

Champions Candidate Handbook

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Section 1: Introduction

This Candidate Handbook provides information about Champions Certifications and the certification exam offered to personal trainers, fitness professionals, and coaches. This handbook provides essential information to candidates (anyone in preparation for the Champions Certifications Personal Trainer Examination) and already certified personal trainers and fitness professionals. Both candidates and certified trainers are required to read this handbook and adhere to all policies and obligations listed within.

Mission

We believe in service and professionalism at the highest standard. We provide education and training that equips personal trainers, fitness professionals, and coaches with education and resources to offer excellent service and live a champion's mindset.

Vision

Our vision at Champions Certifications is to develop more Championship trainers: professionals with the knowledge, wisdom, and discipline necessary to produce more CHAMPIONS.

Scope of Practice

A Certified Personal Trainer is an individual who works in the field of physical fitness. The duties of a Certified Personal Trainer include the following:

- Assessing individual client needs
- Building safe, effective, and comprehensive training programs
- Administering training programs to help clients achieve their goals
- Maintaining safety (including instructing and coaching clients through exercises with proper cues and reasonings).

Certified Personal Trainers can educate clients on healthy eating, stress management, and sleep habits. However, Certified Personal Trainers are not medical professionals and should not provide clients with medical advice, including, but not limited to, disease treatment or medications for pain treatment. Certified Personal Trainers are not registered dieticians and should not provide specific dietary advice or meal plans to clients. For such necessary services, the Certified Personal Trainer should always refer the client to the appropriate healthcare professional, whether a physician, physical therapist, chiropractor, registered dietician, or therapist. Since some of these fields are interdisciplinary, if the Certified Personal Trainer is also licensed or certified in another area, like physical therapy or nutrition, they may also provide those services.

CPT Certification

The Champions Certifications program includes all educational material and information to pass the certification exam successfully. The Champions Certifications administration oversees the issuance of credentials, the recertification process, and all other administrative processes concerning Champions Certifications.

Exam

The Champions Certification Exam is the credentialing exam that will certify the candidate as a certified personal trainer if the candidate successfully passes. Its exam contents reflect concepts and information taught in the course. The exam contents will be discussed in further detail later in the handbook.

Section 2: Candidate Eligibility Requirements

Certification Eligibility

To be eligible for the Champions Certifications Final Exam, each candidate must:

1. Complete all end-of-chapter quizzes with a score of at least 80%
2. Submit proof of valid CPR/AED and First Aid certification. CPR/AED and first aid certification must be obtained through in-person training.

Section 3: Confidentiality and Records Retention

Confidential information is any sensitive or non-public information that can affect a person or their safety if disclosed. Confidential information includes:

- First and last name
- Email address
- Mailing address
- Phone number
- Credit Card information
- Number of exam attempts
- Exam Scores
- All certificates (including certification, recertification, CPR, and first aid)
- Account information
- Certification number
- Names and contact of all Champions Certified Personal Trainers, both current and former

Individuals with access to the confidential information listed above are:

- Director of Education
- Program Coordinator

Section 4: Exam Registration

Getting Started

Online Registration: www.championscertifications.com

The Champions Personal Trainer Certification is purchased through the website using a credit or debit card.

The candidate will receive a confirmation email with the Personal Training Manual and instructions to create an account after payment.

When creating an account, ensure that the following information is always accurate:

- Name
- Contact Information

If there are changes, contact info@championscertifications.com for instructions on updating your personal information, especially where a name change is concerned.

Exam Delivery

The Champions Certifications Personal Trainer Exam is administered online through the Champions Certifications via remote proctoring. The Personal Trainer Exam is not available for paper testing.

Registering for an Exam

Before scheduling your exam date, you must submit all necessary prerequisites as listed on your student profile. When choosing a date, ensure it is at least 48 hours away, as approval may take

48 hours. Schedule your exam date by clicking the “schedule final exam” button on your profile and allow 48 hours for exam approval. You will receive an email once you have access to the exam.

You will receive a confirmation email with all the details for your exam once your date is approved. Please check the junk and promotions folders if you are still waiting to receive a confirmation email.

