Brookbush Institute

[*www.Brookbushinstitute.com*](http://www.Brookbushinstitute.com)

*Phone: 347-766-0421*

NCCA Accreditation

Volume 1

*Published 2024*

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Certified Personal Trainer

# Institutional Philosophy

To develop the first comprehensively evidence-based human movement science education platform, with unparalleled student-centered delivery of content, and a technology platform that provides more flexibility, accessibility, and affordability than has previously been offered in the industry. One product we offer provides prospective candidates who are interested in becoming a personal trainer, with a certification that provides the learner with applicable and relevant content for attaining an accredited/approved Certified Personal Training (CPT) certification.

# Mission Statement

The Brookbush Institute optimizes the delivery of human movement science education by integrating technology, student-centered learning, and evidence-based, practical education.

The Institute achieves its outcomes by:

* Accepting prospective candidates without regard to race, color, gender, age or physical disability, religion, national origin, or sexual orientation.
* Ensuring candidates understand the minimum requirements for acquiring a certified personal trainer in the USA and Canada.
* Providing all prospective candidates with information regarding the history of the program, its mission and philosophy, all requirements, all costs, and the expectations of the certification program.
* Constantly improving and adding comprehensively evidence-based educational content.
* Updating and refining a learning management system to ensure optimal delivery, accessibility, and flexibility.

# History

The Brookbush Institute was founded in 2010 with the goal of optimizing the delivery of human movement science education by integrating technology, student-centered learning, and evidence-based, practical education.

* 2014: The first publicly available live workshop
* 2015: Online education platform was launched
* 2016: First awarded continuing education course approvals
* 2017: First certification was launched (Huan Movement Specialist)
* 2019: The Certified Personal Trainer (CPT) and Integrate Manual Therapist (IMT) Certifications were launched
* 2021: American Council of Education (ACofE) approval of all certifications

# Owner/Manager

Brent Brookbush – CEO/President

# Board of Advisors, Subject Matter Experts, and Faculty

**Board Members/Brookbush Institute Staff Members**

* Brent Brookbush – CEO/managing member of the board and primary decision-maker
* Cristine Leva – Continuing Education Approval Manager/Customer Service Manager/Board Advisor
* David Boettcher – Content development, subject matter expert, and exam preparation
* John Campione - Content development, subject matter expert, and exam preparation
* Tristan Rodick – Content development, subject matter expert, and exam preparation
* Jerod Langness – Workshop instructor, subject matter expert

**Board Members (Non-staff/employees)**

* Julie Randall – Board member, subject matter expert, and public agent
* Daniel Bryan – Board member, subject matter expert, and public agent
* Ken Howard – Board member, subject matter expert, and public agent
* Karl Sterling - Board member, subject matter expert, and public agent

SME Education:

* Brent Brookbush: Doctorate in Physical Therapy, Master of Science in Exercise Science, Bachelors of Science in Health and Wellness
* David Boettcher: Master of Science in Exercise Science, Bachelors of Arts in Biology
* Tristan Rodick: Master of Athletic Training, Licensed Massage Therapist, Certified Strength and Conditioning Specialist
* John Campione: Doctorate in Chiropractic
* Jerod Langness: Master of Science in Exercise Science, Master Instructor (NASM)
* Julie Randall: Doctor of Physical Therapy
* Daniel Bryan:
* Ken Howard: Masters of Exercise Science
* Karl Sterling: National Academy of Sports Medicine, Master Trainer

The Brookbush Institute is a sole proprietorship. The organization maintains clear policies and procedures to ensure the integrity and continued improvement of the certification process. This may include but is not limited to, the selection and removal of board members and subject matter experts to safeguard against bias and undue influence. This ensures that the certification process remains as unbiased and free from external pressures as possible. Further, subject matter experts are carefully chosen, must state any potential conflicts, sign non-disclosure agreements, and are in no way rewarded based on student pass rates.

# Additional Staff

* Ahmed Mohammed - Web Development
* Amrik Malhans – Web Development
* Suzanne Kirk - Marketing
* Anthony Carpinelli - Marketing

# Admission Requirements and Procedures

**Eligibility Requirements:**

* Must demonstrate proficiency in reading and comprehending English.
* Prospective candidates must be at least 18 years of age and present a valid ID at the time of the examination.

