



American Council  
on Exercise



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# Recertification Handbook

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GETTING PEOPLE MOVING

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# Requirements and processes necessary to maintain ACE Certifications



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# Introduction



**FOUNDED IN 1985**, the American Council on Exercise (ACE) is a nonprofit organization committed to America's health and well-being. Over the past 30 years, we have become an established resource for health and fitness professionals and the public, providing comprehensive, unbiased research and validating ourselves as the country's trusted authority on health and fitness.

**75,000**  
CERTIFIED  
PROFESSIONALS  
HOLD MORE THAN  
**85,000**  
ACE  
CERTIFICATIONS

Today, ACE is the largest nonprofit health and fitness certification, education, and training organization in the world, with 75,000 certified professionals who hold more than 85,000 ACE Certifications. With a long heritage in certification, education, training, and public outreach, we are among the most respected organizations in the industry and a resource the public has come to trust for health and fitness education.

This *ACE Certification Candidate Handbook* covers the requirements and processes necessary to earn and maintain ACE Certifications.

## ACE Certification Programs

The American Council on Exercise has four core fitness certification programs, each with a unique population and/or programming focus. Each ACE Certification program is evaluated on a regular basis to ensure that it is up-to-date with the most current research and standards. Assessments for each certification program are also updated on a regular basis, and are designed to assess if candidates meet the established level of minimum competence to safely practice within the scope of practice of the specified certification.

### ACE PERSONAL TRAINER CERTIFICATION

The ACE Personal Trainer Certification is designed for health and fitness professionals providing one-on-one or small-group fitness instruction to individuals who are apparently healthy or have medical clearance to exercise.

### ACE GROUP FITNESS INSTRUCTOR CERTIFICATION

The ACE Group Fitness Instructor Certification is designed for health and fitness professionals teaching any form of exercise to apparently healthy individuals in a group setting.

### ACE HEALTH COACH CERTIFICATION

The ACE Health Coach Certification is designed for fitness, healthcare, corporate wellness, and allied health professionals coaching a wide variety of individuals and groups to adopt structured behavior-change programs that focus on lifestyle and weight management through physical activity, nutrition, and education necessary to improve and maintain health, fitness, weight, and total wellness.

### ACE MEDICAL EXERCISE SPECIALIST CERTIFICATION

The ACE Medical Exercise Specialist Certification is designed for advanced health and fitness professionals providing in-depth preventive and post-rehabilitative fitness programming for individuals who are at risk for, or are recovering from, a variety of cardiovascular, pulmonary, metabolic, and musculoskeletal diseases and disorders, as well as apparently healthy clients in special population groups, including older adults, youth, and prenatal and postpartum women.





## Accreditation

### NCCA ACCREDITATION

In 2003, ACE's four core certifications received accreditation from the National Commission for Certifying Agencies (NCCA). The NCCA, created in 1987, is the accrediting body of the Institute for Credentialing Excellence (ICE), which was formerly known as the National Organization for Competency Assurance (NOCA). The NCCA is an independent non-governmental agency that accredits certification programs in a variety of professions, including athletic training, dietetics, occupational therapy, financial services, and fitness, to help ensure the health, welfare, and safety of the public. The NCCA reviews the certification organization's procedures, protocols, and operations, and determines if the certification properly discriminates between those who are qualified and those who are not qualified to be awarded the respective credential. The NCCA evaluates the processes and systems used by an organization to identify professional role and scope of practice, develop exam content, and provide proper exam administration and scoring to ensure the following:

- + That the examination process is fair and unbiased
- + That the examination accurately measures the minimal competence of the candidate for the profession
- + That the public is protected from unqualified or ineffective practitioners
- + That the organization has the means to support its professionals

The NCCA has 24 standards that a certification organization must meet and remain in compliance with in order to earn NCCA accreditation. These NCCA standards serve as a benchmark for how organizations should conduct certification programs.

For more information about the National Commission for Certifying Agencies, please go to the NCCA website: [www.credentialingexcellence.org/p/cm/ld/fid=86](http://www.credentialingexcellence.org/p/cm/ld/fid=86).

