



AAPTE Candidate Handbook



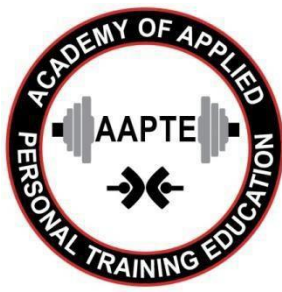


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AAPTE Mission Statement

The mission of the Academy of Applied Personal Training Education (AAPTE) is to provide a comprehensive, informative and progressive science-based certification program in both theoretical and practical formats. To enable the certified fitness professional to associate with other allied health care professionals in a quest to better serve the client so that the highest level of health and fitness is achieved through the implementation of safe, effective, and efficient exercise mechanics, exercise prescription and nutritional and mindful practices.

To be a respected resource in the field of health and fitness through action, deed, and character.

Legal Structure

The AAPTE is an S Corporation governed by a Board of Directors. The AAPTE Board has established the Certification Advisory Board (CAB) and granted authority to the CAB to independently make essential decisions related to standards, policies, and procedures of the AAPTE certification program

CAB Mission

The mission of the Certification Advisory Board (CAB) is to:

- Maintain a quality certification program for the personal trainer profession.
- Oversee the certification process and monitor its policies and procedures.

Introduction

In 1996 the Academy of Applied Personal Training Education (AAPTE) chose to set the standard by which pedagogical knowledge is disseminated to those seeking a personal training certification, long before accreditation was even a concern for personal training certification organizations. The Academy's goal was to establish a course of study that would exceed industry standards; encompass theoretical and practical learning; minimize liability for trainers, clients, and club owners; and maximize the outcome of the trainer-client relationship.

Since 1996, the Academy of Applied Personal Training Education has offered a Personal Training / Exercise Fitness Specialist course at Hofstra University College for Continuing Education in Hempstead, N.Y. Although it is not mandatory to take this course to be eligible to sit for the NCCA Accredited AAPTE Personal Trainer - Exercise and Fitness Specialist Certification Exam, this course will assist the candidate in the understanding of the knowledge and skills required of the personal trainer. Completion of this course is NOT a requirement or prerequisite to complete the exam or certification process for AAPTE Personal Trainer - Exercise and Fitness Specialist Certification.

The AAPTE is committed to the individual seeking competency in health, fitness, and exercise instruction, performing fundamental health and fitness assessments as well as designing and implementing fitness programs for the healthy population. The AAPTE Certification credential is scientifically based and appropriately assesses the knowledge and skill of those looking to enter the personal training industry with a sound level of competency.

For additional information regarding the AAPTE Certification process, please visit our website www.aapte.org or contact an AAPTE customer service representative by calling 631- 264-8096 or email at certs@aapte.org

2019 Changes to the exam content outline

At the AAPTE we are committed to ensuring our examinations and education advances with the changing fitness industry. Beginning April 2020 a new examination Content outline for the AAPTE CPT EFS will be implemented. These changes will enable the newly certified to be relevant based upon science based education and industry changes.

The examination Domain names and percentages have changed by the following breakdown

Previous Exam Content/Domain		New Exam Content/Domain as of April 2020	
Domain I Fundamental Knowledge (Anatomy, Physiology, Nutrition, Biomechanics, Kinesiology, Psychology)	25%	Domain I Fundamental Knowledge (Anatomy, Physiology, Nutrition, Biomechanics, Kinesiology, Psychology)	27%
Domain II Health Screening and Client Assessment	21%	Domain II Health Screening and Client Assessment	18%
Domain III Exercise Prescription, Programming Implementation	22%	Domain III Exercise Prescription, Programming and Implementation	15%
Domain IV Resistance Training Biomechanics, Exercise Technique and Programming Modification	22%	Domain IV Resistance Training Biomechanics, Exercise Technique and Programming Modification	30%
Domain V Ethical Responsibilities and Scope of Practice	10%	Domain V Professional Responsibilities and Scope of Practice	10%

Additionally, the associated task, knowledge and skill statements for each domain have been updated to reflect the current role of a Personal Trainer and can be viewed in Appendix V.

The examination content outline has changed to reflect the current role of the personal trainer defined by the 2019 Job Task Analysis.

The exam will change to reflect the new exam content outline on April 1st 2020. New questions will be rotated into the AAPTE examination on a regular basis each year.

You may still prepare and have success in passing the AAPTE CPT EFS examination by the APTE manual and associated study materials. You should continue with your current plan to prepare for the certification examination including any study materials you may have. When you feel you are prepared for the CPT EFS examination you may [click here](#) and register for an examination.

If you still have questions in regard to the change in the content outline please contact the Director of Certification at tcordova@aapte.org for any other information.

Purpose

The purpose of the Certified Personal Trainer – Exercise Fitness Specialist (CPT-EFS) certification is to provide a means to access the knowledges, skills and judgments of the entry level personal trainer in order to determine their competency to practice in the profession.

AAPTE Certified Personal Trainers are fitness professionals proficient in the understanding of client assessment, exercise program design, anatomy, physiology of human performance, biomechanics, nutrition, medical considerations and terminology, effective communication, and personal training ethics, and includes the performance of fundamental health and fitness assessments as well as the design and implementation of safe, effective and efficient fitness programs for the healthy population. As well as, CPR certified. The examination program intends to protect both the public and the profession.

Rationale

Obtaining the CPT-EFS credential provides many benefits for Personal Trainers. It provides 1) professional identity as an CPT-EFS, 2) recognition of a professional accomplishment, 3) enhanced career opportunities, 4) respect for specialized knowledge and expertise from other professionals, management, and peers, 5) dedication to continued professional excellence, and 6) demonstration of passion and commitment to the personal trainer profession.

Certification Target Population

The target population for the CPT-EFS certification program consists of those professionals, that meet the eligibility requirements, having the expertise in the personal training profession. It is directed at those individuals who have the capacity for minimum competency as personal trainers. This includes completion of adequate training and the knowledges necessary to promote entry-level job competence.

AAPTE Certificate Advisory Board

The AAPTE Certification Advisory Board (CAB) is a subsidiary/affiliate entity of the AAPTE. The CAB shall function autonomously with regard to the establishment and refinement of all essential certification decisions, which include certification eligibility requirements, recertification requirements, disciplinary determinations, examination development, examination administration, examination scoring, and selection of subject matter experts. The CAB has final decision-making authority over the complete examination development cycle, which includes practice analysis (i.e., job analysis or role delineation), exam content outline, item writing, item review, development of exam forms, standard setting (i.e., cut score study), exam administration, exam scoring, candidate score reporting, and data analysis and exam technical reports.

