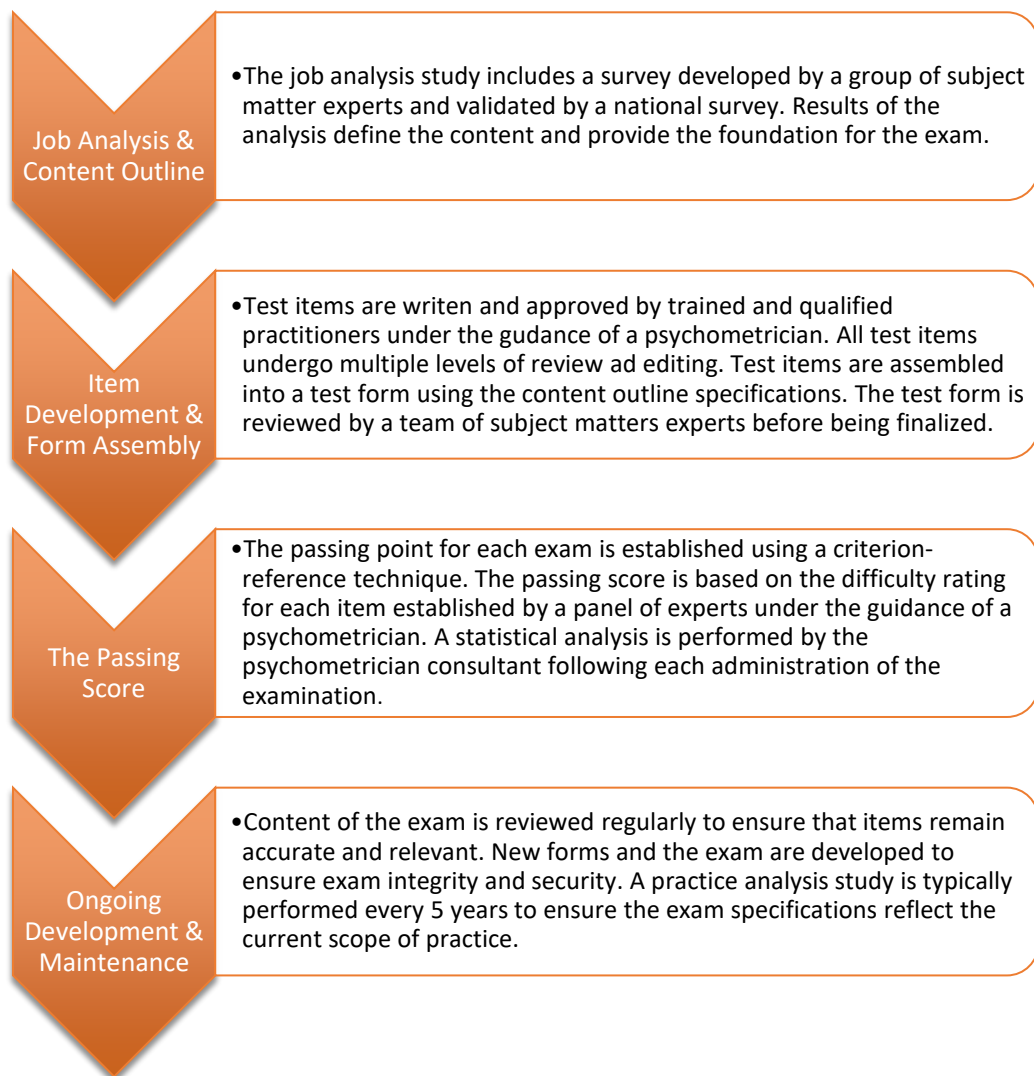
Late and/or No-Show candidates must contact the Trainer Academy in order to reapply for certification and will be required to complete a new application and remit all fees.

Preparing for the Examination

How the Examination Is Developed

The Council participates in and provides oversight for the development and ongoing maintenance of the certification examination. The Council works in partnership with its psychometrician to ensure the examination is developed and maintained in a manner consistent with generally accepted psychometric and testing practices for certification programs.

The content of the CPT exam is based on the outcome of the job analysis. A job analysis is a comprehensive definition of the tasks performed by professionals working as personal trainers. The job analysis study consisted of several activities including background research, literature interviews, collaboration with subject matter experts to ensure representativeness of the tasks and knowledge statements; survey development; survey dissemination; compilation of survey results; and test specifications development. The job analysis is conducted every 5 years, or more often as circumstances may warrant, in order to verify the content of the examination. The most recent job analysis was completed in 2022. The result of the practice analysis is the exam content outline for the CPT exam. The content outline is included below.



Examination Content

The Trainer Academy CPT examination consists of 135 multiple-choice questions (110 scored questions and 25 non-scored, pretest questions). Pretesting is conducted to evaluate the performance of an item before being used as a scored item. Candidates will have three (3) hours to complete the computer-based examination. The exam covers the topic areas detailed in the content outline. The CPT exam is offered only in English.

The Trainer Academy's role is in developing and administering certification examinations to determine the qualifications of candidates for certification. Trainer Academy does not require, provide, accredit, or endorse any specific study guides, training or review courses, or other examination preparation products. Trainer Academy, Board, certification staff, certification committee members, and certification subject matter experts do not have involvement in the creation, accreditation, approval, endorsement or delivery of examination review courses, preparatory materials, educational programs, or training programs/products that prepare candidates for the CPT certification examination.

Candidates are encouraged to review the CPT content outline and identify a study plan using available resources to prepare for the examination.

