

# All American Sports Medicine

Recruit Guidebook v3.19



**Professional Fitness Certification for Sports Performance and Personal Training**

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We at All American Sports Medicine enjoy the simple things in life, and that includes gaining admission to our certification program for fitness professionals. Here is the process:

- Go to [www.aasm.pro](http://www.aasm.pro)
- Enroll online
- Study for exam
- Take and pass the exam
- Attain AED/CPR certification
- Apply and obtain fitness professional's liability insurance

## Preface

This is the official recruit guidebook for certifying fitness professionals who aim to work in sports and fitness performance training. Upon completing and passing this certifying examination, one will be a certified fitness professional who will now be able to obtain and stay employed in the fitness industry. Being certified will allow you to work with an assortment of individuals who are in need of expert fitness instructors in order to change their lives for the benefit of maximum health and fitness. The objective of this guidebook is for recruits to read and understand the mission and the overall goal as to how AASM operates in a sound and ethical manner as a certified fitness professional carrying the AASM logo.

## Overview

### Mission

**To provide an effective, supportive, and convenient online personal trainer certification experience to those who seek individual freedom in fitness**

### Fitness Professional's Objective (Certified Fitness Professionals)

The objective of an AASM fitness professional is to effectively and ethically provide a guideline for clients in the form of assessing and monitoring his/her performance. This is accomplished by performing consistent assessments and tabulating growth benchmarks. AASM CFPs are tasked with maximizing the potential a client wishes to achieve by way of designing and implementing a strategic plan for the clients in which to achieve their specific goals. Our CFPs will operate as a fitness professional and not as a licensed practitioner or physician. Those clients in need of a professional will be referred to such as when necessary.

## What is the MAP Standard?

The MAP Standard was created by a U.S. Marine, Martin Ramirez III, [our Founder and President of All American Sports Medicine in 1990](#). His goal as a U.S. Marine was to develop strong, yet mobile, agile, and functional Marines by way of training his fellow servicemembers by using Maximum Athletic Performance Standards which included:

- Athleticism
- Crosstraining/Supersetting
- Maximum Force Output

This training prototype allowed for his Marines to be effective on the battlefield by way of using athletic functional methods by implementing various tactical movements that a Marine would endure in a number of elements such as mountainous terrain, water, snow, and heavy vegetation. Regardless of the landscape, Marines would be well conditioned due to the implementation of athletic training which included balance and steadiness that allowed a Marine to move and maintain agility with the speed and quickness necessary to stay mobile while in hostile situations. Athletically trained Marines can be light on their feet and produce the maximum in strength and endurance needed to complete the mission. This type of training is effective for the protectors of our nation and it is a consistent resource for those clients who aim to achieve maximum results whether they are athletic or not. This proven form of training will allow clients the ability to be an improved human regardless of their work environment. AASM CFPs who train their clients with this model will achieve an improved mode of balance, maximum strength, and all around athleticism: **This is the MAP Standard!**

## AASM Governing Board of Advisers

The Medical Board of Advisers consists of medical physicians who are well versed in their field of practice and have reserved the right to administer guidelines, rules and regulations. The AASM Medical Board of Advisers also approves the certification, eligibility, and necessary discipline standards for AASM candidates. The board has approved the curriculum of study for this certification program based on their expertise, experience, and knowledge of the written practicum provided in the certification that is AASM.

## AASM Full Disclosure of Fairness

Testing for the AASM certification for professional fitness training does not and will not tolerate discrimination at any level of operation due to race, age,

gender, disability, sexual orientation, military veteran status, religion, national origin, or those classes that are protected by the rights as a human being. We at AASM welcome all of those with the opportunity to become a certified fitness professional.

### **AASM Test Preparation**

The test administered by All American Sports Medicine includes a wide range of information regarding the study of the human anatomy, their functions, the purpose and vision of a fitness professional, the various demographics in the industry, how to market and function as a fitness professional, and how to pursue professional fitness as a career. AASM has provided our recruits the basics necessary to provide quality professional fitness service to their clients. Included is the process for gaining authorizations to proceed in the industry and also how to recertify on an annual basis.

#### Admission

Recruits who wish to take the CFP assessment will be administered such upon completion of the practicum starting with Class 1 to Class 19. The final examination for the AASM certification is included in the purchase of the preparation. In order to attain a certification with AASM, it is highly recommended to use the test preparation, study classes 1-19, and take the final exam in order to increase the chances of assuring a passing grade. Upon completion and earning a passing grade on the final exam, a recruit will now be a fully certified fitness professional and will be eligible to train clients who are in need of a certified professional.

