



BROOKBUSH INSTITUTE

HUMAN MOVEMENT SCIENCE

Certified Personal Trainer (CPT)

Candidate Handbook

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The Certified Personal Trainer (CPT) Certification Program is operated by B2C Fitness, LLC (d.b.a. Brookbush Institute).

For purposes of this handbook, “Brookbush Institute” and “the Certification Program” refer to the certification body responsible for the CPT credential.

SECTION 1: GENERAL INFORMATION

1.1 What is Certification

Professional certification is a voluntary process by which a non-governmental organization grants recognition to individuals who meet predetermined qualifications and demonstrate competence in a defined body of knowledge and skills.

The Brookbush Institute Certified Personal Trainer (CPT) credential signifies that an individual has met established eligibility requirements and has successfully passed a certification examination designed to assess minimum competency for entry-level personal training practice.

Certification is distinct from education or training programs. While education may support preparation, certification is an independent assessment of knowledge and skills.

1.2 Purpose of the CPT Certification

The purpose of the CPT certification examination is to identify and certify individuals who can design and instruct safe and effective exercise programs to support the achievement of health, fitness, strength, and performance goals.

The CPT certification examination is a standalone assessment developed in accordance with nationally recognized best practices for certification programs. These practices include job task analysis, secure exam development, psychometric analysis, and formal standard-setting methods. The certification program is governed by an independent Certification Governing Board to ensure the integrity, validity, and impartiality of all certification decisions.

The certification examination is entirely separate from all Brookbush Institute educational programs and credentials (e.g., BI-CPT, HMS, and IMT). Participation in or completion of Brookbush Institute courses does not provide points, credit, or preferential scoring toward examination results.

1.3 Benefits of Certification

Achieving the CPT credential may provide the following benefits:

- Demonstration of professional competence to employers, clients, and the public
- Enhanced credibility within the fitness and health industry
- Recognition of achievement based on standardized assessment
- Increased professional opportunities

Certification does not guarantee employment or career advancement.

1.4 Certification vs. Certificate Programs

The Brookbush Institute offers both a certificate-based educational program and a professional certification credential. These are distinct products with different purposes, requirements, and outcomes.

Certified Personal Trainer Certificate (BI-CPT)

The **BI-CPT Certificate** is an educational credential awarded by Brookbush Institute upon completion of its internal training program.

- Delivered through the Brookbush Institute’s proprietary online learning platform
- Based on a structured, evidence-based, and client-centered approach to personal training
- Earned through a credit-based and iterative assessment process
- Included as part of an active membership to BrookbushInstitute.com

The BI-CPT Certificate reflects completion of a course of study and achievement within the Brookbush Institute educational system.

Certified Personal Trainer (CPT) Certification

The CPT Certification is a professional certification credential earned by passing a standalone, proctored examination.

- Developed using nationally recognized certification best practices, including:
 - Job Task Analysis (JTA)
 - Secure exam development
 - Psychometric analysis
 - Formal standard-setting methods
- Governed by an independent Certification Governing Board
- Designed to assess whether a candidate meets minimum competency requirements for professional practice
- Administered as a proctored examination, available online or at authorized testing centers

The CPT credential is awarded solely based on examination performance.

Important Distinction

The BI-CPT Certificate and CPT Certification are separate and independent.

- Participation in Brookbush Institute educational programs (including BI-CPT, HMS, or IMT) is not required to sit for the CPT certification exam
- Completion of Brookbush Institute courses does not provide credit, points, or preferential scoring on the certification exam
- No training program is endorsed or required for certification

Candidates may choose any educational resources to prepare for the exam.

1.5 Governance and Authority

The CPT Certification Program is governed by the Certification Governing Board, which is responsible for ensuring the integrity, impartiality, and quality of all certification activities.

The Certification Governing Board is established within B2C Fitness LLC (d.b.a. Brookbush Institute) but operates with independent authority over all essential certification decisions. The Board is not a separate legal entity; however, its authority is formally delegated to ensure autonomy in decision-making.

The Certification Governing Board retains sole responsibility for:

- Establishing and approving eligibility requirements
- Examination development, maintenance, and validation
- Standard setting and scoring methodologies
- Oversight of examination security and administration
- Review of irregularities and security incidents
- Disciplinary actions and enforcement of policies
- Appeals and reconsideration decisions

These responsibilities may not be delegated to staff, instructors, or education personnel.

The certification program operates independently from all Brookbush Institute education and training activities to ensure objectivity, fairness, and absence of undue influence.

Certification Governing Board Composition

The Certification Governing Board is composed of 8 independent voting members, including at least one Public Member who represents the interests of the public and consumer perspective.

- The Chair and Vice Chair are elected from among the voting Board members
- The Public Member has no material relationship with Brookbush Institute education or certification operations
- Board composition reflects the diversity of the personal training profession

Brookbush Institute staff, including the Owner, CEO, Education Manager, and other personnel:

- Are not members of the Certification Governing Board
- May attend meetings as non-voting liaisons
- Provide administrative, operational, or compliance support only
- Do not participate in or influence certification decisions

The Public Member contributes an independent, consumer-focused perspective to Certification Governing Board decisions and participates in all deliberations to ensure that certification policies and actions prioritize public protection and safety.

Authority and Decision-Making

All essential certification decisions are made by the Certification Governing Board or its designated committees.

Administrative functions (e.g., application processing, communication, scheduling) may be supported by staff; however:

- Staff do not make certification decisions
- Staff do not vote on certification matters
- Staff involvement is limited to administrative and operational support

All matters related to:

- Appeals
- Examination security
- Accommodations
- Disciplinary actions

are referred to the Certification Governing Board for review and determination.

Board Recruitment, Appointment, and Oversight

Board members are selected based on:

- Relevant professional expertise
- Demonstrated subject matter knowledge
- Experience in certification, fitness, or related fields

The Board is responsible for:

- Reviewing qualifications of prospective members
- Evaluating conflict of interest disclosures
- Appointing members through a majority vote

Administrative staff may assist with pre-screening activities limited to:

- Verification of credentials
- Collection of documentation
- Initial conflict of interest disclosures

No single individual may control or restrict Board composition or decision-making.

Conflicts of Interest and Confidentiality

All Certification Governing Board members and Subject Matter Experts (SMEs) are required to:

- Disclose any actual, potential, or perceived conflicts of interest
- Maintain strict confidentiality of all certification materials and decisions
- Sign non-disclosure agreements (NDAs) prior to participation

Conflicts of interest are:

- Reviewed and documented
- Managed through recusal when appropriate
- Recorded in official meeting minutes

Failure to comply with confidentiality or conflict of interest requirements may result in removal.

