



**CERTIFIED CROSSFIT  
LEVEL 4 COACH  
CANDIDATE HANDBOOK**

# CERTIFIED CROSSFIT LEVEL 4 COACH CANDIDATE HANDBOOK

VERSION 2.1

ISSUED OCTOBER 2023

## TABLE OF CONTENTS

Overview .....	2
Registration Process .....	4
The Evaluation .....	7
Preparing for the Evaluation .....	9
Content Outline .....	10
Evaluation Details .....	15
After the Evaluation .....	18
Appeals .....	20
Complaints .....	22
Recertification .....	24
Candidate/Certificant Agreement with CrossFit .....	35
Special Request Forms .....	36

## OVERVIEW

### ABOUT CROSSFIT

CrossFit, LLC is an international organization dedicated to the advancement of human health and athletic performance. CrossFit provides a precise definition of fitness, which builds on the foundation that fitness is measurable, observable, and repeatable.

CrossFit adheres to an open-source approach that focuses on results-based fitness education and training, demonstrated through research and study, observation, innovation, and practical application.

The mission of CrossFit, LLC is to establish and support an international community of authentic fitness practitioners through open-source publication, education, certification, and affiliate participation.

### ABOUT THE CROSSFIT CERTIFICATION DEPARTMENT

The CrossFit Certification Department provides avenues for trainers to demonstrate their skills and abilities, such as through this Certified CrossFit Level 4 Coach (CF-L4) credential. The department is responsible for creating and publishing standards, policies, and procedures for the development, integrity, and maintenance of CrossFit evaluations. It develops valid, reliable, and fair evaluations that can assess one's understanding of CrossFit methodology and ability to apply the methodology to training others. It sets the guidelines for CrossFit Coaches to engage in professional development and run an ethical CrossFit practice.

### PURPOSE OF THE CERTIFICATION

The purpose of a certification program is to ensure that an individual possesses the knowledge and skill set required to train clients effectively. The CF-L4 credential is designed to assess the most senior trainers rather than intermediate or entry-level trainers. It is CrossFit's highest distinction.

The CF-L4 credential means an individual has demonstrated advanced coaching abilities through a real-time performance assessment. This assessment best mirrors the environment in which trainers need to excel every day in order to better the health and fitness of their clients.

As CrossFit's preeminent credential, the skill set demonstrated by a Certified CrossFit Level 4 Coach is one of virtuosity. The CF-L4 has the ability to modulate training effectively for the new CrossFit athlete as well as the more advanced practitioner. The CF-L4 credential serves as the mark of an expert CrossFit coach.

This credential is earned by trainers who have significant coaching experience, a comprehensive educational background, and CrossFit's prerequisite certification — the Certified CrossFit Level 3 Trainer.

Overview, continued

## SCOPE OF THE CERTIFICATION

### A Certified CrossFit Level 4 Coach:

- demonstrates the ability to effectively train any level of individual in a small group setting.
- designs and leads CrossFit workouts for both groups and individuals, from beginner to advanced, that are safe, effective, and appropriate for all 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 toward 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.

## 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 Level 4 Coaches, 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.

## REGISTRATION PROCESS

### ELIGIBILITY REQUIREMENTS

Candidates become eligible to undertake the Certified CrossFit Level 4 Coach evaluation upon successful documentation of the requirements listed in the table below. Only qualified individuals will be able to [register for the evaluation](#).

#### Age

Candidates must be 18 or older at the time of registration.

#### Education and Experience

Candidates must possess an active Certified CrossFit Level 3 Trainer (CF-L3) credential.

#### 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 Level 4 Coach credential at all times.

#### A Certified CrossFit Level 4 Coach 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 Coaches. CrossFit Coaches 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 Coach.
- 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 Coaches will not release any information to a third party not involved with the client's care without a written release unless required by law.

### TRAINER LICENSE AGREEMENT

All credential holders are required to abide by a CrossFit license agreement. Successful CF-L4 candidates are required to sign the [Certified CrossFit Level 4 Coach License Agreement](#) in order to receive official results and obtain the CF-L4 credential.

### EVALUATION SITES

Certified CrossFit Level 4 Coach evaluations are administered at testing locations in major metropolitan areas. For a current list of available locations, visit the [CF-L4 registration page](#).

### FEES

Current CF-L4 evaluation, retest, and recertification fees can be found [here](#). Fees are nonrefundable.

Due to the nature of this evaluation, we do not accommodate refunds or transfers.

