



# **Training and Wellness Certification Commission (TW-CC) Advanced Certified Personal Trainer Certification**

## **Candidate Handbook**

**TW-CC**

**Candidate Registration**

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## **I. Introduction**

Training and Wellness was founded to be one of the leading personal training educational services. The Advanced Certified Personal Trainer (A-CPT) certification embraces hundreds of hours of hands on experience along with accredited college education. For that reason, the A-CPT certification is understood to be an advanced certification in personal training. The A-CPT certification provides trainers with a new standard in the personal training field and proves applicants to be one of the most qualified individuals in the field. Prior certificates were too easy to pass that individuals were given too much trust over other individual's well being. This new standard provides certificate holders with confidence and know-how when training all types of individuals.

### **A. Mission**

The Training and Wellness Certification Commission (TW-CC) is committed to developing and executing an exam for quality personal trainers in the field of health and fitness that will be recognized as an industry standard. TW-CC independently and accurately assesses individuals that are pursuing a certification as a personal trainer.

### **B. Credentials**

After the successful passing of the Advanced Certified Personal Trainer examination, the candidate will receive a Certificate. This certificate verifies that the certificant has demonstrated the knowledge necessary to hold the title of Advanced Certified Personal Trainer.

This certificate will contain the candidates name, designation, date of exam, date of expiration and certificate number. The certificate number will be recorded in the TW-CC data base for future reference. A list of candidates and corresponding certificate numbers will be kept on file indefinitely. The candidate will retain the identical certificate number for recertification as well. There are no current state or federal regulations for certification as a personal trainer.

### **C. Population to be certified**

The TW-CC will accept all applicants males and females, age 18 or older, regardless of gender, ethnicity, background, age, religion, marital status, national origin or physical disability who have earned either a high school diploma or GED, completed a 500 hour state board of education approved personal training program or obtain a bachelor degree with 200 hours of practical experience related to personal training and a CPR & AED certification from a established organization, such as The American Red Cross or American Heart Association.

In order to become a TW-CC Advanced Certified Personal Trainer (A-CPT) all applicants will be required to pass the A-CPT Certification Examination. The A-CPT Certification will expire 2 years after passing the A-CPT Certification examination. In order to keep an active certification, the certificate holders will

be required to attain 2 CECs (Continuing Education Credits) per year before the end of the initial 2 year period and every year following.

#### **D. Scope of Practice**

1. Advanced Certified Personal Trainers are prepared to work with a generally healthy population (no exercise, physical activity or medical restrictions).
2. The personal trainer is responsible for assisting clients to live a fitness lifestyle. The personal trainer should have a meeting with the potential client for a fitness evaluation and to discuss expectations.
3. Using common and practical fitness tools and the trainer's knowledge of anatomy, physiology, exercise science, and biomechanics, the personal trainer will prepare a program design methodologies to develop safe, effective, and customized fitness and conditioning programs that are scientifically valid and reliable and based on the client's needs, wants, and goals.
4. The personal trainer will implement the fitness industry's standard operating procedures, biomechanics, exercise technique, and valid and reliable exercise management strategies, tactics, and procedures to guide their clients to safely and effectively achieve their health and fitness goals. Exercise management also requires continuous dialogue with the client in order to garner the feedback necessary to properly guide the client.
5. The personal trainer must maintain his or her A-CPT Certification and CPR & AED Certification and must act professionally in emergency situations. The personal trainer is also responsible for ensuring his or her clients seek medical or health care professionals when appropriate, thus maintaining TW-CC Code of Ethics.
6. The personal trainer must stay within his or her scope of practice. The personal trainer may never diagnose illness or act as a medical practitioner.
7. Educating the client of the basic widely accepted knowledge of nutrition or health standards is permitted. A Registered Dietician (RD) may only write detailed nutritional diet plans.

#### **E. Purpose**

The purpose of the TW-CC is to conduct the certification process, methods, and activities in a safe and effective manner true to the personal trainer profession. Set up, develop, and instruct proper standards and procedures for the structure of the A-CPT Certification. Also to ensure that all structures, policies, and procedures of the TW-CC protect against unwarranted influence and provide for constant and absolute sovereignty in all decision-making dealing with all aspects of the TW-CC. The TW-CC is structures to guarantee the reliability and validity of the development and administration and scoring of all A-CPT Certification Exams. The TW-CC will ensure that the TW-CC will always have at least one member of the general public. To expand and maintain all systems that support, enhance, and promote the reliability and morality of the A-CPT Certification Credential. Make certain that all members of the TW-CC act and uphold to the highest professional standards, abiding by all ethical standards and values.

The TW-CC held its first certification testing in 2007. The TW-CC was formulated to set an additional standard in the field of personal training. Before the establishment, most certification programs for personal trainers did not require education and/or hands-on experience in order to become a personal trainer.

