



**AMERICAN COLLEGE
of SPORTS MEDICINE®**

Candidate Handbook

Committee on Certification and Registry Boards

**(Supplemental Policies & Procedures for
ACSM Exams, Workshops, and
Recertification)**

NOTE: The policies and procedures within this document provide additional information above and beyond those described in the ACSM Get Certified Guide.

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I. INITIAL CERTIFICATION

A. CCRB Mission and Objectives

ACSM's Committee on Certification and Registry Boards (CCRB) Mission and Objectives (excerpted from the ACSM CCRB Operating Code, June, 2005):

CCRB Mission Statement: The CCRB will develop, provide, and market high quality, accessible, affordable credentials for health and exercise professionals who are responsible for preventive and rehabilitative programs that influence the health and well-being of all individuals.

- **Quality Assurance and Consistency:** The CCRB will continually upgrade the quality and consistency of all certification and registry programs as they relate to workshops, educational materials, exam format and content, management plans, materials to the candidate, and internal and external review of the workshops and/or examination sites.
- **Career Relevancy and Advocacy:** The CCRB will maintain a leadership position in the profession and marketplace by promoting superior standards and communicating information concerning the unique attributes of ACSM credentialed professionals in the public sector (e.g., students, educational institutions, practitioners, employers, peer professional organizations, governmental agencies, and others).
- **Service:** The CCRB will create and maintain an international network of ACSM credentialed professionals and to encourage continuing education opportunities.
- **Expansion/Growth:** The CCRB will expand examination opportunities, thus increasing the number of credentialed individuals, facilities, and educational institutions which adhere to the ACSM certification and registry guidelines.
- **Educational Outreach:** The CCRB will be responsive to other groups and organizations who express interest in our credentials and programs or the development of group specific continuing education programs.

B. Purpose of Certification

ACSM certification is granted when a candidate demonstrates: 1) Compliance with published eligibility requirements, and 2) Competency (through standardized and objective evaluation) with respect to the specific knowledge, skills, and abilities (KSA's) attributed to a specific ACSM credential.

C. CCRB Exam Development Process

ACSM CCRB certification exams (our instruments) are designed to measure a specific level of competency. We set specifications for the examinations based on a body of knowledge (validity), often referred to as a set of knowledge, skills, and abilities (KSA's). We use specified procedures in test development and administration to ensure reliability. By a means of calibration (examination analysis and systematic standard setting) we add to our confidence that the ACSM CCRB certification exams are valid and reliable. In other words, the certification program is a measurement enterprise relying on technologies developed from research and development based on theories of testing individuals for a variety of purposes.

C.1 THE JOB TASK ANALYSIS

ACSM CCRB certification examinations are comprised of a variety of conventional and innovative item types that are created with reference to a specified body of knowledge (KSA's). When the techniques or methods used in practice change, this body of knowledge changes too. Periodic evaluation of this body of knowledge occurs via a Job Task Analysis (JTA), or a Role Delineation Study. Typically, a large, representative sample of the professional population and/or a panel of subject matter experts are asked to evaluate and potentially revise KSA's, as well as recommend new KSA's based on emerging trends in daily practice. Part of this process involves determining the criticality of each KSA by ranking its importance and frequency of application or recall in typical daily, weekly or monthly work. By conducting a JTA according to widely-accepted best practices, the resulting examination stays current, relevant, and valid. It is important to recognize that the outcome of this emphasis on validity is to make appropriate decisions about the results of the candidates who take the exams.

C.2 EXAM BLUEPRINTS AND SPECIFICATIONS

The weighting of importance for each content area of the exam is derived from the overall evaluation of the criticality scores for groups of KSA's. This determines what percentage of each content area is covered during the exam relative to the other content areas (exam blueprint). Furthermore, the total number of questions and the total length of the exam is also derived from the JTA, as well as by consideration of the depth, scope and complexity for each KSA ultimately being assessed (exam specifications) relative to each content area covered by the certification exam.

C.3 EXAM ITEM WRITING AND PERFORMANCE ASSESSMENT

The ACSM CCRB certification exams are developed according to specifications and administered according to specific procedures. As the exams are developed, test questions are selected for exams according to a level of difficulty. For example, we want an exam that is made up of test questions that will provide a fair measure of candidates' abilities before earning the credential. We make sure that all of the topics in the body of knowledge are represented by test questions ranging from easy to difficult. Item writers receive comprehensive item writing training, and we review and edit all test questions to be sure the questions are consistent with widely accepted best practices regarding item writing guidelines. We intend that each test question will help to discriminate between those who should pass the test from those who should not. Items are either operational (scored) or experimental (non-scored). For all exams, a majority of test items are scored and others are non-scored. Both overall exam performance and individual item performance is evaluated periodically, to ensure that each of the test questions is performing for us in the way we want. If an operational (scored) test question is not performing to our specifications, then we will schedule to replace that test question in future versions of the exam. Experimental items that meet or exceed our specifications are converted to scored items, as appropriate, in future versions of the exams.

The ACSM CCRB has an Exam Development Team (EDT), made up of subject matter experts, stakeholders, practitioners and leadership, to provide specific oversight for each credential. The EDT meets at least twice per year, and they are in-touch via email and conference calls periodically throughout the year. At the regularly scheduled meetings, the EDT reviews all the item data available from recent exam administrations. The EDT also reviews a report provided by the consulting psychometrician as to the overall performance on the exams, the passing rates, and item statistics on item performance for all candidates and first time test takers. The EDT reviews experimental/pre-tested items that are outside of statistical criteria range of .4-.9 difficulty, and/or are negatively discriminating items.

Other reasons for item review is to correct flaws or to consider revisions based on item performance that fall above or below the previously mentioned range. All of these items are reviewed and the EDT may rewrite the item to increase or decrease difficulty based on item writing training, correct contextual flaws, or reject the item entirely. Items are also reviewed/created based on needs to increase the item inventory by content area (and/or by specific KSA) of the exam. The goal is to develop and enhance the item pool by administering items with reliable statistical data within a set range of about .4-.9 difficulty and positive

discrimination, since the items within this range around the passing score will be most discriminating and efficient for our purposes of certification testing. In addition, the item writers and reviewers are looking to craft items at a higher taxonomic order than just recall and are trained in how to create such items. Again, the intent is to build a robust item pool with more discriminating items and the higher order items (beyond recall) are more likely to assist to fulfill this goal.

This process of continuous evaluation and revision is intended to improve our reliability and minimize the error in the exam, and to ensure that the various exam forms have equivalent difficulty. We use statistical procedures (such as correlations, bi-serials) to determine degrees of reliability and how much error may be associated with each score (standard error of the mean) as well as across the entire exam (standard error of measurement). By the use of systematic procedures for item development, test development, test administration, and scoring, we increase our level of confidence in the process and can assure the profession at large that our exams are defensible, reliable, and valid.

C.4 STANDARD SETTING (CUT SCORE DETERMINATION)

As we believe that the ACSM CCRB certification exams are valid and reliable, then it is appropriate for us to make the determination that passing the certification exams, along with meeting other qualifications, entitles individuals to earn the appropriate ACSM certification. Our evidence of validity centers on the concept that the certification process includes meeting eligibility requirements and passing the exams appropriate to current practice standards.

The procedures used in developing examinations also involve a process known as "standard setting" for determining a passing score. As we develop exams and select questions for each form, we review each test question and determine by a very structured process how effective the particular test question may be at providing us with a measure of competence. By using an objective process for setting standards, we can add to the validity of the exams and the reliability of candidates' scores.

Our structured process - referred to as an Angoff procedure - involves assembling a panel of subject matter experts (a diverse mix of practitioners, employers, and academicians). The panel members answer the test questions just as if they were the candidate. This provides the experts with a realistic experience as to the difficulty of the exam. The panel members are then given the answer key to review their own results. Next, the panel participates in a discussion to define the acceptable minimum level of competency necessary for a candidate to pass the exam, and to review the minimum knowledge, skills, and abilities (KSA's) and eligibility qualifications of the candidate who could earn the credential. With this description in mind, each panel member is asked to review each test question and estimate the percentage of such individuals who would answer the question correctly. An average is taken of the estimates for each test question. This average is reviewed and discussed with the group. If items have been carefully selected across the specifications, and the experts achieve a consensus, the results are a passing score for that particular form of the exam. By following this procedure for each exam form we can ensure that all candidates will be treated consistently, with a consideration for the specific difficulty of the exam form.

The effect of this procedure, while taking into account the difficulty of each test question, provides a criterion or standard that is not dependent on a particular group of test takers. Criterion approaches for certification examination programs are much more defensible and stable than normative procedures. The Angoff procedure or some variation is used in most of the certification examination programs in engineering, medicine, nursing, and for the many other licensing and certifying exams we have in the United States. Any examination program that does not employ such a procedure could be considered arbitrary and less than fully defensible.