**NONDISCLOSURE AGREEMENT**

A Nondisclosure Agreement is required to participate in the CF-L4 evaluation. If a candidate does not agree to the Nondisclosure Agreement, the registration process cannot be completed. Please review the Nondisclosure Agreement below. Candidates are required to sign the following agreement during the registration process:

**CF-L4 EVALUATION NONDISCLOSURE AGREEMENT**

This evaluation is confidential and protected by trade secrets law. It is made available to you, the candidate, solely for the purpose of becoming a Certified CrossFit Level 4 Coach (CF-L4). You understand, acknowledge, and agree:

- that the workouts and specific movements of the evaluation are the exclusive and confidential property of CrossFit, LLC.
- not to disclose the workouts or specific movements or discuss any of the content of the evaluation with any person without prior written approval of CrossFit, LLC. This includes talking publicly about evaluation items in classes, on message boards, and/or social media (e.g., Facebook, Instagram, etc.). It also includes discussing evaluation details privately with your friends, clients, students, colleagues, supervisors, mentors, or coaches.
- not to take notes, photos, or videos of any materials provided during the evaluation, or of any equipment or environmental objects that may provide insight into the workouts or specific movements used in the evaluation.
- not to sell, license, distribute, give away, or obtain from any source other than CrossFit, LLC the evaluation structure, including workouts, movements, or evaluation procedures.
- that your obligations under this agreement shall continue to be in effect after the evaluation and, if applicable, after termination of your certification, regardless of the reason or reasons for termination, and whether such termination is voluntary or involuntary.

**LANGUAGE**

The CF-L4 evaluation is conducted in English..

**AMERICANS WITH DISABILITIES ACT**

Reasonable accommodations for the evaluation shall be provided at no cost to all candidates with special medical/learning needs who submit, with their evaluation registration, an Accommodation Request form along with appropriate medical documentation. All forms and requests should be submitted via email to [certifications@crossfit.com](mailto:certifications@crossfit.com). CrossFit does 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.

## THE EVALUATION

### EVALUATION FORMAT

The CF-L4 evaluation is a performance-based assessment of a candidate's ability to coach athletes in a real-world environment. The setting is a typically-scheduled class at an affiliate, with current athletes as the participants.

The evaluation includes the following individuals:

- Candidate—the individual being assessed
- Raters—the CrossFit staff assessing the candidate
- Athletes—the participants in the CrossFit class

The evaluation consists of two CrossFit workouts coached by the candidate. A minimum of seven and a maximum of 12 athletes will participate in each workout.

**NOTE: The CF-L4 evaluation is NOT an educational course, nor an opportunity to receive feedback during or after the evaluation. Raters are not able to discuss any aspect of a candidate's performance.**

### EVALUATION EXPECTATIONS

Each CF-L4 evaluation class will consist of the following:

- Athletes the candidate likely has never met.
- Athletes with skill levels that are likely unknown to the candidate.
- Athletes who are members of the testing location gym and are expecting a typical class at their affiliate.
- Workouts that are comprised of movements commonly used in the programming posted on CrossFit.com.

The random sampling of volunteer athletes best simulates the normal professional trainer environment. A successful CF-L4 should be able to:

- respond to realistic problems and scenarios that present themselves within the affiliate.
- respond to the needs of the group, as displayed in real time.
- adapt coaching instruction to the skill level of the athletes, whether they have beginner- or advanced-level capacity.
- ensure each athlete is comfortable in the evaluation environment.

In preparation for the evaluation, the candidate can expect:

- Reference written notes/plans during the evaluation. Written lesson plans are not required but are allowed.
- to receive the workout for each evaluation session 48 hours before evaluation day via the email address used for registration.
- to coach workouts that fit within a 60-minute class.
- the host point of contact (POC) and lead rater to be on site 30 minutes prior to the start of each assessment.
- assistance by the host POC regarding the facility (e.g., equipment, clock, music).
- athletes to wear name tags during the evaluation.



The Evaluation, continued

The candidate may visit the testing location prior to the evaluation as long as the visit occurs during normal working hours and does not interfere with ongoing classes. The candidate may observe the facility in order to become familiar with the space but may **NOT** observe another candidate's evaluation. The candidate can start setting up the class within the 20 minutes prior to the start of the evaluation. Setup must not interfere with ongoing classes.

Candidates should expect to leave the testing location between evaluation sessions.

### DEVELOPMENT OF THE EVALUATION

The CF-L4 evaluation development was based on international personnel certification standards. In addition to adopting those requirements, development also followed standards used by the American Psychological Association, the American Educational Research Association, and the National Council on Measurement in Education.

