

# CPT – LEVEL I CANDIDATE HANDBOOK

May 2021

World Instructor Training Schools (W.I.T.S.)

# CPT–Level I Candidate Handbook

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# Introduction

## MISSION STATEMENT

The mission of the World Instructor Training Schools (W.I.T.S.) is to enhance public protection by developing and administering a certification program that upholds standards for competent practice in the health and fitness specialty of personal training for professionals qualified to help improve the fitness and health of clients ranging in age, health, and fitness status.

## CERTIFICATION COUNCIL

The W.I.T.S. Certification Council (“Council”) was established in 2016 to promote the highest standards for fitness professionals through the development, implementation, coordination, and evaluation of all aspects of the certification and certification renewal processes. The Certification Council is an independent and autonomous governing body for the Certified Personal Trainer - Level I certification program.

The purpose of the Certification Council is to develop, maintain, and administer certification programs for the fitness and health profession in the United States and to enhance public protection. The Council recognizes individuals who are qualified to help improve the fitness and health of clients ranging in age, health, and fitness status through the development and implementation of fitness programs. Certification programs offered by the Council are developed and administered in compliance with nationally accepted accreditation standards for certification programs.

## CERTIFICATION SCOPE

Certification as a W.I.T.S. Certified Personal Trainer — Level I demonstrates entry-level fitness specific competency and a commitment to consumer safety by individuals who help to improve the health and fitness for clients ranging in age, health, and fitness status through the development and implementation of fitness programs required for practice in the service industry in the United States. Individuals who earn the CPT – Level I designation are qualified to implement personalized exercise programs to clients that have no special medical conditions nor specialized physical limitations that would require advanced knowledge or skills.

## BENEFITS OF CERTIFICATION

Certification is a standardized process, often voluntary, by which individuals who have demonstrated the level of knowledge and/or skill required in the profession, occupation, role, skill, or specialty area are recognized and identified to the public and other stakeholders.

By voluntarily becoming certified, individuals demonstrate to employers a commitment to their profession. They have challenged their knowledge against a national examination and against accepted national standards. By maintaining their certification year after year, they demonstrate that professional growth and development is important to their performance as professionals.

Although certification is voluntary for the majority of professionals who hold it, many employers have come to expect it and make it a condition for employment. For consumers, certification provides a level of assurance that certificants are professionally qualified to do what they claim they can do.

# Applying for Certification

## FAIRNESS AND DISCRIMINATION STATEMENT

W.I.T.S. adheres to principles of fairness and due process and endorses the principles of equal opportunity. In administering the certification program, W.I.T.S. 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, or source of income. All candidates for certification will be judged solely on the published eligibility criteria determined by the Certification Council.

## ELIGIBILITY CRITERIA

W.I.T.S. has developed requirements for eligibility to ensure that the application process is fair and impartial for all applicants. All candidates for certification must meet all the eligibility requirements established by the Council in effect at the time of their application for certification. Candidates cannot earn certification without passing both the written and practical certification examinations.

Each eligibility requirement has been established to ensure that entry-level individuals certified by W.I.T.S. have an acceptable level of knowledge and personal training practical skill needed to demonstrate personal training-specific competency and a commitment to consumer safety in addressing health and fitness challenges and to assist people of all fitness levels reach their personal fitness goals. In establishing these requirements, the Certification Council acknowledges that a combination of both work education, training and demonstrated knowledge are essential for individuals earning the CPT-Level I credential.

All candidates must meet the following criteria to earn the CPT-Level I credential:

Age	<ul style="list-style-type: none"><li>• Minimum of 18 years</li></ul>
Education	<ul style="list-style-type: none"><li>• Minimum of a high school diploma or equivalent (i.e. GED)</li></ul>
Training	<ul style="list-style-type: none"><li>• Valid Adult CPR/AED Certification*</li></ul>
Ethics	<ul style="list-style-type: none"><li>• Agree to adhere to the W.I.T.S. Code of Ethics</li></ul>
Written Examination	<ul style="list-style-type: none"><li>• Passing score on the CPT-Level I multiple-choice examination.</li></ul>
Practical Examination	<ul style="list-style-type: none"><li>• Passing score on the CPT-Level I practical examination.</li></ul>

\*A live, hands-on skills assessment verified by a qualified CPR instructor is required.

## ELIGIBILITY RATIONALE

Each eligibility requirement has been selected to support the purpose of the CPT-Level I credential.

### **Education**

W.I.T.S. certifications are intended for individuals who wish to become employed in the United States. The majority of employers require reading comprehension and English proficiency. For these reasons, a high school diploma or its equivalent is accepted as the minimum educational requirement.

### **Training**

W.I.T.S. requires that all applicants have successfully demonstrated hands-on skills needed to effectively perform adult cardiopulmonary resuscitation and the use of an automated external defibrillator (AED) for response to first aid, breathing and cardiac emergencies. \*online accepted during COVID restrictions

### **Ethics**

W.I.T.S. certificants and candidates have the obligations to: maintain high standards of integrity and professional conduct; accept responsibility for their actions; continually seek to enhance their professional capabilities; practice with fairness and honesty; and, encourage others to act in a professional manner, consistent with the certification standards and responsibilities. All candidates and certificants are required to agree and adhere to an enforceable Code of Ethics as a condition of certification. The online registry enables stakeholders to view the credentials of W.I.T.S. certificants, thereby enhancing consumer safety in the field of personal training.

### **Examination**

Applicants are required to pass both the written and practical CPT-Level I examinations to demonstrate that their education and training have resulted in a sufficient understanding of the knowledge, skills, and abilities required to provide safe and competent evidence-based personal training services as determined by the job analysis study and represented on the examination content outline.

