Handbook Outline

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About CrossFit

CrossFit Inc. is an international organization dedicated to the advancement of human health and athletic performance. CrossFit Inc. provides a precise definition of fitness and builds on the foundation that fitness is observable, measurable, and repeatable.

CrossFit Inc. adheres to an open-source approach that focuses on results-based fitness education and training, demonstrated through research and study, observation, innovation, and practical application.

The mission of CrossFit Inc. is to establish and support an international community of authentic fitness practitioners through open-source publication, education, certification, and affiliate participation.

About the CrossFit Certification Department

The CrossFit Certification Department provides avenues for CrossFit Trainers to demonstrate their skills and abilities as trainers, such as this Certified CrossFit Trainer examination. The department is responsible for creating and publishing standards, policies, and procedures for the development, integrity, and maintenance of CrossFit exams. It is also responsible for developing valid, reliable, and fair exams that can assess one’s capabilities for understanding the CrossFit program and applying it to training. In addition, the department must ensure an exam’s relevance and validity by surveying stakeholders (i.e., certificants and affiliates). It also sets the guidelines for CrossFit Trainers to engage in continuing professional development and run an ethical CrossFit business.

Purpose of the Certification

The Certified CrossFit Trainer (CCFT) credential allows the experienced individual to demonstrate advanced coaching knowledge and commit to a long-term standard of professional accountability.

The purpose of a certification program is to ensure that an individual possesses the standard knowledge and skill set required to train clients effectively. The CCFT is designed to assess experienced trainers rather than entry-level trainers. This is achieved by requiring a significant number of practical coaching hours to apply and by including examination questions that require the candidate to utilize knowledge gained from his or her coaching experience.

The CrossFit Certification Board has set these standards with the expectation of continued learning and the application of new knowledge through ongoing coaching hours. The continuing education and coaching requirements serve to assist in the advancement of professional accountability in the community of CrossFit Trainers.
Scope of the Certification

A Certified CrossFit Trainer:

- Designs and leads CrossFit workouts for both groups and individuals, from beginner to advanced, that are safe, effective, and appropriate for individuals who are apparently healthy or have medical clearance to exercise. The trainer recognizes the limitations of his or her own knowledge and skill set and refers clients to other healthcare professionals when appropriate.
- Assesses, monitors, and develops exercise programming based on the athlete's current and ongoing fitness and performance goals, fitness level, readiness for training, performance (relative to goals, level, and readiness for training), lifestyle patterns, diet, and nutritional needs.
- Teaches functional movements.
- Minimizes risk and facilitates sound movement patterns.
- Educates and motivates athletes towards exercise-program success and sound nutritional and lifestyle strategies.
- Runs an ethical practice operating with professionalism and integrity.
- Minimizes and manages risk for the athlete in the training facility, is prepared for emergency situations, and responds appropriately when they occur.

Accreditation Process

Accreditation is a voluntary process in which a third party verifies that an organization's certification program meets national standards and best-practice guidelines. This verification requires an extensive review and audit process to ensure all certification and recertification requirements are goal driven, based on objective data, and follow the organization's documented policies and procedures.

CrossFit chose to develop and maintain its certification program to meet the American National Standards Institute/International Organization for Standardization 17024 - Standard for Certification of Persons. ANSI was selected as the accrediting body due to its recognized status as the national and international authority in accreditation of personnel certification programs attributable to the high standards to which certification bodies are held. The accreditation application process was initiated in 2013, and upon completion, all individuals who have successfully obtained the CCFT designation will be awarded an accredited credential.

About the American National Standards Institute (ANSI)

ANSI is the only U.S. accrediting body that works in conjunction with ISO (International Organization for Standardization) to meet international standards and achieve for its clients and certificants international reciprocity of awarded credentials. ANSI is the only accrediting body in the U.S. that assures compliance with its standards through a rigorous audit process that includes an on-site assessment and staff interviews. All other accrediting bodies review submitted documentation only.

The CCFT credential was developed and is currently administered to meet ANSI standards. As the accreditation body, ANSI reviews all protocols and operational procedures involved in the CCFT program. In addition to adopting ANSI requirements, the examination was developed following standards used by the American Psychological Association, the American Educational Research Association, and the National Council on Measurement in Education.

Impartiality, Fairness, and Non-Discrimination

CrossFit and its Certification Board endorse the principles of impartiality, fairness, and equal opportunity and commit to act impartially, fair, and equitably in relation to its applicants, candidates and Certified CrossFit Trainers, including but not limited to 1) applying its standards and requirements for examinations and certifications equally to all individuals regardless of age, race, religion, gender, national origin, veteran status, or disability, 2) implementing its policies and procedures impartially and fairly, 3) not restricting certification based on undue financial or other limiting conditions, and 4) not allowing commercial, financial, or other pressures to compromise impartiality in certification activities.
Eligibility Requirements

Applicants become eligible to take the Certified CrossFit Trainer examination upon successfully documenting the following requirements:

<table>
<thead>
<tr>
<th>ELIGIBILITY REQUIREMENTS</th>
<th>AGE</th>
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<tr>
<td>Candidates must be 18 or older at the time of application</td>
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<tr>
<th>ELIGIBILITY REQUIREMENTS</th>
<th>EDUCATION AND EXPERIENCE</th>
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<tr>
<td>CANDIDATES MUST FULFILL EACH REQUIREMENT IN ONE OF THE FOLLOWING PATHS:</td>
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<tr>
<td>PATH 1</td>
<td>PATH 2</td>
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<tr>
<td>Current CrossFit Level 1 Trainer certificate and CrossFit Coach’s Prep Course Trainer certificate or CrossFit Level 2 Trainer certificate† and 750 hours of coaching CrossFit for groups or individuals. Hours must be accrued while candidate’s Level 1 is current and must have been accumulated within the last five years.†*</td>
<td>1,500 hours of active strength and conditioning coaching at the collegiate or professional level. Hours need to have occurred for groups or individuals during employment for a college/university or professional sports team and must have been accumulated in the last five years.††</td>
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<tr>
<th>ELIGIBILITY REQUIREMENTS</th>
<th>MEDICAL</th>
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<tr>
<td>Candidates must possess a current cardiopulmonary resuscitation (CPR) certificate††. The following certificates are accepted:</td>
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<tr>
<td>• Advanced Cardiac Life Support (ACLS)</td>
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<td>• Basic Life Support (BLS) for Healthcare Providers</td>
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<tr>
<td>• BLS Healthcare Provider Instructor</td>
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<tr>
<td>• CPR/Automated External Defibrillator (AED) for the Lay Responder</td>
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<td>• CPR/AED for the Professional Rescuer</td>
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<td>• CPR for Professionals</td>
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<td>• Healthcare Provider CPR</td>
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<td>• Emergency Medical Technician (EMT) and Paramedic Certifications</td>
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<tr>
<td>• International certificates recognized by the International Liaison Committee on Resuscitation (ILCOR)</td>
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<td>• All other certificates will be considered on a case-by-case basis.</td>
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<td>Note: Only certificates which include AED instruction in the curriculum will be accepted.††† Ongoing maintenance of CPR training is required every two years and proof of a current certificate may be requested by the CrossFit Certification Department at any time.</td>
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††† Ongoing maintenance of CPR training is required every two years and proof of a current certificate may be requested by the CrossFit Certification Department at any time.
Candidates must agree to abide by the CrossFit Standards of Professional Practice and apply these principles to their use of the Certified CrossFit Trainer credential at all times.

**A Certified CrossFit Trainer must:**

- Act in accordance to all applicable national and local laws and regulations, which includes all applicable business, employment, copyright, and intellectual-property laws.

- Act in accordance to all applicable CrossFit policies, procedures, rules, agreements, standards, and guidelines.

- Respect and promote the rights, welfare, and dignity of all individuals to participate in exercise and provide competent, fair, and equal treatment to all individuals regardless of gender, age, disability, occupation, ethnic origin, color, cultural background, marital status, sexual orientation, religion, or political opinion.

- Uphold and enhance public appreciation and trust for CrossFit and CrossFit Trainers. CrossFit Trainers will not engage in any behavior that adversely affects CrossFit or compromises their professional responsibility both within their practice and publicly (to include all forms of social media).

- Have a sincere commitment to provide the highest quality of care to those who seek the professional services of a CrossFit Trainer.

- Act in the client’s best interest in order to respect the client’s privacy and dignity, protect the client from harm, and advocate for the client’s welfare.

- Refer athletes or clients to more qualified fitness, medical, or healthcare professionals when appropriate.

- Consistently maintain and improve professional knowledge and competence, striving for excellence through regular assessment of personal and professional strengths and weaknesses and continued professional development.

- Preserve the confidentiality of personal and privileged information of the client. CrossFit Trainers will not release any information to a third party not involved with the client’s care without a written release unless required by law.

**VERIFICATION OF ELIGIBILITY**

Upon applying, candidates must provide proof of completion of eligibility requirements. The CrossFit Certification Department may directly contact the applicant’s verifying professional to confirm the number of coaching hours reported. All eligibility requirements are subject to random or systematic audit for verification purposes. Applicants should be prepared to provide proof of the classes coached, whether it is an individual logbook, coaching summary in management software such as MindBody or Zen Planner, or proof of payment from an employer. Any attempt to falsify eligibility requirements is a direct violation of the CrossFit Standards of Professional Practice and will be cause for rejection of the application and/or revocation of certification.
The CCFT application process is multi-step and requires proof and approval of eligibility as well as payment of the application and examination fees. The process may take up to two weeks. A complete and accurate application will expedite this process.

1. The candidate must meet all eligibility requirements and initiate an application on the CCFT website by logging in with the candidate’s CFID or by creating a new CFID account. When the application form is complete, the candidate will pay the application fee of US$150 and the application will be submitted for approval.

   This application fee is nonrefundable even if the application is rejected. However, the candidate will have one year to submit a complete application at no additional cost. After one year from the original application date, the candidate will need to reapply and pay the standard application fee again.

2. Once an application has been approved, the candidate will receive email instructions to pay the examination fee. Once the exam fee is paid, the candidate will be directed to Pearson VUE testing centers to schedule an exam.

3. The candidate must visit the provided website to schedule the examination appointment. The candidate has one year to schedule from date of approval.

4. The candidate must take the examination at the confirmed location at the proper date/time.

5. Unofficial results of the examination will be provided to the candidate upon completion of the exam. Within seven to 10 business days of the exam date, the candidate will receive an official notification from the CrossFit Certification Department indicating whether he or she has passed the exam and achieved certification. If the individual passed the exam, he or she will receive an official certificate within two to three weeks of receiving this notification (four to six weeks for international applicants).

**Completed Application Content**

A completed application will require the following:

- Agreement to comply with Standards of Professional Practice
- Verification of education or training
- Completed Coaching Experience verification form
- Documentation of cardiopulmonary resuscitation (CPR) certificate
- Signed application
- Application fees

All application materials are available online at the CCFT website.

**Deadlines**

Candidates will have one year from the payment of the application fee to submit a complete application.

