

# ACSM Certification Guidebook

Certification Maintenance  
Policies & Procedures

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## Section I:

# Welcome to ACSM

## ACSM Certification and Registry Boards

The American College of Sports Medicine (ACSM) serves as the **largest sports medicine and exercise science organization in the world**. With more than 16,000 members and 34,000 certified professionals worldwide, ACSM remains dedicated to advancing and integrating scientific research to provide educational and practical applications of exercise science and sports medicine.



Representing 70 occupations within the sports medicine field, ACSM is the only organization that offers a 360-degree view of the profession. From academicians to students and from personal trainers to physicians, our association of sports medicine, exercise science and health and fitness professionals seeks to help people worldwide live longer, healthier lives.

The ACSM Committee on Certification and Registry Boards (CCRB) oversees ACSM's certification programs. The CCRB is an independent body within ACSM charged with developing, administering and maintaining ACSM's professional certification programs.

### CCRB Mission Statement

To develop, maintain and administer accredited certification programs and provide top-quality opportunities for lifelong career development.

### CCRB Vision

To position health fitness professionals as an essential member of the health care continuum by being the global leader in credentialing, continuing competence and ethics.

## Benefits of ACSM Certification

Now that you're certified, be sure to take full advantage of the wide range of professional benefits. From marketing support, to research and techniques, to continuing education, and additional certifications, ACSM is dedicated to providing you a path forward in helping people live longer, healthier lives

### The latest health fitness research and techniques

ACSM is dedicated to advancing and integrating scientific research to provide educational and practical applications of exercise science and sports medicine – in short, ACSM certified professionals strive to help people live longer, healthier lives, which means keeping up with the latest research, the newest developments, and the science behind fitness and sports medicine.

#### Benefits include:

- Complimentary subscription to the monthly ACSM Certified e-News
- Discounts to ACSM's International Health & Fitness Summit and other conferences
- Discounts on ACSM books
- Access to ACSM's certification blog – written for and by fitness professionals

### Continuing education opportunities [see Section IV for more details]

Life is busy! Whether your routine is a pre-dawn training run or a late night in the lab, continuing education shouldn't be locked away and limited to a specific time or place. For your convenience, you have easy access to a variety of affordable professional development opportunities to keep your skills current and provide a simple path to renewing your certification every three years.

#### Benefits include:

- Online continuing education courses
- CEC information with each issue of ACSM Certified e-News
- In-person seminars and online webinars
- Workshops and conferences
- Article submission to ACSM publications

### Career advancement and marketing support [see Section I for more details]

Whether you're freelancing as a personal trainer, working in an established research institution, or just beginning your career as an exercise professional, ACSM wants to provide the materials, professional network, and career assets that you need in order to land your dream job, excel at serving your clients and employers, and demonstrate the value behind the ACSM certification.



**Benefits include:**

- Access to the Career Center: post a resume, apply for jobs, and get alerts
- Placement on the United States Registry of Exercise Professional (USREPS)
- Industry discounts

**Statement of Non-discrimination**

The American College of Sports Medicine strives to comply with all applicable federal and state laws. It does not knowingly violate such laws in its employment activities, membership policies, membership programs, educational activities, certification matters or program funding, nor knowingly discriminates on the basis of race, religion, color, gender, sexual preference, military status, age, national or ethnic origin, disability or handicap. It attempts to make its programs equally accessible to all persons regardless of disability. ACSM also follows a Privacy Policy (Appendix H), as well as Public Disclosure and Certification Confidentiality policies (Appendix G).

**Programmatic and Personnel Accreditation**

Accreditation is the process in which a third party independently verifies that a program or organization can uphold its obligations to adequately support its stakeholders and/or keep the public safe. There are two main accreditation types that are related to the exercise and fitness industry: (1) programmatic accreditation and (2) personnel accreditation. Each accreditation type contributes to the development, assessment and growth of exercise professionals. ACSM believes that formalized exercise science education and continuing professional development are cornerstones of competent exercise professionals.



Programmatic accreditation ensures that education programs adequately prepare candidates and students for the workforce. Academic accrediting agencies develop evaluation criteria in accordance with standards and conduct evaluations to assess whether those criteria are met. The Committee on Accreditation for the Exercise Sciences (CoAES) was established in April 2004 under the auspices of the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Programmatic accreditation through CAAHEP is specifically intended for Exercise Science or related departments (e.g., Physical Education, Kinesiology, etc.) with a professional preparation tract designed for students seeking employment opportunities in the health, fitness and exercise industry.



Personnel accreditation provides impartial, third-party validation that a certification program has met recognized international credentialing standards for development, implementation and maintenance of certification programs. Professional competency is validated through written and/or performance assessments, and it is independent of formalized education or training. The National Commission for Certifying Agencies (NCCA) is an independent, non-governmental agency that accredits certification programs in a variety of professions to

ensure the health, welfare and safety of the public. The NCCA reviews the certification organization's procedures, protocols and operations, and determines if the certification properly discriminates between those who are qualified and those who are not qualified to be awarded the respective credential. The ACSM-CPT®, ACSM-EP® and ACSM-CEP® certification programs earned initial accreditation by the NCCA between 2006 and 2007.

**ACSM Professional Certifications**

ACSM develops and administers four professional certification programs, each with a unique population and/or programming focus. The professional certifications assure that candidates and certificants: (1) comply with eligibility requirements and (2) meet a minimum level of competence (i.e., knowledge and skills) attributed to a specific ACSM credential. The roles of the core certification programs are described below.

**Certified Group Exercise Instructor® (ACSM-GEI®)**

The ACSM Certified Group Exercise Instructor (ACSM-GEI®) is a fitness professional who safely teaches, leads and motivates individuals through intentionally-designed, effective exercise classes. These instructors provide safe instruction across many class types and equipment sets, from choreographed fitness classes to HIIT and beyond.

**Certified Personal Trainer® (ACSM-CPT®)**

The ACSM Certified Personal Trainer® (ACSM-CPT®) is qualified to plan and implement exercise programs for healthy individuals or those who have medical clearance to exercise. The ACSM-CPT® facilitates motivation and adherence, as well as develops and administers programs designed to enhance muscular strength, endurance, flexibility, cardiorespiratory fitness, body composition and/or any of the motor skill-related components of physical fitness.

**Certified Exercise Physiologist® (ACSM-EP®)**

An ACSM Certified Exercise Physiologist® (ACSM-EP®) works with apparently healthy clients and those with medically controlled diseases to establish safe and effective exercise and healthy lifestyle behaviors to optimize both health and quality of life. The ACSM-EP® conducts preparticipation health screenings, submaximal graded exercise tests, strength, flexibility and body composition assessments.

**Certified Clinical Exercise Physiologist® (ACSM-CEP®)**

An ACSM Certified Clinical Exercise Physiologist® (ACSM-CEP®) is a health professional who utilizes prescribed exercise and basic health behavior interventions, as well as promotes physical activity for individuals with chronic diseases or conditions. The ACSM-CEP® provides primary and secondary prevention strategies designed to improve, maintain or attenuate declines in fitness and health in populations ranging from children to older adults. The ACSM-CEP® provides exercise screening, exercise and fitness testing, exercise prescriptions, exercise and physical activity counseling, exercise supervision, exercise and health education/promotion and measurement and evaluation of exercise and physical activity-related outcome measures.

## ACSM Certification Code of Ethics

This Code of Ethics is intended to aid all certified American College of Sports Medicine Credentialed Professionals (ACSMCP) to establish and maintain a high level of ethical conduct, as defined by standards by which an ACSMCP may determine the appropriateness of his or her conduct. Any existing professional, licensure or certification affiliations that ACSMCPs have with governmental, local, state or national agencies or organizations will take precedence relative to any disciplinary matters that pertain to practice or professional conduct.

