Champions Certifications
MAKING MORE CHAMPIONS

Champions Candidate Handbook

Policies, eligibility requirements, exam procedures, credentials, and professional conduct

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Section 1: Introduction

This Candidate Handbook provides information about Champions Certifications and the certification exam offered to personal trainers, fitness professionals, and coaches. It contains essential information for candidates preparing for the Champions Certifications Personal Trainer Examination, as well as for certified personal trainers and fitness professionals. Candidates and certified trainers are required to read this handbook and comply with all policies and obligations described in it.

Mission

Champions Certifications believes in service and professionalism at the highest standard. We provide education and training that equips personal trainers, fitness professionals, and coaches with the knowledge and resources needed to deliver excellent service and live with a champion’s mindset.

Vision

The vision of Champions Certifications is to develop more championship trainers: professionals with the knowledge, wisdom, and discipline necessary to produce more champions.

Scope of Practice

A Certified Personal Trainer works in the field of physical fitness. The duties of a Certified Personal Trainer include:

- Assessing individual client needs
- Building safe, effective, and comprehensive training programs
- Administering training programs that help clients achieve their goals
- Maintaining safety, including instructing and coaching clients through exercises with proper cues and explanations

Certified Personal Trainers may educate clients on general healthy eating, stress management, and sleep habits. However, Certified Personal Trainers are not medical professionals and must not provide medical advice, including advice related to disease treatment or medication for pain treatment. Certified Personal Trainers are also not registered dietitians and must not provide specific dietary advice or meal plans unless they hold the appropriate license or credential.

When clients need services outside the personal trainer's scope of practice, the Certified Personal Trainer should refer the client to the appropriate healthcare professional, such as a physician, physical therapist, chiropractor, registered dietitian, or therapist. If a Certified Personal Trainer is also licensed or certified in another discipline, such as physical therapy or nutrition, they may provide those services within the scope of that additional license or certification.

CPT Certification

The Champions Certifications program includes the educational material and information needed to prepare for the certification exam. Champions Certifications administration oversees the issuance of credentials, the recertification process, and all other administrative processes related to Champions Certifications.

Exam

The Champions Certification Exam is the credentialing exam used to certify candidates as Certified Personal Trainers. The exam content reflects concepts and information taught in the course. Exam content and structure are explained in greater detail later in this handbook.

Section 2: Candidate Eligibility Requirements

Certification Eligibility

To be eligible for the Champions Certifications Final Exam, each candidate must:

1. Complete all end-of-chapter quizzes with a score of at least 80%.
2. Submit proof of valid CPR/AED and First Aid certification from a certified provider. This certification is not included in the Champions Certifications Personal Trainer Program. CPR/AED and First Aid certification must be obtained through in-person training. Submit proof of your current CPR/AED and First Aid certification through the form located in your Student Dashboard. Please make sure your certification documents clearly show your name, certification provider, and expiration date.

Section 3: Nondiscrimination and Fairness Policy

Champions Certifications is committed to fair and nondiscriminatory practices. This policy establishes the organization's commitment to creating an inclusive and equitable environment where all students participating in online courses are treated with fairness, dignity, and respect.

Policy Statement

This policy applies to all students, faculty, and staff involved in the delivery of and participation in online courses.

Champions Certifications is committed to providing an educational environment free from discrimination. No student will be subjected to discrimination based on race, color, national origin, sex, age, disability, or any other characteristic protected by applicable law in the administration of educational programs, activities, admissions policies, or other Champions Certifications-administered programs.

Fairness in Assessment and Evaluation

- Objective criteria: Assessments and evaluations will be conducted using objective criteria and rubrics designed to measure each student's knowledge and skills in relation to course objectives. Personal characteristics unrelated to course performance will not influence grading or feedback.
- Consistent application: Policies, procedures, and practices related to coursework, grading, and participation will be applied consistently to all students.
- Access to resources: Students will have equal access to course materials, resources, and support services necessary for success in the program. Any additional support required will be provided in a fair and nondiscriminatory manner.

