



AAPTE Recertification Handbook





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NOTE: Failure to meet any or all requirements set forth in the Recertification Handbook by the certification renewal date will result in denial of application and expired certification status with the AAPTE.

This document is considered accurate at the time of printing. AAPTE shall not be liable for inadvertent errors in printing or omissions. Policies and Procedures are subject to change. Please consult the AAPTE web site at www.aapte.org or the AAPTE via phone 631.264.8096 for any questions.

Recertification Purpose and Rationale

The purpose of the CPT-EFS Recertification Program is to ensure continuing commitment to the credential and the profession and to ensure that the CPT-EFS credential holder continues to meet standards for certification. The NCCA Commission defines recertification as “requirements and procedures established as part of a certification program that a certificant must meet to maintain competence and renew his or her certification.”

The CPT-EFS Recertification Program adheres to this definition as a certificant participating in the program is required to demonstrate that his or her skills and knowledge remain current in order to assure that he or she is able to continue to practice successfully within his or her profession. It is required that all CPT-EFS certification credential holders participate in the recertification program in order to maintain active certification. An CPT-EFS credential holder is required to keep his or her certification current by completing various CAB approved continuing education activities.

Recertification and Continued Competence

Continued competence is documented through participation in the CPT-EFS Recertification Program. The NCCA commission defines continuing competence as “demonstrating specified levels of knowledge, skills, or ability not only at the time of initial certification but throughout an individual’s professional career.” The CPT-EFS Recertification requirements adhere to this definition by requiring an CPT-EFS credential holder to participate in continuing education activities related to the profession in order to maintain his or her status in good standing.

Requirements and Rationale

To support the AAPTE’s commitment to ensure the proficiency of its certificant’s and protection of the public, AAPTE CPT-EFS credential holders are required to renew their credential every two (2) years. In addition, the two-year renewal requirement ensures that individuals holding the CPT-EFS are to better identify changes in the profession and are able to remain current in industry best practices.

Certificants wishing to renew their certification must complete a minimum of fifteen (15.0) Continuing Education Credits (CECs) within the two-year certification period. A minimum of five (5) CECs must be obtained directly from the AAPTE. The CAB implemented this requirement to assure that certificants follow the AAPTE/CAB ethics standards and AAPTE’s standards of practice.

Upon AAPTE receiving the completed documentation and required fee for recertification, the AAPTE will renew the certificant’s credential. To recertify certificants must maintain a copy of all CECs awarded by The AAPTE and or other CEC providers and any Petition Approval Notices. Applicants for renewal will be required to submit all documentation online upon successful completion of fifteen (15) CEC’s. Applicants may renew their certification once they have obtained the required fifteen (15) CEC’s prior to the certification expiration date. After successful completion of recertification the certificant will receive an email acknowledging the successful completion of the recertification process. Additionally, within six (6) weeks the certificant will receive a recertification packet and new wall certificate, via land mail.

Carrying Over CEC Credits to the Next Certification Period

If the certificant accrues more than the required credits for recertification in a certification period, the additional credits may not be carried over to the following certification time period.

CPR-AED Certification

To recertify you must maintain current CPR-AED certification. Every time you recertify your CPR-AED, present a copy of the front and back of the card to the AAPTE Online credentialing does not meet the CPR-AED requirement.

Submitting for Recertification Renewal

Upon completing the required CEC's and before your certification expiration date, you may submit for recertification. For AAPTE CPT-EFS certification renewal all documentation will be uploaded and submitted to the AAPTE at <https://www.aapte.org/my-aapte-account> This can be done by choosing the Ready to Recertify tab under the Recertification tab on the My AAPTE Account page. And pay all applicable fees.

Recertification

- Recertification Fee.....\$85
- 6 Mo Extension Option.....\$85
- Course Review Petition Fee (Per Course).....\$15

Notice of Recertification Denial

By failing to meet the recertification requirements, a certificant's application for recertification will be denied. In such a case, he/she will receive notice from the AAPTE stating the reason for denial. The applicant will then have 30 - 45 days to resubmit their online application or appeal the recertification decision (see Recertification Appeals, 19.01. If the required documentation or request for extension is not received within the 30 – 45 days, the certification will become invalid and the applicant will be required to retake and pass the AAPTE CPT-EFS Examination to obtain new certification status from the AAPTE. Reasons for denial:

- Documentation not submitted before the recertification expiration date
- Extension not requested prior to the certification renewal date
- Did not meet the required CECs
- No Petition Application and / or Approval for CECs obtained outside of the AAPTE was submitted
- Did not meet the minimum requirement of five (5) CECs obtained directly from the AAPTE
- Recertification fees not paid in full
- Valid Proof of CPR-AED not provided upon request (Online credentialing does not meet the CPR-AED requirement.)