## **II. Eligibility/Registration**

### **A. Candidate Qualifications**

As Determined by the TW Certification Commission:

- 500 Hour State Board of Education Approved Training Program; OR
- A Bachelor's Degree in a health-related field from a regionally accredited college or university;

**AND**

- Minimum of 200 hours of practical experience
- Current Adult CPR & AED certifications that has a practical skills examination component (such as the American Heart Association or the American Red Cross)

### **B. Application Process**

500 Hour State Approved Program candidates include with your application:

- Notorized copy of your Diploma
- Photocopy (front and back) of current Adult CPR & AED certifications
- Photocopy of Government issued ID

Bachelor Degree candidates include with your application:

- An official copy of your university transcript noting the degree completion
- A summary description of the program study as written in the university catalog
- Completed practical experience documentation
- Photocopy (front and back) of current Adult CPR & AED certifications
- Photocopy of Government issued ID

Send completed and signed application, examination fee of \$350 in the form of check, cashiers check, money order made out to Training and Wellness or by credit card and verification of qualification (as listed above) to:

TW-CC  
Candidate Enrollment  
2727 Philmont Avenue, Suite 106  
Huntingdon Valley, PA 19006

Within 3 weeks a letter of incomplete application, acceptance letter with proof of registration (must be given to the proctor) or denial letter will be sent to candidate.

A \$25.00 bounced check fee will be imposed for returned checks.

### **C. Grandfather Policy**

The TW-CC will not “Grandfather” any individuals.

### **D. Placement Policy**

TW-CC does not guarantee placement after completion of the exam.

### **E. Exam study materials**

No purchase of TW-CC’s materials, courses or program is required to take the

### **F. ADA Compliance**

The Americans with Disabilities Act (ADA) of 1990 is a civil rights law which is intended to eliminate discrimination against people with disabilities in all aspects of life.

The TW-CC does not discriminate for the purposes of Board membership or office, application, examination, or any other activity of the TW-CC on the basis of their skill and knowledge as practitioners based exclusively on their ability to care for the consumer safely. TW-CC complies with all applicable and federal state laws (e.g., ADA) with respect to certification responsibilities. Examination facilities meet ADA standards and are accessible by those in wheelchairs or with other mobility impairments. Candidates with disabilities that need special arrangements can submit a letter requesting special arrangements along with the completed application.

If you have a disability covered by the Americans with Disabilities Act of 1990 (ADA) and would like to request an accommodation in testing, please have an appropriate professional (education professional, doctor, psychologist, psychiatrist) with current knowledge of your disability to certify that your disability requires the requested test accommodation. Please also have this professional attach a letter detailing the specific nature of your disability as it relates to the request and the reasons for requesting the accommodation. The letter must be written on the professional’s letterhead, must have an original signature.

TW-CC shall make all reasonable accommodations to assist candidates with disabilities or language barriers in taking the examination. Pursuant to the ADA, accommodations will be granted to qualified candidates with disabilities to the extent that such accommodation does not essentially change the examination or cause an unnecessary burden to the agency.

### **G. English as a Second Language**

The A-CPT Personal Trainer Examination is written in the English Language. Extra time may be allocated to candidates whose primary language is not

English. A written request must be submitted with registration form 6 weeks prior to examination date.

#### **H. Discrimination Policy**

The TW-CC will not discriminate against individuals on the reasoning of gender, ethnicity, background, age, religion, marital status, national origin or physical disability.

#### **I. Denied Eligibility**

The TW-CC reserves the right to deny registration and/or applications that do not meet the eligibility requirements determined by the TW-CC board. Reasons for denial will be stated in the letter. Application and registration appeals of denied applications must be submitted in writing and proof and explanation of eligibility.

Appeals will be reviewed and responded to within 4-6 weeks.

Send all appeals to:

TW-CC Appeals Committee  
2727 Philmont Avenue, Suite 106  
Huntingdon Valley, PA 19006

#### **J. Confidentiality Policy**

Written confidentiality policies established by the TW-CC is to provide the candidates' and certificants privacy. The status and examination results will be protected against outside inquiry. These policies will also ensure that candidates and certificants are fully informed of inquiry as to their status or file. The circumstance in which the information may be disclosed is dependent on the written permission of the candidate or certificant.

Candidate information provided including eligibility, registration and testing information will remain confidential. Scores can not be provided to students over the phone. This policy helps to maintain confidentiality for the student and helps to maintain accuracy of information. Test results will only be provided with a certificate or by letter to the applicant. Any result will not be released to a third party without written permission from the candidate. The only information that can and will be released to the public is the certification status of the certificant.

#### **K. No Refund Policy**

All funds issued to TW-CC are non-refundable. There are no exceptions to this policy.

#### **L. Transfer Policy**

Candidate registration may be transferred to another individual as long as it is requested in writing 2 weeks prior to exam date. A \$50.00 transfer fee will apply. The transfer may take place as long as the new candidate meets the eligibility requirements of TW-CC.

### **M. Rescheduling the Certification Examination**

A candidate may reschedule an exam as long as it is done 2 weeks prior to original schedule. The rescheduled date must be within 6 months of the originally scheduled date. If not, the candidate will be required to pay the full registration fee. No other extensions are allowed.

### **N. Extension and Rescheduling Fees**

Candidates are allowed to reschedule examination dates as long as the examination is completed within 6 months of registration. After 6 months the candidate will need to pay the full registration fee to take the examination. Three- or six-month extensions are available for the current fee designated at that time.

### **O. Retest**

Candidates who do not complete the exam with a passing score will be allowed to retest for the A-CPT exam. The re-test must be completed within 3 months of receiving the results for a fee of \$80.00. If taken after the 3 month period a penalty fee of \$50 will be applied in addition to the retest fee. If retest is taken 6 months after the original exam the candidate will be required to repay the entire registration fee.

### **P. No Show**

Any candidate that does not show for their exam will be required to repay the registration fee as well as a “no-show” fee of \$50.00.