## ELIGIBILITY APPEALS

A candidate whose eligibility for initial certification or recertification has been denied may request reconsideration of the decision. The formal request for reconsideration must be submitted in writing to W.I.T.S. The request should state the reasons the candidate believes he/she is eligible for certification or recertification and how he/she complies with the published requirements. A \$25 Appeal Review Fee is required with every appeal submitted.

The Director of Certification will review the request within 15 days. If the issue cannot be resolved by the Director of Certification, the request is referred to the Council Chair and the Reconsideration Committee.

The Reconsideration Committee will review the request and make final determination. The candidate is notified of the decision within 14 days. This process may take up to a maximum of 45 days to complete.

## APPLICATION REQUIREMENTS

W.I.T.S. provides an online application for the certification examination process. Applicants begin the registration process by completing an online application at [www.witseeducation.com/fit/certification/national-test-eligibility-requirements-exam-forms](http://www.witseeducation.com/fit/certification/national-test-eligibility-requirements-exam-forms). Online applications are downloadable and may also be submitted via USPS.

All applications must be received by W.I.T.S. a minimum of 45 days prior to the requested test date.

An applicant may submit required documentation to W.I.T.S. either electronically, faxed, or USPS.

- Documents e-mailed: [cparsons@witseeducation.com](mailto:cparsons@witseeducation.com)
- Documents faxed: 757-428-3873
- Documents mailed: W.I.T.S., 1624 Laskin Rd, Suite 736, #177, Virginia Beach, VA 23451

W.I.T.S. is not responsible for documentation submitted on behalf of a candidate and will not return documentation. Originals should not be remitted.

## DOCUMENTATION VERIFICATION

The following information must be submitted with the application form and is verified by W.I.T.S. certification staff.

### **Training**

Applicants must submit a current copy of Adult CPR/AED certification that includes a practical skills examination component (i.e. American Heart Association; American Red Cross). W.I.T.S. requires a live, hands-on skills assessment verified by a qualified CPR instructor.

### **Ethics**

To ensure that the applicant has read the Code of Ethics and agrees to adhere to its requirements, the application form will be reviewed to ascertain that the applicant has signed the Code of Ethics.

## EXAMINATION FEES

A \$450 examination fee includes registration for both the written and practical examinations. W.I.T.S. accepts payment in the form of check, money order, or credit card. Applicants incur a \$35 fee for returned checks.

## INCOMPLETE APPLICATIONS

An application is considered incomplete if any of the requested information is missing or illegible or the appropriate fee is not included.

Candidates are notified once via email that the application is incomplete and what must be done to complete the application. If the candidate does not respond, an email notification is sent to inform the candidate that the application will not be processed.

Applications must be complete before they are processed and approved.

## EXAM SCHEDULING

All applications for testing must be received by W.I.T.S. a minimum of 35 days prior to the requested test date. W.I.T.S. certification staff will review and process all applications and supporting documentation within three to five business days. Applicants whose applications are completed and approved are scheduled for testing and receive, via email, a notification with instructions to download and print the authorization to test confirming the requested test date, location, and exam day instructions. W.I.T.S. certification staff add eligible candidates to the test site's official roster.

## CANCELLATIONS, RESCHEDULING, AND REFUNDS

Candidates with a confirmed testing appointment must contact the W.I.T.S. at least 14 days prior to the scheduled appointment to cancel a testing appointment. W.I.T.S. is not responsible for expenses incurred by the applicant due to cancellation of a test session, location changes, time changes, testing site equipment malfunctions, or other events/incidents.

Candidates requesting to reschedule a testing appointment must contact W.I.T.S. at least 7 days prior to the scheduled appointment. Rescheduling is subject to availability of space at a testing site. Applicants incur a \$75 fee for rescheduling an examination.

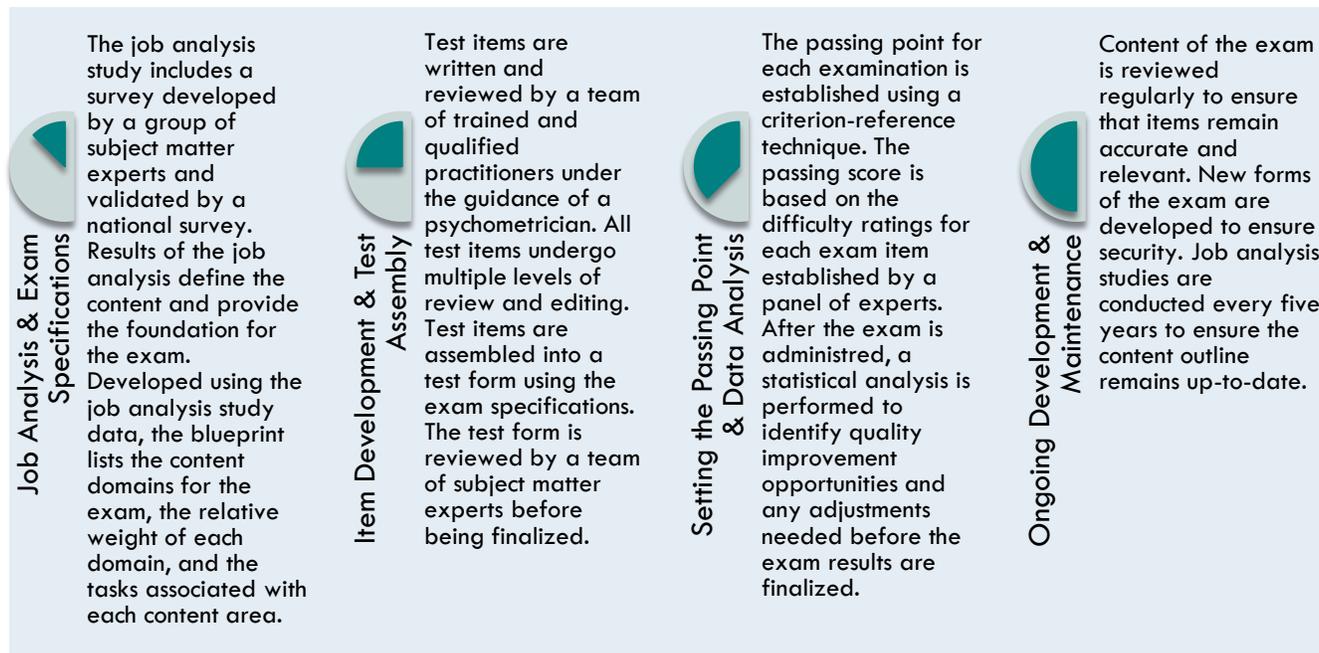
Applications and corresponding fees are valid for one (1) year from the date of submission. Applicants who request to withdraw a certification application within three (3) business days after receipt by W.I.T.S. or an applicant determined by to be ineligible to test will be sent a full refund of the examination fee, minus a \$25 processing fee.