### What does the NCCA accreditation standard mean to you as a health and fitness professional?

The International Health, Racquet and Sportsclub Association (IHRSA) and Medical Fitness Association (MFA) recommend that club owners and medical fitness facility operators hire fitness professionals with certifications that are accredited by the NCCA or an equivalent accrediting organization. In addition, the *Standards and Guidelines for the Accreditation of Educational Programs for Personal Fitness Training*, established by the Committee on the Accreditation for the Exercise Sciences (CoAES) of the Commission on Accreditation of Allied Health Education Programs (CAAHEP), include students' performance on a national credentialing examination accredited by the NCCA as one of the primary outcomes for earning this accreditation. By earning an NCCA-accredited ACE Certification, health and fitness professionals demonstrate that they meet the qualifications to take a legitimate place in the healthcare continuum within their defined scope of practice. Earning and maintaining an NCCA-accredited certification can give you a competitive advantage when being considered as a candidate for employment with a company or organization that belongs to IHRSA or MFA, as it demonstrates that you have the knowledge, skills, and abilities to provide the public with safe and effective exercise programs.

### EUROPEACTIVE ACCREDITATION

The EuropeActive Organization [formerly the European Health and Fitness Association (EHFA)] sets standards throughout Europe for the accreditation of health and fitness credentials. Using a standards council comprised of industry experts, employers, academics, and practitioners from across Europe, EuropeActive sets standards for organizations to become approved as accredited training providers. In 2012, ACE became the first U.S. fitness certification provider to earn approval by the EuropeActive Standards Council. This designation means that ACE Certified Personal Trainers and Group Fitness Instructors are eligible to join the European Register of Exercise Professionals (EREPS), the principal resource for hiring qualified health and fitness professionals in Europe.

For additional information on the accreditation of ACE Certification programs by the NCCA and EHFA, go to the ACE website: [www.ACEfitness.org/ncca-accreditation/default.aspx](http://www.ACEfitness.org/ncca-accreditation/default.aspx).

## Statement of Nondiscrimination

ACE recognizes its responsibility to administer all of its policies in a manner consistent with federal, state and local laws and regulations. In particular, ACE recognizes that equal opportunity is fundamental to equality in all forms of human endeavor. Therefore, all administrative practices and procedures will be applied free of discrimination on the basis of race, creed, national origin or heritage, age, religion, sex, gender or gender expression or identity, sexual orientation, pregnancy, physical or mental disability, medical condition, ancestry, marital status, or service in the uniformed services.

# Maintaining Your ACE Certification



**ACE CERTIFICATIONS** are valid for two years, expiring on the last day of the month in which the certification was earned two years prior. In order to maintain current certification, ACE Certified Professionals are required to complete 20 hours of continuing education biannually, which equates to 2.0 continuing education credits (CECs), as one hour equals 0.1 CEC. As stated in the ACE Code of Ethics, ACE Certified Professionals agree to remain up-to-date on the latest health and fitness research and understand its practical application.

First and foremost, the purpose of continuing education is for the protection of the public. By completing continuing education that advances knowledge, skills, and abilities, ACE Certified Professionals stay current with the latest research, professional standards, and guidelines in the fitness industry, healthcare, and allied health. This helps the health and fitness professional to be better prepared to provide safe and effective fitness instruction. The second purpose is to help the professional advance his or her career.

Given the dynamic nature of the fitness industry and the vast amount of exercise science research published annually, it is imperative for health and fitness professionals to complete continuing education on a regular basis. With new research and standards being released every couple of years, ACE has set a two-year term for each certification period to help ensure that ACE Certified Professionals are completing continuing education at least every other year to remain current. During this two-year period, ACE Certified Professionals are required to complete at least 20 hours of ACE-approved continuing education. Both the two-year term for ACE Certifications and the average of 10 hours per year of continuing education are in line with other NCCA-accredited certification programs in fitness and other areas of allied health.