The evaluation format was developed from a performance-based examination previously offered by CrossFit from 2008 to 2010. The evaluation was refined further after the release of the CCFT examination to facilitate the assessment of one's coaching skill set in real time versus a written, computer-based format.

All candidates will be rated using a rating sheet consisting of six coaching domains and 14 subdomains. This rating sheet was developed with psychometricians and assessment design experts to ensure administration of the evaluations are unambiguous, objective, and fair for all candidates. All raters have gone through extensive training on how to use the rating sheet for on-site coaching assessment.

A study has been initiated to ensure validity and test-retest reliability for the CF-L4 evaluation. Psychometricians and assessment design experts developed this study, which includes data collection design, generalizability studies, and decision studies. Though the evaluation is complex and requires a high passing standard, it is carefully planned and tested to maintain validity and reliability.

### EVALUATION VARIABILITY

Candidates will be exposed to a range of athletic abilities, from beginner to advanced. The composition of the groups also will vary across a candidate's two evaluation sessions, as well as between various performance evaluation events (e.g., candidates in New York are exposed to different athletes than Atlanta). CrossFit does not control for this—the registration process is handled by the testing location and reflects its usual client base. CrossFit does not prescreen the volunteers or provide the testing location with any criteria for the athletes. CrossFit prefers that the groups are formed in this organic manner to best simulate the possible range of real-world training scenarios in which a CF-L4 should be proficient.

It is possible that some candidates will have groups that contain, on average, better movers than other candidates' groups. Nevertheless, all candidates are evaluated on their ability to demonstrate effective coaching regardless of the current capacity of the athletes. In other words, candidates do not get faulted merely because their athletes are "poor movers." Instead, they are faulted if they do not optimally improve and/or coach athletes in light of their current capacity. The ability of the group, although variable, does not help or hurt the candidate's performance.

## PREPARING FOR THE EVALUATION

### PRACTICAL COACHING EXPERIENCE

The content outline below describes the general areas used to assess candidates. There are no practice evaluations for the CF-L4 evaluation. The best preparation for this evaluation is as much practical CrossFit coaching experience as possible. Even experienced trainers will be challenged by this evaluation.

### STUDY MATERIALS

There are no specific study materials for the CF-L4 evaluation. However some candidates might find the CCFT [study materials](#) useful in their preparation. **There is no written part of the CF-L4 evaluation.** Specifically, the candidate needs to be able to apply the knowledge demonstrated in the CCFT examination in a real-time coaching environment. In addition, candidates should be well-versed in all information presented in this Candidate Handbook to be prepared for the evaluation format.

## CONTENT OUTLINE

The CF-L4 credential conforms to a content outline developed according to a highly-refined rubric based on the CrossFit Trainer Job Task Analysis and subject-matter expert review. All domains are assessed during the evaluation.

The evaluation assesses a candidate's proficiency in six main domains:

- 1) Teaching (to include Demonstration)
- 2) Seeing
- 3) Correcting
- 4) Class Management
- 5) Presence and Attitude
- 6) Application

Each domain represents one quality or capacity of an effective coach and includes the knowledge and skills required to be effective in that domain. Candidates can assess their readiness for the evaluation according to their ability to demonstrate these skills in their regular coaching practice.

## DOMAIN 1: TEACHING

---

**TASK—Effectively articulate and instruct athletes through the mechanics of each movement. Provide athletes with an accurate visual example of the movement to assist instruction.**

### 1.1. *Information presented is correct and complete*

- The correct movement is taught and information regarding the primary points of performance is complete and correct.
- Information given about the movements, CrossFit methodology, and/or definitions is correct.
- The movement and its pieces, where applicable, are demonstrated correctly.
- The demonstration of the movement helped the athletes understand and learn the movement.
- If a progression\* is used, it mitigates common errors and guides athletes efficiently and effectively to the full movement.
  - \*Candidates are not required to use progressions nor are they confined to CrossFit's standard progressions. Any teaching progression can be used and will be assessed based on its efficacy.

### 1.2. *Presentation of information is organized, succinct, and clear*

- Information is presented in a generally well-prioritized, organized, and clear manner.
- The level of information provided matches the level of the athlete(s) and the task at hand.
- The amount of information provided facilitates learning without distracting or overwhelming the athlete(s).

## DOMAIN 2: SEEING

---

**TASK—Accurately discern sound from unsound movement mechanics whether the athlete is static or in motion.**

### 2.1. *Discern sound from unsound mechanics in static positions*

- Accurately identifies all gross and most subtle static faults in a timely manner.
- Accurately identifies good positions where present.