## **III. About the Examination**

### **Examination must be taken within six months of registering for certification.**

All communication regarding proctors and proctored examinations will be dealt with via e-mail and/or fax. Email: info@acptcertification.com Fax: 215-914-1710

### **A. Location**

YOUR ADVANCED PERSONAL TRAINING EXAMINATION CAN BE PROCTORED AT ONE OF THE FOLLOWING LOCATIONS IN YOUR AREA:

1. Local Library
2. University
3. Community College
4. Technical College
5. Testing Agency assigned location

Candidates will be notified prior to taking test with confirmation of test location, date and time.

### **Grandfathering Policy:**

TW-CC does not, nor has it ever, and will not practice “grandfathering.” TW-CC does not grant certification to individuals without an evaluation of their knowledge and skills.

## **IV. The Certification Examination**

### **A. A-CPT Trainer Examination Content**

The A-CPT examination content comprises the knowledge, abilities and skills necessary in order to maintain a safe and healthy relationship with personal training clients. The content embraces many aspects of personal training including, anatomy, biomechanics, exercise physiology, safety and nutrition. These areas of interest are the embodiment of an advanced personal trainer with broad and extensive knowledge in the field of personal training. The A-CPT examination consists of 150 four-option multiple-choice items that are administered within a 3-hour session. The candidate’s scores will be based on 125 items are scored, and 25 items are unscored, pretest items.

<b>Topic Areas</b>	<b>% of exam</b>
Aspects of fitness, Wellness, Basic Training Principles, and Business Skills	14
Fitness Theory	12
Goal/Needs Specific Program Design	14
Components of a Workout	16
Methods of Training and Special Populations	15
Kinesiology and Biomechanics	14
Weight Management / Nutrition	15

**\*\*Exam accredited by NCCA (National Commission for Certifying Agencies)**

## **V. Examination Format**

### **A. Cut Score Study Report**

#### **1. General Instructions**

After reaching consensus on the definition of the minimally qualified candidate, the panel began the practice ratings of ten multiple choice test items following a modified Angoff procedure. No answer key was provided and the panel members were asked to answer each item and rate “How many out of 100 borderline qualified test-takers will answer the question correctly?” Following each rating of a sample question, each participant’s rating was posted and the answer key was shared. The individuals with the highest and lowest ratings were encouraged to provide their rationale for the ratings, particularly in reference to the definition of the minimally qualified

candidate. Panel members were directed to give a second rating following the discussion if they were inclined to change the first rating based upon their understanding of what the minimally competent candidate would know.

## **2. Notification of Results**

Each candidate is sent their test results whether pass or fail. Complete scoring, registering and notification of results may take six weeks from the date the TW-CC receives the examination(s). Individuals who receive a passing test results will receive their certificates when they are notified of their results. Rush Processing is available upon request for a fee. Rush Processing results will be faxed or e-mailed to the candidate within three business days of the A-CPT receiving the examination. This option must be selected before the candidate's during examination registration. Potential passing results along with a certificate and will be sent within two weeks.

Scores are only official scored at TW, Inc. headquarters. Proctors are not allowed to review candidates' examinations on site.

## **VI. Appeal of Examination Results**

### **A. Appeals and Reset of Score**

It is not permitted to review any Item on the Exam with any other candidate or person(s) in order to ensure the security of the TW-CC A-CPT Assessment Tool. Neither the Proctor/Supervisor, TW-CC personnel, nor anyone else is ever allowed to discuss any specific item about the exam. Candidates may be informed of the sections of the Exam with which there is a concern. Candidates can file an appeal if they feel there was any confusing or misleading Item on the Exam or if the Testing Environment was unsatisfactory to test taking standards. The candidate may fill out an Appeals Form to the TW-CC Appeals Subcommittee that may lead to an investigation if the candidate feels that any aspect of the Exam process was disadvantageous or that there was unprofessional or improper behavior by a Proctor, candidate, or anything in and around the exam area. The candidate has a time limit of 45 days after completing the exam to file an appeal. The appeal will also be forwarded to Prometric by the TW-CC Appeals Committee.

All appeals are to be sent to:  
TW-CC Appeals Committee  
2727 Philmont Avenue, Suite 106  
Huntingdon Valley, PA 19006

The Appeals Committee along with Prometric will converse with content experts to come to check on the validity of the content. This process may take up to 6 weeks to complete and all parties will be notified upon decision. If the decision is made to rescore the exam the candidate will receive a new letter stating their final score.

All decisions of Prometric and the Appeals Committee are final.

### **B. Retesting**

Individuals who do not pass the examination with a passing scale score of 140 will be notified in writing. Candidates must retake the examination within 3 months of receiving results for an \$80 fee. Candidates may retest by either: 1) Retaking the examination at the next available examination date at the TW designated site for the cost of the retest or; 2) Retaking the examination by proctor in the candidate's local area. Retesting will be available penalty free before the first three months. Retesting for a reduced fee is not to be allowed before three months and after 6 months from the date one receives the notification of results. The current retest fee is \$80. Prices are subject to change and are at the discretion of TW-CC. Retest fees are listed on the student's results letter.

TW-CC can provide candidates with exam preparation suggestions before they retest. Candidates may request the areas of interest where he/she did or did not do well but cannot access specific questions. Candidates should contact their TW-CC representative at 1-215-914-2003 if they have any questions.