Reporting Discrimination or Unfair Treatment

Students who believe they have experienced discrimination or unfair treatment are encouraged to report their concerns as soon as possible. Reports should be emailed to info@championscertifications.com with the subject line "Report of Discrimination - [Your Name]."

- Investigation process: All reports will be promptly and thoroughly investigated by the appropriate personnel. Investigations will be conducted impartially and with respect for the confidentiality of all parties involved.
- Resolution: If a violation of this policy is found, appropriate corrective action will be taken. The student who submitted the report will be informed of the outcome of the investigation.

Confidentiality

All reports and documentation related to such reports will be treated confidentially. Information will be disclosed or discussed only on a need-to-know basis as part of the investigation or resolution process.

Section 4: Confidentiality and Records Retention

Champions Certifications maintains candidate and certification records for administrative, credential verification, compliance, and business purposes. Records are retained according to Champions Certifications' internal recordkeeping procedures and applicable legal requirements. Access to confidential records is limited to authorized personnel with a legitimate business need. Confidential information includes sensitive or non-public information that could affect a person or their safety if disclosed. Confidential information includes:

- First and last name
- Email address
- Mailing address
- Phone number
- Credit card information
- Number of exam attempts
- Exam scores
- Certificates, including certification, recertification, CPR, and First Aid certificates
- Account information
- Certification number
- Names and contact information of all current and former Champions Certified Personal Trainers

Individuals with access to the confidential information listed above include:

- Director of Education
- Program Coordinator

Section 5: Exam Registration

Getting Started

Online registration: www.championscertifications.com

The Champions Personal Trainer Certification is purchased through the website using a credit or debit card. After payment, the candidate will receive a confirmation email with the Personal Training Manual and instructions for creating an account.

When creating an account, make sure the following information is accurate:

- Name
- Contact information

If this information changes, contact info@championscertifications.com for instructions on updating your personal information, especially if the change involves your name.

Exam Delivery

The Champions Certifications Personal Trainer Exam is administered online through remote proctoring. Paper testing is not available for this exam.

Registering for an Exam

Before scheduling your exam, review the prerequisites listed on the Schedule Final Exam page. Select an exam date and time at least 48 hours in advance so Champions Certifications has time to review and approve your request. To schedule your exam, select the “Schedule Final Exam” button on your Student Dashboard and complete the form. You will receive an email once your exam access has been approved.

After your exam date is approved, you will receive a confirmation email with the details for your exam. If you do not see the confirmation email, check your junk and promotions folders.

Requirement	Details
Chapter quiz scores	A minimum score of 80% on all chapter quizzes
CPR/AED and First Aid	Valid CPR/AED and First Aid certification

Requirement	Details
Identification	A valid form of identification, such as a passport, driver's license, or ID card

Approval Notice

Administrators will approve your exam date only after all required documentation has been received.

The Final Exam will be available for four hours beginning at the approved test time on the scheduled test date. You have one attempt to complete the written section, which has a two-hour time limit. The practical section is not individually timed, but it must be completed and submitted before the four-hour testing window closes. Submit the practical exam in a timely manner to ensure it can be graded.

If you do not pass the exam, you may request to retake it after a four-week waiting period. Eligible candidates may schedule the Final Exam at no additional cost.

Rescheduling or Cancelling an Exam

Candidates may reschedule or cancel an exam date without paying a rescheduling fee if both of the following apply:

- The candidate reschedules or cancels the exam registration at least 48 hours in advance.
- This is the candidate's first time rescheduling the exam.

All candidates must take the final exam within 12 months of purchase. Candidates who do not take the final exam within that period must purchase a retest. The retest fee is $100, and the candidate must schedule the exam within two months of purchasing the retest.

Failure to Appear for an Exam

Failure to appear for a scheduled exam counts as a failed attempt. The candidate must reschedule the exam for a date at least four weeks after the missed exam. If the candidate fails to appear for the rescheduled exam, the candidate will be charged a $100 retest fee.

Fee Waiver Requests

Champions Certifications may consider waiving the rescheduling fee or retest charge under certain circumstances. The candidate must provide appropriate documentation for any waiver request.