#### Passing the Exam

In order to be a certified fitness professional with AASM, a recruit must earn a passing grade on the final exam. The exam will consist of 100 questions in which a passing grade will be 70 or better. The stipulation is that one must have never attempted to take the AASM test. There is a midterm examination at the end of class 9 which is a multiple choice 50 question, 45 minutes timed exam. The results of the mid term will not affect the determination of whether or not a recruit's chances of becoming a certified professional at the end of the practicum. The recruit has six months to study and complete the test preparation practicum upon purchase (180 days). AASM prides itself on customer service and if a recruit is in need of accommodations or in need of extra tutoring, AASM will provide extra tutorials and one on one assistance free of charge during the 180 day test prep period. A recruit in need of special accommodations will need to request for special accommodations and tutorial assistance in a timely manner, in other words be sure to reach out to AASM via

customer support and briefly explain the services you are requesting at [contact@aasm.pro](mailto:contact@aasm.pro). Please allow 24 hours to respond to your request. All refund requests must be submitted within 48 hours of purchasing the AASM fitness exam. The refund will be distributed as it was originally administered such as if a recruit paid for an exam with a credit card, the refund will be administered back to the recruit in the same manner. Please allow 30 days for refunds to be administered back to your credit card.

## **Recruit Requirements for Admissibility**

### Requirements

Once a recruit is enrolled into the CFP program, he/she has six months (180 days) to complete both the practicum and the test, also obtaining an AED/CPR certification is necessary in order to be completely certified. The AED/CPR certification is available in your area. Please contact AASM customer support should you need assistance finding a certificate/testing center in your area. If a recruit will need an extension on their CFP program, a 60 day extension may be permitted by contacting AASM customer support for this purchase. Fees may vary from state to state so please refer to [www.aasm.pro](http://www.aasm.pro) for details.

### Exceptions for Qualified Recruits

AASM is a military supportive certification institute and value our military service members and veterans. AASM has implemented a military discount on certification enrollment. Any military servicemember who can show proof that they've served in the U.S. Military are eligible to receive this discount. AASM will need copy of any of the following:

- DD214 discharge document
- Military ID
- Certificate of Eligibility
- CAC card

AASM is a full supporter of our first responders, corrections, firefighters, and Department of Homeland Security agencies as well. We reserve the right to discount these servicemembers at the same discount rate as the military discount available on the AASM website. All servicemembers who are affiliated with the police, fire, sheriff's office, corrections, and DHS need to show proof that they are qualified as a full time employee in these sectors. Please contact customer support for details.

## Eligible Recruits

As an AASM recruit, one must be 18 years of age in order to gain access to the certification and final exam. Due to age and labor laws required at the federal level, most employers in the fitness industry may require a possible candidate for employment at least 18 years of age to be considered as a possible employee.

## **Examinations**

The examination that is provided by AASM is an exam that will test the practicum that is studied over 19 courses within a period of six months or 180 days. The scope of the exam is to provide a regimented and well planned provision for those recruits who plan on making professional fitness training a career. The procession is to provide a well thought out knowledge of the fitness training industry and all of the necessary details that a fitness professional will need to know in order to succeed as a certified fitness professional. AASM is responsible for certifying fitness professionals and those professionals are responsible the client's fitness who entrust our trainers with their fitness goals, and putting their health and safety at the forefront of our priority. AASM Board of Medical Advisers have implemented their knowledge and expertise to assure that the practicum and the final examination is a legitimate, knowledge based and well documented question and answer platform for the recruit to learn and retain. This knowledge will be implemented into a fitness professional's daily work as a certified professional while working with clients who've enlisted their assistance. The practicum of the AASM final exam is also focused in preparation for a certified professional to be well versed in the business of fitness which includes but is not limited to the business aspect of the fitness industry such as conducting one's self as a professional in all settings while practicing compassion and integrity when working with clients. All tests that are administered at AASM are reviewed for clarity and documentation by the Board of Medical Advisers for quality assurance.