Trainer Academy CPT Exam Content Outline

Domain I. Professional Responsibility and Client Relationships (10%)

- A. Demonstrate effective communication skills (e.g., building rapport, active listening)
- B. Demonstrate the ability to motivate, encourage, and promote discipline
- C. Apply guidelines for maintaining client confidentiality and privacy (e.g., social media, personally identifiable information)
- D. Apply documentation best practices and adhere to legal guidelines
 - 1. Releases
 - 2. Consent forms
 - 3. Insurance and liability
- E. Recognize situations outside the CPT's scope of practice
- F. Maintain a safe physical environment
 - 1. Cleaning and infection control
 - 2. Basic first aid
 - 3. Emergency situations
- G. Maintain professional boundaries
 - 1. Dual relationships
 - 2. Power dynamics

Domain II. Anatomy, Structures, Function and Movement (20%)

- A. Demonstrate knowledge of human anatomy and physiology

1. Skeletal system
 2. Muscular system
 3. Nervous system
 4. Digestive system
 5. Respiratory system
 6. Cardiovascular system
 7. Endocrine system
 8. Reproductive system
 9. Lymphatic system
 10. Integumentary system
 11. Anatomical location definitions
- B. Demonstrate knowledge of biomechanics and functional kinesiology
1. Functional movement patterns
 2. Joint movement/actions
 3. Muscle movement/actions
 4. Levers, moment arm, and torque
 5. Proprioception

Domain III. Interview and Client Assessment (13%)

- A. Perform client intake/assessment and complete related documentation
1. Lifestyle assessment
 2. Health history assessment
 3. Physical/Fitness assessment
- B. Apply elements of behavioral coaching
1. Expectations and goals
 2. Stages of change
- C. Identify and address client barriers to change

Domain IV. Training Fundamentals, Modalities, and Applications (25%)

- A. Apply principles of aerobic training techniques
1. Heart rate calculations
 2. Ventilatory thresholds and V02 max
 3. Exercise techniques
 4. Exercise modalities and equipment
 5. Benefits
- B. Apply principles of resistance training techniques

1. Strength
 2. Endurance
 3. Hypertrophy
 4. Power
 5. Benefits
- C. Apply principles of flexibility training techniques
1. Types of Stretching
 2. Range of motion
 3. Factors of flexibility
 4. Benefits
- D. Apply principles of balance training techniques
1. Joint stabilization
 2. Core stabilization
 3. Muscle stabilization and neuromuscular control
 4. Vestibular and coordination training
 5. Benefits
- E. Apply principles of speed, agility, and quickness training and differentiate among the three
1. Drills
 2. Sprint mechanics
 3. Benefits
- F. Apply principles of plyometric training techniques
1. Three phases
 2. Techniques
 3. Modalities
 4. Equipment
 5. Benefits

Domain V. Program Development and Modifications (18%)

- A. Apply principles of exercise program design
1. Overload
 2. Recovery
 3. Progression
 4. Client experience
- B. Manage program variables based on individual client needs
1. Intensity

2. Frequency
 3. Repetitions
 4. Tempo
 5. Volume
 6. Exercise and equipment selection
 7. Duration
- C. Determine program and exercise modifications based on client assessment and needs
1. Special populations (e.g., youth, senior, pre and postnatal)
 2. Postural deviations
 3. Movement and gait deviations
 4. Contraindications
 5. Injury management
 6. Pathology
 7. Physical limitations and impairments
 8. Equipment availability and variability
 9. Virtual training

Domain VI. Overall Health and Wellness (14%)

- A. Demonstrate knowledge of nutrition intake
1. Macronutrients
 2. Micronutrients
 3. Hydration
- B. Demonstrate knowledge of energy balance and metabolism
1. Thermodynamics
 2. Energy expenditure and requirements calculations
- C. Demonstrate the ability to understand food labels, supplement labels, and serving sizes
- D. Differentiate between dietary and performance supplements
- E. Demonstrate knowledge of how exercise effects mental health
- F. Collaborate with the client to identify healthy lifestyle, habits, and behavioral choices
1. Recovery
 2. Maintenance
 3. Overtraining
 4. Food quality

Taking the Examination

The Trainer Academy CPT examination is a multiple-choice examination delivered via computer-based administration and live remote proctoring. Candidates have the option to select with method of administration they would prefer at the time of scheduling. The exam is available year-round.

Taking the Exam at a Testing Site

The exam is offered at sites across the US and Canada at Prometric/IQT selected testing centers. Testing sites have been selected to provide accessibility to the most candidates in the most controlled, secure and consistent environments possible.

Test Center Administrator

All exam administrations are monitored by qualified proctors who are trained by Prometric/IQT. Test Center Administrators are accountable for checking candidate identification, seating candidates, security of test materials, proctoring, and dealing with candidate misconduct.

Identification

Candidates are required to present a valid, government issued, photo identification to gain admission to the testing site. Acceptable forms of primary identification (photograph and signature required) include:

- Government-issued driver's license
- Government-issued ID card (with photo and signature)
- Passport
- Military issued identification card

The name and photo on the identification presented must match the examinee. Candidates will not be admitted to the testing site without proper identification and all fees will be forfeited.

Candidates must bring their admission letter to the testing site the day of the exam. Candidates without their admission letter will not be admitted to the testing site and all fees will be forfeited.

Test Site Security

To provide a fair and consistent environment for all candidates, the exams are delivered using standardized procedures following strict security protocols. Candidates are required to follow all testing site rules at all times. Failure to follow these rules may result in termination of a candidate's testing session, invalidation of the candidate's exam score and/or disciplinary action.

The following rules will be enforced on exam day:

- Candidates must arrive at least 30 minutes prior to the scheduled start of the exam. Late arrivals may not be accommodated. Fees are not refunded for missed exam appointments.
- Candidates must present acceptable identification. Please see the "Identification" section above.
- Candidates must present their admission letter to be admitted to the exam.
- No study materials, documents, or notes of any sort are to be taken into the examination area. No materials may be removed from the examination area.

