



**AMERICAN COLLEGE  
of SPORTS MEDICINE®**

# **Candidate Handbook**

**Committee on Certification and Registry  
Boards**

## Contents

<b>I. Initial Certification</b> .....	<b>4</b>
ACSM Certification and Registry Board Mission, Vision, and Objectives .....	4
ACSM Professional Certifications.....	5
Programmatic and Personnel Accreditation.....	6
Earning and Maintaining an ACSM Certification .....	7
Certification Eligibility Requirements .....	7
How ACSM Certification Exams are Developed.....	9
Exam Content Outlines .....	12
Exam Preparation.....	13
Exam Scheduling and Application processes .....	13
Statement of Non-discrimination .....	14
Disability Policy and Special Accommodations.....	15
ACSM Certification Code of Ethics .....	15
ACSM Certification Confidentiality Policy.....	17
Public Disclosure of Affiliation Policy.....	17
Privacy Policy .....	17
International Exams .....	21
Exam Fees .....	21
Exam Score and Passing Criteria .....	21
<b>II. What to Expect During the Exam Day</b> .....	<b>22</b>
Identification Requirements .....	22
Online Exams (Live, Remote Proctoring) .....	23
Online Exams   International Availability .....	23
Online Exams   Breaks .....	24
Online Exams   Special Accommodations Availability.....	24
Online Exams   Personal Belongings .....	24
Online Exams   Alerting the Proctor.....	24
Online Exams   Exam Supplies.....	25
Online Exams   Technical Requirements .....	27
In-Person Testing .....	28
In-Person Exams   Testing Environment .....	28
In-Person Exams   Candidate Rules Agreement.....	28
In-Person Exams   Personal Belongings .....	28
In-Person Exams   Comfort aids .....	29
In-Person Exams   Approved Exam Supplies .....	29
In-Person Exams   .....	30
Pre-Test Tutorial .....	30
In-Person Exams   Breaks .....	30
In-Person Exams   No Shows/Late Arrivals .....	31
In-Person Exams   Special Accommodations .....	31
Non-Disclosure Agreement & Ethics Code Compliance .....	31
Random Auditing Process .....	32

Candidate Misconduct .....	32
Irregular Behavior .....	32
Score Reports .....	33
Exam Rescheduling and Cancellation Policy .....	34
Retest Policy .....	34
<b>III. Recertification .....</b>	<b>35</b>
Renewal Options .....	35
Continuing Education Tracking .....	36
Multiple Certification Discount .....	36
Expired Certifications .....	36
Continuing Education Opportunities .....	37
CPR, BLS, and ACLS certification .....	40
ACSM ProFinder and Exercise Professional Registries .....	40
Appendices .....	42
Appendix A: Appeals for Denied Eligibility .....	43
Appendix B: Appeal and Disciplinary Procedures .....	44
Appendix C: Special Accommodations Request Form .....	45
Appendix D: Third Party Authorization Form .....	47
Appendix E: Recertification Form .....	49
Appendix E: Reinstatement Form .....	52
Appendix F: Emeritus Application Form .....	54

# I. Initial Certification

## ACSM Certification and Registry Board Mission, Vision, and Objectives

### **About the American College of Sports Medicine:**

The American College of Sports Medicine (ACSM) is the largest sports medicine and exercise science organization in the world. With more than 20,000 members and 34,000 certified professionals worldwide, ACSM is dedicated to advancing and integrating scientific research to provide educational and practical applications of exercise science and sports medicine.

Representing 70 occupations within the sports medicine field, ACSM is the only organization that offers a 360-degree view of the profession. From academicians to students and from personal trainers to physicians, our association of sports medicine, exercise science, and health and fitness professionals is dedicated to helping people worldwide live longer, healthier lives.

The ACSM Committee on Certification and Registry Boards (CCRB) is responsible for oversight of ACSM's certification programs. The CCRB is an independent body within ACSM to develop and administer ACSM certification programs.

### **CCRB Mission Statement:**

To develop, maintain, and administer accredited certification programs and provide top quality opportunities for lifelong career development.

### **CCRB Vision:**

To position health fitness professionals as an essential member of the healthcare continuum by being the global leader in credentialing, continuing competence, and ethics.

### **CCRB Objectives**

- **Continual Process Improvement:** CCRB shall follow continual process improvement across all certification and registry programs as related to exam development, management plans, support materials, and continuing professional development.
- **Career Relevancy and Advocacy:** CCRB shall maintain a leadership position in the profession and marketplace by promoting superior professional 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).
- **Expansion/Growth:** CCRB shall develop a marketing plan to increase the number of credentialed individuals, facilities, and educational institutions that share CCRB's mission and vision.
- **Educational Outreach:** The CCRB will be responsive to domestic and international groups who express interest in CCRB certifications, assessment-based certificates, and continuing professional development.

## **ACSM Professional Certifications**

The American College of Sports Medicine develops and administers four core health fitness certification programs, each with a unique population and/or programming focus. ACSM certifications are evaluated on a regular basis to ensure that they reflect the most current research and professional standards.

The professional certifications assure that candidates and certificants (1) comply with eligibility requirements and (2) meet a minimum level of competence (i.e., knowledge and skills) attributed to a specific ACSM credential. The roles of ACSM core certification programs are described below:

### **Certified Group Exercise Instructor® (ACSM-GEI®)**

The ACSM Certified Group Exercise Instructor (ACSM-GEI) possesses a minimum of a high school diploma and works in a group exercise setting with apparently healthy individuals and those with health challenges who can exercise independently to enhance quality of life, improve health-related physical fitness, manage health risk and promote lasting health behavior change. The ACSM-GEI develops and leads safe and effective exercise programs using a variety of leadership techniques to foster group camaraderie, support and motivation to enhance muscular strength and endurance, flexibility, cardiorespiratory fitness, body composition and any of the motor skills related to the domains of health-related physical fitness.

### **Certified Personal Trainer® (ACSM-CPT®)**

The ACSM Certified Personal Trainer (ACSM-CPT®), possessing a high school diploma or GED at minimum, works primarily with apparently healthy individuals to enhance fitness. The ACSM-CPT® also works with individuals who have stable health challenges and are cleared to exercise independently. The ACSM-CPT® conducts basic preparticipation health screenings, lifestyle inventories, and fitness assessments for health and skill-related components of fitness. The ACSM-CPT® assesses behavior adaptation readiness and offers guidance in the development of realistic, client-centered goals related to health, fitness and wellness. The ACSM-CPT® develops and administers programs designed to promote optimal cardiorespiratory fitness, muscular strength, muscular endurance, flexibility, and body composition, as well as agility, balance, coordination, power, speed, and reaction time. The ACSM-CPT® facilitates client motivation and adherence and honors client confidentiality. The ACSM-CPT® adheres to all agreed-upon terms with each client and stays within the scope of practice of the ACSM-CPT® credential. The prudent ACSM-CPT® makes referrals to appropriate allied health professionals when clients' needs exceed the ACSM-CPT's scope of practice.

### **Certified Exercise Physiologist® (ACSM-EP®)**

The ACSM Certified Exercise Physiologist® (ACSM-EP®) works with apparently healthy clients and those with medically controlled diseases to establish safe and effective exercise and healthy lifestyle behaviors to optimize both health and quality of life. The ACSM-EP® conducts preparticipation health screenings, submaximal graded exercise tests, strength, flexibility, and body composition assessments. The ACSM-EP® subsequently develops and administers programs designed to enhance cardiorespiratory fitness, muscular strength and endurance, balance, and range of motion. The ACSM-EP® has a minimum of a bachelor's degree in exercise science and is usually self-employed or employed in commercial, community, studio, worksite health promotion, university, and hospital-based fitness settings.

### **Certified Clinical Exercise Physiologist (ACSM-CEP®)**

The ACSM Certified Clinical Exercise Physiologist® (ACSM-CEP®) is an allied health professional with a minimum of a bachelor's degree in exercise science or equivalent and 1,200 hours of clinical hands-on experience or a master's degree in clinical exercise physiology and 600 hours of hands-on clinical experience. ACSM-CEPs® utilize prescribed exercise, basic health behavior interventions and promote physical activity for individuals with chronic diseases or conditions; examples include, but are not limited to, individuals with cardiovascular, pulmonary, metabolic, orthopedic, musculoskeletal, neuromuscular, neoplastic, immunologic and hematologic diseases. The ACSM-CEP® provides primary and secondary prevention strategies designed to improve, maintain or attenuate declines in fitness and health in populations ranging from children to older adults.

The ACSM-CEP® provides exercise screening, exercise and fitness testing, exercise prescriptions, exercise and physical activity counseling, exercise supervision, exercise and health education/promotion, and measurement and evaluation of exercise and physical activity-related outcome measures. The ACSM-CEP® works individually or as part of an interdisciplinary team in a clinical, community or public health setting. ACSM-CEPs® may receive referrals from a referring practitioner to implement exercise protocols. The practice and supervision of the ACSM-CEP® is guided by published professional guidelines and standards and applicable state and federal laws and regulations.

## Programmatic and Personnel Accreditation

ACSM believes that formalized exercise science education and continuing professional development are cornerstones of top-quality exercise professionals. ACSM participates in both academic and personnel accreditation. Each accreditation type uniquely contributes to the development, assessment, and growth of exercise professionals.