## Scoring

AASM requires a timed examination of the learned practicum during the 180 day period. The final examination consists of 100 questions and a recruit seated for the test has exactly 55 minutes to complete 100 multiple choice questions. All questions administered on the final exam will be questions that have been covered during the practicum. A minimum passing grade of 70 out of a possible 100 will be needed in order to pass. Upon completion of the final exam, the score will be tallied and the results will be provided by the test monitor to the recruit.



## Retest

Should a recruit fail to pass the final exam with less than a minimum score of 70, a recruit will have 30 days to retake a final exam. In order for a recruit to sit for a final exam, one must pay a retake fee and must register for the retake within a week after the initial exam that was not passed. The retake test will be administered online or emailed to the test taker, and a completely different test will be administered other than the one that was not passed. The minimum score of 70 will be needed in order to have a passing score out of 100 questions.

## Beginning AASM Certification for Fitness Professionals

### Course Descriptions and Introduction

A recruit will create a profile upon purchase of the fitness certification. A recruit may log into their profile by using their username and password that is created during their purchase. A recruit's profile must use the same name that is used on their birth certificate or their state issued driver's license or government ID card. Pseudo names or nicknames are discouraged when completing a profile. AASM will only issue your credentials with the legal name that you provide. Should you change your name legally during the certification process, please notify customer support immediately with supporting documentation. Please use a personal email when communicating with AASM and refrain from using an email address associated with work or government agency.

### Test Taking Procedure and Delivery

Your test may be taken on a laptop, desktop, tablet or phone device only while using Google Chrome, Safari, or Firefox as a browser. Secondary devices are not permissible while taking the **final exam**.

### Online Proctor Using Zoom Video Conference

Once you are registered for the exam, this exam is proctored using Zoom Video Conference (www.zoom.us) and you will sit with the CEO of AASM as your proctor. The President and CEO of AASM will oversee the 100-question exam until you have completed the entire exam or the allotted time has run out. You will be provided your score via email upon completion of the exam.

## Liability Insurance for Fitness Professionals

As a AASM certified fitness professional, it is mandatory to carry liability insurance in order to ensure the integrity of the fitness professional and the credibility of the certification. Liability insurance also will protect the professional trainer from any liability based on injury or other physical mishaps during a training session that a client may encounter. AASM certification ensures that a fitness professional knows how to design, deliver, and implement a well educated training regiment for a client to follow. All clients who choose to hire an AASM fitness professional will sign a waiver deferring any responsibility and assume the risk of training in an environment where unintended consequences may occur. For this specific purpose, an AASM fitness professional will carry liability insurance on a regular basis. Upon completion and passing of the exam, AASM will arrange for the fitness professional to acquire liability insurance to carry while training clients.

## Exam Rules and Regulations

### Test Verification

A recruit will agree to the conditions being eligible for taking the AASM exam for certification purposes.

- Complete all 19 classes before becoming eligible to take exam
- Take midterm exam after class 9
- Must take final exam during the six month enrollment period (180 days)
- If I fail the test the first time, I can take retest within 30 days
- I understand there is a retest fee

### Deceitful Practices

Any recruit who practices deceit or cheating during the practicum or during the exam will be immediately excluded from AASM and will not be authorized to repurchase a certification or exam for 365 days or one calendar year. There are no refunds if caught cheating or practicing unauthorized tactics such as having someone complete the practicum or taking the test for a recruit. Please see the following guidelines:

- Getting assistance from others during the exam
- Contacting others by way of communication device or devices
- Use of study guides or notes
- No calculators or iPhone devices are authorized

- Unauthorized reproduction of any AASM literature or copies of practicum

### Refunds

Refunds on certifications that are purchased with AASM will be only **within 48 hours of purchase**. Recruits need to be certain that professional fitness and certification is their path to a stable career and successful independent freedom:

- Once a recruit completes the curriculum and passes the final exam, any requests for a refund are not permissible.

AASM will look at each situation on a case by case basis and make a decision based on the facts provided by the test taker to determine if the reasoning for refund is substantial.

Should a recruit fail to pass the AASM exam, there are no refunds disbursed. It is the responsibility of the recruit to prepare for the final exam by way of completing the 19 courses and taking the midterm exam after class 9, and taking the final exam and scoring a minimum of 70 on the test.

### Updating Contact Information

It is highly recommended to update contact information during your certification process. Please advise AASM of any changes to your contact information to include your name, address, phone number, or email address. Please update your AED/CPR card with any updated amended contact information as necessary.

