



**CCRB Continuing Professional Education (CPE) Sub-committee
ACSM Education Provider Application Review Rubric**

Reviewer 1 Name:

Reviewer 2 Name:

Date of Review:

Name of Provider/Organization:

Name of Lead Program Administrator:

Criteria	Score
1. All items on the application checklist are completed and application fee has been received ¹ .	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Does the organization's mission statement align with the mission of the ACSM ² ?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Does this continuing education program meet the KS's or JTA's of one or more certification program? Please use this link to review JTAs: https://www.acsm.org/certification/get-certified	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, check all that apply: <input type="checkbox"/> GEI, <input type="checkbox"/> CPT, <input type="checkbox"/> EPC, <input type="checkbox"/> CEP, <input type="checkbox"/> EIM, <input type="checkbox"/> Specialty Certification _____
4. Does the continuing education program in this application fall within the competencies (see list of competencies below) of the ACSM Certified Exercise Professional for all certifications checked in the previous question? <i>Please use Table 3 to identify acceptable or non-acceptable content.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO From Table 2: _____ Category _____ Domain
5. Does the delivery of content provide adequate opportunity for certificants to engage in conversation or dialogue with presenters to ask questions? Evidence of communication strategies should be outlined within the application/materials.	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Are the facilities and/or virtual learning management system adequate for the purpose of this continuing education program based on the information provided in the application?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Does the program claim to be a "certification" or award such credentialing for attendees who complete the coursework? This does not include a "certificate of completion."	<input type="checkbox"/> YES ³ <input type="checkbox"/> NO

8. Is the content associated with this application supported by evidence-based framework and associated literature?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9. Are all presenters, content experts, etc. associated with this application qualified?	<input type="checkbox"/> YES <input type="checkbox"/> NO

¹Verified by ACSM staff.

² ACSM Mission Statement: The ACSM advances and integrates scientific research to provide educational and practical applications of exercise science and sports medicine.

³If yes, and directly competes with ACSM, automatic rejection.

If the reviewer selected "NO" for any of the criteria above, please provide brief rationale that to support this decision in Table 1. If possible, refer to specific pages and questions on the application.

Table 1: Reviewer Rationale for Criteria

Criteria # (above)	Rational for not meeting criteria

Reviewer Final Decision (must select one):

Accept Program Application

Reject Application

Additional Comments/Notes:

Education Provider Policy Reference Tables

Table 2: Category and Domain Coding

#	Category	Domain	Code*
1	Assessment and Testing	CPT Domain I: Initial Client Consultation and Assessment 25%	1.CPT
		EP Domain I: Health and Fitness Assessment 35%	1.EP
		CEP Domain I: Patient Assessment 20%	1.CEP
2	Programming and Prescription	GEI Domain I: Class Design 30%***	2a.GEI
		GEI Domain III: Instruction 30%***	2b.GEI
		CPT Domain II: Exercise Programming and Implementation 45%	2.CPT
		EP Domain II: Exercise Prescription and Implementation 35%**	2.EP
		CEP Domain II: Exercise Testing 19%**	2a.CEP
		CEP Domain III: Exercise Prescription 23%**	2b.CEP
3	Leadership	GEI Domain II: Leadership 25%	3.GEI
		CPT Domain III: Exercise Leadership and Client Education 20%	3.CPT
		CEP Domain IV: Exercise Training and Leadership 23%	3.CEP
4	Client Education	EP Domain III: Exercise Counseling and Behavior Modification 25%	4.EP
		CEP Domain V: Education and Behavior Change 10%	4.CEP
5	Legal and Ethics	GEI Domain IV: Professional Responsibilities 15%	5.GEI
		CPT Domain IV: Legal and Professional Responsibilities 10%	5.CPT
		EP Domain IV: Risk Management and Professional Responsibilities 5%	5.EP
		CPT Domain VI: Legal and Professional Responsibilities 5%	5.CEP

Competencies

Certified Group Exercise Instructor® (ACSM-GEI®) ACSM-GEIs are fitness professionals who safely teach, lead and motivate individuals through intentionally designed, effective exercise classes. These instructors provide safe instruction across many class types and equipment sets, from choreographed fitness classes to HIIT and beyond.

