



IFPA
The Leader in Practical Fitness Education

Convenient

Multiple locations and Distance Learning options are available.

Affordable

Affordable, inclusive packages including certification testing fee, study materials, study program, certification, and membership.

Practical

IFPA programs are designed to provide the most practical information available for the professional in the general fitness setting.

Professional

IFPA faculty has a minimum of a master's degree or higher and significant experience in the field, combined with an innate ability to simplify complex concepts and teach them in a practical manner.



The IFPA would like to thank you and your staff for reviewing the IFPA Gold Member Facility Program. Once you have completed and submitted the Gold Member Facility Application you are now able to hold IFPA Workshops at your facility. Enclosed you will find the Workshop Facility Agreement that outlines the responsibilities of both your facility and the IFPA for the IFPA Certification Preparatory Workshop (s) being held at your location. Also, enclosed is basic information about the IFPA and the many certification programs that we currently offer.

The IFPA offers affordable, all-inclusive packages for each certification (plus shipping). Additional information is included concerning the cost for certification packages. The registration fee includes course study materials, certification exam, review workshop (based on availability), and IFPA membership. Review workshops are held on Saturday 9AM to 6 PM (workshop taught by IFPA faculty) and Sunday 9AM to 6PM. In the event that the scheduled certification workshop does not meet the minimum number of necessary attendees as determined by the IFPA (currently a minimum of 15), paid registrants will still be provided with proctored testing only at a predetermined IFPA Testing site. The IFPA – Certification Commission (CC) is the sole and autonomous provider of IFPA–PFT Certification Exams. The IFPA, operating as a separate, educational organization provides optional workshops, manuals, study guides, videos and other educational goods and services to help you prepare for a successful career and testing, but none of these goods and services are required for IFPA-CC testing purposes.

As a Gold Member Facility, once agreement is received, you will be entitled to:

- ◆ One free **study packet** consisting of textbook and study guide.
- ◆ One free **complimentary workshop registration** upon confirmation of 15 paid registrants for certification to the Gold Member Facility for each certification program held.
- ◆ One free **complimentary certification exam** upon confirmation of 15 paid registrants for the scheduled class with the knowledge that if the class is cancelled due to lack of registrants, a discounted rate of \$200 would be paid for testing only.
- ◆ One free **complimentary complete certification** including study packet, workshop and exam can be earned for every additional 15 registrants for the certification.
- ◆ Registrants receive a **10% group discount** when five (5) or more individuals register together or a **15% group discount** when fifteen (15) or more individuals register together with full payment. Manuals and study materials will be mailed to the Gold Member Facility.
- ◆ Receive **additional advertising**. Through the promotion of the IFPA workshop, your facility will receive free advertising by flyers and posters. These marketing materials are distributed to the target markets you would like to utilize to prospect for new gym members—health food stores, other gyms, and sporting goods stores.

The dates available for the certification(s) that could be scheduled at your facility in are listed on the enclosed Gold Member Facility Agreement/Addendum. Dates may be flexible (before flyers have been printed) if a schedule conflict should occur.

Please sign, date and return the agreement by fax or mail at your earliest convenience if you are interested in becoming an IFPA Gold Member Facility and scheduling your course workshop dates for . Please don't hesitate to call me at (800) 785-1924 ext 223 if you have any questions.

Sincerely,

IFPA GMF Director



IFPA
14509 University Point Place
Tampa, FL 33613
Phone: (800) 785-1924
Fax: (813) 979-1978
www.ifpa-fitness.com

GOLD MEMBER FACILITY WORKSHOP AGREEMENT

The International Fitness Professionals Association would like to welcome you as an IFPA Gold Member Facility. This agreement outlines the responsibilities of the IFPA, herein referred to as IFPA, and the IFPA Gold Member Facility, herein referred to as Facility.

Section I: Description of Program

- 1) Unless otherwise noted, Facility agrees to serve as a Gold Member site for IFPA Certifications and Programs.
- 2) Programs require Facility availability from 9 AM to 6 PM Saturday and 9 AM to 6 PM Sunday unless otherwise agreed by both parties in writing.
- 3) IFPA agrees to provide an educational program and market such program in a manner that markets Facility as outlined under Section II: Responsibilities of IFPA as listed below.
- 4) Facility agrees to provide access and use of appropriate facility space as outlined under Section III: Responsibilities of Facility as listed below.