The AAPTE CAB functions to achieve the following objectives

- Establish and implement Policies and Procedures that guide CPT-EFS Certification Program decisions.
- Establish, evaluate, and publish policies and procedures for the development, maintenance, administration, and scoring of the CPT-EFS Certification Program, consistent with NCCA accreditation standards.
- Review and/or revise CAB Policies and Procedures on an annual basis or as needed.
- Develop and maintain a valid, reliable and legally-defensible assessment

- Ensure the trust of the public is served through the CPT-EFS Certification Program
- Acquire, develop, disseminate, and preserve data and other valuable information relative to the functions and accomplishments of the CAB.
- Represent and include the interests of those parties and stakeholders affected by the CPT-EFS Certification Program.
- Establish, evaluate, and implement requirements for certification and recertification for those who hold the CPT-EFS credential.
- Uphold the Mission and Purpose of the CAB and CPT-EFS Certification Program to address the issues of certificants and the stakeholders whom they serve.
- Oversee the administration of the CPT-EFS Certification Program to including the program's volunteer personnel, policy implementation, and administrative procedures.

The CAB shall function autonomously with respect to its credentialing criteria, policies and procedures, administration, time, place, and frequency of its meetings, election of officers and Directors, and all other lawful activities. The CAB shall have no role in developing exam review materials, educational resources or conducting educational programs (hereinafter referred to as "Curriculum") that may be used by candidates pursuing successful completion of the certification program.

Eligibility Requirements

The CAB requires that a candidate meet certain eligibility criteria prior to sitting for the exam and obtaining the credential. The rationale behind establishing these criteria is to assure that the individual is competent to practice in the profession. The following eligibility criteria were established based on the results of the Job Task Analysis previously performed and the subsequent content outline established.

Candidates wishing to sit for the AAPTE CPT - EFS Exam must:

- be at least 17 years of age
- complete a High School level or higher Human Anatomy Course
- hold a current adult cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) certificate

For information regarding appeals for denied eligibility, refer to Appendix 3

Rationale

The cab has established that the anatomy prerequisite is to ensure that students have the appropriate background to sit for the CPT EFS examination.

Certification Requirements Review

The Certification Staff will review all candidate applications and subsequent materials submitted to determine if each candidate is eligible to sit for the CPT-EFS credential and for completeness and payment of fees.

Certification Award

The CPT-EFS credential is awarded only to an individual who has met the eligibility criteria and

has successfully passed the exam.

Grandfathering, defined as a process by which individuals are granted certification without being required to meet a formal examination requirement, is prohibited by the CAB. The CAB does not award credentials to individuals who have not met the eligibility and examination requirements. It is the policy of the CAB that only individuals who meet all eligibility requirements and successfully complete examination requirements will receive the credentials

Certifications are valid for two years and must be renewed through an online submission with at least 20 hours of AAPTE approved continuing education course work, a current cardiopulmonary resuscitation/automated external defibrillator (CPR/ AED) certificate, plus pay all applicable renewal fees.

Exam Development

The CAB shall develop and maintain a valid, reliable and legally-defensible certification examination that meets NCCA Standards for Accreditation

Job Task Analysis

The CAB has determined, based on the frequency of changes in the industry, a review of the Job Task Analysis should be conducted every 5 years. A new Job Task Analysis should be conducted every 6 to 10 years, depending on changes within the profession. A Job Task Analysis may be conducted earlier if there are significant changes to necessitate an update. The Job Task Analysis process is facilitated by a qualified psychometrician and coordinated through the Certification Staff.

The purpose of the Job Task Analysis is to identify the performance domains and associated tasks, knowledges, and/or skills necessary to practice in the profession. It is the basis for validating the domains tested. The Job Task Analysis involves the selection of Subject Matter Experts (SMEs) in the field to serve on an Expert Panel to complete this process. In addition to reviewing and approving the Job Task Analysis, the Chair of the Exam Development Committee reviews and is responsible for the final selection of the SMEs recommended by Certification staff and psychometricians. This assures that autonomy remains in the selection process and that no undue influence exists regarding the selection process or the applicants recommended. SMEs develop the list of tasks, knowledge or skills that a minimally competent candidate should know or be able to perform. A national survey of those in the profession is conducted to validate that list.

Specifications

Upon completion and approval of the Job Task Analysis, a report detailing the content of the proposed exam specifications, is developed by the psychometrician. The final exam content outline is discussed and approved by the CAB and made available to the public based on the CAB's approval of the job task analysis final report.

The AAPTE CPT-EFS exam consists of 130 multiple choice items. It is a computer-based exam which can consist of text, images, video, matching and identification. Of the 130 items, 115 are scored (meaning they count on the exam as part of the score) and 15 are pre-test items (meaning

they do not count on the exam and are not part of the scoring). The pretest items are inserted into the exam randomly. The responses from these items help determine their validity as to whether they should to be used in the future as scored items on the exam. The AAPTE CPT-EFS exam is given only in the U.S. and in English.

Candidates will be given two hours and thirty minutes to complete the examination.

The CPT-EFS exam is currently offered every two - six weeks at Hofstra University, 1000 Hempstead Turnpike, Hempstead, NY 11549. Exam administrations are scheduled through AAPTE. All exams are administered on site by proctors that have been previously trained and approved by AAPTE.

Item Development Bank Maintenance

The Exam Development Committee reviews all item analysis reports and recommendations provided by the psychometrician. Item writing workshops are conducted as needed to ensure sufficient item bank size for the development of new exam forms based on the content outline.

Monitor Item and Exam Performance

The psychometrician will analyze and review item and exam performance on an ongoing basis to assure the validity of exam scores produced through the administration of the CPT-EFS exam.

Scoring

The passing score for the examination was determined using current psychometric analyses and is supported by statistical evaluation and conferences with Subject Matter Experts through an item analysis and standard setting process.

