

**CrossFit Certification and Training Department
Participant Handbook
Version 3.0**

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1 OVERVIEW

1.1 ABOUT CROSSFIT

CrossFit is an open source, international business dedicated to the improvement of human health and athletic performance. CrossFit's foundation is a precise definition of fitness that can be measured, observed, and repeated. CrossFit is a real world, functional fitness program that has a unique capacity to humble the world's best athletes while at the same time remaining universally scalable to facilitate development at all ability levels. Through extensive practical application, study, and observation, CrossFit determined long ago that the needs of various populations differed in degree, not in kind. When exposed to CrossFit's prescription for training elite athleticism (constantly varied, high-intensity functional exercise), athletes of all ages and ability levels reap the benefits of improved work capacity across broad time and modal domains. This measurable and repeatable improvement in health and performance led to the adoption of CrossFit as the principal strength and conditioning program for many law enforcement and military units worldwide. CrossFit's open source nature and commitment to measurable results ensures the constant evolution of the program as better methods are discovered and validated.

CrossFit has several operating divisions. CrossFit.com and its associated websites offer extensive instruction and education on human movement, along with specific techniques, strategies, and workouts for both athletes and trainers. The CrossFit Journal is updated daily and is the world's leading resource for original written material and video instruction on athletic development. In addition, CrossFit is the world's leading provider of performance-based training seminars and certifications. The CrossFit Games formalized the "Sport of Fitness" and crowns its champions the World's Fittest Man and Woman. The CrossFit Affiliate program licenses the CrossFit trademark to qualified trainers for commercial purposes. Each of these divisions contributes directly to building and supporting a community of genuine fitness practitioners.

1.2 MISSION

The mission of the CrossFit Certification and Training Department is to establish and support an international community of authentic fitness practitioners through open-source publication, education, and accredited certification and certificate programs.

1.3 LEVEL 1 TRAINER CERTIFICATE SCOPE

The CrossFit Level 1 Trainer Certificate Course is a two-day introductory course on methodology, concepts, and movements.

The course includes classroom instruction on: CrossFit's concepts and methodology, CrossFit's foundational movements, programming to optimize training results, and nutrition strategies to support fitness.

Practicals include small group training sessions where students are instructed in CrossFit's foundational movements under low intensity with a focus on improving technique. Students have their movement observed and corrected, and engage in dialogue concerning effective correction techniques.

Large, group CrossFit workouts are conducted as an example of bringing it all together; establishing an example of how to conduct a class and how to hold a standard of proper technique under high intensity and scaling for any ability level.

1.4 PURPOSE

The purpose of the course is to provide students with an introductory level education on the fundamental principles and movements that make up the CrossFit Program.

The L1 course is structured to meet a two-fold goal:

1. Provide attendees the understanding to better use CrossFit methods for themselves; and
2. Provide attendees an initial and foundational education for them to begin training others using CrossFit.

For trainers-to-be the purpose of the Course is not to provide an exhaustive CrossFit education but rather provide an initial credential and foundation through which to gain expertise safely and effectively with practice and experience. The CrossFit Level 1 Certificate is one of the requirements for becoming a CrossFit affiliate. However, earning the L1 Certificate should not be considered the end of an education to be a trainer, but rather the beginning.

1.5 LEARNING OUTCOMES

After completing this course and successfully passing the Level 1 Certificate Test, participants will be better able to:

- Define the core concepts of the CrossFit program
- Identify the Primary Points of Performance and instances of their violation for the foundational movements
- Identify correct movement or violations of sound movement and apply appropriate correction toward improved movement
- Apply the CrossFit program safely and effectively in order to gain experience necessary to develop competency in training others using CrossFit methods.
- Perform the foundational movements safely and correctly or assess when one is not and apply an appropriate correction toward improved movement

1.6 LEVEL 1 CERTIFICATE TEST

The CrossFit Certification and Training Department and Advisory Panel are responsible for test development and policies governing eligibility and administration of the test. They are also responsible for contracting with a professional testing agency that administers and provides psychometric expertise.

Authentic Testing is the professional testing agency contracted by CrossFit to assist in the development, administration, scoring, and analysis of the CrossFit Level 1 Certificate Test based on the specifications developed by the Certification and Training Department. Each test form was beta tested multiple times to ensure statistical validity and the appropriate level of difficulty of all questions that appear on the CrossFit Level 1 Test.

The cut-point (I.E. passing score) for the test of 35/45 or 77% was determined by an industry accepted process called Scalemark. Utilizing the Scalemark process CrossFit's Advisory Panel decided upon the cut-point relative to the minimum knowledge that new CrossFit trainers should be able to demonstrate.