- Candidates are observed at all times during testing and should be aware that security procedures are in place and will be enforced.
- Candidates may not bring any electronic devices, notes, or reading material into the examination area. Cell phones, backpacks, purses and other personal items are not permitted. Candidates are encouraged to leave these items at home when possible. Candidates are encouraged to check the IQT Authorized Materials List to see what authorized materials may be allowed in the testing room.
- The use of headphones inside the testing area is prohibited. Earplugs for sound suppression are not allowed.
- No questions concerning the content of the examination may be asked in the examination area before, during, or after the exam. Proctors are not qualified nor are they permitted to answer any questions about the content of the examination. Proctors may answer questions about processes (e.g. time limit) but cannot interpret or explain any information on the exam.
- All candidates are expected to answer the exam questions independently. There is to be no sharing of information, teamwork, or any other collaborative relationship with another candidate during the exam. Any violation of this policy is misconduct/cheating. Any candidate engaged in this behavior may be subject to score cancellation and not be allowed to sit for future administrations of the exam. See the disciplinary policy for additional information.
- No exam questions are to be discussed during or after the exam administration. Any infraction of these terms is a violation of your ethical responsibilities and subject to the disciplinary policy. It is also a violation of copyright law and exam security.
- Candidates should dress comfortably. While all test sites strive to ensure the exam is given in a room that is neither too hot nor too cold, candidates should be prepared with appropriate layered attire.
- No food or beverage is permitted in the examination area.
- Candidates may not communicate with anyone except the proctor during the exam.
- Candidates are not permitted to bring guests, including children, to the testing center.
- Candidates should complete their exams quietly, without disturbing others.
- Candidates will receive scratch paper and a pencil at the test site.
- Candidates may take an unscheduled break but are not permitted to access any materials including electronic devices. The exam timer will continue during the break.

Taking the Exam via Live Remote Proctoring (LRP)

The Trainer Academy CPT exam is also offered via live remote proctoring through the Prometric ProProctor Application. Candidates will have the option to select an in-person testing center or a live remote proctored exam at the time of scheduling.

Technology and Environmental Requirements

For an optimal exam experience, it is preferred that candidates use a Windows-based computer 8.1 or higher when accessing the remote proctoring system. If using a MAC computer, please ensure the operating system version is MAC OS 10.13 or higher. Any earlier versions will experience compatibility issues. (*note iPad/Android tablets are not currently supported. Microsoft Surface or similar can be used only when configured in laptop mode).

The exam **MUST** be taken in Google Chrome. Candidates will need to download and install Google Chrome prior to installing the ProProctor Application.

Please do not use a corporate or company laptop when taking the CPT examination. Corporate or company laptops often have additional software that prevents 3rd party programs from functioning as they should. Please find a personal device to take the CPT examination.

Candidate must follow the following environmental requirements:

- Testing location must be indoors (walled), well lit, with a closed door and free from background noise and disruptions.
- No third party, including animals, may be present in the room or enter the room for the duration of the exam. If this occurs, the exam will be terminated and/or your results invalidated.
- Workstation and surrounding area must be free of pens, paper, electronic devices, etc. No content that could potentially provide an unfair advantage during the exam, including that posted on walls or within the immediate area, will be present during the exam session.
- Two tissues are permitted at workstation but must be inspected by the Proctor prior to start of exam.
- Water: Yes: one (1) clear container of water during testing
 - Container must be completely transparent, regardless of container color
 - Container may be a transparent water bottle or a glass
 - If container has a lid, the lid must also be transparent
 - Container lid cannot be removed unless to take a drink
 - All labeling on container must be completely removed
 - Liquid within container must be clear, plain water – no other beverages are permitted

Check in and Identification

Candidates are required to present a valid, government issued, photo identification to the proctor during the check-in process. Acceptable forms of primary identification (photograph and signature required) include:

- Government-issued driver's license
- Government-issued ID card (with photo and signature)
- Passport
- Military issued identification card

The name and photo on the identification presented must match the exact name of the examinee on the admission letter. Candidates will not be admitted to the testing site without proper identification and all fees will be forfeited.

Candidates will be required to show their workstation and surrounding area during the check in process.

Candidates will be required to raise pants legs above the ankles, empty and turn all pockets inside-out and raise shirt sleeves above the wrists prior to every entry into the online test.

Candidates wearing eyeglasses will be required to remove them for visual inspection to ensure they don't contain a recording device. Large jewelry items must be removed from your person prior to and throughout the duration of the exam.

Candidates with long hair that covers the ears will be asked to pull hair back to ensure nothing is attached to the ear that could provide an unfair advantage (such as a Bluetooth earpiece).

Security for the Virtual Testing

To provide a fair and consistent environment for all candidates, the exams are delivered using standardized procedures following strict security protocols. Candidates are required to follow all virtual testing site rules at all times. Failure to follow these rules may result in termination of a candidate's testing session, invalidation of the candidate's exam score and/or disciplinary action.

- Unauthorized personal items may not be accessible while testing. Such items include, but are not limited to: outerwear, hats, food, purses, bags or briefcases, notebooks, watches, cell phones, electronic devices, or wearable technology.
- Eating, smoking, and chewing gum are prohibited during the exam.
- Written notes, published materials, and other testing aids are strictly prohibited.
- Light clothing items removed for comfort such as sweaters, suit jackets, scarves, etc., must be hung on the examinee's chair, not placed in laps or on the workstation desktop. Outerwear such as heavy coats, parkas, raincoats, etc., is not permitted in the immediate testing area.
- Changing location while testing, turning off lighting or audio, speaking to or receiving aid from other individuals is strictly prohibited.
- No breaks are permitted during an LRP examination administration.

Candidate Feedback

Candidates will have the opportunity to complete a post-exam survey. This optional survey is delivered immediately following the exam and asks questions related to the exam experience.

Candidate Misconduct

Individuals suspected of cheating will be subject to the Council's disciplinary policies and procedures.

Any incidents of suspected cheating, violation of any Council policies, disturbances, attempts to remove test materials or notes from the testing room, or other exam-related irregularities will be reported immediately to the Council. All serious incidents will be investigated by the Council. Testing irregularities may result in termination of a candidate's participation in the examination administration, invalidation of exam scores, or other disciplinary action.

