

CERTIFIED CROSSFIT TRAINER

CANDIDATE HANDBOOK



ISO/IEC 17024
Personnel Certification
Program
#0994

CERTIFIED CROSSFIT TRAINER CANDIDATE HANDBOOK

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INTRODUCTION

ABOUT CROSSFIT

CrossFit is an international organization dedicated to improving health, happiness, and performance through nutrition and exercise. CrossFit is founded on the first precise, scientifically rigorous definition of fitness, and the methodology produces observable results that can be measured and replicated.

The mission of the CrossFit Certification Department is to develop and support a global community of CrossFit coaches, affiliate owners, members, and enthusiasts with world-class education, training, and certification.

ABOUT THE CROSSFIT CERTIFICATION DEPARTMENT

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

PURPOSE OF THE CERTIFICATION

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

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

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

SCOPE OF PRACTICE

CERTIFIED CROSSFIT TRAINER SCOPE OF PRACTICE

A Certified CrossFit Trainer:

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

ACCREDITATION

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

CrossFit chose to develop and maintain its certification program to meet the internationally recognized standard for personnel certifications—**ISO/IEC 17024:2012 Conformity assessment—General requirements for bodies operating certification of persons**. The American National Standards Institute was selected as the accrediting body because it is recognized as the national authority in accreditation of personnel certification programs attributable to the high standards to which certification bodies are held. The accreditation application process was initiated in 2013 and was successfully completed in 2015. All individuals who obtain the CCFT credential are awarded an accredited certification.

ABOUT THE AMERICAN NATIONAL STANDARDS INSTITUTE

The American National Standards Institute (ANSI) is an accrediting body responsible for evaluating programs for competency and credibility according to a given standard. ANSI is a nonprofit federation of government agencies, organizations, companies, academic and international bodies, and individual members. ANSI ensures compliance with its standards through a rigorous audit process that includes on-site assessments and staff interviews. All other national accrediting bodies review submitted documentation only. As the accreditation body, ANSI reviews all policies and operational procedures involved in the certification program.

ANSI is the only accrediting body in the U.S. that belongs to the International Organization for Standardization (ISO). This is important because the ISO standards represent best practices developed by subject-matter experts from an international community to ensure consistency and quality. Accreditation by ANSI represents that the CCFT is accredited to international standards. The CCFT is the first and only [fitness certification](#) accredited to an international standard.

The CCFT credential was developed and is currently administered to meet the ANSI/ISO/IEC 17024 standard. In addition to adopting ANSI requirements, the examination was developed following standards used by the American Psychological Association, the American Educational Research Association, and the National Council on Measurement in Education.

IMPARTIALITY, FAIRNESS, AND NON-DISCRIMINATION

CrossFit and its Certification Board endorse the principles of impartiality, fairness, and equal opportunity and commit to acting impartially, fairly, and equitably in relation to its applicants, candidates, and Certified CrossFit Trainers, including but not limited to:

- 1) applying its standards and requirements for evaluations and certifications equally to all individuals regardless of gender, age, disability, occupation, ethnic origin, color, cultural background, marital status, sexual orientation, religion, or political opinion;
- 2) implementing its policies and procedures impartially and fairly;
- 3) not restricting certification based on undue financial or other limiting conditions; and
- 4) not allowing commercial, financial, or other pressures to compromise impartiality in certification activities.

ELIGIBILITY REQUIREMENTS

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

AGE

Candidates must be 18 or older at the time of application

EDUCATION AND EXPERIENCE

Candidates must fulfill each requirement in one of the following paths:

PATH 1

Current CrossFit Level 2 Trainer certificate†

and

375 hours of coaching CrossFit for groups or individuals. Hours must be accrued while candidate's Level 1 or 2 certificate is current and must have been accumulated within the last five years.

† CrossFit credentials will be automatically verified, but coaching [hours must be verified](#) by a qualified individual at time of application.

PATH 2

1,000 hours of active strength and conditioning coaching at the collegiate or professional level. Hours need to have occurred for groups or individuals during employment for a college/university or professional sports team and must have been accumulated in the last five years.††

†† Hours must be spent directly training athletes using GPP-based strength and conditioning; sport-specific training does not count for this requirement. [Hours must be verified](#) by a qualified professional at time of application.

MEDICAL

Candidates must provide proof of cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) training completed within the last two years.

Ongoing CPR and AED training is required every two years, and proof of current training may be requested by the CrossFit Certification Department at any time.

STANDARDS OF PROFESSIONAL PRACTICE

Candidates must agree to abide by the CrossFit Standards of Professional Practice and apply these principles to their use of the Certified CrossFit Trainer credential at all times.

A Certified CrossFit Trainer must:

- act in accordance with all applicable national and local laws and regulations, which include all applicable business, employment, copyright, and intellectual property laws.
- act in accordance with all applicable CrossFit policies, procedures, rules, agreements, standards, and guidelines.
- promote all individuals' welfare, respect their dignity and right to participate in exercise, and provide competent, fair, and equal treatment to all individuals regardless of gender, age, disability, occupation, ethnic origin, color, cultural background, marital status, sexual orientation, religion, or political opinion.
- uphold and enhance public appreciation and trust for CrossFit and CrossFit Trainers. CrossFit Trainers will not engage in any behavior that adversely affects CrossFit or compromises their professional responsibility either within their practice or publicly (to include all forms of social media).
- have a sincere commitment to providing the highest quality of care to those who seek the professional services of a CrossFit Trainer.
- act in the client's best interest in order to respect the client's privacy and dignity, protect the client from harm, and advocate for the client's welfare.
- refer athletes or clients to more qualified fitness, medical, or healthcare professionals when appropriate.
- consistently maintain and improve professional knowledge and competence, striving for excellence through regular assessment of personal and professional strengths and weaknesses and continued professional development.
- preserve the confidentiality of clients' personal and privileged information. CrossFit Trainers will not release any information to a third party not involved with the client's care without a written release unless required by law.

VERIFICATION OF ELIGIBILITY

Applicants must provide proof of all eligibility requirements at the time of application. A witness is required to verify the coaching hours for both Path 1 and Path 2 applicants. **Applicants may not act as their own verifying individual.** Acceptable verifying individuals for Path 1 applicants include affiliate owners, business partners, fellow coaches, or others with knowledge of the workload performed. Acceptable verifying individuals for Path 2 applicants include head strength and conditioning coaches or athletic directors. Applications that do not include verification will be returned for revisions.

