



IAFF/IAFC Fire Service Joint Labor Management Wellness/Fitness Initiative's IAFF/IAFC/ACE Peer Fitness Training Certification Program

Candidate Information Guide

1. What is the name of the program?

- The International Association of Fire Fighters (IAFF)/International Association of Fire Chiefs (IAFC)/American Council on Exercise (ACE) Peer Fitness Trainer (PFT) Certification Program, which is a part of the IAFF/IAFC Fire Service Joint Labor Management Wellness-Fitness Initiative.

2. What is the purpose of the program?

- The purpose of the IAFF/IAFC/ACE PFT certification program is to provide a fitness trainer standard consistent with the health and fitness needs of the Fire Service throughout the United States and Canada. Those successfully passing the certification exam will have demonstrated they possess the knowledge and skills required to design and implement fitness programs, improve the wellness and fitness of the uniformed members in their departments, assist in the physical training of recruits, and assist the broader community in achieving wellness and fitness.

3. What is the PFT certification process?

- A five-day PFT workshop, delivered through a network of host sites, is available to assist the candidate in successfully achieving certification.
- All candidates must register at least three months prior to the workshop and/or test administration to allow sufficient time to review the ACE Manual, PFT Self-Study Guide and Reference Materials.
- The American Council on Exercise (ACE) is the certifying organization that awards the IAFF/IAFC/ACE Peer Fitness Trainer Certification to candidates successfully passing the certification exam.

4. What are the eligibility requirements for the certification exam?

- In order to be eligible to take the PFT exam you must be a fire fighter, EMS provider, or employed by a fire department and involved in a fitness program.
- Exam candidates must possess a valid CPR certification by the day of the exam. Upon request, candidates may be required to submit proof of CPR certification prior to issuance of the PFT certification credentials.

5. How does a fire department, fire academy, college/university, or other organization become a host site?

- Contact the IAFF and inform them of your desire to become a host PFT workshop and test site. Workshop and test administration sites affiliated with the IAFF will be given preferential treatment as host sites.
 - The dates requested will be honored based on instructor availability.
 - However, a workshop date will only be established three months after the minimum of 25 candidates is met to enable all candidates to prepare for the workshop and test. Of course we will consult with the host site before the date is finalized.
 - Your site must have gym facilities, which include free weight equipment including assorted dumbbells, a barbell bench press, seated military (shoulder) press, lat pull down column, and a squat rack. The site must also have a treadmill or stepmill.
 - Your site must have a classroom with desks & chairs to seat a maximum of 40 people. The room must be free of distractions and at a comfortable temperature for the candidates. For the exam, the room must allow for a minimum distance of 48 inches between adjacent seats.
 - Your site should also have the following instructional and test administration facilities and resources: LCD Projector, Computer, Printer, Copy Machine, and four (4) Dry Erase Boards or flip charts. If these items are not available, you must inform the IAFF so these items can be shipped to your site.

6. What are the costs to become a host site for the five-day PFT workshop and test administration?

- At a fixed fee of \$15,000 a fire department, fire academy, college/university, or other organization may be a host site for up to 26 candidates. We will allow up to 30 candidates, but the cost for each candidate over 26 will be \$595.
 - This will enable you to immediately establish a workshop/test date.
- If you do not have a minimum of 25 candidates, you may also consider:
 - Conducting the workshop with a smaller class size for the \$15,000 fixed fee. While such an option will cost you more per candidate, it will give each PFT candidate more individual time with the two IAFF/IAFC/ACE certified instructors. Additionally, it will enable you to immediately establish a date.
 - Contacting your neighboring departments and collecting the \$595 fee per candidate from those departments to help offset your \$15,000 cost.
 - Using the IAFF, the IAFC and ACE to assist your department by promoting your host site through our websites and other avenues. This option is useful if your department does not have a minimum 25 PFT candidates and cannot bill other fire departments or individuals. The IAFF will collect the registration fees from these individuals and credit your department against the \$15,000. However, a firm test date will not be established until a minimum of 25 candidates are registered.
- All registered candidates, as part of the fee, will receive all the PFT manuals, including the *ACE Personal Trainer Manual*, the *IAFF/IAFC/ACE Peer Fitness Trainer Resource Manual*, and the *IAFF/IAFC/ACE Peer Fitness Trainer Self-Study Guide*, a complete PFT curriculum, course materials, course handouts; examination administration, maintenance of certification and PFT credentials,
- The host site fee provides for two IAFF/IAFC/ACE certified instructors, who will also serve as examination proctors.