## Recertifications

### Stipulations

AASM requires that a recruit recertify every year after their initial certification. Recertification deadline will be exactly one year (365 days from passing the initial certification test). Recertification fee will be available on the AASM website for current fee provided on the website. AASM will notify a certified professional within 60 days of their recertification date via phone, text, and email. Please be sure to notify AASM via customer service of any updated phone or email changes to allow for updating of your file. The purpose of recertification is to validate that an AASM fitness professional is up to date with the most current information regarding health, fitness, business practices,

conditions, terms, and stipulations in the fitness industry. To recertify, a fitness professional must have demonstrated good conduct in the fitness field and is in good standing with AASM.

### Certification Reestablishment

An AASM fitness professional may have their certification reestablished after showing proof of passing the initial certification. Proof must be on the certificate or the certification ID that is provided upon completion of the exam after passing. You must provide proof of updated liability insurance, and updated AED/CPR certification. Proof may be submitted as a scanned document via email or a picture sent via phone or photocopy mailed to AASM headquarters. For reestablishment, a fitness professional must have been in good standing. A late fee may be applied for reestablishment. If you do not meet the terms of reestablishing certification within the 60 day grace period, a new certification practicum and exam will need to be purchased.

## Rules and Guidelines

### Disciplinary Rules and Terminations

Depending on the severity of the infraction, AASM will uphold the standards and guidelines that AASM outlines in our professional conduct provided in this guidebook. Should one choose to engage in unprofessional conduct and/or unethical practice as a certified professional fitness trainer with AASM, AASM will reserve the right to rebuke those who do not uphold the conduct, ethics codes, and standards AASM has outlined. The fitness professional must put first the client's safety and well being and refrain from taking advantage of a client's (both male and female) disadvantages during training sessions. The following stipulations are to be abided by AASM certified fitness professionals:

As a professional, each fitness instructor will follow the rules that are set in place in order to protect the integrity of the AASM brand, method of delivery, and code of conduct not limited to ethical and moral standard. AASM professionals are expected to be an example to the clients as well as to other fitness professionals as a high standard of excellence and optimum delivery of process and procedures in our implementation services.

- Follow rules and regulations within AASM code of morals and ethics
- Conduct themselves as professionals while at work and off work
- AASM professionals carry the brand everywhere they go and conduct themselves as respectable human beings putting others first before themselves

- AASM professionals refrain from degrading our clients and customers in public or private, within the inner circle or to friends and relatives
- Client information is considered privileged and will be protected under the rules and guidelines set by the standards AASM has designed
- AASM professionals will conduct business in a setting that is free of any clutter or debris that may compromise the safety and well being of both the fitness professional and most important, the client
- AASM professionals will use language that is free of derogatory, abusive, or objectionable nature (vulgar, improper language)
- AASM professionals will abstain from treating any injury should one occur while training a client
- AASM professionals will refer clients to professionals that are authorized to treat injuries or diseases
- AASM professionals will assure to get written permission to work with a client with a pre existing condition from the client's physician
- AASM professionals will adhere to the grooming standards that are set in this practicum
- AASM professionals will adhere and obey all laws that are delegated via city, state, and federal guidelines
- AASM professionals will maintain training records for each client for up to two years
- AASM professionals are not nutritionists or physical therapists unless certified or graduated in those particular fields, otherwise acting upon is refrained from and will be subject to disciplinary action
- Any AASM professional who is a subject of mistreatment, both physically, mentally or emotionally of a client or a fellow fitness professional will immediately be suspended from AASM without the possibility of realignment with AASM in any capacity as an AASM fitness professional
- AASM professionals will abstain from any practice of any kind that is in the form of sexual harrasment to any clients or fellow fitness professional

### Discipline and Due Process

- Those who are involved in unethical conduct as an AASM professional will be granted due process to explain their side of the conduct that has occurred. As process is due, the individual will be given the opportunity to the following:
  - The proof set before them as to what is being accused
  - The individual will be given a copy of the proof, whether written, or in the form of video or social media outlet
  - An individual who is accused of misconduct will be given five days to gather evidence to support their innocence.

- Should an individual unsuccessfully defend himself or herself of the charges against them, they will be suspended from AASM as a fitness professional for as long as the governing board sees fit
- AASM will hold a panel consisting of the President of AASM and the Board of Governors to determine the appropriate steps to punishment or acquittal of any wrongdoing within the AASM system of practice.