Applicants must provide the total number of hours coached with their application; they are not required to submit a list of all classes they have coached. However, applicants should be prepared to produce detailed evidence of coaching hours if they are selected for random or systematic audits. Acceptable options for this evidence include pay stubs, client management software reports, smartphone schedule apps, or paper calendars.

All eligibility requirements are subject to audit for verification purposes. Any attempt to falsify eligibility requirements is a direct violation of the CrossFit Standards of Professional Practice and will be cause for rejection of the application and/or revocation of certification.

APPLICATION PROCESS OVERVIEW

The CCFT application process is multi-step and requires approval of eligibility as well as payment of the application and examination fees. The process may take up to two weeks. A complete and accurate application will expedite this process.

1. The candidate must meet all eligibility requirements and initiate an application on the [Certifications website](#) by logging in with a current CFID or by creating a new CFID account. When the application form is complete, the candidate will pay the application fee and the application will be submitted for approval. Current fees can be found [here](#).

The application fee is **nonrefundable** even if the application is rejected.

2. After the application has been approved, the candidate will receive an email notification to pay the examination fee. Once the exam fee is paid, the candidate will be directed to [Pearson VUE website](#) to schedule an exam.
3. The candidate must visit the provided website to schedule the examination appointment. As long as all eligibility requirements remain current, the candidate has **one year from the date their application was accepted** to schedule, take, and pass the exam.
4. The candidate must take the examination at the confirmed location, date, and time as indicated in the email confirmation sent from Pearson VUE.
5. Unofficial results of the examination will be provided to the candidate upon completion of the exam. Within seven to 10 business days of the exam date, the candidate will receive an official notification from the CrossFit Certification Department indicating whether he or she has passed the exam and achieved certification. Successful candidates will receive an official certificate within two weeks of receiving this notification.

COMPLETED APPLICATION CONTENT

A completed application will require the following:

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

All application materials are available online at the [Certifications website](#).

DEADLINES

Candidates have **one year from the date of the accepted application** to take and pass the examination. If a candidate does not successfully pass the exam during this period, the candidate must reapply and pay the standard application fee again.

If a candidate's eligibility requirements (e.g., CPR or L2) become invalid during the one-year exam authorization period, the exam authorization will be placed on hold until the candidate produces evidence of updated training or revalidation.

EXAMINATION SITES

Certified CrossFit Trainer examinations are administered worldwide at [Pearson VUE](#) testing centers. For a current list of the testing center locations, visit the CrossFit examination section of the Pearson VUE website.

SCHEDULING AN EXAMINATION APPOINTMENT

Once an application has been approved and the examination fee has been paid, the candidate will receive an authorization email. This email includes a 17-character candidate ID number, which is needed to schedule the exam.

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

To schedule online, go to the CrossFit examination section of the [Pearson VUE](#) website and click on "Schedule Online." The candidate will be prompted to create a login and password and then schedule the exam.

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

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

NOTIFICATION OF EXAMINATION APPOINTMENT

All examination appointments, rescheduled appointments, or canceled appointments will result in an immediate email notification from Pearson VUE. If an email notification is not received, the exam appointment should be considered unconfirmed and the candidate should contact [Pearson VUE customer service](#) immediately to confirm the appointment.

FEES

Current CCFT examination and retest fees can be found [here](#). In the event the candidate fails the exam, a reduced retest fee is available for one year from the date of the approved application.

Recertification fees can be found [here](#). This is required every three years and must be accompanied by all of the recertification requirements outlined in this handbook.

Application Process Overview, continued

In the event the certification is allowed to expire, the candidate must meet current eligibility requirements, then reapply and pay all applicable fees.

LANGUAGE

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

AMERICANS WITH DISABILITIES ACT

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

Accommodation Request forms are available in the [Forms](#) section of this handbook. The CrossFit Certification Department may submit information regarding the stated disability and requested accommodation to its own expert advisers and reserves the right to provide only those reasonable accommodations required by law.

SPECIAL CIRCUMSTANCES AND FEES

INCOMPLETE APPLICATIONS

Incomplete applications will be rejected. The applicant will receive a notification indicating the reason for the rejected application as well as instructions on how to complete the missing requirement(s).

Application fees are **nonrefundable**.

CANCELLATION/FEE REFUND

The examination fee is refundable (minus US\$50 processing fee) if the candidate notifies the CrossFit Certification Department that he or she no longer wants to take the exam. This notice must be submitted in writing to certifications@crossfit.com. For exams that have been scheduled, a cancellation notification must be received one week prior to the exam date. To cancel an exam that has been paid for but not scheduled, notification must be given 48 hours prior to the application expiration date.

Candidates may reschedule an exam (by phone or online) without penalty up to 48 hours before their appointment. Candidates may make a new appointment—without incurring a fee—then or at another time. If a candidate fails to keep an appointment without canceling on time, he or she will be considered a no-show and will forfeit the exam fee.

NO-SHOWS

A candidate who does not show up for an examination appointment without at least 48 hours notice will be considered a no-show. Likewise, a candidate who arrives late and is not admitted, fails to present adequate identification, or refuses the Nondisclosure Agreement, will not be allowed to take the exam and will be considered a no-show.

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

EMERGENCIES OR HARDSHIPS

Candidate may be permitted to reschedule their CCFT examination at no additional charge in extreme cases due to emergency or hardship. This will be considered on a case-by-case basis at the discretion of the Certification Department. Requests must be made to certifications@crossfit.com within 30 days of the original exam date and should include relevant supporting documentation.

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

THE EXAMINATION

EXAMINATION FORMAT

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

Candidates have 3 hours and 55 minutes to complete the exam, which is administered through a networked personal computer. The testing program allows candidates to move freely through the exam, change answers, mark questions for later attention, skip questions, and review questions. Taking the examination requires little or no computer experience. Candidates are encouraged to review the [FAQ](#), [test taking tips](#), and view the computer-based [test demo](#) that can be found on Pearson VUE's test taker page.

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

NONDISCLOSURE AGREEMENT FOR EXAMINATIONS DEVELOPED FOR CROSSFIT, LLC

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

- that the questions and answers of the exam, including exhibits, are the exclusive and confidential property of CrossFit, LLC, are protected by copyright, and are protected by CrossFit, LLC's intellectual property rights;
- not to disclose the exam questions or answers, including exhibits, or discuss any of the content of the exam materials with any person without prior written approval of CrossFit, LLC;
- not to remove from the examination room any exam material of any kind provided to you or any other material related to the exam, including, without limitation, any notes or calculations;
- not to copy or attempt to make copies (written, photographic, or otherwise) of any exam material, including, without limitation, any exam questions or answers;
- not to sell, license, distribute, give away, or obtain from any source other than CrossFit, LLC the exam materials, questions, or answers; that your obligations under this agreement shall continue to be in effect after the examination and, if applicable, after termination of your certification, regardless of the reason or reasons for termination, and whether such termination is voluntary or involuntary.