C.5 TIMELINES

At this time, the ACSM CCRB performs comprehensive JTA's approximately every 3-4 years. KSA's are revised, as required, throughout this process. Dependent on JTA outcomes, changes to the exam blueprint and specifications follow the final confirmation of any and all KSA revisions. All new KSA's are

printed in *ACSM's Guidelines for Testing and Prescription*, published by Lippincott, Williams and Wilkins. Exams are revised on a periodic basis, as a result of exam activity (exams with higher candidate volumes are revised more rapidly than exams with lower volumes). Major exam changes based on revised KSA's sets are communicated to potential candidates in the ACSM Get Certified Guide, ACSM's website (www.acsm.org), and in all workshop and examination confirmation letters. The ACSM CCRB reserves the right to change any and all components of the exam development process, as determined by current or emerging widely-accepted, evidence-based, best practices.

D. Exam Administration

All ACSM certification exams are delivered in a fixed form, computer-based testing format to optimize security of exam data/results, and to standardize the administrative aspects of exam delivery for all candidates.

D.1 IDENTIFICATION REQUIREMENTS

Candidates must provide two forms of proper identification. Candidates will not be seated for the exam if the proper ID is not provided.

The primary ID must contain a permanently affixed **photograph** and a **signature** and **must be valid** (not expired). An ID must be an original document and not a photocopy or a fax.

- A *primary ID* must contain a permanently affixed photo of the candidate, along with the candidate's signature. Acceptable primary IDs are listed in the table below.
- A *secondary ID* must contain the candidate's signature. Acceptable secondary IDs are listed in the table below.

IDs are considered to be valid (non-expired) as long as they do not contain an expiration date that has passed. If there is no expiration date on an ID, it is considered to be valid. The candidate must sign the ID before arriving at the testing center; it is not acceptable for the candidate to sign the ID when checking in.

The following are acceptable forms of identification:

Acceptable forms of ID	
Primary ID (picture and signature, not expired)	Secondary ID (signature, not expired)
<ul style="list-style-type: none"> • government-issued driver's license • employee ID or work badge • school ID • passport • military ID • alien registration card (green card, permanent resident visa) • credit card* • other government-issued ID, such as a state/country identification card 	<ul style="list-style-type: none"> • U.S. Social Security card • bank automatic-teller machine (ATM) card • any form of ID on the Primary lists

** A note about credit cards: A credit card can be used as a primary form of ID only if it contains both a photo and a signature and is not expired. Most credit cards do not meet these requirements. Any credit*

card can be used as a secondary form of ID, as long as it contains a signature and is not expired. This includes major credit cards, such as VISA, MasterCard, American Express and Discover. It also includes department store and gasoline credit cards.

D.2 TESTING ENVIRONMENT

Candidates should dress accordingly so that he/she will be comfortable in wide range of room temperatures.

D.3 CANDIDATE RULES AGREEMENT

Prior to being seated for an exam, candidates will be asked to read and sign a candidate rules agreement and return it to the Test Administrator.

D.4 PERSONAL BELONGINGS

Candidates are not allowed to bring any items into the testing room.

Candidates are discouraged from bringing any personal belongings to the testing center, since these items must be stored in a secure space and are not permitted in the testing room.

Personal belongings that must be stored

The following are examples of items NOT allowed in the testing room:

- Purses
- Refer to the previous page for information about wallets.
- Coats or jackets
- Briefcases
- Cell phones
- Backpacks
- Pagers
- Watches
- Calculators
- Pens and pencils belonging to the candidate (Only writing instruments supplied by the testing center are allowed.)
- Dictionaries, including language translation dictionaries (Many candidates try to take these into the testing room; they are not permitted unless specifically allowed by an exam sponsor.)
- Food, drinks or tobacco
- Notes, notebooks, study guides

Comfort aids

Certain items defined as “minor comfort aids” may be allowed in the testing room as long as the item is checked by the test center administrator before they are brought into the testing room. These include:

- Tissues, such as Kleenex
- Cough drops
- Pillow for supporting neck, back or injured limb
- Sweater or sweatshirt
- Eyeglasses and hearing aids
- Earplugs
- Neck braces or collars (worn by people with neck injuries)

A candidate must provide his or her own comfort aids. These are not considered to be

accommodations and therefore do not need to be pre-approved by Pearson VUE or ACSM.

Eyedrops, water bottles, asthma inhalers, diabetic testing equipment and other medical devices are not allowed in the testing room unless the candidate has been granted an accommodation for the item in advance. Candidates should follow the accommodations policy for consideration of a comfort aid.

D.5 APPROVED EXAM SUPPLIES

The candidate will be provided with an erasable noteboard and erasable pen, or blank notepaper.

Scratch paper of any kind is NEVER permitted in the testing room. Candidates are not allowed to use their own paper or notebooks, and notepads of any kind are not allowed.

Candidates are NOT permitted to bring their own writing instruments into the testing room. The testing center must provide any pens or pencils that are required for an exam.

Candidates are not permitted to write on the erasable noteboards or notepaper until after the exam has been started.

D.6 ACSM NDA & ETHICS CODE COMPLIANCE

Prior to starting the exam, candidates will be asked to agree with the terms described in both the ACSM non-disclosure agreement (NDA) listed below, and the Code of Ethics for ACSM Certified and Registered Professionals (described in section I, part F). Candidates who do not accept the terms of these statements will **NOT** be allowed to proceed with the exam.

**NON-DISCLOSURE AGREEMENT AND GENERAL TERMS OF USE FOR
EXAMS DEVELOPED FOR THE AMERICAN COLLEGE OF SPORTS
MEDICINE COMMITTEE ON CERTIFICATION AND REGISTRY BOARDS**

This exam is **American College of Sports Medicine** confidential and is protected by trade secret law. It is made available to you, the examinee, solely for the purpose of becoming certified in the area referenced in the title of this exam. You are expressly prohibited from disclosing, publishing, reproducing, or transmitting this exam, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of **the American College of Sports Medicine**.

D.7 RANDOM AUDITING PROCESS – ELIGIBILITY REQUIREMENTS

All candidates who successfully complete an ACSM certification exam are subject to an audit to confirm their eligibility, and/or the status of their CPR certification.

Every month, 15% of candidates who received a passing score in the previous month for the ACSM Certified Health Fitness Specialist and ACSM Certified Clinical Exercise Specialist credential will be audited for completion of an academic degree using a third party vendor. If a degree cannot be confirmed using the third party vendor, ACSM will contact the candidate and request an official transcript noting the completed degree. Transcripts must be submitted within 30 days of the request by ACSM.

The same 15% of candidates who are audited for the ACSM Certified Clinical Exercise Specialist credential will need to complete clinical documentation form within 30 days of being audited for their exam. ACSM will contact the audited candidate by mail, therefore it is imperative that candidates keep their address and contact information updated with ACSM. Once the clinical hours are submitted, ACSM will mail a certification packet to the newly certified professional.

Additionally, candidates who received a passing score on any ACSM certification exam in the previous month may be audited to verify current CPR certification. If contacted in this regard, candidates must provide documentation of their current CPR status within 30 days of the request by ACSM.

ACSM reserves the right to revoke the credential of any individual that cannot verify their eligibility and/or their current CPR certification as part of the ACSM audit verification process.

D.8 PRE-TEST TUTORIAL

A short pre-test tutorial is provided to allow candidates to become familiar with the mouse, selecting answer choices, and/or marking items for review. Time allocated for the tutorial is separate from the exam time.

D.9 BREAKS

If the candidate requires a break during the exam, the timing of the exam will not stop. The candidate's ID may be checked upon returning to the exam room.

D.10 NO SHOWS/LATE ARRIVALS

Candidates should make every effort to arrive at the testing center at least 15 minutes before their scheduled appointment time.

If a candidate arrives *within 15 minutes* of the scheduled appointment time and the test center administrator is not able to seat the candidate for the exam, the candidate will have the opportunity to reschedule the exam without penalty. Because the appointment time has already passed, the test center administrator will not be able to reschedule the candidate.

If a candidate arrives *more than 15 minutes after* the scheduled appointment time, it is up to the discretion of the testing center as to whether or not the candidate may still take the exam (either immediately or later the same day).

If the test center is unable to accommodate a late-arriving candidate, the candidate will be unable to take the test that day. The candidate will need to register for the exam and pay the exam fee again. The candidate's results will be automatically entered in the testing system as "no show."

If a candidate does not arrive for an exam at all, the candidate will be listed as a "no show" and will forfeit all fees associated with this appointment. Candidates may reschedule a new appointment, but will be responsible for the cost of the rescheduled exam.

D.11 ACCOMMODATIONS

Candidates may request, in advance, reasonable accommodations in accordance with the Disability Policy. Please refer to Part K of this section for additional details.

