

## CERTIFICATION BOARD: RESPONSIBILITIES, POLICIES, AND PROCEDURES

### Responsibilities:

- The CB is required to meet two (2) times a year on May 31 and November 30.
- The CB is responsible for:
  - Direction of personal trainer certification examination content
  - The exam process, including reoccurring JTA (Job Task Analysis) and content changes and updates to the CB Certified Personal Trainer (CPT) Exam
  - Exam process changes and updates, as well as requirements for the skill sets for the job of a certified personal trainer
  - Determining curriculum changes when needed to stay in touch with the changing fitness/personal training industry's needs
  - Interacting with athletic club/gym facility directors to ensure the exam questions (also known as exam items) and the entirety of the exam process is creating a personal trainer that they would hire with the necessary and desired knowledge base and skills
  - Ensure the PTA Global Certification process is fair, balanced, and current to allow the company to remain at a world-class standard

### Policies:

- All CB members are asked to attend meetings in-person when/where possible, but have the ability to conference call into the meetings if not able to attend in-person.
- Meetings run from 10am to 2pm, or until agenda has been discussed and completed.
- CB members need to be from a broad spectrum within the industry with one of more public member(s) from outside the industry, representing the public needs. Within the industry includes certified personal trainers, personal training managers, athletic club/gym owners, and education directors within a health club or chain. The public member is not a certified personal trainer but represents the wants and needs of the public interest for safe, enjoyable, efficient, and effective certified personal trainers. CB members, except for the public member, must carry one (1) valid and current personal training certification.
- The CB size is determined by its members but shall contain less than five (5) members and no more than nine (9) members.
- All members will serve a five-year term with a successive term available only with a majority share approval of the CB currently serving (there are no term limits for CB members).
- All CB members wishing to extend their term for a successive term must advise the committee, at least 30-days prior to the expiration of their current term, in writing to the secretary of the administrative committee.
- CB members must not be financially connected to, receive financial gain from, or be employed by the PTA Global company.
- The CB member position is a non-paid position.
- CB members will receive meals at meetings when present.
- Changes in exam questions and exam content can only be approved by the CB with a majority vote of all CB members. Non-attending committee members cannot be included in the voting process by proxy; they must be present either on conference call or in-person.



- In the case of a tie vote on any topic within the CB or within a committee of the CB, the chair will have the deciding vote.
- Any committee members who cannot make one of the annual meetings will need to notify the secretary of the administrative committee by phone or e-mail 48-hours prior to the meeting.
- If, at any time, the secretary of the administrative committee feels there will not be enough committee members available to hold one of the annual meetings, the secretary will notify all members and a new date will be organized by the secretary, confirmed by the chair of the CB.
- Any topics not covered within the meeting will be pushed to the next scheduled meeting's agenda.
- The secretary of the administrative committee will provide all CB members with a detailed agenda of all topics to be discussed or voted upon in the upcoming meeting at least 72-hours prior to the scheduled meeting.
- CB member who wish to add or comment on any agenda items must do so by contacting the secretary at least 24-hours prior to the scheduled meeting date.
- CB members that cannot make either of the annual scheduled meetings will not be permitted to extend their service for a successive term, and may be asked to withdraw from the CB, based on a majority vote by the remaining members of the CB.
- Each CB member is encouraged to read all agenda items before coming to the meeting or calling in for meetings.
- Conference call-in numbers will be supplied by the secretary 48-hours prior to the scheduled meeting.

**Procedures:**

1. Roll call will be taken for both present and conference-in committee members.
2. At the first meeting of each new year, CB members will be asked to introduce themselves, what role they play in or outside of the industry, how many years they have been in the industry, and their current position. This will apply for both present and conference-in CB members.
3. The secretary of the administrative committee will hand out the agenda and ask people on the phone to print off the agenda sent to them prior to the meeting.
4. Any leftover agenda items from the previous meeting will be discussed first.
5. The chair will start with agenda items. The chair will then recognize those who wish to speak on any particular agenda item before the chair will call for a verbal vote. Other CB members may also request a vote, but no vote shall be taken without the chair's consent. The CB may be called to vote, without the chair's consent, if the remaining CB members unanimously agree.
6. During the CB meeting any person wanting to speak who is present will state their name so all members attending by phone are aware of the person speaking and will be recognized by the chair before speaking.
7. The chair will bring any person wishing to speak into the meeting at his/her discretion and will have the ability to stop any person speaking too long or off-topic, as this role is to cover the agenda items and to keep the meeting on schedule, so all objectives are met.
8. At the end of the meeting, the chair will summarize the day's events, and the meeting minutes will note the stop time of the meeting and the meeting will be over.
9. Any CB members in attendance will be offered a lunch during a meeting lasting 4-hours or more.
10. CB meeting minutes will be dispersed to all members who were in attendance and any members who could not attend within 48-hours of the meeting. Minutes will include actionable items by the chair and represent the person(s) from the CB who is involved with that agenda item directly.