This Code applies to all ACSMCPs, regardless of ACSM certification status. Any cases in violation of this Code will be referred to the ACSM CCRB Executive Council and the CCRB Ethics subcommittee, and if appropriate the ACSM Committee on Ethics and Professional Conduct as well. The Code of Ethics is found in Appendix I.

## Certification Verification

ACSMCPs that are U.S. based are automatically listed in the U.S. Registry of Exercise Professionals (USREPS).



The [U.S. Registry of Exercise Professionals](https://www.usreps.org/) is an online registry where

employers and the public can positively verify credentials across multiple U.S.-based certification agencies simultaneously. Organizations include the American College of Sports Medicine (ACSM), American Council on Exercise (ACE), Collegiate Strength and Conditioning Association (CSCCa), National Council of Strength and Fitness (NCSF), National Strength and Conditioning Association (NSCA) and the National Council for Personal Trainers (NCCPT). The public may use the registry to identify highly qualified exercise professionals in their area who can provide the leadership and expertise they need to reach their health, fitness or performance goals. ACSM certifications listed in USREPS include Certified Personal Trainer, Certified Exercise Physiologist and Certified Clinical Exercise Physiologist. Certificants may opt-out of USREPS by sending an email to [certification@acsm.org](mailto:certification@acsm.org).



The [Clinical Exercise Physiology Association \(CEPA\)](https://www.cepa.org/) Fellowship

program recognizes CEPA members who have outstanding service to CEPA and the clinical exercise physiology field, have maintained their ACSM clinical exercise credential, and have distinguished professional achievement as a clinical exercise physiology practitioner, researcher, or educator. Individuals apply for CEPA Fellowship and have to meet minimum benchmarks for consideration.

CEPA aims to advance the clinical exercise physiology profession through advocacy, education, and career development. Clinical exercise professionals work to advance the scientific and practical application of clinical exercise physiology for the betterment of the health, fitness, and quality of life for persons at high risk or living with chronic conditions. More information is available on CEPA and the fellowship program by visiting [CEPA](https://www.cepa.org/).

## Career Center

ACSM offers an online [Career Center](https://www.acsm.org/career-center) for certified professionals and employers. The Career Center has the following resources:

- Resume posting
- Job alerts
- Professional resume & cover letter assistance.
- Vet previous employers with reference checking
- Career coaching services

## Identity Marks

Below are the approved acronyms for each of the four, primary certifications.

- ACSM Certified Group Exercise Instructor® (ACSM-GEI®)
- ACSM Certified Personal Trainer® (ACSM-CPT®)
- ACSM Certified Exercise Physiologist® (ACSM-EP®)
- ACSM Certified Clinical Exercise Physiologist® (ACSM-CEP®)

To download the “ACSM certified” logo to use in your own career and marketing efforts, contact [certification@acsm.org](mailto:certification@acsm.org). By placing the logo on business cards, letter and e-mail signatures, websites, and more, you’ll be letting the world know that you are a part of the premiere health fitness certification. Quickly let potential employers, new clients and colleagues know that you’re an ACSM certified professional.

ACSM does not distribute hard-copy certificates. Professionals may purchase a physical certificate copy or wallet card through the American Registry. Certified professionals may access a free jpeg certification certificate by visiting the [American Registry](https://www.americanregistry.org/) or emailing ACSM at [certification@acsm.org](mailto:certification@acsm.org).

American Registry provides ACSM certified professionals with a downloadable, PDF of the certification certificate. They offer one-of-a-kind display options to showcase your achievements. Personalized links are sent in the first onboarding email to certified professionals.

## Discounts from ACSM retail partners

ACSM offers certified professionals a wide array of retail and product discounts. For the most up to date listing of discounts, visit our [website](https://www.acsm.org/retail-partners).

## Section II:

# Recertification

## Recertification Requirements and Fees

The required continuing education credits vary between **45 and 60 CECs**, and fees vary between **\$60 and \$70**. CECs must be accrued during the current certification cycle and cannot be applied to future (or past) cycles. To avoid the \$80 late fee, complete recertification by 11:59 p.m. EST on the expiration date. Prices are in \$ (USD).

## Maintaining ACSM Certification

ACSM certifications are valid for three years. Candidates certified prior to 2025 have an expiration date of December 31. Candidates newly certified in 2025 have an expiration date of three years from the date of initial certification. Continuing education credits (CEC) are required to maintain ACSM certification. Additionally, maintenance of current CPR/AED certification is required.

ACSM certificants may access their MyACSM Portal at any time to check the status and expiration dates of their certification(s), upload and verify CEC information on file and upload current CPR/AED certificate.

### Recertification Fees

	CECs Required	Recertification Fees (starting Feb. 20, 2025)
ACSM Certified Group Exercise Instructor® (ACSM-GEI®)	45	\$60
ACSM Certified Personal Trainer® (ACSM-CPT®)	45	\$60
ACSM Certified Exercise Physiologist® (ACSM-EP®)	60	\$70
ACSM Certified Clinical Exercise Physiologist® (ACSM-CEP®)	60	\$70
Late Fee		\$80

### Recertification Options

#### Option 1:

(1) Accumulate and report CECs within the appropriate certification period

(2) Maintain a current CPR and AED certification

(3) Pay the recertification fee by expiration date of the CEC reporting cycle

#### Option 2:

(1) Meet the current certification requirements

(2) Retake and pass the certification exam before the expiration date of the CEC reporting cycle

ACSM certificants must access their MyACSM Portal to self-report their CECs and complete recertification online.

## Continuing Education Tracking

Certificants are responsible for self-reporting and uploading (including support documentation of participation, attendance, etc.) their continuing education and professional development activities at their MyACSM Portal. Full CEC guidelines are available in Appendix A. Documentation should only be sent to ACSM if selected for a recertification audit.

Different professional organizations offer continuing education credits; commonly called CECs (continuing education credits) and CEUs (continuing education units). Although each has a different contact hour requirement, most CECs require one contact hour of professional activity for one credit. ACSM recognizes one CEC per contact hour of education.

**MyACSM Portal:** [click here](#)

## Contact Information

Please contact ACSM Certification via phone at (317) 637-9200 or email at [certification@acsm.org](mailto:certification@acsm.org).

Step-by-step recertification instructions can be found in Appendix J of this document (pages 22-23).



## Recertification Audit

**Certificants must retain evidence of all CECs earned for the reporting cycle.** Examples of documented proof include certificate copies, letters of attendance with CEC verification, transcripts, first page of an article or manuscript showing author, title, publication name, etc. To ensure high standards of competency and continuing education, ACSM will audit 10% of recertifications submitted for each certification. Audited certificants are required to provide documentation of all CECs to the ACSM National Office within 30 days of notification.

ACSM automatically adds CECs earned from ACSM Online Learning and ACSM meetings to the certificant's record; including, IDEA & ACSM Health & Fitness Summit, Annual Meeting, Integrative Physiology of Exercise, Sports Medicine Essentials and Advanced Team Physician Course.

Audit documentation is reviewed for validity by the CCRB Continuing Professional Education (CPE) Subcommittee. If the recertification is complete and the appropriate number of CECs are self-reported, the professional will be notified that the credential is valid until the next recertification due date. If the submission of CECs is determined to be insufficient, an appropriate amount of time will be allowed for the professional to earn additional, acceptable CECs.

If the certificant is unable to provide documented proof within 30 days, certification will be considered inactive, and the individual will have six months to complete the recertification process by providing the documentation or by obtaining new CECs.