D.12 CANDIDATE MISCONDUCT

Action taken against candidates who create disturbances or conduct themselves in a manner that may

jeopardize the security of an exam or the comfort of other candidates may include removal from the certification program.

Misconduct includes the following behaviors:

- using unauthorized materials in the testing room
- taking an exam for someone else
- causing disruptions of any kind
- attempting to remove exam questions or responses from the testing room
- tampering with computer hardware or software

D.13 SCORE REPORTS

Score reports will not be distributed until a candidate has returned all testing materials, including the erasable noteboard, and all other sign-out procedures have been completed.

Each score report will be digitally embossed to verify the authenticity of the report. The digital embossing is a unique set of codes that can be used to verify the authenticity of the report and a registration number and a validation number appear on the bottom of each score report. Candidates can visit Pearson VUE's authentication Web site: www.pearsonvue.com/authenticate and enter the unique set of codes and find out whether or not the score report is valid. Verification is available approximately 48 hours after completion of the exam. ACSM's CCRB reserves the right to void exam results, pending receipt, investigation, and confirmation of any subsequent incident reports regarding irregular behavior, either from a candidate or Pearson VUE testing center staff.

D.14 CANDIDATE RULES AGREEMENT

Prior to being seated for your examination, you will be asked to read and agree to Pearson VUE Candidate Rules Agreement. Within this agreement, you will agree to notify the administrator immediately if you experience problems that affect your ability to take the exam.

E. FAQs

What is the best credentialing for me?

In order to determine the appropriate credentialing for you, consider the requirements for each level of certification.

ACSM Certified Personal TrainerSM Minimum Requirements

- A high school diploma or equivalent AND
- Possess current Adult CPR certification that has a practical skills examination component (such as the American Heart Association or the American Red Cross).

ACSM Certified Health Fitness Specialist Minimum Requirements

- An Associate's Degree or a Bachelor's Degree in a health-related field from a regionally accredited College or University (one is eligible to sit for the exam if the candidate is in the last term or semester of their degree program), AND
- Possess current Adult CPR certification that has a practical skills examination component (such as the American Heart Association or the American Red Cross).

ACSM Certified Clinical Exercise Specialist Minimum Requirements

- A Bachelor's Degree in an allied health field* from a regionally accredited college or university (one is eligible to sit for the exam if the candidate is in the last term of their degree program); AND
- Minimum of 600 hours of practical experience in a clinical exercise program (e.g. cardiac/pulmonary rehabilitation programs, exercise testing, exercise prescription,

electrocardiography, patient education and counseling, disease management of cardiac, pulmonary, and metabolic diseases, and emergency management); AND

- Current certification in Basic Life Support (BLS).

ACSM Registered Clinical Exercise Physiologist® Minimum Requirements

- Master's Degree from a college or university in exercise science, movement science, exercise physiology, or kinesiology.
- Current Certification as a Basic Life Support Provider or CPR for the Professional Rescuer
- One of the Following:
 - ACSM Exercise Specialist® certification (current or expired) OR
 - 600 hours of clinical experience

Recommendation of hours for clinical experience

- Cardiovascular: 200 hours recommended
- Pulmonary: 100 hours recommended
- Metabolic: 120 hours recommended
- Orthopedic/Musculoskeletal: 100 hours recommended
- Neuromuscular: 40 hours recommended
- Immunological/ Hematological: 40 hours recommended

ACSM/ACS Certified Cancer Exercise Trainer (CET) Minimum Requirements

- An ACSM or NCCA-accredited certification
- Certification in Adult CPR & AED
- Bachelor's Degree (in any field) **AND** 500 hours of experience training older adults or individuals with chronic conditions
OR 10,000 hours of experience training older adults or individuals with chronic conditions

Hours of experience with older adults or individuals with chronic conditions include: exercise testing, exercise prescription, group or individual training, group or individual client education, academic coursework and/or continuing education (relating to older adults or individuals with chronic conditions), internships or observational hours in an oncology setting and/or cancer rehabilitation program.

ACSM/NCPAD Certified Inclusive Fitness Trainer (CIFT) Minimum Requirements

- Current ACSM Certification or current NCCA-accredited, health/fitness-related certifications (e.g., ACE, NCSF, NASM, NFPT, NSCA, Cooper Institute) AND
- Current Adult CPR (with practical skills component) & AED

ACSM/NSPAPPH Physical Activity in Public Health Specialist (PAPHS) Minimum Requirements

- A Bachelor's Degree in a health related field* from a regionally accredited college or university, or
- A Bachelor's degree in any subject and 1,200 hours of experience in settings promoting physical activity, healthy lifestyle management or other health promotion**.

** Examples: Exercise science; Exercise Physiology; Kinesiology; Physical Education; Sports Management; Athletic Training; Recreation; Nutrition; Health Education; Health Promotion; Public Health; Community Health; and Health Care Administration.*

*** Examples: Education; Community/Public Health Setting; YMCA, Parks & Recreation, After School Programs; Worksite Health Promotion; Community Health; Health Education or Health Promotion; Federal, State, or Local Government; Health Care or Health Plan; Academia or University; Non-profit Organization; Commercial Health Clubs; Corporate Fitness Centers.*

What are examples of allied health degrees necessary for ACSM Certified Clinical Exercise Specialist credentialing?

Nursing, Occupational Therapy, Physical Therapy, Physician Assistant, Physical Education, Exercise Science, Kinesiology, Kinesiotherapy, Physiology, Biology, Exercise Physiology, and Human Performance.

What should I expect when taking the examination?

The examination for each level of certification is composed of multiple choice questions drawn from the KSAs found in the current edition of ACSM's Guidelines for Exercise Testing and Prescription. Each level of certification includes "trial" questions that are being tested for use in future examinations. These trial questions are randomly distributed throughout the exam and will not be counted in the final results. You will not be allowed to bring any materials or equipment into the examination area. A calculator will be provided within the exam as it is needed. All formulas necessary to complete an answer will be made available within the exam as it is needed.

How can I register for an exam?

For ACSM Certified Personal TrainerSM, ACSM Certified Health Fitness Specialist, ACSM Certified Clinical Exercise Specialist, Certified Inclusive Fitness Trainer, or Certified Cancer Exercise Trainer exams register:

- Online at www.pearsonvue.com/acsm
- Phone registration in the United States and Canada: 888-VUE-ACSM (883-2276)
- See the global directory at: www.pearsonvue.com/contact/acsm
- On Site registration: Any Pearson VUETM Authorized Center worldwide

ACSM Members, please contact the certification department at the national office prior to registering for the exam at 317-637-9200 to receive your membership discount voucher.

For RCEP exams:

Applications must be submitted to the ACSM National Center

ACSM National Center, Certification
Department 6002
Carol Stream, IL 60122-6022

Candidates who have ACSM Certified Clinical Exercise Specialist include with your application:

- An official copy of your university transcript noting the degree completion
- A summary description of the program study as written in the university catalog

Candidates who have not completed ACSM Certified Clinical Exercise Specialist include with your application:

- An official copy of your university transcript noting the degree completion
- A summary description of the program study as written in the university catalog
- Completed Clinical Experience Documentation

If you are approved to take the exam, you will receive a unique ACSM identification number to register with Pearson VUE for the exam. Application review takes approximately 3-4 weeks.

What are workshops?

Workshops are offered for our 4 primary certifications. ACSM experts prepare you for one of the most rigorous and well-respected exams in the industry. The interactive and hands-on environment is ideal for exam preparation. And because the landscape of the health/fitness and clinical industry is ever changing, already certified professionals can also earn CECs while brushing up on knowledge, skills, and abilities. For a list of topics covered for each workshop, visit www.acsm.org/workshops.

Am I required to attend a workshop or webinar?

Workshops and webinars are not a prerequisite; however, they provide a review of the Knowledge, Skills, and Abilities (KSAs) and a forum for the acquisition of new knowledge and skills.

Where can I find Webinar Information?

ACSM Health Fitness Specialist (HFS): www.acsm.org/HFSWebinar

ACSM Certified Clinical Exercise Specialist (CES): www.acsm.org/CESWebinar

ACSM/ACS Certified Cancer Exercise Trainer (CET): www.acsm.org/CETWebinar

ACSM/NCPAD Certified Inclusive Fitness Trainer (CIFT): www.acsm.org/CIFTWebinar

How can I find out where workshops are located?

For information regarding locations of all workshops, please visit www.acsm.org/register

Do I have to be CPR certified prior to a workshop or webinar?

Candidates do not have to have CPR certification to participate in a workshop or webinar. However, candidates must be CPR certified before taking an exam.

What study tools are available for me?