7. What are the dates and locations of the PFT workshops and exams?

- The dates and locations of workshops and exams will be posted on the IAFF web site at www.iaff.org and on the IAFC website at www.iafc.org. You may also contact ACE at (800) 825-3636 or visit their web site at www.acefitness.org. For additional

information you may contact the IAFF at (202) 737-8484 and ask for the Occupational Health and Safety Department.

- The PFT exam will be offered at host sites beginning in 2003.
- The PFT exam will also be offered at select symposiums and conferences.

8. What does it cost to take the examination without the PFT five-day course?

- The test administration option is recommended only for those candidates who have a degree in exercise science and have extensive experience in fitness training as it relates to the fire and emergency services. This option allows candidates with a strong background in exercise science to study the PFT materials at their own pace.
- The cost for just the test administration is \$335 per candidate and there are two options available.
 - The first option is available in conjunction with the five-day workshop on a space availability basis. The fee for this option includes the *ACE Personal Trainer Manual*, the *IAFF/IAFC/ACE Peer Fitness Trainer Resource Manual*, and the *IAFF/IAFC/ACE Peer Fitness Trainer Self-Study Guide*, as well as all course materials and course handouts; examination administration, maintenance of certification and PFT credentials. Both manuals and study guide will be sent immediately after registering.
 - The second option is individual candidate Computer Based Testing (CBT). The fee for this option includes the *ACE Personal Trainer Manual*, the *IAFF/IAFC/ACE Peer Fitness Trainer Resource Manual*, and the *IAFF/IAFC/ACE Peer Fitness Trainer Self-Study Guide*, as well as all course materials and course handouts; examination administration, and maintenance of certification. Both manuals and study guide will be sent immediately after registering.

9. What about refunds?

- There will be no refunds of the workshop or exam fees. Host sites may only make candidate changes 60 days prior to the first day of the workshop.

10. What are my options for retaking the PFT exam?

- Candidates may retake the exam at a PFT host site (on a space availability basis) or by computer at one of 700 sites in the continental USA or Canada.
- Retesting at a Host Site is available for \$175, and will be offered on a space availability basis. This does not include new copies of the study materials.
- Retesting via Computer Based Testing is available for \$175 and does not include new copies of the study materials.
- Candidates may retake the exam up to three times in a 12-month period without attending the five-day PFT workshop.

11. How do you register to take the course and/or the test.

- Access the IAFF PFT Registration Page at <http://www.iaff.org/pftreg>.
- Enter your Social Security Number (US) or Social Insurance Number (CAN).
- Enter your IAFF Membership Number (Optional).
 - If you choose this option and enter your IAFF membership number, your Local Number, Name, Address and Gender information will be automatically inserted based on records stored at the IAFF Headquarters. Note: If information is incorrect, you are able to make the necessary changes.
 - If you do not choose this option enter your Local Number (if applicable), Name, Address and Gender

- Enter your date of birth.
- Enter your primary telephone number.
- Enter your email address.
- Choose whether you are registering for a workshop and examination; examination only; or an examination retest.
 - For an examination retest, you must enter your previous exam date and location (either a host site location **or** the LaserGrade Testing Center Code).
- Choose either the Host Site **or** Computer Based Testing option.
- If Host Site option is selected, choose the established Host Site and workshop/examination date.
 - There will be two Host Site Options
 - Closed Site: This site will **only** be used for registration of candidates from a fire department, fire academy, college/university, or other organization that has indicated that they have the requisite number of candidates for the workshop and examination. The host will be provided a code and only those individuals that they identify will be able to register for the workshop and examination. Candidates for examination only or retest only will be allowed to register at a closed site on a space availability basis.
 - Open Site: This site will be used for registration of candidates that meet the prerequisites. A code will not be needed to register, however, limited candidate slots will be available and once the site is full, registration will be closed. Candidates for examination only or retest only will be allowed to register at a closed site on a space availability basis.
- If Computer Based Testing option is selected, go to the LaserGrade website at <http://www.lasergrade.com/tests.html>
 - Select IAFF/IAFC/ACE PFT Program
 - Enter your zip/postal code
 - Select a test site and note the Testing Center Code
 - Select "Register for the IAFF/IAFC/ACE Test"
 - Complete required registration information
- The fee will be calculated based on your entered information. Payment options are Purchase Order or Credit Card. You may also send a check or money order, but your registration will not be processed until it is received at the IAFF.
- Choose the organization that certified you in CPR.
- Enter your CPR expiration date.
- Read the affirmation statement and if you agree check accept. If you do not agree you will not be able to register for this program.
- Submit the registration form and print your Workshop/Test Confirmation Page.
 - This Confirmation Page will serve as your entrance ticket for the workshop and/or examination.