The goal of **programmatic accreditation** is to ensure that education programs meets acceptable levels of quality. Academic accrediting agencies develop evaluation criteria in accordance with standards and conduct evaluations to assess whether those criteria are met. On the other hand, **personnel accreditation** provides impartial, third-party validation that a certification program (such as ACSM) has met recognized national and international credentialing industry standards for development, implementation, and maintenance of certification programs. Professional competency is validated through written and/or performance assessments, and it is *independent* of formalized education or training. It should be noted continuing competency is required for personnel accreditation. Continuing competency requires that professionals stay current with the latest industry standards and practice, which provides reasonable assurance to the employers and the public that a professional can safely and effectively provide their services over time.



The Committee on Accreditation for the Exercise Sciences (CoAES) was established in April 2004 under the auspices of the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Programmatic accreditation through CAAHEP is specifically intended for Exercise Science or related departments (Physical Education, Kinesiology, etc.) with a professional preparation tract designed for students seeking employment opportunities in the health, fitness, and exercise industry. For more information about CoAES, please visit: <http://www.coaes.org/>.



National Commission for Certifying Agencies (NCCA) is an independent non-governmental agency that accredits certification programs in a variety of professions (e.g., athletic training, dietetics, occupational therapy) to ensure the health, welfare, and safety of the public. The NCCA reviews the certification organization's procedures, protocols, and operations, and determines if the certification properly discriminates between those who are qualified and those who are not qualified to be awarded the respective credential. The ACSM-CPT, ACSM-EP, and ACSM-CEP certification programs have earned initial accreditation by the NCCA between 2006 and 2007. ACSM is currently in the process of earning NCCA accreditation for the Certified Group Exercise Instructor (ACSM-GEI) program. For more information about NCCA accreditation process and requirements, please visit: [www.credentialingexcellence.org/NCCA](http://www.credentialingexcellence.org/NCCA).

## Earning and Maintaining an ACSM Certification

In order to earn an ACSM Certification, candidates must meet the eligibility requirements and pass the certification examination. ACSM certifications are valid for three years, expiring on December 31. As stated in the ACSM Code of Ethics, ACSM Certified Professionals agree to maintain their credential through continuing education. The purpose of periodic recertification is to ensure ACSM Certified Professionals are current with up-to-date research, professional standards/practice, and guidelines in the fitness, healthcare, and/or allied health industries.

## Certification Eligibility Requirements

Candidates must meet the established eligibility requirements to register or apply for an ACSM certification exam as described below:

### ACSM Certified Group Exercise Instructor (ACSM-GEI)

- A high school diploma or equivalent AND
- Possess current Adult CPR certification that has a live/in-person practical skills examination component (such as the American Heart Association or the American Red Cross)
- <https://www.acsm.org/get-stay-certified/get-certified/health-fitness-certifications/gei>

### ACSM Certified Personal Trainer (ACSM-CPT) Minimum Requirements

- A high school diploma or equivalent AND
- Possess current Adult CPR certification that has a live/in-person practical skills examination component (such as the American Heart Association or the American Red Cross)
- <https://www.acsm.org/get-stay-certified/get-certified/health-fitness-certifications/personal-trainer>

### ACSM Certified Exercise Physiologist (ACSM-EP) Minimum Requirements

- A Bachelor's Degree in Exercise Science, Exercise Physiology or Kinesiology 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

- Degree requirements can be found here: <https://www.acsm.org/get-stay-certified/get-certified/health-fitness-certifications/exercise-physiologist/degree-requirements-ep-c>
- Possess current Adult CPR certification that has a live/in-person practical skills examination component (such as the American Heart Association or the American Red Cross)

**ACSM Certified Clinical Exercise Physiologist (ACSM-CEP) Minimum Requirements**

- Option 1
  - Master’s Degree in Clinical Exercise Physiology or equivalent from a regionally accredited college or university; 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
  - Current certification in Basic Life Support Provider (BLS) or CPR for the Professional Rescuer certification (with hands-on practical skills component)
- Option 2
  - Bachelor’s Degree in Exercise Science, Exercise Physiology or Kinesiology from a regionally accredited college or university; AND
  - Minimum of 1,200 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
  - Current certification in Basic Life Support Provider (BLS) or CPR for the Professional Rescuer certification (with hands-on practical skills component)
- Degree requirements can be found here: [https://www.acsm.org/docs/default-source/certification-documents/cep/acsm-cep2-0-requirements-\(final\).pdf?sfvrsn=5e8bc382\\_2](https://www.acsm.org/docs/default-source/certification-documents/cep/acsm-cep2-0-requirements-(final).pdf?sfvrsn=5e8bc382_2)

• **Hands-On Clinical Experience Hour Requirements**

Experiential hours must be gained exclusively from a clinical setting. Additional restrictions are provided in the table below. Clinical hours may be earned through internships, volunteer hours and/or work experience.

<u>Applicable experience</u>	<u>Non-applicable experience</u>
1. Clinical hours related to: <ul style="list-style-type: none"> <li>a. clinical assessment</li> <li>b. exercise testing</li> <li>c. exercise prescription</li> <li>d. exercise training</li> <li>e. electrocardiography</li> <li>f. patient education and counseling</li> <li>g. disease management of cardiovascular, pulmonary, metabolic,</li> </ul>	1. Observation hours 2. Non-clinical experience 3. Hours with athletes or apparently healthy population 4. Personal training

<p style="text-align: center;">orthopedic/musculoskeletal, neuromuscular, neoplastic, immunologic and hematologic disorders</p> <p>2. Assisted or direct role in providing services for:</p> <ul style="list-style-type: none"> <li>a. exercise assessment</li> <li>b. exercise prescription</li> <li>c. supervision</li> <li>d. counseling</li> <li>e. education</li> </ul>	
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## How ACSM Certification Exams are Developed

ACSM CCRB certification exams are designed to measure a specific level of competency. ACSM sets specifications for the examinations based on a body of knowledge (validity), often referred to as a set of knowledge and skills. ACSM uses specified procedures in test development and administration to ensure reliability. ACSM CCRB certification exams are evaluated for validity and reliability through systematic examination analyses and standard setting processes.

### 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. 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); also known as a Role Delineation Study. A large, representative sample of the professional population and a panel of subject matter experts are asked to evaluate and potentially revise knowledge and skills, as well as recommend new knowledge and skills based on emerging trends in daily practice. Part of this process involves determining the criticality of each knowledge and skill by ranking its importance and frequency of 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.

### 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 knowledge and skills. 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 knowledge and skill ultimately being assessed (exam specifications) relative to each content area covered by the certification exam.

### 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. ACSM makes 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 ACSM exam development staff review and edit exam items to ensure the questions are consistent with widely accepted best practices regarding item writing guidelines. ACSM intends that each exam item discriminates 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 exam item is performing as expected. If an operational (scored) exam item is not performing to ACSM specifications, then ACSM will schedule to replace that test question in future versions of the exam. Experimental items that meet or exceed ACSM specifications are converted to scored items and included in future versions of the exams as appropriate.

The ACSM CCRB has Credentialing Committees (CCRB CC) for each of the core certification programs made up of subject matter experts, stakeholders, practitioners and leadership, to provide specific oversight for each credential. The CCRB CC meets on a regular basis. During their regularly scheduled meetings, the CCRB CC reviews all the item data available from recent exam administrations. The CCRB CC 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 CCRB CC 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 are to correct flaws or to consider revisions based on item performance that fall above or below the previously mentioned range. Items are reviewed/created based on needs to increase the item inventory by content area (and/or by specific knowledge or skill) 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. ACSM uses 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, ACSM increases its level of confidence in the process and can assure the profession at large that its exams are defensible, reliable, and valid.

### **Standard Setting (Cut Score Determination)**

As ACSM CCRB is confident that its certification exams are valid and reliable, then it is appropriate for ACSM to make the determination that passing the certification exams, along with meeting other qualifications, entitles individuals to earn the appropriate ACSM certification. ACSM's 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 ACSM develops exams and select questions for each form, ACSM CC review each exam item and determine by a very structured process how effective the particular exam item may be at providing ACSM CC 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 and skills 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.

## **Timelines**

At this time, the ACSM CCRB performs comprehensive JTA's approximately every 5-7 years. Knowledge and skills 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 knowledge and skill revisions. 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 knowledge and skill sets are communicated to potential candidates in the ACSM Get Certified Guide, ACSM Certification website (<https://www.acsm.org/get-stay-certified>), and examination confirmation letters and/or email. 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 practice.

## Exam Content Outlines

ACSM certification exams have exam content outline that organizes knowledge and skills into major content domains and job tasks. The job of exercise professionals range between simple and complicated tasks. Much in the same way, the ACSM exams are written at different levels of cognitive complexity. Cognitive complexity is a way of describing the extent to which a candidate should know or be able to do something. A low level of cognitive processing is simple recall of information whereas a higher level of cognitive processing includes analysis, evaluations, and judgments. ACSM uses three levels of cognitive challenge: recall, application, and synthesis.

Below are summaries of the exam content outlines:

### ACSM-GEI

The ACSM-GEI® exam has a seat time of 165 minutes and consists of 115 items, of which 100 items are scored and 15 are non-scored. The percentages listed in the table below indicate the proportion of questions representing each performance domain. The performance domains are:

Performance Domains (2018)	Domain Weights
Class Design	30%
Leadership	25%
Instruction	30%
Professional Responsibilities	15%

The complete ACSM-GEI exam content outline can be found here: <https://www.acsm.org/get-stay-certified/get-certified/health-fitness-certifications/gei>

### ACSM-CPT

The ACSM-CPT exam has a seat time of 165 minutes and consists of 150 items; of which 120 items are scored and 30 are non-scored. The percentages listed in the table below indicate the proportion of questions representing each performance domain.