The Council reserves the right to investigate any incident of suspected misconduct or irregularity.

Copyright Information

All proprietary rights to the Trainer Academy CPT exam are held by the Trainer Academy. In order to protect the validity of the scores reported, candidates must adhere to strict guidelines regarding proper conduct in

handling these proprietary materials. The law strictly prohibits any attempt to reproduce all or part of the CPT exam. Such attempts may include but are not limited to: removing materials from the testing room; aiding others by any means in reconstructing any portion of the exam; posting content on any discussion forum or web site; and selling, distributing, receiving, or having unauthorized possession of any portion of the exam. Alleged copyright violations will be investigated and, if warranted, prosecuted to the fullest extent of the law. It should be noted that examination scores might become invalid in the event of this type of suspected breach. Permanent revocation of certification may occur if allegations are substantiated. See the Trainer Academy disciplinary policy for further information.

Testing Irregularities

Irregularities observed during the testing period, including but not limited to creating a disturbance, giving or receiving unauthorized information or aid to or from other persons, or attempting to remove test materials or notes from the testing room, may be sufficient cause to terminate candidate participation in the examination administration or to invalidate scores. Irregularities may also be evidenced by subsequent statistical analysis of testing materials. When testing irregularities occur, SMT/Prometric and Trainer Academy investigates. Based on this information, Trainer Academy may direct SMT/Prometric either not to score the test or to cancel the test score. When it is appropriate to do so, the Trainer Academy will give affected test takers the opportunity to take the test again as soon as possible, without charge. Affected test takers will be notified of the reasons for the cancellation and their options for retaking the test. Any appeal process does not apply to testing irregularities.

After the Examination

Notification of Exam Results

Candidates will receive the results via email after the completion of the exam. Proctors will not provide scores to candidates. Passing score reports include a decision outcome (“pass”), information about official notification of certification (e.g. certificate) and recertification requirements. The email will include a link to access the score through an online secure portal.

Failing score reports include a decision outcome (“fail”), the candidate total score, the passing score, performance in each content domain, the type of score reported, appropriate uses and potential misuses of reported score information and reexamination information.

Examination results are not given out by Trainer Academy staff via telephone or fax, and results are not released to anyone other than the candidate who took the examination unless written consent is provided by the examinee.

Understanding Your Scores

A criterion-referenced standard setting process is used to establish the passing point for the exam. This means that each candidate’s performance on the exam is measured against a predetermined standard. Candidates are not graded on a curve and do not compete against each other or against a quota.

The CPT examination is designed to measure a candidate’s overall performance. Examination content area scores are not used to determine pass/fail status but are provided to offer a general indication of a candidate’s performance and may be used to assist in evaluating relative areas of strengths and weakness in each content area.

Because of the need for security, multiple forms of the examination, each containing a different combination of questions, are used. The passing standard cannot be set as a specific raw score, or number of questions answered correctly, because some of these forms may be slightly easier or more difficult than others. Therefore, requiring the same raw score to pass the different forms would not be fair to all examinees. A statistical procedure called equating is used to adjust for any differences in the level of difficulty among examination forms. Once the examination forms have been equated, a procedure called scaling is used to convert the actual number of correct answers, or raw scores, to a uniform scale. These converted scores are called scaled scores. Scaled scores ensure that all examinees demonstrate the same level of ability to pass the examination.

Validation of Scores

Trainer Academy and SMT/Prometric reserve the right to cancel scores if their validity and integrity is compromised. Discrepancies such as misconduct of a candidate may cause a score to be suspect. Trainer Academy and SMT/Prometric will investigate the occurrence and may cancel or withhold the examination results if a violation of regulations is found.

Verification of Exam Results

Because of the sophistication of computerized online scoring and the extensive quality-control procedures involved, errors in scoring are virtually nonexistent. Due to the secure nature of the examination, neither

Trainer Academy or SMT/Prometric will disclose examination questions or a candidate's response to individual questions. Examinees who question or dispute their test score can request to have their score verified, in writing, to Trainer Academy no later than 7 days after receipt of the exam score report.

Candidates who request SMT/Prometric to verify their scores will incur a fee of \$50.00 USD (non-refundable).

Re-Examination

Candidates who fail the examination may re-test at any testing site after a 90-day waiting period. A new application and retest fee must be submitted for each examination attempt. The candidate may take the exam up to three times in a one-year period. If the candidate fails the third exam attempt, they must wait one year to re-take the exam again. Candidates should use the one-year period to study the exam content.

Exam Appeals

Candidates who fail the exam and believe irregular testing conditions were a contributing factor may file an appeal to the Council. Examples of irregular testing conditions include a medical or personal emergency during the testing session, exam vendor technical issues such as computer malfunctions or power outages, and other significant test site disruptions. All appeal requests must be made in writing and postmarked or emailed no later than 7 days after the receipt of the exam score report. All appeals must describe the suspected error or problem and the requested remedy.

Because of the secure nature of these examinations, Trainer Academy will not disclose examination questions prior to, or after, the administration. Candidate responses to particular test questions (correct or not correct) will not be disclosed.

Certificates

Candidates who complete their CPT candidacy will receive a non-transferable certificate specifying that the CPT designation has been awarded. Certificants will receive a certificate that includes a unique identifier (e.g., certification number), name, credential awarded, and expiration date. The certificate may only be displayed during the time period for which the credential is valid. Certificates remain the property of the Council and must be returned to the Council upon request.

Maintaining Your Certification

Purpose and Rationale

The Council supports the ongoing professional development of its certificants. The mandatory recertification process provides certificants with the opportunity to create an individualized professional development plan, demonstrate the reinforcement and expansion of their knowledge and skills, and retain their knowledge of current practice.