CrossFit administers and grades paper tests for its Level 1 Certificate Course. Scoring is done via a portable Scantron system off site. Participants will receive their scores via email 5-7 days after completion of the test. Certificates will be individually mailed and can take up to 3 weeks to arrive domestically and 4-6 weeks to arrive internationally.

The 50-question multiple-choice test is based on the core concepts, methodology, and foundational movements of CrossFit. All of the material used comes directly from the course and the CrossFit Training Guide. Participants are given 45 minutes to complete the test. It is a closed book, no-notes test.

The test is designed to be a review and measure of understanding of the course and the essential elements underlying CrossFit training methods. Upon passing the test and completing all course requisites, the student will receive a CrossFit Level 1 Trainer Certificate.

Participants may opt out of taking the test. Participants who choose not to take the test will be awarded a Certificate of Attendance. A Certificate of Attendance does not afford the CF-L1 Trainer designation and is not sufficient for training others using CrossFit methods, nor is it sufficient for applying for affiliation with CrossFit.

1.7 NON-SCORED TEST QUESTIONS

The CF-L1 test contains five unscored questions that are being “pretested” or evaluated for future use. These questions are not scored and they do not affect an individual’s pass/fail status. The unscored questions are scattered throughout the test so participants will answer them with the same effort that they give to the actual scored questions.

To ensure the CF-L1 test reflects current information, new questions must be continuously introduced and evaluated. Pretesting is an accepted practice that creates a statistically sound standardized test and allows participants to receive scores that are based only on pretested questions.

1.8 INSTRUCTOR QUALIFICATIONS

All CrossFit Level 1 Course Instructors have passed the Level 1 test and the Level 2 Coach’s Certification and have worked at or owned a CrossFit Affiliate for at least 1-year. Each has been screened, developed, and demonstrated their competency through rigorous peer review and CrossFit HQ staff training. Positions on staff are competitive and this training, professional development and evaluation are on going throughout each instructor’s time on staff. Many of our trainers have extensive personal qualifications and backgrounds in strength and conditioning, college level sports and the professional health and fitness industry. Additionally, there are doctors, lawyers, executives, teachers, military and law enforcement professionals, and many other arrays of experience & talent among the CrossFit Instructor Staff.

For qualifications of a specific CF-L1 Instructor, please contact the instructor directly.

1.9 PROGRAM UPDATES

Any changes to the Level 1 Trainer Certificate Program’s purpose, scope, requisites, and intended learning outcomes, as well as any changes to the registration process and any and all other changes that may affect participants, will be kept up to date within this Participant Handbook. The most current version will always be available at:

www.crossfit.com/cf-info/certs.shtml

2 ELIGIBILITY REQUIREMENTS

2.1 ELIGIBILITY

Participants are eligible for the CrossFit Level 1 Trainer Certificate if they are at least 17 years old and in good standing with CrossFit, Inc. Minors under 17 years of age may attend the course and receive a Certificate of Attendance but they are not eligible for the Level 1 Trainer Certificate.

2.2 STATEMENT OF NON-DISCRIMINATION

CrossFit endorses the principles of equal opportunity. Eligibility criteria for test and qualification as a CrossFit Level 1 Trainer are applied equally to all participants regardless of age, race, religion, gender, national origin, veteran status, sexual preference or orientation, or disability.

2.3 PROGRAM REQUISITES

CrossFit Level 1 Trainer Certificate issuance is based upon the fulfillment of the following program requisites:

- Attendance for the entire two-day course from 9am-5pm, both days, to include:
 - exposure to all lectures,
 - participation in all practical break out sessions,
 - participation in all workouts, and
 - passing the Level 1 written test in person with a score of 35/45 (77%) or higher.

Only by fulfilling all of the above stated requisites will a participant be awarded a CF-L1 Trainer Certificate. Participation is defined as actively participating in all group activities and movements, exercises, and workouts. Attendance is defined as being there from start to finish each day of the course.

Participation in all workouts is required to receive a Trainer Certificate. All workouts can and will be scaled appropriately for individuals with special needs. Please see the Lead Instructor at the beginning of Day 1 in order to arrange for appropriate accommodations.

Due to the introductory nature of the course, and not all attendees being interested in training others, participants may choose to not take the test. In that case, or in the event that a participant fails the test, a Certificate of Attendance will be awarded. Certificates of Attendance do not afford the CF-L1 designation and do not expire.

3 REGISTRATION PROCESS

3.1 REGISTRATION AND FEES

All participants are required to register for the CrossFit Level I Certificate program at www.CrossFit.com under the link for the specific event.

The link will take the participant to a third-party tool called "RegOnLine" for registration and fee collection.

Final balances are due paid in full six weeks prior to the course. A \$250 deposit must be placed to secure a spot in the course. Payments can be made up to six weeks prior to the course. The course must be paid in full six weeks prior to the course or you will forfeit your spot.