**Examination Sites**

Certified CrossFit Trainer examinations are administered worldwide at Pearson VUE testing centers.

For a current list of the testing center locations, visit the CrossFit examination section of the Pearson VUE website.
Scheduling an Examination Appointment

Once an application has been approved and the examination fee has been paid, the candidate will receive an authorization email. This email includes a 20-character PTI number, which is needed to schedule the exam.

A candidate may schedule his or her exam online or by phone.

To schedule online, go to the CrossFit examination section of the Pearson VUE website and click on “Schedule Online.” The candidate will be prompted to create a login and password and then schedule the exam.

To schedule by phone, go to the CrossFit examination section of the Pearson VUE website and click on “Schedule by Phone” to find the phone number and hours of operation for the call center for the appropriate country. A customer-service agent will work with the candidate to find the most convenient testing center and time.

CrossFit urges candidates to schedule exams as soon as convenient after application approval. The exam authorization is valid for one year from the date of approval; after that, it will be necessary to reapply and pay an additional application fee.

Language

While the CCFT examination is offered internationally at Pearson VUE testing centers, it is currently only available in English.

Fees

The current nonrefundable application fee is US$150. The current examination fee is US$500.

In the event the candidate fails the certification exam, retest fees are US$250. This fee is applicable for one year from the date of the approved application. After one year, if a candidate does not pass, he or she must reapply and pay all applicable fees.

The three-year recertification fee is US$250. This must be accompanied by all recertification requirements, including current CPR certificate, Continuing Professional Development Activity Log, and proof of required coaching hours.

In the event the certification is allowed to expire, a new application, along with the US$150 application fee, must be submitted, and a US$500 examination fee will apply.

### Certified CrossFit Trainer Fees

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<th>Service</th>
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<tr>
<td>Application Fee</td>
<td>US$150</td>
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<tr>
<td>Examination Fee</td>
<td>US$500</td>
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<tr>
<td>Retest Fee</td>
<td>US$250</td>
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<tr>
<td>Recertification Fee (three-year)</td>
<td>US$250</td>
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<tr>
<td>Expired Certification Exam Fee</td>
<td>US$500</td>
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Americans With Disabilities Act

Reasonable accommodations for testing shall be provided at no cost to all candidates with special medical/learning needs who submit, with their examination registration, an Accommodation Request form along with appropriate medical documentation. All forms and requests should be submitted via email to certifications@crossfit.com. CrossFit will not reimburse costs associated with obtaining this documentation.

Accommodation Request forms are available in the Forms section of this handbook. The CrossFit Certification Department may submit information regarding the stated disability and requested accommodation to its own expert advisers and reserves the right to provide only those reasonable accommodations required by law.
Incomplete Applications
Incomplete applications will be rejected. The applicant will receive a notification indicating the reason for the rejected application as well as instructions on how to complete the missing requirement(s). Applicants will have one year from the date of initial application to fulfill the request for information and submit a completed application.

Application fees are nonrefundable.

Cancellation/Fee Refund
The examination fee is refundable (minus US$50 processing fee) if the candidate notifies the CrossFit Certification Department that he or she no longer wants to take the exam. This notice must be submitted in writing to certifications@crossfit.com. For exams that have been scheduled, a cancellation notification must be received one week prior to the exam date. To cancel an exam that has been paid for but not scheduled, notification must be given before the end of the one-year eligibility period.

Candidates may reschedule an exam (by phone or online) without penalty up to 24 hours before their appointment. Candidates may make a new appointment – without incurring a fee – then or at another time. If a candidate fails to keep an appointment without canceling on time, he or she will be considered a no-show and will forfeit the exam fee.

No-Shows
A candidate who does not show up for an examination appointment without at least 24 hours notice will be considered a no-show. Likewise, a candidate who arrives late and is not admitted, fails to present adequate identification, or refuses the Nondisclosure Agreement, will not be allowed to take the exam and will be considered a no-show.

A no-show is treated like a failed exam. No-shows will only be allowed to schedule a new exam appointment upon payment of the US$250 retest fee.

Extreme Circumstances/No Fee Penalty
If a candidate has missed the examination due to emergency or hardship such as serious illness of either the candidate or an immediate family member, death in the immediate family, disabling traffic accident, court appearance or jury duty, or military duty, he or she will be permitted to reschedule the exam at no additional charge as long as the following requirement is met:

- Candidate submits written verification and supporting documentation of the situation to the CrossFit Certification Department within 30 days of the original examination date. This verification and supporting documentation must be submitted to certifications@crossfit.com.

If such a request is not made, the candidate will forfeit the full examination fee and be considered a no-show.
Examination Format

The Certified CrossFit Trainer examination consists of a 160 multiple-choice questions. Some of the questions include tables, drawings, photographs, or video clips. Of the questions, 140 count toward the score. The remaining 20 are not scored but are included for a practice known as “pretesting.” Pretesting means that these items are being evaluated for potential inclusion on future examinations as scored questions. To ensure the CCFT exam is up to date, secure, and always improving, new questions must be continuously introduced and evaluated. Pretesting is an accepted testing practice that helps ensure high quality and consistent scoring. The scored and unscored questions are spread throughout the examination; candidates should answer all 160 questions to the best of their ability.

Candidates have 3 hours and 55 minutes to complete the exam, which is administered through a networked personal computer. The testing program allows candidates to move freely through the exam, change answers, mark questions for later attention, skip questions, and review questions. Taking the examination requires little or no computer experience. Watch this brief tutorial to familiarize yourself with the testing equipment.

An exam appointment will last four hours. At the beginning of the exam, candidates have up to five minutes to agree to the Nondisclosure Agreement. If candidates do not agree to the Nondisclosure Agreement, they are not allowed to take the exam and also forfeit the exam fee. Please review the Nondisclosure Agreement (below) prior to taking the CCFT examination.

Nondisclosure Agreement for Examinations Developed For CrossFit Inc.

This examination is confidential and is protected by trade secrets law. It is made available to you, the examinee, solely for the purpose of becoming certified as a CrossFit Trainer. You understand, acknowledge, and agree:

• that the questions and answers of the exam, including exhibits, are the exclusive and confidential property of CrossFit Inc., are protected by copyright, and are protected by CrossFit Inc.’s intellectual property rights;

• not to disclose the exam questions or answers, including exhibits, or discuss any of the content of the exam materials with any person without prior written approval of CrossFit Inc.;

• not to remove from the examination room any exam material of any kind provided to you or any other material related to the exam, including, without limitation, any notes or calculations;

• not to copy or attempt to make copies (written, photographic, or otherwise) of any exam material, including, without limitation, any exam questions or answers;

• not to sell, license, distribute, give away, or obtain from any source other than CrossFit Inc. the exam materials, questions, or answers; that your obligations under this agreement shall continue to be in effect after the examination and, if applicable, after termination of your certification, regardless of the reason or reasons for termination, and whether such termination is voluntary or involuntary.

Sharing information can be a good thing, but not when it comes to examination content.

When you take a CrossFit exam, you agree to not disclose information in any format about exam questions and answers.

This includes talking publicly about exam items in classes, on message boards, and/or social media (e.g., Facebook). It also includes discussing exam material privately with your friends, clients, students, colleagues, supervisors, mentors, or coaches.
Examination Development

Development of this credential was based on a practice analysis: a study of the roles and responsibilities of the CrossFit Training profession. The study, guided by industry leaders in certification standards and psychometric services, began with a survey of over 2,000 CrossFit affiliates. In the survey, affiliates identified and ranked the knowledge, skills, and abilities necessary to be an effective trainer. From this, an examination content outline was developed, and questions were written according to this outline. The CrossFit Certification Board is the oversight group responsible for approving the current content outline, as well as future content outline additions or revisions. A new practice analysis will be conducted every five years as a part of the certification review process. The process of maintaining the CCFT examination is guided by Professional Testing, a firm that specializes in developing, administering, and maintaining licensure and certification programs.

Content experts are invited to be on CrossFit’s Item Writing Committee, which is responsible for developing the exam questions. These experts represent the fields of CrossFit training, general strength and conditioning, sport coaching, physical medicine, education, and nutrition; they receive training to develop content that meets industry standards. The questions undergo extensive review by this committee and the Certification Board to ensure that they are technically accurate, unambiguous, and clearly stated. After initial testing, and periodically thereafter, the results are subject to statistical analysis to ensure quality.

Working under the guidance of Professional Testing, a group of content experts use the widely accepted Modified Angoff method to recommend the passing score for the initial exam forms. The CrossFit Certification Board uses this recommendation and additional data to determine the passing score.

The examination is also developed in accordance with ANSI 17024 standards for security, impartiality, and transparency.

Examination Forms

There are multiple forms of the examination, each following the content outline noted in subsequent pages. While candidates have the possibility to receive different exam forms, each form remains statistically equivalent in the domains assessed, number of multimedia content included, and difficulty level. The Certification Board and Item Writing Committee engage in ongoing review of the exam content and development of new exam forms to reflect updates in the latest standards of CrossFit Training.
Practical Coaching Experience
The content outline below describes general topics included on the examination; however, the best preparation for this exam is many hours of CrossFit coaching experience. There are no practice exams for the CCFT. Candidates need to rely on their ability to critically assess situations and apply the content knowledge in a timely manner to accurately answer the questions.

CCFT Study Material
The CCFT study material provides a collection of articles that will help prepare candidates for the examination. The content outline should be used to guide study and preparation.

This material is intended to provide knowledge to support CrossFit training skills. Candidates should not attempt to memorize the content in the study material. The exam questions are not necessarily taken directly from these sources. Instead, candidates should attempt to understand the concepts presented and be able to apply them to training scenarios.

Study material can be found on the CCFT website. The CrossFit Certification Department does not intend the list to imply endorsement of these specific references.

The CCFT Content Outline
The CCFT examination conforms to a content outline based on a formal practice analysis of CrossFit Trainers.

The content outline may serve as a study guide in preparation for the exam. All areas assessed by the exam, and their relative weightings, are outlined within. There are five main domains (or subject areas) of the exam:

1. Screening and Assessment
2. Programming/Program Design
3. Coaching (to include movement, nutrition, and lifestyle)
4. Class and Athlete Management
5. Professional Performance and Responsibilities

Each domain has tasks (or functions) within it that are necessary of an effective trainer. Each task has abilities (or skills) needed to accomplish the task, and the knowledge required to demonstrate that ability. Candidates can assess their readiness for the exam by evaluating: 1) their ability to demonstrate the skills in their regular coaching practice; and 2) their knowledge relative to that presented in the study material.