## Recertification policies and procedures

ACE Certified Professionals must comply with the following every two years to renew their ACE Certifications:

- + Complete at least 20 hours of ACE-approved CECs (2.0 CECs)
- + Renew your cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) certificate(s), which must include a live skills check. You must be current at time of renewal.
- + Remain in good standing with the American Council on Exercise.
- + Submit your renewal online or via fax or mail along with the appropriate renewal payment prior to the expiration date for the certification. Renewal rates are scheduled to recognize individuals who hold multiple credentials, and to provide discounts to those renewing online.

First Certification	
On-Time Renewal	\$129
Additional Certifications*	
On-Time Renewal For 2 Certifications	\$69 each
On-Time Renewal For 3 Certifications	\$59 each
On-Time Renewal For 4 Certifications	\$49 each
Late Renewals	
Up To 3 Months Late	\$169 each
Up To 6 Months Late	\$199 each

Prices subject to change

\* Rate based on total number of current certifications at time of recertification.

ACE Certified Professionals are allowed to renew their certification at any point during their certification cycle; however, CECs should be accrued for the current certification cycle and cannot be applied to future cycles. Renewals can be completed online via your My ACE Account and must contain all the necessary information to be processed.

ACE mails renewal informational reminders six and 12 months prior to the expiration date of the professional certification, and also sends email notifications 90 and 30 days prior to the expiration date, informing individuals of how they can attain ACE-approved CECs and renew their certification. ACE Certified Professionals can access their web account at any time to check the status and expiration dates of their certifications, update and verify CEC information on file, update and verify CPR/AED information on file, and renew certifications.

Professionals who hold more than one ACE Certification can apply the same CECs to more than one certification for renewal, provided that the subject matter is appropriate for continuing education for all ACE Certifications to which the CECs are applied. Each certification has a renewal fee (see table above) and CPR/AED certificate must be current at the time of renewing an ACE Certification.

If you have any questions about maintaining your ACE Certification, please contact ACE Educational Services via phone at 800.825.3636 or 858.576.6500, ext. 782, or via email at [EducationalServicesMail@ACEfitness.org](mailto:EducationalServicesMail@ACEfitness.org).

## Renewing an expired certification

ACE extends a professional courtesy of an extension to individuals unable to submit renewal information by their expiration date. During this "grace" period, the certification is technically expired and the individual is not a current ACE Certified Professional for the given certification.

In these situations, there are penalty fees associated with processing the application. Individuals submitting renewal applications up to three months late will be assessed a renewal fee of \$169.00 per late certification, while those submitting renewal information three to six months late will be assessed a \$199.00 renewal fee per late certification. Individuals in situations where they must submit their renewals within the six-month grace period following their expiration date must submit the renewal via mail or fax,

with all appropriate paperwork including the renewal fee plus the penalty fee. Individuals who are unable to submit their application within this grace period will lose their certification and have no option but to re-register to take the exam to re-earn the certification.

Exceptions to the extension policy will be considered on a case-by-case basis for documented cases of serious illness, bereavement, natural disasters, and other emergencies. In these instances, candidates must contact the ACE Credentialing Department directly, via phone at 800.825.3636 or 858.576.6500, ext. 783, or via email at Support@ACEfitness.org, to request reinstatement of their certification. Individuals in this situation must provide documentation to support their request for reinstatement, along with proof of 2.0 CECs, current CPR/AED certificate, and a reinstatement fee of \$219.00 per certification. Reinstatement will only be considered for individuals who are within six to 12 months beyond their expiration date. Reinstatement is only offered one time per certification.

Late renewal periods will be activated based upon the original renewal cycle period and not rolled forward from that date renewed. For example, original renewal period is July 31, 2016 - July 31, 2018 and renewed in the grace period on November 30, 2018. The next proceeding renewal period would be July 31, 2018 - July 31, 2020. CECs earned to renew one's certification in the grace period do not roll forward towards the next renewal cycle including any CECs earned beyond the 2.0 CEC requirement.

Retired/Inactive/Emeritus Status - The purpose of holding a professional credential is to practice and demonstrate continued competency in a given field therefore it is ACE's policy not to grant retired, inactive, or emeritus status.