### 2.2. *Discern sound from unsound mechanics in the dynamic phases of the movement*

- Accurately identifies all gross and most subtle dynamic movement faults in a timely manner.
- Accurately identifies good movement where present.

### DOMAIN 3: CORRECTING

---

**TASK—Facilitate improved mechanics for any level of athlete within a training session.**

3.1. *Correct static positions*

- Corrects all gross and most subtle static faults in a timely manner.
- Corrections result in noticeable, positive change relative to the athletes' current capacity.
- Reinforces initial success if positive change in movement regresses (i.e., demonstrates relentlessness).

3.2. *Correct dynamic phases of movements*

- Corrects all gross and most subtle dynamic faults in a timely manner.
- Corrections result in noticeable, positive change relative to the athletes' current capacity.
- Reinforces initial success if positive change in movement regresses (i.e., demonstrates relentlessness).

3.3. *Prioritize and effectively communicate corrections/cues*

- Prioritizes movement errors and corrections in order of importance (trages) for individuals and the group.
- Correctly communicates whether or not the movement improves after a cue is given.
- Group/global cueing addresses existing faults and results in some improvement.
- Cues are relevant, specific, concise, and actionable.

### DOMAIN 4: CLASS MANAGEMENT

---

**TASK—Organize and manage small group training sessions (athletes and environment) to optimize allotted class time, athlete safety, and athlete learning.**

4.1. *Commands the group's attention, balances attention across the group, and manages time effectively*

- Effectively manages time (+/- 5 min.) and balances attention within each section of the lesson plan to attend to athletes as needed and accomplish class objectives.
- Effectively captures and maintains the group's attention.
- Balances attention across all group members, offering individual as well as group instruction.

4.2. *Organizes the group and space to optimize learning, safety, and class flow*

- Effectively arranges and manages the class so athletes can see/hear instruction and demonstration.
- Organizes athletes and equipment in a manner that facilitates the effective and safe execution of workout elements for all athletes.

**DOMAIN 5: PRESENCE AND ATTITUDE**

---

**TASK—Create a positive and engaging learning environment for each athlete.**

*5.1. Engages and establishes a rapport with athletes*

- Engages the group using approachable and genuine behavior (i.e., makes eye contact, introduces themselves, and uses names and open body language).
- Creates a comfortable and enjoyable learning environment (e.g., utilizes praise in a genuine and motivating manner).

*5.2. Demonstrates empathy and respect for athletes*

- Language and actions are appropriate and respectful.
- Responds effectively to athlete's verbal and non-verbal cues, and class dynamics.
- Diffuses difficult situations or individuals to mitigate any negative impact on the group.

**DOMAIN 6: APPLICATION**

---

**TASK—Coach others to maximize the safety, efficacy, and efficiency of each training session.**

*6.1. Optimally balances athlete safety and intensity (i.e., Threshold Training)*

- Appropriately increases or reduces speed and load relative to athlete's mechanics.

*6.2. Scales effectively for each athlete*

- Selects scaling options for movements and workouts that preserves the stimulus and allows athletes to participate at their fullest capacity.

*6.3. Demonstrates effective class planning*

- Class is well structured overall and time for each part of the class is allocated appropriately relative to the programming (e.g., warm-up and cool-down time is allocated appropriately).
- Warm-up and cool-downs facilitate better performance and/or better movement patterns during the workout.



Content Outline, continued

## SCORING

For each session, candidates are assessed in 14 subdomains across the six evaluation domains outlined above. Candidates will receive an “Effective” or “Needs Improvement” rating for each subdomain.

To pass the CF-L4 evaluation, a candidate must be evaluated as “Effective” in no less than 20 of 28 items over two sessions. Additionally, candidates must receive an overall “Effective” rating in at least one session in the following subdomains:

- TEACHING
  - 1.1 Information presented is correct and complete
- CORRECTING
  - 3.1 Correct static positions
  - 3.2 Correct dynamic phases of movements
- APPLICATION
  - 6.2 Scales effectively for each athlete

Candidates should also note that if the raters perceive there is or may be a significant risk to the safety or well-being of the participating athletes or testing location, they may terminate the evaluation and fail the candidate. This policy also applies to candidate misconduct.

## EVALUATION DETAILS

### EVALUATION REGISTRATION

Evaluations are scheduled through a third-party registration system. A completed registration will result in a confirmation email which indicates the date and location of the evaluation and includes additional information about the assessment.