Strategies for Taking the Examination
Candidates should be familiar with all information presented in the study material and have a broad base of coaching experience prior the examination. Even after careful preparation, the examination process can seem intimidating. It is recommended to read the Nondisclosure Agreement prior to arriving at the testing center, as completion of this initiates the exam. Here are some strategies to consider during the exam:

• Read each question thoroughly and carefully. Understand what the question is asking and attempt to anticipate the answer before looking at the available choices.
• Take each question at face value. There are no questions that are intended to be misleading, and there is only one possible answer for each question. Choose the best answer.
• Flag questions for review and return to them later if unsure of an answer. Do not spend excessive time on one item at the expense of others. Each question is weighted equally.
• Watch videos a second time, if needed, but avoid utilizing a lot of time watching videos repeatedly. Again, flag them for review and return to them with any remaining time.
• With any remaining time, provide an answer for any questions left blank.
• Work quickly but not carelessly. The time limit to complete 160 questions is 3 hours 55 minutes. Budget the time wisely.
DOMAIN 1: SCREENING AND ASSESSMENT (13%)

**TASK**

ASSESS AND MONITOR THE ATHLETE’S CURRENT AND ONGOING: 1) FITNESS GOALS; 2) FITNESS LEVEL; 3) READINESS FOR TRAINING; AND 4) PERFORMANCE RELATIVE TO GOALS, FITNESS LEVEL, AND READINESS FOR TRAINING.

**SKILLS**

ABILITY TO:

- Assess athlete’s capability to perform functional movements.
- Recognize movement faults within functional movements.
- Evaluate current work capacity.
- Identify current fitness goals and readiness for training.
- Assess current athlete condition (i.e., body-fat percentage, energy levels, lifestyle, sleep, diet, medical conditions).
- Use a medical and training history questionnaire.
- Recognize conditions and injuries outside Certified CrossFit Trainer Scope of Practice that require referral (i.e., medical conditions and risk factors).
- Determine an athlete’s rhabdomyolysis (“rhabdo”) risk.
- Identify when athlete is ready to progress.
- Track and quantify athlete performance.

**KNOWLEDGE**

KNOWLEDGE OF:

- Certified CrossFit Trainer Scope of Practice.
- Points of performance common to most functional movements, including midline stabilization, posterior-chain engagement, knees tracking in line with the feet, sound hip function, active shoulders, movement in (or near) the frontal plane, effective stance and grip, core-to-extremity movement, and full range of motion about a joint.
- How these points of performance are expressed relative to specific movements.
- The relationship between violations of the points of performance and functional capacity (i.e., how to use functional movements as an assessment tool for current ability).
- General metrics for beginner, intermediate, and advanced levels of fitness.
- Exercise risk factors and contraindications (such as injuries, “normal” ranges of pain, medical conditions and medications), as well as ability to assess participants to determine readiness for training.
- Special-population risk factors (e.g., diabetic, hypertensive, cardiac, orthopedic, pre-/post-natal).
- Rhabdomyolysis, including the specifics of the condition, symptoms, proposed causes, and prevention.
CONTENT OUTLINE

DOMAIN 1: SCREENING AND ASSESSMENT (13%), continued

TASK

ASSESS AND MONITOR THE ATHLETE’S CURRENT AND ONGOING: 1) GENERAL LIFESTYLE PATTERNS, 2) DIET, AND 3) NUTRITIONAL NEEDS FOR HIS/HER PERFORMANCE AND FITNESS GOALS.

SKILLS

ABILITY TO:

- Evaluate current diet in relation to performance and fitness goals.
- Consult with an athlete to obtain information on lifestyle topics affecting health and performance.
- Identify current lifestyle patterns (e.g., sleep; stress; drug use including alcohol, over-the-counter drugs, supplements, etc.; training volume).
- Identify signs of a nutritional disorder.
- Identify signs of over-training or under-training.
- Identify goals associated with nutrition/lifestyle.
- Assess basic health measurements (e.g., body-fat percentage, weight, heart rate, blood pressure) to track progress.
- Adhere to Certified CrossFit Trainer Scope of Practice.

KNOWLEDGE

KNOWLEDGE OF:

- CrossFit nutrition guidelines: Eat meat and vegetables, nuts and seeds, some fruit, little starch, and no sugar. Keep intake to levels that will support exercise but not body fat.
- How to use empirical data to adhere to nutritional guidelines.
- Certified CrossFit Trainer Scope of Practice.
- Current United States Department of Agriculture (USDA) guidelines.
- Nutrition/lifestyle factors and obstacles that affect wellness, performance, and compliance.
- Cause-and-effect relationship between diet, lifestyle, physical activity, stress, etc.
- Over-training or under-recovering/fueling symptoms to include physical, emotional, and retrograde performance.
- Recovery- and performance-enhancing lifestyle practices.
- How to use instruments for common metrics (body-fat percentage, weight, heart rate, blood pressure) and ability to assess relative change.
- Sick, well and fit values related to basic health measurements (e.g., metabolic health, lipid panel, and/or inflammatory markers) and to athlete goals.
- Understanding of relative vs. absolute change.
- Basic physiology regarding macronutrients and metabolic pathways.
- Basic endocrinology regarding hormonal response and metabolism.
- Zone methodology of food quantities relative to sex, current size, workout volume, and goals.
- Common pre-workout/post-workout fueling strategies.
- Common principles of the Paleo diet, and rationale for a diet of whole, unprocessed foods.
CONTENT OUTLINE

DOMAIN 2: PROGRAMMING/PROGRAM DESIGN (13%)

TASK

DESIGN ONGOING WORKOUT PLANS TO OPTIMIZE RESULTS BASED ON ATHLETE GOALS, FITNESS LEVEL, HEALTH/INJURY STATUS, AGE, AND EXPERIENCE.

SKILLS

ABILITY TO:

- Design workouts using the CrossFit methodology.
- Design programming that will improve fitness for all levels of athletes in an individual or group setting.
- Apply the strategy of mechanics, consistency, and intensity when introducing individuals to CrossFit programming to optimize athlete safety, retention, and performance.
- Scale/individualize workouts to optimize efficacy for every fitness level based on athlete needs, goals, capacity (i.e., injured, elderly, pregnant, kids, etc.) and health status (disease, medications, etc. as within the Certified Trainer Scope of Practice).
- Evaluate the effectiveness of programming utilizing CrossFit’s definition of fitness.
- Evaluate program success relative to athlete goals and status.
- Assess athlete progress relative to CrossFit definition of fitness and his or her personal goals.
- Monitor and adjust programming based on athlete performance and goals.
- Apply benchmark workouts to track progress.
KNOWLEDGEOF:

- CrossFit terminology, definitions, methodology, and conceptual framework including but not limited to CrossFit; fitness; functional (and relevant descriptors); points of performance; triage; variance; core, core strength; targeting; biasing; power; intensity (to include absolute and relative); health; technique; mechanics; threshold training; virtuosity; efficiency, efficacy, safety; mechanics, consistency, intensity.
- CrossFit as a general physical preparedness (GPP) program.
- Signs/symptoms of exertion/overexertion.
- Common CrossFit benchmark workouts (i.e., The Girls, Fight Gone Bad, Murph).
- Mechanics, consistency, intensity charter and how to apply per individual’s fitness level and readiness for training.
- Scope of common functional movements included in the program (see list for Coaching Domain).
- How to apply variance in programming to optimize fitness, including using variations in load, equipment, distance, and/or repetitions, rest intervals, durations, and movements.
- How to limit variance to target weaknesses or to develop or maintain a specific goal or bias.
- When and why scaling is effective and/or necessary.
- How to scale (variables that affect absolute intensity) movements and workouts (before and during) while preserving the stimulus and appropriate relative intensity. Scaling strategies for current work capacity (to include age, injury, ability), specific conditioning goals/weaknesses (to include skill acquisition, tapering for an event), and lifestyle patterns (to include over-trained athletes and athletes with chronic injuries or potential overuse considerations).
- Effects of movements performed independently or performed in a workout paired with other movements, as well as within the context of recent and long-term programming for optimizing GPP or for a specific goal.
- How to apply rest/recovery periods to improve fitness.
- Common CrossFit programming pitfalls.
- How to analyze a workout log and use of benchmark workouts to be able to make changes to future programming.
- Adaptations to various training protocols (to include resistance training, plyometric training, speed/agility/speed-endurance training, and aerobic exercise).
- Common program templates (e.g., conjugate templates, linear progression, long slow distance (LSD) cardio) and how to determine effect on GPP.
CONTENT OUTLINE

DOMAIN 3: COACHING (48%)

TASK

APPLY PRINCIPLES OF CROSSFIT TO TRAINING ATHLETES.

SKILLS

ABILITY TO:

• Communicate and apply CrossFit methodology to training athletes.

KNOWLEDGE

KNOWLEDGE OF:

• CrossFit terminology and definitions (see list in Programming/Program Design Domain) and their application.
• Characteristics of functional movements.
• Points of performance common to most functional movements (see list in Screening and Assessment Domain).
• How these points of performance are expressed relative to specific movements.
• Scope of functional movements included in the program, which include gymnastics/body-weight movements, weightlifting, and monostructural metabolic conditioning movements (see list in Coaching Domain, to follow).
• Validity of any movement in relation to achieving fitness or other performance goals.
• Basic physics (i.e. work, power, force, speed).
• Goals of CrossFit program and how the goals are met.
• How to scale functional movements and workouts while preserving the stimulus and appropriate relative intensity. Scaling strategies for current work capacity (to include age, injury, ability), specific conditioning goals/weaknesses (to include skill acquisition, tapering for an event), and lifestyle patterns (to include over-trained athletes and athletes with chronic injuries or potential overuse considerations).
CONTENT OUTLINE

DOMAIN 3: COACHING (48%), continued

TASK

APPLY AND EDUCATE ATHLETES ON SOUND NUTRITIONAL AND LIFESTYLE STRATEGIES.

SKILLS

ABILITY TO:

• Outline dietary strategies (to include food choices and amount) for athletes based on measured and recorded data (i.e., food log) to increase fitness and/or meet athlete goals.

• Outline lifestyle and nutritional practices associated with wellness, recovery, and stress reduction.

• Recognize signs of disorders associated with eating, stress, allergies, and recovery and refer these athletes to professionals in accordance with the CrossFit Trainer’s Scope of Practice.

• Provide recommendations to help athletes recognize common nutritional pitfalls and to help make diet a manageable aspect of lifestyle.

• Recognize medical conditions are outside the Certified CrossFit Trainer’s Scope of Practice relative to providing dietary education.

KNOWLEDGE

KNOWLEDGE OF:

• CrossFit nutritional guidelines: Eat meat and vegetables, nuts and seeds, some fruit, little starch, and no sugar. Keep intake to levels that will support exercise but not body fat.

• How to assess diet and propose changes to diet as a result of measured, observed, and recorded data (to include food choices, macronutrient composition and total caloric intake) as it relates to performance goals, health metrics, and lifestyle factors (to include compliance, motivation).

• Proper food quantities relative to gender, current size (LBM), workout volume, and goals.

• How to build sample meal plans using Zone-block methodology and educate others to do the same.

• How to read food labels and educate others to do the same.

• Relationship between alcohol and drug use, stress, and sleep deficiencies on metabolism and performance.

• Most food compositions, specifically whole, unprocessed foods, and a general knowledge of common processed foods.

• Supplement strategy and rationale proposed by CrossFit.