## **VII. Recertification**

### **A. Continuing Education Credits (CECs)**

The TW-CC feels that continuing education for all advanced certified personal trainers is necessary to ensure a high competency and to improve their training skills in the field. Recertification allows the advanced certified personal trainer to demonstrate to the public that they remain committed to adhering to the Standards of Practice of ACPT, the Training and Wellness Certification Commission and the profession of personal training and nutrition.

Currently, the TW-CC Advanced Certified Personal Trainer Certification requires two (2) Continuing Education Credits within two years of initial certification and every two years thereafter to remain valid. All continuing education credits must provide above entry-level knowledge, skills, and abilities. There is a three (3) month grace period in which to complete recertification should the candidate need an extension further than the official expiration date. For additional information on acceptable CECs, please visit our website at [www.acptcertification.com](http://www.acptcertification.com) or you may email us at [info@acptcertification.com](mailto:info@acptcertification.com).

To insure that candidates retain a current certification, we request that they mail their renewal application, fee, and copy of current CPR & AED cards (front and back) one month prior to their expiration date. The TW-CC will accept recertification applications up to 90 days prior to certification expiration. All renewal information must be sent in one packet.

### **B. TW-CC A-CPT Policies and Procedures for Obtaining Continuing Education Credits (CECs)**

## **1. Purpose**

Continuing Education Credits (CECs) are required to assist the Advanced Certified Personal Trainer (A-CPT) to remain at the forefront of their industry and to maintain the highest degree of competency within the profession. The timeline allotted for recertification allows for accurate verification of new procedures and information.

## **2. Requirements**

In order to maintain a current A-CPT certification, the TW-CC requires that all TW-CC Advanced Certified Personal Trainers obtain two (2) CECs within two (2) two years of the initial certification.

After the initial two (2) years, and every (2) two years thereafter, TW-CC certified members must obtain a minimum of two (2) CECs in order to maintain a current and valid TW-CC certification. All CECs must provide above entry-level knowledge, skills, and abilities. To obtain credit for CECs, certified members must:

1. Complete two (2) CECs by completing the continuing education opportunities that are recognized by the TW-CC.
2. Document and record proof of successfully completed CECs.
3. Submit completed TW-CC Continuing Education Report Form, documentation of CECs (i.e. copy of certificate of completion or attendance), and appropriate renewal fees to the TW-CC before expiration.
4. Retain copies of all CEC documentations for your records.

## **3. Renewal Fees**

There is a \$50 recertification fee.

## **4. Eligible CECs**

Candidates may obtain CEC credits by participating in course offerings given at Universities, Colleges, workshops, seminars, or clinics sponsored by other organizations. Continuing Education Credits completed prior to certification are not approved for CECs.

Eligible CECs must be:

1. Current (from the time period that the certification was valid - 24 months old or less)
2. Relevant to the fitness profession and industry
3. Reputable (i.e. NSCA, Universities or Colleges, ACSM, etc.)

## **5. Obtaining CECs**

CECs may be acquired in a variety of ways. The primary ways are listed below. If there is any concern of whether a CEC is eligible for credit, please contact:  
TW-CC Recertification  
1-215-914-2003  
[info@acptcertification.com](mailto:info@acptcertification.com)

**Category A: Fitness related training clinics, conferences, seminars, workshops**

- 1. Attendance:** The TW-CC acknowledges a variety of fitness related seminars and certifications.  
**CECs Granted:** 0.5 per course  
**Required Documentation:** Photocopy of attendance certificate or letter verifying attendance along with the number of hours.

**Category B: Presentations and publications**

- 1. Presentations:** Presentation as a speaker or panelist at related clinics, conferences, etc.  
**CECs Granted:** 0.5 per presentation (minimum time of 1 hour)  
**Required Documentation:** Photocopy of brochure/flyer showing participation or letter of verification from event host.
- 2. Publications:** Published works in which the certified individual serves as author/co-author.  
**CECs Granted:** 1.0 for peer-reviewed work and 0.5 for all others.  
**Required Documentation:** Photocopy of book cover and table of contents or photocopy of periodical cover and article.

**Category C: College/ University Education**

- 1. College education after TW-CC certification:** College courses related to fitness, health, or nutrition.  
**CECs Granted:** 0.5 for each semester credit hour.  
**Required Documentation:** Photocopy of course syllabus and a photocopy your certificate.

**VIII. Other TW-CC Policies and Procedures**

**A. Records Retention Policy**

A-CPT paper exams will only be kept for 6 months. Electronic records will be kept indefinitely and constantly. All test records and statistical reports are accessible to authorized personnel only. All records are securely kept at the TW Headquarters and only accessed by authorized personnel by the TW-CC

**B. Test Security**

Participation in or supporting test misconduct by providing others with detailed test questions on the examination is considered a violation of ethics by TW-CC. This misconduct is judged a violation of copyright law and will result in nullifying the certification for the individual(s) involved and disqualification from taking the examination indefinitely. By registering for the certification examination, the candidate is accepting the terms and conditions and confidentiality provisions of the TW-CC. All past and present candidates are encouraged to report any misconduct. The candidate may never remove examination materials from the testing site.

TW-CC will forbid misconduct and disruptive behavior before, during or after the examination process. Candidates cannot have any unauthorized pieces of paper present during the examination. Candidates who are caught misbehaving will be notified, will be failed automatically and will be indefinitely banned from taking the exam.

### **C. Ethics**

The Code of Ethics is a requirement of the TW Advanced Certified Personal Trainer. It is understood that these guidelines will be upheld when registered for the certification examination.