Candidates will receive an additional email with exact class times and the programming for each session 48 hours prior to the evaluation date. If this email is not received by 9:00 a.m. Pacific, two days prior to the evaluation date, email [certifications@crossfit.com](mailto:certifications@crossfit.com) to report this issue.

### EVALUATION DAY

Candidates should wear comfortable clothing and shoes suitable for a fitness environment. Candidates should check in **30 minutes prior to the scheduled time of their first evaluation session. Candidates who arrive after the evaluation start time has passed will not be accommodated. In that case, a candidate is considered a no-show and has to pay the retest fee to reschedule the evaluation.**

If there is an evaluation taking place upon arrival, candidates are **not allowed** to observe the previous candidate.

### ADMISSION TO THE TESTING LOCATION

Candidates need one form of photo identification (ID) for admission. The name that appears on the form of identification must match the name under which the candidate is registered to take the evaluation (i.e., must be a legal name). Candidates should not attempt to register under a nickname. If a name change is needed, candidates can manage account updates by logging in to the [CrossFit website](#).

The following forms of ID are accepted:

- 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 ID must contain a photo and signature, unless the signature is embedded in the identification.

### TESTING LOCATION RULES

Personal items brought to the testing center are not CrossFit's responsibility to keep secure during the evaluation.

**No part of the evaluation may be recorded in any medium.** This includes audio and video recording, as well as photography, even for personal use.

Candidates are allowed to visit the testing location prior to their evaluation as long as any visits occur during normal working hours and do not interrupt or interfere with ongoing classes.

## Evaluation Details, continued

Candidates are allowed to set up for their class within 20 minutes of their evaluation, as long as they do not interrupt or interfere with ongoing classes.

Candidates are not allowed to watch another candidate's evaluation.

Candidates are not allowed to bring guests and/or other observers to the evaluation.

Candidates are to abide by any and all rules set forth by the testing facility (i.e., music volume, dropping barbells, etc.).

**DISMISSAL**

Any candidate who is observed engaging in any misconduct will be subject to dismissal from the evaluation, may be barred from future evaluations for a period ranging from one year to permanent dismissal, and may be required to forfeit the current evaluation fee and/or period of eligibility. CrossFit staff (e.g., raters and/or hosts) 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.

CrossFit raters also reserve the right to end a candidate's session at their discretion if they perceive there is a significant risk to the safety or well-being of the participating athletes or testing center. In this case, the session will be ended immediately, and the candidate fails the assessment and forfeits all fees.

**INCLEMENT WEATHER, EMERGENCIES, OR HARDSHIPS**

It is CrossFit's policy to hold scheduled events whenever possible. However, if any candidate is unable to arrive at a designated evaluation site because of inclement weather, terrorist acts, a natural disaster, or other unforeseen incident beyond the control of the candidate, the candidate will be allowed to take the next available evaluation without being charged a retest fee.

If for any reason the evaluation is unable to be administered, then the candidate will be given as much notice as possible, and the evaluation will be rescheduled within a reasonable period of time. Candidates may take the evaluation the next time it is available without being charged a retest fee. Candidates are responsible for any travel-related expenses for additional evaluations.

Candidates may be permitted to reschedule their CF-L4 evaluation 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. If granted, candidates may take the evaluation the next time it is available without being charged a retest fee. Candidates are responsible for any travel-related expenses for additional evaluations.

**EVALUATION IRREGULARITIES**

Any problems, suspected instances of cheating, alleged inappropriate evaluation administration, environmental testing conditions severe enough to cause disruption of the process, or other irregularities related to evaluation administration should be addressed to the lead rater. All such matters will be reported, investigated, and subject to further action based upon policies and procedures adopted by the CrossFit Certification Department.

Evaluation Details, continued

**HANDLING OF EVALUATION DOCUMENTS**

The CrossFit Certification Department takes all available precautions to ensure the appropriate and secure handling of completed evaluation forms. In the rare and extreme case in which the evaluation results become lost or unreadable, candidates will be required to undergo another evaluation without being charged additional fees. Candidates are responsible for any travel-related expenses for additional evaluations.