If you have questions about renewing an expired certification in situations that meet the parameters above, please contact ACE Educational Services via phone at 800.825.3636 or 858.576.6500, ext. 782, or via email at Support@ACEfitness.org.

## Continuing education credits

The ACE Professional Education Department reviews and approves more than 3,000 continuing education courses from more than 300 providers each year. This provides ACE Certified Professionals with ample opportunities to earn their CECs for certification renewal. All ACE-approved CECs can be found at [ACEfitness.org/education-and-resources/professional/continuing-education/](https://www.acefitness.org/education-and-resources/professional/continuing-education/), where ACE approved CECs can be searched by career track specializations, topic, CEC provider, course format (at home, conference, in class), CEC value, course start date, and location. This is a professional benefit to all ACE Certified Professionals and can be searched by all fitness and allied health professionals worldwide. Always look for the ACE Approved logo and a notation of how many CECs each course is worth. If you are unsure if a course is ACE approved, contact ACE Educational Services via phone at 800.825.3636 or 858.576.6500, ext. 782, or via email at Support@ACEfitness.org for confirmation.

Repeating the same continuing education courses during subsequent renewal periods does not demonstrate continued competence for a certified professional and therefore would not be granted towards the certified professional renewal cycle. CEC's for same courses would only be awarded once.

ACE recognizes that professional development and continuing education can come from sources other than traditional ACE approved continuing education courses. Such sources include the following:

- + College course completion with a grade of C or higher, with 0.8 CECs awarded per quarter unit and 1.0 CEC awarded per semester unit.
- + Passing an additional ACE Certification exam results in 2.0 CECs for the studying involved in preparing for an ACE Certification.
- + Professional presentations can earn up to 0.5 CECs per renewal cycle for the research involved in developing the presentation.
- + Authorship of a correspondence course can earn up to 0.5 CECs per renewal cycle

for the research involved in developing the course.

- + Serving on an ACE committee results in 0.5 CECs per calendar year.
- + Obtaining another NCCA-accredited fitness-related certification results in 0.5 CECs.
- + Publishing fitness-related articles, book chapters, books, or peer-reviewed journal articles can result in a maximum of 0.5 CECs per renewal cycle.
- + Clinical observation of surgical procedures that can enhance the understanding of human systems that relate to the certification can be worth a maximum of 0.2 CECs per renewal cycle.
- + Internships in a fitness or related setting can result in up to 0.2 CECs per renewal cycle (for college credit internships, see college course information above).
- + Community outreach in a fitness-related event or similar can result in 0.1 CEC per renewal cycle.

For more information on how to maintain your ACE Certification, log in to your My ACE Account and go to: [ACEfitness.org/fitness-certifications/recertification/](https://www.acefitness.org/fitness-certifications/recertification/).

## Continuing education petitions

ACE recognizes that there are quality educational courses, workshops, and conferences that are not submitted in advance to the ACE Professional Education Department for review and awarding of ACE CECs, and therefore has developed the ACE Continuing Education Petition process. In the event that an ACE Certified Professional completes educational coursework that has not been reviewed and approved for ACE CECs, he or she may submit a petition for each individual course completed for consideration as continuing education for certification renewal. A \$25.00 petition fee is assessed for each course being submitted. Each petition must contain a copy of the course materials with course syllabus or outline, learning objectives, the course instructor's resume or *curriculum vitae*, including academic background and/or certifications, and verification of course completion.

Petitions are reviewed by ACE Professional Education according to criteria established by ACE Professional Education with input from the ACE Director of Credentialing. A petitioned course will be awarded CECs only if it meets similar criteria to what is required for courses to be approved in advance by the ACE Professional Education department. This includes the instructor holding either an ACE Certification or a four-year college degree in exercise science or a related field to the subject areas taught (e.g., nutrition degree for nutrition-related topics), and the course content must be appropriate to advance the knowledge, skills, and abilities of the professional holding the specific ACE Certification for which the course is being petitioned. For each hour of educational content, 0.1 CEC will be awarded. No CECs are awarded for activity classes, topics that fall outside of the scope of practice or are deemed inappropriate for the credential, or time dedicated to testing at the completion of a certificate program. Reviews will be completed within 15 days of receipt, after which the individual will be notified as to the final decision from ACE Professional Services. Courses that are not approved will not be refunded the \$25.00 petition review and processing fee. To submit a petition, log into your ACE Account and under Manage My CECs, click on Petition for CECs.