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

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

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

EXAMINATION DEVELOPMENT

Development of this credential was based on a practice analysis: a study of the roles and responsibilities of the CrossFit Training profession. The study, guided by industry leaders in certification standards and psychometric services, began with a survey of over 2,000 CrossFit affiliates. In the survey, affiliates identified and ranked the knowledge, skills, and abilities necessary to be an effective trainer. From this, an examination content outline was developed, and questions were written according to this outline.

Content experts were invited to be on the CrossFit Item Writing Committee, which was responsible for developing the examination questions. These experts represented the fields of CrossFit training, general strength and conditioning, sport coaching, physical medicine, education, and nutrition; they received training to develop content that meets industry standards. The questions underwent extensive review by this committee and the Certification Board to ensure that they were technically accurate, unambiguous, and clearly stated. After initial testing, the examination results were subject to statistical analysis to ensure quality and fairness in testing.

Working under the guidance of testing consultants and psychometricians, a group of content experts used the widely accepted Modified Angoff method to recommend the passing score for the initial examination forms. The CrossFit Certification Board used this recommendation and additional data to determine the passing score. Additionally, the exam was developed in accordance with ANSI 17024 standards for security, impartiality, and transparency.

EXAMINATION FORMS

There are multiple forms of the examination, each following the content outline noted in subsequent pages. While candidates have the possibility to receive different exam forms, each form remains statistically equivalent in the domains assessed, number of multimedia content included, and difficulty level.

EXAMINATION OVERSIGHT

The CrossFit Certification Board is the oversight group responsible for the certification review process. The Certification Board is in charge of approving the current content outline, as well as future content outline additions or revisions. The Board periodically reviews examination analysis data to examine if individual exam items are performing to standard and ensure the exam forms remain equivalent in testing performance.

A new practice analysis is conducted every five years as a part of the review process. This study is compared to the previous practice analysis to determine what changes are needed to either the content outline or examination forms. The Board and Item Writing Committee engage in ongoing review of the exam content and develop new exam forms to reflect updates in the latest standards of CrossFit Training.

The process of maintaining the CCFT examination is guided by Authentic Testing, a firm that specializes in developing, administering, and maintaining licensure and certification programs. This professional guidance, and along with strict certification policies and procedures, ensure quality and adherence to ANSI 17024 standards.

PREPARING FOR THE EXAMINATION

PRACTICAL COACHING EXPERIENCE

The content outline below describes the general topics included on the examination; however, CrossFit coaching experience is the best preparation for this exam. Candidates need to rely on their ability to critically assess situations and apply the content knowledge in a timely manner to accurately answer the exam questions. There are no practice exams for the CCFT, but sample exam questions can be found [here](#).

CCFT STUDY MATERIAL

The CCFT study materials include a collection of articles and resources that will help prepare candidates for the examination. Exam questions are based on the CCFT Content Outline (summarized below), not the study materials. Study materials are chosen because they contain concepts and principles that are directly applicable to the role of a CCFT as referenced in the content outline. Study materials can provide support for any gaps identified in a candidate's current knowledge and skill base relative to the content outline.

Candidates should not attempt to memorize the information from the study material. Instead, candidates should attempt to understand the concepts presented and be able to apply them to training scenarios.

Study materials are subject to change and are refreshed on a regular basis. Changes to the study materials reflect a prioritization to keep the list as concise as possible. Check in regularly to ensure you are reviewing the most recent and up-to-date materials for the purpose of studying for the CCFT exam. Study materials can be found on the [Certifications website](#). The CrossFit Certification Department does not intend the list to imply endorsement of these specific references.

THE CCFT CONTENT OUTLINE

The CCFT examination conforms to a content outline based on a formal practice analysis of Certified CrossFit Trainers. This outline describes the knowledge and skills expected from a CCFT.

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

1. Screening and Ongoing Assessment
2. Programming
3. Educating
4. Training
5. Leadership and Management
6. Lifestyle Education
7. Professional Responsibilities

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

STRATEGIES FOR TAKING THE EXAMINATION

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

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

CERTIFIED CROSSFIT TRAINER CONTENT OUTLINE

- 1. Screening and Ongoing Assessment** **11 items (8% of test)**
 - 1.1. Determine the athlete's readiness for training**
 - 1.1.1. Screen athlete for medical issues (e.g., health questionnaire)
 - 1.1.2. Recognize conditions and injuries outside of Certified CrossFit Trainer Scope of Practice that require referral (i.e., risk factors)
 - 1.1.3. Assess for rhabdomyolysis ("rhabdo") risk
 - 1.1.4. Assess psychological tolerance for training
 - 1.2. Assess and monitor the athlete's fitness goals and performance**
 - 1.2.1. Assess capacity and capability to perform functional movements
 - 1.2.2. Evaluate athlete's work capacity
 - 1.2.3. Identify athlete's fitness goals
 - 1.2.4. Monitor athlete for signs of over- or under-training
 - 1.2.5. Identify when athlete is ready to progress to another goal/skill
 - 1.2.6. Quantify and track performance
- 2. Programming** **19 items (14% of test)**
 - 2.1. Design workouts at an individual and group level**
 - 2.1.1. Design single workouts using the CrossFit methodology
 - 2.1.2. Design a sequence of workouts that will improve general physical preparedness (GPP)
 - 2.2. Create scaling options to optimize results for categories of athletes**
 - 2.2.1. Scale workouts to optimize efficacy by age group
 - 2.2.2. Scale workouts to optimize efficacy for special populations (e.g., pregnant people, adaptive)
 - 2.2.3. Scale workouts to optimize efficacy for athletes with sport-specific goals
 - 2.2.4. Design programming for injured athletes to maintain fitness and restore functionality
 - 2.2.5. Scale workouts to optimize efficacy by skill level
 - 2.3. Evaluate results of programming**
 - 2.3.1. Evaluate program success relative to athlete goals and needs
 - 2.3.2. Use benchmarks to assess effectiveness of programming
 - 2.3.3. Adjust programming based on performance and goals
 - 2.3.4. Evaluate athlete progress relative to CrossFit's definition of fitness and their personal goal