Board Responsibilities

The Certification Governing Board is responsible for:

- Oversight of certification program development, administration, and maintenance
- Ensuring compliance with accreditation standards and certification best practices
- Protecting the integrity, validity, and reliability of the certification examination
- Ensuring impartiality in all certification decisions
- Reviewing and resolving appeals, complaints, and disciplinary matters
- Monitoring vendor performance related to exam delivery, psychometrics, and security

Subject Matter Experts (SMEs)

Subject Matter Experts support the Certification Program through activities such as:

- Job Task Analysis (JTA) development
- Examination item writing and review
- Content validation and updates

All SMEs:

- Receive training prior to participation
- Are instructed to develop objective, unbiased examination content
- Must sign non-disclosure agreements (NDAs)
- Are prohibited from disclosing examination content

SMEs operate under the direction and oversight of the Certification Governing Board and psychometric consultants.

Meetings and Oversight

The Certification Governing Board meets at least annually, or more frequently as needed, to:

- Review certification program performance
- Evaluate examination validity and security

- Approve updates to policies and procedures
- Ensure alignment with industry standards and accreditation requirements

Additional decisions may be conducted via formal vote, including electronic or email voting, when appropriate.

Certification Program Contact

For certification-related inquiries, candidates may contact:

Email: support@brookbushinstitute.com

Communications are managed by certification administration staff. Matters involving certification decisions are referred to the Certification Governing Board.

1.6 Separation of Certification and Education

To avoid conflicts of interest and to protect the integrity of the certification program, the CPT Certification Program maintains a strict separation between certification activities and any education, training, or exam preparation functions.

Certification decisions, including eligibility, examination development, scoring, and disciplinary actions, are made solely by the Certification Governing Board and are independent of all education, training, and business functions.

Individuals involved in essential certification activities—such as job task analysis, examination development, item writing, or standard setting—are prohibited from:

- Developing or delivering exam-specific preparatory courses
- Approving, accrediting, endorsing, or recommending any educational or training program intended to prepare candidates for the certification examination

The Certification Governing Board does not require candidates to complete any specific education or training program to be eligible for the certification examination.

The Brookbush Institute and the Certification Governing Board do not endorse, accredit, or recommend any training or educational programs as a guarantee of success on the certification examination. Certification is awarded solely based on a candidate's ability to meet eligibility requirements and achieve a passing score on the examination.

Any educational offerings provided by the Brookbush Institute are entirely optional and are not required for certification. Participation in such programs, including the purchase or use of Brookbush Institute materials, does not provide any advantage, preferential treatment, or impact on examination outcomes.

Candidates are encouraged to use any educational resources they deem appropriate to support their preparation and understanding of the knowledge and skills required for competent practice as a personal trainer.

All certification activities are conducted in accordance with established policies governing separation of duties, conflict of interest, and impartiality to ensure fair, objective, and unbiased decision-making.

1.7 Certification Overview

To obtain the CPT credential, candidates must:

1. Meet eligibility requirements
2. Submit an application and required acknowledgments
3. Successfully pass the certification examination under standardized conditions

Certification is granted only after all requirements have been met and verified.

1.8 Scope of Certification

The CPT certification is designed to assess minimum competency for entry-level personal trainers.

The examination evaluates knowledge and skills related to:

- Exercise science fundamentals
- Program design and implementation
- Client safety and risk management
- Professional responsibilities within scope of practice

Certification does not grant a license to practice and does not override local, state, or national regulations.

1.9 Nondiscrimination Policy

The CPT Certification Program does not discriminate against any individual on the basis of:

- Age
- Gender
- Race
- Religion
- National origin
- Disability
- Sexual orientation
- Marital status

All certification activities, including examination administration, are conducted in accordance with applicable laws and regulations.

1.10 Americans with Disabilities Act (ADA) Compliance

The CPT Certification Program provides reasonable accommodations for candidates with documented disabilities in accordance with applicable laws.

Accommodation requests are reviewed on a case-by-case basis.

<https://brookbushinstitute.com/exam-portal> (Testing Accommodations)

1.11 Candidate Responsibility

Candidates are responsible for:

- Reviewing and understanding all policies within this Candidate Handbook
- Meeting all eligibility and application requirements
- Complying with examination rules and procedures
- Providing accurate and complete information during the certification process

Failure to comply with program policies may result in denial of eligibility, invalidation of examination results, or disciplinary action.

1.12 Governing Documents

This Candidate Handbook provides a summary of certification requirements and processes.

Final authority for all certification decisions resides with the Certification Governing Board and is governed by official program policies and procedures.

SECTION 2: ELIGIBILITY

2.1 Eligibility Requirements

Eligibility Requirements

To be eligible to sit for the CPT certification examination, candidates must meet all of the following requirements at the time of application:

- Minimum Age:** Candidates must be at least 18 years of age.
- Language Proficiency:** Candidates must be able to read and comprehend English, as the examination and all supporting materials are administered in English.
- Identification Requirement:** Candidates must present a valid, government-issued photo identification with a signature at the time of the examination.

2.2 Rationale for Eligibility Requirements

Eligibility requirements are established by the Certification Governing Board to ensure fairness, exam integrity, and candidate protection.

- Minimum Age Requirement**
Supports legal enforceability of agreements and aligns with professional and liability standards.

- English Language Requirement**
Ensures candidates can understand examination content and certification-related communications.
- Identification Requirement**
Supports identity verification and examination security.

Eligibility requirements are applied uniformly to all candidates.

2.3 Verification of Eligibility

Eligibility is verified through the application and examination process.

- Candidates must provide accurate and complete information during registration
- Identity is verified at the time of examination through required identification
- Failure to provide valid identification may result in denial of admission to the exam

The Certification Program reserves the right to verify information provided by candidates

2.4 Eligibility Determination

Eligibility is determined based on the candidate's ability to meet the stated requirements at the time of application.

Candidates who do not meet eligibility requirements will not be permitted to schedule or take the examination.

2.5 Eligibility Appeal (Request for Reconsideration)

Candidates who are denied eligibility may submit an appeal (request for reconsideration) in accordance with the Certification Program's Appeals & Reconsideration Policy.

Grounds for Appeal

Appeals must be based on one or more of the following:

- Procedural error or failure to follow established policies
- Technical or administrative issue that may have affected the decision
- New, relevant information not previously available
- Evidence of bias, conflict of interest, or unfair treatment

Submission Requirements

- Appeals must be submitted in writing via email to:
support@brookbushinstitute.com
- Submission deadline: within 10 business days of the eligibility determination
- The request must include:
 - Candidate name and contact information

- Description of the decision being appealed
- Detailed explanation of the reason for the appeal
- Supporting documentation

Review Process

- Appeals are reviewed by the Certification Governing Board or a designated Appeals Committee
- Individuals involved in the original decision will not participate in the review
- All reviewers must disclose conflicts of interest and recuse themselves if necessary

Decision

- Receipt of the appeal will be acknowledged within 5 business days
- A written decision will be issued within 30 business days, when feasible
- The decision will include the outcome and rationale

Final Determination

All appeal decisions are final.