## Section III:

# Expired Certification

## Grace Period and Late Recertification

Certificants who fail to complete recertification during their scheduled period are automatically granted a six-month grace period. During the grace period, the certification is considered expired and inactive; these certificants are exempt from receiving any benefits of being certified. Once the late-reporting certificant successfully completes recertification, the next recertification cycle will continue on the original schedule.

Inactive certificants can earn CECs during their grace period. CECs earned during the grace period may not be applied to the next recertification cycle. The late recertification process may be completed on the [MyACSM Portal](#).

Exceptions to the grace period policy are considered on a case-by-case basis for documented cases of serious illness, bereavement, military deployment, natural disasters and other emergencies. In these instances, certificants must contact ACSM at **317-637-9200** or [certification@acsm.org](mailto:certification@acsm.org) to request reinstatement of their certification.

### Reinstatement

Individuals beyond the six-month grace period may be eligible to apply for reinstatement. Expired certificants must provide a complete history of CEC documentation, current CPR/AED certification and pay a reinstatement fee of \$225 USD per certification. All CECs must have been earned during the appropriate recertification cycle. Individuals with lapsed certification who do not have enough CECs to recertify must retake their certification examination; current eligibility rules apply. Email [certification@acsm.org](mailto:certification@acsm.org) for more information. The reinstatement information form is in Appendix D.

Reinstatements are reviewed by the CCRB Continuing Professional Education (CPE) Subcommittee. Candidates will be notified by email if their reinstatement is approved and will be provided information on the next recertification deadline. Incomplete applications or missing CECs will result in an automatic rejection.

### Emeritus Status

Emeritus status allows individuals to be recognized for their professional experience and are no longer a practicing exercise professional.

An emeritus status is available for those who meet the following criteria:

- 65-years-old or older
- Continuously certified for at least 10 years
- Retired (no longer practicing as an exercise professional)

Emeriti professionals are not required to pay fees or obtain CECs to maintain their recognition. The Emeritus Application Form is located in Appendix E and the fee is \$165 USD per certification. If an emeritus professional re-enters the workforce, they must reinstate to active status; the cost of reinstatement is \$165 USD per certification.

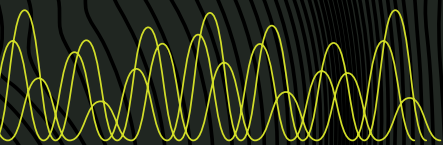




## Section IV:

# Continuing Education Opportunities

Certificants have access to a variety of affordable professional development opportunities to keep their skills current and provide a simple path to renew their certification every three years. ACSM has an extensive Approved Provider Program and accepts self-reported activities and non-ACSM CECs as long as the content is directly related to ACSM certifications. Full CEC guidelines are available in Appendix A.



## ACSM Online Learning

ACSM Online Learning provides high-quality asynchronous educational opportunities for certified health and fitness professionals around the world. The convenient online self-tests cover a wide variety of fitness education and continuing education topics and are continually updated. All CEC opportunities are available completely online, are self-paced and are offered at different credit and price levels.

Preview and purchase CEC credit opportunities at <https://www.acsm.org/learn-develop-professionally>.

Have questions about ACSM Online Learning? Email [onlinelearning@acsm.org](mailto:onlinelearning@acsm.org).

## ACSM's International Health & Fitness Summit

ACSM invites you to learn from the world's top exercise science experts at ACSM's International Health & Fitness Summit. Exercise your body and mind through inspiring keynote sessions, hands-on workshops, stimulating lectures and vigorous Master Class workouts. A broad range of opportunities for continuing education credits will keep you at the top of your game. View the schedule, registration information, program tracks and more at <https://www.acsm.org/health-fitness-summit>.

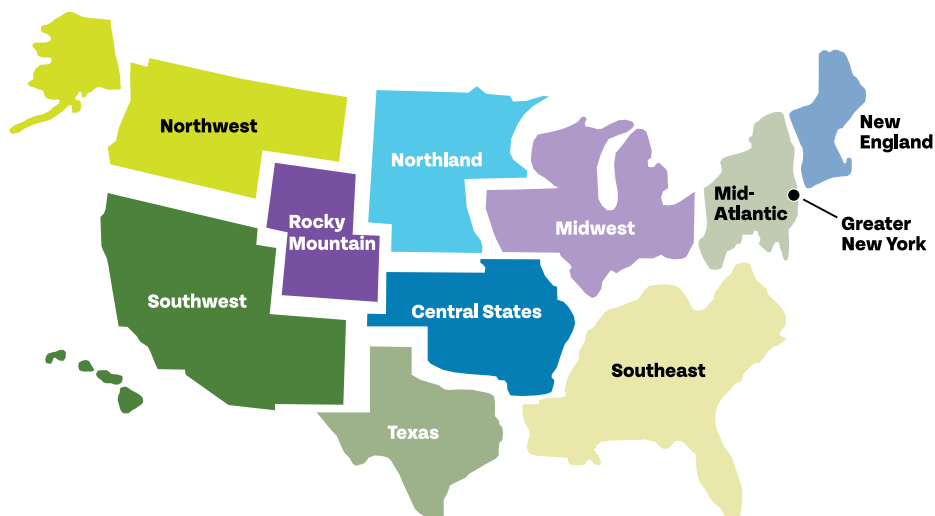
## ACSM's Annual Meeting

At ACSM's Annual Meeting, World Congress on Exercise is Medicine® and World Congress on the Basic Science of Exercise you'll find sessions covering virtually every aspect of sports medicine, exercise science and the benefits of physical activity. Internationally recognized as the place to hear leading experts and learn about the latest research, this conference brings science and practice together. Thousands of industry professionals from around the globe make the ACSM Annual Meeting their preferred conference. View the schedule, registration information, program tracks and more at <https://www.acsm.org/annual-meeting/annual-home>.

## ACSM Regional Chapters

Twelve regional chapters throughout the United States ensure easy access to local educational meetings. Enjoy unmatched opportunities to network with professionals and students close to home.

<https://www.acsm.org/acsm-membership/regional-chapters/find-my-chapter-chapter-membership>



## ACSM Approved CEC Providers



ACSM has more than 100 approved CEC providers who deliver educational opportunities in-person and via home study options. Certificants will find a wide variety of fitness education and continuing education topics that fit most interest areas. Approved Providers and their content reflect the concepts of their respective organizations and may not directly represent the positions or policies of ACSM. ACSM does not post CECs earned through approved providers in the certificant's online MyACSM Portal. Candidates must manually add CECs through the [MyACSM Portal](#). View ACSM's pre-approved providers at [our website](#).

## Non-ACSM-approved CEC

CECs may be applied to recertification that are not pre-approved by ACSM. For CECs to be accepted, they must be directly related to your ACSM certification, and the education provider must have a governing body or major fitness organization's CEC approval (e.g., ACE, NASM, NSCA, AFAA), even if ACSM is not listed. Please contact the organization to determine the number of contact hours awarded. ACSM awards one (1) CEC per contact hour of participation.

ACSM does not post CECs earned through other organizations in the My ACSM Portal. Candidates must manually add non-ACSM CECs using through the [MyACSM Portal](#).

ACSM will only accept CECs earned after a candidate has earned their certification. Workshops or webinars taken prior to gaining certification may not be applied toward recertification.