The Council requires periodic recertification to promote professional development for personal trainers to ensure that individuals who hold the CPT credential maintain an ongoing commitment to learning in their area(s) of practice to strengthen their knowledge and skills.

Recertification also provides encouragement to, and acknowledgement for, participation in ongoing professional development activities. To support this purpose, the recertification requirements require continuing education and professional development activities that enhance ongoing professional development, encourage opportunities for new learning, and provide a process for both planning and recording professional development achievements.

The two-year time period established for recertification is based on both the scope of issues that face personal trainers and the Trainer Academy's acknowledgement that new practices, research, and information are introduced in the field with enough frequency that professional development activities should be conducted routinely so that certificants remain up to date with both current best practices and emerging knowledge.

Recertification Due Dates

Recertification applications and fees are due 45 days prior to the expiration of the CPT certification. This 45-day window affords Trainer Academy and certificants time to review and address potential recertification application inquiries such as non-qualifying continuing education activities.

Certificants will receive a courtesy recertification reminder to the email on file; however, it is the responsibility of the certificant to submit a timely recertification application and retain appropriate documentation of their continuing education activities.

Recertification Requirements

Certification is valid for a two-year period. Certificants have two options to recertify:

Option 1: Continuing Education

Candidates are required to earn 24 Continuing Education (CE) credits. CE credits can be earned by participating in educational activities focused on content related to Trainer Academy certification exam blueprint. Educational activities include attendance at conferences, webinars, and online training.

Option 2: Examination

Candidates who recertify by exam take the current form of the examination. If the candidate opts to renew by exam, they must take and pass the exam prior to the certification expiration date. If the candidate fails the exam, they may recertify by continuing education if the certification has not already certified.

Recertification Application Verification

In order to maintain the credibility and integrity of the certification process, Trainer Academy reserves the right to verify any information provided on recertification applications. Trainer Academy will audit approximately 5% of applications for recertification to confirm the requirements are met. Certificants will be notified of the audit. They are required to provide evidence of completion of the submitted continuing education hours (e.g., certificate of completion, etc.).

Only complete recertification applications will be accepted. Incomplete applications will be returned to the certificant who may address the deficiencies and resubmit the application for review, adhering to established application deadlines.

Recertification Acceptance

Trainer Academy will issue a renewal notice to the certificant once all recertification requirements have been met. Recertification applications are not accepted from individuals whose certification is in a state of suspension or has been revoked.

All continuing education activities are subject to review and approval by Trainer Academy. Credit is only granted after the activity has been completed and documented. Credit is not granted for time spent networking, in social functions, or for breaks.

Failure to Recertify

Recertification is mandatory for all certificants. If certification is not renewed it will expire on the last day of the month two years after the certification was last earned. Individuals whose certification has expired or been suspended or revoked may not represent him/herself as a Trainer Academy certificant and may not use the CPT credential until he/she receives official notice that the recertification requirements have been satisfied or that certification status has been reinstated.

Certificants who fail to recertify in accordance with Trainer Academy policy are removed from the online verification list of active certificants.

Certificants who fail to recertify in accordance with Trainer Academy policy will receive an official notification.

Reinstatement

If certification has been expired for 90 days or less, an individual may reinstate his/her certification by meeting all of the recertification requirements, submitting a complete recertification application, and paying the reinstatement fee. If the application is approved, the individual's expiration date for the reinstated credential will be the same as if the certification had been renewed on time.

Certificants who meet the eligibility requirements of the reinstatement policy shall be added to the online verification registry.

Lapsed Certification

If certification has been expired for more than 90 days, the certification is considered to be lapsed. Individuals who want to earn the CPT credential from a lapsed status must complete and submit a

certification application, remit the application fee, meet all eligibility requirements in effect at the time of reapplication, and pass the examination.

Recertification Appeal

Individuals who are notified that they do not meet the recertification requirements may appeal this decision by sending a written notice of the appeal to the Trainer Academy certification manager within 30 days of receipt of the adverse recertification decision. The certification manager will forward the notice to the Council for review.

The Council will review the information and will make a final decision regarding eligibility. No new or additional information may be submitted with the appeal request. The recertification appeal will be reviewed within 45 days of receipt. Written notice of the final decision will be sent to the applicant within 30 days of the review.

The Council may appoint a sub-committee or appeal review committee for the purpose of reviewing recertification appeals and making final determinations.

Code of Conduct

Trainer Academy has established a code of ethics to guide the profession and protect the public. Candidates and certified professionals are required to agree to the established code of ethics, as stated below.

- Abide by the Code of Ethics and conduct themselves in a professional manner.
- All Trainer Academy certified trainers will provide effective and safe fitness training programs designed through consultation, screening, and evaluation of clients who have been cleared by their medical provider for exercise.
- Adhere to professional standards for client confidentiality regarding all matters discussed between client and trainer.
- Maintain clear standards as they pertain to public and client safety, legal and professional liabilities, and best business practices.
- Treat colleagues and clients respectfully and refrain from making false allegations concerning them.
- Communicate professionally with clients and colleagues.
- Maintain a safe environment for clients, trainers, gym employees, or other individuals in the workplace.
- Refrain from performance of unethical, negligent, or immoral activities including lewd conduct, inappropriate sexual advances, abuse of client confidentiality, reckless exercise instruction, or other unprofessional behavior that physically, emotionally, or psychologically harms the client or the general public.
- Practice within the defined scope of practice for a certified professional trainer and refer the client to a medical provider when appropriate.
- Present themselves in a clean and professional manner.
- Maintain current certification status by meeting established requirements for recertification.
- Respect and maintain the confidentiality of all client information.
- Securely store and dispose of client information and records.
- Comply with all legal requirements within the applicable jurisdiction by obeying all local, state, federal, and provincial laws.
- Comply with all existing copyright, trademark, and intellectual property right laws.
- Maintain required liability insurance.
- Accurately and honestly reflect qualifications and credentials.