2.6 Nondiscrimination in Eligibility

Eligibility requirements are applied consistently and do not discriminate based on:

- Age (beyond minimum requirement)
- Gender
- Race
- Religion
- National origin
- Disability
- Sexual orientation
- Marital status

All candidates who meet the eligibility requirements are permitted to apply for certification.

2.7 Equal Access to Certification

The CPT certification examination is:

- Publicly available to all eligible candidates
- Not restricted by membership status
- Not dependent on participation in education or training programs

Candidates may register for and take the examination regardless of whether they have completed any Brookbush Institute courses or training.

Participation in education or training does not provide any advantage in certification decisions.

2.8 Changes to Eligibility Requirements

Eligibility requirements are established and periodically reviewed by the Certification Governing Board.

Any changes to eligibility requirements will be published in advance and communicated to candidates.

SECTION 3: APPLICATION PROCESS

3.1 Overview of the Certification Process

To obtain the CPT credential, candidates must complete the following steps:

1. Meet eligibility requirements
2. Submit an application and required acknowledgments
3. Pay all applicable fees
4. Receive authorization to test
5. Schedule and complete the examination
6. Achieve a passing score

Certification is granted only after all requirements have been successfully completed.

3.2 Application Submission

Candidates must apply for the CPT certification through the Brookbush Institute certification portal.

[Access CPT Exam Portal](#)

During the application process, candidates must:

- Provide accurate and complete personal information
- Attest that they meet eligibility requirements
- Agree to comply with all certification policies and procedures and code of ethics

As part of eligibility verification, candidates are required to attest to eligibility and policy compliance prior to receiving authorization to test.

Incomplete or inaccurate applications may result in denial of eligibility.

3.3 Candidate Agreement and Code of Ethics

As part of the application and eligibility verification process, all candidates are required to agree to the Certification Program's policies and Code of Ethics.

By applying for the CPT certification, candidates attest that they will:

- Provide accurate, complete, and truthful information throughout the certification process
- Comply with all examination rules, security procedures, and proctoring requirements

- Maintain the confidentiality of examination content and not reproduce, distribute, or disclose any exam materials
- Refrain from cheating, misconduct, or any actions that compromise the integrity of the certification process
- Conduct themselves in a professional and ethical manner throughout all certification activities

Candidates further acknowledge that:

- Violation of these requirements may result in denial of eligibility, invalidation of examination results, or disciplinary action, including denial or revocation of certification
- All certification decisions are made in accordance with established policies and are subject to the Appeals and Disciplinary processes outlined in this handbook

Agreement to these terms is required prior to receiving Authorization to Test (ATT).

3.4 Application Review and Approval

Applications are reviewed to confirm that eligibility requirements have been met.

- Candidates who meet eligibility requirements will be approved to proceed
- Candidates who do not meet requirements will be notified and may appeal in accordance with Section 2.5

Once eligibility is verified, candidates are issued authorization to schedule the examination.

3.5 Fees

Candidates are required to pay all applicable fees prior to scheduling the certification examination.

The current fee structure is as follows:

- Initial Examination Fee:** \$199.00
- Retake Examination Fee:** \$99.00

Additional fees may apply for rescheduling or cancellation in accordance with testing vendor policies.

All fees:

- Must be paid in full before Authorization to Test (ATT) is issued
- Are non-transferable
- Are subject to change and will be published on the certification program website or examination portal

Scheduling the examination requires a unique, non-transferable voucher or coupon code, which is issued after eligibility has been verified and payment has been received.

Candidates may register for and schedule the CPT certification examination at their convenience, subject to testing vendor availability. The examination is administered through the designated testing vendor and may be taken either:

- Online via remote proctoring, or
- In person at an authorized testing center

All examination scheduling is completed through the vendor platform.

Candidates who do not achieve a passing score may retake the examination by submitting a new registration and paying the applicable retake fee.

3.6 Authorization to Test (ATT)

Once eligibility is verified, candidates are issued a unique, non-transferable voucher or coupon code to schedule the examination.

Authorization to Test includes:

- Confirmation of eligibility
- A unique scheduling voucher/code
- Instructions for scheduling the exam

Voucher codes:

- Are non-transferable
- May be revoked if eligibility cannot be confirmed
- May be revoked if policies are violated
- Are good for 60 days upon issuance

3.7 Scheduling the Examination

Candidates must schedule their examination through the designated testing vendor using the issued voucher or coupon code.

The CPT certification exam is administered through a third-party testing vendor, including **Kryterion (Webassessor platform)**.

Scheduling requires:

- A valid voucher/coupon code
- Selection of exam delivery method
- Selection of test date and time

Availability is dependent on:

- Testing center availability

- Online proctoring availability

3.8 Examination Delivery Options

The CPT certification examination is delivered as a proctored assessment.

Candidates may complete the examination:

- Online via live remote proctoring
- In person at an authorized testing center

All examinations are scheduled through the vendor platform.

Candidates are responsible for reviewing vendor guidance, including:

- System checks – [CLICK HERE](#)
- Scheduling procedures
- Test-day expectations

For additional support:

- Kryterion Test-Taker Support: <https://support.kryterion.com>

Detailed testing requirements, environment rules, and conduct expectations are outlined in Section 4.

3.9 Rescheduling and Cancellation

Candidates may reschedule or cancel an examination appointment through the designated testing vendor platform.

Rescheduling and cancellation requests must be made within the timeframes established by the testing vendor:

- Online (remote proctored) examinations:** must be rescheduled or canceled at least **24 hours** prior to the scheduled appointment
- Test center (in-person) examinations:** must be rescheduled or canceled at least **72 hours** prior to the scheduled appointment

Requests submitted after the applicable timeframe may be subject to additional fees or may result in forfeiture of the examination fee.

- Late rescheduling or cancellation requests require the candidate to submit a new application and pay the full examination fee

Candidate Acknowledgment

All candidates are required to review and accept the Exam Terms and Conditions during the registration process. By scheduling an examination, candidates acknowledge and agree to comply with all vendor policies related to rescheduling, cancellation, and no-show procedures.

Candidates are responsible for following all vendor-specific procedures and guidelines.

3.10 Failure to Appear (No-Show Policy)

Candidates who fail to appear for a scheduled examination appointment may be considered a “no-show.”

- Examination fees and/or voucher are forfeited
- A new registration or fee is required to reschedule

3.11 Extenuating Circumstances

Candidates who are unable to attend a scheduled examination due to extenuating circumstances (e.g., medical emergency) may submit a request for reconsideration in accordance with the Appeals & Reconsideration Policy.

Requests must include:

- Description of circumstances
- Supporting documentation

All requests are reviewed on a case-by-case basis.

3.12 Refund Policy

All fees associated with the CPT certification process are non-refundable, except as outlined below.

Refunds may be considered under the following conditions:

- Duplicate payment
- Technical or administrative error attributable to the Certification Program
- Verified extenuating circumstances (e.g., medical emergency), at the discretion of the Certification Program

Refund requests must:

- Be submitted in writing to support@brookbushinstitute.com
- Be received within 10 business days of the original transaction
- Include supporting documentation, where applicable

The Certification Program will review refund requests on a case-by-case basis and issue a written determination.