As an A-CPT I have read, understand and agree to:

1. Fulfill the basic health and fitness needs of every client and person(s) who requests guidance and basic health and fitness education. I have a duty to use my best efforts for the betterment of society, the profession, and the members of the health and fitness profession.
2. Be entirely honest in all occupational practices by not lying, cheating, stealing, nor condoning anyone who does.
3. Providing a safe, effective, and competent health and fitness program, with respect for human worth and inalienable rights.
4. Sustain professional, business oriented relationships in all interactions, and always make an effort to report the TW professionals who are inadequate in character or competence, and/or taking part or helping in fraud or deception.
5. Abide by local, state and federal laws and also seeking change in those requirements that are contrary to the best interests of the public's safety and health.
6. Respect the rights of every person the member interacts with and shall defend trusted confidences and personal/business privacy within the constraints of the law.
7. Assure practical scientific and practical knowledge is constantly learned, applied, and discovered. Stay current with latest research and practices and

always have a commitment to fitness, health, and nutrition. Assure relevant information is always and constantly available to clientele and the general public. Acquire consultation and use of the skills of other fitness, health, nutrition, and medical professionals to constantly improve the education of the fitness industry.

8. Contribute one's self and ideas in activities contributing to the improvement of personal health, our society, and the betterment of the health and fitness industry.
9. Constantly and always act in accordance with the best interests of the general public.
10. Encourage the attitude and rights that all should have equal access to health and fitness care for all people.
11. Retain current CPR and First Aid certifications to keep good standing with A-CPT certification.

#### **D. Ethics Violations**

TW-CC takes Ethics Violations are to be taken seriously by all, including the staff of TW-CC The following violations of the TW Code of Ethics may result in revocation of TW-A-CPT membership:

1. Conviction of a felony while in current TW-A-CPT standing.
2. Factual evidence of use, sale, or distribution of any illegal or controlled substance without medical prescription.
3. Proof of gross misconduct at his/her place of work resulting in civil judgment against a TW Certified Personal Trainer. This includes: theft, embezzlement, sexual harassment, or any other illegal or unethical behavior.
4. Factual Evidence of "Gross Negligence" in the performance of the personal training profession.
5. Proof of any word, action, or deed that would be considered unethical, immoral, illegal or disrespectful.
6. Proof of any advice, action, or deed toward any member of the public, including clientele that is beyond the "Scope of Practice" that the A-CPT has the knowledge, skill, or ability to perform.
7. Proof of any word, action, or deed toward the TW Inc, its affiliates, its employees, would be classified as malicious, libelous, slanderous, or unethical.
8. "Do No Harm" is the basis of TW-CC Ethical purpose. The TW Certification Commission will treat all "innocent until proven guilty"; however, the TW

Certification Commission primary responsibility is to protect public. The TW-CC will take any and all action against individuals who commit unethical, immoral, or illegal activities.

### **E. Disciplinary Procedures**

In becoming an Advanced Certified Personal Trainer (A-CPT), the certificant agrees to follow a specific code of ethics and guidelines.

The following are considered to be acts committed against the commission and the A-CPT certification and against the code of ethics of the TW-CC:

1. Providing false documentation of TW-CC certification.
2. Blatant disregard for safety of clients.
3. Surpassing the boundaries of the TW-CC scope of practice.
4. Unauthorized use of TW-CC materials, including tests/exams and including any documentation that is considered to be the property of the TW-CC.
5. Endangering the client by means of disregarding client safety and ethical boundaries.

\*Should the certificant be found to have committed any of the above, the TW-CC reserves the right to suspend, revoke, or take any disciplinary actions.

### **F. Complaint Policies and Procedures**

TW-CC Code of Ethics contains guidelines that are to be followed to protect the public and the personal training occupation. TW-CC will review any complaints from individuals who have justifiable reason that any member has violated the TW-CC Code of Ethics. Individuals should attempt to resolve complaints directly when insinuating an infringement of The Code of Ethics.

Only signed written complaints will be considered official. Complainants must send a letter including the name and TW-CC certification number, name(s) and address (es) of the complainant(s), names and addresses of any other persons who have knowledge of the facts involved, and a brief description what occurred.

**Send to:**

TW-CC Professional Standards Committee  
2727 Philmont Avenue, Suite 106  
Huntingdon Valley, PA 19006

Once the TW-CC Professional Standards Committee has reviewed and evaluated the formal complaints, written description the charged member(s) will be notified. The charged member will be provided a description of the allegations and be given 30 days to send a response to TW-CC. After receiving the response the committee will convene, a decision made and all parties will be notified via mail of the outcome. All decisions of the Professional Review Committee are final.

## **IX. Examination Textbooks**

## **A. A-CPT Examination Recommended Textbooks**

*Essentials of Strength Training and Conditioning, National Strength and Conditioning Association (2nd Edition), 2000*

*ACSM's Guidelines for Exercise Testing and Prescription (7th Edition), 2006*

*Encyclopedia of Muscle and Strength, 2006*

*Successful Fitness Motivation Strategies, 2004*

*Special Population Imperatives, 2006*

*Williams' Basic Nutrition & Diet Therapy (12th Edition), 2004*

*Illustrated Essentials of Musculoskeletal Anatomy (4th Edition), 2002*

*Optimal Muscle Training, 2003*

## **X. Summary of TW-CC Job Analysis Survey**

## **A. Advanced Personal Trainer Association**

Training and Wellness Certification Commission (TW-CC) was created to provide the Advanced Personal Trainer with the necessary skills to train the public safely and effectively. In the TW-CC's history (as of 6/2006), constant improvements, review by subject matter experts, and updates to the training have been made to ensure that Personal Fitness Trainer candidates have the requisite knowledge, skills, and abilities needed to train others.