The complete ACSM-CPT exam content outline can be found here: <https://www.acsm.org/get-stay-certified/get-certified/health-fitness-certifications/personal-trainer>

Performance Domains (2017)	Domain Weights
Initial Client Consultation and Assessment	25%
Exercise Programming and Implementation	45%
Exercise Leadership & Client Education	20%
Legal & Professional Responsibilities	10%

### ACSM-EP

The ACSM-EP exam has a seat time of 225 minutes and consists of 150 items; 125 items are scored and 25 are non-scored. The percentages listed in the table below indicate the proportion of scored questions representing each performance domain.

Performance Domains (2017)	Domain Weights
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<b>Health and Fitness Assessment</b>	35%
<b>Exercise Prescription and Implementation</b>	35%
<b>Exercise Counseling and Behavior Modification</b>	25%
<b>Risk Management and Professional Responsibilities</b>	5%

The complete ACSM-EP exam content outline can be found here: <https://www.acsm.org/get-stay-certified/get-certified/health-fitness-certifications/exercise-physiologist>

### ACSM-CEP

The ACSM-CEP exam has a seat time of 225 minutes and consists of 125 items; 100 items are scored and 25 are non-scored. The percentages listed in the table below indicate the proportion of scored questions representing each performance domain.

<b>Performance Domains (2018)</b>	<b>Domain Weights</b>
<b>Patient Assessment</b>	20%
<b>Exercise Testing</b>	19%
<b>Exercise Prescription</b>	23%
<b>Exercise Training and Leadership</b>	23%
<b>Education and Behavior Change</b>	10%
<b>Legal and Professional Responsibilities</b>	5%

The complete ACSM-CEP exam content outline can be found here: <https://www.acsm.org/get-stay-certified/get-certified/cep>

## Exam Preparation

With thousands of new candidates applying for ACSM certification every year, there is no single exam preparation solution that fits every busy lifestyle. ACSM strives to provide optional preparatory materials in multiple formats to assist candidates for the examinations offered.

Every exam candidate is different in terms of learning style and price point. As such, the ACSM offers several optional resources from live events to textbooks to help candidates prepare. These resources can be combined into a preparation plan that meets needs of a candidate based on their academic background and practical experience.

While these materials also help candidates prepare for the corresponding ACSM Certification exam, it is critical that candidates view these study materials as helpful resources rather than only way to prepare for a particular profession or examination. Candidates who choose to use and/or purchase preparatory materials are not guaranteed a passing grade on any ACSM examination.

Specific pricing and availability can be found here: <https://www.acsm.org/get-stay-certified/get-certified/prepare-for-exams>.

## Exam Scheduling and Application processes

ACSM has partnered with Pearson VUE make sure that candidates can take their exam at a convenient time and location. Pearson VUE is an organization that administers exams at more than 5,000 computer-based testing centers throughout the world.

### ACSM-GEI, ACSM-CPT, and ACSM-EP

Candidates may schedule their exam using one of the following options:

- ONLINE: <https://home.pearsonvue.com/acsm>
- PHONE REGISTRATION: **888-883-2276**

New exam candidates are required to create an account with Pearson VUE. After logging into the Pearson VUE account, candidates will then select the appropriate exam, date, and testing location.

For questions directly related to exam scheduling, rescheduling, or canceling, please call Pearson VUE at this US based phone number **888-883-2276** or visit <https://home.pearsonvue.com/acsm>.

### Certified Clinical Exercise Physiologist

ACSM-CEP exam applicants must submit the following:

- Completed application
- One official copy of your university transcript noting the degree completion
- A summary description of the program of study with the list of required courses with course descriptions as written in the university catalog
- A completed clinical experience documentation form
- Copy of BLS or CPR for the professional rescuer certification

If a candidate does not meet the ACSM-CEP eligibility criteria, exam fees will be fully refunded and the candidate may re-apply once the requirements are met.

If a candidate is approved, ACSM will issue an exam voucher code to the ACSM-CEP exam candidate.

Candidates may schedule their exam using one of the following options:

- ONLINE: <https://home.pearsonvue.com/acsm>
- PHONE REGISTRATION: **888-883-2276**

New exam candidates are required to create an account with Pearson VUE. After logging into the Pearson VUE account, candidates will then select the appropriate exam, date, testing location, and apply the exam voucher code.

For questions directly related to exam scheduling, rescheduling, or canceling, please call Pearson VUE at this US based phone number **888-883-2276** or visit <https://home.pearsonvue.com/acsm>.

## Statement of Non-discrimination

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, 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.

## **Disability Policy and Special Accommodations**

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.

Title I of the ADA states "Employers [certifying bodies] should conduct a job analysis to determine the essential functions of each job (knowledge and skills- KSs). 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.

The American College of Sports Medicine (ACSM) wishes to ensure that no individual with a disability is excluded, denied services, segregated or otherwise treated differently from other individuals because of the absence of auxiliary aids and services. If a candidate needs the auxiliary aids or services identified in the Americans with Disabilities Act, please contact ACSM's Certification Department at (317) 637-9200.

The special accommodation request form can be found in Appendix C or the URL below:

[https://www.acsm.org/docs/default-source/certification-documents/cert18\\_special\\_accommodations\\_request.pdf?sfvrsn=40c7e2b\\_0](https://www.acsm.org/docs/default-source/certification-documents/cert18_special_accommodations_request.pdf?sfvrsn=40c7e2b_0)

All requests for special accommodations for an ACSM credentialing exam must be by made emailing the completed accommodations request to [certification@acsm.org](mailto:certification@acsm.org) or mailing the completed form to ACSM Certification Department, 401 West Michigan Street, Indianapolis, IN 46202-3233.

## **ACSM Certification Code of Ethics**

### **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 ACMCP'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.

## **PRINCIPLES and STANDARDS**

### **Responsibility to the Public**

ACSMCPs shall be dedicated to providing competent and legally permissible services within the scope of the Knowledge and Skills (KSs) 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 and skills.

## **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).

APPROVED by the CCRB Executive Council, May, 2005

APPROVED by the ACSM Board of Trustees, June, 2005

## **ACSM Certification Confidentiality Policy**

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 (Appendix D) 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 disclosed.

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 ProFinder. Currently certified professionals need to opt-out of the inclusion in the searchable database. Further details and instructions can be found by following the Pro Finder links in the certification section of the ACSM website.

## **Public Disclosure of Affiliation Policy**

Any ACSM Certified Professional (ACSMCP) may disclose their 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.

ACSMCPs may list their affiliation with ACSM Credentialing on their business cards without prior authorization from ACSM. Institutions employing an ACSMCP may inform the public of an affiliation as a matter of public discourse or presentation. Refer to <https://www.acsm.org/get-stay-certified/policies-procedures> and scroll down to "Using Your ACSM Certification Title".

## **Privacy Policy**

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. ACSM created this policy with a fundamental respect for its 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 ACSM membership categories, certification levels, and events can be found at [www.acsm.org](http://www.acsm.org).

## **INFORMATION COLLECTION AND USE**

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

## **MEMBERSHIP AND EVENT REGISTRATION**

When applying for membership, paying for certification-related fees or event registration through the ACSM website, users are required to give their contact information (e.g., name, mailing address, e-mail address, phone number). ACSM also may collect demographic information (e.g., title, company information, areas of interest). For internal purposes, ACSM uses this information to communicate with constituents and provide requested services, and, for its website visitors, to provide a more personalized experience on its sites. ACSM uses aggregate demographic information about its audiences to improve service, for marketing purposes and/or industry reporting purposes.

For ACSM services that require payment (e.g., membership dues, certification fees, events, products, journals), ACSM also collects credit card information (e.g., card holder name, credit card number, billing address, credit card security code, expiration date), which is used for billing purposes only, and is not otherwise shared.

## **SURVEYS**

From time to time ACSM invites 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 (e.g., zip code, 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.

## **INTERACTIVE FEATURES**

At the ACSM site, ACSM offers 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 ACSM is not responsible. Discussion forums are regulated by the “Terms and Use” located on the communities page.

## **TELL-A-FRIEND**

If users elect to use ACSM’s referral service for informing a friend about our sites and services, ACSM 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 ACSM and related products and services. The friend may contact ACSM as specified in the tell-a-friend message to request that no further communications be sent.

## **COMMUNICATIONS WITH ACSM**

ACSM has features where users can submit information to ACSM (e.g., feedback forms, 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. ACSM may retain e-mails and other information sent to it for internal administrative purposes, and to help ACSM serve customers better.

## **COMMUNICATIONS FROM ACSM: SERVICE UPDATES, SPECIAL OFFERS**

In order to best serve ACSM members and certified professionals, ACSM may send updates that contain important information about its sites and services. For example, ACSM sends new members and

certified professionals a welcoming message, and verify password and username for password-protected sites. ACSM may also communicate with a user to provide requested services and for account-related issues via e-mail, phone or post.

ACSM offers 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.

### **AUTOMATIC DATA COLLECTION**

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

ACSM uses "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 the ACSM site. Additionally, ACSM 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 ACSM to track and target the interests of its users to enhance the experience on ACSM sites.

Some of ACSM's publishers or sponsors use cookies on its sites in announcements. However, ACSM does not have access to or control over these publishers or sponsors cookies; ACSM urges users to read their privacy policies for information.