**Admission Procedures:**

* Prospective candidates are invited to register for the Certified Personal Training (CPT) examination at their convenience.
* There are no mandatory materials such as textbooks or workbooks; however, it is strongly recommended that candidates familiarize themselves with the available courses accessible via the learning management system (LMS)/website portal. These resources offer comprehensive coverage of all exam content.
* The examination process entails a timed assessment of a predetermined set of questions. Randomization of questions from an “original” and “bank”, randomization of question order, and randomization of distractors ensures each exam experience is unique to protect the integrity of exams.
* Candidates have the flexibility to undertake the CPT examination either online or at a designated testing center, according to their preference.
* If a candidate fails the examination they can retake the exam for an additional fee.

# Tuition and Fees/Study Materials

* The Brookbush Institute uses a membership (subscription) based platform that includes all online study materials (courses, videos, study guides, practice exams, etc.)
* The educational offerings developed and provided by the Brookbush Institute are not required to sit for the exam.
* Some education is offered by the Brookbush Institute for free (Videos, “quiz questions”, infographics, carousels, etc. on social media channels).
* There is a fee for taking and/or retaking proctored exams.
* The purchase and/or use of the Brookbush Institute learning management system does not guarantee a passing score, or a higher score, on the exam.

# Basis of Grades

The examination process will consist of a multiple-choice assessment. A minimum score of 70% is necessary to complete each course. The examination is graded on a Pass/Fail basis, with a passing grade indicating that the candidate possesses a satisfactory level of knowledge and skill to qualify for certification. The Brookbush Institute does not grant reciprocal certification.

The review of test questions is regular and ongoing, including psychometric evaluation to guarantee the reliability, consistency, and accuracy of all testing components. Every examination question is traceable, enabling the maintenance of uniformity in results across different evaluators and performance tasks.

# Retesting Policy

If a student fails an exam, they will be eligible to retake the exam following a 1-week wait period. If they do not pass a second attempt at the exam, they will be allowed to retake the exam after a 30-day waiting period.

# Records/Privacy Policy

The Brookbush Institute will maintain all scores and certification completion records, and no individual currently or formerly employed shall disclose any candidate information without the expressed, written consent of the individual. Further, all individuals employed or advising the Brookbush Institute have signed a non-disclosure agreement. All prospective candidates have user-generated passwords which are private and may be changed at any time. The website is hosted on a secure network, significant expense is incurred to maintain the highest levels of online security (including 3rd party authentication). Prospective candidates will have indefinite access to their files through their user profile. If a candidate misplaces a username or password they may securely retrieve, and/or change their username or password. All prospective candidates’ records are stored securely. Access to individual records is restricted to the prospective candidate and/or authorized personnel unless express written permission has been obtained to release any part of the information or a court order or other legal process requires the release of such information.

# Leave of Absence

A prospective candidate’s account maintains all records of completed credits. If they cancel, they can rejoin at any time and continue their studies.

# Graduation Requirements

A grade of at least 70% is required to receive credit for any coursework on the learning management system. Subsequently, prospective candidates must score 70% or higher on the proctored cumulative exam to receive an accredited personal trainer certification credential. Prospective candidates will receive notification of their progress after completion.

Certifications with the Brookbush Institute will expire 2 years from the date of the last exam completed, during a 2-year period that includes 20 credits (contact hours). That is, certification expiration will automatically be extended by 2 years from the date of the last course taken on the Brookbush Institute learning platform; if the previous 2-year period included at least 20 credits. This is included in membership, with no additional fees.

# Integrity and Academic Honesty Policies:

Prospective candidates enrolled in the Brookbush Institute (members) must agree with a set code of ethics. Individuals are expected to behave in a manner that will create a safe and orderly educational environment for themselves and others. Prospective candidates found in violation of these conduct expectations will be subject to disciplinary action which may include written warning, suspension, dismissal, and/or referral to law enforcement officials. Below is a partial list of inappropriate behaviors that will be subject to disciplinary action. This list is not all-inclusive.

1. Academic dishonesty, including any form of plagiarism, cheating, falsification of

records, or collaboration with others to defraud.