The CAB Exam Development Committee reviews and is responsible for the final selection of the SMEs recommended by CPT-EFS Certification Staff and psychometricians, assuring that autonomy remains in the selection process and that no undue influence exists. The cut score is a collaborative effort between the cut score standard setting panel with consultation from the psychometricians. The CAB will review and approve/disapprove the final cut score recommendations from the cut score standard setting panel.

Score Reporting

- The AAPTE CPT – EFS candidate will be notified of their examination scores within 48 hours of computer-based testing.
- All official notifications will be emailed to the candidate. No exam information will be provided by telephone, or fax.
- All examination information is confidential and will only be released to the candidate. The AAPTE requires written consent from the candidate naming a third party for which the results may be mailed.

Completion of the Exam

Upon the successful completion of the exam meeting the cut score and all other pre-requisite requirements, the candidate will receive a Certificate of Certification from the AAPTE identifying the named individual a **Certified Personal Trainer – Exercise and Fitness Specialist (CPT - EFS)**.

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>**

Exam Retake

The candidate is initially allowed three (3) attempts to successfully pass the exam. A candidate who does not pass the certification exam on the first attempt is allowed to retake the exam after a fourteen (14) day waiting period. A candidate failing the exam a second time must wait thirty (30) days between before sitting for the exam a third time. For each repeated failure after the third attempt, the candidate is required to wait six (6) months before attempting to take the exam again. For each retake attempt, the candidate must re-register, meet all the eligibility criteria and pay the full examination fees.

Exam Administration

The CPT-EFS exam is administered in a computer-based testing (CBT) format.

A candidate must check in using one form of primary identification with a photo and signature. The name on the ID must match exactly the name submitted on the application.

Any security violations or issues will be promptly reported to the Certification Staff who may oversee any needed investigation and corrective action. Any individual found by the proctor or the Certification Staff to have engaged in conduct which compromises or attempts to compromise the integrity of the exam process will be subject to disciplinary action as sanctioned by the CAB. The exam is administered according to a strict protocol to ensure its security and to protect the rights of each candidate to be able to experience a standardized testing administration. The candidate must abide by all rules and regulations as set forth in this Policies and Procedures Manual.

Candidate Check In

During the registration procedures at the testing center, a candidate is required to produce a valid photo identification with signature. Acceptable identification includes the following:

- U.S. driver's license with photograph
- State ID card with photograph
- U.S. passport
- U.S. military ID card with photograph
- Permanent resident card with photograph
- Native American tribal ID card with photograph
- Foreign government issued passport with photograph
- Canadian provincial driver's license with photograph
- Indian and Northern Affairs Canada card with photograph (INAC)
- Transportation worker ID with photography (TWIC)

No books, papers, texts, references, or calculators are allowed into the exam center room. Scratch paper and a pencil are provided by the proctor for use during the exam and will be collected by the proctor at the end of the exam. A basic on-screen calculator will be available during the exam.

A candidate required to bring only his or her ID and registration confirmation which is needed in order to sit for the CPT-EFS exam.

Except in the case where there is an approved medical/physical need, food is not allowed in any administration. A candidate with a specific medical condition (e.g., hypoglycemia, pregnancy, diabetes) requiring the consumption of water or food during the exam period must meet the special accommodations criteria as indicated in Section 21.02 of this Policies and Procedures document before sitting for the exam.

Visitors are not permitted in the exam room.

A candidate may leave the exam room only with expressed permission from the proctor. A candidate must sign out and sign in from the room and must surrender all exam materials should he or she exit. Exit from the exam room is permitted for restroom and drinking fountain visits only. Excessive restroom breaks or suspicious

behavior prior to, during, or after a break might lead a proctor to think cheating is in progress. A candidate may not access cell phones, nor may he or she leave the building during breaks. Note that the clock continues to run during breaks.

A candidate is expected to follow all instructions provided by the exam proctor or displayed in the computer- testing software. A candidate may ask questions regarding the exam procedure prior to beginning the exam.

The computer-delivered exam includes a tutorial program designed to give the candidate confidence in the use of the software, as well as familiarity with the system prior to beginning the exam. The tutorial questions are for demonstration purposes only, and do not impact exam scores.

The candidate's name and the name of the exam are displayed on the screen.. This information is verified by the proctor and candidate prior to the start of the exam. A navigation grid is posted depicting the number of questions on the exam, and the status of those questions (answered, bookmarked for review, or skipped). A digital clock indicates a countdown of available time.

Candidate conduct policy

The candidate will not participate in any behavior that could compromise the confidentiality or results of any AAPTE Certification exam. Proctors are authorized to take immediate and appropriate measures against individuals who violate testing rules. The candidate may be prohibited from taking any AAPTE Certification exams and exam results may be invalidated if AAPTE believes the candidate violated the Agreement or engaged in any misconduct and no exam refund will be provided. Examples of misconduct include:

- Disclosing, distributing, copying, photographing, recording, downloading, posting, displaying, publishing or transmitting or reproducing any exam or exam related Information in any form or by any means.
- Providing or receiving improper assistance during the exam.
- Submitting any work or answers that are not entirely Your own.
- Unauthorized possession of exam materials
- Misrepresenting Your identity or impersonating another individual.
- Any falsification or misrepresentation of information provided during the application process.
- Possessing non-authorized items while taking an exam, including mobile phones, electronic devices, laptops, watches, notes, documentation or content.
- Creating a disturbance or engaging in any other misconduct that could compromise the confidentiality, integrity or security of the exam.

At no time during the exam may a candidate give or receive help to or from another, or communicate in any way. The exam proctor has the authority to remove a candidate suspected of cheating or other inappropriate behavior from the exam room, at which time scores are canceled, and disciplinary action may be pending.

The CAB shall maintain strict policies to safeguard the security of the exam. Any individual who removes, or attempts to remove, exam materials from the testing site, including memorizing exam questions, is subject to prosecution in addition to sanctions by the CAB. Sanctions may include removal of certification and restrictions on future access to the certification exam.

All examination candidates must abide and agree to the AAPTE EXAM AGREEMENT prior to taking the CPT EFS examination.

Cheating and Inappropriate Behavior

At no time during the exam may a candidate give or receive help to or from another, or communicate in any way. The exam proctor has the authority to remove a candidate suspected of cheating or other inappropriate behavior from the exam room, at which time scores are canceled, and disciplinary action may be pending.