The following core books are recommended by the ACSM to aid in the preparation of each exam:

ACSM Certified Personal TrainerSM

- ACSM's Resources for the Personal Trainer, current edition
- ACSM's Guidelines for Exercise Testing and Prescription, current edition
- ACSM's Certification Review, current edition

ACSM Certified Health Fitness Specialist

- ACSM's Guidelines for Exercise Testing and Prescription, current edition
- ACSM's Resource Manual for Guidelines for Exercise Testing and Prescription, current edition
- ACSM's Certification Review, current edition

ACSM Certified Clinical Exercise Specialist

- ACSM's Guidelines for Exercise Testing and Prescription, current edition
- ACSM's Resource Manual for Guidelines for Exercise Testing and Prescription, current edition
- ACSM's Clinical Certification Review, current edition

ACSM Registered Clinical Exercise Physiologist[®]

- ACSM's Guidelines for Exercise Testing and Prescription, current edition
- ACSM's Resource Manual for Guidelines for Exercise Testing and Prescription, current edition
- ACSM's Resources for Clinical Exercise Physiology: Musculoskeletal, Neuromuscular, Neoplastic, Immunologic, and Hematologic Conditions, current edition

ACSM/NCPAD Certified Inclusive Fitness Trainer (CIFT)

- Please visit www.acsm.org/CIFT

ACSM/ACS Certified Cancer Exercise Trainer (CET)

- Please visit www.acsm.org/CET

ACSM/NSPAPPH Physical Activity in Public Health Specialist (PAPHS)

- Please visit www.acsm.org/PAPHS

For a complete listing of recommendations and optional books, and to order books please call 1-800-486-5643 or visit www.acsm.org/studymaterials.

I cannot attend the workshop that I registered for. Is there a way to attend on another day?

Yes. Requests for transfers must be submitted to the ACSM National Center via mail, fax, or email. Please note that transfer requests are contingent upon the enrollment limitation of the transfer site.

Will I be assessed a fee?

- A processing fee of \$75.00 will be assessed for applicants requesting to transfer sites or cancellation prior to the enrollment deadline.
- A fee of 50% of the original workshop will be assessed for applicants requesting a transfer or cancellation after the enrollment deadline, but prior to the workshop.
- Applicants requesting a transfer or cancellation after the first day of the workshop will not receive a refund.

I cannot attend the test that I registered for. Can I re-schedule my exam?

Requests to cancel or transfer an ACSM exam must be made at least one business day in advance of the appointment. If the candidate does not reschedule or cancel, they will be billed for the exam. All requests must be made either by calling Pearson VUE at 1-888-883-2276 or at www.pearsonvue.com. If the candidate does not arrive within 15 minutes of the scheduled start time, then the candidate is considered a no-show and has forfeited the exam, and will be charged for the exam.

Cancellations for the ACSM Registered Clinical Exercise Physiologist® application prior to exam participation will be charged a \$75.00 processing fee which will be handled through the ACSM National Office. Requests for cancellation can be emailed to certification@acsm.org.

How can I find a list of testing sites in my area?

Contact Pearson VUE at www.pearsonvue.com/acsm or call (888)-VUE-ACSM or (888) 883-2276.

What is the ACSM ProFinder and what are its benefits?

ACSM ProFinder is a resource which can be used by ACSM credentialed professionals to post their contact information for potential employers or professional peers. It can be used as a marketing tool, allowing prospective clients to locate experts who have earned the “Gold Standard” among credentialing. To sign-up for the ACSM ProFinder or to search for an ACSM certified professional, go to www.acsm.org and follow the links to Certification and [Find an ACSM Certified Professional](#). Note: only current ACSM certified professionals who have opted in to have their name listed are available.

After I earn my certification, what are the requirements to maintain it?

You have three years to accumulate the required number of Continuing Education Credits (CECs), Continuing Medical Education (CMEs), Continuing Education Units (CEUs) and/or the equivalent based on your certification. In addition, you must pay a required recertification fee and maintain your CPR certification. See below for credit and fee requirements.

Current Certifications	Credits	Fee
ACSM Certified Personal Trainer SM	45	\$30
ACSM Certified Health Fitness Specialist ACSM Certified Clinical Exercise Specialist ACSM Registered Clinical Exercise Physiologist®	60	\$45
ACSM/NCPAD Certified Inclusive Fitness Trainer* ACSM/ACS Certified Cancer Exercise Trainer* ACSM/ NSPAPPH Physical Activity in Public Health Specialist (PAPHS)	15	\$25

*Must Maintain NCCA accredited certification for renewal.

Past Certifications	Credits	Fee
ACSM Program Director SM ACSM Health/Fitness Director [®]	90	\$65
ACSM Exercise Test Technologist [®] ACSM Group Exercise Leader [®] ACSM Exercise Leader/Army	30	\$30

How can I earn continuing education credits?

You can earn CECs through participation in any of the following activities:

- ACSM National Meetings
- ACSM Regional Chapter Meetings
- ACSM Self-Tests
- Meetings sponsored by other professional health/fitness & clinical organizations
- Clinic/Hospital Grand Rounds
- University/College Courses
(10 CECs per credit hour, i.e.-a 3 credit hour course is worth 30 CECs. Course must be health/fitness or clinical related and completed with a grade of "C" or better.)
- Publications
(10 CECs for publication(s) in peer-reviewed professional journals, books, or accepted abstracts authored or co-authored)
- Academic Teaching/Professional Lecturing
(1 CEC per hour. For repetitive classes, credits only granted once in recertification time frame.)
*Only 30 percent of your total credit hours can be obtained by these activities.
- ACSM Approved Provider Programs, visit www.acsm.org and click on "Education" and "Continuing Education" to find a list of ACSM approved providers.

Frequently Asked Recertification Questions: www.acsm.org/recertfaq

How are the exams scored?

The passing score for all ACSM certification exams is set in advance and applied to all candidates' exam results. Similar to exam scoring for a wide variety of other high stakes, national standardized exams (e.g., GRE, SAT, GMAT, etc.), ACSM certification exams are reported on a 200-800 score scale.

Specifically, all candidates are expected to meet the passing standard of a scaled score of 550 in order to receive a "Pass" on any respective ACSM certification exam. This passing standard is based upon the expectations of the subject matter experts/test developers across all topics of the competency areas, as related to each respective credential's examination blueprint. Passing candidates are expected to answer a sufficient number of test questions correctly that demonstrates a summative amount of knowledge at a level of at least minimal competency or the lowest acceptable score to pass the exam.

Finally, each content area is weighted proportionally, based on the results of a periodic comprehensive job task analysis/role delineation study. In other words, some content areas are more important (thus, have more questions) and count more with respect to the overall score than other content areas. On the score report, candidates receive their overall score, their pass/fail status, as well as a breakdown by each specific content area.

After completing the exam, when will I receive my results?

You will receive your results immediately upon completion of the exam.

If I do not pass the exam, how quickly can I take a re-test?

Re-test candidates will receive a re-test voucher number from Pearson VUE. You may retake the exam 15 days following your initial exam and every 15 days following.

F. Code of Ethics for ACSM Certified and Registered Professionals

F.1 PURPOSE

This Code of Ethics is intended to aid all certified and registered American College of Sports Medicine Credentialed Professionals (ACSMCP) to establish and maintain a high level of ethical conduct, as defined by standards by which an ACSMCP may determine the appropriateness of his or her conduct. Any existing professional, licensure or certification affiliations that ACSMCPs have with governmental, local, state or national agencies or organizations will take precedence relative to any disciplinary matters that pertain to practice or professional conduct.

This Code applies to all ACSMCP's, regardless of ACSM membership status (to include members and non-members). Any cases in violation of this Code will be referred to the **ACSM CCRB Executive Council and the CCRB Ethics subcommittee**, and if appropriate the ACSM Committee on Ethics and Professional Conduct as well.

F.2 PRINCIPLES and STANDARDS

Responsibility to the Public

ACSMCPs shall be dedicated to providing competent and legally permissible services within the scope of the Knowledge, Skills, and Abilities (KSAs) of their respective credential. These services shall be provided with integrity, competence, diligence, and compassion.

ACSMCPs provide exercise information in a manner that is consistent with evidence-based science and medicine.

ACSMCPs respect the rights of clients, colleagues, and health professionals, and shall safeguard client confidences within the boundaries of the law.

Information relating to the ACSMCP/client relationship is confidential and may not be communicated to a third party not involved in that client's care without the prior written consent of the client or as required by law.

ACSMCPs are truthful about their qualifications and the limitations of their expertise and provide services consistent with their competencies.

Responsibility to the Profession

ACSMCPs maintain high professional standards. As such, an ACSMCP should never represent him/herself, either directly or indirectly, as anything other than an ACSMCP unless he/she holds other license/certification that allows him/her to do so.

ACSMCPs practice within the scope of their knowledge, skills, and abilities. ACSMCPs will not provide services that are limited by state law to provision by another health care professional only. An ACSMCP must remain in good standing relative to governmental requirements as a condition of continued Credentialing.