Section II: Responsibilities of the IFPA

- 1) IFPA shall provide professional training programs and qualified instructor for said programs.
- 2) IFPA shall take primary responsibility for advertising certifications and programs to be held at Facility location. Advertising to be comprised primarily of a direct mailing campaign to fitness-related businesses. Advertising may be supplemented by local, regional, and national print advertising, press releases, and other marketing avenues as deemed appropriate and effective by IFPA.
- 3) IFPA shall be responsible for all registrations for approved IFPA programs. Registrations to be taken via mail, fax, or phone order.
- 4) IFPA shall make its toll free order and information line, (800) 785-1924, available to registrants and Facility for the purpose of registration and information queries in regards to IFPA programs.
- 5) IFPA will distribute all materials related to the given IFPA certification or program being held.
- 6) IFPA will make available opportunities for Facility to obtain complimentary IFPA registrations for certifications as outlined in Section IV: Facility Complimentary Programs & Compensation.
- 7) IFPA shall represent Facility in a positive manner as long as this agreement is valid.
- 8) IFPA shall provide additional promotional opportunities for Facility based upon availability of such opportunities.
- 9) IFPA agrees to assume reasonable costs of rentals, as agreed prior to event, should it be necessary to rent chairs, tables, or other equipment in order to adequately Gold Member an event.
- 10) IFPA agrees to disclose number of registrants to Facility for purpose of determining complimentary certifications earned by Facility based upon agreement.
- 11) IFPA agrees to make final program confirmation 10 days prior to scheduled event.
- 12) IFPA agrees to indicate, at time of final event confirmation, number of complimentary certifications earned by Facility.
- 13) IFPA agrees to provide one (1) complimentary study packet for each uniquely different program to be held at Facility once agreement is received. Delivery and documentation of delivery of this packet at Facility shall indicate that study packet was received. Additional study materials for each complimentary certification registration earned by Facility shall be made available upon reaching the required number of registrants needed (1 for every additional 15).
- 14) IFPA shall provide special discount opportunities for Facility as outlined in Section V: Facility Discount Opportunities.
- 15) IFPA agrees to abide by the policies set forth herein and agreed to by IFPA and Facility in this agreement.

Section III: Responsibilities of the Facility

- 1) Facility shall provide, without charge, adequate and appropriate space to conduct IFPA programs including:
 - a) Designated room or area that is free of noise and distraction. Space should be able to accommodate 20 to 40 or more individuals.
 - b) Chairs (mandatory) and tables in a lecture or classroom style set up. If not available, IFPA agrees to rent them from a local company. IFPA agrees to assume reasonable costs of rentals as agreed prior to event by an authorized agent of the IFPA.
 - c) Additional facility space as required by given IFPA program and agreed to by Facility and IFPA.
- 2) Facility agrees to serve as Gold Member for the IFPA programs listed below. Facility further agrees that additional programs may be added at a later date. Program dates are listed on the IFPA Gold Member Facility Agreement Addendum. **The Addendum dates must be initialed and signed before dates will be considered confirmed.** Additional programs may be added at any time using the IFPA Gold Member Facility Agreement Addendum, which will be dated and signed when any changes are made. Certifications/programs to be held may include any or all of the following (contact IFPA representative for other courses available):
 - a) *Personal Fitness Trainer*
 - b) *Sports Nutrition*
 - c) *Advanced Personal Fitness Trainer*
 - d) *Master Personal Fitness Trainer* (Requires access to a weight room and 3 to 4 additional small rooms for small group testing purposes.)
 - e) *Group Fitness Instructor*
 - f) *Youth Fitness Instructor*
 - g) *Continuing Education Program(s)*
- 3) Facility agrees to provide internal promotion of agreed upon IFPA programs. Such promotion includes promotion to staff, members, and the Facility's immediate community. Sample promotional programs of greatest benefit to Facility include: local press releases, inclusion in local event calendars, and display of IFPA marketing materials at key locations within facility.
- 4) Facility agrees to represent the IFPA in a positive manner.
- 5) Facility has the opportunity to participate in a promotional campaign to benefit its members at no cost to the Facility. Should the Facility elect a facility member direct mailing, the IFPA will send promotional material via direct mail to the Facility's members detailing highlights of the upcoming certification workshop. Facility must provide mailing list.
- 6) Facility agrees to abide by the policies set forth herein and agreed to by IFPA and Facility in this agreement.

Section IV: Facility Complimentary Programs

- 1) IFPA shall provide opportunities for Facility to earn complimentary programs as listed under Section II, Article 6.
- 2) Facility shall earn **one (1) complimentary registration for certification for each 15 paid registrants for the certification** for each same certification held at the Facility. One set of study materials are given complimentary at time the Gold Membering Agreement is received by the IFPA. **Complimentary registration for certification is to be received at time certification is held and is non-transferable to future certification dates.**
- 3) Facility may earn additional complimentary programs based upon the following criteria:
 - a) Facility may earn **one (1) additional registration for certification** (study materials included) for each additional fifteen (15) paid attendees for programs actually held at the facility. Facility can earn up to a maximum of two (2) certifications total per program with 30 registrants (this includes complimentary registrations for certification for Gold Membering). **Additional complimentary registrations for certification(s) earned to be received at time program is held and is/are non-transferable to future certification dates.**
 - b) In the event of inadequate attendance to Gold Member the scheduled IFPA program, Facility may be given the opportunity to participate in Gold Membering a one day Group Interactive Video Training Workshop. All registrants will complete a proctored exam at a scheduled IFPA testing site at date and location listed on Gold Member Facility Agreement Addendum A.
 - c) Facility agrees to provide names of individuals for which it has earned complimentary registrations for certification in writing, by fax to (813) 979-1978 10 to 14 days prior to certification date. Failure to do so shall result in forfeiture of earned complimentary registrations for certification.