Candidates who reschedule an examination less than 7 days before their appointment, fail to appear for the scheduled examination, or arrive late and are refused admission, will forfeit the entire examination fee.

# Preparing for the Examination

## EXAM DEVELOPMENT

The Certification Council provides oversight for the development and ongoing maintenance of the CPT-Level I certification program. The W.I.T.S. examinations are developed and maintained in a manner consistent with generally accepted psychometric, educational testing practices, and national accreditation standards for certification programs as described below.



## STUDYING FOR THE EXAMINATION

As a certification organization, W.I.T.S.'s role is in developing and administering certification examinations to determine the qualifications of candidates for certification. W.I.T.S. does not require, provide, or endorse any specific study guides, review products, and/or training courses. Candidates may prepare for certification examinations with any educational materials they choose. Purchase of review materials is not a requirement for testing, nor does use of any review materials guarantee a passing score on a certification examination.

## EXAM CONTENT OUTLINE

The content for the examinations are determined based upon the exam blueprint and content category weights developed from the Job Analysis Study. The final exam content outlines and corresponding content weights are outlined below and also published on the W.I.T.S. website at [www.witseducation.com/fit/certification/national-test-eligibility-requirements-exam-forms](http://www.witseducation.com/fit/certification/national-test-eligibility-requirements-exam-forms).

## Written Examination

Domain 1: Functional Anatomy and Biomechanics — 38%

Domain 2: Client Assessment — 16%

Domain 3: Exercise Prescription — 11%

Domain 4: Muscular Fitness — 4%

Domain 5: Cardio Respiratory 4%

Domain 6: Flexibility — 3%

Domain 7: Business of Personal Training — 24%

## Practical Examination

Part 1: Assessments — 21%

Part 2: Warm Up — 8%

Part 3: Flexibility — 39%

Part 4: Upper & Lower Body Exercises — 32%

## EXAM SPECIFICATIONS

The CPT-Level I is comprised of a two-part examination in which one part consists of a 100 multiple-choice examination and the other part is a performance-based (practical) examination. The written examination must be taken prior to the practical examination.

The written examination of the CPT-Level I is a paper-and-pencil format which consists of four-option, multiple-choice questions. Candidates are allotted 2 hours to complete the examination.

The practical examination of the CPT-Level I is a hands-on performance-based format comprised of one scenario followed by four (4) main sections. Candidates are allotted 30 minutes to complete the examination.

## LANGUAGE

All W.I.T.S. certification examinations are prepared and offered in English only. Special accommodations requesting translation dictionaries and/or extra time on the examination are not permitted.

# Taking the Examination

## TESTING SITES

All W.I.T.S. certification examinations are offered during established testing windows. The written examination is offered in a paper-based format. The practical examination is a performance-based format. W.I.T.S. delivers certification examinations at authorized testing sites located across the United States. Colleges and other post-secondary settings with testing centers that offer paper-pencil or internet based testing in a controlled, proctored environment serve as testing sites. Practical examinations may also be administered at authorized fitness centers.

## WHAT TO EXPECT ON EXAM DAY

Candidates are eligible to take W.I.T.S. examinations after their application has been approved by W.I.T.S. certification staff.

To ensure a fair and consistent environment for all candidates, examinations are delivered under strict security with standardized procedures. Candidates are required to follow all test site procedures and appropriate examination conduct at all times. Failure to comply may result in termination of a candidate's testing session, invalidation of the candidate's test score, and/or disciplinary action.

Because of the secure nature of the examination, W.I.T.S. will not disclose examination questions or candidate's responses to individual questions.

### Identification

To gain admission at the test site to take a W.I.T.S. examination, all candidates are required to present a valid, government issued, photo identification. The candidate's name on the identification card must match the name on the candidate's application form. A candidate will not be admitted to a test site without proper identification and if his/her name does not appear on the official W.I.T.S. Exam Roster for that test location and date. The name on the identification must match the name printed on the official exam roster.

### Security

W.I.T.S. maintains that the examinations are administered via a secure, standardized testing environment to ensure results for all candidates are earned under comparable conditions and represent fair and accurate measurement. All certification exams are continuously monitored by at least one proctor (written examination) and one examiner (practical examination) at all times. Candidates are required to sign in and out on the official exam roster whenever entering or exiting the testing site.