The Trainer Academy may suspect and/or revoke credentials for a violation of the code of ethics or for the following reasons.

- Violation of the Code of Conduct.
- Violation of established policies, rules, and requirements.
- Conviction of a felony or other crime of moral turpitude under federal or state/provincial law in a matter related to the practice of, or qualifications for practice.
- Gross negligence, willful misconduct, or other unethical conduct in the performance of services for which the individual has achieved certification from the Council.
- Fraud or misrepresentation in an initial application or renewal application for certification

Miscellaneous Policies

Statement of Fairness and Nondiscrimination

The Council adheres to principles of fairness and due process and endorses the principles of equal opportunity. In administering the certification program, the Council does not discriminate or deny opportunity to anyone on the basis of race, color, creed, age, gender, national origin, religion, disability, marital status, parental status, ancestry, sexual orientation, military discharge status, source of income, or any other status protected by applicable law. All candidates for certification will be judged solely on the published eligibility and recertification criteria determined by the Council.

Confidentiality

The Council is committed to protecting confidential and/or proprietary information related to applicants; candidates; certificants; and the examination development, maintenance, and administration process. Confidential materials include but are not limited to an individual's application status, personal applicant/certificant information, exam development documentation (including job analysis study reports, technical reports, and cut score studies), exam items and answers, exam forms, item banks, and individual exam scores.

All application information is confidential and will not be shared with any party other than the examination development or administration vendors for certification processing purposes. Information about an applicant/certificant will only be released to that candidate/ certificant unless release of the information is authorized in writing by the individual or is required by law. Personal information submitted by applicant /certificants with an application or recertification application is considered confidential. Personal information retained within the applicant /certificant database will be kept confidential.

Information about applicants/certificants and their examination results is considered confidential. Exam scores will be released only to the individual candidate unless a signed release is provided. Applicants for certification will be required to attest to the Trainer Academy confidentiality policy regarding exam content as part of the initial certification and recertification application process.

Aggregate examination statistics for a minimum of three years (including the number of examination candidates, pass rates and the current total number of certificants) are publicly available. Aggregate examination statistics, studies and reports concerning applicants /candidates/certificants will contain no information identifiable with any applicant/candidates/certificants, unless authorized in writing by the individual. Before giving access to the exam for testing, candidates agree to keep all exam information confidential in the application process.

Changes in Contact Information

Candidates and certificants are responsible for maintaining their mailing and email addresses in the online application system. Important communication, notifications, confirmations, and reminders are sent to the email address on file. Candidates and certificants may log in to the online system at any time to update contact information.

Records Retention

All Council documents are retained according to the organization's records retention policy. Confidential documents that are no longer required to be retained will be securely destroyed. Individual examination

results and active candidate/certificant data are permanently retained as are records of disciplinary actions and investigations. Inactive applicant/certificant records are retained for seven years after the file becomes inactive.

Statement of Compliance with all Laws

The Council is committed to compliance with all applicable federal, state/provincial, and local laws and regulations including, but not limited to confidentiality, nondiscrimination, employment, business, privacy, maintenance of records, and disabilities. Reports of unlawful activity will be referred to appropriate law enforcement and/or licensing officials.

Certification Verification

The names of certified individuals and their certification status are not considered confidential and are published by Trainer Academy for verification purposes. Verification is accessible via the website or by contacting the Trainer Academy office. Certificants may opt out of inclusion in the online verification system by contacting Trainer Academy via email. Written verification of credentialed status may be obtained by providing the certificant name via email to the certification staff. Only the certification status may be shared. No other data may be shared without written permission from the credentialed practitioner.

Application status, information about whether or not an individual has taken the examination, and score information is not released to those requesting verification and are treated as provided in the Confidentiality Policy.

Designation & Certificate

Use of the Certification Mark

After receiving official notification of Trainer Academy CPT certification, the credential may be used only as long as certification remains valid and in good standing. Individuals may not use the Trainer Academy CPT until they have received specific written notification that they have successfully completed all requirements, including passing the examination and documenting the specified experience.

Certificants must comply with all recertification requirements to maintain use of the credential.

Certification is a non-transferable, revocable, limited, non-exclusive license to use the certification designation subject to compliance with the policies and procedures, as may be revised from time to time.

Except as permitted by this policy, any use or display of the certification mark and/or logo without the prior written permission of the Council is prohibited. Any candidate or certificant who manufactures, modifies, reproduces, distributes or uses a fraudulent or otherwise unauthorized certificate, designation or other credential may be subject to disciplinary action, including denial or revocation of eligibility for certification. Any individual who engages in such behavior also may be subject to legal action.

Proper Use of the Credential

After meeting all eligibility requirements and passing the examination, individuals may use their credential in all correspondence and professional relations and on promotional materials, such as stationery, websites, business cards, etc.

Individuals who have met the certification standards established by the Council are authorized to use the following certification mark as follows:

- The credential may be used as Trainer Academy CPT or Trainer Academy Certified Personal Trainer
- The credential is typically used after the certificant's name following any academic degrees and licensure
- The mark must be clearly associated with the individual(s) certified by the Council
- The mark should not be used in a plural or possessive manner.

The certification mark(s) may be used only as long as certification is valid. Should the certification be suspended or withdrawn for any reason, the individual must immediately cease the use of the certification designation and acronym on stationery, websites, business cards, and any and all promotional materials.

Ownership of the Mark and Logo

The certification marks and logo are the property of the Council. Permission to use the certification mark or logo is granted to credentialed persons at the discretion of the Council, for permissible uses only.

The Trainer Academy CPT marks and logo may not be revised or altered in any way. They must be displayed in the same form as produced by the Council and cannot be reproduced unless such reproduction is identical to the mark provided by the Council.