12. What does it cost to purchase all the PFT materials?

- Interested individuals may purchase all the PFT materials for \$335 without selecting a test site/date. Such individuals will be fully credited for this amount when they take the course and/or test.

13. What should I expect from the Workshop?

- The Five-day workshop has two main purposes. First, to review reference materials so as to increase the candidates' likelihood of success on the PFT exam. Second, improve the candidates' ability to work with their peer fire fighters.
- The workshop will focus on applicable scientific foundations and practical applications and will include anatomy, kinesiology, biomechanics, exercise science, exercise testing, exercise programming, exercise techniques, instructional/spotting techniques, nutrition, fire service wellness/fitness, motivation, and communication techniques.

- Workshops will be taught by IAFF/IAFC/ACE Certified PFT Instructors.
- The workshop will begin at 8:00am and end at 5:00pm on most days provided that all of the learning objectives for that day are covered. One hour will be given for lunch.
- Workshops will be taught using small group learning methodology, which encourages student participation.
- Students will spend part of the time in a classroom setting and the rest of the time in an exercise setting.
- The exam will be administered in the afternoon of the fifth day.

14. What is the five-day workshop/exam schedule

- **Day 1 – 4**
 - o 8:00 – 12:00 Workshop Sessions
 - o 12:00 – 1:00 Lunch
 - o 1:00 – 5:00 Workshop Sessions
- **Day 5**
 - o 8:00 – 11:00 Final Review
 - o 11:00 – 12:00 Review of Examination and Test preparation
 - o 12:00 – 1:00 Lunch
 - o 1:00 – 1:30 Screening and Pre-Admission
 - o 1:30 – 4:30 Exam Administration

15. What is the one-day test preparation/exam schedule?

- **Day 5 of Workshop** (Space Availability Basis)
 - o 10:30 Report to Exam Site
 - o 11:00 – 12:00 Review of Examination and Test preparation
 - o 12:00 – 1:00 Lunch
 - o 1:00 – 1:30 Screening and Pre-Admission
 - o 1:30 – 4:30 Exam Administration

16. What should I bring to the exam?

- Your electronic admission ticket provided upon registering.
 - o If you do not receive your admission ticket one week prior to the workshop/exam or lose your ticket, contact the IAFF.
- Personal identification, including a photo ID with your signature

17. What should I expect on exam day?

- Report to the exam site at established time.
- Candidates re-taking the exam at a host site must report to the exam site at 10:30 am.
- Candidates re-taking the exam via computer should report to the chosen LaserGrade Test Center.
- Exam screening and pre-admission begin promptly at 1:00 pm. You must arrive on time and no one will be admitted after the exam has begun. You should plan to be at the exam center until 4:30 p.m.
- Only the individual named on the registration form will be admitted to the exam.
- No visitors are allowed at the exam center.
- A standard calculator will be provided. Personal calculators, programmable calculators, cell phones, pagers or personal digital assistants such as Palm Pilots are not allowed to be used during the exam.
- You must perform all work alone. Sharing information or disturbing others is cause for dismissal with no refund.

- Impersonating another candidate, giving or receiving help on the exam, or removing exam materials or notes from the exam site are also causes for dismissal with no refund.
- No dictionaries, paper or other supplies are allowed during the exam.
- No food or drinks are allowed during the exam.

18. What is the content of the exam?

- A certified IAFF/IAFC/ACE Peer Fitness Trainer requires a basic understanding of applicable scientific foundations and practical applications. Accordingly, you will be tested on your knowledge of anatomy, kinesiology, biomechanics, exercise science, exercise testing, exercise programming, exercise techniques, instructional/spotting techniques, nutrition, and fire service wellness/fitness. It also examines your motivational and communication skills. The content of the examination includes:
 - o Fitness Assessment 26%
 - o Program Design 30%
 - o Program Implementation 30%
 - o Program Administration 14%
- Percentages on the above categories indicate how much of the exam is devoted to each area.
- The exam has 115 multiple choice questions.