Circumstances that may qualify include:

- Death of a family member
- Serious injury or surgery
- Illness affecting the candidate or a family member
- Jury duty

*Examples of appropriate documentation include a doctor's letter or court letter.

Email appropriate documentation to info@championscertifications.com with the subject line "Waiver Documentation."

Section 6: Exam Administration

Exam Development and Content

The exam content is based directly on the course material provided when you enroll in the Champions Certifications Certified Personal Trainer Program. Some final exam questions are repeated from the end-of-chapter quizzes, while others come from chapters in the certification manual. The final exam represents all topics covered in the course and is designed to confirm that candidates understand key areas of personal training, including business marketing, client assessments, and safe and effective training program design.

Sample Questions

The following are sample questions from the Champions Certifications Certified Personal Trainer Exam.

Sample 1

Which of the following is NOT included in COGI's anterior and posterior postural assessment? Place an "X" in the box next to the correct answer.

- ☐ Neckline
- ☐ Shoulder line
- ☐ Hip
- ☐ Low back
- ☐ Elbows

Sample 2

Hypotension is abnormally high pressure.

- ☐ True
- ☐ False

Sample 3

The two major parts of the nervous system are the CNS and the DNS.

- ☐ True
- ☐ False

Sample 4

What is the antagonist muscle for the iliopsoas?

- ☐ Hamstrings
- ☐ Gastrocnemius
- ☐ Trapezius
- ☐ Gluteus maximus

Exam and Certification Preparation

The Champions Personal Trainer Certification is a self-paced program. Candidates can complete the certification in two to three months by following an intensive study schedule. Candidates who follow a more flexible schedule may complete the certification in four to six months. To prepare for the Certified Personal Trainer Final Exam and improve information retention, candidates must study the manual and complete each end-of-chapter quiz with a score of 80% or higher.

Testing Format

The Champions Certifications Certified Personal Trainer Exam consists of a written section and a practical section.

Section	Components	Time / Value
Written section	50 multiple-choice questions, three anatomical diagrams, and three essay questions	Two-hour time limit
Practical section	Five video demonstrations with required questions to address in each demonstration	Must be completed within the four-hour exam window

Multiple-Choice Questions

The multiple-choice section consists of 50 questions. Each question is worth one point. Some questions have multiple parts, so the entire section is worth 60 points.

Anatomical Diagrams

The anatomy section consists of three diagrams: the skeletal diagram, the anterior muscles diagram, and the posterior muscles diagram. Each diagram component is worth 0.5 points. The skeletal diagram is worth 11.5 points, the anterior muscles diagram is worth 14 points, and the posterior muscles diagram is worth 13.5 points.

Essay Questions

The essay section consists of three questions. Candidates are required to answer two questions in this section. Each question is worth 4 points, for a maximum score of 8 points.

Practicals

The practical section consists of five questions that require video submission. Each video is worth 10 points. Candidates must address all required prompts in each video, and submissions are evaluated using a standard grading rubric. A cumulative score of at least 80% is required to pass the practical exam.

To demonstrate well-rounded knowledge, candidates must earn a minimum score of 80% in each section to pass the Champions Certifications Certified Personal Trainer Exam.

Exam Conduct

Champions Certifications does not tolerate any breach of academic integrity, professional integrity, ethics, or certification exam integrity. All candidates must follow the testing rules of conduct listed below and provide truthful information when registering for the final exam.

Testing Rules of Conduct

Each candidate must follow these rules:

- Candidates must complete all exam sections in a continuous session.
- Reference books and papers are not allowed during any portion of the exam.
- The testing area must be clear of all devices except the computer or laptop used to take the exam.
- The testing area must be clear of all food and beverages unless medically necessary.
- Breaks are not allowed during exam sections. However, candidates may take a short break at the end of each section.
- Recording exam questions is prohibited.

Disciplinary Action for Exam Misconduct

Any action that compromises the integrity or validity of the Champions Certifications Exam may result in disciplinary action, including invalidation of test scores, removal from certification candidacy, denial of credentialing, or revocation of credentials.