## Maintaining your CPR and AED certificates

As a health and fitness professional, you never know when you may be called upon to step in during a life-threatening event. With this in mind, ACE requires its professionals to maintain a current adult CPR/AED certificate, which must include a live skills check.

## ACE educational services

The ACE Educational Services Department is available to help ACE Certified Professionals maintain their ACE Certifications and advance their careers. Everyone working in ACE Educational Services holds at least one ACE Certification and has experience in the field. This professional team can help you with questions you may have about many topics, including:



- + Certification renewal process
- + Use of the ACE Pro Site
- + Career benefits
- + Status of certification
- + CEC status
- + Liability insurance
- + Secondary certification
- + Available CEC courses
- + Eligible CEC activities (alternative to attending a class)

You can contact ACE Educational Services via phone at 800.825.3636 or 858.576.6500, ext. 782, or via email at [Support@ACEfitness.org](mailto:Support@ACEfitness.org).

## Career development

ACE is committed to helping ACE Certified Professionals develop their careers through quality continuing education, advanced fitness certifications, and business opportunities.

### Discounted insurance:

- + Gain exclusive access to discounted liability insurance.

### Professional discount program:

- + Receive professional discounts and special offers on fitness apparel, educational programs, products and more.

### ACE apparel:

- + Look the part of an ACE Certified Professional with apparel and other gear emblazoned with the ACE logo.

### Find an ACE Pro:

- + Located on the consumer side of the ACE website, this searchable online database puts you in front of thousands of consumers each month, and provides peace of mind to a potential employer or client by allowing them an easy tool for verifying your ACE Certification.

### Focus groups and surveys:

- + From ACE decision-makers to the media, we rely on ACE Professionals for valuable feedback.

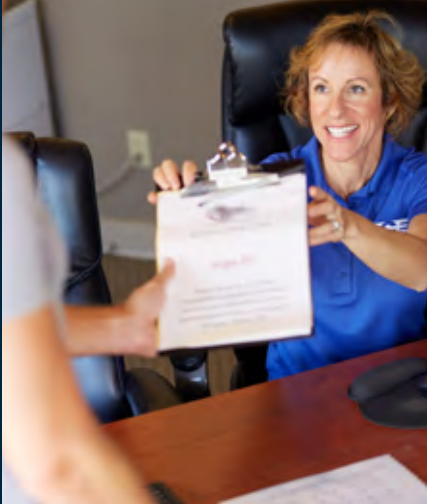
## ACE certification marks

Individuals who have met ACE's Certification standards are authorized to the exclusive use of the following marks issued by ACE:

- + ACE Certified Personal Trainer; ACE-CPT
- + ACE Certified Group Fitness Instructor; ACE-GFI
- + ACE Certified Health Coach; ACE-CHC
- + ACE Certified Medical Exercise Specialist; ACE-CMES

Individuals granted an ACE Certification will be entitled to use ACE's marks in conjunction with the individual's name to demonstrate this accomplishment, so long as they abide by the policies adopted by ACE. It is essential that the marks are displayed in a clear and consistent way. ACE's policies on the use of these marks explain when and how to display them are provided to each ACE Certified Professional upon passing their respective certification exam. ACE Logo Usage Guidelines and access to the ACE Certified logos are available to ACE Certified Professionals through their password-protected My ACE Account [ACEfitness.org/MyACE](https://www.acefitness.org/MyACE). Failure to comply with these policies may result in disciplinary action and/or revocation of certification.