## **B. TW-CC Job Analysis Survey**

The first step in development of the Personal Fitness Trainer examination was to conduct a Job Analysis Survey. The purpose of the TW-CC Job Analysis Survey was to identify the knowledge, skills, and abilities required for an entry-level Personal Trainer. The information obtained from the survey would be helpful in creating a job description and documenting the importance of the examination content for the TW-CC Personal Fitness Trainer Certification.

A panel of experts was convened to identify the essential job duties of a Personal Trainer and to provide input during test development and revision.

The first task of the committee was to create a survey that outlined the knowledge skills and abilities needed by an entry level personal trainer. The second task was to develop a rating scale for such abilities. The third task was to identify the population to which the survey would be administered to and the fourth task was to determine the format in which the survey would be administered.

For task one, a detailed list of knowledge, skills and abilities of Personal Training was compiled by the job analysis committee. The list was to include a number of skills relating to personal training. The most current research in the field of Personal Training was used to create the survey list.

The job analysis committee's next task was to develop a rating scale of 92 skills on the survey. The committee decided to rate the skills on level of importance. Participants were to identify whether each characteristic was 5-very important, 4-important, 3-of moderate importance, 2-somewhat important or 1-not important.

Task three involved identifying who would receive the survey. The committee decided to include currently certified TW-CC Personal Trainers, Club Owners and Managers, non-TW-CC personal trainers, and those that received the TW-CC emailed newsletter. All members of these groups were sent the survey.

The next task was to decide how the survey would be administered. The committee agreed that email would be the best way to contact the preferred population. The survey was also posted on the website for those visiting the TW-CC web page.

The survey was then sent out by email. Approximately 10,000 emails were sent.

The following instructions were part of the email sent out to the identified population. A link was included that accessed the survey.

### **C. Survey Instructions**

The TW-CC has passed the process of NOCA (National Organization for Competency Assurance) Accreditation and received NCCA accreditation. The TW-CC along with several of the fitness industries' most credible certification organizations have determined that this is a necessary step in an effort to differentiate the credible certifications from numerous nefarious organizations.

For those of you that have aided the TW-CC in previous "Job Analysis Surveys" – thank you, but it is a NOCA requirement that we continuously update our tests on updated Job Analysis Surveys.

Please take the time to give us your opinions. The information you supply us enables the TW-CC to continually improve our certifications. The following Job Analysis is to determine the knowledge and abilities needed for success by the ENTRY LEVEL personal trainer.

The TW-CC is asking you to carefully read each line item and thoughtfully provide your expert advice by rating the importance of each line item from: 1 = not important through 5 = very important (see the rate level of importance 1 – 5, chart on survey form).

Please feel free to add additional topics that you believe to be essential that we have overlooked. For your time the TW-CC is offering a 10% discount off of your next purchase of any educational program.

Thank you for your help and continuing support.

### **D. Future Job Analysis**

The TW-CC determined that a job analysis would be conducted every 3 years for the A-CPT Certification unless drastic reshaping of the personal training field occurs. The job analysis will thus occur accordingly.

### **E. Assessment Instrument Specifications**

The entirety of the Job Analysis provided the content for the A-CPT Examination. Detailed information on specifications will be listed on the ACPT website.

## **XI. Exam Procedures**

## **A. Exam Delivery**

The authorized proctors will receive the TW-CC A-CPT exam. The Exams are delivered by sealed package or by authorized personnel. The proctor will sign for the package or personally receive the package. The proctor cannot break the seal until the beginning of the exam.

## **B. Prior to Handing out the Exam**

The proctor is required to ensure that only authorized individuals are allowed into the exam room or near the candidates. The proctor is required to identify each authorized candidate by government-issued photo I.D. (example: driver's license, military I.D. card, passport, etc.) and collect his or her TW-A-CPT Exam Candidate Registration Proof of Registration.

Registration slips will be returned to the TW-CC Headquarters at: 2727 Philmont Avenue, Suite 106 Huntingdon Valley, PA, 19006; office phone 215-914-2003; 215-914-1710 office fax.

- 1) Candidate must show Government issued photo ID
- 2) Show valid TW-CC Registration Form for the given time and testing center

The candidates may ONLY bring into the exam area:

- A hand style/non electronic watch
- Three #2 pencils

## **C. Acceptable Items & Behavior**

1. The candidates may not bring certain items into the exam area. This includes, but is not limited to: papers of any kind, books, back packs, briefcases, cell phones, coats, electronic devices, except a silent non-programmable calculator.
2. Physical Break Procedures: 7 minutes will be allowed for a facilities break.
3. No make-up time will ever be allocated.
4. No unruly or unethical behavior allowed and may be caused for immediate removal and is causal for pressing charges to the fullest extent of the law.

## **D. Exam Briefing**

The proctor will read the instructions for the TW-CC A-CPT Exam once the exam time has officially begun and everyone is seated. The proctor will hand out the exam after the instructions are given. When all of the exams have been handed out, the proctor will read the briefing and instructions for taking the examination. The proctor will ask for any final administrative questions once everyone has filled out the exam. The proctor WILL NOT and CANNOT answer any questions concerning the exam questions and/or content at any time before, during or after the exam.