For ACSM internal purposes, ACSM gathers date, time, browser type, navigation history and IP address of all visitors to its site. This information does not contain information that can identify users personally. ACSM uses 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.

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

### **SHARING YOUR INFORMATION**

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

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

On occasion, ACSM may rent lists of targeted names and offline and online contact information for marketing purposes to reputable third parties, whose products or services ACSM thinks a constituent

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

ACSM 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.

### **CORRECTION/UPDATING INFORMATION**

Members and certified professionals may update their personally identifiable information (such as a change in address, email, or phone number), by logging into the members only portion of the ACSM website. 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](mailto:membership@acsm.org). For non-certified professionals, they can contact [certification@acsm.org](mailto:certification@acsm.org), or call 800-486-5643. If a user no longer desires ACSM product(s)/service(s), the user should contact those same departments.

### **PERMISSION**

Users are given the opportunity to choose whether to receive information from ACSM sponsors or publishers and ACSM 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 ACSM, on ACSM product websites and in each of its publications. Please note that ACSM 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.

### **SECURITY**

ACSM uses industry-standard encryption technologies when transferring and receiving your information. Additionally, ACSM implements commercially reasonable security measures at its physical facilities to protect against loss or misuse of constituent information.

### **LINKS**

ACSM websites contain links to other sites. ACSM is not responsible for the privacy practices or content of such other sites. ACSM encourages its users to be aware when they leave the ACSM sites and to read the privacy statements of each website to which ACSM may link that may collect personally identifiable information. As well, ACSM is not responsible for the misuse of ACSM's name, products or services listed on other sites.

### **NOTIFICATION AND CHANGES**

If ACSM changes its privacy policy, ACSM will post those changes at <https://www.acsm.org/privacy-policy> so users are aware of what information ACSM collects, how ACSM uses it and under which circumstances, if any, ACSM discloses 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

## International Exams

ACSM offers certification exams globally through the via the Pearson VUE testing. Dates and location are subject to availability. To find out more visit: <https://www.acsm.org/get-stay-certified/get-certified/international>.

## Exam Fees

Certification	Member Candidate	Non-member Candidate	Re-test
ACSM-GEI	\$239	\$299	\$155
ACSM-CPT	\$279	\$349	\$175
ACSM-EP	\$279	\$349	\$175
ACSM-CEP	\$279	\$349	\$175

\*prices in USD

## Exam Score and Passing Criteria

Unlike taking a college class where you need to get a certain percent of exam questions correct to pass or have your exam score compared to others (i.e., bell curve), testing companies like ACSM use what's called a compensatory scoring model. ACSM examinations are scored according to procedures accepted by the American Psychological Association, the American Educational Research Association, and the National Council on Measurement in Education. The candidate's score is derived from the number of questions answered correctly, and is then converted to a scaled score ranging from 200 to 800 points, with the passing point set at a scaled score of 550 points. Candidates who earn a scaled score of 550 or above points are awarded the ACSM certification for which they tested.

All test forms for an examination are built to a standardized test blueprint; see I.F. Using an exam specification ensures that test forms are comparable in content coverage, that test content is weighted in accordance with the requirements for competent performance, and that all forms of the examinations adhere to standards for content validity. However, the scored items for an exam change over time. This is done to ensure the content is up-to-date and relevant, and to enhance test security. Since items differ in terms of how ease or difficulty, exam forms may not be equally difficult. As a result, ACSM conducts reviews of the exam forms to ensure that the passing score required is adjusted (also known as equating) so that it is equivalent across the different exam forms. Equating ensures that the passing scaled score of 550 means that exam candidates met the same level of knowledge, skill, or ability regardless of which exam form is taken.

Exam candidates receive their exam scaled score and pass/fail status upon submission of the examination for scoring.

## II. What to Expect During the Exam Day

ACSM certification exams are delivered in a fixed form through live, remote proctoring (onVUE) and in-person computer-based testing centers to optimize security of exam data/results, and to standardize the administrative aspects of exam delivery for all candidates. For online exam candidates, please review the OnVUE testing requirements and perform a system test at least one day before the exam. For in-person testing, confirm the test center location information in the appointment confirmation email and note of items that may substantially affect travel time (e.g., road construction, parking location/availability)

***On the day of the exam appointment, candidates are encouraged to arrive at least 15 minutes prior to their appointment. Check-in procedures include verifying candidate ID, signature, biometric data, and abiding with the testing facility's Candidate Rules Agreement. 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"> <li>• government-issued driver's license</li> <li>• employee ID or work badge</li> <li>• school ID</li> <li>• passport</li> <li>• military ID</li> <li>• alien registration card (green card, permanent resident visa)</li> <li>• credit card*</li> <li>• other government-issued ID, such as a state/country identification card</li> </ul>	<ul style="list-style-type: none"> <li>• U.S. Social Security card</li> <li>• bank automatic-teller machine (ATM) card</li> <li>• any form of ID on the Primary lists</li> </ul>

*\* 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.*

## Online Exams (OnVUE)

An overview of the online testing experience can be viewed here:



<https://home.pearsonvue.com/acsm/onvue>

## Online Exams | International Availability

OnVUE testing is not offered in the following countries: China, Cuba, India, Iran, Japan, Korea North, Korea South, and Sudan.

## Online Exams | Breaks

Online proctored exams do not include unscheduled or scheduled breaks. Candidates who leave their computer for any reason during the exam, the proctor will automatically terminate the exams. Candidates will be unable to continue testing.

Water in a clear glass is allowed during testing; however, eating, smoking, and chewing gum are prohibited.

## Online Exams | Special Accommodations Availability

Due to the nature and restrictions of online proctoring, additional time and other accommodations are not available. If you have special accommodations, standard testing at a testing center is advised.

[https://www.acsm.org/docs/default-source/certification-documents/cert18\\_special\\_accommodations\\_request.pdf?sfvrsn=40c7e2b\\_0](https://www.acsm.org/docs/default-source/certification-documents/cert18_special_accommodations_request.pdf?sfvrsn=40c7e2b_0)

## Online Exams | Personal Belongings

During the exam, candidates may not access the following types of personal items: mobile phones, headphones or headsets (wired or Bluetooth), handheld computers or other electronic devices, pagers, watches, wallets, purses, hats (or other head coverings), bags, coats, books, notes, or any other materials not specifically approved.

During the exam session, candidates are not allowed to use exam-specific materials or scratch paper, erasable whiteboards, or any other physical writing object, such as a pen, marker, or pencil.

Watches must be removed and placed out of sight/reach during the exam.

During the OnVUE exam, candidates may have the option to use a built-in digital whiteboard feature to do scratch work or take notes. Physical scratch paper or note boards are not allowed when taking an OnVUE exam.

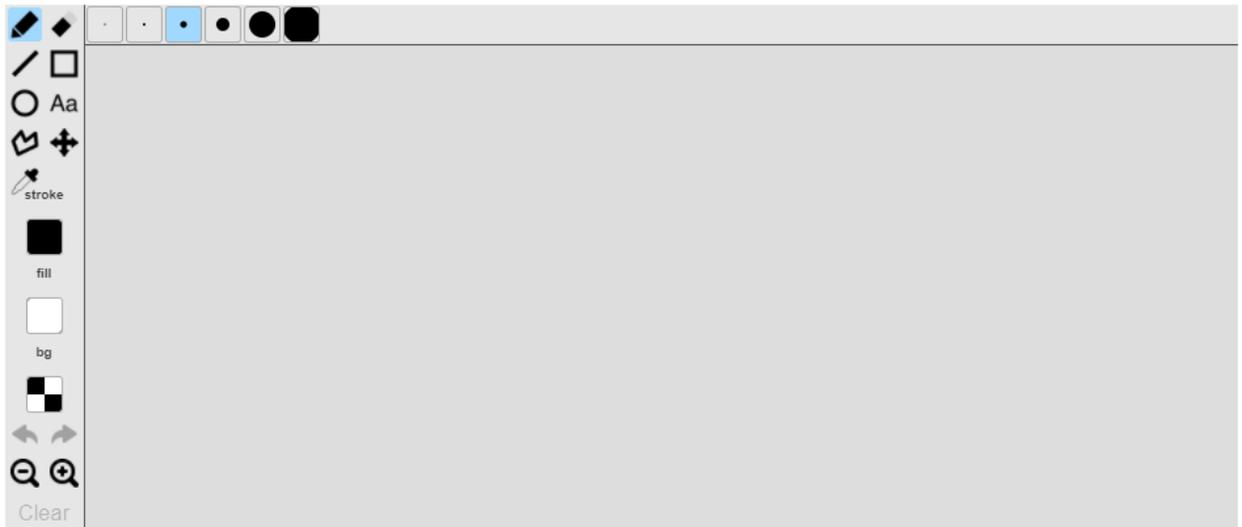
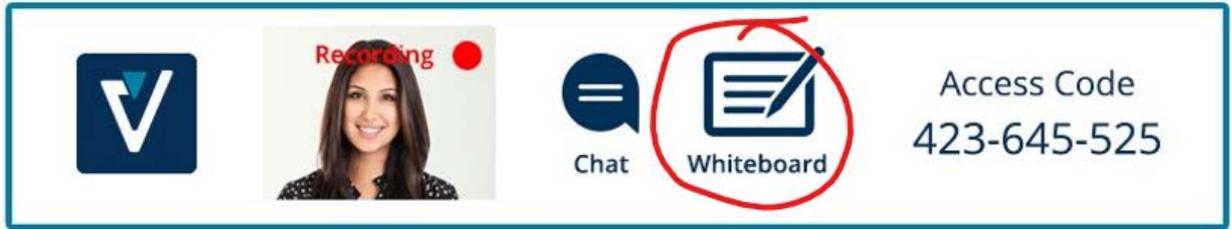
## Online Exams | Alerting the Proctor

In OnVUE, there is a chat function that candidates would use to get the proctors attention.