Checks are accepted in US funds ONLY.

If you are paying by check, then you have two options for sending it to us:

by mail
CrossFit, Inc.
P.O. Box 29869
Phoenix, AZ 85038-9869

by courier
Wells Fargo Lockbox S4001-01A
Ref: CrossFit, Inc. Box 29869
1305 W. 23rd St.
Tempe, AZ 85282

Register for a course at CrossFit.com.

The test is included in the course registration and fees.

A complete list of CrossFit course fees can be found at: www.crossfit.com/cf-info/certs.shtml

Complete the on-line registration. This includes payment of course fees.

If registering for a retest due to failing a previous test, complete the above registration and, in addition, provide verification of previous Level 1 Course attendance. Fee for retests is \$150.00.

If registering for a course to revalidate an expired certificate, complete the above registration and provide verification of previous Level 1 attendance. Revalidations must go through the Level 1 Course again, as well as take and pass the test. Fee for revalidating an expired certificate is \$500.00.

On completing registration, CrossFit will send participants a confirmation email. Please pay close attention to this email because it also contains the link to the most up to date Level 1 Training Guide (study material for the test).

Print and bring your confirmation email for the course along with a government-issued photo ID and a # 2 pencil with an eraser.

3.2 IDENTITY AND TEST SECURITY

Individuals taking the certificate test shall acknowledge that they understand the following through their registration:

- Individuals verify that they have read and agree to all policies and procedures in this Participant Handbook. These include but are not limited to:
 - security policies,
 - invalidation policy for falsification of identity,
 - course requisites,
 - test-site rules,
 - participant confidentiality,
 - certificate designation and use,
 - registration process,
 - special test accommodations policy (including language accommodations),
 - test handling policy,
 - test administration conditions, and
 - the appeals process and policy.
- The examinations and the questions contained therein are the exclusive property of CrossFit and are protected by federal copyright law. No part of the examination(s) may be copied, reproduced in part or whole by any means whatsoever, including memorization.

3.3 LANGUAGE

The Level 1 Course is currently offered in English only. Please contact seminars@crossfit.com at least two weeks prior to the course start date for information and permission on attending the course with a translator, using a foreign-language dictionary, or to be given more time to complete the test. No accommodations or permissions will be made on site. Translators will be allowed to translate during the course only. No translators can be used during the test.

Currently, written test is offered in English, Spanish (South American translation), Spanish (Castilian translation), French, German, Italian, Icelandic, Korean, Portuguese, and Russian. The CrossFit Training Guide (study material) is available in English, Italian, and Spanish (South American translation). CrossFit is continually in the process of translating its educational materials to other languages, so please check with seminars@crossfit.com for the most up-to-date list of languages available.

If we do not have the test or study material translated into your primary language and you are not 100% confident in your English comprehension we strongly urge you to consider attending at a later date when your primary language is available. If we do not have your language available and you decide to test anyway and fail, the test results will be final and a 150.00 retest fee will apply for your next attempt.

3.4 RETESTING: PARTICIPANT FAILS

In the event that a participant fails to pass the Level 1 Test or opts not to take the test, he/she will have unlimited opportunities to retake the test during test sessions as scheduled by CrossFit, Inc. within one year from the date of the initial attempt. After one year of unsuccessful attempts to pass the test, an individual must re-attend the Level 1 Trainer Course. Fee for re-attendance is \$500.00.

3.5 REVALIDATION: PARTICIPANT PASSES

In the event that a participant passes the CrossFit Level 1 Certificate Test, the participant's certificate is valid for five years from the date of issue. After the five years, to revalidate the CrossFit Level 1 Trainer Certificate, the course must be re-attended and the test passed. Fee for revalidating an expired certificate is \$500.00.

3.6 CANCELLATION, TEST OR FEE REFUND, OR FAILURE TO APPEAR

CrossFit does not accommodate refunds or transfers for courses or tests. Under extreme circumstances cancellations may be accepted and refunds or transfers accommodated.

Registrants who do not attend the course or sit for the test and do not request a refund forfeit all fees.

If a registrant has missed the course or test due to emergency or hardship they may contact seminars@crossfit.com. Approvals for refunds and transfers will be made on a case-by-case basis.

3.7 AMERICANS WITH DISABILITIES ACT

Special arrangements shall be provided to participants with a disability (as defined by Section 3 of the Americans with Disabilities Act) who submit, with their course registration, a written explanation of their needs along with appropriate medical documentation. Forms to use when applying for accommodations are included in the Forms section of this Handbook, under ADA Accommodations Request.