Education Level: Minimum High School Diploma (or equivalency).

An ACSM-GEI is a certified professional with competency in the following areas:

- Safe, group exercise programming for general population
 - Effective use of and delivery of multiple modalities of exercise (e.g., choreography-based, HIIT, bootcamp, etc.)
 - Incorporation of movement across all planes of motion and using prime movement patterns
 - Effective delivery / teaching / leading group exercise programming
 - Teaching to all levels, offering regressions and progressions

- Effective use of music, timing and equipment
- Provide effective on- and off-mic form correction in a group setting
- Provide education, motivation and inspiration for individuals to start and stick with an exercise routine
 - Facilitates adherence to exercise through coaching on goal setting and goal adjustment, uses communication techniques like motivational interviewing, etc.
 - Client communication:
 - Answers general questions about exercise prescription, including FITT, movements and equipment
 - Provides public health level education on nutrition related to performance, health promotion, and exercise science related topics
 - Refers out to appropriate professional as needed

ACSM Certified Personal Trainer® (ACSM-CPT®) is qualified to plan and implement exercise programs for healthy individuals or those managing a controlled medical condition. The ACSM-CPT® facilitates motivation and adherence, as well as develops and administers fitness assessments and programs designed to enhance muscular strength, endurance, flexibility, cardiorespiratory fitness, body composition and/or any of the motor skill-related components of physical fitness.

Education Level: Minimum High School Diploma (or equivalency).

An ACSM-CPT® is a certified professional with competencies in the following areas:

- Safe, effective program development and delivery for healthy individuals (or those who have received medical clearance to exercise) for either general health or specific outcomes
 - Develops and administers programs designed to enhance muscular strength, endurance, flexibility, cardiorespiratory fitness, body composition and/or any of the motor skill-related components of physical fitness
 - Conducts preparticipation health screenings, body composition assessments, and basic fitness assessments and field tests to inform the development of safe and effective fitness programming
- Movement assessment (both ongoing and as part of the client intake process) to inform smart and effective programming based upon client goals
- Provide education, motivation and inspiration for individuals to start and stick with an exercise program
 - Facilitates adherence to exercise through coaching on goal setting and goal adjustment, uses communication techniques like motivational interviewing, etc.
- Client communication:
 - Answers general questions about exercise prescription, including FITT, movements and equipment
 - Provides public health level education on nutrition related to performance, health promotion, and exercise science related topics

- Refers out to appropriate, licensed professional as needed (e.g., supplementation questions should be directed to a registered dietitian)

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.

Education Level: Minimum Bachelor's Degree with at least foundational knowledge in Exercise Science.

An ACSM-EP® is a certified professional with competencies in the following areas:

- 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
 - Develops and administers programs designed to enhance cardiorespiratory fitness, muscular strength and endurance, balance and range of motion
- Conducts preparticipation health screenings, submaximal graded exercise tests, strength, flexibility and body composition assessments
- Provides education, motivation and inspiration for individuals to start and stick with an exercise program
 - Facilitates adherence to exercise through coaching on goal setting and goal adjustment, uses communication techniques like motivational interviewing, tracks progress towards goals, etc.
- Client communication:
 - Answers general questions about exercise prescription, including FITT, movements and equipment
 - Provides public health level education on nutrition related to performance, health promotion, and exercise science related topics
 - Refers out to appropriate, licensed professional as needed (e.g., supplementation questions should be directed to a registered dietitian)

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 with a master's degree in clinical exercise physiology and 600 hours of hands-on clinical experience. ACSM-CEPs® use prescribed exercise and basic health behavior interventions, as well as 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.

Education Level: Minimum Bachelor's Degree including relevant Clinical Experience.