## AFTER THE EVALUATION

### NOTIFICATION OF RESULTS

Within 10 business days of the evaluation date, candidates who successfully pass the CF-L4 evaluation are notified via email to sign the [Certified CrossFit Level 4 Coach License Agreement](#). Once the agreement has been signed, official evaluation results are delivered via email. Results will indicate a passed evaluation. **No numerical score is given.**

Official evaluation results for candidates who do not pass are delivered via email within 10 business days of the evaluation date. Results will indicate a failed evaluation and include each domain that received a rating of “Needs Improvement”. **No numerical score is given.**

**CrossFit, its raters, and other representatives cannot provide more information about a candidate’s performance than what is stated in the results email.**

### CERTIFICATION

All certification requirements must be met in order to be granted the CF-L4 credential. The requirements include meeting all eligibility requirements, successfully passing the CF-L4 evaluation, and signing the license agreement.

Once the requirements are met, the certification will be granted and the CF-L4 certificate will be issued. A digital certificate will be available electronically within three weeks. Email [certifications@crossfit.com](mailto:certifications@crossfit.com) if you do not receive your certificate within that time frame.

### DESIGNATION AND MEANING

An individual who has passed the CF-L4 evaluation and been granted the CF-L4 credential will be listed in the [CrossFit Trainer Directory](#) as a Certified CrossFit Level 4 Coach (CF-L4).

Certified individuals may refer to themselves as a Certified CrossFit Level 4 Coach and list the certification as a personal credential on stationary, website bios, business cards, and other materials as:

Full Name, Certified CrossFit Level 4 Coach

Full Name, CF-L4

Credential holders may state they are a Certified CrossFit Level 4 Coach 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 Evaluation, continued

The CF-L4 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

A candidate who does not pass the evaluation is eligible to retest. There is no waiting period as long as all eligibility requirements are still met.

The retest fee and the registration process are the same as the initial evaluation. Current fees are available [here](#).



## APPEALS

An appeal is a formal request to CrossFit for special consideration for accommodation. **An appeal is not an avenue to petition for a passing score on a completed evaluation.**

Appeals will be considered for:

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

A sound rationale regarding the need for special consideration must be provided by the candidate.

### SUBMISSION OF AN APPEAL

Candidates must submit a completed Appeals Application via email to [certifications@crossfit.com](mailto: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 email notification of the official evaluation results.

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 or Coaches.

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

## Appeals, continued

Certification Department staff shall request evaluation of the appeal by the Appeals Board. The individuals must be 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 then will appoint another certificate holder 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 CrossFit in which an individual explicitly expresses dissatisfaction regarding a Certified CrossFit Level 4 Coach 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. Complaints related to the evaluation must be submitted in writing within two weeks of the completed event. The submission must be emailed to [certifications@crossfit.com](mailto:certifications@crossfit.com). 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;
- made 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.

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.

Complaints, continued

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 Level 4 Coach 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 evaluation content or utilizing others’ specific evaluation content information to pass the evaluation.
- 3) Revealing evaluation content to another applicant or discussing the evaluation content on the internet or social media.
- 4) Filming or recording any part of the assessment.
- 5) Improper representation of the CF-L4 credential and its scope.
- 6) Illegal use of CrossFit’s name, slogans, artwork, photos, or content from the CrossFit Journal or website.
- 7) Any behavior that can be considered a threat to public safety.
- 8) Any behavior that negatively impacts the health and welfare of clients.
- 9) 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 participation in 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

### CF-L4 RECERTIFICATION REQUIREMENTS

Maintaining the CF-L4 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.

<b>STEP 1</b> Abide by CrossFit Standards of Professional Practice
<b>STEP 2</b> Maintain current CPR certificate
<b>STEP 3</b> Complete Continuing Professional Development (CPD) activity requirements
<b>STEP 4</b> Complete 300 contact hours coaching individuals or groups
<b>STEP 5</b> Submit payment for recertification fees and verify contact information

### STEP 1: ABIDE BY THE STANDARDS OF PROFESSIONAL PRACTICE

Regardless of any other professional affiliation, these CrossFit Standards of Professional Practice apply to those individuals seeking the CF-L4 designation (candidates) and all current CF-L4s (certificants). The CrossFit Standards of Professional Practice establish appropriate and enforceable professional conduct standards and explain the minimal ethical behavior requirements for CrossFit certificants and candidates.

The CrossFit Standards of Professional Practice should guide the Certified CrossFit Level 4 Coach or candidate in work with any client. In these Standards of Professional Practice, the term “client” includes any other individual or individuals with whom the coach interacts. If a Certified CrossFit Level 4 Coach is found to be in violation of these standards, his or her certification can be suspended and ultimately revoked.

