



Student Guidebook

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Thank you!

AFPA WOULD LIKE TO THANK YOU FOR YOUR INTEREST IN our fitness, trainer, nutrition & wellness distance education certification programs.

AFPA is committed to developing high integrity programs and services to allow individuals to fulfill their personal and professional potential! We are here to assist you with any questions you may have!

AFPA offers a variety of practical and theoretical certification programs, continuing education opportunities and professional conferences.

AFPA is internationally recognized as an industry leader that continually evaluates and updates certification course curriculums to meet the changing demands of today's fitness professional.

AFPA certification programs provide individuals with the information necessary to achieve long term success in the fitness profession. Our dedication to high standards and progressive training programs follow the most current guidelines set forth by the most respected agencies!

Whether you are just getting started with your career in fitness or if you just want to expand your knowledge, AFPA looks forward to providing you with the education you seek and deserve!

In Health & Fitness,
Mark J. Occhipinti, MS, PhD
President & CEO

Our Mission

The **AFPA - American Fitness Professionals & Associates** mission is to provide students with an affordable education that gives them the knowledge, skills and awareness necessary to enhance their own lives, the lives of others, and the community at large through innovative program design, teaching, research and service focused on the professional practice of fitness, wellness, nutrition, health and physical education.

AFPA strives to inspire and promote excellence in education for those seeking to increase their current level or knowledge. We fulfill our mission by providing leadership, coordination and support to all students and graduates.

AFPA's purpose to the consumer is to provide qualified, capable and competent professionals to assist them in attaining their fitness, weight management and lifestyle goals.

AFPA Contact Information

AFPA Corporate Office

1601 Long Beach Blvd.
P.O. Box 214
Ship Bottom, NJ 08008

Toll Free: 1.800.494.7782
Local: 1.609.978.7583
Fax: 1.609.978.7582
Email: afpa@afpafitness.com
Url: www.afpafitness.com

Hours of Operations:

Monday-Friday 9:00am-5:00pm Eastern Standard Time

Closed for Major Holidays -New Year's, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

**AFPA student satisfaction remains one of our number one priorities.
AFPA supports our student's professional questions and concerns on a continual basis
before, during and after their educational experience with AFPA.**

Student Satisfaction Scores

Student satisfaction is very important to AFPA.

Over 1000 students were surveyed upon completion of their studies
with AFPA and responded with the following:

- 99.3%** Achieved, or will achieve their goals they had when they started the course.
- 98.6%** Would recommend AFPA programs to a friend
- 98.9%** Where satisfied with their studies and experience with AFPA
- 99.1%** Felt their learning experience and materials were a good value for their money.

Corporate Administration and Instructors

AFPA Executive Officers

President & Chief Executive Officer - Mark J. Occhipinti, M.S., Ph.D., N.D.c.
Chief Operations Officer - Amy L. Occhipinti, M.S., Ph.D.c.
Executive Office Manager - Ruth-Ann Solomon
Financial Service Professional, New York Life Insurance Company - Barbara Bobbin-Wilkinson

AFPA Executive Board Members

Bill Misner, Ph.D., C.S.M.T.
Brian Bradley, BS
Len Kravitz, Ph.D.
Annette Lang, MS
Maureen Hagan, BScPT
Helen Vanderburg, BS

AFPA Advisors and Instructors

The following professionals serve on the AFPA Advisory Board and/or serve as instructors in their respective fields.

Jose Antonio, Ph.D. - *Sports Nutrition*
Leslee Bender, BA - *Pilates*
Douglas Brooks, MS - *Exercise Physiology*
Lisa Coors, MBA - *Exercise Rehabilitation*
Kathy Corey - *Pilates*
Leigh Crews - *Yoga*
Marcus DeValentino - *Martial Arts*
Lauren Eirk, BS - *Yoga*
Shannon Fable, BA - *Group Exercise*
Teri Gentes Holistic - *Nutrition*
Janice Hutton, MS - *Sports Conditioning*
Scott Josephson, MS - *Nutrition and Wellness*
Carol Murphy - *Group Exercise*
Marcus DeValentino - *Martial Arts*
Mindy Mylrea, BA - *Group Exercise*
Katalin Zamier Ogden, MS - *Martial Arts*
Matt Poe, BS., MS - *Strength & Conditioning*
Carol Simontacchi, MS - *Holistic Nutrition*
Bill Sonnemaker, BS., MS - *Exercise Science*
Nick Tumminello, AAS, PTA - *Strength & Conditioning*
Julie Twynham, BS - *Aquatic Exercise*
Laura Warf, BS - *Yoga*
Lawrence Wilson, M.D., Esq. - *Business & Legal Aspects*

Student Services

AFPA offers in-depth distance learning/home study certification programs, professional workshops and fitness conferences designed to create a high level of competency among fitness, health and nutrition and wellness professionals. AFPA offers a variety of continuing education opportunity so that our students and graduates can stay on the cutting edge in the industry!