3.13 Withdrawal from the Certification Process

Candidates may withdraw from the certification process at any time prior to scheduling or taking the examination.

To withdraw, candidates must submit a written request to:

support@brookbushinstitute.com

Withdrawal conditions:

- Requests must be submitted prior to the scheduled exam appointment
- Fees are non-refundable, except as outlined in Section 3.11
- Any issued Authorization to Test (ATT) may be voided upon withdrawal

Candidates who withdraw and later wish to pursue certification must reapply and meet all current requirements.

SECTION 4: EXAM ADMINISTRATION

4.1 Examination Overview

The CPT certification examination is a standardized, proctored assessment designed to evaluate a candidate's knowledge and skills required for entry-level personal training practice.

The examination is administered under secure conditions to ensure fairness, validity, and reliability of results. Candidates should prepare for this examination in the same manner as other standardized, proctored assessments.

4.2 Examination Delivery

The CPT certification examination is delivered through an authorized third-party testing vendor, Kryterion.

Examinations may be administered:

- Online via live remote proctoring
- In person at an authorized testing center (computer-based testing)

All examinations are scheduled through the vendor platform and are conducted under standardized, proctored conditions.

4.3 Candidate Identification Requirements

Candidates must present valid, government-issued identification at the time of examination.

Identification must:

- Include the candidate's name
- Include a photograph
- Include a signature
- Match the name used during registration

Failure to provide valid identification may result in denial of admission to the examination.

4.4 Examination Environment Requirements

Candidates must comply with all testing requirements to ensure a secure and standardized testing experience.

Test Center (In-Person Testing)

Candidates testing at an authorized testing center must:

- Schedule the exam through the vendor platform
- Arrive early for check-in
- Present valid government-issued photo identification
- Store personal belongings as directed by testing staff
- Use only materials permitted by the testing center
- Follow all testing center policies and procedures
- Comply with all proctor instructions at all times

Online (Live Remote Proctoring)

Candidates testing remotely must:

- Complete all required system checks prior to the examination
- Present valid government-issued identification to the proctor
- Maintain an active webcam throughout the entire session
- Use a stable internet connection suitable for continuous monitoring
- Test in a private, quiet room free from interruptions
- Maintain a clean workspace (no papers, books, notes, or unauthorized devices)
- Close all applications and browser windows not required for testing
- Turn off mobile phones and remove them from the testing area
- Follow all proctor instructions at all times

Failure to comply with testing requirements may result in termination of the examination session.

4.5 Examination Security and Candidate Conduct

The CPT Certification Program maintains strict examination security to protect the integrity of the certification process.

Security measures may include:

- Identity verification
- Live proctoring and monitoring
- Audio and video recording
- Screen monitoring and recording
- Review of system logs and vendor reports

Candidate Conduct Requirements

Candidates must:

- Follow all instructions provided by the proctor
- Maintain professional behavior throughout the exam
- Complete the exam independently without assistance

Prohibited behaviors include:

- Use of unauthorized materials or devices
- Accessing external resources
- Communicating with others during the exam
- Leaving the testing environment without permission
- Copying, recording, or sharing exam content

Violation of these requirements may result in:

- Termination of the examination
- Invalidation of examination results
- Disciplinary action

4.6 Prohibited Conduct and Compliance Notice

Prohibited Conduct

The following behaviors are strictly prohibited:

- Use of unauthorized materials or devices
- Accessing notes, books, or external resources
- Receiving assistance from another individual
- Communicating with others during the examination
- Leaving the testing environment without permission
- Attempting to copy, record, or share exam content
- Impersonation or misrepresentation of identity
- Disruptive or inappropriate behavior
- Failure to follow proctor or testing center instructions

Compliance Notice

Failure to comply with examination rules or security procedures may result in:

- Immediate termination of the examination
- Invalidation of examination results
- Forfeiture of examination fees
- Disciplinary action in accordance with certification policies

4.7 Technical Requirements (Remote Testing)

Candidates are responsible for ensuring that their equipment meets all technical requirements for remote testing.

Kryterion [Technical Requirements](#) Information for Candidates

Failure to meet technical requirements may result in:

- Inability to begin the examination
- Interruption or termination of the session

4.8 Examination Interruptions and Irregularities

If an interruption or irregularity occurs during the examination, the incident will be documented and reviewed.

Examples include:

- Technical disruptions
- Connectivity issues
- Proctoring interruptions

Candidates may be required to:

- Provide additional information
- Reschedule the examination
- Submit a request for reconsideration

All such situations are reviewed in accordance with the Appeals & Reconsideration Policy.

4.9 Accommodations

Reasonable accommodations are available for candidates with documented disabilities in accordance with applicable laws.

Candidates requesting accommodations must:

- Submit a formal request prior to scheduling the examination
- Provide appropriate documentation

Accommodation requests are reviewed on a case-by-case basis.

Accommodation availability varies by delivery mode and location.

Please read the following and fill out the ADA Request for Accommodations form for additional details.

Use this link to make an inquiry about the availability of using testing center accommodations: [Special Accommodations](#)

4.10 Examination Termination

An examination session may be terminated if:

- The candidate violates examination rules or security policies
- Required identification cannot be verified
- The candidate fails to comply with proctor instructions
- Technical or environmental conditions prevent secure testing

If an examination is terminated, the incident will be reviewed and may result in:

- Invalidation of results
- Requirement to retest
- Disciplinary action

4.11 Confidentiality of Examination Content

All examination content is confidential and proprietary.

Candidates may not:

- Copy or reproduce any part of the examination
- Disclose examination questions or content
- Share exam materials in any format

Violation of confidentiality requirements may result in disciplinary action.

SECTION 5: EXAM STRUCTURE & CONTENT

5.1 Examination Overview

The Certified Personal Trainer (CPT) certification examination is a standardized, proctored assessment designed to evaluate the knowledge and skills required to perform the duties of an entry-level personal trainer.

The examination is based on a structured analysis of professional responsibilities and is intended to determine whether candidates meet the minimum standard of competence required for certification.

The examination consists of 110 multiple-choice questions, which are randomly distributed throughout the exam. Of these, 10 questions are unscored research (pretest) items used for statistical analysis and future exam development.

5.2 Examination Format

- Total Questions: 110 multiple-choice questions
- Scored Questions: 100 operational items
- Unscored Questions: 10 pretest items
- Time Limit: 120 minutes

All questions are presented in a randomized order, and answer choices are also randomized to ensure exam integrity and a consistent testing experience.

5.3 Examination Content Domains and Job Tasks

The examination is designed to assess competency across three primary domains, which are further divided into twelve (12) job tasks representing essential functions of a certified personal trainer.