Please note that to be eligible to register for the final exam, you must submit the following:

- A minimum of 80% in all chapter quizzes
- Valid CPR/AED and first aid certification
- Valid form of identification (passport, driver’s license, ID card)

Administrators will only approve your exam date once the necessary documentation is received.

The Final Exam will be available for 4 hours from the approved test time on the test date. You have **one** attempt for the written section of the exam, which is 2 hours, so be sure to plan accordingly. The practical section is not timed but must be completed and submitted before the end of the 4-hour window. Please submit the practical exam in a timely fashion to ensure a passing grade.

If you do not pass the exam, you can request to take the exam after a four-week waiting period.

Eligible candidates can schedule the Final Exam at no additional cost to the candidate.

Rescheduling or Cancellation of an Exam

Candidates may reschedule an exam date without paying a rescheduling fee if:

- The candidate reschedules or cancels the exam registration at least 48 hours in advance.
- It is the first time rescheduling an exam.

All Candidates must take the final exam within 12 months of purchasing. Failure to do so will require the candidate to purchase a retest. The retest fee will be a charge of \$100, and the candidate must schedule the exam within two months of buying the retest.

Failure to appear for an Exam

Failure to appear for a scheduled exam is a “failed attempt.” The candidate will be required to reschedule the exam with a test date of 4 weeks from the date of rescheduling. If the candidate has failed to appear for the newly rescheduled exam, the candidate will incur a retest fee of \$100.

PLEASE NOTE:

Champions Certifications will consider waiving the rescheduling fee and retest charge under certain circumstances. The following are circumstances under which Champions Certifications will consider waiving fees. However, the candidate must provide appropriate documentation*:

- Familial death
- Serious Injury or Surgery
- Illness suffered by you or a family member
- Jury Duty

*Examples of appropriate documentation include a doctor’s letter or court letter.

Email appropriate documentation to info@championcertifications.com with the subject *Waiver Documentation*.

Section 5: Exam Administration

Exam Development and Content

This exam contains information pulled directly from the course material provided to you upon enrolling in the Champions Certifications Certified Personal Trainer Program. Some of the questions in the final exam repeat from the end of chapter quizzes. Other questions are directly from the various chapters in the certification manual. The questions in the final exam are representative of all topics covered during the course. The exam aims to ensure that you are well-versed in every aspect of personal training, from marketing your business to conducting assessments and designing safe and effective training regimens.

Sample Questions

The following are sample questions from the Champions Certifications Certified Personal Trainer Exam.

Sample 1

Which of the following is NOT involved in COGI's anterior and posterior postural assessment?

(Place an "X" in the box next to the correct answer)

- Neckline
- Shoulder line
- Hip
- Low back
- Elbows

Sample 2

Hypotension is abnormally high pressure.

- True
- False

Sample 3

The two major parts of the nervous system are the CNS and the DNS

- True
- False

Sample 4

What is the antagonist muscle for the iliopsoas?

- Hamstrings
- Gastrocnemius
- Trapezius
- Gluteus Maximus

Exam and Certification Preparation

The Champions Personal Trainer Certification is a self-paced program. A candidate can complete this certification in two to three months if the candidate follows an aggressive course of study.

However, this can be extended to four to six months if the candidate takes a more flexible approach. To prepare for the Certified Personal Trainer Final Exam and help with the retention of information, you will be required to complete your study of the manual and complete each end-of-chapter quiz with a score of 80% or higher.

Testing Format

The Champions Certifications Certified Personal Trainer Exam consists of written and practical sections.

The written section is divided into 50 multiple-choice questions, three anatomical diagrams, and three essay questions.

The practical section consists of five video demonstrations complete with questions to address in the demonstration.

Multiple Choice Question (45 minutes)

The multiple-choice section consists of 50 questions. Each question is worth one point. However, some questions have multiple parts; as such, the entire section is worth 60 points.

Anatomical Diagrams (45 minutes)

The anatomy section consists of 3 diagrams: the skeletal diagram, the anterior muscles diagram, and the posterior muscles diagram. Each component is worth 0.5 points. The skeletal diagram is worth 11.5 points, the anterior muscles diagram is 14 points, and the posterior muscles diagram is 12.5 points.