Our educational programming committee has developed high-quality [certifications programs](#) and [continuing education](#) opportunities on topics ranging from personal training, strength and conditioning, functional and integrated training, yoga, Pilates, pregnancy to seniors and youth fitness. AFPA brings you the most advanced, innovative education programs and certification so that you can easily reach your professional goals at a price you can afford!

Be sure to visit the AFPA website often for new research information, upcoming events, and new education programs.

WEBSITE SUPPORT FOR STUDENTS

Student Support

AFPA student satisfaction remains one of our number one priorities. AFPA supports our student's professional questions and concerns on a continual basis before, during and after their educational experience with AFPA. AFPA shares your passion for success and to be the best you can be! Contact an AFPA advisor, instructor or staff member with any of your questions and we will be happy to assist you! You can reach us by email, phone, fax or mail.

Student Forum

The purpose of the AFPA Student forum is to facilitate an exchange of ideas and information between students and instructors; to enable students to come together for networking and support; and to provide a focus for discussion on issues of mutual relevance. Posts to this forum will be monitored and those that are considered to be inappropriate will not be posted.

Virtual Library

You will find a library of resource journals, databases, books and search engines to help you in your studies. In addition, we have listed links for CPR Certification software resources and career Links to assist you toward success in your new career.

Frequently Asked Questions

You may have a question similar to one asked by another student. Visit the Student section on at www.afpafitness.com.

Student Guidebook

Review the AFPA Student Guidebook which includes AFPA course completion information, policies, and procedures.

Student Downloads

Visit this page to download important AFPA documents for name and address change, exercise booklets and information guides.

AFPA Store

Here you will find instructional DVD's, CD's, books and kits that you might find interesting and helpful toward pursuing your educational and professional goals.

Affordable Professional Liability Insurance

Personal trainers and other fitness professionals and consultants need high quality, affordable, professional liability insurance. AFPA works with numerous companies with superior insurance coverage for AFPA members.

AFPA E-Newsletters

AFPA Newsletters are sent via email on a weekly basis and provide you informed of current research and trends. Please be sure to sign up to receive your free information via the AFPA Home Page. Topics include, but are not limited to: Personal Training, Strength Training, Nutrition research, healthy eating and recipes, fitness conferences and much more!

AFPA Career Center

To learn how to increase your chances for success in your job, view the Career Resources area on the AFPA website for a host of tips for success! Find a Job section to see what is available in your area of expertise and geographical location. You can even post your resume!

Student and Graduate Surveys: [End Course Survey](#), and [Graduate Survey](#)

Course Requirements

Enrolling student affirms that he or she has a functional, working knowledge and comprehension of English and arithmetic. Some advanced courses do have suggested pre-requisites.

AFPA does not discriminate among candidates on the basis of race, color, creed, gender, age, Religion, national origin, ancestry, disability, military discharge status, sexual orientation, or marital status. AFPA strives to adhere to all federal, state, and local regulations pertaining to nondiscriminatory practices.

Course Policy

To successfully complete a course, participants must complete all course quizzes; assignments, practical and written examinations, and obtain at least 90% on the course final examination.

Graduation Requirements

AFPA has a six (6) month time limit for you to complete an AFPA Distance Education course. Subject to AFPA approval you may request up to two three (3) month extensions beyond six (6) months for an additional fee of \$30. The enrollment term starts from the date/time of your original enrollment. No extensions or refunds will be approved beyond twelve (12) months from this original date of enrollment. AFPA provides educational support through e-mail, phone and web based services. Contact customer service at 1-800-494-7782. Once you have completed the examination requirements and financial obligations you will be issued your credentials. If you have not earned your credentials at the conclusion of 1 year, you are required to re-enroll by contacting the AFPA corporate office. To re-enroll in a course there is a \$95 administrative fee. If the course in which you are enrolled has been updated/changed, you will be required to pay the cost of the new materials plus shipping and handling.

Any student that successfully completes a program before reaching 18 years of age will not receive

his/her credentials prior to reaching 18 years of age. AFPA Certification is valid for 2 years. During the 2 year certification period it is required to obtain 16 continuing education credits, submit an \$85 renewal fee, obtain a copy of CPR/AED and complete the AFPA Certification Renewal Application in order to renew credentials. AFPA does not guarantee any job placement upon completion.