### Exam Restrictions and Candidate Conduct

- Examinations are proprietary, and content must not be shared with others. No cameras, notes, tape recorders, Personal Digital Assistants, tablets, pagers, or cellular/smart phones are allowed in the testing room.
- No calculators are permitted.
- No guests, visitors, or family members are allowed in the testing room or reception areas.
- No personal items, valuables, or weapons should be brought to the test center. The only item allowed in the testing area is identification. W.I.T.S. is not responsible for items left behind.

- No questions concerning the content of the exam may be asked during the testing session.
- Eating, drinking, or smoking is not permitted at the testing center.
- Candidates should dress comfortably. While testing centers strive to ensure the test is given in a room that is neither too hot nor too cold, candidates should be prepared with appropriate dress.
- Candidates must arrive at least 15 minutes prior to the scheduled testing time. Once the examination has begun, no additional candidates may be admitted.
- Candidates who need to leave the testing room during an examination may do so, after notifying the proctor, one person at a time. No additional time will be allotted. No test materials, test documents, notes, scratch paper, or erasable whiteboards of any kind may be taken from the examination room.
- Candidates must act in a responsible and professional manner. Any candidate who does not comply with W.I.T.S. policies and procedures or exam restrictions may be asked to leave the testing site and will have to reschedule the exam at the candidate's expense. A proctor irregularity report will be filed with W.I.T.S.
- Candidates will be observed at all times during testing. Security procedures are in place and will be enforced. Candidates must do their own work. Any indication to the contrary may void results and invalidate certification.

## MISCONDUCT

Individuals who engage in any of the following behaviors may be dismissed from the exam, their scores will not be reported, and exam fees will not be refunded. Examples of misconduct are when a candidate:

- creates a disturbance, is abusive, or otherwise uncooperative;
- displays and/or uses electronic communications equipment such as pagers, cellular phones, PDAs;
- gives or receives help or is suspected of doing so;
- attempts to record exam questions or make notes;
- attempts to take the exam for someone else; or
- is observed with notes, books, or other aids.

Any incidents of suspected cheating, violation of any W.I.T.S. test site policies, disturbances, attempts to remove test materials from the testing room, or other exam-related irregularities will be reported immediately. All serious incidents will be investigated.

Testing irregularities may result in termination of a candidate's participation in the examination administration, invalidation of exam scores, or other disciplinary action. W.I.T.S. reserves the right to investigate any test irregularity and to require retesting and/or cancellation if such irregularity cannot be satisfactorily explained.

## SPECIAL ACCOMMODATIONS

W.I.T.S. will provide reasonable and appropriate testing accommodations in accordance with the Americans with Disabilities Act (ADA) 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. W.I.T.S. requires verifiable documentation to ensure the individual qualifies under the ADA as a disabled individual, and to allow accommodations to be specifically matched with the identified functional limitation to provide equal access to all testing functions.

Reasonable accommodations are decided upon based on the:

- individual's specific request;
- individual's specific disability;
- documentation submitted; and
- 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 mental 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 mental impairment; and
- are regarded as having a physical or mental impairment.

To apply for accommodation(s), candidates must:

- complete the *Request for Testing Accommodation Form* in this candidate handbook;
- submit documentation provided by an appropriate licensed professional on the professional's letterhead which includes a diagnosis of the disability and specific recommendations for accommodations; and
- submit documentation at least four (4) weeks prior to the testing date.

Requests for accommodations will be reviewed by W.I.T.S. certification staff. Applicants who request testing accommodations should be contacted within four weeks of the exam date to verify that appropriate accommodations will be made at the designated testing site. Responsibility to verify with W.I.T.S. that accommodations have been made rests with the applicant.

## COPYRIGHT INFORMATION

All examination materials are the sole property of the W.I.T.S. Examinations are securely administered to candidates for the sole purpose of testing a qualified candidate in a single discipline for which an application for certification has been made.

The Statement of Understanding on W.I.T.S. applications must be signed and demonstrates the candidates understanding that all examination materials are the sole property of W.I.T.S and all information contained therein is strictly confidential. Additionally, no part of the examination may be reproduced, stored in a retrieval system, or transmitted in any form, or by any means without expressed written permission from the W.I.T.S. If this proprietary information is disclosed, the candidate further understands that such disclosure would constitute a violation of copyright laws and certification will be revoked.

# After the Examination

## EXAM RESULTS

W.I.T.S provides candidates with a notification of examination results, both those failing the examination and those passing the examination.

CPT-Level I examination results (written and practical) are sent via email within two to four weeks after each testing window by W.I.T.S.

Score reports include a “pass” or “fail” result. Score reports for failing candidates also include the total score, the required passing score, and details regarding W.I.T.S retesting policies and procedures.

## UNDERSTANDING YOUR SCORE

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

This passing score for the exam is established using a panel of qualified subject matter experts who carefully review each exam question to determine the basic level of knowledge or skill that is expected. The passing score is based on the panel’s established difficulty ratings for each exam question. Under the guidance of a psychometric consultant, the panel develops and recommends the passing point which is reviewed and approved by the Certification Council. The passing points for the examinations are established to identify individuals with an acceptable level of knowledge and skill. Receiving a score higher than the passing score is not an indication of more advanced knowledge or a predictor of better job performance. All individuals who pass the exam, regardless of their score, have demonstrated an acceptable level of knowledge.