The mark or logo may not be used in any manner which could bring the Council into disrepute or in any way is considered misleading or unauthorized. This includes any use of the mark or logo that the public might construe as an endorsement, approval or sponsorship by the Council of a certificant's business or any product thereof.

Complaints and Disciplinary Actions

Disciplinary and Appeals Policy

In order to maintain and enhance the credibility of the certification program the Council has adopted the following procedures to allow individuals to bring complaints concerning the conduct of individuals who are candidates or certificants for Trainer Academy CPT certification.

In the event an individual candidate or certificant violates the Code of Ethics, certification rules, or the Council's policies the Council may reprimand or suspend the individual or may revoke certification.

The grounds for sanctions under these procedures may include, but are not necessarily limited to:

1. Violation of the Code of Ethics.
2. Violation of established policies, rules and requirements.
3. Conviction of a felony or other crime of moral turpitude under federal or state/provincial law in a matter related to the practice of, or qualifications for practice.
4. Gross negligence, willful misconduct, or other unethical conduct in the performance of services for which the individual has achieved certification from the Council.
5. Fraud or misrepresentation in an initial application or renewal application for certification.

Information regarding the complaint process will be available to the public via the web site or other published documents. A complete copy of this policy will be publicly available.

Actions taken under this policy do not constitute enforcement of the law, although referral to appropriate federal, state/provincial, or local government agencies may be made about the conduct of the candidate or certificant in appropriate situations. Individuals initially bringing complaints are not entitled to any relief or damages by virtue of this process, although they will receive notice of the actions taken.

Complaints

Complaints may be submitted by any individual or entity. Complaints should be reported to the Council in writing and should include the name of the person submitting the complaint, the name of the person the complaint is regarding along with other relevant identifying information, a detailed description of factual allegations supporting the charges, and any relevant supporting documentation. Information submitted during the complaint and investigation process is considered confidential and will be handled in accordance with the Council Confidentiality policy. Inquiries or submissions other than complaints may be reviewed and handled by the Council or its staff members at its discretion.

Upon receipt and preliminary review of a complaint involving the certification program the certification manager in consultation with the President of the Council may conclude, in their sole discretion, that the submission:

1. contains unreliable or insufficient information, or
2. is patently frivolous or inconsequential.

In such cases, the certification staff and President may determine that the submission does not constitute a valid and actionable complaint that would justify bringing it before the Council for investigation and a

determination of whether there has been a violation of substantive requirements of the certification process. If so, the submission is disposed of by notice from the certification manager and President to its submitter, if the submitter is identified. All such preliminary dispositions by the President are reported to the Council at its next meeting.

Preliminary review will be conducted within 30 calendar days of receipt of the complaint.

If a submission is deemed by the President to be a valid and actionable complaint, the President shall see that written notice is provided to the candidate/certificant whose conduct has been called into question. The candidate/certificant whose conduct is at issue shall also be given the opportunity to respond to the complaint. The President also shall ensure that the individual submitting the complaint receives notice that the complaint is being reviewed by the Council.

Complaint Review

For each complaint that the President concludes is a valid and actionable complaint, the Council authorizes an investigation into its specific facts or circumstances to whatever extent is necessary in order to clarify, expand, or corroborate the information provided by the submitter.

The President appoints a Review Committee of three or more individuals, who may or may not be members of the Council to investigate and make an appropriate determination with respect to each such valid and actionable complaint; the Review Committee may review one or more such complaints as determined by the President. The Review Committee initially determines whether it is appropriate to review the complaint under these Procedures or whether the matter should be referred to another entity engaged in the administration of law. The timeline for responses and for providing any additional information shall be established by the Review Committee. The review and investigation will be completed in an appropriate amount of time, not to exceed 6 months, unless there are extenuating circumstances that require an extended time period. The Review Committee may be assisted in the conduct of its investigation by other members of the Council or by staff or legal counsel. The President exercises general supervision over all investigations.

Both the individual submitting the complaint and the candidate/certificant who is the subject of the investigation (or his or her employer) may be contacted for additional information with respect to the complaint. The Review Committee, or the Council on its behalf, may at its discretion contact such other individuals who may have knowledge of the facts and circumstances surrounding the complaint.

All investigations and deliberations of the Review Committee and the Council are conducted in confidence, with all written communications sealed and marked "Personal and Confidential," and they are conducted objectively, without any indication of prejudice. An investigation may be directed toward any aspect of a complaint which is relevant or potentially relevant. Formal hearings are not held and the parties are not expected to be represented by counsel, although the Review Committee and the Council may consult their own counsel.

Members of the Review Committee shall be reimbursed for reasonable expenses incurred in connection with the activities of the Committee.

Determination of Violation

Upon completion of an investigation, the Review Committee recommends whether the Council should make a determination that there has been a violation of Council policies and rules. When the Review Committee recommends that the Council find a violation, the Review Committee also recommends imposition of an appropriate sanction. If the Review Committee so recommends, a proposed determination with a proposed sanction is prepared under the supervision of the President and is presented by a representative of the Review Committee to the Council along with the record of the Review Committee's investigation.

If the Review Committee recommends against a determination that a violation has occurred, the complaint is dismissed with notice to the candidate/certificant, the candidate/certificant's employer, and the individual or entity who submitted the complaint; a summary report is also made to the Council.

The Council reviews the recommendation of the Review Committee based upon the record of the investigation. The Council may accept, reject, or modify the Review Committee's recommendation, either with respect to the determination of a violation or the recommended sanction to be imposed. If the Council makes a determination that a violation has occurred, this determination and the imposition of a sanction are promulgated by written notice to the candidate/certificant, and to the individual submitting the complaint, if the submitter agrees in advance and in writing to maintain in confidence whatever portion of the information is not made public by the Council.