• Common supplements and protocols (e.g., fish oil, vitamin D).

• Correlation vs. causation in scientific claims.

• Popularized CrossFit nutrition strategies and variations (i.e., the Paleo diet, the Zone Diet, intermittent fasting).

• Strategies to overcome common nutritional pitfalls, including 1) quality in the absence of quantity, 2) quantity in the absence of quality, 3) trying to achieve multiple goals at once (e.g., lean out and gain mass); 4) adopting “diet” not lifestyle; 5) dogma vs. empiricism.

• Basic physiology regarding macronutrients and metabolic pathways (e.g., glycolysis, fructose metabolism, fatty acid metabolism, protein metabolism), micronutrients in metabolism, and basic endocrinology, and how to apply this to meet CrossFit nutritional guidelines.

• Certified CrossFit Trainer Scope of Practice.
CONTENT OUTLINE

DOMAIN 3: COACHING (48%), continued

**TASK**

**DESCRIBE AND TEACH FUNCTIONAL MOVEMENTS**

- Gymnastics/Calisthenics/ Body-Weight Movements
- Pull-ups (variations; i.e., kipping, L, chest-to-bar)
- Dips/ring dips
- Push-ups
- Handstand push-ups
- Sit-ups (variations; i.e., AbMat, GHD)
- GHD (variations; i.e., back extension, hip extension, hip and back extension)
- Burpees
- Pistols
- Muscle-ups (variations; e.g., kipping)
- Rope climbs
- Knees-to-elbows (variations; i.e., kipping, toes-to-bar)
- Lunges (variations; i.e., overhead, weighted, walking)
- Air squats
- Box jumps
- L-sit and other static holds (e.g., planche, lever)
- Hollow rocks

**WEIGHTLIFTING**

- Olympic lifts - clean and jerk and snatch and variations and progressions (e.g., power snatch, power clean, split jerk, push jerk, Burgener warm-up)
- Fundamental barbell movements – deadlift, back squat, front squat, overhead squat, sumo deadlift high pull, thruster, shoulder press, push press, bench press
- Kettlebell – swing, snatch, sumo deadlift high pull
- Dumbbells – to include all barbell and kettlebell movements
- Other – wall ball, medicine ball clean

**MONOSTRUCTURAL METABOLIC CONDITIONING**

- Rowing
- Running
- Double-unders

**SKILLS**

**ABILITY TO:**

- Choose appropriate exercises to minimize risk given the fitness level, health status, and readiness of athlete.
- Explain proper execution of movements (i.e., sound mechanics) and importance of proper execution relative to minimizing risk and optimizing performance.
- Communicate effectively to ensure proper execution of task and movement.
- Layer instruction to meet athlete capability.
- Use progressions to teach complex moves as necessary.
- Provide an adequate visual example of movements when necessary to facilitate athlete understanding or performance.
- Educate athletes on the significance and application of functional movements relative to fitness and health.
CONTENT OUTLINE

DOMAIN 3: COACHING (48%), continued

**KNOWLEDGE**

**KNOWLEDGE OF:**

- CrossFit’s definition of functional movements.
- Functional movements and their variations.
- Pattern matching (deriving common points of performance for any other movements, where applicable). Effective vs. ineffective positions regardless of movement and goals.
- Points of performance common to most functional movements (see list in Screening and Assessment Domain).
- How these points of performance are expressed relative to specific movements.
- How to scale functional movements while preserving the stimulus and appropriate relative intensity. Scaling strategies include current work capacity (to include age, injury, ability), specific conditioning goals/weaknesses (to include skill acquisition, tapering for an event), and lifestyle patterns (to include over-training and long-term injuries with potential overuse considerations).
- Common CrossFit progressions for teaching complex movements.
- Multiple cues for each point of performance and the how to use different types of cues (e.g., verbal, visual, tactile).
- Basic skills for effective communication when teaching.
- Basic physics (i.e., power, work, force, speed).
- Basic knowledge of anatomy and physiology that enables a trainer to facilitate sound mechanics (to include the aforementioned common points of performance) in athletes.
CONTENT OUTLINE

DOMAIN 3: COACHING (48%), continued

**TASK**

**DISCRIMINATE SOUND MECHANICS FROM UNSOUND MECHANICS.**

**SKILLS**

**ABILITY TO:**

- Identify the difference between sound and unsound mechanics.
- Identify nuances of movement (i.e., efficiencies) for enhanced performance.
- Identify violations in common points of performance (faults).

**KNOWLEDGE**

**KNOWLEDGE OF:**

- Consequences of faults relative to risk for injury and performance.
- Points of performance common to most functional movements (see list in Screening Domain) and their relevance to safety and performance.
- How these points of performance are expressed relative to specific movements.
- Violations of the common points of performance, from severe to minor to nuanced.
- Understanding the cause of unsound mechanics, regardless of which faults are displayed.
- How to prioritize points of performance to address the one that most negatively increases the risk for injury or decreases performance potential (triage).
- Basic knowledge of anatomy and physiology that enables a trainer to facilitate sound mechanics (to include the aforementioned common points of performance) in athletes.
### TASK

**FACILITATE CORRECT MOVEMENT PATTERNS.**

### SKILLS

**ABILITY TO:**
- Use cues to correct unsound mechanics.
- Use multiple cues and cueing strategies until mechanics improve.
- Utilize effective cues (clear, concise, actionable, timely).
- Address athlete’s global movement faults beyond instruction in one specific movement (e.g., kinesthetic awareness, strength, coordination, flexibility).

### KNOWLEDGE

**KNOWLEDGE OF:**
- Sound mechanics in functional movements, which includes knowledge of the points of performance common to most functional movements (see list in Screening and Assessment Domain).
- How these points of performance are expressed relative to specific movements.
- Multiple effective cues and strategies for each fault (includes visual, verbal, tactile; e.g., appropriate use of hands, boxes, bands, etc.).
- Teaching progressions, or reduction of a movement to a specific element, to address movement faults.
- Basic knowledge of anatomy and physiology that enables a trainer to facilitate sound mechanics in athletes.
- Ability to determine when cues or communication was ineffective for improving movement.
- Pattern-matching concepts (i.e., ability to assess points of performance regardless of the movement).
- How to prioritize faults to address the one that most negatively increases the risk for injury or decreases performance potential (triage) in a specific movement or across multiple movements (“global” faults).
- Selective ignoring strategies (i.e., cue and correct one part of a movement at a time in order of priority).
- Spotting techniques (e.g., weightlifting, gymnastics) to facilitate sound mechanics and acquisition of new skills.
CONTENT OUTLINE

DOMAIN 3: COACHING (48%), continued

**TASK**

**TASK:** LEAD, INSPIRE, MOTIVATE, ENCOURAGE, AND ENGAGE ATHLETES.

**SKILLS**

**ABILITY TO:**

- Provide athletes with strategies for goal setting.
- Balance fault correction with positive reinforcement.
- Create a culture and community of excellence and camaraderie.
- Establish rapport with athletes (e.g., eye contact, use of names, and being accessible, respectful, approachable, and service oriented).
- Motivate athletes toward success.
- Demonstrate empathy by observing, interpreting, and responding appropriately to verbal and non-verbal communication.
- Set a positive example for athletes to follow and establish credibility by following one’s own recommendations, programming, fitness and health principles, etc.
- Provide leadership to athletes regardless of the setting.
- Adhere to CrossFit Standards of Professional Practice.

**KNOWLEDGE**

**KNOWLEDGE OF:**

- The realistic timing to achieve fitness goals relative to a current level, and how to determine achievable goals within a meaningful time span.
- Goal-setting strategies given various timeframes and goals, and strategies for personal accountability.
- Interpersonal communication skills, such as verbal and nonverbal communication (e.g., listening, body language) to facilitate a positive athlete experience.
- CrossFit Standards of Professional Practice.
- Signs of athlete dissatisfaction and disengagement, both verbal and nonverbal.
- Self-awareness, specifically related to fitness and health methodology, practice, and goals.
- Leadership skills that motivate athletes to a common goal (or personal goal, where appropriate).
- The CrossFit community and CrossFit’s culture of excellence (virtuosity, integrity, service) and camaraderie.
### DOMAIN 4: CLASS AND ATHLETE MANAGEMENT (9%)

#### TASK

**ORGANIZE ATHLETES, SPACE, EQUIPMENT, AND TIME TO ACHIEVE WORKOUT OBJECTIVES.**

#### SKILLS

**ABILITY TO:**

- Plan lessons for a class period, including general and/or specific warm-up, skill-development session, workout, and cool-down.
- Manage logistics (including an effective instructor-to-athlete ratio, equipment demands, workout duration, and space requirements) to maximize workout effectiveness and minimize risk to athletes.
- Balance attention across the individuals of a group, as well as between individual and group instruction.
- Maintain group cohesion and interest during all portions of the class.

#### KNOWLEDGE

**KNOWLEDGE OF:**

- Goals, strategies, and movements for general warm-up activity, skill-development sessions, workouts, and cool-downs.
- Strategies to manage the logistical considerations and/or limitations of available workout space, staff, time, and/or equipment to maximize workout success and minimize athlete risk.
- Athlete organization and arrangement to maximize positive experience and learning and minimize risk.
MANAGE RISK FOR THE ATHLETE, TRAINER, AND/OR FACILITY.

ABILITY TO:

- Obtain written and signed medical release from athlete, and from the appropriate doctor for any medical condition(s).
- Arrange equipment and athletes to minimize risk.
- Maintain and inspect equipment and keep facility clean and minimize risk for injury and infection.
- Maintain records relevant to equipment, facilities, and personnel.
- Educate athletes on personal responsibility in a workout setting (e.g., how to scale intensity, load, repetitions, and movements for their needs and goals).
- Recognize and respond to extreme environmental conditions (such as heat, cold, altitude, pollution, humidity).
- Utilize correct spotting techniques and educate athletes of the same when applicable.
- Obtain appropriate insurance policy and determine and address any other legal needs.
- Adhere to CrossFit Trainer Scope of Practice.
- Adhere to CrossFit Standards of Professional Practice.

KNOWLEDGE OF:

- CrossFit Trainer Scope of Practice.
- CrossFit Standards of Professional Practice.
- Effective instructor-to-athlete ratios dictated by class type, size, and experience level of trainer.
- Medical-waiver contents (drafted by attorney as per state regulations).
- Equipment warranty and instruction manuals. Basic safety inspection of equipment and preventative maintenance of equipment. Prioritization of safety inspections and frequency.
- Sanitation guidelines. Cleaning techniques to eliminate common blood-borne pathogens.
- Minimum safe distance between athletes and equipment at all times.
- Documentation requirements regarding athletes, employees, insurance policies, and equipment records.
- Dangerous environmental factors.
- Common physiological responses and recommendations for exercising in extreme conditions.
- Insurance-policy coverage and exclusions, common legal issues for gyms (to include professional liability, general liability, workers comp, health and disability).
- How to spot weightlifting and gymnastics movements.
PREPARE FOR A MEDICAL EMERGENCY AND EQUIPMENT OR FACILITY MALFUNCTION.