## Online Exams | Exam Supplies

Candidates are not able to use any paper or pencil or dry erase boards. Pearson VUE provides a product called “whiteboard.”



Tool	Tool Name	Tool Purpose
	Pen	Write or draw text, lines, or shapes; you can choose from several thickness and color settings
	Eraser	Erase content on your whiteboard; you can choose from several thickness settings
	Line	Draw lines; you can choose the type of line and the thickness
	Rectangle	Create boxes or grids
	Circle	Create circles or ovals (e.g. for Geometry or Venn diagrams)
<b>Aa</b>	Text	Enter text and take notes; you can resize and expand the text box (note: you will not be able to copy/paste text from the exam questions in the whiteboard during the exam)
	Free Shape / Polygon	Draw free form shapes
	Move / Pan	Pan and move across the whiteboard; this allows you to move and work across any part of the whiteboard
	Color Selection / Eyedropper	Color selector / dropper
	Stroke / Text Color	Choose or change the text color
	Fill Color	Choose or change the fill color of a shape
	Background Color	Choose or change the background color of the entire whiteboard
	Undo / Redo	Undo change or mistake, or redo to bring back deleted content
	Zoom In / Out	Zoom in and out on any area of the whiteboard
<b>Clear</b>	Clear	Clear all content on the whiteboard
	Close	Close the whiteboard

With the online whiteboard, you can:

- Draw different shapes and lines as needed
- Pan across the whiteboard, zooming in and out to use different areas to do your work on the same whiteboard screen
- Erase or clear to start something new, but don't worry: your work will be accessible in every section during your entire exam
- Resize or move the whiteboard around your screen

It is strongly recommended that candidates get familiar with the whiteboard before starting their exam. Additional details, limitation, and practice whiteboard can be found here:

<https://home.pearsonvue.com/onvue/whiteboard>

A standard or scientific calculator will be provided within the exam. The Metabolic Equations for Gross  $\dot{V}O_2$  in Metric Units table will be supplied within appropriate exams.

# Metabolic Calculations for Estimation of Energy Expenditure ( $\dot{V}O_{2\max}$ [ $\text{mL} \cdot \text{kg}^{-1} \cdot \text{min}^{-1}$ ])



## Walking

$$\dot{V}O_2 (\text{mL} \cdot \text{kg}^{-1} \cdot \text{min}^{-1}) = (0.1 \cdot S) + (1.8 \cdot S \cdot G) + 3.5 \text{ mL} \cdot \text{kg}^{-1} \cdot \text{min}^{-1}$$

## Running

$$\dot{V}O_2 (\text{mL} \cdot \text{kg}^{-1} \cdot \text{min}^{-1}) = (0.2 \cdot S) + (0.9 \cdot S \cdot G) + 3.5 \text{ mL} \cdot \text{kg}^{-1} \cdot \text{min}^{-1}$$

## Stepping

$$\dot{V}O_2 (\text{mL} \cdot \text{kg}^{-1} \cdot \text{min}^{-1}) = (0.2 \cdot f) + (1.33 \cdot 1.8 \cdot H \cdot f) + 3.5 \text{ mL} \cdot \text{kg}^{-1} \cdot \text{min}^{-1}$$

## Leg Cycling

$$\dot{V}O_2 (\text{mL} \cdot \text{kg}^{-1} \cdot \text{min}^{-1}) = 1.8 (\text{work rate}) / (\text{BM}) + 3.5 \text{ mL} \cdot \text{kg}^{-1} \cdot \text{min}^{-1} + 3.5 \text{ mL} \cdot \text{kg}^{-1} \cdot \text{min}^{-1}$$

## Arm Cycling

$$\dot{V}O_2 (\text{mL} \cdot \text{kg}^{-1} \cdot \text{min}^{-1}) = 3 (\text{work rate}) / (\text{BM}) + 3.5 \text{ mL} \cdot \text{kg}^{-1} \cdot \text{min}^{-1}$$

$\dot{V}O_2$  = gross oxygen consumption ( $\text{mL} \cdot \text{kg}^{-1} \cdot \text{min}^{-1}$ )

S = speed ( $\text{m} \cdot \text{min}^{-1}$ )

BM = body mass (kg)

G = percent grade expressed as a fraction

work rate ( $\text{kg} \cdot \text{m} \cdot \text{min}^{-1}$ )

f = stepping frequency (min)

H = step height (m)

All other formulas (e.g., heart rate calculations, body mass index, waist-to-hip ratio) to complete an answer will not be provided within the exam.

## Online Exams | Technical Requirements

OnVUE supports both Windows and Mac operating systems. As of December-2020, the following operating systems are as follows:

### **Supported Operating Systems:**

Windows 10 (64-bit) (excluding 'S Mode')

Windows 8.1 (64-bit) (all editions except 'RT')

Mac OS 10.13 and above (excluding beta versions)

Note: Windows Operating Systems must pass Genuine Windows Validation.

### **Strictly Prohibited Operating Systems:**

- Windows Vista, Windows XP and Windows 7
- All Linux/Unix based Operating Systems

It is the candidate's responsibility to review the technical requirements to ensure your system is compatible with the online proctoring software. If candidate's system does not meet Pearson VUE's requirements and causes a problem during the exam candidates will have to reschedule at their own cost.

ACSM strongly recommends using a personal computer (not issued from your employer) and a wired, ethernet connection. The two most frequent causes of technical issues with online

proctored exams are testing on (1) a work computer and (2) an unreliable internet connection. Firewalls or security settings from work computers may restrict the software from operating properly. Unreliable internet connections (wireless network, VPN, mobile hotspot) may lead to being disconnected.

A complete list of the current requirements and specifications can be found here:

<https://home.pearsonvue.com/acsm/onvue>

## **In-Person Testing**

On the day of the exam appointment, candidates are encouraged to arrive at least 15 minutes prior to their appointment. Please review the test center location information in the appointment confirmation email sent by Pearson VUE. Check-in procedures include verifying candidate ID, signature, biometric data, and abiding with the testing facility's Candidate Rules Agreement.

### **In-Person Exams | Testing Environment**

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

### **In-Person Exams | 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.

### **In-Person Exams | 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
- 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

## **In-Person Exams | 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.

## **In-Person Exams | 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.

A standard or scientific calculator will be provided within the exam. The Metabolic Equations for Gross  $\dot{V}O_2$  in Metric Units table will be supplied within appropriate exams.

# Metabolic Calculations for Estimation of Energy Expenditure ( $\dot{V}O_{2\max}$ [ $\text{mL} \cdot \text{kg}^{-1} \cdot \text{min}^{-1}$ ])



## Walking

$$\dot{V}O_2 (\text{mL} \cdot \text{kg}^{-1} \cdot \text{min}^{-1}) = (0.1 \cdot S) + (1.8 \cdot S \cdot G) + 3.5 \text{ mL} \cdot \text{kg}^{-1} \cdot \text{min}^{-1}$$

## Running

$$\dot{V}O_2 (\text{mL} \cdot \text{kg}^{-1} \cdot \text{min}^{-1}) = (0.2 \cdot S) + (0.9 \cdot S \cdot G) + 3.5 \text{ mL} \cdot \text{kg}^{-1} \cdot \text{min}^{-1}$$

## Stepping

$$\dot{V}O_2 (\text{mL} \cdot \text{kg}^{-1} \cdot \text{min}^{-1}) = (0.2 \cdot f) + (1.33 \cdot 1.8 \cdot H \cdot f) + 3.5 \text{ mL} \cdot \text{kg}^{-1} \cdot \text{min}^{-1}$$

## Leg Cycling

$$\dot{V}O_2 (\text{mL} \cdot \text{kg}^{-1} \cdot \text{min}^{-1}) = 1.8 (\text{work rate}) / (\text{BM}) + 3.5 \text{ mL} \cdot \text{kg}^{-1} \cdot \text{min}^{-1} + 3.5 \text{ mL} \cdot \text{kg}^{-1} \cdot \text{min}^{-1}$$

## Arm Cycling

$$\dot{V}O_2 (\text{mL} \cdot \text{kg}^{-1} \cdot \text{min}^{-1}) = 3 (\text{work rate}) / (\text{BM}) + 3.5 \text{ mL} \cdot \text{kg}^{-1} \cdot \text{min}^{-1}$$

$\dot{V}O_2$  = gross oxygen consumption ( $\text{mL} \cdot \text{kg}^{-1} \cdot \text{min}^{-1}$ )

S = speed ( $\text{m} \cdot \text{min}^{-1}$ )

BM = body mass (kg)

G = percent grade expressed as a fraction

work rate ( $\text{kg} \cdot \text{m} \cdot \text{min}^{-1}$ )

f = stepping frequency (min)

H = step height (m)

All other formulas (e.g., heart rate calculations, body mass index, waist-to-hip ratio) to complete an answer will not be provided within the exam.

## In-Person Exams | 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.

## In-Person Exams | 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.

## **In-Person Exams | 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 rescheduling costs.

## **In-Person Exams | Special Accommodations**

Candidates may request, in advance, reasonable accommodations in accordance with the Disability Policy. Please refer to Section I, Part K and Appendix C for additional details.