ACSMCPs take credit, including authorship, only for work they have actually performed and give credit to the contributions of others as warranted.

Consistent with the requirements of their certification or registration, ACSMCPs must complete approved, additional educational course work aimed at maintaining and advancing their knowledge, skills and abilities

F.3 PRINCIPLES and STANDARDS FOR CANDIDATES OF THE CERTIFICATION EXAM

Candidates applying for a Credentialing examination must comply with all eligibility requirements and to the best of their abilities, accurately complete the application process. In addition, the candidate must refrain from any and all behavior that could be interpreted as “irregular” (please refer to the policy on irregular behavior).

F.4 DISCIPLINE

Any ACSMCP may be disciplined or lose their certification or registry status for conduct which, in the opinion of the Executive Committee of the ACSM Committee on Certification and Registry Boards, goes against the principles set forth in this Code. Such cases will be reviewed by the ACSM CCRB Ethics subcommittee, which may include a liaison from the ACSM Committee on Ethics and Professional Conduct, as needed, based on the ACSM membership status of the ACSMCP. The ACSM Ethics subcommittee will make an action recommendation to the ACSM Committee on Certification and Registry Boards Executive Council for final review and approval.

Code of Ethics

APPROVED by the CCRB Executive Council, May, 2005

APPROVED by the ACSM Board of Trustees, June, 2005

G. Public Disclosure of Affiliation

Any ACSMCP may disclose his or her affiliation with ACSM Credentialing in any context, oral or documented, provided it is currently accurate. In doing so, no ACSMCP may imply College endorsement of whatever is associated in context with the disclosure, unless expressly authorized by the College. Disclosure of affiliation in connection with a commercial venture may be made provided the disclosure is made in a professionally dignified manner, is not false, misleading or deceptive, and does not imply licensure or the attainment of specialty or diploma status. ACSMCP may disclose their credential status.

ACSMCPs may list their affiliation with ACSM Credentialing on their business cards without prior authorization (ACSM certified Personal TrainerSM, ACSM Health/Fitness Director®, ACSM Certified Health Fitness Specialist, ACSM Group Exercise Leader®, ACSM Program Director®, ACSM Certified Clinical Exercise Specialist®, ACSM Registered Clinical Exercise Physiologist®). ACSMCPs and the institutions employing an ACSMCP may inform the public of an affiliation as a matter of public discourse or presentation.

H. Confidentiality

Examination scores are confidential and will not be disclosed unless specific written permission to do so is provided by the candidate prior to the exam, a specific written request to do so is received by the candidate after completion of the exam, or by subpoena or court order. Candidates must also indicate in writing the specific person or organization to whom the scores should be revealed.

ACSM verifies, upon request, the status of all individuals that have passed their respective examination and maintain their current certification status.

ACSM allows all currently certified individuals to make their contact information available to public searches via the ACSM Pro Finder. Currently certified professionals need to request, or “opt-in,” to be included in this searchable database. Further details and instructions can be found by following the Pro Finder links in the certification section of the ACSM website.

I. Privacy Policy

AMERICAN COLLEGE OF SPORTS MEDICINE, INC. (ACSM) recognizes the importance of protecting the privacy of information provided by users of our web site, certified individuals, event registrants, recipients of our e-mail newsletters and all of our members. We created this policy with a fundamental respect for our users' right to privacy and to guide our relationships with our users. This privacy statement discloses the privacy practices for all products and services of ACSM. A current list of our membership categories, certification levels, and events can be found at www.acsm.org.

I.1 INFORMATION COLLECTION AND USE

ACSM collects information from our web site users, members and non-members. In this section of our privacy policy, we will describe the type of information we collect and how we use it to provide better services to our members.

I.2 MEMBERSHIP AND EVENT REGISTRATION

When applying for membership or event registration through our web site, users are required to give their contact information (such as name, mailing address, e-mail address and phone number). We also may collect demographic information (such as title, company information and areas of interest, etc...). For internal purposes, we use this information to communicate with members and provide requested services, and, for our web site visitors, to provide a more personalized experience on our sites. We use aggregate demographic information about our audience to improve our service, for marketing purposes and/or industry reporting purposes.

For our services that require payment (such as membership dues, events, products and journals), we also collect credit card information (such as card holder name, credit card number, billing address, credit card security code and expiration date), which is used for billing purposes only, and is not otherwise shared.

I.3 SURVEYS

From time to time we invite users to provide information via surveys. Participation in these surveys is completely voluntary and the user therefore has a choice whether to disclose requested contact information (such as name and mailing address) and demographic information (such as zip code or job title). In addition to other uses set forth in this policy, contact information collected in connection with surveys is used to monitor or improve the use and satisfaction of the site.

I.4 INTERACTIVE FEATURES

At our site, we offer interactive and community features such as discussion forums found in the communities section of the "Members Only" page. Note that all personal information sent or posted via such features becomes public information for which we are not responsible. Discussion forums are regulated by the "Terms and Use" located on the communities page.

I.5 TELL-A-FRIEND

If users elect to use our referral service for informing a friend about our sites and services, we may ask them for the friend's name, job title and e-mail address. ACSM will store and use this information to send the friend an invitation. This information may also be used to provide information about our company and related products and services. The friend may contact us as specified in the tell-a-friend message to request that no further communications be sent.

I.6 COMMUNICATIONS WITH US

We have features where users can submit information to us (such as our feedback forms or committee interest forms). Letters to the editor and similar submissions may be made public. Requests for service, support or information may be forwarded as needed to best respond to a specific request. We may retain e-mails and other information sent to us for our internal administrative purposes, and to help us to serve customers better.

I.7 COMMUNICATIONS FROM US: SERVICE UPDATES, SPECIAL OFFERS

In order to best serve our members, we may send updates that contain important information about our sites and services. For example, we send new members a welcoming message, and verify password and username for our password-protected sites. We may also communicate with a user to provide requested services and for account-related issues via e-mail, phone or regular mail.

We offer our users the option to receive information about our organization, related products, services and special events. Users can choose not to receive these communications, as set forth in our Permission section below.

I.8 AUTOMATIC DATA COLLECTION

Our web sites have features that automatically collect information from users, to deliver content specific to users' interests and to honor their preferences. This information assists us in creating sites that will serve the needs of our users.

We use "cookies," a piece of data stored on the user's hard drive containing information about the user. Cookies benefit the user by requiring login only once, thereby saving time while on our site. If users reject the cookies, they may be limited in the use of some areas of our site. Additionally, we may note some of the pages the user visits on our site through the use of pixel tags (also called clear gifs). The use of cookies and pixels enable us to track and target the interests of our users to enhance the experience on our sites.

Some of our publishers or sponsors use cookies on our sites in announcements. However, we have no access to or control over these publishers or sponsors cookies; we urge users to read their privacy policies for information.

For our internal purposes, we gather date, time, browser type, navigation history and IP address of all visitors to our site. This information does not contain information that can identify users personally. We use this information for our internal security audit log, trend analysis and system administration, and to gather broad demographic information about our user base for aggregate use.

We may combine demographic information supplied by a member at the time of application with site usage data to provide general profiles, in aggregate non-personally identifiable form, about our users and their preferences in the content of the site. We may share this composite information with our sponsors or publishers to help them better understand our services.

I.9 SHARING YOUR INFORMATION

When we offer co-branded, customized or sponsored products and services, or when we join with other parties to provide specific products or services, we may share (provide and receive) personal information with them. Unless prohibited by law, we do not share credit card information with such third parties.

These sponsors will use the information according to their own privacy policies, and we urge participants to read those policies before registering.

On occasion, we may rent lists of targeted names and offline and online contact information for marketing purposes to reputable third parties, whose products or services we think you might find of interest. We

give users the option of not having their name or contact information disclosed to third parties, as set forth in the Permission section below.

We may share aggregate information, which is not personally identifiable, with others. This information may include usage and demographic data, but it will not include personal information.

I.10 CORRECTION/UPDATING INFORMATION

Members may update their personally identifiable information (such as a change in address, email, or phone number), by logging into the members only portion of our web site. Should a non-member need to change their personally identifiable information, they can contact Member Services at 317-637-9200, or e-mail membership@acsm.org. If a user no longer desires our product(s)/service(s), the user should contact Member Services for the applicable product or service or email membership@acsm.org.

I.11 PERMISSION

Our users are given the opportunity to choose whether to receive information from our sponsors or publishers and us not directly related to the registered services. Users also have the opportunity to choose whether to have personal information shared with third parties for marketing purposes.

Instructions for how to exercise this choice are contained in e-mails sent by us, on our product web sites and in each of our publications. Please note that we will endeavor to implement requests within a reasonable time, although for a time users may continue to receive mailings, etc., transmitted based on information released prior to the implementation of the request. Users will continue to receive information directly related to their registered services, so they always are kept informed.