1. Actions that disrupt teaching, learning, administration, or interfere with the rights of others.
2. Creation of unsafe conditions.
3. Threatening or harassing others, or engaging in behavior that may result in harm to others.
4. Sexual harassment by prospective candidates or any member of the administration, faculty, or staff is prohibited.
5. Non-compliance with the directives of faculty and staff.
6. Violation of written policies, rules, or procedures.

The Brookbush Institute is committed to creating and maintaining an environment for all school personnel and prospective candidates that is free of harassment or any other unwarranted communication or conduct that interferes with providing safe, equal, and effective instruction.

# Refund Policy:

There is a 30-day money-back guarantee for all prospective candidates enrolled in the program. Therefore, any prospective candidates who decide to discontinue the program within the first month may receive a full refund. The exception to this policy is proctored exams and workshops that were paid for and taken in less than 30 days.

# Prospective Candidates Complaints (Grievance Procedure)

Complaints are defined as any prospective candidates' concerns regarding the Brookbush Institute’s programs, services, or staff. A prospective candidate who has a concern is encouraged to communicate with support to find a resolution (Note, “Support” is an option at the top and bottom of every web page of BrookbushInstitute.com). The appropriate representative, educator, or CEO will work to establish an appropriate solution to the grievance.

# Program Objective:

The knowledge and skills prospective candidates acquire in this program will enable them to design and implement safe and effective fitness programs with interventions and techniques specific to the client’s goals and needs.

After completing this program, prospective candidates will:

1. Have a basic understanding of the human musculoskeletal system, biomechanics, and muscle physiology.
2. Understanding the body’s adaptation to strength, power, muscle endurance, and stability training.
3. Know a repertoire of exercises and be able to instruct, progress, and regress exercises according to a client's skill.
4. Understand how to adjust acute variables to match a client’s goals.

# Certified Personal Trainer Exam:

The personal training certification is a cumulative exam covering the topics listed above. Questions are evaluated by psychometrics, randomized, systematically picked, and edited for accuracy. The exam permits up to 3 hours of time, 100 multiple choice test questions (25 non-scored test items for evaluation to be used in future exams) designed to assess the competency of foundational information and criteria for a personal trainer to successfully work with clients.

# Program Outline:

|  |  |
| --- | --- |
|  | **COURSE TITLE** |
|  | **Introduction to Functional Anatomy** |
|  | Anatomical Position & Anatomical Directions |
|  | Planes of Motion |
|  | Joint Actions |
|  | Synovial Joints |
|  | Human Movement System |
|  | Joints of the shoulder girdle and scapular motion |
|  | Scapular muscles |
|  | Deltoids |
|  | Rotator cuff |
|  | Pectoralis major, latissimus dorsi, and teres major |
|  | Biceps brachii, brachialis, triceps |
|  | Functional anatomy by joint action and exercise of the upper extremity |
|  | Hip flexors and anterior thigh |
|  | Gluteus maximus and gluteus medius |
|  | Hamstrings and adductors |
|  | Ankle joint actions and muscles |
|  | Functional anatomy by joint action and exercise of the lower extremity |
|  | The spine and trunk muscles |
|  | **Exercise Physiology** |
|  | Muscle fiber types |
|  | Muscle cell structure and function |
|  | **Training Goals** |
|  | Stability training |
|  | Power (High velocity training) |
|  | **Strength and Power Progressions** |
|  | Leg exercises and lower body exercise |
|  | Back exercise and pulling progressions |
|  | Chest exercise and pushing progressions |
|  | Deadlift exercise and deadlift progressions |
|  | Total body exercises and functional exercise progressions |
|  | Lower body power exercises |
|  | Upper body power exercises |
|  | **Core Progressions** |
|  | Bridge and progressions |
|  | Plank exercise and side plank exercise progressions |
|  | Transverse abdominis activation |
|  | **Acute Variables** |
|  | Acute variables: Load |
|  | Acute variables: Sets per muscle group |
|  | Acute variables: Training frequency |

# Course Description

**Introduction to Functional Anatomy**

After completing this coursework, prospective candidates will be able to describe the macrostructure and microstructure of the muscle, differentiate types of muscle contraction, and develop an understanding of the joints and fascial tissue responsible for the movement of the human body.