## Section V:

# Appendices

## Appendix A

### CEC Guidelines

ACSM accepts the following for Continuing Education Credit (CECs):

- ACSM
  - CEC Credit for ACSM Committee Work Policy ([see Appendix K](#))
  - First Aid
  - Conference/Summit/Annual Meeting
  - Regional Chapter event/Annual Meeting
  - Workshop/Training course
  - Online course
  - Webinar (live or recorded)
  - Team Physician Course
  - Scientific roundtable
  - ACSM's *Health & Fitness Journal*® Self-Tests
  - Certifications
    - ACSM CECs can be applied if you have earned a new ACSM certification during the renewal period.
    - Certified Personal Trainer: 10 CECs
    - Certified Exercise Physiologist: 15 CECs
    - Certified Clinical Exercise Physiologist: 15 CECs
- ACSM Education Provider Program
- Non-ACSM
  - CECs must be consistent with the knowledge, skills, or abilities of the ACSM Certification, and the education provider must have a governing body and/or CEC approval by ACE, NASM, NSCA, AAFA or equivalent. ACSM awards one (1) CEC per contact hour of participation.
  - Clinical/hospital grand rounds
  - Distance education or continuing education programs on specific clinical or health and fitness-related topics
  - Professional education meetings from other health-related nationally recognized organizations
  - Continuing education self-tests that offer CECs, CMEs or CEUs from other health-related nationally recognized organizations
  - Training/course offering from other health-related nationally recognized organization (e.g., Zumba®, Wellcoaches®, Pilates, yoga).
- College Credit
  - ACSM awards 10 CECs per college credit hour if the course meets the following criteria: Certificant receives credit for the course after becoming certified, the course grade is a "C" or better and the course content is directly related to the ACSM certification(s). Examples of acceptable courses are exercise science, kinesiology, exercise physiology, human performance, physical education and anatomy.



- Authoring or Co-authoring Book(s), Journal Article(s) or Accepted Abstract
  - Up to ten (10) CECs for authored or co-authored publications in peer-reviewed professional journals, books or accepted abstracts.
- Teaching and Lecturing
  - Up to 15 CECs can be earned by teaching and lecturing per recertification cycle, with a maximum of 5 CECs per year. Support documentation examples include course catalog, course syllabus, letter from supervisor or meeting brochure showing the certificant as a lecturer.
    - *Teaching*: academic teaching at the college level if the content is consistent with the knowledge and/or skills of the ACSM certification(s) and the course is taught at an accredited institution.
    - *Lecturing*: lecture given at the state, regional or national level and/or if CECs are offered for the lecture attendees.
- Advanced Cardiovascular Life Support (ACLS) certification
  - Advanced cardiovascular life support (ACLS) may be applied toward recertification. The number of educational contact hours for ACLS training are equivalent to the number of CECs awarded (i.e., three contact hours = three ACSM CECs). *Note: This does not include the actual completion of the ACLS certification exam.*

CCRB does NOT award CECs for the following activities:

- CEC or CME beyond the scope of practice of ACSM certified professionals
- Basic life support (BLS) or basic CPR
- Audited or non-credit bearing college courses
- Job role duties (personal training or teaching a group exercise class)
- Job shadowing
- Personal development activities (e.g., reading books/articles, watching exercise technique videos)

## Appendix B

### Disciplinary and Appeal Procedures

#### Disciplinary Policy

The following procedures allow individuals to bring complaints concerning the conduct of individuals who are candidates, registrants or certificants of ACSM.

In the event an individual candidate, registrant or certificant violates the Code of Ethics for ACSM Certified and Registered Professionals, certification rules or ACSM policies, the CCRB EC may sanction (which includes reprimand, suspend or revoke a certification).

The grounds for sanctions under these procedures may include, but are not limited to:

1. Violation of the Code of Ethics for ACSM certified professionals.
2. Violation of established ACSM policies, rules and requirements.
3. Conviction of a felony or other crime of moral turpitude under federal or state law in a matter related to the practice of, or qualifications for, employment support services.
4. Gross negligence, willful misconduct or other unethical conduct in the performance of services for which the individual has achieved certification from ACSM.
5. Fraud or misrepresentation in an initial application or renewal application for certification.
6. Irregular behavior that undermines or threatens the integrity of the application, assessment or certification processes of the ACSM CCRB.

Information regarding the complaint process is available to the public via the ACSM website or other published documents. A complete copy of this policy will be made available to any individual upon request.

Actions taken under this policy do not constitute enforcement of the law, although referral to appropriate federal, state or local government agencies may be made about the conduct of the candidate or certificant in appropriate situations. Individuals initially bringing complaints are not entitled to any relief or damages by virtue of this process, although they will receive notice of the actions taken.

#### Complaint Review Process

Complaints may be submitted by any individual or entity. Complaints should be reported to the ACSM CCRB EC in writing and should include the name of the person submitting the complaint, the name of the person the complaint is regarding along with other relevant identifying information, a detailed description of factual allegations supporting the charges and any relevant supporting documentation. Information submitted during the complaint and investigation process is considered confidential and will be handled in accordance with ACSM's confidentiality policy.

Upon receipt and preliminary review of a complaint involving the certification program ACSM's national director of certification in consultation with the CCRB chair may conclude, in their sole discretion, that the submission:

1. Contains unreliable or insufficient information, or
2. is patently frivolous or inconsequential.

In such cases, the national director of certification and CCRB chair may determine that the submission does not constitute a valid and actionable complaint that would justify bringing it before the CCRB EC for investigation and whether there has been a violation of substantive requirements of the certification process. If so, the submission is disposed of by notice from the national director of certification and the CCRB chair to its submitter, if the submitter is identified. All such preliminary dispositions by the chair are reported to the CCRB EC at its next meeting.

Preliminary review will be conducted within 30 calendar days of receipt of the complaint.

If a submission is deemed by the CCRB EC chair to be a valid and actionable complaint, a written notice is provided to the candidate/certificant whose conduct has been called into question. The candidate/certificant whose conduct is at issue shall also be given the opportunity to respond to the complaint. The chair also ensures that the individual submitting the complaint receives notice that the complaint is being reviewed.

### **Complaint Review**

For each complaint that the chair concludes is valid and actionable, the CCRB authorizes an investigation into its specific facts or circumstances to whatever extent is necessary to clarify, expand or corroborate the information provided by the submitter.

The chair notifies the ACSM CCRB Ethics Subcommittee to investigate and make an appropriate determination with respect to each valid and actionable complaint; the ACSM CCRB Ethics Subcommittee may review one or more such complaints as determined by the chair. The ACSM CCRB Ethics Subcommittee initially determines whether it is appropriate to review the complaint under these procedures or whether the matter should be referred to another entity engaged in the administration of law. The timeline for responses and for providing any additional information shall be established by the ACSM CCRB Ethics Subcommittee. The review and investigation will be completed in an appropriate amount of time, not to exceed six months, unless there are extenuating circumstances that require an extended time period. The ACSM CCRB Ethics Subcommittee may be assisted in the conduct of its investigation by other members of the CCRB, ACSM staff or legal counsel. The chair exercises general supervision over all investigations.

Both the individual submitting the complaint and the candidate/certificant who is the subject of the investigation (or his/her employer) may be contacted for additional information with respect to the complaint. The ACSM CCRB Ethics Subcommittee, CCRB EC or ACSM

staff on its behalf, may at its discretion contact such other individuals who may have knowledge of the facts and circumstances surrounding the complaint.

All investigations and deliberations of the ACSM CCRB Ethics Subcommittee and the CCRB are conducted in confidence, with all written communications sealed and marked "Personal and Confidential," and they are conducted objectively, without any indication of prejudgment. An investigation may be directed toward any aspect of a complaint which is relevant or potentially relevant. Formal hearings are not held, and the parties are not expected to be represented by counsel, although the ACSM CCRB Ethics Subcommittee and ACSM may consult their own counsel.

Members of the ACSM CCRB Ethics Subcommittee shall be reimbursed for reasonable expenses incurred in connection with the activities of the subcommittee.