I.12 SECURITY

We use industry-standard encryption technologies when transferring and receiving your information. Additionally, we implement commercially reasonable security measures at our physical facilities to protect against loss or misuse of your information.

I.13 LINKS

Our web sites contain links to other sites. ACSM is not responsible for the privacy practices or content of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each web site to which we may link that may collect personally identifiable information. As well, we are not responsible for the misuse of ACSM's name, products or services listed on other sites.

I.14 NOTIFICATION AND CHANGES

If we change our privacy policy, we will post those changes at www.acsm.org so our users are aware of what information we collect, how we use it and under which circumstances, if any, we disclose it. Users should check this policy frequently to keep abreast of any changes.

For questions about this privacy statement, or questions concerning the practices of this site or any dealings with American College of Sports Medicine, Inc. contact:

Corporate Communications
American College of Sports Medicine, Inc.
401 W Michigan Street
Indianapolis, IN 46202
(317) 637-9200

J. Non-Discrimination Policy

The American College of Sports Medicine strives to comply with all applicable federal and state laws. It does not knowingly violate such laws in its employment activities, membership policies, membership programs, educational activities, honor programs, certification matters, or program funding, nor knowingly discriminate on the basis of race, religion, color, gender, sexual preference, military status, age, national or ethnic origin, disability or handicap. It attempts to make its programs equally accessible to all persons regardless of disability.

K. Disability Policy

The Americans with Disabilities Act (ADA) of 1990 (PL 101-336) is a sweeping civil rights law which is intended to eliminate discrimination against people with disabilities in all aspects of life. The American College of Sports Medicine examination program embraces the law in both letter and spirit.

ACSM requests that candidates with disabilities note it on the workshop application. ACSM will then request specific information regarding the accommodations being requesting. Once approved, the special accommodations will be listed on the weekly site roster that is sent from the National Office to the Site Contact.

When the special accommodations are identified, the Workshop Director (WD) or Site Coordinator (SC) must contact that person to determine that the accommodations are going to be met.

After a person with a disability self-identifies on the application and is contacted by the WD or SC, the Account Representative (AR) must be contacted to determine the reasonable accommodation. Decisions regarding reasonable accommodations will be made on a case-by-case basis. The reasonable accommodation may be made in consultation with the AR, WD, SC, Credential Chair, CCRB Chair and ACSM National Office staff. However, any deviation from the Workshop Management Plan (e.g. equipment modification, simulator problems, etc.) must receive prior approval.

Title I of the ADA states "Employers [certifying bodies] should conduct a job analysis to determine the essential functions of each job (knowledge, skills, abilities-KSAs). When an individual with a disability meets legitimate educational, skill, and experience qualifications for a position [credential examination] the employer must make a reasonable accommodation. Reasonable accommodations include, but are not limited to, reassignment of non-essential tasks, providing auxiliary aids or services, removing architectural barriers in the workplace..." Title III includes a provision for "changing rules or practices" for individuals with disabilities who meet essential eligibility requirements. Reasonable accommodations for the purpose of conducting an ACSM credential examination may include text magnification, assistive listening devices, readers, and extended time.

Requests for special accommodations for an ACSM credentialing exam can be made by emailing certification@acsm.org.

L. Irregular Behavior

The ACSM Committee on Certification and Registry Boards (CCRB) defines irregular behavior as any behavior that undermines or threatens the integrity of the application, assessment or certification processes of ACSM CCRB, whether it occurs before, during or after an exam.

Irregular behavior may include, but is not limited to, having or seeking access to exam materials before the exam, impersonating an examinee or engaging someone else to take the exam by proxy, copying

answers from someone else or allowing one's answers to be copied, copying or memorizing and reproducing test items, altering or misrepresenting scores, stealing exam materials, possessing unauthorized materials during a computer-based exam (e.g., including, but not limited to, recording devices, photographic materials, printed reference material, etc.) or other such behavior which may cast doubt on the exam results of that or another person. It may also include making false representations during the application process or in connection with certification status, altering or falsifying ACSM certificates or other documents, or making the false representation that one is certified by ACSM by using the legally-protected marks identity marks.

The content of all ACSM CCRB exams and each of its items is proprietary and strictly confidential, and the unauthorized retention, possession, copying, distribution, disclosure, discussion, or receipt of any examination question, in whole or in part, by written, electronic, oral or other form of communication, including but not limited to e-mailing, copying or printing of electronic files, and reconstruction through memorization and/or dictation, before, during, or after an examination, is strictly prohibited. In addition to constituting irregular behavior subject to disciplinary action such as revocation of certification or revocation of eligibility for future certification for a specified period of time, such activities violate ACSM's proprietary rights, including copyrights, and may subject violators to legal action.

Exam applicants or examinees can be disqualified from taking or continuing to sit for an examination, or from receiving examination scores, and may be required to retake an examination if, at its sole discretion, the ACSM CCRB Executive Council (EC) determines through proctor observation, statistical analysis or any other means available to it, that said exam applicants or examinees were engaged in collaborative, disruptive, or other irregular behavior before, during the administration of, or following, the examination, or if the ACSM CCRB EC determines that the integrity or validity of the examination otherwise is in question.

In some instances, while the evidence of irregularity is sufficiently strong to cast doubt upon the validity of scores, such evidence may not enable the ACSM CCRB EC to identify the particular individuals involved. In any such circumstances, the ACSM CCRB EC reserves the right to withhold the scores of all candidates, including candidates not directly implicated in the irregularity and, if necessary, to require all candidates to take an additional examination at a later date under conditions which will ensure the validity of all scores.

Anyone who has information or evidence that irregular behavior has occurred should submit a written, signed statement to the ACSM CCRB EC as describe in the "Complaints" policy, detailing the incident with copies of any supporting evidence or documentation.

If the ACSM CCRB EC determines that allegations of irregular behavior are true, the organization may impose sanctions against the offending individual, which may include temporary or permanent loss of eligibility for exams or certification, revocation of an existing certificate, suspension of certification, invalidation of scores, or other sanctions as deemed appropriate. Such sanctions also may include legal action against the offending individual.

M. Complaint Policy

Any candidate may file a complaint with ACSM if he/she does not feel he/she was appropriately graded on the certification exam or if he/she feels that there was a valid problem with the workshop or examination process.

When a candidate contacts the National Office with a complaint, the National Office will offer to resolve the issue, if possible. **The staff at the National Office are not allowed to release exam scores or copies of the written exam to anyone outside of the Committee on Certification and Registry Boards (CCRB).**

If the candidate still feels that his/her complaint is valid, then documentation needs to be sent to the National Office, in writing, either by e-mail certification@acsm.org or fax 317-634-7817. Please include exam score sheet with a complaint letter if applicable.

If the complaint is about exam scores, it will be handled by the ACSM National Office. If the complaint is about the workshop guidelines, then the complaint and all contact information for the workshop will be sent to the appropriate Credentialing Chair (CC) and Account Representative (AR).

The AR is responsible for investigating workshop complaints and will provide a response to the appropriate CC within 30 days. Once a resolution has been agreed upon, if possible, by the AR and CC, the AR will contact the candidate directly as to the resolution. The AR will also communicate all findings with the National Office.

All documentation regarding appeals/complaints is kept on file indefinitely at the National Office.

N. Appeals Policy

Appeals regarding candidate disputes or disciplinary decisions by the CCRB Ethics and Professional Conduct subcommittee, based on perceived lack of due process, may be appealed to the CCRB EC. An appeal to the CCRB EC must be made in writing signed by the appellant, addressed to the CCRB EC and received within 30 days of the date of a decision by the CCRB Ethics and Professional Conduct subcommittee. The written appeal must identify the precise factual basis, applicable rules or circumstances that are the basis for the appeal. The CCRB Ethics and Professional Conduct subcommittee shall maintain a record of all appeals, take appropriate action regarding the appeal in a timely manner, and document the actions taken. The ACSM CCRB EC may report on the status and outcome of appeals only according to the confidentiality policies. All appeals should be reviewed for possible corrective actions within the Operating Guidelines and Operating Policies.

The organization for the appeal consideration will be an ad hoc committee of the CCRB EC activated to consider appeals as an Appeals Panel, hereafter referred to as the CCRB Ethics Appeal Panel. The CCRB Ethics Appeal Panel will examine the request and the circumstances of the appellant's claim, review the decision as rendered by the CCRB Ethics and Professional Conduct subcommittee and verify that all measures of due process have been met by the appellant and the CCRB Ethics and Professional Conduct subcommittee. The CCRB Ethics Appeal Panel must operate under conditions of confidentiality, and manage all appeals so as resolution is done in an efficient and timely manner generally within 30-45 days of the initiation of the appeal. All decisions by the CCRB Ethics Appeal Panel are final. The CCRB Ethics Appeal Panel will consist of three members appointed by the Chair of CCRB with the National Director of Certification and Registry Programs serving as Secretary in a non-voting capacity. Any member of the CCRB Ethics Appeal Panel with a potential conflict of interest must recuse themselves from a specific appeal where a conflict is apparent. The Chair will then appoint an alternate to the CCRB Ethics Appeal Panel.