### Conduct Unbecoming

As an AASM certified professional, will serve our clients with the utmost of compassion, morals, ethics and professional duty, ensure safety and well being, and assure care and privacy at all times. AASM professionals will conduct themselves in a professional manner at all times and will summon suspension or revocation of certifications and authorizations for any violation of the following:

- Misrepresentation of services
- Fraudulent behavior
- Disrespect of client's privacy or safety
- Illegal use of information that could compromise the well being of a client
- Harrassment of any nature upon a client, AASM professional or employee
- Use of AASM copyrighted property, materials, trademarks, names, or models
- Failing to meet payment obligations for certification services

### Unsatisfactory Financial Status

Those recruits who are seeking to gain certification with AASM are offered the privilege of using a payment plan option. Upon completion of the practicum and exam, any AASM certified professional who chooses to make a payment on a timely basis must adhere to the guidelines that are set upon purchase. The guidelines will determine a date on a monthly basis that is agreeable by the recruit and accounts payable at AASM. Should a professional default on monthly payments on their certification, he/she may be placed in 'UFS' status or unsatisfactory financial status. Should one enter into UFS status, one will receive an email notification that your access will be suspended. Should you remain in UFS status for 30 days, you will risk being revoked and AASM is authorized to pull certification from fitness professional if a payment plan is not implemented. Third party notification is an option for AASM to report repayment matters to and will consider legal representation if needed.

### Suspensions and Appeals

Any recruit or professional who does not agree with the conclusion that are found leading to discipline or the imposition of unethical conduct may file an appeal with the Board of Disciplinary Action. The board will take into consideration information that is provided by the accused and the board will have the right to uphold the suspension or reduce the suspension. The board will meet monthly to review any and all suspensions and reviews to assure that the subject who is accused of wrongdoing will receive a decision in a swift and timely manner. A review may be submitted in the form of an appeal by the subject in question should the accused wish to do so. Board decisions are final should the appeal is not successful on behalf of the subject. All board decisions will be written to the subject by either email or certified mail.

### The Exam Design

The AASM exam will be designed to test the knowledge that has been gained in the practicum from the 19 classes that have been studied. The testing will allow for the recruit to apply the methods that have been used in this outline to which application will be utilized for the benefit of the clients who employ AASM certified fitness professionals. The applications are well versed and proven to improve a client's athleticism, strength, increase in muscle (hypertrophy), and power improvement output. The exam will also test a recruit on how well they will be able to design a specific program for the demographic they are working with. Nutrition will be a portion of the exam that will test the recruit in order to give the basics of nutrition to educate the client, but not to implement as a nutrition design since that would be something that a certified dietary nutritionist will be able to execute for the client.

The exam will consist of information exactly as it is written in the outline. AASM does not intend to mislead the recruit or trick a recruit with any inaccurate information. The intent of the exam is to learn exactly what is written in this practicum and apply their newfound knowledge to their clients. The exam will consist of true/false questions, multiple choice, and fill in the blanks.

### **Areas of Study**

AASM recruits will be tested on the curriculum that they've studied over the six month period. The exam will be segmented in the order in which the classes were provided. The exam is not intended to mislead or deceive the recruit in regards to getting a different answer. The exam is a straight forward exam that will test the recruit's retention and learning of the curriculum. The segmentation is included below:

#### **Area 1. Accountability and Responsibilities of a Professional Fitness Trainer**

Acquaintance in the following:

The concepts and services that a professional fitness trainer provides to the client. The basics of the leadership traits that a professional fitness trainer must utilize in a professional setting. Including but not limited to the following:

- a. Accountability to the client and the fitness trainer's employer
- b. Successful traits to include:
  - Loyalty
  - Ethics
  - Honesty
  - Reasonability
  - Motivation

Responsibility in a professional setting to include liability insurance being carried at all times as an AASM certified fitness professional.