### **Determination of Violation**

Upon completion of an investigation, the ACSM CCRB Ethics Subcommittee recommends whether the ACSM CCRB EC should make a determination that there has been a violation of ACSM policies, rules or Code of Ethics. When the ACSM CCRB Ethics Subcommittee recommends that the CCRB EC find a violation, the ACSM CCRB Ethics Subcommittee also recommends imposition of an appropriate sanction. If the ACSM CCRB Ethics Subcommittee so recommends, a proposed determination with a proposed sanction is prepared under the supervision of the chair and is presented by a representative of the ACSM CCRB Ethics Subcommittee to the CCRB EC along with the record of the subcommittee's investigation.

If the ACSM CCRB Ethics Subcommittee recommends against a determination that a violation has occurred, the complaint is dismissed with notice to the candidate/registrant/certificant and the individual or entity who submitted the complaint.

The CCRB EC reviews the recommendation of the ACSM CCRB Ethics Subcommittee based upon the record of the investigation. The CCRB EC may accept, reject or modify the subcommittee's recommendation, either with respect to the determination of a violation or the recommended sanction to be imposed. If the CCRB EC makes a determination that a violation has occurred, this determination and the imposition of a sanction are promulgated by written notice to the candidate/certificant, and to the individual submitting the complaint, if the submitter agrees in advance and in writing to maintain in confidence whatever portion of the information is not made public by the CCRB EC.

In certain circumstances, the CCRB EC may consider a recommendation from the ACSM CCRB Ethics Subcommittee that the candidate/registrant/certificant who has violated the certification program policies or rules shall be offered an opportunity to submit a written assurance that the conduct in question has been terminated and will not recur. The decision of the subcommittee to make such a recommendation and of the CCRB EC to accept are within their respective

discretionary powers. If such an offer is extended, the candidate/registrant/certificant at issue must submit the required written assurance within 30 days of receipt of the offer, and the assurance must be submitted in terms that are acceptable to the CCRB EC. If the CCRB EC accepts the assurance, notice is given to the candidate/registrant/certificant and to the submitter of the complaint, if the submitter agrees in advance and in writing to maintain the information in confidence.

### **Sanctions**

Any of the following sanctions may be imposed by the CCRB EC upon a candidate/registrant/certificant whom the CCRB EC has determined to have violated the policies and rules of its certification program(s), although the sanction applied must reasonably relate to the nature and severity of the violation, focusing on reformation of the conduct of the member and deterrence of similar conduct by others:

1. Written reprimand to the candidate/registrant/certificant;
2. Suspension of the certificant for a designated period; or
3. Suspension of the candidate/registrant's application eligibility for a designated period; or
4. Termination of the certificant's certification from the ACSM; or
5. Termination of the candidate/registrant's application eligibility for a designated period.

Reprimand in the form of a written notice from the chair normally is sent to a candidate/registrant/certificant who has received his or her first substantiated complaint. Suspension normally is imposed on a candidate/registrant/certificant who has received two substantiated complaints. Termination normally is imposed on a candidate/registrant/certificant who has received two substantiated complaints within a two-year period, or three or more substantiated complaints. The CCRB EC may at its discretion, however, impose any of the sanctions, if warranted, in specific cases.

Certificants who have been terminated shall have their certification revoked and may not be considered for ACSM certification in the future. Terminated certificants must immediately cease all activity that directly states or indirectly implies active certification by ACSM.

### **Appeal**

Within 30 days from receipt of notice of a determination by the CCRB EC that a candidate/certificant violated the certification program policies and/or rules, the affected candidate/certificant may submit to the CCRB EC in writing a request for an appeal.

Upon receipt of a request for appeal, the chair of the CCRB EC establishes an appellate body consisting of at least three, but not more than five, individuals. This Appeal Committee may review one or more appeals, upon request of the chair. No current members of the ACSM CCRB Ethics Subcommittee or the CCRB EC may serve on the Appeal

Committee; further, no one with any personal involvement or conflict of interest may serve on the Appeal Committee. Members of the Appeal Committee may be reimbursed for reasonable expenses incurred in connection with the activities of the Committee.

The Appeal Committee may only review whether the determination by the CCRB EC of a violation of the certification program policies and/or rules was inappropriate because of:

1. material errors of fact, or
2. failure of the ACSM CCRB Ethics Subcommittee or the CCRB EC to conform to published criteria, policies or procedures.

Only facts and conditions up to and including the time of the CCRB EC's determination as represented by facts known to the CCRB EC are considered during an appeal. The appeal shall not include a hearing or any similar trial-type proceeding. Legal counsel is not expected to participate in the appeal process, unless requested by the appellant and approved by the CCRB EC and the Appeal Committee. The ACSM, CCRB EC and Appeal Committee may consult legal counsel.

The Appeal Committee conducts and completes the appeal within 90 days after receipt of the request for an appeal. Written appellate submissions and any reply submissions may be made by authorized representatives of the member and of the ACSM/CCRB. Submissions are made according to whatever schedule is reasonably established by the Appeal Committee. The decision of the Appeal Committee either affirms or overrules the determination of the CCRB EC, but does not address a sanction imposed by the CCRB EC.

The Appeal Committee decision is binding upon the CCRB EC, the candidate/registrant/certificant who is subject to the termination, and all other persons.

### **Resignation**

If a certificant who is the subject of a complaint voluntarily surrenders his/her ACSM certification at any time during the pendency of a complaint under these procedures, the complaint is dismissed without any further action by the ACSM CCRB Ethics Subcommittee, the CCRB EC or an Appeal Committee established after an appeal. The entire record is sealed, and the individual may not reapply for certification by ACSM. However, ACSM may authorize the chair to communicate the fact and date of resignation, and the fact and general nature of the complaint which was pending at the time of the resignation, to or at the request of a government entity engaged in the administration of law. Similarly, in the event of such resignation, the person or entity who submitted the complaint are notified of the fact and date of resignation and that the complaint has been dismissed as a result.





## Appendix C

### Third Party Authorization Form

Please complete this form in its entirety. To protect the privacy of our professionals, the American College of Sports Medicine (ACSM) requires written consent from the certified professional to discuss any non-public information regarding any existing certification.

ACSM ID Number:

Certified Professional:

ACSM Certification:

Primary Phone:

Email Address:

Mailing Address:

Authorized Individual Name:

Relationship:

### Signature

I hereby authorize the above-referenced individual(s) to discuss or obtain information regarding my certification identified above. ACSM will take reasonable steps to verify the identity of the Authorized Party, including request of additional identifying information, but will have no responsibility or liability to verify the true identity of the Authorized Party.

This authorization should remain effective until (mm/dd/yyyy)\_\_\_\_\_, unless otherwise revoked in writing. If an effective date is not provided, authorization will remain for the term of the certification.

Certified Professional Signature:

Authorized Individual Signature:

Send the completed form to: American College of Sports Medicine, Attn: Certification Department, ACSM, 6510 Telecom Dr., Suite 200, Indianapolis, IN 46278, email: [certification@acsm.org](mailto:certification@acsm.org)



## Appendix D

### Certification Reinstatement Request Form

Lapsed certification(s) & CECs required: ☐ ACSM-CPT (45) ☐ ACSM-GEI (45) ☐ ACSM-EP/CEP (60)

ACSM ID Number:

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Dr. Last Name

First Name

Middle Initial

Address:

☐ Home ☐ Work

City

State

Postal Code

Country

Business Phone

Home Phone

E-mail

#### Reinstatement Requirements

- ☐ Completed Certification Reinstatement Request Form
- ☐ A detailed description of why you are requesting reinstatement
- ☐ Documentation to support the reinstatement claim
- ☐ Reinstatement Fee: \$225 USD per credential
- ☐ Documentation of all completed the CECs for the last active cycle(s).