Violations of Testing Rules of Conduct

Champions Certifications reserves the right to invalidate test scores, deny credentialing, or revoke credentials for violations of testing rules, including but not limited to the following:

Cheating: Any form of cheating during an examination may result in invalidated test scores, denial of credentialing, or revocation of existing credentials.

Attempting to remove exam materials or record questions: Attempting to remove exam materials, copy content, record questions, or otherwise reproduce exam content may result in denial of credentialing or revocation of existing credentials.

Section 7: Exam Results

Scoring

Exam Component	Scoring Details
Multiple-choice questions	50 questions. Each question is worth one point; some questions have multiple parts. The section is worth 60 points.
Anatomical diagrams	Three diagrams: skeletal, anterior muscles, and posterior muscles. Each component is worth 0.5 points. Skeletal: 11.5 points; anterior muscles: 14 points; posterior muscles: 13.5 points.
Essay questions	Three questions are provided; candidates answer two. Each response is worth 4 points, for a maximum of 8 points.
Practicals	Five video submissions. Each video is worth 10 points and includes several rubric-based questions. A cumulative score of at least 80% is required to pass the practical exam.

Multiple-choice questions and anatomical diagrams are scored immediately upon completion. Essays and practicals are graded by Champions Certifications staff using a standard rubric.

To demonstrate well-rounded knowledge, candidates must earn a minimum score of 80% in each section to pass the Champions Certifications Certified Personal Trainer Exam.

Scores are not disclosed to any third party unless the candidate grants permission.

Champions Certifications will formally disclose test scores to candidates, whether successful or unsuccessful, within two weeks of the exam. Successful candidates will receive a formal certificate and trainer card upon receiving formal notice of certification. Candidates who wish to purchase a hard copy of the certificate will receive instructions with their formal notification.

Unsuccessful Exam Attempts

Please refer to the “Registering for an Exam” section for information about scheduling a retest. To prepare for a retest, candidates may contact Champions Certifications and request a breakdown of their weak areas.

Section 8: Testing Accommodations

The Testing Accommodations Policy ensures equitable access to examinations for students with documented learning disabilities by providing necessary accommodations that support their ability to demonstrate knowledge and skills under conditions that reduce the impact of their disability.

Eligibility

To qualify for testing accommodations, students must provide documentation from a licensed professional, such as a psychologist or educational diagnostician, confirming a diagnosed learning disability. Documentation must be current, typically within the last three years, and must clearly identify the need for specific accommodations.

Approved Accommodations

Champions Certifications provides reasonable testing accommodations to eligible candidates with documented disabilities or conditions that substantially limit their ability to complete the exam under standard testing conditions. Approved accommodations may include extended testing time or other reasonable adjustments determined through the documentation review process.

Requesting Accommodations

Students seeking accommodations must submit their documentation electronically to info@championscertifications.com with the subject line “Testing Accommodation Request.” The request must be made at least two weeks before the final exam date. Administration will review the documentation to verify eligibility and determine appropriate accommodations. When accommodations are approved, the student and the student’s proctor will be notified by email.

Section 9: Certification Credentials

Awarding of Credentials

Only successful candidates may hold and use Champions Certifications credentials. Candidates with passing scores will receive an official signed Champions certificate and trainer card, valid for one year.

Receipt of Credentials

Successful candidates can expect to receive an electronic certificate and trainer card within two weeks of completing the exam. If you have not received notice within two weeks of taking the exam, please contact Champions Certifications at info@championscertifications.com.

Credential Use

Champions Certified Personal Trainers may use “Champions CPT” or “CCPT” after their name or in professional credential listings. Credential holders may not use the credential in a way that implies employment, partnership, sponsorship, endorsement, or approval by Champions Certifications beyond their certification status.

Recertification Requirements

Recertification ensures that Champions Certified Personal Trainers remain current in exercise science, injury prevention, client management, and professional practice. Ongoing education supports client safety, professional credibility, and continued growth in the fitness industry.

Recertification is required every year on the expiration date printed on the certification card.