Essay Questions (30 minutes)

The last component of the written section is the essay, which consists of 3 questions. You will be required to answer **two** questions in this section. Each question is worth 4 points. The maximum number is 8 points.

Practicals

The practical section consists of five questions that require video submission. Each video is worth 10 points and consists of several questions the candidate must answer, which act as a

rubric for the candidate. A cumulative score of at least 80% is required to pass the practical exam successfully.

To ensure that you have well-rounded knowledge, you will be required to obtain a minimum of 80% in each section to pass the Champions Certifications Certified Personal Trainer Exam.

Exam Conduct

Champions Certifications does not tolerate any breach of academic or professional integrity or ethics or the integrity of its certification exams. All candidates must adhere to the testing rules of conduct listed below and provide truthful information when registering for the final exam.

Testing Rules of Conduct

Each candidate must adhere to the following:

- Candidates must complete all exam sections in a continuous session.
- No reference books or papers are allowed during any portion of the exam.
- The test area must be clear of all devices except the computer or laptop on which you will take the exam.
- The test area must be clear of all food and beverages unless medically necessary.
- No breaks are allowed. However, candidates may take a short break at the end of each section.
- Recording questions is prohibited.

Disciplinary Action for Exam Misconduct

Any actions that compromise the integrity or validity of the Champions Certification exam will be subject to disciplinary action, including a withdrawal from candidacy for certification or voiding test scores.

Violations of Certain Testing Rules of Conduct

Cheating: Champions Certifications reserves the right to invalidate test scores, deny credentialing of a candidate, or revoke credentials.

Attempting to remove exam materials (recording question): Champions Certifications reserves the right to revoke credentials or deny credentialing of the candidate.

Section 6: Exam Results

Scoring

Multiple Choice Question (45 minutes)

The multiple-choice section consists of 50 questions. Each question is worth one point. However, some questions have multiple parts; as such, the entire section is worth 60 points.

Anatomical Diagrams (45 minutes)

The anatomy section consists of 3 diagrams: the skeletal diagram, the anterior muscles diagram, and the posterior muscles diagram. Each diagram component is worth 0.5 points. The skeletal diagram is worth 11.5 points, the anterior muscles diagram is 14 points, and the posterior muscles diagram is 12.5 points.

Essay Questions (30 minutes)

The last component of the written section is the essay, which consists of 3 questions. You will be required to answer only **two** questions in this section. Each question is worth 4 points. The maximum number of points in this section is 8 points.

Practicals

The practical section consists of five questions that require video submission. Each video is worth 10 points and consists of several questions the candidate must answer, which act as a

rubric for the candidate. A cumulative score of at least 80% is required to pass the practical exam successfully.

Multiple Choice Questions and Anatomical Diagrams are scored immediately upon completion.

Essays and Practicals are graded by Champions Certifications staff using a standard rubric.

To ensure that you have well-rounded knowledge, you will be required to obtain a minimum of 80% in each section to pass the Champions Certifications Certified Personal Trainer Exam.

Scores are not disclosed to any third party unless the candidate grants permission.

Champions Certifications will formally disclose test scores to candidates (successful and unsuccessful) within two weeks of taking the exam. Successful candidates will receive a formal certificate and trainer card upon receiving formal notice of their certification. If you wish to purchase a hard copy of the certificate, you will receive instructions when you receive the formal notification.

Unsuccessful Exam Attempts

Please refer to *Registering for Exam* to learn about scheduling a retest. In preparation for a retest, you can contact Champions Certifications and request a breakdown of your weak areas for the retest.

Section 7: Certification Credentials

Awarding of Credentials

Only successful candidates are allowed to have and use Champions Certifications credentials.

Candidates with passing scores will receive an official signed Champions Certificate and trainer card, valid for one year.

Receipt of Credentials

Successful candidates can expect to receive an electronic certificate and trainer card within two weeks of completing the exam. If you are still waiting to receive notice within two weeks of taking the exam, please contact Champions Certifications via info@championscertifications.com.