ABILITY TO:
- Prepare and practice response to facility emergencies, acute medical conditions, and injuries (i.e., create an emergency action plan - EAP).
- Follow the EAP.
- Recognize signs of overexertion.

KNOWLEDGE OF:
- Basic procedures for injury management and emergency response within the scope of practice for a fitness professional (CPR, AED, first aid).
- Industry guidelines, laws, and procedures for responding to emergencies and injuries.
- Location of EAP and required course of action.
- Signs of overexertion.
DOMAIN 5: PROFESSIONAL PERFORMANCE AND RESPONSIBILITIES (17%), continued

**TASK**

RUN AN ETHICAL PRACTICE.

**SKILLS**

ABILITY TO:

- Administer a legal, honest, and fair CrossFit practice.
- Adhere to CrossFit Standards of Professional Practice.
- Adhere to Certified CrossFit Trainer Scope of Practice.
- Utilize an athlete-centered approach to maximize athlete care.

**KNOWLEDGE**

KNOWLEDGE OF:

- Fair market value for services rendered.
- Appropriate professional liability insurance.
- Any trainer/athlete agreements.
- The parameters of the CrossFit Trainer Licensing Agreement versus the CrossFit Affiliate Agreement; differences as related to legally training others using CrossFit methods and brand.
- CrossFit Standards of Professional Practice.
- Certified CrossFit Trainer Scope of Practice.
- Strategies and methods for effective client care centered around a culture of excellence and continually improving the quality of services rendered.
Admission to the Testing Center

Once a candidate makes an examination appointment, he or she will receive a confirmation email from Pearson VUE. The email confirms the address of the testing center. Candidates should arrive 15 minutes before the scheduled appointment. Late arrivals may not be accommodated; in that case, a candidate is considered a no-show and has to pay the retesting fee to reschedule the exam.

Candidates need two forms of identification for admission: a primary ID and a secondary ID. The name that appears on the two forms of identification must match the name under which the candidate is registered to take the exam. **Do not register under a nickname!** If a name change is needed, candidates must contact certifications@crossfit.com one week before the testing appointment to change the name on the record.

The following forms of ID are accepted as primary ID:

- Government-issued driver's license
- State/national identification card
- Passport†
- Military ID†
- Alien registration card (green card, permanent resident visa)
- U.S. Passport card
- U.S. Dept. of State Driver’s License

†The primary ID must contain a photo and signature unless the signature is embedded in the identification. When this occurs, the candidate must present another form of signature identification from the primary or secondary list.

The following forms of ID are accepted as secondary ID:

- Any ID on the primary list
- Social Security card
- Credit/bank ATM card (signature required)

Testing Center Rules

The exam administrator at the testing center will not allow test takers to take personal items – including reference materials and electronics – with them into the exam area. Although locker storage is normally offered, it is best not to bring large bags, jewelry, electronics, and the like to the testing center. Consideration will be made for comfort items such as pillows and tissues or medical necessities such as crutches; the exam administrator is required to inspect such items.

Candidates will receive an erasable note board or a small notebook consisting of erasable and reusable pages for use during the exam. They are to be returned to the exam administrator at the completion of the exam.

See Pearson VUE’s complete **Rules Agreement**.
Biometrics
As part of Pearson VUE's test-security program, a palm-vein scan is required at some testing centers. An electronic signature and digital photo are required at all centers.

Dismissal
Any candidate who is observed engaging in any misconduct will be subject to dismissal from the examination, may be barred from future exams for a period ranging from one year to permanent dismissal, and may be required to forfeit his or her current exam fee and/or period of eligibility. Testing-center proctors or exam administrators are authorized to take immediate and appropriate measures against candidates who are caught violating testing rules. The candidate is entitled to appeal the dismissal determination through the formal appeals process.

Inclement Weather
It is the policy of Pearson VUE to remain open whenever possible. However, if any candidate is unable to arrive at a designated examination site because of inclement weather, terrorist acts, a natural disaster, or other unforeseen emergencies beyond control of the candidate, the candidate will be allowed to take the next scheduled exam without being charged a retest fee.
If for any reason the exam is unable to be administered, then the candidate will be given as much notice as possible, and the exam will be rescheduled within a reasonable period of time. Candidates may take the exam at the next administration without being charged a retest fee. Candidates are responsible for any related expenses for retesting.

Examination Irregularities
Any problems, suspected instances of cheating, alleged inappropriate examination administration, environmental testing conditions severe enough to cause disruption of the process, or other irregularities related to exam administration should be addressed to the onsite proctor or to test center staff. All such matters will be reported, investigated, and subject to further action based upon policies and procedures adopted by the CrossFit Certification Board.

Handling of Examinations
The CrossFit Certification Department takes all available precautions to ensure the appropriate and secure handling of completed examinations. In the rare and extreme case in which the exam results become lost or unreadable, candidates will be required to undergo retesting without being charged a retest fee. Candidates are responsible for any related expenses for retesting.
Notification of Results
Candidates will be notified of their unofficial results on-site upon completion of their examination. Official results, which are issued by the CrossFit Certification Board, will be sent via email within seven to 10 days after the exam. Candidates who pass the CCFT exam will receive a report indicating a passed exam. No numerical score is given.

Candidates who do not pass the exam will receive a diagnostic report which contains an outline of their performance in each of the exam domains. Each domain is weighted differently, as indicated by the percentages documented in the content outline above. This means participants cannot average scores across subject areas to determine a specific score. Subject-area analysis is provided solely for the purposes of preparing for the next exam.

Due to issues of exam item security, CrossFit, its instructors, and other representatives cannot provide information on the exact questions that were answered incorrectly.

Certification
Candidates who pass the CCFT examination will be awarded a CCFT certificate. All certificates are non-transferable.

Designation and Meaning
An individual who has passed the CCFT examination and been granted the CCFT credential will be listed in the CrossFit Trainer Directory as a Certified CrossFit Trainer (CCFT).

Certified individuals may refer to themselves as Certified CrossFit Trainers and list the certification as a personal credential on stationary, website bios, business cards, and other materials as:

  Firstname Lastname, Certified CrossFit Trainer
  Firstname Lastname, CCFT

Credential holders may state they are Certified CrossFit Trainers but shall not state or imply that they are registered or licensed, nor shall they use any other titles or designations to signify the attainment of the certification other than those identified in this handbook.

Should the certification be suspended or revoked for any reason, the individual must immediately cease the use of the certification designation and acronym on stationary, website bios, business cards, and any other materials (to include all print or electronic materials).

The CCFT designation does not allow for the use of CrossFit name, slogans, artwork, photos, or content from the CrossFit Journal or website in any other business or promotional manner. Only CrossFit Affiliation grants the legal right to use the CrossFit name for business or promotional purposes. A separate affiliate application and licensing agreement are required to become a CrossFit affiliate and use the CrossFit name for business or promotional purposes.

Request for Duplicate Certificate
Any certificant may request additional copies of his or her certificate at any time. Requests must be sent via email to certifications@crossfit.com. Please allow up to four weeks within the United States or six to eight weeks for those living outside of the United States for the certificate to arrive. There is a US$25 fee for all duplicate certificates.
Retesting
In the event that a candidate fails the examination, the CrossFit Certification Department requires a waiting period of three months (90 days) between all retest attempts.
Candidates who fail or those who no-show their first appointment are permitted to sit for the next exam administration for a fee of US$250. When the candidate is eligible to retake the exam, an email notification is sent from the Certification Department. This notice will contain the necessary instructions to pay for and reschedule a new exam.

Appeals
An appeal is defined as a formal request to CrossFit for special consideration of accommodation related to an individual’s certification status. Appeals will be considered for:

- Denied eligibility requirements
- Examination irregularities
- Suspension/revocation of certification

A sound rationale (logical basis) regarding the need for special consideration must be provided by the applicant. Note: an appeal is not an avenue for requesting a passing score on a failed exam.

Submission of an Appeal
An appeal must be lodged no later than two weeks after notification by CrossFit of the adverse decision by submitting an Appeals Application. Appeals shall be submitted via email to certifications@crossfit.com with the word “Appeal” and appellant’s name in the subject line of the email.

The Appeals Application is included in the Forms section of this handbook. Appeals are not accepted in any other format. All relevant supporting documentation must be included or referenced in the appeal submission.

The Appeals Process
Initial Review
The Certification Department staff shall review appeals within 10 business days of receipt. A response will be sent to the appellant via email.

Initial Response
The response will be one of:

- Appeal Granted by the Certification Department, along with further instructions for the appellant as needed.
- Appeal Denied by the Certification Department, along with an explanation for the denial and/or information on an alternate course of action if applicable. The denial will include information on appellant’s further recourse if appellant wishes to pursue the appeal.
- Appeal Forwarded to the Appeals Board, with information for the appellant about how he/she will be contacted to present the appeal.
- Appeal Delayed to provide time to gather further information. Within 30 days appellant will be sent either a Denial or Appeal Forwarded notification.
Appeals Board Composition

The Appeals Board shall consist of:

- CrossFit legal counsel
- Three Certified CrossFit Trainers

Upon receipt, the Certification Department staff shall review the appeal. If the matter is administrative and can be handled at the staff level, a decision will be made and the appellant informed. If further action is required, the Certification Department staff shall request evaluation of the appeal by the Appeals Board. The individuals must be impartial and have no conflict of interest with the appeal. Where conflict of interest exists, or is perceived to exist, it will be disclosed, and the Appeals Board member will recuse himself or herself from the case. The Director of Certification will then appoint another certificant to evaluate the appeal.

The Appeals Board shall meet by teleconference within 30 days of receipt of the appeal. All determinations regarding appeals shall be made by simple majority vote of the Appeals Board. Appeals Board decisions are final.

Written notice of the Appeals Board determination shall be provided to the candidate via email.

Complaints

A complaint is defined as a communication submitted to CrossFit in which an individual explicitly expresses dissatisfaction regarding a Certified CrossFit Trainer or any aspect of the certification program.

A complaint must be submitted in writing to the CrossFit Certification Department within 60 days of the occurrence of an incident. The complaint shall be submitted via email to certifications@crossfit.com with the word “Complaint” and complainant’s name in the subject line of the email. The submission shall include sufficient objective evidence to substantiate the claim(s) and appropriate action to be taken. Dissatisfaction based on hearsay shall not be considered as a complaint. Anonymous complaints shall not be considered. Complaints will be handled in an unbiased and timely manner.

Certification Program Complaints

The Certification Department will investigate the circumstances of any valid complaint and 1) determine and implement corrective action, 2) refer the complaint to a different suitable staff member to determine and implement correction action, or 3) escalate it to the CrossFit Certification Board for review. The staff will communicate the resolution to the complainant within a period of no longer than 30 days. If a complaint is found to warrant escalation, the Certification Board is notified. The complaint will be reviewed by the Certification Board and a decision shall be communicated to the complainant within a period of no longer than 60 days. The determination of staff or a Certification Board is appealable and the Appeals policy shall apply.