II. RECERTIFICATION

A. Purpose of Recertification

The purpose of periodic recertification occurs through the documentation of (and confirmation, when required) of required continuing educational activities, to ensure competency and maintain a high standard for certified professionals beyond the initial three-year period following successful passing of an ACSM certification exam.

B. Frequently Asked CEC and Recertification Questions

What is recertification?

ACSM's credentialing programs encourage ongoing competency and continuing education and strive to maintain a high standard for our certified and registered professionals. Therefore, all ACSM credentialed professionals are required to recertify or renew their credentials. The requirements for maintaining an ACSM credential vary by level, but all professionals who are ACSM certified or members of the Registry for Clinical Exercise Physiologists are required to earn a specific amount of continuing education credits (CECs) during their certification/registry cycle. Along with this educational component, ACSM charges a nominal administrative fee for recertification/renewal.

What do I need to do in order to recertify?

You will receive recertification information during the spring of the year you are due to recertify. In order to recertify without retaking the certification examination again, you must complete the *ACSM Recertification/Renewal Form* on-line at www.acsm.org/recertify and pay the appropriate recertification fee. Please keep all documentation of CECs for your records. ACSM will conduct random audits each year. If audited, you will be required to provide documented proof of all credits to the ACSM National Office.

May I submit my CPR, BLS, or ACLS certification for credits?

ACSM does not award credits for CPR, BLS, or ACLS certifications. Educational courses for ACLS may be applied towards your renewal. The number of educational contact hours for ACLS training are equivalent to the number of CECs awarded (e.g. 3 contact hours = 3 ACSM CECs). Note: This does not include the actual completion of the ACLS certification exam.

My certification is up this year, and I don't have enough credits. Can I have an extension?

For professionals who were certified or who renewed BEFORE 2005, you are still allowed a grace year, but you are considered INACTIVE during this year and you will be charged a \$10 late fee. For professionals who certified or who recertified in 2005 and after, there is a 6 month grace period, but you are considered INACTIVE during this period and will be charged a \$10 late fee. The late fee will increase to \$25 on Jan. 1, 2009. The grace periods are done automatically, no paperwork is required.

You do not need to contact ACSM for that extension. During the grace period, your certification will be considered inactive. During this time frame, you will not receive any benefits of being certified. All benefits will be re-instated as soon as you submit a complete recertification form and payment. Once the ACSM Recertification/Renewal Form has been submitted and the appropriate fees have been paid, the next recertification cycle will continue on the original schedule.

What is the yearly audit?

In order to ensure high standards of competency and continuing education, ACSM will process a yearly audit on recertification forms. ACSM will audit a percentage of randomly selected *ACSM Recertification/Renewal Forms* submitted the previous year. This audit will be conducted at each credential level. If audited, you will be required to provide documented proof of all CECs to the ACSM National Office within 30 days. If you are unable to provide documented proof within 30 days, your certification will be considered inactive and you will have one year to complete the recertification process by providing the documentation or by obtaining new CECs. All audit paperwork will be reviewed for validity by the CCRB Continuing Professional Education (CPE) Subcommittee. If all paperwork is complete and the appropriate number of CECs are earned, the professional will be notified that his credential is valid until the next recertification due date. If after submission of CECs, it is determined that some CECs are not applicable, an appropriate amount of time will be allowed for the professional to earn additional replacement CECs.

What does inactive status mean?

During inactive status, you should not market yourself as ACSM certified or registered. You are also not able to serve as an examiner or other member of an ACSM host site where certification is required. During this time frame, the professional will not receive any benefits of being certified. All benefits will be re-instated as soon as you submit a complete recertification form and payment.

If you submit a satisfactory ACSM Recertification/Renewal Form online at www.acsm.org/recertify during the inactive period, your certification will be reinstated and considered current. If you fail to submit the ACSM Recertification/ Renewal Form by the end of the inactive period your certification will be considered invalid. Once your certification becomes invalid, you are no longer ACSM certified and your certification can only be reinstated by taking the entire certification examination again.

If you renew during your inactive year or any time after your original due date, you will be required to pay an additional late fee.

What is the difference between ACSM endorsed programs and non-ACSM endorsed programs? How do I earn CECs for workshops that I attend that are not ACSM workshops?

ACSM's Education Department reviews and endorses programs that meet specific educational guidelines. These are considered ACSM endorsed programs. If you attend an endorsed program, an attendance verification form will be available on-site for those requesting CECs. A nominal processing fee is also required by those seeking credits. [For a list of List of ACSM Approved Providers](http://www.acsm.org/CECs) go to www.acsm.org/CECs and click on [Approved Provider Program](#).

The ACSM Certification & Registry Department will recognize CECs, CMEs, or CEUs awarded by other professional health & fitness or clinical organizations for attending their programs without it being pre-approved or endorsed by the ACSM Education Department. These are considered non-ACSM endorsed programs. You must obtain documentation from that organization verifying attendance and the number of CECs earned. ACSM does not accept CECs for certification exams, professional memberships, or committee involvement. Please keep all documentation of non-ACSM CECs for your records. Only send in the ACSM Recertification/Renewal Form and payment when it is time for you to recertify or recertify online at www.acsm.org/recertify. We will process an audit the following year. If you are audited, we will request all documentation at that time.

How do I get credit for college courses?

You will need a copy of your transcripts for your records. ACSM awards 10 CECs per college credit hour as long as the course meets the following criteria-1)you must receive credit for the course after you become certified; 2)you must receive a C or better for the course; 3)the course must be related to your certification. Examples of acceptable courses are: physical education, exercise science, kinesiology, kinesiotherapy, athletic training, sports management, exercise physiology, human performance, and recreation management/science. If you are unsure if the course is related to your certification, please refer to the knowledge, skills, and abilities (KSAs) found in *ACSM's Guidelines for Exercise Testing and Prescription*. You will not send a copy of your transcripts to ACSM for approval. You will only submit the *ACSM Recertification/Renewal Form* online at www.acsm.org/recertify with payment when it is time for you to recertify. We will process an audit the following year. If you are audited, we will request all documentation at that time.

How many CECs do I get for teaching and lecturing?

You can claim 1 CEC per hour of academic teaching as long as the coursework is consistent with your KSAs and the course is taught at an accredited institution. If the class is a college course, do not refer to the college credit hours earned. It is still worth 1 CEC per contact hour of academic teaching. Credit can be claimed for teaching the course content once during a recertification cycle. You can claim 1 CEC per hour of lecturing if it is a lecture given at the state, regional, or national level or if CECs are offered for the lecture attendees. You can earn up to 30% of your CECs by teaching and lecturing. Documentation stating that you taught the class or gave the lecture along with content will be required should you be audited, ie-course catalog, course syllabus, letter from supervisor, meeting brochure showing you as a

lecturer. Keep this documentation for your records. Only submit the *ACSM Recertification/Renewal Form* online at www.acsm.org/recertify with payment when you recertify. We will process an audit the following year. If you are audited, we will request all documentation at that time.

Do CECs carry over?

CECs are continuing education credits and, as such, do not carry over from one recertification time frame to another.

What should I do with all of my documentation? Where do I send it?

ACSM does not require CEC documentation at that time of recertification. Only submit the ACSM Recertification/Renewal Form online at www.acsm.org/recertify with payment when you recertify. We will send you a new certificate once payment and form are received by the Certification Department. If you do not receive a new certificate within 4-6 weeks of sending your form and payment, please contact the Certification Department at certification@acsm.org. The following year, ACSM will conduct an audit. If you are audited, you will have 30 days to send in all documentation to ACSM for review. Please save all CEC documentation for one calendar year following the renewal of your certification in case you are audited.

What if my CECs do not appear on the ACSM-CEC print-out?

If you attended an ACSM endorsed program and submitted the CEC form and processing fee for documentation, or if you attended an ACSM endorsed program within the last year but did not request CECs, please contact the ACSM Continuing Education Department at education@acsm.org. If you attended a non-ACSM endorsed program, these CECs will not appear on this print. You should obtain documentation of these CECs from the program organizer and keep the documentation for your records (refer to the question above on what to do with your documentation).

I need more CECs and I don't have time to travel to conferences. How can I obtain additional CECs?

ACSM's Home Study Programs are the perfect way to earn credits without leaving home. You can earn credits by reading various journals or online articles and taking self-tests. A listing of ACSM-endorsed Home Study opportunities can be found on the ACSM website, www.acsm.org/CECs and clicking on [Approved Provider Program](#).

What's the difference between CECs, CEUs, and CMEs?