Inappropriate behavior includes:

- Creating a disturbance
- Aiding or asking for aid from another candidate
- Any attempt to remove copy, buy, sell, or reproduce exam materials
- Unauthorized possession of exam materials
- Impersonation of another candidate
- Use of contraband materials or equipment in the exam site
- Any falsification or misrepresentation of information provided during the application process.
- Failure to report and irregularity or suspected cheating

Any and all of the following may be sufficient cause for the AAPTE and in its discretion, to terminate your participation, invalidate the exam results, seek monetary compensation and or other appropriate actions such as being banded from taking the examination and legal action. Candidates who cheat or attempt to cheat or who breach the AAPTE security policy will be reported to the AAPTE ethics committee and CAB for further actions.

Confidentiality and Exam Security

The CAB shall maintain strict policies to safeguard the security of the exam. Any individual who removes, or attempts to remove, exam materials from the testing site, including memorizing exam questions, is subject to prosecution in addition to sanctions by the CAB. Sanctions may include removal of certification and restrictions on future access to the certification exam.

The AAPTE requires you to maintain the confidentiality and security of the test questions on its examinations. All candidates who sit for the CPT EFS examination are required to acknowledge that they understand and agree to the following:

- The AAPTE CPT EFS examination is the exclusive property of the Academy of Applied Personal Training Education and all exam items and content contained therein, are protected by United States copyright law.
- No part of an examination may be copied or reproduced or transmitted to any other person by any means at all, including memorization.
- The theft or attempted theft of an examination, in whole or in part, is punishable as a felony.

Non-Discrimination Policy

AAPTE and the CAB adhere to principles of fairness and due process and endorse the principles of equal opportunity. AAPTE and the CAB do not discriminate against any applicant/Candidate for Certification 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, or any other status protected by law.

Exam Registration

Candidates can register for the AAPTE CPT-EFS exam by completing the exam registration form, available from the AAPTE web site, at www.aapte.org. Assistance with

exam registration can be provided by calling (631) 264-8096.

Special Accommodations

Upon request, the CAB shall make reasonable accommodations to assist a candidate with disabilities. Special accommodations can be provided for an individual with documented disabilities by completing the CPT-EFS Certification Exception Request/Appeals Form submitting a letter requesting special arrangements with the completed application. Certification Exception Request/Appeals Form (see Appendix 2). A current (within one- year of application) letter from a healthcare specialist knowledgeable of the candidate's disability stating the specific disability and his or her specific prescription for accommodations must accompany the completed application and letter of request form. Requests for accommodations must minimally include:

- Documentation of the disability
- Accommodations requested for the examination
- Descriptions of past accommodations provided for in other educational or testing situations
- A current letter from a physician or other appropriate diagnostic health care specialist confirming the diagnosis of the disability and a prescription for specific accommodations

Accommodations are provided to a qualified candidate with disabilities to the extent that such accommodations do not fundamentally alter the examination or cause an undue burden to the Certification Program or the partner-testing agent. The cost of excessive accommodation requirements is to be borne by the candidate (i.e., electronic communication equipment, etc.).

Examples of requests for special testing accommodations that may be granted include modification of seating or other physical arrangements in the testing facility, providing for the examination to be taken in an accessible location, providing for reasonable accommodations, etc.

As the CPT-EFS exam is written in the English language, exams will not be translated into foreign languages and interpreters are not permitted to translate the examination. English as a second language is NOT considered a disability requiring special testing accommodations.

Certification Exception Request/Appeals (appendix 2) Form can be found here:
<https://www.aapte.org/images/stories/documents/2017-special-accommodations-form.pdf>

Review process for accommodations

Step 1: Determine if the candidate has a disability under the ADA and are qualified for a special accommodation

To be protected by the ADA, one must have a disability, which is defined by the ADA as a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such an impairment. The ADA does not specifically name all of the impairments that are covered.

Information can be found at https://www.ada.gov/ada_intro.htm

Step 2: Review the documentation and prescription for accommodation

Step 3: Determine whether the accommodation can be reasonable met

Step 4: Engage in the process to meet the accommodation

Appeal or Denial of Request for Special Accommodations

A candidate who is denied his or her request for special accommodations may file an appeal with the CAB. The appeal should include appropriate documentation supporting the case. The decision of the CAB is final.

Certification Exception Request/Appeals (appendix 2) Form can be found here:

<https://www.aapte.org/images/stories/documents/2017-special-accommodations-form.pdf>

Examination Fees Schedule / Options

CPT-EFS Exam Option	Features / Applicability	Fees
Exam Only Registration	<ul style="list-style-type: none"> ▪ CPT-EFS exam 	\$295 USD
Retest - Exam Only Registration	<ul style="list-style-type: none"> ▪ Retest within 1 year of previous CPT-EFS exam ▪ Retest after 1 year of previous CPT-EFS exam 	\$110 USD \$295 USD
Reschedule an Exam	<ul style="list-style-type: none"> ▪ Fee to Change the date or location for the CPT-EFS exam 	\$25 USD
Exam Registration + *Personal Training Course	Fee Includes: <ul style="list-style-type: none"> ▪ CPT-EFS Exam Registration ▪ AAPTE Personal training course registration ▪ AAPTE Personal training course manual and materials 	\$975 USD
Course Manual	<ul style="list-style-type: none"> ▪ AAPTE CPT-EFS Book and Study Materials 	\$95 USD

***Note: Attendance at the Personal Training Course is NOT a requirement to sit for the AAPTE CPT- EFS Exam, nor does it guarantee success on the CPT-EFS exam**

Exam Confirmation

Once registration has been completed, the candidate will be notified by email with confirmation of the time and location for the exam. It is suggested that your **spam folder** is checked for

exam registration confirmation.

AAPTE Cancellation Policy

In the event of inclement weather, notification of cancellation will be announced on the AAPTE web site, Facebook page and a voice recording will be on the (631) 264-8096 phone line. When in doubt, AAPTE recommends candidates, check all the aforementioned sources to confirm that the exam is as scheduled.

Candidate Cancellation / Rescheduling

Candidates wishing to reschedule an exam date may do so by calling, emailing or faxing the AAPTE. Rescheduling must be made a minimum of 24 hours prior to original exam date.

Rescheduled date must be within one year of the originally scheduled exam date. There will be a \$25 administration fee charged for rescheduling. There are no exam refunds for candidate cancellation.

Failure to Appear

Candidates failing to appear for a scheduled exam date will be charged a \$25 administration fee if they wish to reschedule within 1 year, after which time the full registration fee will be required.