The domains and associated weighting are as follows:

Final Blueprint Specifications

Section/Objective		Items per Form
1	Assessment	10
1.01	Perform initial fitness evaluations (R)	3
1.02	Identify and perform goal assessments (U/A)	3
1.03	Perform intermittent reassessments (U/A)	2
1.04	Conduct and review client history questionnaire (U/A)	2
2	Programming	57
2.01	Select safe and effective exercises (R)	15
2.02	Create personalized fitness programs (U/A)	10
2.03	Define knowledge of exercise science principles (R)	5
2.04	Apply knowledge of anatomy and physiology (U/A)	15
2.05	Recall anatomy knowledge that is applicable to exercise (R)	12
3	Session Structure and Execution	33
3.01	Adjust workout plans based on client progress and feedback (U/A)	14
3.02	Demonstrate proper exercise techniques and explain improper exercise techniques (U/A)	14
3.03	Prioritize client's safety throughout designated workout (R)	5

All exam questions are aligned with these domains and tasks to ensure the assessment reflects real-world professional responsibilities.

5.4 Job Task Analysis (JTA)

The content and structure of the CPT certification examination are based on a formal Job Task Analysis (JTA), which identifies the knowledge, skills, and responsibilities required for competent performance as an entry-level personal trainer.

A summary of the job analysis, including identified job-related elements, is publicly available [here](#).

The Job Task Analysis was conducted in accordance with nationally recognized psychometric and industry best practices. The study includes:

- Documented methodologies and procedures
- Analysis of job-related tasks and responsibilities
- Supporting data and documentation
- Findings and conclusions used to inform the examination blueprint

The JTA provides the foundation for:

- Examination content domains
- Item development and validation
- Scoring and standard-setting processes

The Certification Program maintains the validity and relevance of the examination through ongoing psychometric review and periodic updates.

A comprehensive review of the Job Task Analysis and examination content is conducted at least every five (5) years, or more frequently as needed, to ensure continued alignment with current industry practices and professional standards.

5.5 Examination Development

The CPT examination is developed using nationally recognized best practices for certification programs.

The development process includes:

- Collaboration with qualified subject matter experts (SMEs)
- Psychometric analysis and validation of exam items
- Review and refinement of test content
- Ongoing monitoring and updating of exam forms

The Brookbush Institute works with professional psychometric consultants, including Alpine Testing Solutions, to ensure the validity, reliability, and integrity of the examination process.

The Brookbush Institute has engaged psychometric consultants to support all domains, tasks, test items, and test forms. There is ongoing evaluation and collaboration with these consultants to assess item performance, reliability of scores, decision consistency, and standard error measurement across all test forms delivered.

5.6 Examination Development and Maintenance Security Policy

The Brookbush Institute maintains strict policies and procedures to ensure the security of all examination materials throughout their lifecycle, including development, storage, delivery, and maintenance.

Item Development and Review

- All test items are developed in collaboration with Alpine Testing Solutions under secure, controlled conditions
- Subject Matter Experts (SMEs) participating in item development are required to sign confidentiality and conflict-of-interest agreements prior to engagement
- All item drafts, revisions, and final versions are handled exclusively through secure platforms and are not stored on local devices or transmitted through unsecured channels
- Alpine conducts psychometric analysis of all items to ensure fairness, reliability, and protection against item exposure

Examination Storage and Access

- Finalized test items and examination forms are securely stored within the testing platform
- Access to examination content is strictly limited to authorized personnel
- The program maintains access control logs to track access and modifications

Examination Delivery and Maintenance

- The examination is administered using secure proctoring protocols, including identity verification, monitoring, and controlled testing environments
- Test forms are randomized and regularly rotated to minimize item exposure
- Retired items are archived securely and removed from active use

Ongoing Security Oversight

- Examination content is reviewed to ensure continued validity and protection against compromise
- Vendor compliance with security standards is monitored through contracts and ongoing oversight
- Any breach or suspected compromise is subject to investigation and remediation, including item retirement, candidate review, or disciplinary action

5.7 Pretest (Unscored) Questions

The examination includes 10 unscored pretest questions, which are used to evaluate new test items.

- Pretest questions do not impact a candidate's score
- Candidates are not informed which questions are pretest items
- Data collected is used to support future exam development and quality assurance

5.8 Scoring and Passing Standard

The CPT certification examination is scored on a pass/fail basis. The passing standard is established through a formal standard-setting process designed to identify the level of performance expected of a minimally qualified candidate (MQC).

Standard Setting Methodology

The passing score for the CPT examination was established using the Modified Angoff standard-setting method, a widely accepted and psychometrically sound approach in credentialing.

A panel of qualified subject matter experts (SMEs), facilitated by a psychometric consultant, participated in a structured standard-setting workshop. During this process:

- SMEs evaluated each test item and estimated the probability that a minimally qualified candidate would answer the item correctly
- Ratings were conducted over multiple rounds, allowing SMEs to refine their judgments
- Panel discussions and additional data, including beta candidate performance data, were used to support and inform final ratings

This structured process ensured that the recommended passing standard was valid, defensible, and aligned with professional expectations.

Passing Score Determination

Based on the results of the standard-setting study, the passing score was established using a statistical approach designed to ensure fairness and defensibility.

The operational passing standard was set at 57%, representing the mean panel rating minus two standard deviations.

This approach:

- Reflects the expected performance of a minimally qualified candidate
- Accounts for variability in SME judgments
- Ensures the passing score is both psychometrically justified and equitable

Ongoing Standard Review

The Certification Program maintains the relevance and validity of the passing standard through periodic review.

- Formal standard-setting studies are conducted at least every five (5) years, typically aligned with reaccreditation cycles
- Reviews may occur more frequently if significant changes in professional practice or examination content warrant reevaluation
- This process ensures alignment with current industry expectations and the competencies identified in the Job Task Analysis (JTA)

Ongoing Psychometric Monitoring

In addition to periodic standard-setting studies, the Certification Program conducts continuous psychometric evaluation of examination items and test forms.

This includes analysis of:

- Reliability
- Item difficulty
- Discrimination indices
- Fairness and performance trends

Results are reviewed by the Certification Governing Board and/or psychometric consultants to ensure ongoing exam quality and integrity.

Each examination includes unscored pretest items, which are:

- Evaluated across multiple administrations
- Analyzed for statistical performance
- Used to support future exam development and form construction

Psychometric Oversight

All standard-setting activities and passing score determinations are conducted in collaboration with qualified psychometric consultants.

The methodologies used are based on generally accepted psychometric principles and are consistent with the purpose and intended use of the certification examination.

5.9 Score Validity and Fairness

All examination items and test forms undergo psychometric analysis to ensure the validity, reliability, and fairness of the assessment.

These processes ensure:

- Consistency in scoring across all candidates
- Equitable evaluation across different versions of the examination
- Alignment with the defined level of competence required for certification

While individual exam forms may vary slightly in difficulty, all forms are developed and evaluated using research-based psychometric methods. Passing standards are established and maintained through the application of industry-accepted methodologies and psychometric expertise.