3. Educating **27 items (19% of test)**

3.1. Teach movements and concepts

- 3.1.1. Teach proper execution of movements
- 3.1.2. Layer instruction to meet athlete capability
- 3.1.3. Use progressions to teach complex moves as necessary
- 3.1.4. Teach and use correct spotting techniques
- 3.1.5. Teach the definition of CrossFit
- 3.1.6. Teach descriptive and defining characteristics of functional movements
- 3.1.7. Teach importance of movements that do not produce much, if any, power (e.g., L-sit, back lever)
- 3.1.8. Teach the CrossFit definition of fitness and health and the four models that illustrate that definition
- 3.1.9. Teach the goals of CrossFit programming and how goals are met (e.g., programming with variance)
- 3.1.10. Teach the relationship between technique and intensity (i.e., threshold training)
- 3.1.11. Teach relative intensity
- 3.1.12. Teach the principles of scaling

3.2. Demonstrate movements and concepts

- 3.2.1. Provide demonstration of proper movements
- 3.2.2. Provide demonstration of movement faults
- 3.2.3. Provide demonstration of movement progressions

4. Training **34 items (24% of test)**

4.1. Evaluate athlete movements

- 4.1.1. Identify points of performance
- 4.1.2. Identify sound mechanics
- 4.1.3. Identify faults in movement
- 4.1.4. Identify refinements of sound mechanics to optimize performance
- 4.1.5. Identify common themes in athletes' movements
- 4.1.6. Identify root cause of faults

4.2. Facilitate correct movement

- 4.2.1. Communicate cues to correct unsound mechanics
- 4.2.2. Use multiple cueing strategies (visual, tactile, and verbal)
- 4.2.3. Utilize effective cues (short, specific, actionable)
- 4.2.4. Reinforce sound mechanics
- 4.2.5. Refine sound mechanics to optimize performance
- 4.2.6. Apply basic principles of anatomy and biomechanics
- 4.2.7. Address the most egregious fault first (triage)
- 4.2.8. Balance relentlessness with acknowledgement of improvement

5. Leadership and management **23 items (16% of test)**

5.1. Inspire, motivate, and engage athletes

- 5.1.1. Provide athletes with goal setting
- 5.1.2. Create a culture and community of excellence and camaraderie
- 5.1.3. Establish rapport with athletes and adapt approach based on athlete response
- 5.1.4. Lead by example

5.2. Manage athletes and groups

- 5.2.1. Apply the strategy of mechanics, consistency, and intensity to CrossFit programming to optimize athlete safety and performance.
- 5.2.2. Apply scaling options to meet the current physical and psychological needs of each athlete
- 5.2.3. Manage risk for the athlete
- 5.2.4. Plan lessons for a class period (including general warm-up, skill development session, workout, and cool-down)
- 5.2.5. Engage virtual athletes
- 5.2.6. Recognize warning signs for possible injury or overexertion
- 5.2.7. Arrange equipment, athletes, and instructor(s) to maximize safety
- 5.2.8. Educate athletes on personal responsibility in a workout setting
- 5.2.9. Balance attention across individuals while maintaining group cohesion
- 5.2.10. Manage logistics (including instructor-to-athlete ratio, equipment demands, workout duration, and effective utilization of space)
- 5.2.11. Organize athletes, space, equipment, and time to achieve workout objectives

6. Lifestyle Education **15 items (11% of test)**

6.1. Provide nutrition education

- 6.1.1. Identify nutrition goals
- 6.1.2. Assess athlete's nutrition
- 6.1.3. Provide nutrition guidance
- 6.1.4. Review basic health markers (e.g., high-density lipoprotein, triglycerides, hemoglobin A1C, body fat percentage, lean-body mass, blood pressure, and bone density)
- 6.1.5. Recognize nutrition scope of practice limitations
- 6.1.6. Outline dietary strategies (including food types and amounts)
- 6.1.7. Teach athletes how to read food labels
- 6.1.8. Teach athletes how to build sample meal plans

6.2. Provide additional lifestyle education

- 6.2.1. Identify additional lifestyle goals (e.g., alcohol or substance use, sleep/recovery, stress)
- 6.2.2. Assess athlete's lifestyle
- 6.2.3. Provide additional lifestyle guidance
- 6.2.4. Recognize scope-of-practice limitations

- 7. Professional Responsibilities** **11 items (8% of test)**
- 7.1. Engage in professional development**
- 7.1.1. Self-assess individual and group training sessions according to the foundations of effective training
 - 7.1.2. Pursue continuing education
- 7.2. Manage risk for the business entity and the facility**
- 7.2.1. Obtain informed consent and waiver of liability from every athlete consistent with local regulations
 - 7.2.2. Obtain written and signed medical release from athlete, when required
 - 7.2.3. Maintain and inspect equipment and keep facility clean and safe
 - 7.2.4. Recognize and respond to extreme environmental conditions
 - 7.2.5. Assess insurance policy and other legal needs (e.g., liability, employment status, truth in advertising)
- 7.3. Prepare for a medical emergency and equipment or facility malfunction**
- 7.3.1. Prepare and practice response to facility emergencies, medical emergencies, and injuries (i.e., create and follow an emergency action plan or EAP)
- 7.4. Run an ethical practice**
- 7.4.1. Work within Certified CrossFit Trainer Scope of Practice
 - 7.4.2. Adhere to CrossFit Standards of Professional Practice and other related legal agreements

EXAMINATION DAY

ADMISSION TO THE TESTING CENTER

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

Candidates need two forms of identification for admission: a primary ID and a secondary ID.

The name that appears on the two forms of identification must match the name under which the candidate is registered to take the exam. **Do not register under a nickname!** If a name change is needed, candidates must contact certifications@crossfit.com five business days before the testing appointment to change the name on the record.

The following forms of ID are accepted as primary ID:

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

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

The following forms of ID are accepted as secondary ID:

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

TESTING CENTER RULES

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

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

See Pearson VUE's complete [Rules Agreement](#).

Examination Day, continued

BIOMETRICS

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

DISMISSAL

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

INCLEMENT WEATHER

It is the policy of Pearson VUE to remain open whenever possible. However, if any candidate is unable to arrive at a designated examination site because of inclement weather, terrorist acts, a natural disaster, or other unforeseen incident beyond control of the candidate, the candidate will be allowed to take the next scheduled exam without being charged a retest fee.

If for any reason the exam is unable to be administered, then the candidate will be given as much notice as possible, and the exam will be rescheduled within a reasonable period of time. Candidates may take the exam at the next administration without being charged a retest fee. Candidates are responsible for any related expenses for retesting.