CPT-EFS Recertification Application Truth of Information

By submitting a completed recertification form the applicant attests to the truth and accuracy of the information provided to AAPTE. Additionally, the applicant attests to having a current CPR-AED Certification (online courses are not accepted).

Auditing by Attestation Policy

AAPTE supports recertification as a means of encouraging individuals to continue activities essential to the maintenance of knowledge and continuing competence required for their level of practice and certification in the field of personal training. Certificants who choose to recertify must submit their renewal application online at www.aapte.org and the applicable fees. AAPTE relies on the honesty and professional integrity of its certificants who attest in a truth statement that they have completed fifteen (15) continuing education credits (CEC) and have an active CPR AED certification within their two-year recertification period. However, AAPTE

conducts regular audits of a minimum of 20% of all recertified by attestation applications submitted. Certificants with applications selected for audit are required to provide, supporting documentation regarding their earned CECs and CPR AED certification. All CEC's must have been completed on or before the date the recertification by Attestation application is submitted. Those who successfully meet and pass the audit criteria will have their certification renewed for a 2-year period. Certificants who do not meet and pass the audit criteria will be notified by AAPTE and must register and pass the applicable exam to regain their AAPTE CPT EFS credential. Certificants have the option to appeal the decision to the CAB under special reconsiderations.

Procedure

1. The certificant completes and submits an online Recertification by Attestation application from their online AAPTE account.

The submission for recertification will include the applicant's attesting to:

1. Having read and understood the recertification handbook
 2. Understanding and agreeing to comply with the Ethics Standards, Scope of Practice and the disciplinary policy
 3. Agreeing to comply with all certification requirements and agreeing to supply any information needed to evaluate and verify compliance
2. The AAPTE credential management randomly selects and flags a minimum of 20% of all submitted Recertification by Attestation applications for audit.
 3. Certificants with applications selected for audit will receive a notification email indicating their application has been selected for audit. The notification email will contain instructions to the certificant about what next steps in the audit process are required along with a due date.

Note: The supporting documentation is due within 30 days of receipt of the audit notification email. The CEC activity and supporting documentation provided by the candidate being audited must be completed on or before the date the candidate provided attestation for renewal. If the certificant under audit claims they never received the audit email, AAPTE will grant a 30-day extension from the date of notification.

4. Candidates are required to supply the supporting documentation to the AAPTE credentialing management. All continuing education offerings documented for consideration must include a certificate of completion that clearly shows the candidate's name, date of completion, contact hours awarded. CPR AED must show date of expiration.
5. Once the certificants supporting documentation is provided an AAPTE team member verifies the documentation was received by the due date, reviews the documentation for completeness, and determines if the documentation provided by the certificant meets AAPTE recertification and audit criteria. If all audit criteria have been met, the AAPTE team member will change the status in the credential management system from under audit to certified. The credential management system automatically determines the new expiration date which is two years from the certificant's prior expiration date.
6. Certificants who successfully meet and pass the audit criteria are sent a congratulatory e-mail. A certificate is mailed within 30 days of audit completion which reflects the new certification expiration date.
7. Certificants who do not meet and pass the audit criteria will be notified by e-mail. Certificants will have the option to appeal to the CAB under special reconsiderations or they must register and pass the applicable exam to reinstate their AAPTE credential. AAPTE does not provide refunds for certificants who are unsuccessful with the audit process.

Appeals under special reconsideration

Certificants who do not meet and pass the audit criteria may write to the CAB under any of the following circumstances for reconsideration

1. error in the document verification process; and or
2. errors in the way of reporting the required documentation; and or
3. candidate's certification has not expired yet, and they still have time to meet the recertification requirements; and or
4. extenuating circumstance exist that may require a CAB vote for an extension on certification

The AAPTE shall conduct random audits of its recertifying candidates. Upon request you must provide the AAPTE with the required supporting documents within ninety (90) days of the request. Supporting documentation includes: Proof of course work completion, letters of approved courses that were approved via petition process and CPR-AED card. Documentation must be land mailed to: AAPTE RECERTIFICATION AUDIT DEPT P.O. Box 864 Amityville, NY 1170

Six (6) Month Extension Option

The AAPTE recognizes that there are circumstances that may render a certificant unable to accumulate the required number of CECs in the allotted timeframe. There is a six-month extension option available for those that have not completed their required continuing education credits. Applicants may obtain the extension by registering online on the AAPTE's recertification page. There is a fee of \$85.00. The extension fee does not include the recertification fee due upon submission of Recertification Application. Certificant's must register online prior to their recertification expiration date. Upon AAPTE's receiving the applicant's online extension and payment, the AAPTE will grant the six (6) month extension. Failure to acquire the necessary credits for recertification during the 6 month extension period will render the certificant's certification expired and the certificant will be required retake and pass the AAPTE CPT-EFS Exam to receive current certification status from the AAPTE.