An ACSM-CEPs® are certified, health care professionals who have the following competencies:

- ACSM-CEPs® use prescribed exercise and basic health behavior interventions, as well as 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.
 - Develops and administers programs designed to enhance cardiorespiratory fitness, muscular strength and endurance, balance and range of motion
- Conducts preparticipation health screenings, submaximal and maximal graded exercise tests, strength, flexibility and body composition assessments
- 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.
- Provides education, motivation and inspiration for individuals to start and stick with an exercise program
 - Facilitates adherence to exercise through coaching on goal setting and goal adjustment, uses communication techniques like motivational interviewing, tracks progress towards goals, etc.
- Client communication:
 - Answers general questions about exercise prescription, including FITT, movements and equipment
 - Provides public health level education on nutrition related to performance, health promotion, and exercise science related topics
 - Refers out to appropriate, licensed professional as needed (e.g., supplementation questions should be directed to a registered dietitian)

Table 3: Acceptable and Unacceptable Content

Acceptable Topics (YES)	Unacceptable Topics (NO)
Professional Responsibility	
<ul style="list-style-type: none"> ● Scope of practice / competencies of the certified professional ● Referring out to appropriate providers ● Current laws and regulations ● Data privacy ● Emergency action plans ● First Aid and basic injury response courses 	Education that encourages going outside of scope of practice (e.g., diagnosing, treating, rehabilitation, counseling, prescribing meal plans or supplements, etc.)
Principles of Exercise Science	

<ul style="list-style-type: none"> ● Anatomy <ul style="list-style-type: none"> ○ Musculoskeletal system ● Exercise Physiology <ul style="list-style-type: none"> ○ Energy systems ○ Response to exercise (musculoskeletal, metabolic, endocrine, cardiovascular... etc.) ● Biomechanics <ul style="list-style-type: none"> ○ Planes of motion, movement patterns, etc. 	Diagnosing or treating a health condition or injury, counseling
Nutrition Education	
<ul style="list-style-type: none"> ● Knowledge of macro and micro nutrients ● Basics of energy balance ● Hydration as related to exercise ● Nutrition labels, portion sizes (myplate.gov) ● Pre- and post-workout fueling basics (excluding dietary supplements) ● Current Dietary Guidelines and position stands ● Knowledge of current trendy diets 	Medical Nutrition Therapy of any sort, which involves individualized prescription of calories, meal plans, supplements, treating medical conditions via nutrition adjustments, etc., and must only be practiced by a Registered Dietitian Nutritionist. Refer to this document for ACSM's stance on nutrition scope of practice for the fitness professional.
Health Promotion Education	
<ul style="list-style-type: none"> ● Physical activity as linked to obesity and chronic diseases ● Barriers to physical activity at individual and community levels ● Public health guidelines for blood pressure, body mass index, etc. 	Education that encourages going outside of scope of practice (e.g., diagnosing, treating, rehabilitation, counseling, prescribing meal plans or supplements, etc.)
Exercise Testing & Assessment	
<ul style="list-style-type: none"> ● Varies by certification and associated scope of practice <ul style="list-style-type: none"> ○ pyramid visual - you must maintain the basics and then add in more advanced techniques based on scope of practice ● Wearable technology (activity monitors) ● Muscular and aerobic fitness field tests ● Physical activity assessments ● Sport performance testing ● Movement, gait, and joint assessments ● Body composition assessment (skinfolds, anthropometric measurements, BIA, BodPod® technology) 	Diagnosing based upon results of testing, administration of DXA or MRI scans (unless you have additional, required training)
Exercise Programming & Training	

<ul style="list-style-type: none"> ● Population considerations differ by certification (uncontrolled cardiometabolic disease only for CEP) ● Outcomes focused training (bodybuilding, distance running, weight loss, general health and fitness) ● Flexibility ● HIIT, circuit training, and other popular training techniques ● Injury prevention 	Physical therapy, athletic training, and massage
Exercise Psychology	
<ul style="list-style-type: none"> ● Performance and sport psychology ● Coaching ● Effects of exercise on mental health ● Behavior change principles ● Goal setting ● Basic motivational interviewing skills 	Diagnosing or treating mental illness (e.g., Counseling to treat an eating disorder is outside the scope of practice. Coaching to improve performance or encourage healthy lifestyle change is acceptable.)
Leadership & Business Basics	
<ul style="list-style-type: none"> ● Management and leadership topics ● Sales ● Marketing ● Finances and basic accounting ● Interviewing preparation (e.g., resume building) ● Customer service principles 	