These practices ensure that:

- All candidates are evaluated against the same standard of competence
- Examination outcomes are fair, consistent, and defensible
- A candidate who meets or exceeds the passing standard will achieve a passing result, regardless of the specific exam form administered

5.10 Examination Results

Candidates will receive their examination results immediately upon completion of the exam via the testing platform.

- A passing result indicates that the candidate has met the minimum competency standard required for certification
- A failing result indicates that the candidate did not meet the required standard

Failing the Examination

Candidates who do not achieve a passing score will receive immediate notification through the testing platform.

Candidates are encouraged to review examination domains and job task areas prior to retaking the exam.

Additional information regarding retake eligibility, waiting periods, and fees is outlined in Section 6: Exam Results, Retakes, and Score Validity.

SECTION 6: EXAM RESULTS, RETAKES, AND SCORE VALIDITY

6.1 Examination Results and Records

Official examination results are recorded and maintained by the Certification Program and testing vendor.

6.2 Score Interpretation

- A passing result indicates the candidate has demonstrated the required level of competence
- A failing result indicates the candidate did not meet the required standard

Scores reflect fair and consistent evaluation across all candidates based on established methodologies.

Candidates who do not achieve a passing score receive information indicating that their performance did not meet the established passing standard and are provided guidance to support future examination attempts.

6.3 Retake Policy

Candidates who do not pass the examination may retake the exam.

The retake policy includes:

- A 1-week waiting period following the first unsuccessful attempt
- A 30-day waiting period for any subsequent attempts
- Payment of the applicable retake fee is required for each attempt

The waiting period is intended to:

- Allow candidates time to review and improve knowledge
- Protect exam integrity
- Prevent memorization of test content

Attempts to circumvent the retake policy (e.g., registering under a different name) are prohibited and may result in denial or revocation of certification.

The retesting policy is designed to protect examination security, minimize item exposure, and ensure that candidates are evaluated based on competence rather than recall of specific test content.

6.4 Examination Irregularities and Score Review

Examination results may be reviewed if an irregularity occurs during testing.

Examples of irregularities include:

- Technical disruptions or connectivity issues
- Proctoring or administration errors
- Environmental issues that impact exam delivery

Candidates who believe an irregularity affected their exam may submit a request for reconsideration in accordance with Section 6.6.

6.5 Score Invalidation

The Certification Program reserves the right to invalidate examination results if there is evidence of:

- Violation of exam rules or security policies
- Use of unauthorized materials or assistance
- Identity verification concerns
- Technical or administrative errors that compromise exam integrity

- Statistical or forensic evidence indicating irregular testing behavior

If a score is invalidated:

- The candidate will be notified of the decision
- The reason for invalidation will be provided
- The candidate may be subject to additional actions, including retesting or disciplinary review

6.6 Appeals and Requests for Reconsideration

Candidates may submit an appeal (request for reconsideration) for certain adverse certification decisions.

Appeals may apply to:

- Denial of eligibility
- Examination administration issues or irregularities
- Unsuccessful exam results
- Exam scheduling or vendor-related issues
- Accommodation decisions
- Score invalidation decisions

Submission Requirements

- Appeals must be submitted in writing to:
support@brookbushinstitute.com
- Submission deadline: within 10 business days of the adverse decision
- The request must include:
 - Candidate name and contact information
 - Description of the issue or decision being appealed
 - Explanation of the reason for the appeal
 - Supporting documentation

Review Process

- Appeals are reviewed by the Certification Governing Board or a designated Appeals Committee
- Individuals involved in the original decision will not participate in the review
- All reviewers must disclose conflicts of interest and recuse themselves if necessary

Decision Timeline

- Receipt of the appeal will be acknowledged within 5 business days
- A written decision will be issued within 30 business days, when feasible

Final Determination

All appeal decisions are final.

6.7 Candidate Responsibilities

Candidates are responsible for:

- Ensuring compliance with all examination policies and procedures
- Reporting any testing irregularities promptly
- Providing accurate and complete information in any appeal or reconsideration request

Failure to comply with program policies may result in:

- Invalidation of examination results
- Denial of certification
- Disciplinary action

SECTION 7: APPEALS, COMPLAINTS, AND DISCIPLINARY ACTIONS

7.1 Overview

The CPT Certification Program provides formal processes for candidates and certificants to:

- Submit appeals (requests for reconsideration)
- File complaints
- Understand disciplinary actions and outcomes

These processes are designed to ensure fairness, consistency, and due process in all certification-related decisions.

7.2 Appeals (Requests for Reconsideration)

An appeal is a formal request for reconsideration of an adverse certification decision.

Appeals may apply to:

- Eligibility determinations
- Examination administration issues or irregularities
- Examination results
- Score invalidation decisions
- Accommodation decisions
- Recertification determinations

Additional details related to examination-specific appeals are outlined in Section 6.

Grounds for Appeal

Appeals must be based on one or more of the following:

- Procedural error or failure to follow established policies
- Technical or administrative issues that may have affected the outcome
- New, relevant information not previously available
- Evidence of bias, conflict of interest, or unfair treatment

Submission, Review, and Decision Process

Candidates may also submit an appeal using the official Appeals and Complaints Form:

[Appeal Form](#)

Submission requirements:

- Submitted within 10 business days of the adverse decision
- Include:
 - Candidate name and contact information
 - Description of the decision being appealed
 - Detailed explanation of the reason for the appeal
 - Supporting documentation

Review process:

- Appeals are reviewed by the Certification Governing Board or a designated Appeals Committee
- Individuals involved in the original decision will not participate in the review
- All reviewers must disclose conflicts of interest and recuse themselves if necessary

Decision and timeline:

- Receipt of the appeal will be acknowledged within 5 business days
- A written decision will be issued within 30 business days, when feasible
- The decision will include:
 - Outcome of the appeal
 - Rationale for the decision

All appeal decisions are final.

7.3 Complaints

A complaint is a formal expression of dissatisfaction related to the certification program, its processes, personnel, or vendors.

Complaints may include:

- Examination administration concerns
- Customer service or communication issues
- Vendor performance concerns
- Ethical concerns related to certification activities

Submission, Review, and Resolution Process

Candidates may also submit an appeal using the official Appeals and Complaints Form:

[Appeals and Complaints](#)

Submission requirements:

- Name and contact information
- Description of the issue
- Relevant dates and details
- Supporting documentation, if applicable

Review process:

- Complaints are reviewed by Certification Program staff and/or the Certification Governing Board, depending on the nature of the issue
- Complaints are documented and evaluated for impact and required action

Complaints may result in:

- Process review
- Corrective action
- Referral to the disciplinary process, if applicable

Resolution:

- Complaints are addressed in a timely and appropriate manner
- Candidates will be notified of the outcome within 30 days

7.4 Disciplinary Actions

The Certification Program maintains a disciplinary process to address violations of certification policies, ethical standards, or examination security requirements.