Complaint Against Certificants

Any complaint against a certificant must be:

- Specific to a section of the CrossFit Standards of Professional Practice;
- In writing by the individual lodging the complaint;
- Supported by definitive and specific evidence of such accusation; and
- Made against a current holder of a CrossFit certification.
The complaint and all related documentation shall be dealt with in a strictly confidential manner.

- Once a complaint is filed, the complainant agrees to hold in strict confidence, and will not announce or promote in any manner, or use personal or chapter communication vehicles to announce filing of a complaint.

- If it is determined that additional information and evidence is required, this will be requested from the complainant and a specific timeframe needed to receive such information. If this additional information is not received, a decision will be rendered based on what information was initially provided.

- If it is determined that no further action is warranted, the complainant will be advised in writing of the outcome of the initial assessment.

- If the initial investigation supports the complaint, an independent investigation will commence, and the information will be handed over to the CrossFit Certification Board to perform a formal investigation into the allegation.

The communications with the subject of a complaint are made as follows:

- If a preliminary investigation of the information/evidence reveals a valid compliant, the individual(s) named in the written complaint will be sent a “Notice of Complaint” via email. The Certification Board will also request any additional information needed.

- The Certification Board will submit a written report of its findings within sixty (60) working days of receiving all further requested supporting information.

- Within ten working days of the written report findings being accepted, the findings of the Certification Board will be communicated to the subject of the complaint.

**Potential Disciplinary Actions**

If a complaint is found to have valid grounds, the CrossFit Certification Board could recommend one of the following disciplinary actions depending on the severity of the infraction:

- **Warning** — A written warning and notice of such shall remain in the certificant’s file and articulate clearly the consequences if the situation occurs again, or if there is another violation.

- **Suspension** — CrossFit certification or eligibility to become certified could be suspended for a period up to one (1) year.

- **Revocation of Certification** — CrossFit certification could be revoked.

The subject of the complaint may appeal the disciplinary actions. The CrossFit Appeals Policy shall apply.
Disciplinary Process

If a Certified CrossFit Trainer is found to be in violation of the Standards of Professional Practice, his or her certification can be suspended and ultimately revoked.

The CrossFit Certification Board also reserves the right to suspend or revoke any certification based on other unprofessional practices by an applicant or certificant, including but not limited to:

1. Falsifying application information.
2. Seeking examination content or utilizing others’ specific exam content information to pass the exam. Revealing exam content to another applicant or discussing the exam content on the Internet or social media.
3. Improper representation of the CCFT credential and its scope.
4. Illegal use of CrossFit’s name, slogans, artwork, photos, or content from the CrossFit Journal or website.
5. Any behavior that can be considered a threat to public safety.
6. Any behavior that negatively impacts the health and welfare of clients.
7. Any behavior that negatively impacts the advancement, methodology, or reputation of the CrossFit brand.

In the event of an applicant or certificant’s negligence in the Standards of Professional Practice or other unprofessional conduct, the Certification Department will notify the individual in question of the change in his or her certification status. If the applicant or certificant has a logical rationale or evidence for the suspension or revocation being unjust, he or she may then submit an appeal through the formal appeals process in order to amend certification status. All appeals pertaining to suspension or revocation of certification are evaluated by the Appeals Board; its decision is final.
MAINTAINING CERTIFICATION

CCFT Recertification Requirements
Maintaining the CCFT credential requires the certificant to complete the entire recertification process. This process entails completing five steps every three years from the date of certification. This three-year period is known as the recertification interval. There are maintenance activities, including continuing to abide by CrossFit Standards of Professional Practice and maintaining a current CPR certificate. There are development activities, including completing continuing education and engaging in a minimum number of coaching hours per year. There are also administrative tasks, including updating contact information and paying recertification fees. Each step is explained in greater detail below.

<table>
<thead>
<tr>
<th>STEP 1</th>
<th>STEP 2</th>
<th>STEP 3</th>
<th>STEP 4</th>
<th>STEP 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abide by CrossFit Standards of Professional Practice</td>
<td>Maintain current CPR certificate</td>
<td>Complete Continuing Professional Development (CPD) activity requirements</td>
<td>Complete 300 contact hours coaching individuals or groups per year (900 total)</td>
<td>Submit payment for recertification fees and verify contact information</td>
</tr>
</tbody>
</table>
Abide By The Standards Of Professional Practice

Regardless of any other professional affiliation, these CrossFit Standards of Professional Practice apply to those individuals seeking the CCFT designation (candidates) and all current CCFTs (certificant). The CrossFit Standards of Professional Practice establish appropriate and enforceable professional conduct standards and explain the minimal ethical behavior requirements for CrossFit certificants and candidates.

The CrossFit Standards of Professional Practice should guide the Certified CrossFit Trainer or candidate in work with any client. In these Standards of Professional Practice, the term “client” includes any other individual or individuals with whom the trainer interacts. If a Certified CrossFit Trainer is found to be in violation of these standards, his or her certification can be suspended and ultimately revoked.

A Certified CrossFit Trainer must:

• Act in accordance to all applicable national and local laws and regulations, which include all applicable business, employment, copyright, and intellectual-property laws.

• Act in accordance to all applicable CrossFit policies, procedures, rules, agreements, standards, and guidelines.

• Respect and promote the rights, welfare, and dignity of all individuals to participate in exercise and provide competent, fair, and equal treatment to all individuals regardless of gender, age, disability, occupation, ethnic origin, color, cultural background, marital status, sexual orientation, religion, or political opinion.

• Uphold and enhance public appreciation and trust for CrossFit and CrossFit Trainers. CrossFit Trainers will not engage in any behavior that adversely affects CrossFit or compromises their professional responsibility both within their practice and publicly (to include all forms of social media).

• Have a sincere commitment to provide the highest quality of care to those who seek the professional services of a CrossFit Trainer.

• Act in the client’s best interest in order to respect the client’s privacy and dignity and protect the client from harm, always advocating for the client’s welfare.

• Refer athletes or clients to more qualified fitness, medical, or healthcare professionals when appropriate.

• Consistently maintain and improve professional knowledge and competence, striving for excellence through regular assessment of personal and professional strengths and weaknesses and continued professional development.

• Preserve the confidentiality of personal and privileged information of the client. CrossFit Trainers will not release any information to a third party not involved with the client’s care without a written release unless required by law.
Maintain Current Cardiopulmonary Resuscitation (CPR) Certificate

Ongoing maintenance of CPR training is required and proof of a current certificate may be requested by the CrossFit Certification Department at any time. Renewal dates of a CPR certificate will not coincide with the recertification interval dates. Therefore it is the sole responsibility of the certificant to ensure that a current CPR certificate is maintained at all times. This requires participation in CPR training every two years in order for the CCFT credential to remain active.

Responding to a medical emergency is within the scope of practice of a fitness professional and an important component of a Certified CrossFit Trainer’s professional responsibilities. Continued competency in emergency cardiopulmonary resuscitation is best accomplished with repeated training.

The following certificates are accepted:

- Advanced Cardiac Life Support (ACLS)
- Basic Life Support (BLS) for Healthcare Providers
- BLS Healthcare Provider Instructor
- CPR/Automated External Defibrillator (AED) for the Lay Responder
- CPR/AED for the Professional Rescuer
- CPR for Professionals
- Healthcare Provider CPR
- Emergency Medical Technician (EMT) and Paramedic Certifications
- International certificates recognized by the International Liaison Committee on Resuscitation (ILCOR)
- All other certificates will be considered on a case-by-case basis

Note: Only certificates which include AED instruction in the curriculum will be accepted.
Complete Continuing Professional Development

Continuing Professional Development (CPD) is the ongoing learning process a CCFT employs to advance professional knowledge, skills, and abilities beyond minimum requirements. This ongoing learning process is accomplished through activities such as attending seminars and lectures, attending coaching workshops, and participating in advisory panels. The educational component progresses the individual capabilities of the CCFT, as well as advances the profession. It is expected that through the CPD process, trainers will develop goals and follow individualized learning plans to ensure that they meet and exceed the standard of practice in the fitness industry.

CPD Objectives

- Improve overall competency and accountability of CCFTs.
- Advance the CrossFit Training profession by expanding the knowledge base and skill level of CCFTs.

Overview of the CPD Process

All CPD activities must be completed within the recertification interval. Recertification intervals start immediately after the CCFT credential is attained, starting on the day the examination is passed and ending three years from that date. Recertification interval start and end dates are printed on the official CCFT certificate. Initiation and documentation of the CPD process is done completely online in the candidate's CCFT account.

1. Complete the Learning Needs Assessment (LNA). Candidates cannot document proof of continuing education until the LNA has been completed. The LNA is completed online in the candidate’s CCFT account. It is recommended, though not required, to submit this survey within 90 days of the beginning of the recertification interval to guide professional-development decisions.

2. Complete 50 continuing education units (CEUs) of approved professional-development activities according to guidelines in this handbook.

3. Submit verification of completed CPD activities and corresponding CEU totals in the Activity Log. Candidates can access their Activity Log online in their CCFT account once the LNA has been completed. This log must be completed and all other required documentation must be submitted prior to the end of the recertification interval. Submissions can be ongoing throughout the recertification interval.

Learning Needs Assessment (LNA)

Completion of this survey is mandatory. This information helps credential holders identify appropriate CPD activities related to their professional-development goals and guides certificants in developing a learning plan that fits their individual needs. It is expected that advanced knowledge will be sought in preferred areas as well as in areas of deficiency. The LNA also helps CrossFit Approved Providers develop future continuing education courses that align with CrossFit Trainers’ needs.

*The Activity Log to track CEUs will not become active until this form is completed.*

On the Learning Needs Assessment, certificants rate their knowledge in the areas on a scale of 1-3:

- Score of 1 – Assumes little knowledge of subject.
- Score of 2 – Assumes general knowledge of literature and practice.
- Score of 3 – Assumes thorough knowledge of literature and practice.
Continuing Professional-Development Activities

Appropriate CPD activities are empirically based (i.e., have some practical application and are not purely theoretical), relevant and applicable to improving fitness and health as defined by CrossFit, presented by a qualified source or instructor who is in good standing with CrossFit Inc., and free from commercial bias.

Certificants are required to complete 50 continuing education units of approved professional-development activities according to guidelines in this handbook. Certificants should retain documented proof of attendance/completion of all professional-development activities for one year beyond the end of the recertification interval.

Continuing Education Units – CEUs are calculated based on contact hours. A contact hour is defined as the actual clock hours spent in direct participation of a professional-development activity. One CEU is equivalent to one contact hour. For self-study activities, CEUs are assigned by the provider based on the amount of time reasonably expected to complete the given activity. CEUs will only be awarded for activities completed within the recertification interval. CEUs cannot be earned prior to certification and cannot be carried over to subsequent recertification intervals.

Documentation - Required documentation includes certificates of attendance/completion, documented learning objectives and/or original transcripts (see specifics in Professional-Development Activity Types tables). Please refer to the following grids for examples of acceptable activities and the required documentation to comply with the CPD process and procedures.