## **E. Proctor Ethics Violations Briefing**

The TW-CC provides an intelligent, reasonable, and reliable examination process. Due to vast preparation, time and money spent discussion of the test or its process in any way is expressly forbidden. Any candidates found not in compliance are subject to mass penalties through TW-CC, local, state and federal law. This can be found in the TW-CC Ethical Guidelines and governmental and international copyright violations. Each and every physical and abstract test article or process is the property of the TW-CC. Discussion of these items is will be considered theft and the TW, Inc. will press all charges necessary to the fullest extent of the law against any perpetrators.

**\*\*Prometric will notify the certificant directly by mail pertaining to the testing date, site and time.**

## **XII. Computerized Exam Information**

### **A. How to register**

Check the A-CPT Candidate Handbook for requirements and qualifications to sit for the A-CPT exam.

You can register at [www.acptcertification.com](http://www.acptcertification.com) or via mail. If registering through the website, payment can be made at that time however, the required documentation must be sent to the TW-CC for further clarification and acceptance of registration. Upon acceptance of your registration you will be given login information for the testing agency website. Using that login information you will be able to schedule the exam at your convenience. All required documentation must be forward to:

TW-CC Candidate Registration  
2727 Philmont Ave. Suite 106  
Huntingdon Valley, PA 19006

If registering by mail please forward all required documentation, registration form and payment to the address listed above.

### **B. Computerized Exam Policies**

#### **Required ID**

The examinee must present one form of non-expired, government-issued, photo- and signature-bearing ID in order to test.

### **C. Acceptable forms of primary ID are limited to:**

- driver's license
- state or government-issued ID
- passport

Photo must look like the examinee.

Signature on ID must match the Daily Test Taker Roster.

Spelling of the examinee's name on his/her ID must match the computer.

If any of the following discrepancies appear, allow the examinee will be allowed to test:

- name discrepancies are minor
- parts of hyphenated names are missing

- informal first names are used (James vs. Jimmy)

Should there be any name or address changes the examinee must inform the testing agency prior testing.

Electronic fingerprint will be taken at the testing site

No notes or scratch paper will be allowed at the testing site. A calculator will be provided within the computer exam

#### D. Breaks

There will be 2- optional 10 minutes breaks allowed

#### E. Score reports

- Score is based on the number of correct answers. No points are deducted for incorrect answers.
- Scores do not appear on line or in print. Instead a Notice of Completion prints.

#### F. Testing Center Policy

If the examinee leaves the test center during the exam and does not return, the test will be terminated

#### G. Tutorial and Survey

There will be an Optional: 10-minute tutorial. Short satisfaction survey at the end of the exam is mandatory and your test will not be scored until the survey is complete.

#### H. Review of questions

Review of questions is allowed at any time during the exam. The examinee may review all items in sequence or those marked for review. Pressing **END** ends the exam and no further review is allowed.

#### I. Cancellations/Reschedules

- Must be done at least 16 days prior to the exam.
- A \$45 fee must be paid for all reschedules done between 15 and 3 days prior to exam.
- No reschedules will be permitted within 48 hours of the exam.

#### J. Special Accommodations

Special Accommodations examinees must be approved by TW-CC

Examinees requesting to schedule Special Accommodations must submit required documentation prior to testing. Documentation is to be included with registration documentation sent to TW-CC at time of registration.

#### K. Scheduling of Exam

Phone No.: 1-800-861-9072

- [www.prometric.com](http://www.prometric.com)

#### L. Policy Information

Phone No.: 1-407-363-1111

- <http://www.qaiworldwide.org>
- [ifno@qaiworldwide.org](mailto:ifno@qaiworldwide.org)

*SAMPLE PASS/FAIL LETTERS*

**PROMETRIC™**



First Name, Last Name  
Address  
City, State, Zip

Customer I.D. Number: ###  
Print Date: (mm/dd/yyyy)

Congratulations! You were successful in achieving a passing score on the (mm/dd/yyyy) Advanced Certified Personal Trainer Examination. By passing the certification examination, you have met the standard of competence established by Training and Wellness Certification Commission.

You may use the designation "A - CPT" as of this date for the two-year period that follows. Your certification date is (Month, Day, Year).

Your Certification Renewal Guide will be provided by TW-CC. All continuing education must be accrued after (Month, Day, Year). Two CEC's will be required every two years to keep this certification current.

Congratulations again on achieving this significant professional milestone, and best wishes in your future professional endeavors.

Training and Wellness Certification Commission



First Name, Last Name  
 Address  
 City, State, Zip

Customer I.D. Number: ###  
 Print Date: (mm/dd/yyyy)

We regret to inform you that you did not pass the (mm/dd/yyyy) Advanced Certified Personal Trainer Examination, A-CPT.

Because some forms of examination may be slightly easier or more difficult than others, the passing score cannot be expressed as specific numbers of questions answered correctly. A statistical procedure called equating is used to adjust for any differences in the level of difficulty. It ensures that all examinees demonstrate the same level of ability in order to pass the examination. Once the examination forms have been equated, a procedure called scaling is used to convert the actual number of correct answers to a uniform scale.

The report below identifies your scaled score as compared to the minimum passing scaled score. For each domain there is a diagnostic level given, which is information provided to help you identify your strengths and weaknesses in each of the knowledge domain areas. The diagnostic scores descriptions for the diagnostic level is provided as the explanation for each level.