There will be no refund of fees paid.

Candidates may request the rescheduling fee be waived under the following circumstances with valid documentation:

- Serious illness
- Death in family
- Disabling accident
- Court appearance
- Military deployment

All requests must be submitted in writing to the AAPTE PO Box 864 Amityville, NY 11701 within 10 business dates of the scheduled exam. The request should include any documentation to substantiate the request for fee waiver.

Study materials and resources

All study materials and webinar reviews are optional for the AAPTE candidate in preparing for the CPT EFS examination. Study materials should be viewed and used merely as resources to assist the candidate to prepare for the AAPTE certification examination. All study materials and resources are available to all candidates and are not the only means to adequately prepare for the certification examination. The usage of any examination preparation materials does not guarantee the candidate a passing score on the examination, and reviewing the materials prepared by the AAPTE educational

program does not mean the candidate will achieve a higher score. Additionally, exam taking tips can be found here. <https://www.aapte.org/study-and-exam-taking-tips>

Environmental Disturbances

In the event of power outages or technical difficulties, the test site will work as quickly as possible to rectify the situation so that the examination may continue, but in the event the issue is beyond the AAPTE's control the exam will need to be rescheduled at no retest expense to the candidate.

Eligibility Appeal

The CAB reserves the right to deny any applicant request that does not meet certain criteria as set forth by the CAB. A CPT-EFS application may be denied for any of the following reasons:

- **Requirements Not Satisfied** A declined candidate, because of not satisfying the eligibility requirements to sit for the CPT-EFS exam, may reapply once all requirements have been satisfied. The candidate would pay the application fee again with the new application.
- **Pending Legal/Regulatory Issues** A declined candidate, because of pending legal/regulatory issues, may reapply once all issues have been resolved. The candidate needs to provide proof of resolution with a new application and pay the additional application fee.
- **Decision of the Ethics Committee** A candidate, whose application is reviewed by the Certification Appeals and Ethics Committee and declined, is not permitted to appeal the decision of the Certification Appeals and Ethics Committee and will not be eligible to sit for the exam.

The CAB Certification Appeals and Ethics Committee reviews certification application appeals. The Certification Staff shall notify the candidate of the committee's decision in written form. Appeals are filed by submitting the Certification Appeals and Ethics Committee Chair Certification Exception Request/Appeals form found on the AAPTE website at: <https://www.aapte.org/> (Please See Appendix). It is the responsibility of the candidate to submit a Certification Exception Request/Appeals Form and supporting documentation in the event he or she does not meet the requirements. Once the 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 to 45) days. An appeal decision by the CAB is final and not subject to further appellate review.

Exam Performance Appeal

A CPT EFS candidate may request an appeal of his or her final exam score. The requests must be received on the official Certification Exception Request/Appeals Form within thirty (30) days of the exam date. The candidate will be notified via email of confirmation of receipt of their request and decisions will be communicated via email to the candidate within 30 days of receiving the appeals form. All decisions are final. The appeals form can be found at https://www.aapte.org/index.php?option=com_zoo&task=item&item_id=116&Itemid=1614

A CPT-EFS candidate may request a hand scoring of his or her exam by submitting a written

request. The CAB has the right to assess a fee for any rescoring requests. Scoring requests must be received within thirty (30) days of the exam administration date. All rescoring determinations are final.

Exam Manual Rescoring

If a candidate not pass the CPT EFS examination, yet they believe that a potential error could have been made during the computer scoring, they may appeal and request to have their examination manually rescored. The results of a manually scored examination rarely, if ever, differ from the results obtained through the computer-based process. However, should a candidate desire a manual rescoring of their exam, the AAPTE offers a hand scoring of the exam. A \$50.00 administrative fee applies for this service. If a candidate desires hand scoring they must submit:

- A Request for Hand Scoring in writing within thirty (30) days of receiving results notification. Requests received after thirty (30) days of postmarked exam results will not be processed.
- A \$50.00 payment (check or credit card) with the Request.

Candidates will be notified of the hand grading results within thirty (30) business days of receiving the written Request. In the event of error due to electronic processing, the AAPTE will fully refund the \$50.00 fee.

Retesting

Candidates who have not successfully passed the AAPTE CPT-EFS exam may register to retake the AAPTE CPT-EFS exam by completing the registration form found on the Get Certified page on the AAPTE website www.aapte.org. An examination fee of \$110.00 is required to sit for a retest within one year of the original exam date and \$295 after one year. Upon receiving a completed registration form and retest payment, the candidate will be placed on the exam roster for his chosen (available) date.

Exam dates are posted on the CPT – EFS Certification Exam page of the AAPTE website at www.aapte.org. **The retest fee is non-refundable.** Failure to attend a scheduled retest without notification at least 24 hours prior will result in a loss of payment and the full registration fee will be required to schedule a new exam date. Notification of rescheduling may be made by phone at (631) 264-8096 or by email to certs@aapte.org during business hours between 10:00 a.m. and 4:00 p.m., Monday thru Friday. Candidates requesting a rescheduling of a retest will be required to pay a rescheduling fee of \$35.00

Confidentiality

All information regarding a candidate's exam score and all other personal information

submitted to the AAPTE will be kept confidential and will not be released to any third party without the expressed written consent of the candidate. Written consent can be faxed to (631) 264 -8096

Disciplinary Course of Action

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 AAPTE Certification Advisory Board 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 AAPTEs Certification Advisory Board will conduct any additional investigation which may be necessary. If any complaint is under the investigation of any Federal or State authority the CAB will remove itself as having any authority on the disciplinary course of action until the investigation has been complete.

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

- The CAB finds insufficient facts to support the charge;
- The CAB finds facts to support the charge, reaches a negotiated resolution satisfactory to the parties, and does not recommend further action; or
- The CAB 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 may 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 will submit, to the President/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

Ethical Standards in Personal Training

The forthcoming twelve codes of ethic are for the certified Personal Trainer / Health Fitness Instructor of the Academy of Applied Personal Training Education. Our ethical standards have been created to ensure a level of professionalism reflective of the AAPTE's commitment to integrity, character, and professionalism.

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.

Scope of Practice

The AAPTE scope of practice defines the diversity of services that a personal trainer can provide. It states guidelines and parameters that must be followed in order to provide safe, ethical and effective services to clients. While representing the profession, AAPTE certified professionals are held to a higher standard of conduct.