#### Documentation Requirements

Documentation must include\*:

- ☐ Proof of attendance
  - \* Must include name and event date(s)
  - \* Activity was completed within respective 3-year certification cycle
- ☐ Detailed content discussed (*content must be related/consistent with reinstated certification*)
- ☐ The number of contact hours or the number of CECs awarded for attending

### Fee

To request an invoice for the reinstatement fee, email [certification@acsm.org](mailto:certification@acsm.org).



## Appendix E

### Emeritus Application

#### Policy

Emeritus Certification Status allows an individual to retain a professional title without the need to meet future recertification requirements.

Achieving this status eliminates the need to document and submit recertification credits for the ACSM Certifications for which Emeritus status is sought.

Certified Professionals who achieve ACSM Emeritus Certification Status will use the designation “Emeritus” in their certification credentials e.g. “ACSM Certified Personal Trainer - Emeritus” or “ACSM-CPT-E”.

To be eligible for Emeritus status, an ACSM certificant must meet the following requirements:

- 65 years or older
- Continuously certified for at least 10 years
- Retired (no longer practicing as an exercise professional)
- No disciplinary action or ethics violations

Emeritus Fee \$165 USD per credential

#### Applicant Information

ACSM ID Number:

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.	Last Name	First Name	Middle Initial
Address:			<input type="checkbox"/> Home <input type="checkbox"/> Work
City	State	Postal Code	Country
Business Phone	Home Phone	E-mail	

Since you last renewed your certification, have you been convicted of any felonies or are you currently serving any sentences for felony convictions?

YES ☐ NO ☐

Since you last renewed your certification, have you ever been declared mentally incompetent by a court of law?

YES ☐ NO ☐

If yes, when?

Since you last renewed your certification, have you ever been disciplined by a regulatory board, certifying agency or examination agency or education institution?

YES ☐ NO ☐

#### Fee

☐ Check/Cash Enclosed - ACSM Fed ID # 23-69-0952 (\$25 fee for all returned checks)

☐ MasterCard ☐ VISA ☐ AMEX ☐ Discover

(All 13 or 16 numbers must be given)

(Expiration Date) (3 or 4 digit security code)

By signing below, I understand that continuing education credits and CPR certification are a necessary component of, and requirement for, valid ACSM certification. By sending in this ACSM Recertification form, I confirm that I meet all of the requirements to renew the level(s) of credential that I have marked above and will provide documentation of all CECs and valid CPR if requested. I have completed the above application to the best of my knowledge and the information is accurate and true. I authorize ACSM to charge my credit card the amount listed above for my recertification fee.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Send by mail to ACSM, 6510 Telecom Dr., Suite 200, Indianapolis, IN 46278



## Appendix F

### ACSM Certification Confidentiality Policy

ACSM verifies, upon request, the status of all individuals who have passed their respective examination and maintain their current certification status.

ACSM allows all currently certified individuals to make their contact information available to public searches via the ACSM ProFinder. Currently certified professionals need to opt-out of the inclusion in the searchable database. Further details and instructions can be found by following the ProFinder links in the certification section of the ACSM website.

### Public Disclosure of Affiliation Policy

Any ACSM Certified Professional (ACSMCP) may disclose their affiliation with ACSM Credentialing in any context, oral or documented, provided it is currently accurate. In doing so, no ACSMCP may imply ACSM endorsement of whatever is associated in context with the disclosure, unless expressly authorized by the college. Disclosure of affiliation in connection with a commercial venture may be made provided the disclosure is made in a professionally dignified manner, is not false, misleading or deceptive, and does not imply licensure or the attainment of specialty or diploma status.

ACSMCPs may list their affiliation with ACSM Credentialing on their business cards without prior authorization from ACSM. Institutions employing an ACSMCP may inform the public of an affiliation as a matter of public discourse or presentation. Refer to [our website](#) and scroll down to “Using Your ACSM Certification Title.”

## Appendix H

### Privacy Policy

AMERICAN COLLEGE OF SPORTS MEDICINE, INC. (ACSM) recognizes the importance of protecting the privacy of information provided by users of our website, certified individuals, event registrants, recipients of our email newsletters and all of our members. We created this policy with a fundamental respect for our users’ right to privacy and to guide our relationships with our users. ACSM is committed to ensuring that your privacy is protected. We will only use the information that we collect about you lawfully. We also adhere to the principles relating to the obtaining and processing of Personal Data which are set out in the General Data Protection Regulation (GDPR) and are responsible for compliance with the data protection principles listed here. This privacy statement discloses the privacy practices for all products and services of ACSM. A current list of our membership categories, certification levels and events can be found at <http://www.acsm.org>.

### Consent

By consenting to this privacy notice you give us permission to process your personal data specifically for the purposes identified.

Consent is required for ACSM to process both types of personal data (administrative and marketing), but it must be explicitly given. If/where we ask you for sensitive

personal data, we will always tell you why and how the information will be used.

You may withdraw consent at any time by contacting [membership@acsm.org](mailto:membership@acsm.org), requesting a copy of the Data Subject Consent Withdrawal Form. This must be completed and submitted back to ACSM at the same email address listed above where it will be processed in line with our Withdrawal of Consent Procedure.

### Information Collection and Use

ACSM collects information from our website users, members and non-members. In this section of our privacy policy, we will describe the type of information we collect and how we use it to provide better services to our members.

### Membership and Event Registration

When applying for membership or event registration through our website, users are required to give their contact information (such as name, mailing address, email address and phone number). We also may collect demographic information (such as title, company information and areas of interest, etc.). For internal purposes, we use this information to communicate with members and provide requested services, and, for our website visitors, to provide a more personalized experience on our sites. We use aggregate demographic information about our audience to improve our service, for marketing purposes and/or industry reporting purposes.

For our services that require payment (such as membership dues, events, products and journals), we also collect credit card information (such as card holder name, credit card number, billing address, credit card security code and expiration date), which is used for billing purposes only, and is not otherwise shared.

### Surveys

From time to time we invite users to provide information via surveys. Participation in these surveys is completely voluntary, and the user therefore has a choice whether to disclose requested contact information (such as name and mailing address) and demographic information (such as zip code or job title). In addition to other uses set forth in this policy, contact information collected in connection with surveys is used to monitor or improve the use and satisfaction of the site.

### Interactive Features

At our site, we offer interactive and community features such as discussion forums found in the communities section of the “Members Only” page. Note that all personal information sent or posted via such features becomes public information for which we are not responsible. Discussion forums are regulated by the “Terms and Use” located on the communities page.

## Tell-A-Friend

If users elect to use our referral service for informing a friend about our sites and services, we may ask them for the friend's name, job title and email address. ACSM will store and use this information to send the friend an invitation. This information also may be used to provide information about our company and related products and services. The friend may contact us as specified in the tell-a-friend message to request that no further communications be sent.

## Communications with Us

We have features where users can submit information to us (such as our feedback forms or committee interest forms). Letters to the editor and similar submissions may be made public. Requests for service, support or information may be forwarded as needed to best respond to a specific request. We may retain emails and other information sent to us for our internal administrative purposes, and to help us to serve customers better.

## Communications from Us: Service Updates, Special Offers

In order to best serve our members, we may send updates that contain important information about our sites and services. For example, we send new members a welcome message and verify password and username for our password-protected sites. We also may communicate with a user to provide requested services and for account-related issues via email, phone or regular mail.

We offer our users the option to receive information about our organization, related products, services and special events. Users can choose not to receive these communications, as set forth in our Permission section below.

## Automatic Data Collection

Our websites have features that automatically collect information from users, to deliver content specific to users' interests and to honor their preferences. This information assists us in creating sites that will serve the needs of our users.

We use "cookies," a piece of data stored on the user's hard drive containing information about the user. Cookies benefit the user by requiring login only once, thereby saving time while on our site. If users reject the cookies, they may be limited in the use of some areas of our site or the website display quality. Additionally, we may note some of the pages the user visits on our site through the use of pixel tags (also called clear gifs). The use of cookies and pixels enable us to track and target the interests of our users to enhance the experience on our sites.