19. How will the exams be scored?

- Your exam will be scored according to procedures accepted by the American Psychological Association, the American Educational Research Association and the National Council on Measurement in Education. Your score is derived from the number of questions you answer correctly and reported as a pass/fail score. If you fail the exam you will be given information about what PFT content areas need improvement. Your score includes statistical adjustments to equalize the difficulty of passing all forms of the exams.
- You will not be penalized for guessing and are encouraged to answer all questions to the best of your ability. However, if you fail the exam and feel there was an error in your score, you may request to have your examination re-scored. Your request:
 - o Must be made within six months of your exam date.
 - o Must be in writing to the Wasdyke Associates and must be accompanied by a \$25.00 fee, payable to Wasdyke Associates, LLC. They will inform you of your re-scored results within four weeks. They can be contacted at
 Wasdyke Associates, LLC
 203 Romancoke Road
 Suite 507
 Stevensville, Maryland 21666
- Test score records will be maintained for the duration of your certification.

20. How soon will I receive my exam score?

- Your exam score will be sent to the candidate within 3 to 4 weeks after the exam.
- Exam scores are confidential therefore, they will not be provided over the phone, fax or e-mail.
- If you pass the exam, you will receive credentials including an IAFF/IAFC/ACE PFT certificate, and identification card within six weeks after receiving your exam results.
- You should contact the IAFF if you do not receive either your test score or credentials within the above timeframes.

21. Can I be disqualified during the exam?

- You may be disqualified from taking or continuing in the examination process, or from receiving exam results, if ACE and the IAFF determines through either examiner observation or statistical analysis that you were engaged in collaborative, disruptive or other unacceptable behavior before, during or following the administration of the IAFF/IAFC/ACE exam. No refund will be given.

22. How do I arrange for special exam accommodations?

- If you have a special testing need, we will try our best to accommodate you. If your special need is not listed here, please call or write to the IAFF.
- Special requests regarding any of the following must be received by ACE at least 60 days prior to the exam date.
- Religious Obligations. If the certification exam is held on a day that conflicts with your religious obligations, the IAFF will try to arrange a special exam day for you. Please include a letter from your clergy to the IAFF with your registration indicating your need for a special exam day.
- Limited English Proficiency. At this time, the IAFF/IAFC/ACE certification exams are offered only in English. If English is not your first language and you wish to have additional time to take the exam, submit a copy of your birth certificate or passport to ACE with your registration and a letter from your supervisor indicating that you are otherwise qualified but need additional time.

23. How do I request special arrangements if I have a disability?

- Special arrangements, at no charge, can be made if you have a visual, sensory, physical or other disability that prevents you from taking the exam under standard conditions. According to the Americans with Disabilities Act (ADA), a professional qualified to diagnose the disability must make documentation of the disability. Written requests and completed registration information from disabled candidates must include a description of the accommodation requested. The IAFF and/or ACE reserves the right to determine the reasonableness of the accommodation requested. This special request must be postmarked 30 days prior to the exam date.

24. Is there a Professional Code of Ethics that applies to this certification?

- As IAFF/IAFC/ACE-certified Professionals, the certified Peer Fitness Trainers are guided by the American Council on Exercise's principles of professional conduct whether they are working with clients, the public or other health and fitness professionals. As a condition of their certification, these individuals promise to:
 - Provide safe and effective instruction.
 - Provide equal and fair treatment to all clients.
 - Stay up-to-date on the latest health and physical activity research and understand its practical application.
 - Maintain current CPR certification and knowledge of first-aid services.
 - Comply with all applicable business, employment and copyright laws.
 - Protect and enhance the public's image of the health and fitness industry.
 - Maintain the confidentiality of all client information.
 - Refer clients to more qualified fitness, medical or health professionals when appropriate.