Disciplinary action may be taken against candidates or certificants who engage in misconduct.

Grounds for Disciplinary Action

Disciplinary action may be initiated for:

- Violation of examination rules or security procedures
- Falsification or misrepresentation of information
- Misuse of certification credentials
- Failure to comply with certification policies
- Ethical violations related to professional conduct

Process, Actions, and Notification

Process:

- Allegations of misconduct are reviewed and investigated
- The individual may be asked to provide additional information
- The Certification Governing Board or designated body determines appropriate action

Possible actions include:

- Warning or reprimand
- Invalidation of examination results
- Denial of eligibility
- Suspension of certification
- Revocation of certification

Actions are determined based on the severity and nature of the violation.

Notification:

Individuals subject to disciplinary action will be notified in writing of:

- The nature of the violation
- The decision and action taken
- Any applicable next steps

Disciplinary decisions may be appealed in accordance with the Appeals process outlined in Section 7.2.

7.5 Confidentiality and Impartiality

All appeals, complaints, and disciplinary matters are handled in a confidential and impartial manner.

- Information is shared only with individuals involved in the review process
- Conflicts of interest are disclosed and managed through recusal
- Decisions are made independently and without undue influence

SECTION 8: CERTIFICATION AWARD & USE OF CREDENTIAL

8.1 Award of Certification

Certification is granted to candidates who:

- Meet all eligibility requirements
- Successfully pass the CPT certification examination
- Comply with all certification policies and procedures

Upon successful completion of these requirements, the candidate is awarded the **Brookbush Institute Certified Personal Trainer (CPT)** credential.

Certification is issued only after all requirements have been verified and approved by the Certification Program.

8.2 Certification Status

Individuals who are awarded the CPT credential are considered certified and may use the designation for the duration of their active certification period.

The CPT certification is valid for a period of two (2) years from the date of certification.

Certification status must be maintained through compliance with recertification requirements outlined in Section 9.

8.3 Use of the CPT Credential

Certified individuals may use the CPT credential to indicate that they have met the certification requirements.

Proper use includes:

- Listing the credential as “CPT” after the individual’s name
- Using the credential in professional communications, resumes, and marketing materials
- Representing certification accurately and truthfully

The credential must only be used while certification is active and in good standing.

8.4 Prohibited Use of the Credential

The CPT credential may not be used:

- By individuals who have not earned the certification
- By individuals whose certification has expired, lapsed, suspended, or been revoked
- In a misleading or deceptive manner
- To imply expertise beyond the defined scope of certification
- To suggest endorsement by the Brookbush Institute beyond certification status

Misuse of the credential may result in disciplinary action.

8.5 Certification Verification

The Certification Program maintains an authoritative roster of certificants, which includes the following status designations:

- Active
- Lapsed
- Suspended
- Revoked

This roster serves as the official record of certification status.

The Certification Program provides a method for third parties, including employers and members of the public, to verify an individual's certification status.

Verification may include:

- Name of certificant
- Certification status
- Certification expiration date

Certification status may be verified through:

- An online directory (if available), or
- Direct request to the Certification Program via the support team

All information is shared in accordance with applicable confidentiality policies and legal requirements.

8.6 Suspension, Revocation, Loss of Certification, and Use of Credential

Certification may be suspended, revoked, or otherwise withdrawn if an individual:

- Violates certification policies or procedures
- Engages in misconduct or unethical behavior
- Misuses the certification credential or designation
- Fails to meet recertification requirements

Decisions regarding suspension or revocation are made in accordance with the disciplinary process outlined in Section 7.

Code of Ethics and Credential Use

The Brookbush Institute Code of Ethics requires certificants to:

- Accurately and truthfully represent their qualifications
- Avoid misleading or deceptive claims
- Comply with all certification program policies

Misuse of the Certified Personal Trainer (CPT) designation constitutes a violation of the Code of Ethics and may result in disciplinary action, including suspension or revocation of certification and loss of the right to use the CPT credential.

Examples of misuse include:

- Use of the credential while certification is inactive, lapsed, suspended, or revoked
- Implying endorsement, licensure, or legal authority not granted by the certification

Credential Use Policy (Designation and Mark)

The CPT designation is a professional credential and must be used in accordance with the following requirements:

Eligibility for Use

- Only individuals who have successfully passed the examination and maintain active certification status may use the CPT designation

Active Certification Status

- Certification is valid for two (2) years from the date of certification
- Continued use requires completion of at least 20 continuing education (CE) contact hours every two (2) years
- Pay recertification fee

Permitted Use

The credential must be displayed in the following format:

- "First Last, CPT"

The designation:

- May not be altered, abbreviated, or stylized
- May not be combined or stacked with other titles in a way that implies additional credentials not awarded by the Certification Program

Prohibited Use

The following uses are strictly prohibited:

- Use of the CPT designation when certification is lapsed, suspended, or revoked
- Claims that the CPT credential confers licensure or legal authorization to practice
- Claims that the Brookbush Institute endorses a business, product, service, or clinical method based on an individual's certification status

Cessation of Use Requirement

Upon lapse, suspension, or revocation of certification, individuals must:

- Immediately cease use of the CPT designation
- Remove the credential from:
 - Professional biographies
 - Websites
 - Marketing materials
 - Email signatures
 - Social media profiles

This must be completed within five (5) business days of notification.

8.7 Reinstatement of Certification

Individuals whose certification has been suspended or revoked may be eligible for reinstatement under limited conditions.

Reinstatement may require:

- Submission of a formal request for reinstatement
- Review and approval by the Certification Governing Board
- Compliance with any corrective actions or conditions imposed
- Retaking and passing the certification examination, if required

Individuals whose certification has expired (lapsed) are not eligible for reinstatement and must reapply as new candidates.

All reinstatement decisions are made on a case-by-case basis and are final.

8.8 Representation of Certification

Certification signifies that an individual has met the minimum competency requirements established by the CPT Certification Program.

Certification does not:

- Grant a license to practice
- Guarantee employment or job performance
- Replace applicable legal, regulatory, or professional requirements

Certified individuals are responsible for practicing within their scope and complying with all applicable laws and regulations.

SECTION 9: RECERTIFICATION

9.1 Purpose of Recertification

Recertification ensures that certified individuals remain competent and current in the fields of fitness and wellness.

The recertification process:

- Supports alignment with evidence-based practices and evolving programming standards
- Promotes ongoing professional development and skill enhancement
- Protects public safety by ensuring continued competency
- Reinforces confidence in the certification and the individuals who hold it

Recertification also aligns with industry expectations and accreditation requirements.

9.2 Certification Cycle

The CPT certification is valid for a period of two (2) years from the date of certification.

Certificants must complete all recertification requirements within this two-year cycle to maintain active certification status.

The two-year recertification cycle is based on the rate of change in fitness science, programming methodologies, and professional practice expectations, ensuring certificants maintain current and relevant competencies.