Minimum Passing Scaled Score: **140**                      Your Scaled Score: **(###)**                      Result: **FAIL**

<b>Knowledge Domain</b>	<b>Diagnostic Level</b>
Fitness, Wellness, Basic Training Principles and Business Skills	(1-3)
Fitness Theory	(1-3)
Goals/Needs of Specific Program Design	(1-3)
Components of a Workout	(1-3)
Methods of Training and Special Populations	(1-3)
Kinesiology and Biomechanics	(1-3)
Weight Management/Nutrition	(1-3)

**Level Diagnostic scores descriptions:**

**1. Deficient** - The score you obtained is below an acceptable level; substantial study of this content area is recommended prior to retaking the examination.

**2. Marginal** - The score you obtained is marginally *un*acceptable. Your understanding in this domain does not appear to be strong, and additional study is suggested.

**3. Proficient** - The score you obtained in this domain is *at or above* the acceptable level; you have demonstrated an acceptable understanding of the domain. A review of this area may be helpful to you prior to retaking the examination.

Desire for professional certification demonstrates your commitment to the field of personal training. We encourage you to continue your pursuit of the A-CPT.

Sample Denial Letter



First name, Last Name  
Address  
City, State, Zip

Customer ID#:  
Print Date:    /    /

Dear Potential Candidate:

This letter is to inform you that we have found that your application has contained insufficient /incorrect information to be able to proceed with the A-CPT exam. At this time we cannot proceed with the registration process.

Please contact us upon receipt of this letter to correct the information or to provide additional information to us.

Providing additional information to us will help to further your career as an Advanced Certified Personal Trainer.

We look forward to hearing from you and completing this process.

Candidate Registration Staff



Send completed and signed application, examination fee of \$350 in the form of check, cashiers check, money order made out to Training and Wellness or by credit card and verification of qualification:  
 TW-CC  
 Candidate Enrollment  
 2727 Philmont Avenue,  
 Suite 106  
 Huntingdon Valley, PA 19006

## Advanced Certified Personal Trainer Exam

### Initial Application Form

Please fill out the registration form in its entirety to register for you're A-CPT exam

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Social Security # \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_

/\_\_\_\_\_/\_\_\_\_\_

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

Email address: \_\_\_\_\_

Date of Birth \_\_\_\_\_

Check One:  Male  Female

#### Signature (Required)

By signing above I certify that I have read and understand the policy, procedures and requirements of the Advanced Certified Personal Trainer. I also have read and understand the refund policy of the TW-CC.

#### Special Accommodations

Do you require any special accommodations under the American with Disabilities Act?  Yes  No

If yes, a letter supporting documentation MUST accompany this application.

#### Provide documentation of education/experience

- 500 Hour State Board of Education Approved Training Program; OR
- A Bachelor's Degree in a health-related field from a regionally accredited college or university;
- AND
- Minimum of 200 documented hours of practical experience
- Current Adult CPR & AED certifications that has a practical skills examination component (such as the American Heart Association or the American Red Cross)

**\*Government issued ID (exp: drivers license) must be included with either requirement**

Check if you do not wish to be contacted regarding continuing education offerings

\*\*Your information will never be sold as part of a mailing list or other devices.

Enclose the exam fee

A-CPT Exam

\$350.00

Payment can be made by Check, Cashier Check, Money Order made out to Training and Wellness or by Credit Card

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ Security# \_\_\_\_\_

Signature of Card Holder \_\_\_\_\_ Print Name \_\_\_\_\_

Billing Address \_\_\_\_\_

Phone # (\_\_\_\_\_) \_\_\_\_\_ \*credit card statement will read Training and Wellness



Send completed and signed application, re-test fee of \$80 in the form of check, cashiers check, money order made out to Training and Wellness or by credit card and verification of qualification:  
 TW-CC  
 Candidate Enrollment  
 2727 Philmont Avenue,  
 Suite 106  
 Huntingdon Valley, PA 19006

## Advanced Certified Personal Trainer Exam

### Re-Test Application Form

Please fill out the registration form in its entirety to register for you're A-CPT exam

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Social Security # \_\_\_\_\_  
 (\_\_\_\_) \_\_\_\_\_ /\_\_\_\_/\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Check One:  Male  Female

#### Signature (Required)

By signing above I certify that I have read and understand the policy, procedures and requirements of the Advanced Certified Personal Trainer. I also have read and understand the refund policy of the TW-CC.

#### Special Accommodations

Do you require any special accommodations under the American with Disabilities Act?  Yes  No  
 If yes, a letter supporting documentation MUST accompany this application.

#### Provide documentation of re-test

- Must provide a copy of letter of non-pass

**\*registration and scheduling must be completed with 3 months of initial exam.** If taken after the 3 month period a penalty fee of \$50 will be applied in addition to the retest fee. If retest is taken 6 months after the original exam the candidate will be required to repay the entire registration fee.

Check if you do not wish to be contacted regarding continuing education offerings  
 \*\*Your information will never be sold as part of a mailing list or other devices.

Enclose the re-test fee **A-CPT Exam \$80.00**

Payment can be made by Check, Cashier Check, Money Order made out to Training and Wellness or by Credit Card

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ Security# \_\_\_\_\_

Signature of Card Holder \_\_\_\_\_ Print Name \_\_\_\_\_

Billing Address \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ \*credit card statement will read Training and Wellness