EXAMINATION IRREGULARITIES

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

HANDLING OF EXAMINATIONS

The CrossFit Certification Department takes all available precautions to ensure the appropriate and secure handling of completed examinations. In the rare and extreme case in which the exam results become lost or unreadable, candidates will be required to undergo retesting without being charged a retest fee. Candidates are responsible for any related expenses for retesting.

AFTER THE EXAMINATION

NOTIFICATION OF RESULTS

Candidates will be notified of their unofficial results on site upon completion of their examination. Official results, which are issued by the CrossFit Certification Department, will be sent via email within seven to 10 days after the exam. Candidates who pass the CCFT exam will receive a report indicating a passed exam. **No numerical score is given.**

Candidates who do not pass the exam will receive a diagnostic report which contains an outline of their performance in each of the exam domains. Each domain is weighted differently, as indicated by the percentages documented in the content outline above. This means participants cannot average scores across subject areas to determine a specific score. Subject-area analysis is provided solely for the purposes of preparing for the next exam. **No numerical score is given.**

Due to issues of exam item security, neither the CrossFit Certification Department nor any employee or representative of CrossFit, LLC can provide information on the exact questions that were answered incorrectly.

CERTIFICATION

All certification requirements must be met in order to be granted the CCFT credential. The requirements include meeting all eligibility requirements and successfully passing the CCFT exam.

Once the requirements are met, the certification will be granted and the CCFT certificate will be issued. All certificates are non-transferable.

All certificates are issued digitally. An email containing a unique and secure link to view, download, print, and share the certificate is sent within two weeks after all requirements are met and official exam results are received.

DESIGNATION AND MEANING

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

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

Firstname Lastname, Certified CrossFit Trainer

Firstname Lastname, CCFT

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

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

After the Examination, continued

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

RETESTING

In the event that a candidate fails the examination, the CrossFit Certification Department requires a waiting period of 90 days between all retest attempts.

Candidates who fail or no-show their appointment are permitted to sit for the next exam administration for a reduced fee. This retest fee is available for one year from the date of the approved application. The retest fee can be found [here](#). After one year, if a candidate does not pass the exam, he or she must meet current eligibility requirements, then reapply and pay all applicable fees.

When the candidate is eligible to retake the exam, an email notification is sent from the Certification Department with the necessary instructions to pay for and reschedule a new exam. This notice will only be sent if the candidate's application is still valid.

APPEALS AND COMPLAINTS

APPEALS

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

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

A sound rationale regarding the need for special consideration must be provided by the appellant. An appeal is not an avenue for requesting a passing score on a failed exam.

SUBMISSION OF AN APPEAL

Candidates must submit a completed Appeals Application via email to certifications@crossfit.com with the word "Appeal" and the appellant's name in the subject line of the email. An appeal must be submitted **within 30 days** of the event being appealed.

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

THE APPEALS PROCESS

INITIAL REVIEW

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

INITIAL RESPONSE

The response will be one of the following:

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

APPEALS BOARD COMPOSITION

The Appeals Board shall consist of CrossFit, LLC legal counsel and three Certified CrossFit Trainers.

Upon receipt, the Certification Department staff shall review the appeal. If the matter is administrative and can be handled at the staff level, a decision will be made and the appellant informed. If further action is required, the Certification Department staff shall request evaluation of the appeal by the Appeals Board. The individuals must be

Appeals and Complaints, continued

impartial and have no conflict of interest with the appeal. Where conflict of interest exists, or is perceived to exist, it will be disclosed, and the Appeals Board member will recuse himself or herself from the case. The Director of Certification will appoint another certificant to evaluate the appeal.

The Appeals Board shall meet by email within 30 days of receipt of the appeal. All determinations regarding appeals shall be made by simple majority vote of the Appeals Board. Written notice of the Appeals Board determination shall be provided to the candidate via email.

Appeals Board determinations are final.

COMPLAINTS

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

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

CERTIFICATION PROGRAM COMPLAINTS

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

COMPLAINT AGAINST CERTIFICANTS

Any complaint against a certificant must be:

- specific to a section of the CrossFit Standards of Professional Practice;
- in writing by the individual lodging the complaint;
- supported by definitive and specific evidence of such accusation; and
- made against a current holder of a CrossFit certification.

The complaint and all related documentation shall be dealt with in a strictly confidential manner. Once a complaint is filed, the complainant agrees to hold it in strict confidence, and will not announce or promote in any manner, or use personal or chapter communication vehicles to announce the filing of a complaint.

Additional information or evidence will be requested from the complainant if required and the specific time frame needed to receive such information will be named. If this additional information is not received, a decision will be rendered based on the information that was provided initially.

Appeals and Complaints, continued

If it is determined that no further action is warranted, the complainant will be advised in writing of the outcome of the initial assessment. If the initial investigation supports the complaint, an independent investigation will commence, and the information will be handed over to the CrossFit Certification Board to perform a formal investigation into the allegation.

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

- If a preliminary investigation of the information/evidence reveals a valid complaint, the individual(s) named in the written complaint will be sent a “Notice of Complaint” via email. The Certification Board also will request any additional information needed.
- The Certification Board will submit a written report of its findings within 60 business days of receiving all further requested supporting information.
- Within 10 business days of the written report findings being accepted, the findings of the Certification Board will be communicated to the subject of the complaint.

POTENTIAL DISCIPLINARY ACTIONS

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

- **Warning**— A written warning and notice of such shall remain in the certificant’s file and articulate clearly the consequences if the situation occurs again, or if there is another violation.
- **Suspension**— CrossFit certification or eligibility to become certified could be suspended for a period of up to one year.
- **Revocation of Certification**— CrossFit certification could be revoked.

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

DISCIPLINARY PROCESS

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

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

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

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

RECERTIFICATION

CCFT RECERTIFICATION REQUIREMENTS

Maintaining the CCFT credential requires the certificant to complete the entire [recertification application process](#) prior to the expiration of the three-year recertification interval. A recertification application can be accessed no sooner than six months prior to the expiration date. Recertification is not complete until payment is made and the certificant receives an email confirmation.

This process entails completing all five steps outlined below. There are maintenance activities, including continuing to abide by CrossFit Standards of Professional Practice and maintaining a current CPR certificate. There are development activities, including completing continuing education and engaging in a minimum number of coaching hours per year. There are also administrative tasks, including updating contact information and paying recertification fees. Each step is explained in greater detail below.