## RE-EXAMINATION

Candidates who failed must register 35 days prior to the examination date to guarantee acceptance at a testing site. Candidates who were unsuccessful on the written portion or practical portion may retake the examination within 12 months only two time during that timeframe at a reduced rate of \$125 per exam. (W.I.T.S. Candidate Handbook, Re-examination, p15) Candidates may access the retake application on the website. <https://www.witseducation.com/fit/store-shop/personal-trainer-retest-registration/>

W.I.T.S. is not authorized to waive retest periods due to test security policies.

## EXAM RELATED COMPLAINTS

Candidates with complaints about the examination processes or their experiences at the testing site may file a complaint with W.I.T.S. Candidates who fail the exam and believe irregular testing conditions, significant technical problems, or violation of Certification Council policy to have been a contributing factor may file a complaint with W.I.T.S. All requests must be made in writing and postmarked or emailed no later than 30 days after the exam score report was issued. All complaints must describe the suspected error/problem and the requested remedy.

W.I.T.S. will review exam-related complaints within 15 days of receipt and obtain additional information from the test site and/or proctor, as needed.

If the issue can be resolved at the staff level, W.I.T.S. will make a determination and notify the Certification Council of the result.

Due to the secure nature of the examination, W.I.T.S. does not disclose examination questions or candidate's responses to individual questions.

## IRREGULARITIES

If W.I.T.S. has concerns regarding the validity of any examination score, the W.I.T.S. Certification Council reserves the right to cancel examination scores or require retesting under specified conditions. Circumstances warranting such actions are rare but may include the following

- Presence of test irregularities at a test site.
- Reports of talking or other communication during an examination.
- Reports of candidates giving or receiving aid from others during an examination.
- Notice of a proctor not following Certification Council procedures.
- Consulting study aids of any type during an examination.
- Copying, transcribing, printing, or reproducing proprietary test materials in any manner.
- Disclosure, publication, transmission, or distribution of any examination content.
- Removing test materials from the examination room.
- Having improper access to examination content prior to testing.
- Presence of statistically impossible or highly improbable score patterns.

W.I.T.S. reserves the right to investigate any test irregularities and to require retesting and/or cancellation if such irregularities cannot be satisfactorily explained. Test irregularities may include but are not limited to:

- Multiple candidates who have statistically unlikely answers.
- Atypical marks, erasures, or other irregularities on answer sheets, when applicable.
- A candidate who retakes an exam before the 30-day waiting period.
- Significant changes in scores of individuals or at a single test site.
- Identification, paperwork, processing, policy or other discrepancies.

# Disciplinary and Complaints Policy

## INTRODUCTION

Information regarding the complaint process will be available to the public via the W.I.T.S. website or other published documents. A complete copy of this policy will be made available to any individual upon request.

In order to maintain and enhance the credibility of the W.I.T.S. certification program, the Certification Council has adopted the following procedures to allow individuals to bring complaints concerning the conduct of CPT Level-I certificants to the W.I.T.S. Certification Council.

In the event a certificant violates the W.I.T.S. certification rules, requirements, and/or policies, the W.I.T.S. Certification Council may reprimand or suspend the individual or may revoke certification.

### **Grounds for Sanctions**

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

- Any restrictions, such as revocation, suspension, probation, or other sanctions of the individual's professional license, where applicable;
- Violation of established Certification Council rules, requirements, and/or policies;
- Conviction of a felony or other crime of moral turpitude under federal or state law in a matter related to the practice of, or qualifications for, services provided by a CPT Level-I;
- Gross negligence, willful misconduct, or other unethical conduct in the performance of services for which the individual has achieved CPT Level-I certification;
- Fraud, falsification, or misrepresentation in an initial application or renewal application for certification;
- Falsification of any material information requested by W.I.T.S.;
- Misrepresentation of CPT Level-I certification status, including abuse of logo;
- Cheating on any certification examination.

Actions taken under this policy do not constitute enforcement of the law, although referral to appropriate federal, state, and/or local government agencies may be made about the conduct of the 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

### **Complaint Submission**

Complaints may be submitted by any individual or entity. Complaints should be reported to W.I.T.S. Certification 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 W.I.T.S. Certification Council's confidentiality policy.

The W.I.T.S. Certification Council is not obligated to return any documentation submitted for the complaint and investigation process

### **Preliminary Review**

Upon receipt and preliminary review of a complaint involving the certification program, the Certification Director, in consultation with the Council Chair, may conclude, in his/her sole discretion, that the submission:

- contains unreliable or insufficient information, or
- is patently frivolous or inconsequential.

In such cases, the Certification Director and Council Chair may determine that the submission does not constitute a valid and actionable complaint that would justify bringing it before the Certification 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 Director and Council Chair to its submitter, if the submitter is identified. All such preliminary dispositions by the Council Chair are reported to the Certification Council at its next meeting.

Preliminary review will be conducted within 15 business days of receipt of the complaint.

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

## **COMPLAINT REVIEW**

For each complaint that the Chair concludes is a valid and actionable complaint, the Certification 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.

### **Review Committee**

#### **REVIEW COMMITTEE APPOINTMENT**

The Chair appoints a Review Committee of three or more individuals who are not members of the Certification 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 Chair.

#### **REVIEW COMMITTEE RESPONSIBILITIES**

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 will be established by the Review Committee. The Review Committee may be assisted in the conduct of its investigation by other members of the Certification Council or by W.I.T.S. staff or legal counsel. The Chair exercises general supervision over all investigations.

Both the individual submitting the complaint and the 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 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 Certification 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. Investigations and deliberations cease at the discretion of the Review Committee or when a certificant's certification expires or is surrendered. W.I.T.S. notifies and cooperates with all appropriate authorities as necessary.