* Behavioral Objectives Include:

1. Recall anatomical position, directions, planes of motion, and the basics of the movement systems.
2. Describe joint structures and joint actions.
3. Recall the major muscles of the body and the joint actions they perform
4. Analyze exercises based on joint actions and the contributing muscles
5. Evaluate exercise programs and the exercises they include based on planes, joint actions, and contributing muscles.

**Exercise Physiology**

After completing this coursework, prospective candidates will be able to identify the types of muscle fibers in the body, relate muscle fiber types to specific training goals, and recall the functions and types of muscle cell structures in the body.

* Behavioral Objectives Include:

1. Compare a muscle cell to other cells in the body, identifying at least two unique features of muscle cells.
2. Recall the function of at least 3 muscle cell structures.
3. Explain how the sliding filament theory results in force production.
4. Differentiate between the all-or-none principal and motor unit recruitment as it relates to force production.
5. Describe the characteristics that differentiate muscle fiber types.
6. Use the relatively unique characteristics of the 3 fiber types to differentiate between type I, type IIa, and type IIb/x fibers.
7. Recall the fiber-type proportions of at least 3 of the larger muscles of the human body.
8. Relate muscle fiber types, specific training types, and athletic performance.
9. The participant will understand how different types of resistance training may result in fiber-type-specific adaptations

**Training Goals**

After completing this coursework, prospective candidates will be able to list practical scenarios in which stability may be useful, summarize the available research into general trends that can be applied to practice, identify the muscle fiber adaptations achieved during various modalities of training, and compare these training modalities and acute variables of the various training goals.

* Behavioral Objectives Include:

1. Describe the fundamental models of stabilization.
2. Summarize the available research into at least 3 “general trends” that can be applied to practice.
3. List at least 3 practical scenarios in which stability training may be useful.
4. Develop an exercise progression for upper body, lower body, and core exercises.
5. Identify the foundational concepts for power (high velocity) training.
6. Recall the neural adaptations with power (high velocity) training.
7. Identify the muscle fiber adaptations achieved with power (high velocity) training
8. Compare the training modalities and acute variables for power (high velocity) training.
9. Progress and regress power (high velocity) training exercises based on the practical implications of research and the equipment commonly available in a fitness, performance, and/or rehab facility.

**Strength and Core Progressions:**

After completing this coursework, prospective candidates will be able to identify the systems recruited during each exercise, recall the relative flexibility progressions, infer the muscles responsible for various exercise progressions, and progress and regress exercises based on the practical implication of research and the equipment available.

* Behavioral Objectives Include:

1. Identify the subsystems recruited during various exercise progressions.
2. Recall the relative flexibility progressions of the various exercise progressions.
3. Infer the muscles responsible for the various roles (prime mover, neutralizer, etc.) necessary to perform the joint actions that occur for various exercise progressions.
4. Compare the EMG activity of variations and progressions for various exercise progressions.
5. Progress and regress the various exercise progressions based on the practical implications of research and the equipment commonly available in a fitness, performance, and/or rehab facility.
6. Deduce/synthesize a hypothesis regarding the effect this technique will have on outcome measures and the appropriate test for re-assessment.
7. Design an intervention plan including these techniques with the intent of achieving the client’s goals.
8. Describe the functional benefits (including impact on performance, occupation or daily tasks) that may be expected from implementing the intervention plan.

**Acute Variables:**

After completing this coursework, prospective candidates will be able to describe the relationship between the acute variable prescription in an exercise routine and the effects on adaptations. Additionally, prospective candidates will be able to develop a program with appropriate acute variables based on research relevant to a client’s goals.

* Behavioral Objectives Include:

1. Recall the general recommendations for sets/muscle group/session.
2. Describe the relationship between sets/muscle group/session and alterations in post- exercise and resting serum concentrations of hormones, enzymes, etc.
3. Describe the relationship between sets/muscle group/session and strength, hypertrophy, and power.
4. Discuss the variables that may result in a recommendation for 1 set/muscle group/session during an initial training period.
5. Defend 3 sets/muscle group/session for advanced exercisers based on upper limits.
6. Create programs for a novice exercise for session 1 and session 24 (12 weeks later).
7. Recall the percent of 1-RM and repetition range for each load category.
8. Recall general load recommendations.
9. Discuss the effect load has on post-exercise blood chemistry (hormones, growth factors, inflammatory markers, etc.).
10. Apply research findings to develop a summary statement about the effect load has on EMG activity and rate of perceived exertion.
11. Describe the influence of load on body composition and bone density.
12. Compare and contrast optimal load recommendations for increasing strength for different demographics (novice, experienced, adolescent, adult, older individual).