Requirement	Details
Continuing education	Thirty (30) continuing education hours are required each year. Continuing education videos are available on the Champions Certifications website. Each continuing education video is assigned a specific number of credit hours.
Workshops or specialized courses	Approved workshops or specialized courses may count for up to 15 recertification hours with proof of completion.
Recertification fee	A $200 recertification fee is required to maintain active status.
Late recertification	Failure to pay the $200 fee and complete the continuing education requirements will result in a $50 late fee and an additional 10 hours of continuing education.

Restoring Certification

Failure to recertify on time results in a lapsed certification. The "Champions Certified" credential is considered lapsed 30 days after the recertification date. To restore a lapsed certification, the trainer must pay the $200 recertification fee, pay the $50 late fee, and complete forty (40) hours of continuing education.

If a trainer has not recertified after 60 days, the trainer's status as a Champions Certified Personal Trainer will be classified as "Out of Status" until certification is restored. To restore an "Out of Status" certification, the trainer must pay the $300 reinstatement fee and complete forty (40) hours of continuing education. If two years have passed without recertification, the trainer must retake the program and final exam.

Champions Certifications currently does not offer lifetime certification. All Champions Certified Personal Trainers must recertify every year to remain updated on current practices and continue improving for their clients.

Updating Contact Information

Champions Certifications must have current contact information for all Champions Certified Personal Trainers. If any contact information provided during registration for the Certification Exam changes, contact info@championscertifications.com with the subject line "Contact Information Update."

Section 10: Suspension or Revocation of Credentials

Champions Certifications Professional Code of Conduct

Champions Certified Personal Trainers must comply with the Champions Certifications Trainer Code of Conduct. The following standards summarize key expectations but do not replace the full Code of Conduct:

- Treat all clients and colleagues with respect and dignity.
- Maintain client confidentiality and privacy.
- Remain professional in all interactions with clients and colleagues.
- Observe safety guidelines for training at all times.

- Give clients undivided attention. Clients pay for your time, information, and motivation; avoid cell phone use or unnecessary chatting with others during sessions.
- Obtain all appropriate paperwork for each client. Medical Clearance Forms are vital when training high-risk populations or pregnant clients.
- Be punctual. Tardiness is unacceptable because clients are paying for your time.
- Clean up after training sessions. Put away weights and clean equipment as soon as possible or immediately after the session ends.
- Contact clients when they miss a session. Reaching out shows that you care about their progress and reinforces accountability.
- Operate only within the scope of expertise as a Certified Personal Trainer. Do not provide medical advice or meal plans. Always refer clients to the appropriate health professional.
- Maintain proper hygiene. Always have a change of clothes and shower essentials available.
- Maintain good standing with Champions Certifications and any applicable licensing or certification boards.
- Bring energy and enthusiasm to training sessions. Trainers help set the tone for client effort, engagement, and success.

Unprofessional Conduct

As a Champions Certified Personal Trainer, you must act in your client's best interests while maintaining their trust and privacy. Champions Certifications requires all Champions Certified Personal Trainers to maintain professionalism at all times. Unprofessional conduct includes, but is not limited to:

- Dishonesty or misrepresentation
- Behavior that disregards or jeopardizes client safety or privacy
- Behavior that is discriminatory or harassing
- Unauthorized or improper use of Champions Certifications intellectual content
- Violation of Exam Rules of Conduct
- Breach of client confidentiality
- Practicing outside the scope of personal training certification
- Failure to maintain required credentials, insurance, or professional standing

Due Process and Appeals

Every Champions Certified Personal Trainer or candidate for certification is afforded due process if they are involved in a situation concerning unprofessional conduct.

All complaints received will be investigated. Champions Certifications will determine whether a violation occurred, investigate the reported violation, and communicate findings to the appropriate parties.

Appeals of decisions must be submitted to Champions Certifications at info@championscertifications.com with the subject line "Appeal" within 14 days of the original decision. Submission of an appeal does not guarantee reversal of the original decision. Champions Certifications reserves the right to uphold the original decision when warranted.

For more information about these processes, please contact info@championscertifications.com with the subject line "Candidate Handbook."