**A Certified CrossFit Level 4 Coach 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 Coaches. CrossFit Coaches will not engage in any behavior that adversely affects CrossFit or compromises their professional responsibility both within their practice and 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 Coach.
- 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 Coaches will not release any information to a third party not involved with the client's care without a written release, unless required by law.

**STEP 2: MAINTAIN CURRENT CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATE**

Ongoing maintenance of CPR 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 training every two years in order for the CF-L4 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 Level 4 Coach's professional responsibilities. Continued competency in emergency cardiopulmonary resuscitation is best accomplished with repeated training.

All other certificates will be considered on a case-by-case basis.

Note: Only certificates that include AED instruction in the curriculum will be accepted.

**STEP 3: COMPLETE CONTINUING PROFESSIONAL DEVELOPMENT**

Continuing Professional Development (CPD) is the ongoing learning process a CF-L4 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 CF-L4, 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.



## Recertification, continued

All CPD activities must be completed within the recertification interval. The recertification interval starts immediately after the CF-L4 credential is attained, starting on the day the evaluation is passed and ending three years from that date. Recertification interval start and end dates are stated on the official CF-L4 certificate. Initiation and documentation of the CPD process is done 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 50 continuing education units (CEUs) of approved professional-development activities according to the 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 Coaches' 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 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 50 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 and cannot be carried over to subsequent recertification intervals.

Recertification, continued

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.

<b>PROFESSIONAL-DEVELOPMENT ACTIVITY TYPES</b> There are three categories of activity types. The required 50 CEUs must fall within specified activities in each category.
<b>CrossFit Professional Development</b> No minimum CEUs required
<b>General Professional Development</b> No minimum CEUs required
<b>Individualized Professional Development</b> Maximum 15 CEUs

Recertification, continued

CROSSFIT PROFESSIONAL DEVELOPMENT NO MINIMUM CEUS REQUIRED		
<ul style="list-style-type: none"> <li>• CrossFit Professional Development is an educational activity that is presented by CrossFit, LLC or is part of the CrossFit Preferred Course Program. All CrossFit educational content is pre-approved.</li> <li>• 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.</li> <li>• Participation on advisory board(s) and as speakers/panelists may count toward CEUs only one time per topic.</li> <li>• CrossFit judging, event coordination, or presenting must be completed at an event run by CrossFit, LLC.</li> </ul>		
Possible Activities	Number of CEUs	Documentation to Submit and Retain
CrossFit courses or CrossFit Preferred Courses	1 CEU per contact hour	Certificate of attendance or trainer certificate
CrossFit speaker/panelist or advisory board member	1 CEU per contact hour	Copy of <a href="#">Professional Development Participant Form</a>
CrossFit judge, coordinator, or presenter at a CrossFit, LLC event	1 CEU per contact hour	Copy of <a href="#">Professional Development Participant Form</a>
CrossFit online courses	1 CEU per contact hour	Certificate of completion

**GENERAL PROFESSIONAL DEVELOPMENT  
NO MINIMUM CEUS**

- 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 an opportunity for interactive discussion between presenters and attendees.
- Webinars must include the opportunity to interact with the presenter.
- Guidelines for academic coursework:
  - 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	1 CEU per contact hour	Certificate of attendance
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

Recertification, continued

INDIVIDUALIZED PROFESSIONAL DEVELOPMENT MAXIMUM 15 CEUs		
<ul style="list-style-type: none"> <li>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.</li> <li>All activities under Individualized Professional Development require pre-approval unless administered by an Approved Provider.</li> <li>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.</li> <li>Self-study materials must be published within the recertification interval in order to be counted for CEU credit.</li> <li>CEUs for advisory board participation or as a speaker/panelist will count only one time per topic.</li> <li>Private coaching/mentoring can be done by a recognized subject-matter expert who is not a peer or coach from the same gym as the certificant.</li> </ul>		
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 <a href="#">Professional Development Participant Form</a>
Speaker/panelist at conference or advisory board member	1 CEU per contact hour	Letter of acknowledgment from conference coordinator

Recertification, continued

### APPROVED PROVIDERS

Approved Providers are groups or individuals who provide quality training programs and offer CEUs for the purpose of meeting professional-development requirements. Each course must be individually approved. 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, LLC is an approved provider, and a list of all approved providers can be found [here](#). To become an approved provider, visit the [Certifications website](#).

### 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 log in to his or her Certification account and complete the online [CEU Approval Request](#).
- 2) Approval will be based upon the following basic 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 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.