A list of approved activities can be found on the Continuing Education page of the CCFT website.

PROFESSIONAL-DEVELOPMENT ACTIVITY TYPES

There are three categories of activity types. The required 50 CEUs must fall within specified activities in each category.

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>CEU Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>CrossFit Professional Development</td>
<td>No minimum CEUs required</td>
</tr>
<tr>
<td>General Professional Development</td>
<td>No minimum CEUs required</td>
</tr>
<tr>
<td>Individualized Professional Development</td>
<td>Maximum 15 CEUs</td>
</tr>
</tbody>
</table>
CROSSFIT PROFESSIONAL DEVELOPMENT
NO MINIMUM CEUS REQUIRED

- CrossFit Professional Development is an educational activity presented by CrossFit Inc. All CrossFit educational content is pre-approved.
- CrossFit Courses and Seminars may be attended multiple times, but CEUs will only count once during a single recertification interval.
- Participation on advisory board and as speakers/panelists may only count toward CEUs one time per topic.
- CrossFit judging, event coordination, or presenting must be completed at an event run by CrossFit Inc. (e.g. The Games, Regionals, or Affiliate Gatherings).
- Authored articles published in the CrossFit Journal can be counted for credit for original educational content; credit will not be given for review articles, interviews, or workout videos. Article must be published within the recertification interval. Note: Submitting an article is not a guarantee of publication. Publication screening is a competitive process that may take several months. Journal staff cannot respond to inquiries on the status of a submission. Applicants are encouraged to submit articles well before recertification deadline, as publication will not be prioritized to coincide with recertification.

<table>
<thead>
<tr>
<th>POSSIBLE ACTIVITIES</th>
<th>NUMBER OF CEUS</th>
<th>DESCRIPTION FOR ACTIVITY LOG</th>
<th>DOCUMENTATION TO SUBMIT AND RETAIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>CrossFit Courses (includes all CrossFit Seminars and CrossFit Specialty Seminars)</td>
<td>1 CEU per contact hour</td>
<td>Program title, instructor, date completed, CEUs earned</td>
<td>Certificate of attendance or trainer certificate</td>
</tr>
<tr>
<td>CrossFit speaker/panelist or advisory board</td>
<td>1 CEU per contact hour</td>
<td>Event title, presentation title, date of event, CEUs earned</td>
<td>Copy of Professional Development Participant Form</td>
</tr>
<tr>
<td>CrossFit judge, coordinator, or presenter at a CrossFit Inc. event</td>
<td>1 CEU per contact hour</td>
<td>Event title, date of participation, CEUs earned</td>
<td>Copy of Professional Development Participant Form</td>
</tr>
<tr>
<td>CrossFit online courses</td>
<td>1 CEU per contact hour</td>
<td>Program title, instructor, date completed, CEUs earned</td>
<td>Certificate of completion</td>
</tr>
<tr>
<td>Author published CrossFit Journal article</td>
<td>3 CEU per article</td>
<td>Article title, date published, CEUs earned</td>
<td>Copy of notification for publication</td>
</tr>
</tbody>
</table>
• General Professional Development is an educational activity in which the provider has an established curriculum or predetermined educational content.
• All activities under General Professional Development require pre-approval unless administered by Approved Providers.
• Seminars/lectures must include opportunity for interactive discussion between presenters and attendees.
• Webinars must be in real time with the opportunity to interact with the presenter.
• Guidelines for academic coursework:
  - Courses must be completed at an accredited college or university.
  - Course must be commenced after CCFT is obtained and completed on or prior to end of recertification interval.
  - All coursework requires pre-approval and should be submitted prior to enrollment. Course content must be relevant to being an effective trainer (to include topics related to CrossFit, coaching, leadership, business management, critical thinking, and effective communication).
  - Clinical practicum hours can be counted if practicum credit appears as a separate offering on the transcript. If it is a required part of coursework, credit will be given for the registered course only.

<table>
<thead>
<tr>
<th>POSSIBLE ACTIVITIES</th>
<th>NUMBER OF CEUs</th>
<th>DESCRIPTION FOR ACTIVITY LOG</th>
<th>DOCUMENTATION TO SUBMIT AND RETAIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing medical education (CME) seminars</td>
<td>1 CEU per contact hour</td>
<td>Program title, instructor, date completed, CEUs earned</td>
<td>Certificate of attendance</td>
</tr>
<tr>
<td>Continuing education (CEU) seminars for healthcare providers*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business management or leadership seminars</td>
<td>1 CEU per contact hour</td>
<td>Program title, instructor, date completed, CEUs earned</td>
<td>Certificate of attendance</td>
</tr>
<tr>
<td>Coaching certificate programs</td>
<td>1 CEU per contact hour</td>
<td>Program title, instructor, date completed, CEUs earned</td>
<td>Certificate of attendance</td>
</tr>
<tr>
<td>Academic coursework</td>
<td>10 CEU per credit hour</td>
<td>Course title, college or university, date term completed, credits earned</td>
<td>Official transcript</td>
</tr>
<tr>
<td>Medical certificate programs</td>
<td>1 CEU per contact hour</td>
<td>Program title, provider, date completed, CEUs earned</td>
<td>Certificate of completion, provider contact information</td>
</tr>
</tbody>
</table>

* MD, PT, OT, ATC, RD, PA, RN, RT, PharmD, LMP
INDIVIDUALIZED PROFESSIONAL DEVELOPMENT
MAXIMUM 15 CEUs

• Individualized Professional Development is an educational activity in which the certificant takes part in the development of learning objectives, contributes to the content of the educational activity, or controls the timeline in which the course is completed.

• All activities under Individualized Professional Development require pre-approval unless administered by an Approved Provider.

• Authored journal articles can be counted for credit for original content; credit will not be given for review articles. Article must be published within the recertification interval.

• Self-study materials must be published within the recertification date in order to be counted for CEU credit.

• CEUs for advisory board participation or as a speaker/panelist will only count one time per topic.

• Private coaching/mentoring can be done by a recognized subject-matter expert but may not be a peer or coach from the same gym as the certificant.

### POSSIBLE ACTIVITIES

<table>
<thead>
<tr>
<th>POSSIBLE ACTIVITIES</th>
<th>NUMBER OF CEUs</th>
<th>DESCRIPTION FOR ACTIVITY LOG</th>
<th>DOCUMENTATION TO SUBMIT AND RETAIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>CME/CEU online self-study</td>
<td>As determined by CEU provider</td>
<td>Program title, instructor, date completed, CEUs earned</td>
<td>Certificate of completion</td>
</tr>
<tr>
<td>Exam item writer</td>
<td>1 CEU per contact hour</td>
<td>Name of exam, name of organization, date of activity, CEUs earned</td>
<td>Letter of acknowledgment from organization's exam-writing coordinator</td>
</tr>
<tr>
<td>Author of journal article</td>
<td>3 CEUs per article</td>
<td>Title of article, name of publication, date of publication, CEUs earned</td>
<td>Journal's guidelines for authors, copy of title page with publication date</td>
</tr>
<tr>
<td>Author of text chapter</td>
<td>3 CEUs per chapter</td>
<td>Title of chapter, name of text publication, date of publication, CEUs earned</td>
<td>Copy of title page with publication date, copy of table of contents</td>
</tr>
<tr>
<td>Private instruction with subject-matter expert or specialty coach</td>
<td>1 CEU per contact hour</td>
<td>Name of coach, area of expertise, date of participation, CEUs earned</td>
<td>Copy of Professional Development Participant Form</td>
</tr>
<tr>
<td>Speaker/panelist at conference or advisory board</td>
<td>1 CEU per contact hour</td>
<td>Event title, presentation title, date of event, CEUs earned</td>
<td>Letter of acknowledgment from conference coordinator</td>
</tr>
</tbody>
</table>

STEP 3, continued
Approved Providers

Approved Providers are groups or individuals who provide quality training programs and offer continuing education units (CEUs) for the purpose of meeting professional-development requirements. Each course must be individually approved. Approved Providers must meet CrossFit’s standards for continuing education. Providers attest to uphold these standards for each approved course in order to maintain Approved Provider status.

CrossFit Inc. is an Approved Provider and a list of all Approved Providers can be found here. To become an Approved Provider, visit the CCFT website.

Request for CEU Approval

In order to request approval for a professional-development activity or course that is not on CrossFit’s Approved Provider list, certificants can submit an individual request for approval by following the instructions below:

1. Prior to enrollment, the certificant should login to his or her CCFT account and complete the online CEU Approval Request form.

2. Approval will be based upon the following basic criteria*:
   - Instructor Bios - The course provider must have current bios for all lead instructors and/or individuals responsible for the development or delivery of the course content. This information should be publicly available or furnished upon request to potential course participants. Course sponsors and instructors must be free from commercial bias and be in good standing with CrossFit Inc.
   - Learning Objectives - Each approved course must have a minimum of three learning objectives. Learning objectives should be observable/measurable and reflect the knowledge, skill, or ability a participant should achieve. These objectives must be made publicly available to potential course participants in registration materials and serve as the basis for the course content and manner of instruction.
   - Course Schedule - A detailed course schedule (also known as a course content outline) with timelines and major topics must be publicly available to potential course participants in registration materials. The course must coincide with the number of continuing education units offered for each course.
   - Continuing Education Units (CEUs) - CEUs must be clock-hour based. The course material must specify the requirements for satisfactory completion in order to achieve CEUs. Criteria for satisfactory completion may be based on performance and/or written assessments consistent with demonstrated learning outcomes or may be tied to attendance alone.
   - Disclosures - Course providers must publicly disclose any relevant financial and non-financial relationships that may have the appearance of a conflict of interest. It must be clear that the purpose of each course is educational and does not intend to promote a product or service. This information should be available to potential participants in registration materials.
   - Content Review - All courses or activities are subject to a content review to ensure that it is within the scope of a Certified CrossFit Trainer or falls under other acceptable activities as outlined in the Professional-Development Activity Type tables.

3. Consideration will be given to courses that were attended without pre-approval. These activities must have been completed within the three-year recertification interval dates printed on the CCFT certificate. To request approval and credit for a class that has already been attended, submit the online CEU Approval Request form and upload the certificate of attendance. Submission of this information is not a guarantee of approval.
4. Information will be reviewed and notification of approval or denial will be communicated via email within seven to 10 business days.

5. Denial of credit does not mean that the credential holder cannot take the course or complete the project. It only means no CEUs will be recognized by the CrossFit Certification Department for use in CCFT recertification. The CrossFit Certification Department reserves the right to accept or reject courses and/or course content at its sole discretion based on the standards in this Handbook and in department policies and procedures.

**Activity Log**

The Activity Log in the certificant’s CCFT account is where all accrued CEUs are tracked. Certificants must submit an entry on the Activity Log for each professional-development activity completed in the current recertification interval. A minimum of 50 CEUs must be acquired and logged before the certification expires. Approved courses can be logged by selecting courses from the drop-down menu directly in the Activity Log. Courses not listed in the Activity Log can be submitted for approval by completing a CEU Approval Request form.