Credential Use

All Champions Certified Personal Trainers are allowed to include “Champions CPT” or “CCPT” beside their name or in any context of professional credentials. Champions Certified trainers should not use it in the context of endorsement.

Recertification Requirements

Recertification is required every year on the date of expiration printed on your certification card.

Continuing Education:

Thirty (30) continuing education hours are required each year. These continuing education videos are accessible on the Champions Certifications website. These videos are worth a varying number of hours. If you opt to attend a workshop or complete a specialized course, this will account for 15 recertification hours. You must submit proof of completion to use these as your continuing education requirements. To maintain your standing as an active Champions Certified Personal Trainer, you must pay a recertification fee of \$200 and complete the necessary continuing education requirements. Failure to pay the \$200 and meet the continuing education requirements will result in a \$50 late fee and an additional 10 hours of continuing education.

Restoring Certification

If your certification lapses, you may restore your certification. You will be required to pay the \$200 recertification fee, the \$50 late fee, and forty (40) hours of continuing education. However,

if two years have passed without recertification, you will be required to retake the program and final exam.

As of 2022, we do not offer lifetime certification; all Champions Certified Personal Trainers must recertify every year to ensure that they are updated on current practices and continually improving for their clients.

Updating Contact Information

Champions Certifications must have current contact information for all Champions Certified Personal Trainers. If there are ever any changes to the contact information provided to Champions Certifications upon registering for the Certification Exam, please contact info@championscertifications.com with the subject line “Contact Information Update.”

Section 8: Suspension or Revocation of Credentials (Disciplinary Action)

Champions Certifications Professional Code of Conduct

Every Champions Certified Personal Trainer must provide optimal service to clients in their care.

Every trainer must:

- Treat ALL clients and colleagues with respect and dignity.
- Maintain confidentiality and privacy of clients
- Be professional in all interactions with clients and colleagues.
- Ensure that they are observing safety guidelines for training at all times
- Give clients their undivided attention. Clients pay for your time, information, and motivation. Refrain from cell phone use or unnecessary chatting with others during a session.

- Get all appropriate paperwork for each client. Medical Clearance Forms are vital when training high-risk populations or pregnant clients.
- Be punctual. Tardiness is unacceptable, as clients are paying for your time.
- Clean up after your training session. Put away all weights and clean equipment as soon as possible or immediately after your session has ended.
- Make contact with your client if they miss a session. Reaching out shows that you genuinely care about your client's progress. They are paying for accountability.
- Operate only within the scope of expertise as a Certified Personal Trainer. Do not provide medical advice or meal plans. Always refer clients to the appropriate health professional.
- Maintain proper hygiene. Always have a change of clothes and shower essentials with you.
- Maintain good standing with the certification provider/board
- Carry the energy. Bring energy and enthusiasm to your training sessions. If you are not excited and ready, your client will not be excited and prepared to work hard.

Unprofessional Conduct

As a Certified Personal Trainer, you must care for your client's best interests while maintaining their trust and privacy. Champions Certifications require ALL Champions Certified Personal Trainers always to maintain professionalism. Unprofessional conduct includes (but is not limited to):

- Dishonesty or misrepresentation.
- Behavior that disregards or jeopardizes the safety and privacy of the client
- Behavior that is considered discriminatory or harassment

- Unauthorized or improper use of Champions Certifications intellectual content
- Violation of Exam Rules of Conduct

Due Process and Appeals

Every Champions Certified Personal Trainer or candidate for certification is afforded due process if they are involved in a situation where there is unprofessional conduct.

All complaints received will be investigated. Champions Certifications will determine the existence of a violation, investigate the said violation, and communicate the findings to the appropriate parties.

Appeals of decisions should be submitted to Champions Certifications at info@championscertifications.com with the subject line “Appeal” within 14 days of the issuance of the original decision. Please be informed that even through an appeals process, Champions Certifications maintains the right to uphold the original decision if deemed necessary.

For more information on any of these processes, please contact

info@championscertifications.com with the subject line “Candidate Handbook”