Different professional organizations offer continuing education credits; most commonly called CECs (continuing education credits), CEUs (continuing education units), and CMEs (continuing medical education credits are for physicians only). Although each has a different contact hour requirement, most CECs require one contact hour of professional activity for one credit.

I received a Certificate of Attendance for a workshop I attended. Can I submit the Certificate of Attendance for CECs?

ACSM only recognizes workshops or conferences that have been approved for any type of continuing education credits, whether offered by ACSM or not. When a conference or workshop is approved to offer continuing education credits, the program has been evaluated by an outside professional organization and is considered to contain significant educational material. A certificate of attendance only means that you attended a workshop, it does not guarantee that the workshop provided significant educational material or any continuing education credits.

C. ACSM Recertification Requirements

Recertification will be granted if each of the following criteria is met:

1. The candidate accumulates the required number of Continuing Education Credits (CECs), Continuing Medical Education (CMEs), Continuing Education Units (CEUs) and/or the equivalent, (please see examples below)

2. The candidate maintains a current CPR Certification and
3. The candidate pays the required recertification fee.

OR, a credentialed professional has the option to repeat the certification testing of that particular level of certification of which they wish to be recertified. The current cost of taking the examination for the first time will apply. If the exam is no longer offered then this option does not apply.

CEC Requirements and Recertification Fees (for professionals certified prior to 2005):

Level of Certification	Credits	Fee
ACSM Program Director SM ACSM Health/Fitness Director [®]	120 credits	\$80
ACSM Registered Clinical Exercise Physiologist [®] ACSM Certified Clinical Exercise Specialist [®] ACSM Health/Fitness Instructor [®]	80 credits	\$60
ACSM Exercise Test Technologist [®] ACSM Group Exercise Leader [®]	40 credits	\$40
ACSM Exercise Leader/Army	40 credits	\$40

CEC Requirements and Recertification Fees (for professionals certified in 2005 and after or recertified in 2005 and after):

Level of Certification	Credits	Fee
ACSM Program Director SM ACSM Health/Fitness Director [®]	90 credits	\$65
ACSM Registered Clinical Exercise Physiologist [®] ACSM Certified Clinical Exercise Specialist ACSM Certified Health Fitness Specialist	60 credits	\$45
ACSM Certified Personal Trainer SM	45 credits	\$30
ACSM Exercise Test Technologist [®] ACSM Group Exercise Leader [®] ACSM Exercise Leader/Army	30 credits	\$30
ACSM/NCPAD Certified Inclusive Fitness Trainer* ACSM/ACS Certified Cancer Exercise Trainer* ACSM/ NSPAPPH Physical Activity in Public Health Specialist (PAPHS)	15 credits	\$25

*Must Maintain NCCA accredited certification for renewal.

D. Ways to Earn Continuing Education Credits (CECs)

D.1 ACSM CONTINUING EDUCATION OPPORTUNITIES

- ACSM Certification Workshops & Webinars
 - ACSM Certified Personal TrainerSM 1-Day workshop = 7.5 CECs
 - ACSM Certified Personal TrainerSM 3-Day workshop = 20.75 CECs
 - ACSM Certified Health Fitness Specialist 2-Day workshop = 16 CECs
 - ACSM Certified Clinical Exercise Specialist 2-Day workshop = 13.25
 - ACSM Registered Clinical Exercise Physiologist[®] 2-Day workshop = 12 CECs
 - ACSM Certified Health Fitness Specialist Webinar = 9 CECs
 - ACSM Certified Clinical Exercise Specialist Webinar = 9 CECs
 - ACSM/ACS Certified Cancer Exercise Trainer Webinar = 9 CECs
 - ACSM/NCPAD Certified Inclusive Fitness Trainer Webinar = 9 CECs

- ACSM National Meetings
- ACSM Regional Chapter Meetings
- ACSM Self-Tests
- Meetings sponsored by other professional health/fitness & clinical organizations
- Clinic/Hospital Grand Rounds
- University/College Courses
(10 CECs per credit hour, i.e.-a 3 credit hour course is worth 30 CECs. Course must be health/fitness or clinical related and completed with a grade of "C" or better.)
- Publications
(10 CECs for publication(s) in peer-reviewed professional journals, books, or accepted abstracts authored or co-authored)
- Academic Teaching/Professional Lecturing
(1 CEC per hour. For repetitive classes, credits only granted once in recertification time frame.)
*Only 30 percent of your total credit hours can be obtained by these activities.

D.2 ACSM SELF-TESTS

- *ACSM's Health and Fitness Journal*[®] offers approximately 24 ACSM CECs per year. To receive the journal and other member benefits, including a discount on ACSM-CECs, join ACSM's Alliance of Health & Fitness Professionals. To join, call the ACSM Membership Department at 317-637-9200 x139. To subscribe to the journal only, contact the ACSM Certification Resource Center at 1-800-486-5643.
- *ACSM's Certified News* is available electronically to ACSM Certified Professionals and offers 4.0 ACSM-CECs in each issue, approximately 16 per year. Go to www.acsm.org/certifiednews.
- *The Physician and Sportsmedicine* is a peer review journal which offers ACSM-CEC credits in each monthly issue. Credits range from 2.5-5.0 CECs depending on the issue. Interactive articles and self-tests are available online at www.physsportsmed.com. If you prefer to subscribe to the paper journal, call 609-426-7070.

Please note that all self-tests expire one year from the release date and must be submitted to the ACSM National Office on or before the expiration date in order to be eligible for continuing education credits.

D.3 ACSM APPROVED PROVIDER PROGRAM

ACSM is now implementing a new process in lieu of the previous Endorsement application process whereby we only reviewed and approved *meetings* offered by organizations *yearly*. It is being replaced with the ACSM Approved Provider Program. In this provider program, organizations will be approved for a period of three years and can provide ACSM CECs for any program, meeting, conference, workshop,

and home study option during that time frame. For a list of ACSM Approved Providers go to www.acsm.org/cecs.

D.4 ACSM MEETINGS

- ACSM Annual Meeting
- ACSM Health & Fitness Summit & Exposition
- Team Physician Course, Part I and II
- Advanced Team Physician Course
- Regional Chapter Conferences and Annual Meetings
- Specialty Conferences
- Scientific Roundtables

D.5 ACSM CERTIFICATION WORKSHOPS

The information in ACSM Certification workshops is updated yearly to give you the most up to the minute information. If you are already certified at one of these levels, we encourage you to take the workshop again after certification for CECs and updated information.

- ACSM Certified Personal TrainerSM 1-Day workshop = 7.5 CECs
- ACSM Certified Personal TrainerSM 3-Day workshop = 20.75 CECs
- ACSM Certified Health Fitness Specialist 2-Day workshop = 16 CECs
- ACSM Certified Clinical Exercise Specialist 2-Day workshop = 13.25
- ACSM Registered Clinical Exercise Physiologist[®] 2-Day workshop = 12 CECs
- 1-Day CEC course: Weight Management for the Fitness Professional = 7 ACSM CECs
- 1-Day CEC course: Business Management for the Fitness Professional = 7 ACSM CECs

E. Random Auditing Process - Recertification

At the time of recertification/renewal, you are only required to submit the ACSM Recertification/Renewal Form online at www.acsm.org/recertify, but you must retain all documented proof of obtained credits for one year. Examples of documented proof would include certificate copies, letters of attendance with CEC verification, transcripts, copy of first page of article or manuscript showing author, title, publication name, etc. ACSM will audit a percentage of randomly selected ACSM Recertification/Renewal Forms. This audit will be conducted at each credential level. If audited, you will be required to provide documented proof of all CECs to the ACSM National Office within 30 days. If you are unable to provide documented proof within 30 days, your certification will be considered “inactive” and you will have one year to complete the recertification process by providing the documentation or by obtaining new CECs.

All audit paperwork will be reviewed for validity by the CCRB Continuing Professional Education (CPE) Subcommittee. If all paperwork is complete and the appropriate number of CECs are earned, the professional will be notified that his credential is valid until the next recertification due date. If after submission of CECs, it is determined that some CECs are not applicable, an appropriate amount of time will be allowed for the professional to earn additional replacement CECs.

F. Renewal Reminders

ACSM will contact all credentialed professionals via postal mail in the spring of the year they are due to recertify (recertification due dates are listed on the individual's certificate). As follow up, ACSM will contact the professional three other times during that year via postal mail and/or e-mail to remind the professional. ACSM will then contact those that do not recertify one more time in their grace period. It is the responsibility of the credentialed professional to submit the ACSM Recertification/Renewal form online at www.acsm.org/recertify prior to the expiration of his credentials. Please keep your address and

e-mail address up to date with ACSM in order to ensure that you receive recertification information in a timely manner. If you have any questions about recertification, ACSM meetings and endorsed programs, ACSM's Certified News publication or ACSM ProFinder, please visit our website at www.acsm.org/certification.