Like most websites, this site uses Google Analytics (GA) to track user interaction. We use the data from GA to determine how many people are using our site, how people find and use our webpages, and to visualize user journeys through the website.

Although GA records data, such as your geographical location, device, internet browser and operating system, none of this information makes you personally identifiable

to ACSM. Your computer's IP address also is recorded by GA and presents a potential way for you to be personally identified; however, Google does not grant ACSM access to this information. We consider Google to be a third-party data processor.

GA makes use of cookies, details of which can be found on Google's developer guides. Our website uses the analytics.js implementation of GA. Disabling cookies on your internet browser will stop GA from tracking any part of your visit to pages within this website.

Some of our publishers or sponsors use cookies on our sites in announcements. However, we have no access to or control over these publishers' or sponsors' cookies; we urge users to read their privacy policies for information.

For our internal purposes, we gather date, time, browser type, navigation history and IP address of all visitors to our site. This information does not contain information that can identify users personally. We use this information for our internal security audit log, trend analysis and system administration, and to gather broad demographic information about our user base for aggregate use.

We may combine demographic information supplied by a member at the time of application with site usage data to provide general profiles, in aggregate non-personally identifiable form, about our users and their preferences in the content of the site. We may share this composite information with our sponsors or publishers to help them better understand our services.

## Your Rights

At any point while we are in possession of or processing your personal data, you have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organization.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- In the event that ACSM refuses your request under rights of access, we will provide you with a reason as to why.

## Complaints

In the event that you wish to make a complaint about how your personal data is being processed by ACSM (or third parties), or how your complaint has been handled, you have the right to lodge a complaint directly with ACSM's data protection representative.

### Supervisory contact:

Julie Stoelting  
Vice President of HR and People Operations  
[jstoelting@acsm.org](mailto:jstoelting@acsm.org)

## Sharing Your Information

When we offer co-branded, customized or sponsored products and services, or when we join with other parties to provide specific products or services, we may share (provide and receive) personal information with them. Unless prohibited by law, we do not share credit card information with such third parties. These sponsors will use the information according to their own privacy policies, and we urge participants to read those policies before registering.

On occasion, we may rent lists of targeted names and offline and online contact information for marketing purposes to reputable third parties, whose products or services we think you might find of interest. We give users the option of not having their name or contact information disclosed to third parties, as set forth in the Permission section below.

We may share aggregate information, which is not personally identifiable, with others. This information may include usage and demographic data, but it will not include personal information.

## Correction/Updating Information

ACSMCPs may update their personally identifiable information (such as a change in address, email, or phone number), by logging in to the MyACSM Portal.

For assistance, contact certification at [certification@acsm.org](mailto:certification@acsm.org).

## Permission

Our users are given the opportunity to choose whether to receive information from our sponsors, publishers and/or us, not directly related to the registered services. Users also have the opportunity to choose whether to have personal information shared with third parties for marketing purposes. Instructions for how to exercise this choice are contained in emails sent by us, on our product websites and in each of our publications. Should you wish to not have your information shared with ACSM approved third parties, please email ACSM at [membership@acsm.org](mailto:membership@acsm.org). Please note that we will endeavor to implement requests within a reasonable time, although for a

reasonable time users may continue to receive mailings, etc., transmitted based on information released prior to the implementation of the request. Users will continue to receive information directly related to their registered services, so they always are kept informed.

## Security

We use industry-standard encryption technologies when transferring and receiving your information. Additionally, we implement commercially reasonable security measures at our physical facilities to protect against loss or misuse of your information.

## Links

Our websites contain links to other sites. ACSM is not responsible for the privacy practices or content of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each website to which we may link that may collect personally identifiable information. As well, we are not responsible for the misuse of ACSM's name, products or services listed on other sites.

## Notification and Changes

If we change our privacy policy, we will post those changes on the website so our users are aware of what information we collect, how we use it and under which circumstances, if any, we disclose it. Users should check this policy frequently to keep abreast of any changes.

For questions about this privacy statement, or questions concerning the practices of this site or any dealings with American College of Sports Medicine, Inc. contact:

Corporate Communications  
American College of Sports Medicine, Inc.  
6510 Telecom Dr., Suite 200  
Indianapolis, IN 46278  
[publicinfo@acsm.org](mailto:publicinfo@acsm.org)  
(317) 637-9200

## Appendix I

### ACSM Certification Code of Ethics

[APPROVED by the CCRB Executive Council, May 2005/APPROVED by the ACSM Board of Trustees, June 2005]

#### PURPOSE

This Code of Ethics is intended to aid all certified and registered American College of Sports Medicine Credentialed Professionals (ACSMCP) to establish and maintain a high level of ethical conduct, as defined by standards by which an ACSMCP may determine the appropriateness of his or her conduct. Any existing professional, licensure or certification affiliations that ACSMCPs have with governmental, local, state or national agencies or organizations will take precedence relative to any disciplinary matters that pertain to practice or professional conduct.

This Code applies to all ACSMCP's, regardless of ACSM membership status (to include members and non-members). Any cases in violation of this Code will be referred to the **ACSM CCRB Executive Council and the CCRB Ethics subcommittee**, and if appropriate the ACSM Committee on Ethics and Professional Conduct as well.

#### PRINCIPLES and STANDARDS

##### Responsibility to the Public

- ACSMCPs shall be dedicated to providing competent and legally permissible services within the scope of the Knowledge and Skills (KSs) of their respective credential. These services shall be provided with integrity, competence, diligence and compassion.
- ACSMCPs provide exercise information in a manner that is consistent with evidence-based science and medicine.
- ACSMCPs respect the rights of clients, colleagues and health professionals, and shall safeguard client confidences within the boundaries of the law.

- Information relating to the ACSMCP/client relationship is confidential and may not be communicated to a third party not involved in that client's care without the prior written consent of the client or as required by law.
- ACSMCPs are truthful about their qualifications and the limitations of their expertise and provide services consistent with their competencies.

##### Responsibility to the Profession

- ACSMCPs maintain high professional standards. As such, an ACSMCP should never represent him/herself, either directly or indirectly, as anything other than an ACSMCP unless he/she holds other license/certification that allows him/her to do so.
- ACSMCPs practice within the scope of their knowledge, skills and abilities. ACSMCPs will not provide services that are limited by state law to provision by another health care professional only.
- An ACSMCP must remain in good standing relative to governmental requirements as a condition of continued Credentialing.
- ACSMCPs take credit, including authorship, only for work they have actually performed and give credit to the contributions of others as warranted.
- Consistent with the requirements of their certification or registration, ACSMCPs must complete approved, additional educational course work aimed at maintaining and advancing their knowledge and skills.

#### PRINCIPLES and STANDARDS FOR CANDIDATES OF THE CERTIFICATION EXAM

Candidates applying for a Credentialing examination must comply with all eligibility requirements and to the best of their abilities, accurately complete the application process. In addition, the candidate must refrain from any and all behavior that could be interpreted as "irregular" (please refer to the policy on irregular behavior).

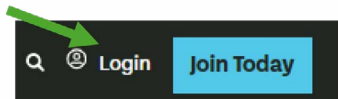


## Appendix J

### How To Recertify Step by Step

- 1. If you have not created your unique username and password, please use the following to sign in to your account.**

Go to [www.acsm.org](http://www.acsm.org) and click LOGIN in the top right corner.

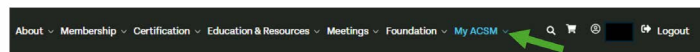


If you have logged in before, enter the email address and password that you set and click the blue SIGN IN button.