- Adhere to AAPTE code of ethics by practicing in a professional manner and acting within the defined scope of practice.
- Conduct a client consultation and thorough health screening process for all clients.
- Perform proper pre exercise screenings (risk stratification, Par q, etc.) in order to identify contraindications to exercise and determine if exercise clearance is required or a referral is warranted.
- Consult with or refer clients to the appropriate healthcare professional to obtain medical clearance and/or exercise parameters.
- Identify and differentiate, through client assessment and the health screening processes, the generally healthy population from the special consideration population. (i.e. cardiovascular disease, significant orthopedic history, pre-post-natal, youth and senior population, mentally or physically challenged).
- Assist clients in setting SMARRT goals.
- Determine and administer appropriate fitness assessments, based on the client's health history, current and prior fitness capacity, lifestyle, needs, abilities and goals.
- Determine an appropriate exercise prescription, develop and implement individualized exercise programs that are safe, effective, efficient for individuals

- who are generally healthy or have a medical clearance to exercise.
- Teach and cue proper exercise mechanics based upon an understanding of the musculoskeletal systems structure and function with consideration to age, condition, need and ability.
- Implement appropriate exercise progressions and make exercise modifications if needed.
- Maintain accurate records.
- Support and guide the client in general nutrition and caloric requirements based on the USDA guidelines.
- Act with professional respect and integrity when representing the profession, including social media.
- Avoid distractions during a client session. (i.e. Texting, conversations with others).
- Communicate in a professional manner, respect professional boundaries, maintain client and colleague confidentiality.
- Adhere to recertification requirements for maintaining active certification status.
- Participate in approved, reputable and credible continuing education credit courses and programs, to increase professional knowledge and skill

Appendix 1: 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.

Appendix 2: Pass rates for AAPTE exams

The Chart below represents the year, total number of exams given for that year, number of newly certified, number of AAPTE currently certified, yearly pass percentage per exam form for that year and recently added in 2017 is the total percentage of candidates that took and passed the certification examination. The difference between pass percent per exam form and pass percent total candidate is, the exam form percent includes all exam attempts which will include candidates that took several attempts to pass the examination. The total candidate pass percentage is the percentage of candidates that passed exclusive of their number of attempts.

Year	Total exams given	Certified	Total number of certified	Yearly pass percent per exam form	Pass percent from total candidate
Year	Total Exams Given	Certified	Total Number of Certified	Pass percent per exam form	Pass percentage from total number of candidates
2015	245	123	505	54	
2016	224	113	507	54	
2017	163	94	480	57	70
2018	178	110	430	63	68
2019	120	67	438	56	68

Appendix 3: CPT-EFS Acceptance Request/Appeals Form

CPT-EFS Certification Exception Request / Appeals Form

PLEASE PRINT: TO BE COMPLETED BY THE PERSON MAKING THE REQUEST	
DATE:	
YOUR NAME:	
STREET ADDRESS:	
CITY/STATE/ZIP:	
PHONE/EMAIL:	
DETAIL OF THE CPT-EFS CERTIFICATION REQUEST / APPEAL	
<p>Please report your Exception Request\Appeal in as much detail as possible. The Certification Staff may request additional information during the review process. Be assured that your Exception Request\Appeal will be investigated vigorously and impartially. Please attach any documentation supporting your Exception Request\Appeal that you want the Certification Advisory Board (CAB) to consider.</p>	

I understand that once the Exception Request/Appeals form is received by the Certification Staff, candidates/certificants can expect a written response in approximately 30 to 45 days. Appeal decisions by the CAB are final and are not subject to further appellate review. I also understand that the CAB policies regarding exception request and appeals are provided in detail in the Candidate Handbook.

Signature of person making the request/appeal

Date

Mail the completed form and any attached documentation to: AAPTE PO Box 864 Amityville, NY 11701 or FAX: 516.222.0004 or email to: <https://www.aapte.org/>

Appendix 4: Exam Creation and Item Development

The current AAPTE CPT-EFS examination and item construction and validation is charged to the exam committee made up of Subject Matter Experts (SMEs) voted on and approved by the AAPTE CAB for these tasks. The purpose of the committee is to modify the exam content to keep up with trends as identified in the job analysis, industry best practices and to continue to protect the integrity of the exam over time.

From time to time, it will be necessary to modify item stems and the four answer options (one correct answer and three distractors) based upon recommendations by the CAB, changes in industry recommendations and best practices. The SMEs will be responsible for reviewing these items to confirm their validity. If the item has been edited at all and is an item used in setting the passing standard, this will result in the need for the standard to be reset.

The SME committee for task item creation and revision is charged with meeting at least once each year in person, or more frequently, as necessary and shall communicate via email or other means to discuss tasks related to item review and creation.

Item Bank and Practice Items

In order to be able to continue to update the certification exam and protect its integrity and keep the content current, it maintains an item bank of calibrated items that may be added to future examinations. These items have been submitted via processes described in this document and are eligible to be included on future exams. Items may also become practice items for use in assisting candidates to better understand the types of exam items and content that are being tested. These items that are designated as practice items will not be used in the certification exam.

Items are being created for the inclusion of an item bank, or additional items that have been tested and reviewed in a standard-setting, as well as practice items (ex: study guide) for candidates, to practice and better understand the types of items that may be presented on a certification examination. Practice items will not be included in the item bank or certification examination.

Exam Development and Specifications

The content for the AAPTE CPT EFS exam will be determined based on the results of a content outline developed from the job analysis study. All AAPTE examinations are developed using the following method guided by NCCA standards and facilitated by the psychometrician, AAPTE SME committee, and CAB.

Certification Exam Job Task Analysis

A job task analysis study is facilitated and guided by a psychometrician leading the SMEs in a discussion to understand specific job tasks and responsibilities, the scope of performance, knowledge, and skill required of the entry-level personal trainer to perform their job effectively. These studies serve as a reference point in determining subject matter domains and performance tasks for the certification exam.

- 1. Validation Study:** A survey is conducted to determine the validity of the job analysis. The survey is emailed to personal trainer professionals who currently hold or have held the certification.
- 2. Item Writing and Review:** The same committee of SMEs writes new and reviews existing items

for the exam that are derived from referenced texts and documents. Once complete, the item enters a field testing process for psychometric analysis.