25. What are the Professional Practices and Disciplinary Procedures?

- The professional practices and disciplinary procedures of the American Council on Exercise are intended to assist and inform certified individuals, candidates for

certification and the public of the IAFF/IAFC/ACE Application and Certification Standards relative to professional conduct and disciplinary procedures. The IAFF and/or ACE may revoke or otherwise take action with regard to the application or certification of an individual in the case of:

- o Ineligibility for certification.
- o Irregularity in connection with any certification examination.
- o Unauthorized possession, use, access, or distribution of certification examinations, score reports, trademarks, logos, answer sheets, certificates, certificant or applicant files, or other confidential or proprietary ACE documents or materials (copyrighted or otherwise).
- o Material misrepresentation or fraud in any statement to ACE or to the public, including but not limited to statements made to assist the applicant, certificant, or another to apply for, obtain, or retain certification.
- o Any physical, mental, or emotional condition of either temporary or permanent nature, including, but not limited to, substance abuse, which impairs or has the potential to impair competent and objective professional performance.
- o Negligent and/or intentional misconduct in professional work, including, but not limited to, physical or emotional abuse, disregard for safety, or the unauthorized release of confidential information.
- o The timely conviction, plea of guilty, or plea of "nolo contendere" in connection with a felony or misdemeanor, which is directly related to public health and/or fitness instruction or education, which impairs competent and objective professional performance. These include, but are not limited to, rape, sexual abuse of a client, actual or threatened use of a weapon of violence, the prohibited sale, distribution, or possession with intent to distribute, of a controlled substance.
- o Failure to meet the requirements for certification or re-certification.
- o The IAFF/IAFC/ACE PFT Certification Program has adopted ACE's established three-tiered disciplinary process of review, hearing and appeals to ensure fair and unbiased examination of alleged violation(s) of IAFF/IAFC/ACE PFT Application and Certification Standards in order to (1) determine the merit of allegations; and (2) impose appropriate sanctions as necessary to protect the public and the integrity of the certification process.

26. How do I renew my PFT certification?

- Your IAFF/IAFC/ACE PFT certification will be current for two years from the exam date. Maintaining your certification after this two-year period requires that you earn 1.5 continuing education credits (15 contact hours) through IAFF and ACE-approved continuing education courses or other accepted professional resources and publications. Eight (8) of the 15 contact hours must be specific to fire fighting. For additional information about continuing education requirements, contact the IAFF.
- You may only represent yourself as IAFF/IAFC/ACE certified PFT during the two years that your certification is current. If you do not renew your certification by earning the necessary continuing education credits and paying the appropriate renewal fees, or by retaking and passing the IAFF/IAFC/ACE certified PFT exam, you may not claim to be certified. False certification claims may prohibit your ability to renew your certification or retake the PFT certification exam.

27. How can I become a certified IAFF/IAFC/ACE PFT instructor?

- The IAFF currently has 23 IAFF/IAFC/ACE certified PFT Trainers. Prospective instructors for the five-day PFT workshop and the one-day review / test administration sessions must meet the following qualifications. If you are unsure if you meet the following criteria, please describe any / all fire service, peer training, and instruction-based experiences in two or three detailed paragraphs.
 - o Employed by a fire department

- Where there is an IAFF affiliate associated with the department, authorization from the IAFF Local President
- At least three years teaching/training experience (personal training or coaching experience accepted).
- Successfully passing IAFF/IAFC/ACE Peer Fitness Trainer Certification exam and meeting all PFT eligibility requirements.
- The requirements of NFPA Instructor I level or the equivalent (able to teach from prepared materials).
- Interested individuals who meet the above criteria must provide the IAFF with the following:
 - A written request, including their name, home address, e-mail and home and work telephone numbers,
 - A brief statement describing their area of specialization (i.e. Nutrition, Strength Training, Cardio Training, etc)
 - A brief (1-page) resume or other description of their background and qualifications, and
 - A videotape of actual instruction of at least a 15-minute lecture class.
 - A letter of recommendation from their local Union President and Fire Department Official. The letter should reflect the individual's potential as an instructor.
 - This information must be sent to the IAFF.

28. For further information on this PFT Certification Program you can contact the IAFF, the IAFC, or ACE at:

International Association of Fire Fighters
 Attn.: Health and Safety Department
 1750 New York Avenue, NW
 Washington, DC 20006-5395
 Phone: (202) 824-1574
 Fax: (202) 737-8418
 Web Address: www.iaff.org
 PFT E-mail: pft@iaff.org

International Association of Fire Chiefs
 4025 Fair Ridge Drive
 Fairfax, Virginia 22033-2868
 Phone: (703) 273-0911
 Fax: (703) 273-9363
 Web Address: www.iafc.org

American Council on Exercise
 4851 Paramount Drive
 San Diego, CA 92123
 Phone: (858) 279 8227
 Fax: (858) 279 8064
 Web Address: www.acefitness.org
 PFT E-mail: certify@acefitness.org