Course Structure

Each distance education course includes written instructions, study suggestions and course completion schedule, and all materials such as textbooks, DVD's CD's and kits. Students will proceed through each section/unit of the course and complete any assignments, quizzes and final exam. Each course is a self-paced, self-study program and may use the course completion chart as a guide to have the course complete before the six month due date. After students complete all assignments, quizzes and final exam, results will be received by mail and/or email and take 2-3 weeks. If a student successfully passes a course, the student's credentials will be mailed to them from the AFPA corporate office. If students do not pass their course successfully they will be notified by email or mail. Educational support is provided to students by email, the web, mail, or fax.

AFPA courses include a Course Completion Schedule so that students may follow along to help them to reach the completion date prior to the 6 months allotted time. Course completion time may vary from individual to individual due to varying levels of education background, reading and writing skills and efficiency. Most individuals can become a competent Certified Professional within a few months when studying 7-10 hours a week.

For additional Study Tips please visit the STUDENT section at www.afpafitness.com.

How to Study

1. Set goals.
 - At the beginning of a new course, look through the materials. Break the Lessons/assignments into manageable chunks.
2. Establish a regular study/learning schedule.
 - Keep a calendar or journal with your study goals and important dates.
 - Determine what time is best for you.
 - Take breaks-walk around and stretch.
 - If possible, have a dedicated study place.
 - Pace yourself.
3. Talk about it!
 - Ask a friend to check up on you.
 - Ask someone to proof your work before you submit it.
5. Know your learning style.
6. Celebrate successes!
 - Be proud of your accomplishments!
7. Ask Questions.
 - If you don't understand something, ASK. It's been said a zillion times: the only dumb question is the one you don't ask.

Example Course Completion Schedule – *Course completion schedule will vary dependent on course enrolled in.*

Below is a Course Completion Time Table. This should help you to reach your goal of completing the program. List the dates below by which you would like to complete each group of units. Here is a guideline for how long each unit might take.

Unit 1	1 week	Goal Completion Date: _____
Unit 2 & 3	1 week	Goal Completion Date: _____
Unit 4 & 5	1 week	Goal Completion Date: _____
Unit 6 & 7	1 week	Goal Completion Date: _____
Unit 8 & 9	1 week	Goal Completion Date: _____
Unit 10 & 11	1 week	Goal Completion Date: _____
Unit 12 & 13	1 week	Goal Completion Date: _____
Unit 14 & 15	1 week	Goal Completion Date: _____
Unit 16 & 17	1 week	Goal Completion Date: _____
Unit 18 & 19	1 week	Goal Completion Date: _____
Unit 20 & 21	1 week	Goal Completion Date: _____
Test/ Practical	1 week	Goal Completion Date: _____

Student Records

AFPA maintains the permanent student records. The AFPA Student Records department is responsible for updating digital files, and/or hard copy files.

Course Policy

AFPA distance education courses utilize a combination of reading assignments, quizzes, experiential assignments and a final examination. The combination of these learning tools are designed to appeal to varied learning styles with the goal of all students having mastered all concepts, protocols and tools so they may incorporate this new or renewed knowledge into their profession as a professional in the health, fitness and wellness field. Mastery of the subject matter is obtained by completing all assignments, quizzes and passing the final examinations.

The length of examinations is determined by the course title and required competency level of curriculum. Final examinations can range from 75 to 200 questions. AFPA distance education courses contain quiz questions, assignments and practice sessions that are to be completed, recorded, and/or self evaluated prior to the final examination. All the above will vary depending on the length and content of the

units/chapter assignments. Final examinations may contain multiple choice, true/false, fill in the blank, short answer, and/or case study. Examination multiple choice formats use an appropriate stem for the domain, three distracters, and one correct answer. The true-false item format is straightforward; the stem as a direct statement and label the two alternatives “true” or “false.” Short answer and case study questions are evaluated with regards to demonstrating an understanding of the concept, theory or protocol; ability to articulate and analyze concepts; and clear and logical composition of thoughts.

To successfully complete a course, participants must complete all course assignments and quizzes prior to the final examination. Assignments and quizzes are self-evaluated, and are required to submit with the final examination to show proof of completion. Instructors will be available to assist participants if they are having difficulty in with assignments and quizzes. Students are required to score a minimum of 90% on the final examination. Students that do not achieve this score are able to retake a final exam within 3 months at not added fee.

Retesting

If you do not successfully pass any portion of your final examination you will be given the opportunity to resubmit that portion of the exam. There is no charge for first resubmit. For each additional resubmit after the first one, you will be assessed a \$50 retest fee.

Participant Integrity

AFPA has a zero tolerance policy with regards to cheating and other forms of academic dishonesty as indicated below:

Cheating may include, but is not limited to, sharing answers for an examination or receiving help from someone else during an examination time period; and accessing another participant’s or graduate’s examination, including print, electronic (Web, email, discussion forum, text messages, etc.), or any other form of information during the examination time period. These policies apply to all examinations and examination re-takes. Any third party assistance to the AFPA participant while taking the exam is strictly prohibited.