Petitioning the AAPTE for CEC's from other CEC

Providers -E-Learning, Webinars, and Home Study Courses - Petition must include:

1. A course description clearly detailing the topic and content. Additionally, an explanation of how the subject matter relates to the personal training profession. A minimum of three learning objectives must be provided.
2. Each topic must be broken down into time segments. For example: Anatomy 1 hour, Physiology 1.5 hours, Nutrition 1.5 hours) Please include break time as well.
3. A copy of supporting materials must be submitted.
4. Presenters name, bio or resume (either must include credentials)
5. Petition submissions may be made at www.aapte.org and scroll over the Recertification tab.

In addition to the AAPTE certificant's may obtain CEC credits by participating in course offerings given at Universities, Colleges, and workshops, seminars, or clinics, sponsored by other organizations. Credits are awarded based upon the type of program and whether or not the program continues and adds to the certificant's education based upon the knowledge required to attain your original certification.

All AAPTE CEC courses meet the aforementioned criteria. A maximum of 0.5 credits will be awarded for every contact hour. A maximum of 5.0 CEC's may be awarded per course meeting AAPTE criteria. Courses submitted for AAPTE CEC approval have a petitioning review fee of fifteen dollars (\$15) per submission. This fee schedule applies per submission. A maximum of 5 CECs may be awarded per course meeting AAPTE criteria. Contact hours are instructional and do not include registration, breaks or lunch hours, or test / exams. When petitioning conferences or conventions consisting of multiple workshops, and, or seminars, list each session separately. A maximum of five (5) CEC's may be awarded per one day conference / convention.

The petition fee is non-refundable and does not guarantee that credits will be awarded. Course work submitted for approval must have:

1. Confirmation of attendance
2. Complete course description
3. Breakdown of lecture and hands-on portions in terms of total time
4. Instructor Bio
5. Total classroom participation time

Submitted information will be evaluated based on curriculum, educational hours, course format, relevance, and enhancement to your certification. Certificants are advised to obtain approval from the AAPTE., prior to taking courses outside of the AAPTE. Please allow up to 10 business days from the date of submission or a response. NOTE: Sending incomplete information may result in the increase of response time. Plan Ahead! Please submit your CEC Petitions early to ensure sufficient time to receive a response prior to your certification renewal date.

College / University courses that may be accepted

Each college course credit is equal to 1.25 AAPTE CECs, with a maximum of 5.0 CEC per course. See petitioning procedures letter I.

- Human Anatomy and Physiology
- Pathophysiology
- Human Biology
- Sports Psychology Exercise Physiology
- Biomechanics / Kinesiology Nutrition
- Sports Medicine □ Neuroanatomy

Not Approved for CECs

The AAPTE will not provide CEC's for certification exams.

Petition Notice of Acceptance or Denial

The AAPTE CPT-EFS certificant will be contacted via email announcing the outcome of the petition in approximately ten (10) business days after the receipt of petition application. Approval notices must be maintained by the candidate and copies submitted with recertification documentation.

CEC Petition Denial Appeals Process

Certificants who are denied a petitioned CEC course may wish to appeal the decision and may do so within thirty (30) days of notice of denial. Appeals requests must be made in writing to the AAPTE Petition Appeals Committee and include any documentation that would substantiate the appeal. Appeals are subject to an administrative fee of \$30.00 per course and will be submitted to the Certification Appeals Committee for review. The Certification Appeals Committee is comprised of three (3) certified professional representatives and will meet via phone, in person, or electronic means. This process requires up to sixty (60) days. All decisions made by the Certification Appeals Committee are final and cannot be appealed again.

Certification Appeals Committee The CAB Appeals Committee is a standing committee of the CAB, formed upon necessity and governed by these Policies and Procedures for standards and procedures of meetings. A majority vote is necessary for denial or approval of an appeal. All decisions made by the CAB Appeals Committee are final and cannot be appealed again

Recertification Appeal

The CAB reserves the right to deny or remove a credential based on the holder's inability to remain eligible to maintain his or her credential for reasons other than disciplinary action. (Expired credential, inappropriate continuing education materials provided, non-payment of renewal fees, etc.) It is the responsibility of the candidate to submit an Certification Exception Request/Appeals Form and supporting documentation in the event the candidate does not meet the eligibility requirements. Once the Certification Exception Request/Appeals form is received by the Certification Staff, the candidate/certificant can expect a written response in approximately thirty to forty-five (30-45) days.