<p>STEP 1</p> <p>Abide by CrossFit Standards of Professional Practice</p>
<p>STEP 2</p> <p>Maintain current CPR certificate</p>
<p>STEP 3</p> <p>Complete Continuing Professional Development (CPD) activity requirements</p>
<p>STEP 4</p> <p>Complete contact hours coaching individuals or groups</p>
<p>STEP 5</p> <p>Submit payment for recertification fees and verify contact information</p>

STEP 1: ABIDE BY THE STANDARDS OF PROFESSIONAL PRACTICE

The CrossFit Standards of Professional Practice apply to individuals seeking the CCFT designation (candidates) and all active CCFTs (certificants). These standards establish appropriate and enforceable professional conduct standards and explain the minimum ethical behavior requirements for CrossFit candidates and certificants. These standards should guide work with any client. The term “client” includes any other individual or individuals with whom the trainer interacts.

Any Certified CrossFit Trainer found to be in violation of these standards may have their certification suspended and/or revoked.

A Certified CrossFit Trainer must:

- act in accordance with all applicable national and local laws and regulations, which include all applicable business, employment, copyright, and intellectual property laws.
- act in accordance with all applicable CrossFit policies, procedures, rules, agreements, standards, and guidelines.
- promote all individuals’ welfare, respect their dignity and right to participate in exercise, and provide competent, fair, and equal treatment to all individuals regardless of gender, age, disability, occupation, ethnic origin, color, cultural background, marital status, sexual orientation, religion, or political opinion.
- uphold and enhance public appreciation and trust for CrossFit and CrossFit Trainers. CrossFit Trainers will not engage in any behavior that adversely affects CrossFit or compromises their professional responsibility either within their practice or publicly (to include all forms of social media).
- have a sincere commitment to providing the highest quality of care to those who seek the professional services of a CrossFit Trainer.
- act in the client’s best interest in order to respect the client’s privacy and dignity and protect the client from harm, always advocating for the client’s welfare.
- refer athletes or clients to more qualified fitness, medical, or healthcare professionals when appropriate.
- consistently maintain and improve professional knowledge and competence, striving for excellence through regular assessment of personal and professional strengths and weaknesses and continued professional development.
- preserve the confidentiality of clients’ personal and privileged information. CrossFit Trainers will not release any information to a third party not involved with the client’s care without a written release unless required by law.

Recertification, continued

STEP 2: MAINTAIN CURRENT CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATE

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

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

STEP 3: COMPLETE CONTINUING PROFESSIONAL DEVELOPMENT

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

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

OVERVIEW OF THE CPD PROCESS

1. Complete the Learning Needs Assessment (LNA). Candidates cannot document proof of continuing education until the LNA has been completed. The LNA is completed online in the candidate's Certification account. It is recommended, though not required, that candidates submit this survey within 90 days of the beginning of the recertification interval to guide professional-development decisions.
2. Complete 36 continuing education units (CEUs) of approved professional-development activities according to guidelines in this handbook.
3. Submit verification of completed CPD activities and corresponding CEU totals in the Activity Log. Candidates can access their Activity Log online in their Certification account once the LNA has been completed. This log must be completed and all other required documentation must be submitted prior to the end of the recertification interval. Submissions can be ongoing throughout the recertification interval.

LEARNING NEEDS ASSESSMENT (LNA)

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

The Activity Log to track CEUs will not become active until this [form](#) is completed.

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

Score of 1—Assumes little knowledge of subject.

Score of 2—Assumes general knowledge of literature and practice.

Score of 3—Assumes thorough knowledge of literature and practice.

CONTINUING PROFESSIONAL-DEVELOPMENT ACTIVITIES

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

Certificants are required to complete 36 CEUs of approved professional-development activities according to the guidelines in this handbook. A list of approved activities can be found on the [Continuing Education](#) page of the Certifications website.

CEUs are calculated based on contact hours. A contact hour is defined as the actual clock hours spent in direct participation in a professional-development activity. One CEU is equivalent to one contact hour. CEUs will be awarded only for activities completed within the recertification interval. CEUs cannot be earned prior to certification or carry over into subsequent recertification intervals.

Certificants should retain documented proof of attendance/completion of all professional-development activities for one year beyond the end of the recertification interval. Required documentation includes certificates of attendance/completion, documented learning objectives and/or original transcripts (see specifics in Professional-Development Activity Types tables). Please refer to the following grids for examples of acceptable activities and the required documentation to comply with the CPD process and procedures.

PROFESSIONAL-DEVELOPMENT ACTIVITY TYPES There are three categories of activity types. The required 36 CEUs must fall within specified activities in each category.
CrossFit Professional Development No minimum CEUs required
General Professional Development No minimum CEUs required
Individualized Professional Development Maximum 15 CEUs

Recertification, continued

CROSSFIT PROFESSIONAL DEVELOPMENT NO MINIMUM CEUS REQUIRED		
<ul style="list-style-type: none"> • CrossFit Professional Development is an educational activity presented by CrossFit. All CrossFit educational content is pre-approved. • CrossFit courses and seminars may be attended multiple times, but CEUs will count only once during a single recertification interval unless otherwise noted in the course description. • Participation on advisory board and as speakers/panelists may only count toward CEUs one time per topic. • CrossFit judging, event coordination, or presenting must be completed at an event run by CrossFit. 		
Possible Activities	Number of CEUs	Documentation to Submit and Retain
CrossFit courses or CrossFit Speciality Courses	1 CEU per contact hour	Certificate of attendance or trainer certificate
CrossFit speaker/panelist or advisory board	1 CEU per contact hour	Copy of Professional Development Participant Form
CrossFit online courses	1 CEU per contact hour	Certificate of completion

GENERAL PROFESSIONAL DEVELOPMENT NO MINIMUM CEUS		
<ul style="list-style-type: none"> General Professional Development is an educational activity in which the provider has an established curriculum or predetermined educational content. All activities under General Professional Development require pre-approval unless administered by Approved Providers. Seminars/lectures must include the opportunity for interactive discussion between presenters and attendees. Webinars must include the opportunity to interact with the presenter. Guidelines for academic coursework: <ul style="list-style-type: none"> Courses must be completed at an accredited college or university. Course must be commenced after certification is obtained and completed on or prior to end of recertification interval. All coursework requires pre-approval and should be submitted prior to enrollment. Course content must be relevant to being an effective trainer (to include topics related to CrossFit, coaching, leadership, business management, critical thinking, and effective communication). Clinical practicum hours can be counted if practicum credit appears as a separate offering on the transcript. If it is a required part of coursework, credit will be given for the registered course only. 		
Possible Activities	Number of CEUs	Documentation to Submit and Retain
Continuing medical education (CME) seminars	1 CEU per contact hour	Certificate of attendance
Continuing education seminars for healthcare providers		
Business management or leadership seminars	1 CEU per contact hour	Certificate of attendance
Coaching certificate programs	1 CEU per contact hour	Certificate of attendance
Academic coursework	10 CEUs per credit	Official transcript
Medical certificate programs	1 CEU per contact hour	Certificate of completion