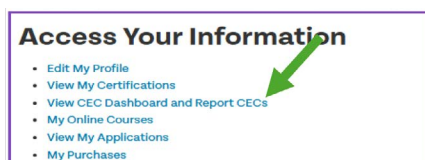
If you have not logged in before, you will start at the SIGN UP NOW option.

Then you will enter your information into the required fields below and click CREATE.

- 2. After logging in, you will see your name in the top right-hand corner. Click on My ACSM.**

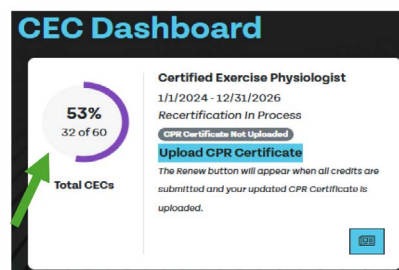


- 3. In the purple Access Your Information box, click View CEC Dashboard and Report CECs.**



#### 4. CEC Progress

Our new speedometer shows how much progress you've made in earning continuing education and your current 3-year certification cycle. Once your speedometer is full, it is time to renew your certification!



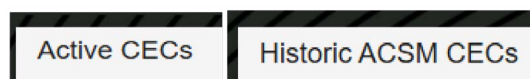
#### 5. Recertification Applications

Your current recertification applications for each active certification will be listed here. You will see the cycle start date, cycle end date (expiration date), the number of CECs earned, and the number of CECs required to renew. And the status of your CPR card as it must be uploaded.

Program	Application Type	Status	Cycle Start Date	Cycle End Date	Total CECs Earned	Required CECs	CPR Certificate Uploaded
Application - Certified Exercise Physiologist	Recertification	Recertification In Process	1/1/2024	12/31/2026	32.00	60.00	No

#### 6. Active CECs vs Historic ACSM CECs

CECs will be separated into two tabs: Active CECs and Historic ACSM CECs. The Active CECs section is your complete CEC/CME history that populates for both ACSM-certified professionals and those non-certified. The Active CECs section includes all CECs applicable to the current certification cycle. The date range for this list is between the 'Cycle Start Date' and the 'Cycle End Date'. It includes all CECs earned through our MyACSM portal, ACSM Health and Fitness Summit, ACSM Annual Meeting, and your self-reported CECs.



#### 7. Self-Reporting Tool

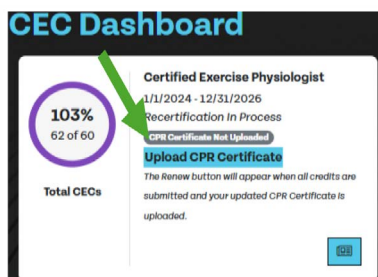
Click the "+" icon to add continuing education credits you have earned outside of ACSM. We accept outside CEC/CME/CEU/contact hours that are directly related to your ACSM certification and if another certifying body (fitness/health organization) offers CECs for that event, we will match that amount. The CEC equivalency is 1 = 1, but if the organization uses the decimal system, then it is .1 = 1. If there is any doubt, it typically equates to 1 CEC per hour of participation. Please keep all your non-ACSM CEC documentation for your records in case you are audited.

Date Earned	Date Reported	CECs Earned	Course Name	Format	Credit Type

When you earn CECs outside of ACSM, you must self-report them. If you do not self-report, your progress speedometer will not move. If your speedometer does not move, at the end of your cycle your 'Renew Now' button will not appear.

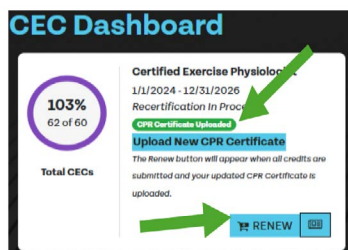
## 8. Upload CPR Certificate

Once your CECs are self-reported and your speedometer is full, upload your current CPR/AED certificate.



## 9. Renew

Once the CPR card is uploaded, the blue RENEW button with the shopping cart will appear.



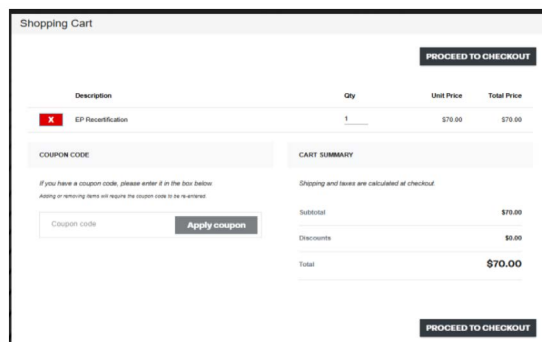
## 10. Complete Recertification

Once you click the RENEW button, it will turn to an X and a new Complete Recertification button will appear. You must click this to complete your recertification.



## 11. Shopping Cart

The shopping cart will have your recertification listed, and any applicable fees. Ensure this is correct.

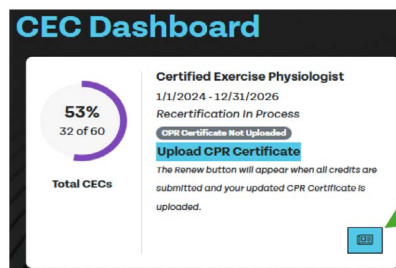


## 12. Proceed To Checkout

Be sure to verify that your billing information is correct. If it is incorrect, update your Billing Information now before entering your payment information.

## 13. Enter your payment information and click Process Payment.

## 14. After you submit your recertification form, it will take a few minutes to update your account. Your updated certificate will be downloadable and available at any time in your speedometer by clicking the newspaper icon in the lower right-hand corner.



## 15. your new cycle will begin once you are renewed, and your speedometer will reset to 0%.

If you hold an ACSM Certification and nothing is listed under 'My Certifications,' you may have more than one profile, which will need to be merged. Email [certification@acsm.org](mailto:certification@acsm.org) for assistance.

## Appendix K

### CEC Credit for ACSM Committee Work Policy

CCRB Approved February 17, 2023

Effective January 1, 2023, ACSM Certified Professionals may earn up to 8 CECs per year (total of 24 CEC for the 3-year recertification cycle) by volunteering and contributing to an ACSM Committee and/or working group. Support documentation must include participation details such as start-end dates of term/service, responsibilities, and confirmation from the Chair (or point person) of the committee.

You can make a difference and provide leadership for ACSM by serving in one of the following capacities:

- Committee on Certification and Registry Boards (CCRB) Executive Council
- CCRB credentialing subcommittees (GEI, CPT, EP, CEP)
- CCRB subcommittees: Continuing Professional Education, International, and Ethics
- ACSM Chapter Leadership (i.e., elected position, executive committee position, committee chair).
- ACSM Mentor (Leadership & Diversity Training Program or Mentoring Women to Fellowship Program
- ACSM International Health & Fitness Summit Program Committee

- ACSM Editorial Board Member/Editor (*Current Sports Medicine Reports*, *Exercise and Sport Sciences Reviews*, *Exercise Sport & Movement*, *ACSM's Health & Fitness Journal*®, *Medicine & Science in Sports & Exercise*®, *Translational Journal of the American College of Sports Medicine*)
- ACSM Annual Meeting Program Committee
- ACSM Special Interest Group (SIG) Leadership
- ACSM or ACSM Foundation Board of Trustees
- ACSM Foundation Leadership
- ACSM approved special projects (e.g., CASM Exercise is Medicine, practice exam development, student leadership positions)

**NOTE: ACSM Certified Professionals must report years of service for the above committee's that fall within the current recertification reporting cycle. For example if only the first year of a three year committee appointment occurs within a reporting cycle, report only one year of service, not all three years (1 year of service on 1 committee = 8 CECs; 3 years of service on 1 committee = 24 CECs).**