A Recertification appeal is reviewed by the CAB Certification Appeals and Ethics Committee The CAB notifies the candidate of the committee's decision in written form. An appeal is filed by submitting an CPT-EFS Certification Exception Request/Appeals form found on the AAPTE website at: <https://www.aapte.org/>. An appeal decision by the CAB is final and not subject to further appellate review.

Due Process

If the CAB Certification Appeals and Ethics Committee has heard a substantially similar case, then its decision is precedent for future cases. The Certification Staff will send a decision letter that is consistent with that decision. A candidate/certificant may appeal this decision to the full CAB within thirty (30) days of receiving the decision letter.

If the CAB Certification Appeals and Ethics Committee has not heard substantially similar cases, then the case is heard by the CAB Certification Appeals and Ethics Committee, and the Certification Staff communicates the decision to the candidate/certificant. A candidate/certificant may appeal this decision to the CAB within thirty (30) days of receiving the decision letter.

Professional Misconduct

In the event of a formal complaint (a written description of the facts and circumstances alleged, signed by the complainant and sent by certified mail to the AAPTE and received within 30 days of the alleged behavior), the CAB Certification Appeals and Ethics Committee will provide written notification to the accused of the allegations and the identity of the complainant.

The accused (respondent) will also be furnished with a copy of the written charge and will have an opportunity to respond to the allegations contained therein.

An accused AAPTE certificant may wish to consult legal guidance in responding to the complaint. After the notification described above, the CAB Certification Appeals and Ethics Committee will conduct any additional investigation which may be necessary. If any complaint is under the investigation of any Federal or State authority the CAB Certification Appeals and Ethics Committee will remove itself as having any authority on the disciplinary course of action until the investigation has been complete.

The findings of any investigation is expected to lead to one of the following possible outcomes:

- The CAB Certification Appeals and Ethics Committee finds insufficient facts to support the charge;
- The CAB Certification Appeals and Ethics Committee finds facts to support the charge, reaches a negotiated resolution satisfactory to the parties, and does not recommend further action; or
- The CAB Certification Appeals and Ethics Committee finds facts to support the charge and recommends further action.
- In the event an individual violates the Code of Conduct, Certification rules, or Certification program policies the CAB Certification Appeals and Ethics Committee may, through the AAPTE reprimand or suspend the individual or may revoke Personnel Certification.

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

1. Violation of the Code of Conduct.
2. Violation of established Certification policies, rules and requirements.
3. Conviction of a felony or other crime of moral turpitude under federal or state law.
4. Gross negligence, willful misconduct, or other unethical conduct in the performance of services for which the individual has achieved Certification from AAPTE.
5. Fraud or misrepresentation in an initial Certification application or Recertification application.

Upon completion of the investigation, the CAB Certification Appeals and Ethics Committee will submit, to the President/AAPTE Board of Directors, a report including findings of fact and any recommended action. Disciplinary action shall reflect the status of the accused, the severity of the conduct, and other relevant factors in the case. The Board of Directors will retain the right to be the final decision maker in any judgement.

Certification Trademark Usage

Only an individual granted the CPT-EFS credential and who appropriately maintains the certification may use the CPT-EFS trademark in a manner consistent with the scope for which the certification was granted.

The use of the CPT-EFS trademark is in accordance with the CAB's Policies and Procedures and cannot be used in a misleading or fraudulent manner. The CAB shall take all appropriate steps including legal or other action, such as suspension or revocation of the certification, in order to protect its rights regarding the use of the trademark. **Usage Guidelines can be found at <https://www.aapte.org/aapte-branding-guidelines>**

Code of Conduct

The Code of Conduct applies to each individual credentialed by the AAPTE. The Code of Conduct establishes the basic ethical standards for the professional behavior of certificants. The Code is designed to provide both appropriate ethical practice guidelines and enforceable standards of conduct for all certificants.

All candidates will agree to the Code of Conduct as a condition of Certification and an affirmation of their commitment to uphold the highest standards of personal and professional behavior. Violation of any portion of the Code may result in disciplinary action as outlined in the Disciplinary Policy. The Code of Conduct will be published and available to all interested parties.