# CPT Exam Construction

The examination is created to evaluate and assess the practical knowledge of a personal trainer. The test questions included in the exam are based on the following criteria.

1. Introduction to Functional Anatomy – 30%
2. Exercise Physiology – 10%
3. Training Goals – 10%
4. Strength and Power Progressions – 20%
5. Core Progression – 10%
6. Acute Variables – 20%

Membership to the Brookbush Institute learning management platform is not required for exam eligibility. Candidates are encouraged to use a variety of sources and educational materials to develop proficiency and refine skills. The Brookbush Institute cannot guarantee job placement, nor does passing the exam indicate the ability of the individual in job-related practice and behaviors. This exam is indicative of a baseline of knowledge of important personal training topics but does not provide on-the-job training and development.

**Protocol for Quality Assurance and Monitoring in Certification Program Activities**

The Brookbush Institute uses quality assurance policies and procedures to ensure the effective delivery of certification program activities. The aim of this quality assurance policy is to rectify errors or irregularities in all aspects of the certification process, including examination development, administration, and scoring. Additionally, it outlines the process for documenting errors and implementing corrective and preventative actions, as well as the regular review of certification program policies and procedures.

* **Quality Assurance Policies and Procedures:**
* Develop and maintain comprehensive quality assurance policies and procedures that align with industry standards and best practices.
* Ensure that all certification program activities are carried out as intended and meet established criteria for validity, reliability, and fairness.
* Involve subject matter experts and members of the Board in the review process to solicit feedback and identify areas for improvement.
* **Monitoring Processes:**
* Conduct regular monitoring activities and document findings to ensure content is free of errors or irregularities in content or certification activities.
* Monitor key performance indicators (psychometric analysis, pass/fail rate, feedback etc.) to assess the efficiency and effectiveness of certification program activities.
* **Error Identification and Documentation:**
* Document all errors or irregularities identified during monitoring processes, including their nature, severity, and potential impact on certification program integrity.
* Implement procedures for reporting errors or irregularities to relevant stakeholders, including the Certification Board, certification staff, and subject matter experts.
* Maintain detailed records of corrective and preventative actions taken in response to identified errors, including timelines for implementation and responsible parties.
* **Corrective and Preventative Actions:**
* Implement timely corrective actions to address identified errors and prevent their recurrence in future certification activities.
* Develop preventative measures to mitigate the risk of similar errors occurring in the future, such as process improvements, additional training, or enhanced quality control procedures.

By adhering to this protocol the certification program will ensure the delivery of high-quality certification activities, promote continuous improvement, and uphold the integrity and credibility of the certification process.

# Corporate Policy for Prospective Candidates with Disabilities/Non-Discrimination Policy

For prospective candidates to get special accommodations, they must provide written documentation from the prospective candidates’ physician or psychologist of type of disability and what, if any, accommodations are required for the prospective candidates. However, in an effort of inclusiveness, the content on the learning management system has audio, video, and text to accommodate as many learning styles as possible.

The Brookbush Institute recognizes the responsibility to administer all policies and procedures consistent with federal, state, and local laws and recognizes that equal opportunity is fundamental to equality in all forms. The Brookbush Institute does not discriminate against any applicant by race, religion, gender, age or physical disability in accordance with federal and state guidelines.

# Recertification Process:

Certifications with the Brookbush Institute will expire 2-years from the date of the last course a candidate took (within a 2-year period that included 20 credits). In other words, the Brookbush Institute will automatically extend the expiration date of a candidates certification by 2-years from the date of the last continuing education course taken on the Brookbush Institute platform; as long as the previous 2-year period included at least 20 credits. This will occur automatically, through the constant tracking of candidate information on the platform. This enables candidates to extend their certification expiration date incrementally, indefinitely.

The earning of a trademenark must pass the NCCA accredited exam to receive an NCCA accredtited certification, and the information regarding the passing of an exam will trigger the generation of a certificate in their account. This also starts the countdown for the expiration date and will begin tracking of any continuing education credits earned through the site