## **Non-Disclosure Agreement & 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 Professionals. 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**.

## **Random Auditing Process**

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 Exercise Physiologist 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.

ACSM will contact the audited candidate by email, therefore it is imperative that candidates keep their contact information updated with ACSM. ACSM will issue a digital credential to those who successfully complete their audit.

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.

## **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

## **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., recording devices, photographic materials,

printed reference material) 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 identity marks.

The content of all ACSM CCRB exams and its items are 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 (CCRB 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.

The CCRB EC shall maintain a record of all appeals, take appropriate action regarding the appeal in a timely manner, and document the actions taken. Candidates or certificants who perceive a lack of due process may appeal to the CCRB EC; appendix B.

## **Score Reports**

Score reports will be distributed when a candidate returns 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](http://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.

Candidates receive their exam scaled score and pass/fail status immediately upon submission of their completed examination. Only the scaled score determines pass/fail status. Domain level performance is only provided as a guide for failed candidates to identify areas of strength and weakness should they choose to take the examination in the future.

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.

## **Exam Rescheduling and Cancellation Policy**

All requests to cancel or transfer exams must be made either by calling Pearson Vue at this US based phone number 888-883-2276 or in your account at [www.pearsonvue.com/acsm](http://www.pearsonvue.com/acsm).

### **Reschedule Policy**

Candidates who wish to reschedule their exam must contact Pearson VUE one business day prior to the exam appointment. Candidates will be charged \$35 USD each time an exam is rescheduled. Candidates who reschedule an exam less than one business day in advance, or fail to appear for the exam, will forfeit their exam fee. 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 forfeit their exam fee.

### **Cancellation Policy**

Candidates who wish to cancel their exam must contact Pearson VUE one business day prior to their exam appointment and pay a \$75 USD cancellation fee. Candidates who cancel an exam less than one business day in advance or fail to appear for the exam, will forfeit their exam fee.

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 forfeit their exam fee.

### **Retest Policy**

Re-test candidates will receive a re-test voucher number on the score report from Pearson VUE. Candidates may retake the exam fifteen (15) days following a failed attempt.

### III. Recertification

ACSM certifications are valid for three (3) years, expiring on the December 31<sup>st</sup> in which the certification was earned three years prior. Depending on the certification, the continuing education credits required and the fees vary. Certificants need between 15 and 60 CECs and the cost ranges between \$35 USD and \$55 USD. In addition, certificants are required to maintain a current CPR and AED certification.

The purpose of continuing education is for the protection of the public. By completing continuing education that advances knowledge, skills, and abilities, certificants stay current with the latest research, professional standards, and guidelines in the fitness industry, healthcare, and allied health. This helps the health fitness professional to be better prepared to provide safe and effective fitness instruction.

Health fitness professionals are strongly encouraged complete continuing education on a regular basis. With new research and standards being released every couple of years, ACSM has set a three-year term for each certification period to help ensure that certificants are completing continuing education to remain current.

#### Renewal Options

ACSM emails renewal bimonthly reminders prior to the expiration date of the professional certification, and also sends mails notifications 30 and 60 days prior to the expiration date. ACSM certificants may access their web account at any time to check the status and expiration dates of their certifications, update and verify CEC information on file, attest to maintaining a current CPR/AED, and renew certifications.

ACSM certificants have two certification renewal options:

##### Option 1

- (1) Accumulate and report CECs within the appropriate certification period
- (2) Maintain a current CPR and AED certification
- (3) Pay the administrative fee by December 31 of the final reporting cycle

#### CEC Requirements and Recertification Fees

Certification Level	CECs Required	Recert Fee
ACSM Certified Group Exercise Instructor/Leader	45	\$45
ACSM Certified Personal Trainer	45	\$45
ACSM Certified Exercise Physiologist	60	\$55
ACSM Certified Clinical Exercise Physiologist	60	\$55
ACSM Registered Clinical Exercise Physiologist	60	\$55
ACSM/NCHPAD Certified Inclusive Fitness Trainer*	15	\$35
ACSM/ACS Certified Cancer Exercise Trainer*	15	\$35
ACSM/NPAS Physical Activity in Public Health Specialist	45	\$35

## Option 2

- (1) Meet the current certification requirement(s)
- (2) Register and pay related fees
- (3) Pass the certification exam before the 12/31 of the final year of the CEC reporting cycle.

Certificants may renew their certification during the last year of their certification cycle; however, CECs must be accrued during the current certification cycle and cannot be applied to future cycles. Renewals can be completed online via the [My ACSM Account](#).

Alternatively, candidates may mail or fax the completed paper recertification form (Appendix E) to the following:

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

## Continuing Education Tracking

It is important for certificants to keep track of earned CECs for their records. Documentation should only be sent to ACSM in case of a recertification audit. Credits may be tracked online through the self-reporting tool in the ACSM profile ("CEC History/Certification" tab) or by using a paper form.

Online tracking form:

<http://members.acsm.org/ACSM/Contacts/ContactLayouts/AccountPageCustom.aspx>

## Multiple Certification Discount

If an individual earns more than one ACSM certification, they may renew all ACSM certifications simultaneously. Educational content must be consistent with the JTAs to which the CECs are being applied. A \$5 USD fee is assessed for each additional credential. For example, if a candidate is renewing both the ACSM-EP and the ACSM-CPT certifications, the recertification fee would be \$60 USD (\$55 USD for the ACSM-EP and \$5 USD for the ACSM-CPT). CPR/AED certificate must be current at the time of renewing an ACSM certification.

Please contact ACSM Certification via phone at 800-486-5643 or via email at [certification@acsm.org](mailto:certification@acsm.org).

Step-by-step recertification instructions can be found here: <https://www.acsm.org/get-stay-certified/stay-certified>.

## Expired Certifications

ACSM certifications are valid for three (3) years with a termination date of December 31 on the third year. For example, a certification earned in January of 2019 would expire December 31, 2021. All certifications that are not completed on or before the recertification deadline are considered expired.

### **Grace Period and Late Recertification**

Certificants who fail to complete recertification during their scheduled period are automatically granted a six-month grace period. During the grace period the certification is considered expired. Inactive certificants will not receive any benefits of being certified. All benefits will be re-instated as soon as the late-reporting certificant successfully completes the recertification form and pays both the administrative fee and late fee. Once the ACSM Recertification Form has been accepted, the next recertification cycle will continue on the original schedule.

Expired certificants may continue to earn CECs during their grace period. CECs earned during the grace period do not roll forward and will not be applied to the next recertification cycle. The late recertification process may be completed on the [My ACSM Portal](#). Late recertification is assessed two fees: (1) recertification fee of \$35-55 USD (see Section III A1) and (2) late renewal fee of \$75 USD.

Exceptions to the extension policy are considered on a case-by-case basis for documented cases of serious illness, bereavement, military deployment, natural disasters, and other emergencies. In these instances, certificants must contact the ACSM Certification Department directly via phone at 317-367-9200, ext. 115, or via email at [certification@acsm.org](mailto:certification@acsm.org) to request reinstatement of their certification.

### **Reinstatement**

Individuals beyond their grace period may be eligible to apply for reinstatement. Expired certificants must provide documentation a complete history of CECs documentation, current CPR/AED certification, and pay a reinstatement fee of \$150 USD per certification. All CECs must have been earned during the appropriate recertification cycle. Individuals with lapsed certification who do not have enough CECs to recertify must retake their certification.

Reinstatements are reviewed by the CCRB Continuing Professional Education (CPE) Subcommittee. Candidates will be notified by email if their reinstatement is approved and will be provided information on the next recertification deadline. Incomplete application or missing CECs will result in an automatic rejection.

### **Emeritus Status**

The emeritus status allows individuals to be recognized for their professional experience and are no longer practicing as an exercise professional. Emeriti professionals are not required to obtain CECs to maintain their recognition.

An emeritus status is available for those who meet the following criteria:

- 65-years-old or older
- Continuously certified for at least 10 years
- Retired (no longer practicing as an exercise professional)

Individuals may request an emeritus application by emailing [certification@acsm.org](mailto:certification@acsm.org). The cost of reinstatement is \$150 USD per certification.

### **Continuing Education Opportunities**

Certificants have access to a variety of affordable professional development opportunities to keep their skills current and provide a simple path to renewing their certification every three years. ACSM provides multiple continuing education opportunities in in-person meetings or online. ACSM also has an

extensive ACSM-Approved CEC Provider Program and accepts non-ACSM CECs as long as the content is directly related to ACSM certifications.

#### ceOnline



ACSM ceOnline provides high-quality continuing education opportunities for certified health and fitness professionals around the world. The convenient online self-tests cover a wide variety of fitness education and continuing education topics and is continually updated. All of the CEC opportunities are available completely online, are self-paced, and offered at different credit and price levels.

Preview and purchase CEC credit opportunities at <https://www.acsm.org/learn-develop-professionally>

Have questions about ceOnline? E-mail [onlinelearning@acsm.org](mailto:onlinelearning@acsm.org).

#### ACSM Annual Meeting

At ACSM's Annual Meeting, World Congress on Exercise is Medicine® and World Congress on the Basic Science of Exercise you'll find sessions covering virtually every aspect of sports medicine, exercise science and the benefits of physical activity. Internationally recognized as the place to hear leading experts and learn about the latest research, this conference brings science and practice together. More than 6,000 industry professionals from around the globe make the ACSM Annual Meeting their priority conference.