- 3. Field Testing New Items:** See Introducing Items into the Certification Exam for further information on field testing each item that must be validated by a three-step process.
 - a. Initial item reviewed by SMEs.
 - b. It is then added to the item bank as a new item and then field-tested and analyzed.
 - c. After psychometric analysis, the SMEs meet to review all of the field-tested items which the psychometrician has reviewed, flagged and noted those that need attention.
- 4. Exam assembly:** The items are reviewed, selected and approved by the SME committee.
- 5. Standard Setting:** The standard for passing the examination is determined through the Objective Standard Setting process. All items from the current form of the examination will be reviewed by each member of the exam committee and as an individual exercise will determine if the subject matter covered by each item is essential as a core piece of knowledge required to perform the duties of a personal trainer. Once that exercise is complete, the psychometrician will complete the analysis and present the SMEs with some pass point options to consider. The SMEs will choose the passing standard which best suits the needs of the examination.
- 6. Exam evaluation:** The examination is evaluated and analyzed annually to help maintain examination integrity and is discussed at the annual SME meeting in great detail. The psychometrician will give a detailed presentation of the examination's performance. If item analysis by the psychometrician shows unusual performance in any items, they are flagged and will be reviewed by the SMEs and they will either edit, keep or remove the item.

Introducing Items into the Certification Exam

The AAPTE CAB has set a goal of modifying 20% of the exam items for every 1000 examinees but reserves the right to change items more or less frequently, depending upon the needs of the exam.

Items will be drawn from an item bank and provided as additional or substitute items for future certification exams. Only appropriate numbers of additional items will be tested on any given exam in order to not interfere with time for examinees to complete the examination currently in use.

Each item that is to become part of the actual exam must be field-tested. Field testing takes newly written and untested items and adds them to the exam and they are presented to examinees without their knowing which items are scored or unscored. Field-tested items are unscored and not counted towards the candidate's score. Live field testing of new items is the best way to test the validity of new items.

Once a year, all field-tested items are psychometrically analyzed and poorly performing items are flagged for review by the SMEs. Items performing acceptably are then added to the item bank as being available for being used on the certification examination as scored items.

Appendix 5: Certification Exam Content

DOMAIN	Percent	Question on exam
I Fundamental Knowledge (Anatomy, Physiology, Nutrition, Biomechanics, Kinesiology, Psychology)	27%	31
II Health Screening and Client Assessment	18%	21
III Exercise Prescription, Programming and Implementation	15%	17
IV Resistance Training Biomechanics, Exercise Technique and Programming Modification	30%	35
V Professional Responsibilities and Scope of Practice	10%	11

CPT-EFS 2019 Content Outline

I Fundamental Knowledge (Anatomy, Physiology, Nutrition, Biomechanics, Kinesiology, Psychology) (27%)

Task 1 - Distinguish the factors and structures of anatomy and physiology responsible for movement.

Knowledge of:

1. Basic musculoskeletal structure and function (major muscles, bones and joint and muscle actions)
2. Factors that influence muscle fatigue, muscle soreness
3. Energy substrates (carbs, fats, proteins) and utilization (Components of the aerobic and anaerobic energy system)
4. Sciences associated with resistance training biomechanics (Anatomy, Physics, physiology, mechanics, and kinesiology)

Task 2 - Identify and relate the structures of anatomy and the acute and chronic physiological adaptations that occur through an exercise stimulus

Task 3 - Distinguish muscular and skeletal considerations relative to exercise mechanics

Knowledge of:

1. The condition, age and structural integrity of the skeletal and muscular systems
2. The current ability and needs of the individual
3. Factors that influence force development in muscle

Task 4 - Identify and relate the fundamental components of nutrition

Knowledge of:

1. Essential nutrients and their role in metabolism
2. Hydration requirements (healthy water intake)

Skill in

1. Identify reliable resources associated with faddish nutrition trend diets.

Task 5 - Identify and demonstrate the psychological components of exercise

Knowledge of:

1. Motivation techniques
2. Behavior change models
3. Stages of Learning

Skill in:

1. Creating a positive exercise experience
2. Techniques in health and wellness promotion
4. Factors that affect joint stability

II Health Screening and Client Assessment (18%)

Task 6 - Conduct a comprehensive client consultation and Health Screening Process to facilitate an appropriate, safe and effective exercise prescription and program

Knowledge of:

1. Pre-Screening Forms (health intake, Par q, ACSM risk stratification)
2. Normative values and standardized protocols in physiological assessments (Blood pressure and heart rate)
3. Effects of common medications on heart rate and other physiological responses
4. Methods of assessing foundational movements, structural differences and compensatory adaptations/compensations

Skill in:

1. Apply effective consultation strategies through an interactive dialogue to obtain health and lifestyle information and to determine client's attitudes, goals and readiness to change.
2. Accurately performing physiological assessments and anthropometric measures
3. Effective communication strategies (build credibility, trust and rapport)

Task 7 - Interpret pre-screening forms in order to identify and classify risk(s)

Knowledge of:

1. Health conditions, risk factors, symptoms and contraindications that may require a physician's clearance or referral to consult with another allied health professional
2. Defining criteria normative values and ranges for risk factors associated with cardiovascular disease
3. Medications for common cardiovascular, metabolic, and pulmonary conditions

Skill in:

1. Interpret health intake form to categorize an individual's risk level based upon the ACSM risk stratification
2. Recognizing individuals who may need medical clearance or special modifications

Task 8 - Consult with or refer the client to the appropriate healthcare professional to obtain medical clearance and/or exercise parameters

Knowledge of:

1. Scope of practice
2. Medical clearance, exercise participation and Health Risk Appraisal forms

Skill in:

1. Obtaining a medical clearance and referrals when appropriate form for program participation

Task 9 - Objectively determine fitness capacity and the ability for exercise through baseline assessments

Knowledge of:

1. Types of fitness assessments, assessment instruments and procedures
2. Normative ranges and values for health and fitness related measurements based on age and gender

3. Contraindications for initiating fitness assessments

Skill in:

1. Selecting and precisely administering safe and appropriate cardiorespiratory, muscular strength and endurance and flexibility assessments according to established guidelines
2. Effective communication in instructing individuals in the performance of the fitness assessments
3. Appropriate termination of fitness assessment(s) prior to completion due to client signs or symptoms and safety concerns