INDIVIDUALIZED PROFESSIONAL DEVELOPMENT MAXIMUM 15 CEUS		
<ul style="list-style-type: none"> Individualized Professional Development is an educational activity in which the certificant takes part in the development of learning objectives, contributes to the content of the educational activity, or controls the timeline in which the course is completed. All activities under Individualized Professional Development require pre-approval unless administered by an Approved Provider. Authored journal articles can be counted for credit for original content; credit will not be given for review articles. Article must be published within the recertification interval. Self-study materials must be published within the recertification interval in order to be counted for CEU credit. CEUs for advisory board participation or as a speaker/panelist will count only one time per topic. Private coaching/mentoring can be done by a recognized subject-matter expert but may not be a peer or coach from the same gym as the certificant. 		
Possible Activities	Number of CEUs	Documentation to Submit and Retain
CME/CEU online self-study	As determined by CEU provider	Certificate of completion
Exam item writer	1 CEU per contact hour	Letter of acknowledgment from organization's exam-writing coordinator
Author of journal article	3 CEUs per article	Journal's guidelines for authors, copy of title page with publication date
Author of text chapter	3 CEUs per chapter	Copy of title page with publication date, copy of table of contents
Private instruction with subject-matter expert or specialty coach	1 CEU per contact hour	Copy of Professional Development Participant Form
Speaker/panelist at conference or advisory board	1 CEU per contact hour	Letter of acknowledgment from conference coordinator

APPROVED PROVIDERS

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

CrossFit is an Approved Provider and a list of all Approved Providers can be found [here](#).

REQUEST FOR CEU APPROVAL

It is possible to request approval for a professional-development activity or course that is not on the CrossFit Approved Provider list. There is a nonrefundable administrative fee to submit this request. Current fees can be found [here](#).

Certificants can submit an individual request for approval by following the instructions below:

1. Prior to enrollment, the certificant should login to his or her Certification account and complete the online [CEU Approval Request](#).
2. Approval will be based upon the following criteria*:
 - Instructor Biographies—The course provider must have current bios for all lead instructors and/or individuals responsible for the development or delivery of the course content. This information should be publicly available or furnished upon request to potential course participants. Course sponsors and instructors must be free from commercial bias and be in good standing with CrossFit, LLC.
 - Learning Objectives—Each approved course must have a minimum of three learning objectives. Learning objectives should be observable/measurable and reflect the knowledge, skill, or ability a participant should achieve. These objectives must be made publicly available to potential course participants in registration materials and serve as the basis for the course content and manner of instruction.
 - Course Schedule—A detailed course schedule (also known as a course content outline) with timelines and major topics must be publicly available to potential course participants in registration materials. The course must coincide with the number of continuing education units offered for each course.
 - Continuing Education Units (CEUs)—CEUs must be clock-hour based. The course material must specify the requirements for satisfactory completion in order to achieve CEUs. Criteria for satisfactory completion may be based on performance and/or written assessments consistent with demonstrated learning outcomes or may be tied to attendance alone.
 - Disclosures—Course providers must publicly disclose any relevant financial and non-financial relationships that may have the appearance of a conflict of interest. It must be clear that the purpose of each course is educational and is not intended to promote a product or service. This information should be available to potential participants in registration materials.
 - Content Review—All courses or activities are subject to a content review to ensure that it is within the scope of a Certified CrossFit Trainer or falls under other acceptable activities as outlined in the Professional-Development Activity Type tables.
3. Consideration will be given to courses that were attended without pre-approval. These activities must have been completed within the three-year recertification interval dates printed on the CCFT certificate. To request approval and credit for a class that has already been attended, submit the online [CEU Approval Request](#) and pay the administrative fee. Submission of this request is not a guarantee of approval.

Recertification, continued

4. Information will be reviewed and notification of approval or denial will be communicated via email within seven to 10 business days.
5. Denial of credit does not mean that the credential holder cannot take the course or complete the project. It only means CEUs will not be recognized by the CrossFit Certification Department for use toward CCFT recertification.

The CrossFit Certification Department reserves the right to accept or reject courses and/or course content at its sole discretion based on the standards in this Handbook and in department policies and procedures.

ACTIVITY LOG

The [Activity Log](#) in the Certification account is where all accrued CEUs are tracked. Certificants must submit an entry on the Activity Log for each professional-development activity completed in the current recertification interval. A minimum of 36 CEUs must be acquired and logged before the certification expires. Approved courses can be logged by selecting courses from the [drop-down menu](#) directly in the Activity Log. Courses not listed in the Activity Log can be submitted for approval by completing a [CEU Approval Request](#).

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

DOCUMENTATION FOR COMPLETED CEUS

All professional-development activities require proof of attendance or completion to be submitted on the Activity Log in order to count toward the CEU total. Most course providers will issue a certificate of attendance or completion following the conclusion of the activity. Upload this document to the Activity Log for proof of completion.

For professional-development activities that do not issue a certificate, the participant is required to submit a [Professional Development Participant Form](#). See the [Professional-Development Activity Types](#) table for activity examples. Upload the completed form (including signature) to the Activity Log. Incomplete forms will not be accepted.

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

AUDITS

To maintain standards of accreditation and ensure compliance with eligibility requirements and ongoing educational activities, the CrossFit Certification Department conducts audits for a certain percentage of certified individuals. An audit is an in-depth review of a certificant's documentation for the purpose of certification and recertification. This may require the certificant to submit verification of completed coaching hours, current CPR training, and/or verification of CEUs (ranging from actual certificates of attendance to official copies of transcripts) from professional-development activities. Audits can be conducted to verify any certification or recertification requirements.

Detailed instructions are emailed to the certificant with an official notification in the event of an audit. Original documentation of the requested documentation must be submitted to the CrossFit Certification Department for

Recertification, continued

review, which must be dated or postmarked within 30 days of the date of the audit-notification letter. In addition to routine audits, the CrossFit Certification Department reserves the right to audit any individual at any time.

A certification or recertification requirement is non-compliant if the proof submitted is expired (e.g., an expired CPR certificate) or if a certificant is unable to produce proof of the requested requirement. In this case, the certificant will have 30 days to become compliant to prevent further disciplinary action. There is an administrative fee to update the certificant's credential account following any non-complaint audit finding. Unsatisfactory completion of an audit is a violation of the CrossFit Standards of Professional Practice and will be subject to the disciplinary process outlined in this Candidate Handbook.