View the schedule, registration information, program tracks and more at <http://www.acsmannualmeeting.org/>.

#### ACSM International Health & Fitness Summit

American College of Sports Medicine invites you to learn from the world's top exercise science experts at ACSM's International Health & Fitness Summit. Exercise both body and mind through inspiring keynote sessions, hands-on workshops, stimulating lectures, and vigorous Master Class workouts. A broad range of opportunities for continuing education credits will keep you at the top of your game.

View the schedule, registration information, program tracks and more at <http://acsmsummit.org/>.

#### ACSM Regional Chapters

Twelve Regional Chapters throughout the United States ensures easy access to regional educational meetings. Enjoy unmatched opportunities to network with professionals and students close to home.



<https://www.acsm.org/acsm-membership/regional-chapters/find-my-chapter-chapter-membership>

### ACSM Approved Providers



ACSM has over 150 approved CEC providers that provide educational opportunities in-person and home study options. Certificants will find a wide variety of fitness education and continuing education topics that fit most interest areas. Approved Providers and their content reflect the concepts of their respective organizations and may not directly represent the positions or policies of ACSM.

View ACSM's pre-approved providers here: <https://www.acsm.org/learn-develop-professionally/approved-providers>

### Non-ACSM-approved CEC

CECs may be applied to recertification that are not pre-approved by ACSM. For CECs to be accepted, the education provider must have a governing body or major fitness organizations CEC approval.

It is strongly recommended that certificants keep a copy of their CEC documentation in case of a renewal audit. ACSM does not post CECs earned through other organizations in the certificant's ACSM online profile. Candidates may manually add CECs using through the [My ACSM Portal](#). Log in and click on, "CEC History/Certification" and use the "Self-Reporting Tool".

### Authoring or Co-Authoring Books, Journal Articles, or Accepted Abstract

You can earn 10 CECs for publications in peer-reviewed professional journals, books, or accepted abstracts; authored or co-authored.

### College Credit

ACSM awards 10 CECs per college credit hour as long as the course meets the following criteria:

- Certificant receives credit for the course after becoming certified
- The course grade is a C or better
- The course content is directly related to the ACSM certification(s)

Examples of acceptable courses are the following: exercise science, kinesiology, exercise physiology, human performance, physical education, athletic training and anatomy.

Please refer to the job task analysis (JTA) found here: <https://www.acsm.org/get-stay-certified/get-certified/prepare-for-exams/exam-content-outlines>. Certificants must keep a copy of the college transcripts in case of a recertification audit.

### **Teaching and Lecturing**

Thirty percent of CECs can be earned by teaching and lecturing.

*Teaching:* certificants may claim 1 CEC per contact hour of academic teaching at the college level if the content is consistent with the knowledge and/or skills of the ACSM certification(s) and the course is taught at an accredited institution. Credit can be claimed for teaching the course content once during a recertification cycle.

*Lecturing:* certificants can claim 1 CEC per hour of professional lecturing if it is a lecture given at the state, regional, or national level and/or if CECs are offered for the lecture attendees.

Support documentation will be required if audited. For example, course catalog, course syllabus, letter from supervisor, meeting brochure showing the certificant as a lecturer.

### **CPR, BLS, and ACLS certification**

ACSM does not award credits for CPR or BLS, as they are required for ACSM specific credentials. Educational courses for ACLS may be applied toward recertification. 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.

## **ACSM ProFinder and Exercise Professional Registries**

After obtaining certification, ACSM certificants are automatically listed in the ACSM ProFinder and USREPS. Clinical Exercise Physiologists must apply to join the CEP Registry if the clinical exercise professional with the appropriate formalized education and professional experience.

### **ACSM ProFinder**



ACSM'S ProFinder is a professional directory that provides certificants free exposure to employers, potential clients, and a network of like-minded professionals. Whether an employer is looking for their next reputable staff member or an individual seeking the finest professionals in health fitness training, you'll find your ACSM Pro here. Certificants may opt-out of ProFinder on the [My ACSM Account](#), sending an email to [certification@acsm.org](mailto:certification@acsm.org), or by calling 800-486-5643.

### **USREPS**



The U.S. Registry of Exercise Professionals is an online registry at [USreps.org](http://USreps.org) where consumers and employers can identify professionals in the United States who hold current, NCCA-accredited exercise certifications. People can also use the registry to identify highly qualified exercise professionals in their area who can provide the leadership and expertise they need to

reach their health, fitness or performance goals. ACSM certifications listed in USREPS include: Certified Personal Trainer, Certified Exercise Physiologist, and Certified Clinical Exercise Physiologist. Certificants may opt-out of USREPS by sending an email to [certification@acsm.org](mailto:certification@acsm.org) or by calling 800-486-5643.



The ACSM and Clinical Exercise Physiology Association (CEPA) co-developed a CEP Registry to identify allied health care professionals trained to assess, design, and implement exercise/fitness programs for individuals with chronic health conditions (e.g., heart disease, diabetes, cancer, lung disease, renal disease, etc.). The purpose of the CEP Registry is to: (1) positively verify the certification of actively practicing Clinical Exercise Physiologists; (2) recognize the professional experience of Clinical Exercise Physiologists; (3) distinguish areas of specialization; and, (4) identify the location of Clinical Exercise Physiologists by city and state.

## ***Appendices***

## **Appendix A: Appeals for Denied Eligibility**

ACSM reserves the right to reject any registration application that does not meet the specified eligibility requirements. If a registration application for an ACSM Certification Exam is not accepted, an individual can appeal and request the application be reviewed again. The appeal must include a detailed explanation of the reason(s) why the applicant believes they should be eligible, plus all supporting documentation. Submit all eligibility appeals for review via mail, email, or fax to:

ACSM Certification Department  
401 W. Michigan Street  
Indianapolis, IN 46202  
Email: [Certification@ACSM.org](mailto:Certification@ACSM.org)  
Fax: (317) 352-3890

Eligibility appeals will be reviewed and responded to within 10 working days of their receipt. Individuals submitting the appeal will receive notice that their eligibility appeal was either “approved” with instructions for moving forward with exam registration, or “denied” with notification of the reason for the denial. Individuals who have an eligibility appeal denied can submit a new eligibility appeal if they have additional supporting documentation that meets the requirements noted in the denial.

## **Appendix B: Appeal and Disciplinary Procedures**

Candidates and certificants 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 the Code of Ethics for ACSM Certified and Registered Professionals. 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.

The CCRB EC shall maintain a record of all appeals, take appropriate action regarding the appeal in a timely manner, and document the actions taken. Candidates or certificants who perceive a lack of due process may appeal 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 thirty (30) days of the date of a decision. The written appeal must identify the applicable rules or circumstances that are the basis for the appeal.

Under circumstance of an appeal, the CCRB EC shall form an ad hoc CCRB Ethics Appeal Panel. The CCRB Ethics Appeal Panel shall consist of three (3) CCRB EC members appointed by the Chair of CCRB and the National Director shall serve as Secretary in a non-voting capacity.

The CCRB Ethics Appeal Panel shall examine the appellant's claim, review the recommended corrective actions recommended by CCRB Ethics and Professional Conduct Subcommittee, 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. All decisions by the CCRB Ethics Appeal Panel are final. The CCRB EC may report on the status and outcome of appeals in accordance with ACSM confidentiality policies.

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 CCRB Chair shall then appoint an alternate to the CCRB Ethics Appeal Panel.

## **Appendix C: Special Accommodations Request Form**

## Special Accommodations Request Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Workshop Type:  Certified Personal Trainer  Certified Exercise Physiologist

Date of workshop: \_\_\_\_\_ Location, City, State of workshop: \_\_\_\_\_

Exam Type:  Certified Personal Trainer  Certified Group Exercise Instructor

Certified Exercise Physiologist  Clinical Exercise Physiologist

Certified Inclusive Fitness Trainer/  Cancer Exercise Trainer

Date and location of exam (if previously scheduled): \_\_\_\_\_

The American College of Sports Medicine (ACSM) wishes to ensure that no individual with a disability is excluded, denied services, segregated or otherwise treated differently from other individuals because of the absence of auxiliary aids and services.

If you need any of the auxiliary aids or services identified in the Americans with Disabilities Act, please contact ACSM's office at (317) 637-9200.

### IF YOU NEED ASSISTANCE YOU MUST:

1. Notify the ACSM National Office in writing by sending in this form to the ACSM National Center no later than 30 days **before** the date of the workshop/certification, if not sooner.
2. Include written verification of your disability from a professional.

### Description of the type of disability:

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### Special equipment/situation requested:

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### Send this form and written verification of disability to:

**American College of Sports Medicine**  
**Attn: Certification**  
**401 W. Michigan St.**  
**Indianapolis, IN 46202**  
**PHONE: (317) 637-9200**  
**FAX: (317) 634-7817**

For Office Use Only:

Reviewed: \_\_\_\_\_

Accepted: \_\_\_\_\_

Declined: \_\_\_\_\_

Notified: \_\_\_\_\_

## **Appendix D: Third Party Authorization Form**

THIRD-PARTY AUTHORIZATION FORM

Please complete this form in its entirety. To protect the privacy of our professionals, The American College of Sports Medicine (ACSM) requires written consent from the certified professional to discuss any non-public information regarding any existing certification.

ACSM ID Number: \_\_\_\_\_  
Certified Professional: \_\_\_\_\_  
ACSM Certification: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Authorized Individual Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_

I hereby authorize the above-referenced individual(s) to discuss or obtain information regarding my certification identified above. ACSM will take reasonable steps to verify the identity of the Authorized Party, including request of additional identifying information, but will have no responsibility or liability to verify the true identity of the Authorized Party.