III Exercise Prescription, Programming and Implementation (15%)

Task 10 - Create an Appropriate Individualized Exercise Prescription (A.I.E.P)

Knowledge of:

1. Steps to the AAPTE sequential method for developing an Appropriate Individualized Exercise Prescription (A.I.E.P)
2. F.I.T.T. Framework
3. Guidelines and Principles of Training
4. Variation, rate of progression and modification
5. Rest and recovery
6. Guidelines, contraindications and exercise considerations for special population clients

Skill in:

1. Interpreting a fitness evaluation and client fitness capacity
2. Actively listening to the client's goals, interpreting and communicating assessments to establish safe and realistic SMART goals
3. Determining target/training heart rates
4. Assessing the client's learning stage, level of motivation and readiness for change

Task 11 - Select exercise modalities and manipulation of training variables in order to gain desired adaptations

Knowledge of:

1. Aerobic and anaerobic energy system adaptations
2. Goals, needs and abilities

3. Various exercise modalities/tools and methods by which training variables can be manipulated

Task 12 - Implement an Appropriate Individualized Exercise Prescription (AIEP)

Skill in:

1. Implementing a warmup specific to the client's current fitness level and activity for which they are preparing
2. Ability to cue for and identify proper exercise mechanics and activation of intended muscle(s) to be influenced
3. Identifying need for exercise modification (mechanical compensations, cardiorespiratory and muscular fatigue, and exercise intolerance)
4. Explaining the rate of perceived exertion scales and utilizing to evaluate exercise intensity
5. Monitoring exercise intensity and exercise tolerance/intolerance
6. Monitoring and recognizing signs of discomfort, distress or undue fatigue during exercise

Task 13 - Methods and factors in relation to flexibility, stretching and joint range of motion

Knowledge of:

1. Types of Range of Motion
2. Factors that contribute to muscle tightness
3. Factors that can influence joint range of motion
4. Methods of assessing joint range of motion
5. Differentiating muscle tension from structural resistance

Skill in:

1. Performing active joint range of motion movement patterns
2. Differentiating necessary, useable, functional joint range of motion from, sport or skill related range of motion

Task 14 - Avoidance, identification, and intervention regarding under-recovered or an over trained client

Knowledge of:

1. Acute and chronic negative physiological adaptations
2. Rest Principle

Skill in:

1. Identifying signs and symptoms of an under recovered or over-trained client
2. Implementation of modifications and applying appropriate progressions to decrease under recovery and overtraining effect

IV Resistance Training Biomechanics, Exercise Technique and Programming Modification (30%)

Task 15 - AAPTE principles of creating a resistance training exercise

1. Muscle and joint actions
2. Direction/line of resistance and effort
3. Plane/path of motion

Task 16 - Monitor exercise technique and response to exercise stimulus, and modify as necessary

Knowledge of:

1. Individual abilities and, or physical limitations
2. Breathing techniques

Skill in:

1. Evaluate exercise techniques including body position, range of motion, speed, and control of movement
2. Identifying improper exercise form/technique and ability to apply biomechanical principles for proper exercise execution
3. Identifying musculoskeletal compensations/adaptive responses
4. Recognize changes in cardiorespiratory fitness and muscle function and modify as necessary
5. Demonstrate exercise modification strategies based upon clients abilities and fatigue
6. Effective cueing and providing constructive feedback
7. Modify exercise selection and intensity as needed to ensure safety and promote goal attainment

Task 17 - Modify an exercise to achieve a mechanically efficient resistance training exercise

Knowledge of:

1. Principles of a resistance training exercise

2. Alignment, Assessment and Activation (AAA acronym)
3. Resistance and Strength profiles

Skill in:

1. Observing the line of resistance and the direction in which force is applied to the body
2. Modify the exercise by strategically altering the resistance profiles based upon strength profiles or fatigue

Task 18 - Evaluate clients' progress and exercise prescription to determine if an adjustment of goals and/or the exercise prescription is necessary and if program modifications are required

Knowledge of:

1. Scales of intensity (RPE, % 1rm, % HR)
2. Symptoms of over training

Skill in:

1. Performing periodic reassessments to determine if modifications are required
2. Evaluating client progress and identify the effectiveness of the exercise prescription/program and modify as necessary
3. Adjusting exercise prescription based upon the client's exercise tolerance/intolerance
4. Adjusting SMART goals as appropriately needed
5. Identifying which phase of learning the client is in
- 6.

V Professional Responsibilities and Scope of Practice (10%)

Task 19 - Adhere to AAPTE's scope of practice, responsibility, professionalism, confidentiality and standard of ethics

Knowledge of:

1. AAPTE Code of Ethics
2. Scope of Practice

Skill in:

1. Performing professional practice within the standard of ethics and scope of practice

Task 20 - Promoting professionalism and establishing credibility through effective business management

Knowledge of:

1. Legal and regulatory requirements (HIPAA, FERPA)
2. Professional conduct (Scope of Practice, Code of Ethics)
3. Professional liability insurance requirements

Skill in:

1. Ability to record and secure client documentation through secure data sources
2. Willingness and ability to enforce policies for clients and self
3. Acting with professional respect and integrity when representing the profession, including social media
4. Communicating in a professional manner, respect professional boundaries, maintain client and colleague confidentiality

Task 21 - Adhere to recertification requirements for maintaining active certification status and to enhance competence of professional knowledge and skills

Knowledge of:

1. Continuing education and recertification requirements
2. Professional memberships and/or government agencies that establish or publish evidence-based research and guidelines

Skill in:

1. Identifying and participating in approved, reputable and credible continuing education/professional development courses.

Task 22 - Understand safety concerns, risk management and emergency response procedures

2. Knowledge of:

Applicable guidelines, standards, laws, and regulations

Injury prevention concepts (safe equipment, clear environment, spotting, safety guidelines, breathing techniques)

Basic procedures for injury management and emergency response (CPR AED, first aid and emergency action plans)

Guidelines for exercising in various environmental conditions/climates (temperature, humidity, altitudes)

Skill in:

Demonstrating and supervising safe and effective use of equipment

Modifying exercises and sessions based upon environmental conditions

1. Conducting risk assessments (PAR-Q, risk stratification and health intake) to identify those at risk, minimize liability and referring clients to the appropriate allied health professionals when necessary