Note: the Activity Log will only be activated after the completion of the LNA.

**Documentation for Completed CEUs**

All professional-development activities require that proof of participation and/or completion be submitted on the Activity Log in order to count toward the CEU total. Most course providers will issue a certificate of attendance or a certificate of completion following the conclusion of the activity. Retain this document for any class, seminar, webinar, or online activity and upload an image of this document to the Activity Log for proof of completion.

For professional-development activities that do not issue a certificate, the participant is required to submit a Professional Development Participant Form. Complete this form for speaking engagements, CrossFit-related events/activities, and private coaching activities (see Professional-Development Activity Types table for more details). Upload this completed form (including signature) to the Activity Log. The CrossFit Certification Department does not accept forms or give credit for CEUs if the participant form is not complete.

Proof of attendance/completion must be maintained by the certificant for a minimum of one year beyond the end of the recertification interval. Refer to the Professional-Development Activity Types tables to see what documentation is required for each specific activity. Please note that CEU documentation needs to be retained in the event of an audit to receive full credit. It is the sole responsibility of the certificant to track and submit CEU activity documentation requirements per outlined procedures.

**Audits**

To maintain standards of accreditation and ensure compliance with educational activities, the CrossFit Certification Department conducts audits for a certain percentage of recertifying individuals. An audit is an in-depth review of a certificant’s documentation of activities for the purpose of recertification. This may require the certificant to submit verification of CEUs, ranging from actual certificates of attendance to official copies of transcripts. Audits can also be conducted to verify eligibility requirements of applicants and all recertification requirements. Detailed instructions are emailed with the official notification to the certificant in the event of an audit. Original documentation of all professional-development activities or other requested documentation must be submitted to the CrossFit Certification Department for review, which must be postmarked within 45 days from the date of the audit-notification letter. In addition to routine audits, the CrossFit Certification Department reserves the right to audit any individual at any time.

Additional questions regarding Continuing Professional Development can be directed to certifications@crossfit.com.
Complete Annual Coaching Hours

The maintenance of the CCFT credential includes application of knowledge and skills obtained in the CPD process to ongoing coaching of individuals and groups. Certificants should be engaged in the learning process and actively integrating updated information into practice. Certificants only need to submit proof of total coaching hours at the end of the three-year recertification interval. At this time, a minimum of 900 hours must have been accumulated. **Documentation of hours must show a minimum of 300 hours completed each year.** If the annual minimum is not met, recertification will be denied. Although a verifying signature from another professional is not required, certificants should maintain accurate coaching records in case of an audit.

1. Complete a minimum of 300 hours of practical coaching hours per year. These hours must be direct coaching hours with groups or individuals using CrossFit training methods. Examples include group classes or private training, distance coaching, program design, and development/evaluation/mentoring of coaching staff or other activities which constitute direct teaching. The certificant may not count hours of administrative duties for this requirement.

2. Submit documentation of these hours on the Recertification Coaching Experience attestation form. **One form should be submitted for each location where hours were obtained.** Although the requirement is an annual one, the credential holder needs only to submit proof upon recertification of the CCFT. This means that there should be a total of 900 coaching hours documented at the time of recertification.
Submit Recertification Fees And Verify Contact Information

The recertification fee supports organizational requirements, ongoing expansion, and quality assurance of the professional-development offerings of the CrossFit Certification Department.

» 3-Year Recertification Fee - US$250

Verification of contact information is critical for communication regarding CCFT information and updates. Certificants should update all contact information prior to the end of the recertification interval in order to ensure timely transfer of information.

» Submit change of address, phone number, or email address on the CCFT website

Overview of Certification Status Requirements

A certified individual must meet all recertification requirements to maintain an active status.

Active – Certification is in good standing. Individuals may practice in accordance with certification requirements set forth by the CrossFit Certification Board. Individuals with an Active status may represent themselves as Certified CrossFit Trainers and use the CCFT designation. Active certificants will be listed in the CrossFit Trainer Directory as a CCFT or CCFT-L3.

Expired – Certification is voluntarily resigned for reasons unrelated to disciplinary proceedings, or certification is forfeited due to non-compliance with any of the recertification requirements. Individuals with an Expired status will not be listed in the CrossFit Trainer Directory as CCFT and may not represent themselves as Certified CrossFit Trainers or use the CCFT designation.

Suspension – Certification is not in good standing as a result of the imposition of a disciplinary action. Individuals with a Suspended status will be notified by the CrossFit Certification Department by email of their suspension and its cause. Upon Certification Board determination, individuals will be listed as "Suspended" in the CrossFit Trainer Directory and may no longer represent themselves as Certified CrossFit Trainers or use the CCFT designation.

Revoked – Certification is permanently revoked after individual is suspended and an appeal for reinstatement has been denied by the Certification Board or has not been submitted within the one-month window for appeals. Upon Certification Board determination, individuals will be listed as "Revoked" in the CrossFit Trainer Directory and may no longer represent themselves as Certified CrossFit Trainers or use the CCFT designation.

LATE RECERTIFICATION REQUIREMENT SUBMISSIONS

Certificants who, due to extenuating circumstances, cannot meet the requirements in the allotted timeframe must issue a written statement to the CrossFit Certification Department outlining the specific reasons for the delay, as well as a detailed outline of the proposed plan (including timelines) to become compliant with the requirements. The Certification Department may grant up to a three-month grace period but will impose a US$250 late fee in addition to the existing US$250 recertification fee.

All five recertification requirements must be met by the end of the recertification interval or the certificant’s status is considered expired and he or she will not be able to represent himself or herself as a Certified CrossFit Trainer during this time. Completion of the above procedure and approval by the CrossFit Certification Department will allow the certificant to regain active status upon satisfactorily completing all requirements and submitting all applicable fees. Expired credential holders who do not complete this process must start a new application process, which includes meeting all current eligibility requirements and passing the examination.
CANDIDATE/CERTIFICANT AGREEMENT WITH CROSSFIT

This Candidate Handbook contains essential information for applicants and candidates to take the required steps to earn the CCFT credential. It contains the guidelines for professionally interacting with clients and maintaining the credential. This last section contains the guidelines and requirements for how both a candidate and a certificant must interact with the CrossFit Certification Department and CrossFit Inc. Acknowledging this agreement will be required as part of the application process and well as the recertification process.

All candidates and certificants agree to:

• Provide proof of meeting the eligibility requirements. The CrossFit Certification Department may ask for clarification or further verification of information submitted and/or may directly contact the verifying professional to confirm the information submitted.

• Comply with the requirements to attain and maintain the CCFT designation, including meeting eligibility requirements, carrying out the tasks of a CCFT, complying with the CrossFit Standards of Professional Practice and fulfilling recertification requirements.

• Notify the CrossFit Certification Department promptly if unable to comply with the certification requirements, including meeting eligibility requirements, carrying out the tasks of a CCFT, complying with the CrossFit Standards of Professional Practice and fulfilling recertification requirements.

• Make claims regarding certification only with respect to the scope for which certification has been granted.

• Not use the certification in such a manner as to bring the certification body into disrepute, and not make any statement regarding the certification which the certification body considers misleading or unauthorized.

• Not use the CCFT certificate or logos or marks in a misleading manner.

• Discontinue the use of all claims to certification that contain any reference to CrossFit or the CCFT upon suspension or withdrawal of certification, and return any certificate issued by CrossFit.

• Allow CrossFit to release confidential certificant information if required by law. Certificant shall be notified as to what information will be released, unless such notification is prohibited by law.
Special Request Forms
Special Testing Accommodation Request
Documentation of Disability-Related Needs by Qualified Provider
Appeals Application
SPECIAL TESTING ACCOMMODATIONS REQUEST

Candidates with disabilities covered by the Americans with Disabilities Act (or Canadian/Australian equivalent) must complete the Special Testing Accommodations Request form and have an appropriate licensed healthcare professional complete the Documentation of Disability-Related Needs by Qualified Provider form in order for their accommodations request to be processed. All documentation needs to be submitted at least two weeks in advance of the scheduled course date.

Candidate Information

Name:

Address:

City: State: Zip Code:

Home Phone: Cell Phone:

Email Address:

Special Testing Accommodations

Test Date and Location (test center) for which you are requesting accommodation:

I would like to request the following testing accommodation(s):

- Circle answers in test booklet
- Extended testing time (time and a half)
- Large print test (please provide point size):
- Reader
- Separate testing area
- Special seating (please describe):
- Wheelchair-accessible testing site
- Other special accommodations (please specify):

Candidate Signature:
A licensed healthcare provider or an educational or testing professional must complete this form. The nature of the disability, identification of the test(s) used to confirm the diagnosis, a description of past accommodations made for the disability, and the specific testing accommodations requested must be included.

<table>
<thead>
<tr>
<th>Professional Documentation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have known ___________________________ since ___________________________</td>
</tr>
<tr>
<td>(name of participant)        (date)</td>
</tr>
<tr>
<td>in my capacity as a(n) ___________________________</td>
</tr>
<tr>
<td>(professional title)</td>
</tr>
</tbody>
</table>

The candidate discussed with me the nature of the exam being administered. It is my opinion that because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the Special Testing Accommodation Request form.

<table>
<thead>
<tr>
<th>Comments on Disability:</th>
</tr>
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<tr>
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<table>
<thead>
<tr>
<th>Signature:</th>
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<thead>
<tr>
<th>Title:</th>
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<thead>
<tr>
<th>Organization:</th>
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<tbody>
<tr>
<td>License # (if applicable):</td>
</tr>
<tr>
<td>Phone Number:</td>
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<tr>
<td>Date:</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Candidate Instructions:</th>
</tr>
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<tbody>
<tr>
<td>Return this form with a copy of the Special Testing Accommodation Request form to <a href="mailto:certifications@crossfit.com">certifications@crossfit.com</a>. All documentation needs to be submitted at least two weeks in advance of the scheduled examination date. Please write “Accommodations Request” in the subject line of the email.</td>
</tr>
<tr>
<td><strong>APPEALS APPLICATION</strong></td>
</tr>
<tr>
<td>-------------------------</td>
</tr>
<tr>
<td><strong>Name of Appellant:</strong></td>
</tr>
<tr>
<td><strong>Postal address of Appellant:</strong></td>
</tr>
<tr>
<td><strong>Email address of Appellant (required):</strong></td>
</tr>
<tr>
<td><strong>Telephone contact number(s) of Appellant:</strong></td>
</tr>
<tr>
<td><strong>Reason for Appeal:</strong></td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>Test Information:</strong></th>
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<tbody>
<tr>
<td><strong>Test Taken:</strong></td>
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<tr>
<td><strong>Test Location:</strong></td>
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<tr>
<td><strong>Test Date:</strong></td>
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</tbody>
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| **Additional Information to Support Appeal:** |

| **Outcome Desired:** |

| **Instructions:** |
| Submit this completed form to certifications@crossfit.com with the word “Appeal” in the subject line. This form must be submitted within 30 days of the event which is being appealed. |