- The reason for obtaining liability insurance
- How to obtain insurance
- Where to receive liability insurance
- The benefits of having liability insurance

The purpose of being a professional fitness trainer

The benefits of being a professional fitness trainer

Understanding why people may need a professional fitness trainer

PAR-Q assessment and PAR-Q questionnaire examples

The reason behind the PAR-Q assessment

## **Area 2. Heart rate, Types of Training**

- Addressing maximum heart rate
- Resting heart rate
- Heart rate reserve
- Resting metabolic rate
- Calculation of each
- Understanding VO<sub>2</sub> max
- Best recommendations for checking the pulse
- The basics of aerobic and anaerobic exercise

Aerobic

- Running
- Jogging



- Jump rope
- Bike riding
- Rowing

#### Anaerobic

- Weightlifting
- Sprinting
- Any activity that consist of set or repetitions and rest periods

#### Maximum Athletic Performance Principles (MAP Standard)

- Progress
- Overload
- Specificity
- Regularity
- Ingenuity

#### Weight training and bodybuilding differences

Identifying overtraining

Integration of reps, sets, and rest periods

Training recommendations

Strategies

Definitions

- Reps
- Sets
- Super sets
- Drop sets
- Stacking
- Compounding
- Running the rack
- Interval/Circuit training
- Pre train and post training procedures
  - Stretching
  - Flexibility
  - Warm-up
  - Communication
  - Feedback
  - Motivation
  - Assurance

- Mass Training Principles
- Mass principles
- Bulking
- Poundage specificity
- Sets
- Reps
- Muscle breakdown
- Recuperation
- Recovery
- Fat loss principles
- High repetitions
- Lighter weights
- Circuit training
- Training for overall health
- Training for strength
- Specific training for athletes
- Cross training
- Specific body part training

- ✓ Beginning
- ✓ Intermediate
- ✓ Advanced

### **Area 3: Anatomy and Physiology, Muscle Function, and Warm-up**

As a CFP, it is very important to know the human body and how it functions. Some advanced lessons will be provided in this section and will give you a better insight on how you can implement what you've learned and apply it to your training regimen.

- Cardiovascular system
  - Muscular system
  - Skeletal system
  - Muscle contraction
  - Muscle function
  - Muscle metabolism
- Back
  - Chest
  - Legs
  - Arms
  - Shoulders
  - Core
  - Avoiding injury

#### **Area 4: AASM Professional Fitness and Biomechanics**

- Professional fitness facts
- Demographics
- History of professional fitness
- AASM history
- AASM certification
- Employment opportunities
- Fitness careers
- Fitness education
- Types of employment
  
- Biomechanics
  - The human frame
  - Diagrams
  - Various planes
  - Terminology
  - Range of motion
  - Muscle movement
  - Muscle insertions
  - Designations
  
- Kinetic Chain
  - Joints
  - Connections
  - Deficiencies
  - Disruptions
  - Maintenance
  - Terminology
  - Dysfunction

#### **Area 5: Human Systems and Sports Nutrition**

- Nervous system
- Muscular system
- Cardiorespiratory system
- Cardiovascular system
- Respiratory system
- Endocrine system
- Digestive system
- Muscle types

- Muscle performance
- Skeletal system
  - Axial and appendicular
- Bones
- Heart muscle
- Heart anatomy
- Heart detail and function
  
- Sports nutrition
- Food pyramid
- Breakdown
- Carbohydrates
- Proteins
- Fats
- Intake for athletes
- Hydration
- Vitamins and antioxidants

**Area 6: The Professional Fitness Atmosphere, Sales and Marketing, MAP Standard, Unique Clientele, Fitness Psychology**

- Gym attire
- Grooming
- Tact
- Fraternization
- Salesmanship
- Marketing
- Process
- Assessments
- Problem solving
- Education in sales
  - Objections
  - Uncover
  - Profile
  - Confirmation
  - Affirmation
- Body fat baseline measurements
- Body Mass Index (BMI)
- MAP Standard
  - History
  - Stage 1
  - Stage 2
  - Stage 3

- Unique Clientele
  - Children
  - Seniors
  - Prenatal women
  - Stroke victims
  - Heart disease
  - Osteoporosis
  - Cancer

## **Area 7: Fitness Psychology and Exercise Application**

- Motivating clients
- Strategies
- Situations
- Tactics
- Valuations
  
- Exercise Applications
  - Actions
  - Muscles worked
  - Advanced alternatives

### Earning the Title

Those recruits who have successfully scored a passing grade on the exam will be authorized to use the title of AASM Certified Fitness Professional. The minimum score needed to pass is a 70 that will allow to be issued that of an official certificate with the AASM certifying stamp of approval that the CFP has successfully passed the written exam. The CFP will be mailed their certificate of merit upon completion and will arrive within 5-7 days of passing the exam. Certification is authorized for one calendar year and will expire on the date that is stamped on the certificate. An AASM CFP will then be authorized to use the term “AASM CFP” after their name and have earned the title of “AASM Certified Fitness Professional”. This usage is valid on official business licensure and documentation stating that the CFP has been awarded credence via AASM. Any documentation such as signatures, electronic signage, websites, professional speaking engagements, resumes, and signatory affiliation when conducting official AASM business. AASM strictly prohibits its CFP from endorsing any products that are not affiliated with AASM such as consumables, business entities, branding, or service products.