This authorization should remain effective until (mm/dd/yyyy) \_\_\_\_\_, unless otherwise revoked in writing. If an effective date is not provided, authorization will remain for the term of the certification.

Certified Professional Signature: \_\_\_\_\_  
Authorized Individual Signature: \_\_\_\_\_

Send the completed form to: The American College of Sports Medicine, Attn: Certification Department 401 West Michigan Street, Indianapolis IN 46202, fax: 317-634-7817, email: certification@acsm.org

## **Appendix E: Recertification Form**



### ACSM CERTIFICATION RENEWAL (RECERTIFICATION) FORM

At the time of recertification, you are only requested to send this completed form to ACSM for recertification or renew online at <http://certification.acsm.org/>. ACSM asks that you keep track of all of your CECs and only submit documentation/proof if audited.

PLEASE FILL IN THE INFORMATION BELOW. THIS INFORMATION WILL BE USED FOR ALL ACSM MAILINGS.

ACSM ID Number: _____		Certificate Number _____	
Mr. Mrs. Ms. Dr. _____	_____	_____	_____
	Last Name	First Name	Middle Initial
Address: <input type="checkbox"/> Home <input type="checkbox"/> Work _____			
City _____	State _____	Postal Code _____	Country _____
Business Phone (____) _____	Home Phone (____) _____	E-mail _____	
CPR Expiration Date: _____		CPR Certified by: _____	
Required number of Continuing Education Credits (CECs) per Certification Level for 3-year cycle:			
<input type="checkbox"/> <b>15 CECs</b> CIFT, CET	<input type="checkbox"/> <b>30 CECs</b> ETT, ARP	<input type="checkbox"/> <b>45 CECs</b> ACSM-CPT, ACSM-GEI, PAPHS	<input type="checkbox"/> <b>60 CECs</b> ACSM-EP, ACSM-CEP, PD, H/FD
ACSM CECs applicable for this cycle: _____		Non-ACSM CECs applicable for this cycle: _____	

**Renewal Fees:** Please check the amount for the certification that you wish to renew. If renewing more than one credential, please pay the renewal fee for the highest certification you have plus \$5 per additional credential you hold. Pay the late fee if renewing *after* your certification has expired.

<input type="checkbox"/> <b>\$35</b> Certified Inclusive Fitness Trainer™ (CIFT)  Certified Cancer Exercise Trainer™ (CET)  Physical Activity in Public Health Specialist™ (PAPHS)	<input type="checkbox"/> <b>\$45</b> ACSM Certified Group Exercise Instructor® (ACSM-GEI®)  ACSM Certified Personal Trainer® (ACSM-CPT®)  ACSM Exercise Test Technologist® (ETT)	<input type="checkbox"/> <b>\$55</b> ACSM Certified Exercise Physiologist® (ACSM-EP®) ACSM Certified Clinical Exercise Physiologist® (ACSM-CEP®)  Health/Fitness Director® (H/FD)  Program Director (PD)  ARP/ACSM Certified Ringside Physician (ARP)
<input type="checkbox"/> <b>\$5</b> (Per additional credential)	<input type="checkbox"/> <b>\$75</b> Late Fee	<b>Total:</b> \$ _____ (USD)

Check/Cash Enclosed - ACSM Fed ID # 23-69-0952 (\$25 fee for all returned checks)

MasterCard  VISA \_\_\_\_\_

AMEX  Discover \_\_\_\_\_

(All 13 or 16 numbers must be given)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Expiration Date)

\_\_\_\_\_  
(3 or 4 digit sec. code)

By signing below, I understand that continuing education credits and CPR certification are a necessary component of, and requirement for, valid ACSM Certification/Registration. By sending in this ACSM Recertification/Renewal form, I confirm that I meet all of the requirements to renew the level(s) of credential that I have marked above and will provide documentation of all CECs and valid CPR if requested. I have completed the above application to the best of my knowledge and the information is accurate and true. I authorize ACSM to charge my credit card the amount listed above for my recertification fee.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Mail with payment to the ACSM National Center, Department 6022, Carol Stream, IL 60122-6022 or email to [kwebster@acsm.org](mailto:kwebster@acsm.org) or fax to 317-634-7817.

# CEC Tracking Form

This form can be used to help you track your CE. Do NOT send in documentation proving your CECs unless you are contacted in the case of an audit. Please hold on to all of your documentation for up to a year following your renewal.

## ACSM Endorsed Programs- Seminar/Meetings/Self Tests and ACSM Certifications

ACSM CEC's are earned ONLY from the following: ACSM Health and Fitness Journal Self Tests, ACSM Annual Meeting, ACSM Summit, Advanced Team Physician Course, ACSM Regional Chapter Meeting, ACSM Workshops / Webinars.


## Non-ACSM Programs (ACE, NSCA, NASM - 0.1 = 1.0 ACSM CEC; AFAA - 1.0 = 1.0 ACSM CEC)

The program must be related to your ACSM certification (exercise/fitness related). ACSM does not accept CECs for certification exams, professional memberships, work duties, volunteer work or CPR training.


## Clinical/Hospital Grand Rounds


## University/College Courses

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 during current cycle; 2) you must receive a C or better for the course; 3) the course must be related to your certification.


## Teaching/Lecturing (Maximum of 30% of total CECs may be obtained in this category)

**Teaching:** You can claim 1 CEC per contact hour of academic teaching at the college level as long as the coursework is consistent with the JTAs of your certification and the students are receiving college credit. Credit can be claimed for teaching the course content once during a recert. cycle.

**Lecturing:** You can claim 1 CEC per hour of professional lecturing if it was a lecture given at the state, regional, or national level or if CECs are offered for the lecture attendees.


## Publications (10 CECs per peer-reviewed professional journal, book, or accepted abstract; authored or co-authored)


## Other


**TOTAL**

--

**Appendix E: Reinstatement Form**



## Certification Reinstatement Request Form

Name \_\_\_\_\_ ACSM ID # \_\_\_\_\_

Lapsed certification(s) & CECs required:

- ACSM-CPT (45)  ACSM-GEI (45)  ACSM-EP (60)  ACSM-CEP (60)  CET (15)  PAPHS (45)  CIFT (15)

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

REINSTATEMENT REQUIREMENTS	DOCUMENTATION REQUIREMENTS
<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed Certification Reinstatement Request Form</li> <li><input type="checkbox"/> A detailed description of why you are requesting reinstatement</li> <li><input type="checkbox"/> Documentation to support the reinstatement claim</li> <li><input type="checkbox"/> Reinstatement Fee: \$150 USD per credential</li> <li><input type="checkbox"/> Documentation of all completed the CECs for the last active cycle(s).</li> </ul>	<p>Documentation must include*:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proof of attendance               <ul style="list-style-type: none"> <li>* Must include name and event date(s)</li> <li>* Activity was completed within respective 3-year certification cycle</li> </ul> </li> <li><input type="checkbox"/> Detailed content discussed (<i>content must be related/consistent with reinstated certification</i>)</li> <li><input type="checkbox"/> The number of contact hours or the number of CECs awarded for attending</li> </ul>

**FEE**

- Check  Money Order  Visa  Mastercard  Discover  Amex    Reinstatement Fee \$150 USD (per credential)\*  
 \*will only be charged for approved reinstatements

Card Numbers: \_\_\_\_\_ Expiration: \_\_\_\_\_ CVV: \_\_\_\_\_

I affirm that the information I am providing is true and accurate. I acknowledge that I am requesting certification reinstatement that may be granted only once in a certificant's lifetime. I understand during a late renewal, my subsequent certification cycle will be set from the renewal date (lapsed date) and not from the reinstatement application approval date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Appendix F: Emeritus Application Form**



# The American College of Sports Medicine

## EMERITUS APPLICATION

### POLICY

Emeritus Certification Status allows an individual to retain a professional title without the need to meet future recertification requirements.

Achieving this status eliminates the need to document and submit recertification credits for the ACSM Certifications for which Emeritus status is sought.

Certified Professionals who achieve ACSM Emeritus Certification Status will use the designation "Emeritus" in their certification credentials e.g. "ACSM Certified Personal Trainer – Emeritus" or "ACSM-CPT-E".

To be eligible for Emeritus status, an ACSM certificant must meet the following requirements:

- ✓ 65 years or older
- ✓ Continuously certified for at least 10 years
- ✓ Retired (no longer practicing as an exercise professional)
- ✓ No disciplinary action or ethics violations

Emeritus Fee \$150.00 USD

### Applicant Information

Full Name: \_\_\_\_\_ ACSM ID: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Since you last renewed your certification, have you been convicted of any felonies or are you currently serving any sentences for felony convictions?

YES  NO

Since you last renewed your certification, have you ever been declared mentally incompetent by a court of law?

YES  NO

Since you last renewed your certification, have you ever been disciplined by a regulatory board, certifying agency or examination agency or education institution?

YES  NO

If yes, when? \_\_\_\_\_

### Fee

Check  Money Order  Visa  Mastercard  Discover  Amex EMERITUS FEE: \$150

Card Numbers: \_\_\_\_\_ Expiration: \_\_\_\_\_ CVV: \_\_\_\_\_

### Disclaimer and Signature

*I hereby affirm that my answers to all questions are true and correct, I have met all eligibility requirements, and I will comply with all ACSM policies and procedures.*

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