



IFPA...the leader in practical fitness education

International Fitness Professionals Association, Inc.
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Tampa, FL 33613
800-785-1924
www.ifpa-fitness.com

PROCTORED TESTING INFORMATION

Dear Registrant,

Congratulations on your efforts to prepare for the Personal Fitness Trainer Certification Exam. If you have not completed a practice test, the IFPA offers a 50-question practice exam for \$25 or a 100-question independent study pre-exam for \$35. Each exam comes with its own answer key for grading. The exam must be completed within 6 months from your date of registration. If it has been beyond 6 months please contact the IFPA main office to pay a \$25 extension fee for each 3 months past your registration date. If your registration date has passed one year, your certification exam is void and you will need to contact the IFPA main office.

The exam is a closed book proctored test. You may test at a local library, community college or university. Testing at those locations can be done if proctoring services are offered. The IFPA does not send someone to these locations to proctor your exam. If the testing location that you choose charges a proctor fee, that fee is the responsibility of the registrant, NOT the IFPA. Testing for the Tampa Bay area can be completed at the IFPA home office by scheduled appointment any day Monday through Friday between 10am and 2pm. Please fill out the information below and email as an attachment to rbarnes@ifpa-fitness.com. Please put in the subject line of the email – **PROCTORED TESTING**. Please include any questions that you may have. Allow the IFPA Proctoring Department two weeks to contact and verify your testing location and you will be contacted in return by email with further information. You will be responsible for setting up your own date and time to take your exam.

At time of testing you must provide a form of identification and a copy of your CPR card. If you do not have a current CPR card you can send it in to the IFPA at a later date, but your Personal Fitness Trainer exam will not be graded until your CPR card has been received by the IFPA. The exam will be a 100-question multiple choice exam and you must achieve 80% to pass and be certified. You will have one hour and forty minutes to complete the exam. You may purchase rush processing for \$25 to receive your results within 72 hours and your certificate mailed within 7 – 10 business days. The 72 hours begins when the exam is received at the IFPA office, not when the test is completed, or mailed. Regular grading time is 6 weeks to receive your results. Do **not** call the IFPA for test results.

Please submit testing location only when you are ready to take the exam.

Registrants Name:

Address:

City, State, Zip:

Phone #:

Email address:

Preferred Proctor Location (library or college):

Address:

City, State, Zip:

Phone #:

Contact Person (if known):

Please do not contact the IFPA office by phone to set up proctored exam. Form must be submitted by email only to rbarnes@ifpa-fitness.com (subject line: PROCTORED TESTING)

IFPA Proctoring Dept.