### Continuing Education

All AASM CFPs will be completing 2.0 CMUs (certifying meritorious units) which is the aggregate of 20 unit hours of training on a hands on basis. A CFP will be afforded 100 days to complete their 2.0 CMUs passed the expiration that is stamped onto their certificate of merit. Proof of completion must be provided electronically with the site of study occurred, dates, proctoring individual, and complete overview. Should a CFP fail to complete these CMUs a CFP will need to retake an exam so that credence is still intact and thus maintenance of certification is complete. A CFP does not have the option to retake an exam in place of obtaining CMUs. A CFP does have the option to take an **Advanced Education Exam** for the fee provided on the [www.aasm.pro](http://www.aasm.pro) website. This exam will be a 120 questions 75 minute timed exam and may be taken in place of 2.0 CMUs. A passing grade will be a grade of 80 or above. Should a CFP fail the **AEE**, they must pay a fee for another exam or choose to move forward with 2.0 CMUs at an approved education provider. As always, a CFP may request additional tutorial on a one on one basis with our tutoring services provided upon request through our Customer Service center. If a CFP chooses to add an additional 100 days there will be an extension fee to do so. Fees can be found on the website, [www.aasm.pro](http://www.aasm.pro). A CFP must review the cost and fees carefully before enrolling into AASM approved CMU providers. The length of course for each participating education provider may vary so a CFP should peruse over any information provided and contact AASM Customer Service to gain additional affirmation before making a choice. Course content will be reviewed as authorized for CMU purposes. Should a course that has not been authorized by AASM been chosen by the CFP, a petition hearing must be completed by filling out the form available on the AASM website. A petition fee will be provided on the AASM website. A list of authorized CMU providers is listed on the AASM website and these CMUs will need to provide:

- a.) aptitude of skill
- b.) provide skill and knowledge
- c.) promote added professional service beyond that of a basically trained CFPs
- d.) assure that the CMUs meet the required number necessary for a CFP to recertify

Recertification must include an updated AED/CPR card and once proof is provided, the CFP will be provided with 0.5 CMUs. The name must match the name that is on file with AASM records. The AED/CPR should be electronically provided via scanned attachment to an email to AASM Customer Service center. All AASM CMUs that show competence in the provisions above will need to show proof of completion via electronic delivery of completion of standards by way of transcripts or certificate of completion provided by the education provider. Auditing may be required to randomly choose documentation provided by the CFP. Should yours be chosen and the

requirements are not met, you will have exactly 30 days to provide proper documentation showing that you've completed the CMUs from an approved education provider.

### Career Assistance

At AASM, we know that it is important for our AASM CFPs to be well prepared as a well-educated fitness professional. As a certifying body, it is AASM's responsibility to provide the public with highly educated, certified, and qualified professionals. AASM has high expectations for our CFPs and our professionals will adhere to the rules and regulations outlined in this guidebook. AASM has a responsibility to the CFPs to provide them with not only a highly educated academic standard, but also an avenue to employment in which to utilize their well-earned certification. AASM Career Service Division has the resources available to assist our CFPs in attaining and maintaining employment.

### Career Services Division (CSD)

AASM Career Services will assist our CFPs with career assistance by way of resume writing skills and interview strategies. These services will be held on a one on one 30-minute live tutorial with our Career Services Division. Our Career Services Division is dedicated to assisting our CFPs by getting them prepared for their new career in professional fitness. AASM has a mentorship program within our CSD in which newly certified CFPs can gain access to valuable information as to who is hiring in their area or what type of professional fitness work is available to them. There is a great deal of research completed in this area a complete demographic data analysis can be completed for the given cost provided on the AASM website. All career services are available to CFPs upon completion of the academic portion of the certification and a CFP has passed their exam. It is recommended that all recruits who've passed their exam contact our CSD and set up an appointment to take advantage of the resources afforded to them by way of resume writing and interview strategy assessments. These are services that are optional and are not mandatory. A newly certified CFP may take advantage of these services for up to six months after their date of certification.



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