9.3 Recertification Requirements

To maintain an active certification status, certificants must complete **one (1) of the following renewal pathways** prior to their certification expiration date:

Option 1: Examination

- Successfully pass the certification examination again within **two (2) years** of the previous passing score.

Option 2: Brookbush Institute Continuing Education

- Complete a minimum of 20 continuing education credits (CECs) through courses offered by Brookbush Institute.

Option 3: External Continuing Education

- Submit documentation of 20 contact hours completed through courses offered by NCCA-accredited organizations.

The Certification Program reserves the right to review and approve or deny CEU activities.

9.4 Continuing Education (CEU) Completion

Certificants are responsible for:

- Registering for and maintaining access to the Brookbush Institute LMS
- Completing required CEU activities within the certification cycle
- Ensuring all CEU requirements are fulfilled prior to certification expiration

Each CPT credential holder must register for an account in the Brookbush Institute LMS, where they can access and complete CEU courses at their convenience. Completion of any approved CEU course within the LMS will automatically reset the two-year renewal period.

It is the certified professional's sole responsibility to track and document all CEU activity. Those who do not meet renewal requirements by their deadline will be notified, and their credentials will lapse.

Reinstatement requires purchasing and successfully completing the certification exam again.

CEU activities are designed to support continued learning, professional growth, and competency in personal training practice.

9.5 Recertification Process

To maintain certification, certificants must:

- Complete the required CEUs within the two-year certification cycle
- Maintain compliance with certification policies
- Pay \$299 recertification fee
- Complete the renewal application and certificant code of ethics/agreement

Failure to meet all requirements prior to the expiration date will result in certification lapse.

9.6 Certification Expiration and Lapse

Certification will lapse if recertification requirements are not completed within the designated timeframe.

Individuals with lapsed certification:

- May not use the CPT credential
- Are no longer recognized as certified
- Must cease representing themselves as certified

Certificants may be notified prior to expiration; however, it is the certificants responsibility to track certification status and renewal deadlines.

9.7 Reinstatement of Certification

Individuals whose certification has lapsed are not eligible for renewal.

To regain certification, individuals must:

- Reapply for certification
- Successfully complete and pass the certification examination

Reinstatement through continuing education is not permitted after certification has expired.

9.8 Denial of Recertification

Recertification may be denied if:

- CEU requirements are not completed
- Certification policies are not followed
- Information provided is incomplete or inaccurate
- Non-payment of recertification fees
- Documented violation of Code of Ethics and/or Certificant Agreement

Certificants may appeal recertification decisions in accordance with the Appeals process outlined in Section 7.

9.9 Certificant Responsibilities

Certificants are responsible for:

- Tracking their certification expiration date
- Completing all recertification requirements within the required timeframe
- Maintaining accurate contact information with the Certification Program

Each CPT credential holder must register for an account in the Brookbush Institute LMS, where they can access and complete CEU courses at their convenience. Completion of any approved CEU course within the LMS will automatically reset the two-year renewal period.

It is the certified professional's sole responsibility to track and document all CEU activity. Those who do not meet renewal requirements by their deadline will be notified, and their credentials will lapse.

Reinstatement requires purchasing and successfully completing the certification exam again.

Failure to meet these responsibilities may result in lapse of certification.

SECTION 10: PROGRAM POLICIES

10.1 Overview

The CPT Certification Program operates in accordance with established policies designed to ensure:

- Fairness and consistency in certification decisions
- Protection of candidate and certificant information
- Integrity and impartiality of certification activities

These policies support the overall quality and credibility of the certification program.

10.2 Confidentiality and Release of Information

Information about a prospective candidate or candidate will only be released to that individual unless disclosure to a third party is authorized in writing by the individual or required by law. All personal information submitted by candidates is considered confidential.

Access to individual records is restricted to the prospective candidate and authorized administrative personnel, unless express written permission has been obtained from the individual or disclosure is required by a court order or other legal process.

All individuals employed by or consulting with Brookbush Institute are required to sign non-disclosure agreements (NDAs) to ensure the confidentiality and protection of candidate information.

Access to individual examination results and grade records is limited to the web services provider, Kryterion, and authorized administrative personnel within Brookbush Institute.

Board members and subject matter experts are also required to sign NDAs that prohibit:

- Disclosure of confidential examination materials
- Development or delivery of preparatory courses that could compromise the integrity of the certification examination

Definition of Confidential Information

Confidential information includes, but is not limited to:

- Legal or financial data
- Candidate application and personal information
- Examination content, security protocols, results, and individual scoring data
- Documents and materials related to the certification program
- Examination development and maintenance information
- Additional sensitive information (e.g., licensure or financial records), which is protected and accessible only on a need-to-know basis by authorized staff and contractors who have signed NDAs, are authorized in writing by the individual, or as required by law

Certification Verification

Brookbush Institute provides verification of certification status to the public. Verification may include:

- Name of the certificant
- Credential held

- Certification status (e.g., Active, Lapsed, Suspended, Revoked)
- Certification expiration date

No additional personal, examination, or application-related information will be disclosed without the individual's written authorization, unless required by law.

10.3 Impartiality

The CPT Certification Program is committed to maintaining impartiality in all certification activities.

To ensure objectivity:

- Certification decisions are made independently of education or training activities
- Individuals involved in certification decisions are required to disclose conflicts of interest
- Conflicts of interest are managed through appropriate measures, including recusal

The Certification Program operates free from undue influence to ensure fair and equitable treatment of all candidates.

10.4 Separation from Education and Training

The Certification Program is independent from any education or training programs offered by the Brookbush Institute.

- Participation in training or educational programs is not required for certification
- Completion of courses does not guarantee certification
- Certification decisions are based solely on established eligibility requirements and examination performance

This separation ensures fairness and equal access for all candidates.

10.5 Records and Data Management

The Certification Program maintains records related to applicants, candidates, certificants, and examination activities to support accurate certification decisions, program oversight, and compliance with accreditation requirements.

Records are maintained in secure systems and protected from unauthorized access. Access to records is limited to authorized personnel in accordance with confidentiality and data protection policies.

The Certification Program retains records in accordance with established retention schedules that comply with applicable legal and accreditation requirements.

Records maintained include, but are not limited to:

- Candidate application and eligibility documentation
- Examination results and score records

- Certification status and recertification records
- Examination development, validity, and reliability documentation
- Security, irregularity, and disciplinary records

Records related to examination development, validity, and reliability are retained for a period sufficient to support accreditation, audit, and program quality assurance requirements.

Records are securely stored, maintained, and disposed of in accordance with program policies and applicable regulations.

10.6 Policy Updates

Certification policies and procedures are reviewed periodically and may be updated as needed.

Updates to policies will be communicated to candidates and certificants as appropriate.

10.7 Questions and Contact Information

Candidates and certificants may contact the Certification Program for questions related to certification policies and procedures.

Email: support@brookbushinstitute.com