AFPA will not tolerate academic dishonesty as it is a serious violation of professional conduct. Any AFPA participant caught cheating or engaging in any other form of academic dishonesty will be subject to dismissal from the course in which they are participating. AFPA zero tolerance policy with regards to academic dishonesty protects the integrity of the quality of education that participants receive. Cheating and similar dishonest acts degrade the educational process and are an insult to the participants who do commit themselves to earning an honest and ethical education.

AFPA attempts to protect against academic dishonesty by having all Participants and Proctors agree to the terms of AFPA Certificate Candidate Affidavit. This is signed prior to opening the exam packet by both the participant and proctor. Participants must include a photocopy of two forms of ID. One ID must be photo-bearing and contain a signature (such as a driver’s license, state of military ID, passport, etc.). The signature on the ID must match the Candidate Signature. The sealed Exam package must be opened by the Volunteer (proctor) at the beginning of the exam process. Once the exam packet is opened the participant must finish the exam.

Privacy Policy

AFPA does not share your personal information with others. AFPA reserves the right to post any comments you may have regarding your experience with AFPA on the AFPA website. Unless you ask AFPA not to, AFPA may contact you via email in the future to tell you about specials, new products or

services, or changes to this privacy policy. If you wish not to be contacted by AFPA or any other organization please email AFPA regarding your request.

Student Discrimination Prohibited

No person may be denied admission because of the person's gender, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Complaints

Kindly direct all complaints/concerns to the AFPA Corporate office by phone 1.800.494.7782, by mail AFPA 1601 Long Beach Blvd. P.O. Box 214, Ship Bottom, NJ 08008 or by email at afpa@afpafitness.com.

Cancellation/Refund Policy

Participants who cancel within the first five (5) days after date/time of enrollment will receive a refund of all money paid to AFPA. Students may cancel in any manner. You may notify Customer Service via any of the following methods: phone: 800-494-7782/ fax: 609-978-7582 / email: afpa@afpafitness.com/ mail: AFPA 1601 Long Beach Blvd. P.O. Box 214 Ship Bottom, NJ 08008. Participants, who cancel within the first five (5) days after date/time of enrollment, will receive a refund of all money paid to AFPA. Beyond 5 days, but before the end of the enrollment period, the course may be cancelled and a refund requested. Refund is a percentage of refundable tuition and is based on the amount of time passed from the date of enrollment (see below) A cancellation fee of \$75 or 20% of tuition, whichever is greater (not to exceed \$200) and course material fee of \$50 (student keeps all materials) will be subtracted before the refund percentage is calculated. In addition, if you submit your completed examination to AFPA your program will be considered complete and you will no longer be eligible for a tuition refund even if less than 6 weeks from date/time of enrollment. You may cancel or withdraw by any manner, but we strongly suggest you call AFPA customer service at 1.800.494.7782 for instructions, or you contact AFPA via any method: fax: 609-978-7582 / email: afpa@afpafitness.com/ mail: AFPA 1601 Long Beach Blvd. P.O. Box 214 Ship Bottom, NJ 08008.

Tuition Reimbursement Schedule:

Weeks after enrollment % of refundable tuition due: 1-2 75% ; 3-4 50% ; 5-6 25%; 6 0% *Refundable tuition is the total course tuition minus the non-refundable fee of \$75 or 20% of the tuition paid (whichever is greater, not to exceed \$200), shipping costs and course material fee of \$50.00. *Students keep all program materials once the five day return period ends.* A reinstatement fee of \$50.00 will be charged for reactivation of a previously cancelled enrollment if reactivated within 30 days of cancellation. Program exchanges will be granted within in 1 week of purchase. In order to issue materials for the new requested program, student must mail original program package and entire contents, unmarked and undamaged, postmarked no later than the 8th day of enrollment. A \$75.00 administrative fee plus shipping and handling costs for the new materials will apply. Student will be subject to the tuition reimbursement schedule of the new course commencing with the reassigned date. To exchange a course student should call AFPA 1.800.494.7782 for approval and reference code. Programs may be transferred to another student within 1 month of the original enrollment date. A \$50 transfer fee will apply. AFPA courses may be transferred one time. To transfer a course to another student call AFPA 1.800.494.7782 for approval and reference code. For cases of personal hardship, AFPA will provide special consideration on a case by case basis. Refunds are processed within 30 days of cancellation. AFPA Cancellation and Refund Policy conform to the requirements of The State of New Jersey where AFPA is incorporated and Licensed.

***Policies, Procedures, Prices Subject to Change**