Ethics

Standard 1: Professional Public Conduct:

The Academy of Applied Personal Training Education (herein after AAPTE) expects its certificants to consistently maintain the highest level of professional standards when interacting with the general public as clients and potential clients.

Standard 2: Professional Misconduct

The AAPTE takes very seriously, cases where personal / professional misconduct can bring the AAPTE into disrepute. This includes the following; falsifying information about your qualifications and experience; disseminating client information, confidentiality must be maintained; public criticizing of fellow AAPTE professionals, associate professionals and certifying organizations, members, personally or their methods of working and teaching; breaching AAPTE's standards, including those within the AAPTE's Code of Ethics and non-disclosure of information that may damage or harm the AAPTE and its affiliates.

Standard 3: Non-Discrimination

- a. An AAPTE certificant shall not discriminate or stereotype between clients on the basis of caste, creed, education level or any other distinguishing factor.
- b. All clients must be provided with the same level of service, respect, and dignity.
- c. The certificant shall avoid bringing personal issues into the client's session.
- d. The certificant has the right of refusal to provide services to a client based upon personal expertise, personal comfort and safety of the client.

Standard 4: Responsibility

- a. It is the trainer's responsibility to keep the client's needs, abilities, goals, health, and safety first.
- b. Never compromise this responsibility for your own self-interest, personal advantage, or monetary gain.
- c. Never recommend products that are based on claims that have a direct association with physiological function and can affect the central nervous system.
- d. Never make assumptions of a client's level of health. A comprehensive Health History questionnaire and physiological assessments must be performed prior to engaging in

physical activity. The physiological assessments minimally include: Blood Pressure and resting heart rate measurement.

- e. When necessary the certificant will ask the client to obtain medical clearance prior to the engagement or continuation of activity.

Standard 5: Competence

- a. AAPTE certificants shall recognize, respect, and adhere to the boundaries and limitations of their competencies and practical education.
- b. Maintain all certifications inclusive of certificate of personal training and CPR /AED certifications.
- c. AAPTE certificants will undertake ongoing efforts to develop and maintain their competence.

Standard 6: Public Statements

- a. The AAPTE certificants shall honestly respect the limits of present knowledge in public statements concerning the science of human physiology, nutrition, biomechanics, injuries, and human performance relative to the science of personal training.
- b. The AAPTE certificants in making statements to clients, other professionals, and the general public shall state only those matters which have been empirically validated and/ or cited in the scientific literature. All other opinions, speculations, and conjecture concerning the science and practice of personal training and its associated disciplines (anatomy, physiology, nutrition, biomechanics, special populations, human performance etc.) shall be represented as less than scientifically validated.

Standard 7: Personal Problems and Conflicts

- a. AAPTE certificants will refrain from initiating an activity when they know or should know that there is a substantial likelihood that their personal problems will prevent them from performing their work-related activities in a competent manner.

Standard 8: Sexual Harassment

- a. AAPTE certificants do not engage in sexual harassment or harassment of any kind. Sexual harassment is sexual solicitation, physical advances, or verbal or nonverbal conduct that is sexual in nature, that occurs in connection with the trainer's activities or roles as a trainer, and that either (1) is unwelcome, is offensive, or creates a hostile workplace or educational environment, and the certificant knows or is told this or (2) is sufficiently severe or intense to be abusive to a reasonable person in the context.
- b. Sexual harassment can consist of a single intense or severe act or of multiple persistent or pervasive acts.

Standard 9: Other Harassment

- a. AAPTE certificants do not knowingly engage in behavior that is harassing or demeaning to persons with whom they interact in their work based on factors such as those persons age, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, or socioeconomic status.

Standard 10: Cooperation with Other Professionals

- a. When indicated and professionally appropriate, AAPTE certificants will cooperate with other professionals in order to serve their clients in the most effective and appropriate manner.

Standard 11: Marketing and Advertising

- a. AAPTE certificants will provide the consumer sufficient information to enable an informed decision regarding personal training services.
- b. All promotional material is truthful, accurate, and clear. Academy trainers will not use misleading or false advertising or marketing opportunities that mislead or misrepresent their services and scope of practice.
- c. Promotional materials do not encourage unrealistic expectations.
- d. AAPTE certificants will act ethically and professionally, and avoid the use of any unreasonable sales methods.
- e. Maintain integrity, honesty, and equality in all business transactions through fair business practices.
- f. Adhere to all agreements, and deliver on services promised.

Standard 12: Professional Liability

AAPTE certificants will maintain professional liability insurance when acting as an independent contractor or an employee of their own corporation.