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 Certification Council may consult their own counsel.

Certificants who are found to bring frivolous complaints against other certificants or W.I.T.S. may be subject to disciplinary action by the Council, up to and including revocation of certification.

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

## DETERMINATION OF VIOLATION

### **Review Committee Recommendation**

Upon completion of an investigation, the Review Committee recommends whether the Certification Council should make a determination that there has been a violation of W.I.T.S. policies and rules. When the Review Committee recommends that the Certification 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 Review Committee Chair and is presented by a representative of the Review Committee to the Certification Council along with the record of the Review Committee's investigation.

### **Certification Council Determination**

#### COMPLAINT DISMISSAL

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

#### DETERMINATION OF VIOLATION

The Certification 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 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 Certification Council.

In certain circumstances, the Council may consider a recommendation from the Review Committee that the 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 Certification Council to accept it are within their respective discretionary powers. If such an offer is extended, the 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 Certification Council. If the Council accepts the assurance, notice is given to the 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 Certification Council upon a 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:

- written reprimand to the certificant;
- suspension of the certificant for a designated period; or
- termination of the certificant's certification.

For sanctions that include suspension or termination, a summary of the final determination and the sanction with the certificant's name and date is published by the W.I.T.S. 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 Council Chair normally is sent to a certificant who has received his or her first substantiated complaint. Suspension normally is imposed on a certificant who has received two substantiated complaints. Termination normally is imposed on a certificant who has received two substantiated complaints within a two year period or three or more substantiated complaints. The Certification Council may, at its discretion, however, impose any of the sanctions, if warranted, in specific cases.

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

## APPEAL

### **Request for Appeal**

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

### **Appeal Committee**

Upon receipt of a request for appeal, the Council Chair 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 Chair. No current members of the Review Committee or the Certification 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.

## **Basis for Appeal**

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

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

## **Appeal Procedure**

Only facts and conditions up to and including the time of the Certification Council's determination as represented by facts known to the Council are considered during an appeal. The appeal will 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 appellant and of the Certification 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 Certification Council but does not address a sanction imposed by the Council. The decision of the Appeal Committee, including a statement of the reasons for the decision, is reported to the W.I.T.S. Certification Council.

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

## **RESIGNATION**

If a certificant who is the subject of a complaint voluntarily surrenders his or her certification(s) 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 Certification Council, or an Appeal Committee established after an appeal. The entire record is sealed and the individual may not reapply for certification. However, the Certification Council may authorize the Chair 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 Certification Council has dismissed the complaint as a result.

# Maintaining Certification

## PURPOSE

The W.I.T.S. Certification Council requires the continuing professional development of its certificants to ensure that individuals who hold the CPT Level-I credential maintain an ongoing commitment to learning, keep pace with developments in the field of personal training, and strengthen their knowledge and skills. The mandatory recertification process provides certificants with the opportunity to demonstrate the retention, reinforcement, and expansion of their knowledge and skills.

W.I.T.S. defines continuing competence consistent with how the National Commission for Certifying Agencies (NCCA), the accrediting body for professional credentials, as demonstrating specified levels of knowledge, skills, or ability not only at the time of initial certification but throughout an individual's professional career. To support this purpose, recertification requires continuing education that enhances ongoing professional development, recognizes learning opportunities, and provides a process for both attaining and recording professional development achievements.

W.I.T.S. supports the ongoing professional development of CPT Level-I certificants and the maintenance of certification by:

- requiring reasonable and appropriate continuing educational and professional activities;
- enhancing the ongoing professional development of certificants;
- encouraging and recognizing individualized learning opportunities; and
- providing a standardized, objective and straightforward process for attaining and recording continuing educational and professional activities.

## RATIONALE FOR RECERTIFICATION

W.I.T.S. requires periodic recertification to promote professional development for health and fitness professionals to ensure that individuals who hold a W.I.T.S. credential maintain a commitment to learning in their area(s) of practice to strengthen their knowledge and skills.

Professional development is accomplished by obtaining the required number of continuing education credits. Recertification by continuing education credits ensures that the individual has participated in professional development activities that are directly related to the body of knowledge for CPT Level-I certificants as defined by the examination content outlines.

The two-year time period established for recertification is based on the Council's determination that the certificant develop and implement personalized exercise programs to assist and improve the health and fitness for clients ranging in age, health, and fitness status through use of fitness programs required for practice in the service industry.

The recertification cycle ensures that:

- certificants demonstrate currency in job-related skills within an appropriate period;
- certificants maintain high standards of clinical quality;
- the two-year recertification requirement of the Adult CPR/AED certification is maintained; and
- certificants uphold the commitment to the Code of Ethics.

To ensure that certificants supplement and reinforce their knowledge in appropriate subject areas, only those continuing education courses directly related to the fitness field and approved by W.I.T.S. or the International Association of Continuing Education and Training (IACET) will accrue toward the 20 hours of continuing education credits.

## RECERTIFICATION REQUIREMENTS

CPT Level-I certificants are required to recertify every two (2) years by earning 20 hours of continuing education credits, signing the Code of Ethics, and submitting a current copy of the Adult CPR/AED certification. Recertification includes submission of a completed recertification application and recertification fee.

## EXPIRATION DATE

W.I.T.S. certification expires on the last day of the month two (2) years following the date of certification. For example, if an individual is certified on May 15, 2016, certification will expire on May 30, 2018. Applications for recertification must be submitted at least 90 days prior to the date on which the certification expires.