# Privacy, Security, and Records Retention



## Protection of privacy

No individual under employment, contractual agreement, or volunteering with ACE shall dispense candidate or professional information without the expressed, written consent from the individual. Individuals requesting their information be released to third parties must submit a signed letter of consent to permit information release. All individuals under employment, contractual agreement, or volunteering with ACE are required to sign non-disclosure agreements before commencing service.

All candidates are assigned customer identification numbers for ACE administrative purposes and will select their own username email addresses and passwords to access their own accounts. In the event a candidate forgets a username email address or password, he or she may contact ACE customer service via email or phone, which will then release the login information via an email to the candidate's email address on file.

Confidential information will be made available to the appropriate parties if subpoenaed by a court of law or if the candidate or professional violates the ACE Code of Ethics, whereby the appropriate authorities must be notified.

Certain information is not considered confidential, as it is accessible within the public domain. This information includes:

- + Certification status
- + State of residence
- + Position of standing with the American Council on Exercise
- + Personal information that the professional willingly permits to be posted on the ACE “Find a Professional” search engine on the ACE website

The American Council on Exercise posts the ACE Privacy Policy information on its website at [ACEfitness.org/Privacy.aspx](https://www.acefitness.org/Privacy.aspx). To protect the privacy of all candidates, consumers, and current and former ACE Certified Professionals, ACE posts a direct link to this ACE Privacy Policy at the bottom of every page of the ACE website ([ACEfitness.org](https://www.acefitness.org)). This policy explains ACE’s online information practices and the choices individuals can make about the way their information is collected and used.

ACE requests only the information needed in order to provide the highest level of service to individuals using the ACE website or contacting ACE via email or phone. The types of personal information collected include:

- + Name
- + Address
- + Phone number
- + Company information
- + Email address
- + Credit/debit card Information (for purchases only – credit card information is encrypted)
- + Our site logs IP addresses and browser types for the purposes of system administration and user functionality. These logs will be analyzed to improve the value of the materials available on our website. While user sessions are tracked, users remain anonymous. We do not link IP addresses to any personally identifiable information. We use non-identifying and aggregate information to better design our website.

We use the information you provide about yourself or someone else when placing an order or making a request only to the extent necessary to complete that order or request.

We will not sell your email address or any other personal information. From time to time, we may send information about our services to the email or mailing address provided by you. We may lease your mailing address to organizations that share our mission and meet our criteria and standards of excellence. As an email recipient, your email address is confidential. When an email message is sent to you, the sender does not see your name or email address. The sender of a message, however, is always identified and the sender’s return email address is disclosed. This policy promotes responsible use of email and directs you to the right source if you feel that you are receiving inappropriate messages.

ACE will share and disclose any information posted by certified health and fitness professionals to the ACE database with IDEA Health & Fitness Association and/or other third parties.

To avoid receiving any mailings, you may contact ACE Customer Service. Unless we think that such action is necessary to comply with the law or legal process or to protect the interests of ACE or others, we will not release personal information about you without your consent.

Individuals can access or correct the personally identifiable information that ACE maintains on them by contacting ACE Customer Service. To better protect privacy and security, the individual’s email address must match the email address used to establish the account. ACE uses this procedure to better safeguard private information. To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, ACE has put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information ACE collects. ACE website users are responsible for keeping their password secret and are encouraged to never give their password to anyone, even someone claiming to be an ACE employee. The ACE website may link to other websites that may collect user information or solicit personal information. ACE does not control these sites; therefore, ACE is not responsible or liable for the privacy practices or content of such sites.



Any candidate, consumer, or current or former ACE Certified Professional who has questions about his or her information on file and ACE policies for the protection of their private information should contact the ACE Customer Service Department.

#### HOW TO CONTACT ACE CUSTOMER SERVICE

+ 800.825.3636

+ Support@ACEfitness.org

+ Visit the ACE store at [ACEfitness.org](https://www.acefitness.org) and click on “My Account”

## Length of records retention

The American Council on Exercise shall indefinitely retain records of all candidates and current and former ACE Certified Professionals as long as they remain affiliated

with ACE as an organization or until they request (in writing) that the information be removed. While public record of their information will then be removed, ACE will retain the member's records securely for a period of five years. Records of ACE continuing education providers shall be retained for five years. Professionals holding an ACE credential are encouraged to retain certification and continuing education information for a period of four years.