In certain circumstances, the Council may consider a recommendation from the Review Committee that the candidate/certificant who has violated the certification program policies or rules should be offered an opportunity to submit a written assurance that the conduct in question has been terminated and will not recur. The decision of the Review Committee to make such a recommendation and of the Trainer Academy to accept it are within their respective discretionary powers. If such an offer is extended, the candidate/certificant at issue must submit the required written assurance within thirty days of receipt of the offer, and the assurance must be submitted in terms that are acceptable to the Council. If the Council accepts the assurance, notice is given to the candidate/certificant's employer and to the submitter of the complaint, if the submitter agrees in advance and in writing to maintain the information in confidence.

Sanctions

Any of the following sanctions may be imposed by the Council upon a candidate/certificant whom the Council has determined to have violated the policies and rules of its certification program(s), although the sanction applied must reasonably relate to the nature and severity of the violation, focusing on reformation of the conduct of the member and deterrence of similar conduct by others:

1. written reprimand to the candidate/certificant;
2. suspension of the certificant for a designated period; or
3. suspension of the candidate's application eligibility for a designated period; or
4. termination of the certificant's certification from the Trainer Academy; or
5. termination of the candidate's application eligibility for a designated period.

For sanctions that include suspension or termination, a summary of the final determination and the sanction with the candidate/certificant's name and date is published by the Council. This information will be published only after any appeal has either been considered or the appeal period has passed.

Reprimand in the form of a written notice from the President normally is sent to a candidate/ certificant who has received his or her first substantiated complaint. Suspension normally is imposed on a candidate/certificant who has received two substantiated complaints. Termination normally is imposed on

a candidate/certificant who has received two substantiated complaints within a two-year period, or three or more substantiated complaints. The Council may at its discretion, however, impose any of the sanctions, if warranted, in specific cases.

Certificants who have been terminated shall have their certification revoked and may not be considered for certification in the future. If certification is revoked, any and all certificates or other materials requested by the Council must be returned promptly to the Council

Appeal

Within thirty (30) days from receipt of notice of a determination by the Council that a candidate/certificant violated the certification program policies and/or rules, the affected candidate/certificant may submit to the Council in writing a request for an appeal.

Upon receipt of a request for appeal, the President of the Council establishes an appellate body consisting of at least three, but not more than five, individuals. This Appeal Committee may review one or more appeals, upon request of the President. No current members of the Review Committee or the Council may serve on the Appeal Committee; further, no one with any personal involvement or conflict of interest may serve on the Appeal Committee. Members of the Appeal Committee may be reimbursed for reasonable expenses incurred in connection with the activities of the Committee.

The Appeal Committee may only review whether the determination by the Council of a violation of the certification program policies and/or rules was inappropriate because of:

1. material errors of fact, or
2. failure of the Review Committee or the Council to conform to published criteria, policies, or procedures.

Only facts and conditions up to and including the time of the Council's determination as represented by facts known to the Council are considered during an appeal. The appeal shall not include a hearing or any similar trial-type proceeding. Legal counsel is not expected to participate in the appeal process, unless requested by the appellant and approved by the Council and the Appeal Committee. The Council and Appeal Committee may consult legal counsel.

The Appeal Committee conducts and completes the appeal within ninety days after receipt of the request for an appeal. Written appellate submissions and any reply submissions may be made by authorized representatives of the member and of the Council. Submissions are made according to whatever schedule is reasonably established by the Appeal Committee. The decision of the Appeal Committee either affirms or overrules the determination of the Council but does not address a sanction imposed by the Council.

The Appeal Committee decision is binding upon the Council, the candidate/certificant who is subject to the termination, and all other persons.

Resignation

If a certificant who is the subject of a complaint voluntarily surrenders his or her certification at any time during the pendency of a complaint under these Procedures, the complaint is dismissed without any further action by the Review Committee, the Council, or an Appeal Committee established after an appeal. The entire record is sealed, and the individual may not reapply for certification by the Council. However, the Council may authorize the President to communicate the fact and date of resignation, and the fact and general nature of the complaint, which was pending at the time of the resignation, to or at the request of a government entity engaged in the administration of law. Similarly, in the event of such resignation, the certificant's employer and the person or entity who submitted the complaint are notified

of the fact and date of resignation and that Council has dismissed the complaint as a result.

Request for Testing Accommodations Form

The Council and SMT/Prometric will provide reasonable and appropriate testing accommodations in accordance with the Americans with Disabilities Act of 1990, as amended for individuals with documented disabilities who request and demonstrate the need for accommodation as required by law. ADA regulations define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities. The Council requires documentation to validate the type and severity of a disability to enable accommodations to be specifically matched with the identified functional limitation, in order to provide equal access to exam functions for all examinees. Refer to the full Special Accommodations policy found in this handbook for complete policy information.

Special accommodations must be requested in advance during the application process by uploading the Special Accommodations Request form and supporting documentation.

Request for Testing Accommodations Form

First Name	Last Name	Credentials
Name exactly as you would like it to appear on your certificate		
Employer (if available)	Job Title	
Address		
City	State/Province	Zip/Postal Code
Country	Mobile Phone	Work Phone
Email		

Special Testing Accommodations

I request special accommodations as follows (check all that apply):

- Special seating or other physical accommodation
- Extended exam time
- Separate exam room
- Other (please describe): _____

Candidate's Name	Signature	Date
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Professional Documentation

Professional evaluation must have been made no earlier than 3 years prior to application

I have evaluated _____ on ____ / ____ / ____ in my
candidate name date

capacity as a _____. I have been informed of the nature of the
professional title

examination to be administered. It is my opinion that because of this candidate’s disability, as described below, he/she should receive the special testing accommodations requested above.

Description of disability (please attach any supporting documentation):

If extra exam time is recommended, please specify the amount of time requested (e.g. 1 extra hour): _____

Professional’s First Name	Professional’s Last Name	Credentials
Professional License Number	State/Province of Issue	
Employer (if available)		Job Title
Address		
City	State/Province	Zip/Postal Code
Country	Mobile Phone	Work Phone
Email		
Printed Name	Signature	Date