Recertification reminder notices are issued 120 days before the recertification application deadline to the last known email address of each certificant. Certificants are responsible for notifying the W.I.T.S. office of any changes in address, including email address.

Recertification is the responsibility of each CPT Level-I certificant. W.I.T.S. is not responsible for notices that fail to reach certificants.

## CONTINUING EDUCATION REQUIREMENTS

After initial certification is obtained, continuing education credits may be accrued and used for recertification. Certificants must accrue the required number of CECs designated for the CPT Level-I certification during each continuing education (CE) cycle, which is a two-year period. Continuing education credits must be obtained between the date of initial certification and the date that the recertification application is submitted.

CECs do not carry over to future reporting periods.

### **Documentation Required**

Documentation of the continuing education credits must be submitted with the recertification application to the W.I.T.S. Primary source verification of all continuing education credits is required. The CEC submission must include the following information and documentation: (a) the name of the program sponsor, author or presenter of the activity; (b) the date(s) on which the activity was conducted; (c) the name of the course, program or seminar; and (d) documentation sufficient to provide proof of attendance or completion of the activity, as well as proof of the CECs earned with respect to the activity.

### **Acceptable Topics**

Continuing education activities and topics directly related to the knowledge, skill, and ability statements on the detailed content outline of the CPT-Level I will be accepted.

## Acceptable Providers

Continuing education credits must be earned from a W.I.T.S. or IACET approved/accredited provider. Certificants may request approval for credits received from non-approved providers using the *Petition for Continuing Education Credits (CECs) Form* available on the W.I.T.S. website.

## Acceptable Activities

Continuing education credits may be earned at workshops, conferences, conventions, seminars, college/university courses, and webinars. Credit may be claimed only once for each activity. For example, a 1 hour presentation that is delivered at two different conferences can only be claimed for 1 CE credit.

Activities	Description	CECs Awarded	Required Documentation
Participation in W.I.T.S. Educational Programs	Online CEC programs or pre-approved CEC providers.	CECs pre-assigned by W.I.T.S. or approved providers.	Certificate of completion from the approved CEC provider.
Participation in Education Programs offered by IACET Accredited Providers	Must be directly related to the fitness field.	Providers are accredited by IACET.	Certificate of completion from the accredited CEU provider.
Accredited University/College Courses	Undergraduate and/or graduate courses must be directly related to the fitness field.	CECs directly correlate to the college credit hour.  Example: a 3 college credit hour course is worth 3 CECs.	Official transcripts from the accredited university/college.
W.I.T.S. Webinars	Online and/or live CEC program or pre-approved CEC providers.	CECs pre-assigned by W.I.T.S. or approved providers.	Certificate of completion from the approved CEC provider.
Participation in Webinars offered by IACET Accredited Providers	Online/live CEU program or accredited CEU providers.	Providers are accredited by IACET.	Certificate of completion from the accredited CEU provider.

## RECERTIFICATION FEES

The CPT Level-I recertification fee is \$75 USD. W.I.T.S. accepts payment in the form of check, money order, or credit card. Certificants incur a \$35 fee for returned checks.

W.I.T.S. will not validate CPT Level-I renewal until all fees are remitted.

## INCOMPLETE RECERTIFICATION APPLICATIONS

A recertification application will be considered incomplete if any of the requested information is missing or illegible or the appropriate recertification fee is not remitted.

Recertification applications must be submitted online or via USPS, unless the applicant has a disability that requires the application to be submitted in another format.

Candidates will be notified once via email that the recertification application is incomplete and what must be done to complete the application and recertification process. If the candidate does not respond, an email notification is sent to inform the candidate that the application will not be processed.

Applications must be complete before they are processed and approved. Incomplete applications will not be returned, and recertification application fees will not be refunded. A \$25 fee will be incurred if a certificant requests W.I.T.S. to return any documentation submitted during the recertification application process.

## VERIFICATION PROCESS

In order to maintain the credibility and integrity of the certification process, the Certification Council reserves the right to verify any information provided on recertification applications. Requests for verification may be made prior to recertification or at a future time.

Certificants are advised to retain all recertification documentation for at least two (2) years after each recertification deadline.

All recertification applications will be reviewed by W.I.T.S. certification staff to ensure that all recertification requirements are met.

If any areas of non-compliance are identified during the review of a recertification application the individual will have 30 days to submit any required information. If the required information is not provided, the certificant's certification will expire at the end of the 30 days or on the normal expiration date (whichever comes last).

If an application is selected for audit and the certificant does not respond or does not submit the requested documentation, certification will not be renewed.

## RECERTIFICATION ACCEPTANCE

W.I.T.S. issues a recertification confirmation, new certificate, and a wallet card to certificants once all recertification requirements have been met.

Recertification applications will not be accepted from individual's whose certification status has been suspended or has been revoked.

## FAILURE TO RECERTIFY

Recertification is mandatory for all certificants. If certification has been expired for 60 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 recertification fee and 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.

If certification has been expired for more than 60 days, the certification becomes invalid and will not be renewed, and the individual will have to re-apply for certification, meet the current eligibility criteria for initial certification, and re-take the certification examination in order to reinstate certification.

CPT Level-I certification may not be used from the date of expiration until the credential is successfully reinstated.

## LIMITATIONS

The Certification Council acknowledges that not all sources or types of continuing education contribute equally to professional development. All continuing education credits earned must be on acceptable topics and from acceptable activities as defined above.

# Code of Ethics

## INTRODUCTION

The Code of Ethics applies to all individuals credentialed by W.I.T.S., as well as individuals seeking certification (candidates or applicants) from W.I.T.S.