## Security

ACE information is maintained in secure databases and archived electronically to a secure, local network. Individual information is accessible only via that person's ACE web account, which is protected by the username email address and password selected by the individual. Any hardcopy records are stored in locked filing cabinets in secure areas within the ACE administrative building.

# Appendices



## Appendix A: ACE Code of Ethics

The ACE Code of Ethics governs the ethical and professional conduct of ACE Certified Professionals when working with clients, the public, or other health and fitness professionals. Every individual who registers for an ACE Certification exam must agree to uphold the ACE Code of Ethics throughout the exam process and as a professional, should he or she earn an ACE Certification. Exam candidates and ACE Certified Professionals must have a comprehensive understanding of the code and the consequences and potential public harm that can come from violating each of its principles. The ACE Code of Ethics reads as follows:

As an ACE Certified Professional, I am guided by the American Council on Exercise's principles of professional conduct whether I am working with clients, the public, or other health and fitness professionals. I promise to:

- + Provide safe and effective instruction
- + Provide equal and fair treatment to all clients
- + Stay up-to-date on the latest health and fitness research and understand its practical application
- + Maintain current CPR and AED certificates and knowledge of first-aid services
- + Comply with all applicable business, employment, and intellectual property laws
- + Uphold and enhance public appreciation and trust for the health and fitness industry
- + Maintain the confidentiality of all client information
- + Refer clients to more qualified health or medical professionals when appropriate
- + Establish and maintain clear professional boundaries

These principles of professional conduct make up the ACE Code of Ethics. During the exam registration process, candidates must affirm their agreement to uphold the ACE Code of Ethics throughout the ACE Certification process and in their professional work should they earn an ACE Certification.

## Appendix B: ACE Professional Practices and Disciplinary Procedures

The professional practices and disciplinary procedures of the American Council on Exercise (ACE) are intended to assist and inform certificants, candidates for certification, and the public of the ACE Application and Certification Standards relative to professional conduct and disciplinary procedures. ACE may revoke or otherwise take action with regard to the application or certification of an individual in the case of:

- + Ineligibility for certification
- + Irregularity in connection with any certification examination
- + Unauthorized possession, use, access, or distribution of certification examinations, score reports, trademarks, logos, written materials, answer sheets, certificates, certificant or applicant files, or other confidential or proprietary ACE documents or materials (registered or otherwise)
- + Material misrepresentation or fraud in any statement to ACE or to the public, including, but not limited to, statements made to assist the applicant, certificant, or another to apply for, obtain, or retain certification
- + Any physical, mental, or emotional condition of either temporary or permanent nature, including, but not limited to, substance abuse, which impairs or has the potential to impair competent and objective professional performance
- + Negligent and/or intentional misconduct in professional work, including, but not limited to, physical or emotional abuse, disregard for safety, or the unauthorized release of confidential information
- + The timely conviction, plea of guilty, or plea of *nolo contendere* in connection with a felony or misdemeanor, which is directly related to public health and/or fitness instruction or education, which impairs competent and objective professional performance. These include, but are not limited to, rape, sexual abuse of a client, actual or threatened use of a weapon of violence, and the prohibited sale, distribution, or possession with intent to distribute, of a controlled substance.
- + Failure to meet the requirements for certification or recertification

ACE has developed a three-tiered disciplinary process of review, hearing, and appeals to ensure fair and unbiased examination of alleged violation(s) of the Application and Certification Standards in order to (1) determine the merit of allegations; and (2) impose appropriate sanctions as necessary to protect the public and the integrity of the certification process.

Note: As an ACE Certification candidate and/or Certified Professional, you are deemed to be familiar with, and comply with, the ACE Code of Ethics and ACE Professional Practices and Disciplinary Procedures. Please contact ACE to request a complete copy of ACE Professional Practices and Disciplinary Procedures.





Getting People Moving