STEP 4: COMPLETE ONGOING COACHING HOURS

COMPLETE ONGOING COACHING HOURS

The maintenance of the CCFT credential includes application of knowledge and skills obtained in the CPD process to ongoing coaching of individuals and groups. Certificants should be engaged in the learning process and actively integrating updated information into practice. Certificants must submit proof of 150 total coaching hours by the end of the recertification interval. If this requirement is not met, recertification will be denied. Certificants should maintain accurate coaching records in case of an audit.

1. Complete a minimum of 150 hours of practical coaching hours during each recertification interval. These hours must be direct coaching hours with groups or individuals using CrossFit training methods. Examples include group classes or private training, distance coaching, program design, and development/evaluation/mentoring of coaching staff, or other activities that constitute direct teaching. The certificant may not count hours of administrative duties for this requirement.
2. Document completed hours on the [Recertification Coaching Verification Form](#) found in the [Recertification Application](#) on the Certifications website. One form should be submitted for each location where hours were obtained.

STEP 5: SUBMIT RECERTIFICATION FEES AND VERIFY CONTACT INFORMATION

The recertification fee supports accreditation requirements, ongoing expansion, and quality assurance of the professional-development offerings of the CrossFit Certification Department. Current fees can be found [here](#).

- Submit recertification fee [here](#)

Verification of contact information is critical for communication regarding CCFT information and updates. Certificants must keep contact information current at all times in order to ensure timely transfer of information.

- Submit change of contact information or email address to certifications@crossfit.com

VERIFY RECERTIFICATION PROCESS IS COMPLETE

Certificants are responsible for ensuring the [recertification application process](#) is completed prior to the expiration of the three-year recertification interval in order to maintain an Active status. Recertification is not complete until payment is made and the certificant receives an email confirmation.

OVERVIEW OF CERTIFICATION STATUS REQUIREMENTS

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

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

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

Suspended—Certification is not in good standing as a result of the imposition of a disciplinary action. Individuals with a Suspended status will be notified by the CrossFit Certification Department via email of their suspension and its cause. Upon this determination, individuals will be listed as “Suspended” in the CrossFit Trainer Directory and may no longer represent themselves as Certified CrossFit Trainers or use the CCFT designation. Suspended individuals must apply for reinstatement under the appeals process within one month from the date of the notice of suspension. If an individual fails to submit an appeal within this timeframe, the certification will be revoked.

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

LATE RECERTIFICATION REQUIREMENT SUBMISSIONS

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

All five recertification requirements must be met by the end of the recertification interval or the certificant's status is considered expired and he or she will no longer be able to represent himself or herself as a Certified CrossFit Trainer during this time. Completion of the above procedure and approval by the CrossFit Certification Department will allow the certificant to regain Active status upon satisfactorily completing all requirements and submitting all applicable fees. Expired credential holders who do not complete this process must start a new application process, which includes meeting all current eligibility requirements and passing the examination.

CANDIDATE/CERTIFICANT AGREEMENT WITH CROSSFIT

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

ALL CANDIDATES AND CERTIFICANTS AGREE TO:

- provide proof of meeting the eligibility requirements. The CrossFit Certification Department may ask for clarification or further verification of information submitted and/or may directly contact the verifying professional to confirm the information submitted.
- comply with the requirements to attain and maintain the CCFT designation, including meeting eligibility requirements, carrying out the tasks of a CCFT, complying with the CrossFit Standards of Professional Practice, and fulfilling recertification requirements.
- notify the CrossFit Certification Department promptly if unable to comply with the certification requirements, including meeting eligibility requirements, carrying out the tasks of a CCFT, complying with the CrossFit Standards of Professional Practice, and fulfilling recertification requirements.
- make claims regarding certification only with respect to the scope for which certification has been granted.
- not use the certification in such a manner as to bring the certification body into disrepute, and not make any statement regarding the certification which the certification body considers misleading or unauthorized.
- not use the CCFT certificate, logo, or marks in a misleading manner.
- discontinue the use of all claims to certification that contain any reference to CrossFit or the CCFT upon suspension or withdrawal of certification, and return any certificate issued by CrossFit.
- allow CrossFit, LLC to release confidential certificant information if required by law. Certificant shall be notified as to which information will be released, unless such notification is prohibited by law.

SPECIAL REQUEST FORMS

[Special Testing Accommodation Request](#)

[Documentation of Disability-Related Needs by Qualified Provider](#)

[Appeals Application](#)

Special Request Forms, continued

SPECIAL TESTING ACCOMMODATIONS REQUEST		
<p>Candidates with disabilities covered by the Americans with Disabilities Act (or Canadian/Australian equivalent) must complete the Special Testing Accommodations Request form and have an appropriate licensed healthcare professional complete the Documentation of Disability-Related Needs by Qualified Provider form in order for their accommodations request to be processed. All documentation must be submitted at least two weeks in advance of the scheduled examination.</p>		
Candidate Information		
Name:		
Address:		
City:	State:	Zip Code:
Home Phone:	Cell Phone:	
Email Address:		
Special Testing Accommodations		
Date and Location (test center) for which you are requesting accommodation:		
Address:		
City:	State:	
I would like to request the following testing accommodation(s):		
<ul style="list-style-type: none"> • Extended testing time (time and a half) • Large print test (please provide point size): • Separate testing area • Special seating (please describe): • Wheelchair-accessible testing site • Other special accommodations (please specify): 		
Candidate Signature:		

DOCUMENTATION OF DISABILITY-RELATED NEEDS BY QUALIFIED PROVIDER

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

Professional Documentation:

I have known _____ since _____
(name of candidate) (date)

in my capacity as a(n) _____
(professional title)

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

Comments on Disability:

Signature:

Title:

Organization:

License # (if applicable):

Phone Number:

Date:

Candidate Instructions:

Return this form with a copy of the Special Testing Accommodation Request form to certifications@crossfit.com. All documentation must be submitted at least two weeks in advance of the scheduled examination date. Please write "Accommodations Request" in the subject line of the email.

Special Request Forms, continued

APPEALS APPLICATION
Name of Appellant:
Postal address of Appellant:
Email address of Appellant (required):
Telephone contact number(s) of Appellant:
Reason for Appeal:
Exam Taken:
Exam Location and Date:
Additional Information to Support Appeal:
Outcome Desired:
Instructions: Submit this completed form to certifications@crossfit.com with the word "Appeal" in the subject line. This form must be submitted within 30 days of the event which is being appealed.