All applicants and certificants will agree to the W.I.T.S Code of Ethics (“Code”) as a condition of certification. Violation of any portion of the Code may result in disciplinary action as outlined in the Disciplinary Policy.

## PURPOSE

The Code of Ethics establishes the basic ethical standards for the professional behavior of W.I.T.S certificants and candidates. The Code is designed to provide both appropriate ethical practice guidelines and enforceable standards of conduct for all certificants and candidates.

## CODE OF ETHICS

W.I.T.S. supports appropriate, professional standards designed to serve the public, employees, employers, consumers, and their clients. First and foremost, W.I.T.S. certificants and candidates give priority to providing services that safely improve the health and fitness for clients ranging in age, health, and fitness status through the development and implementation of fitness programs.

W.I.T.S. certificants and candidates have the obligations to: maintain high standards of integrity and professional conduct; accept responsibility for their actions; continually seek to enhance their professional capabilities; practice with fairness and honesty; and, encourage others to act in a professional manner, consistent with the certification standards and responsibilities.

- I shall place services and the health and welfare of persons before self-interest and conduct myself in the practice of the profession so as to bring honor to oneself, peers, and to the fitness and health profession.
- I shall strive to remain current in my knowledge and skills by participating in continuing education activities within my professional discipline(s).
- I shall adhere to all safeguards in the workplace, for the health and well-being of those I serve, as well as my own.
- I shall uphold the standards of professionalism, and be honest in all professional interactions.
- I shall uphold the standards of professionalism and commit to performing my duties competently, safely and ethically.
- I shall respect the rights of clients, colleagues, and other fitness and health professionals, and safeguard client confidence, trust, and privacy in accordance with the law.
- I shall truthfully and accurately state my credentials, professional education, professional work product, and experiences.

Candidates attesting and adhering to the Code of Ethics uphold the high standards of professional behavior at all times in the profession(s) for which he or she received certification by W.I.T.S.

# W.I.T.S. Policies

## CONFIDENTIALITY

W.I.T.S. is committed to protecting confidential and/or proprietary information related to applicants; candidates; certificants; and the examination development, maintenance, and administration process. The confidentiality policy applies to all W.I.T.S. employees, Certification Council members, committee members, consultants, psychometric consultants, and other individuals who are permitted access to confidential information.

Confidential materials include, but are not limited to: an individual's application status, personal applicant/certificant information, exam development documentation, examination items, examination forms, and individual examination scores.

To ensure the security of the examination, all test materials are confidential and are not released to any person or agency, except as required by W.I.T.S. policies for the purpose of examination development and administration.

Applicants for certification are required to read and acknowledge the confidentiality statement during the CPT-Level I application process.

## RELEASE OF INFORMATION

Information about a candidate/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.

All application information is confidential and will not be shared with any party other than exam development and administration vendors, as needed, for certification processing purposes.

Examination results are released only to the examination candidate unless a signed release is provided in writing by the individual or is required by law.

## VERIFICATION

An individual's certification status is not considered confidential. W.I.T.S. will provide confirmation of certification status to anyone who requests the information, and verification is accessible online via the Verify Certification database. Verification of certification status will include the individual's name, current certification status and credential(s) held, and – if authorized by the certificant – the city and state where the certificant resides and whether the certificant can be contacted via email, which the certificant may voluntarily provide. Certificants may choose to opt out of public listings through the certification application process.

## AGGREGATE DATA

Aggregate examination statistics (including the number of exam candidates, pass/fail rates, and total number of certificants) is publicly available and updated annually on the W.I.T.S. website. Aggregate examination statistics, studies, and reports concerning candidates/certificants will contain no information identifiable with any candidate/certificant.

## USE OF CERTIFICATION MARK

W.I.T.S. only confers certification when a candidate has successfully completed all certification requirements, including passing the examinations. W.I.T.S. will send a recertification confirmation, new certificate, and wallet card verifying certification status.

After meeting all eligibility requirements and passing the written and practical examinations, individuals may use their CPT Level-I credential in all correspondence and professional relations. The credential is typically used after certificants' names following any academic degrees and licensure (e.g. Mary Smith, CPT Level-I or Mary Smith, MS, CPT Level-I).

W.I.T.S. credentials may be used as long as the certificant remains in good standing and keeps his/her certification valid through continuing education.

## CERTIFICATES

Each CPT Level-I certificant receives a certificate that includes:

- the certificant's name
- certification type
- date of initial certification
- expiration date or statement that the certification must be renewed

All certificates include a statement that the certificate is the sole property of W.I.T.S. and must be returned upon request. When disciplinary actions result in the revocation of an individual's certification, W.I.T.S. requires the return of any certificates issued.



## SPECIAL ACCOMMODATIONS REQUEST FORM

If you have a disability covered by the Americans with Disabilities Act (ADA), please complete this form and provide documentation by a licensed professional on letterhead which includes a diagnosis of the disability and specific recommendations for accommodations. The information you provide, and any documentation regarding your disability and special accommodation, will be treated with strict confidentiality and will not be shared with any source, without your express written permission, except for W.I.T.S. and testing administrators.

Please submit forms to: World Instructor Training Schools  
2244 Sunstates Court, Suite 107  
Virginia Beach, VA 23451  
Fax: 757.428.3873

APPLICANT CONTACT INFORMATION		
Last Name:		First Name:
Middle Initial:		Degree/Credential:
Phone:	Fax:	Email:
Personal Address:		
City:		State/Province: ZIP Code:
SPECIAL ACCOMMODATIONS		
Please provide (check all that apply):		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:		
Comments:		

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## **CPT-Level I Candidate Handbook**

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