## Recertification, continued

- 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 stated on the CF-L4 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.
- 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 CF-L4 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 50 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 the 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

## Recertification, continued

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 review, which must be dated or postmarked within 30 days of the date of the audit notification. 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 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. The certificant's credential will be changed to Suspended status if the non-compliant finding remains unresolved after 30 days. There is an administrative fee to review the evidence of compliance and to update the credential to Active status. Current fees can be found [here](#). 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**

The maintenance of the CF-L4 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 only need to submit proof of total coaching hours at the end of the three-year recertification interval. At this time, a minimum of 300 hours must have been accumulated. If this requirement is not met, recertification will be denied. Certificants should maintain accurate coaching records in case of an audit.

CF-L4s must:

- 1) Complete a minimum of 300 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 CF-L4 information and updates. Certificants should keep contact information current at all times in order to ensure timely transfer of information.

- Submit change of address, phone number, or email address [here](#)

Recertification, continued

### 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 active status.

**Active**—Certification is in good standing. Individuals may practice in accordance with certification requirements set forth by the CrossFit Certification Board. Individuals with Active status may represent themselves as a Certified CrossFit Level 4 Coach and use the CF-L4 designation. Active certificants will be listed in the CrossFit Trainer Directory as a CF-L4.

**Expired**—Certification is voluntarily rescinded for reasons unrelated to disciplinary proceedings, or certification is forfeited due to non-compliance with any of the recertification requirements. Individuals with Expired status will not be listed in the CrossFit Trainer Directory as CF-L4 and may not represent themselves as a Certified CrossFit Level 4 Coach or use the CF-L4 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 of their suspension and its cause by the CrossFit Certification Department via email. Upon this determination, individuals will be listed as “Suspended” in the CrossFit Trainer Directory and may no longer represent themselves as a Certified CrossFit Level 4 Coach or use the CF-L4 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 a Certified CrossFit Level 4 Coach or use the CF-L4 designation.

### LATE RECERTIFICATION REQUIREMENT SUBMISSIONS

Certificants who, due to extenuating circumstances, cannot meet the requirements in the allotted time frame 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 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 Level 4 Coach 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 evaluation.

## CANDIDATE/CERTIFICANT AGREEMENT WITH CROSSFIT

This Candidate Handbook contains essential information for candidates to take the required steps to earn the CF-L4 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 registration 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 CF-L4 designation, including meeting eligibility requirements, carrying out the tasks of a CF-L4, complying with the CrossFit Standards of Professional Practice, abiding by the Certified CrossFit Level 4 Coach License Agreement, 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 CF-L4, 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 that the certification body considers misleading or unauthorized.
- not use the CF-L4 certificate, logo, or marks in a misleading manner.
- discontinue the use of all claims to certification that contain any reference to CrossFit or the CF-L4 upon suspension or withdrawal of certification, and return any certificate issued by CrossFit.
- allow CrossFit 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 needs to be submitted at least two weeks in advance of the scheduled evaluation.</p>		
<b>Candidate Information</b>		
Name:		
Address:		
City:	State:	Zip Code:
Home Phone:	Cell Phone:	
Email Address:		
<b>Special Testing Accommodations</b>		
Test 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"> <li>• Wheelchair-accessible testing location</li> <li>• Other special accommodations (please specify):</li> </ul>		
Candidate Signature:		

DOCUMENTATION OF DISABILITY-RELATED NEEDS BY QUALIFIED PROVIDER
<p>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.</p>
<p>Professional Documentation:</p> <p>I have known _____ since _____</p> <p style="text-align: center;">(name of candidate) <span style="margin-left: 150px;">(date)</span></p> <p>in my capacity as a(n) _____</p> <p style="text-align: center;">(professional title)</p> <p>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.</p>
<p>Comments on Disability:</p>          
<p>Signature:</p>
<p>Title:</p>
<p>Organization:</p> <p>License # (if applicable):</p> <p>Phone Number:</p> <p>Date:</p>
<p>Candidate Instructions:</p> <p>Return this form with a copy of the Special Testing Accommodation Request form to <a href="mailto:certifications@crossfit.com">certifications@crossfit.com</a>. All documentation must be submitted at least 30 days in advance of the scheduled evaluation date. Please write "Accommodations Request" in the subject line of the email.</p>

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:
Evaluation Taken:
Test Location and Date:
Additional Information to Support Appeal:
Outcome Desired:
<p>Instructions:</p> <p>Submit this completed form to <a href="mailto:certifications@crossfit.com">certifications@crossfit.com</a> with the word "Appeal" in the subject line. This form must be submitted within 30 days of the event which is being appealed.</p>