4 TAKING THE TEST

4.1 TEST ADMINISTRATION

Level 1 Tests are administered at all Level 1 Course locations throughout the United States and internationally. For a list of Level 1 and Test Only locations and availability, see www.crossfit.com

4.2 TEST CONDITIONS

Due to the nature of CrossFit facilities, testing conditions and accommodations may be more austere and quirky than typically found at other testing facilities. Not all facilities will have classrooms; however CrossFit does require host facilities to have enough tables or clipboards for all participants taking the test. Participants concerned with environmental conditions affecting their results **must communicate this to the course instructors prior to the start of the test**. Our instructors will do all they can to accommodate participant needs and find comfortable arrangements for the test. **If needs or concerns are not communicated before the test begins, the ability to appeal based on test conditions will be forfeited.**

4.3 AMERICANS WITH DISABILITIES ACT

Reasonable accommodations for testing shall be provided at no cost to participants with special medical/learning needs who submit, with their registration, a written explanation of their needs to seminars@crossfit.com, along with appropriate medical documentation. All forms and requests should be scanned and submitted via email to seminars@crossfit.com, or faxed to (202) 354-4889. Accommodation Request forms are available in the Forms section of this Handbook. CrossFit may submit information regarding the stated disability and requested accommodation to its own expert advisers and reserves the right to provide only those reasonable accommodations as required by law.

4.4 TEST ADMISSION PROCEDURES

Participants must be registered for a Level 1 Course in order to sit for the test. Retest participants will have to verify previous Level 1 attendance upon registering in order to sit for the test. No retest participants will be accepted at the door.

Once registered to take the test, participants will be sent an email confirmation and receipt. The confirmation will contain the participant's name, the course location, the date of the course and test, and the participant's reference number. Participants must print and bring this confirmation to the course and test.

Organization of participants, distribution of test materials, and testing instructions will begin promptly at the posted start time. The total testing time is 45 minutes, not including time for instructions and scoring.

At the test site, participants must present a government-issued photo ID (such as a valid driver's license) along with their registration receipt.

Participants without a confirmation receipt, government-issued photo ID, or who arrive after the test instructions have begun will NOT be permitted to enter or take the test, and their fees will be forfeited.

4.5 TEST HANDLING

CrossFit will take all available precautions to ensure the appropriate and secure handling of completed tests. In the rare and extreme case in which the tests become lost or unreadable, participants will be required to undergo retesting but will not be charged a retest fee. Participants will be responsible for their own travel-associated expenses if travel is required for such a retest.

4.6 TEST IRREGULARITIES

Any problems, suspected instances of cheating, alleged inappropriate test administration, environmental testing conditions severe enough to cause disruption of the process, or other irregularities related to test administration should be addressed to the on-site proctors immediately. All such matters will be reported, investigated, and subject to further action based on policies and procedures adopted by CrossFit.

4.7 TEST RULES

The following are the rules enforced at all test sites:

- All participants must have registration receipt and proper government-issued photo ID to be admitted.
- Participants are admitted only to their assigned course and test.
- Participants arriving more than five minutes late for the test will not be admitted and will forfeit their fees.
- No guests are permitted at the course or test.
- No unauthorized reference material, books, papers, or personal items (purses, briefcases, coats, etc.) are allowed in the test area.
- No electronic devices are permitted during the test, including but not limited to cell phones, Blackberries, iPhones, signaling devices such as pagers and alarms, PDAs, and other hand-held computers.
- No copying, writing, photocopying, photographing, or otherwise recording or transmitting of testing materials, including but not limited to test questions, answers, layout, or content, is allowed.
- No assisting or soliciting assistance from other participants or those responsible for the administration of the test.
- No test materials, documents, or memoranda of any sort are to be taken from the test site.

Participants may not communicate with other participants during the test. Proctors are authorized to maintain a secure and proper test administration environment, including relocation or expulsion of participants or guests.

Participants who must leave the testing room during the test must receive permission from the proctor and will be escorted while outside the testing room. Participants will not be allowed additional time to make up for time lost.

4.8 VIOLATING TEST RULES

If a participant is caught violating testing rules, the participant will be dismissed from the test site and may be declared permanently ineligible for future CrossFit courses and tests. Test proctors are authorized to take immediate, appropriate measures against participants who are caught violating testing rules.

Receipt, possession, or transmission of CrossFit test materials, either before the test, on site, or in the future, including test questions in any form, is a breach of CrossFit policy and is strictly forbidden. CrossFit reserves the right to take whatever measures it deems necessary to protect the integrity of its tests. This could include, but would not necessarily be limited to, exclusion from a current course and test and future courses and tests, and suit for recovery of damages.

5 RESULTS PROCESS

5.1 SCORE REPORTING

The CrossFit Certification and Training Department is solely responsible for the decision of issuing certificates.

Scores will be delivered to participants via email within 5-7 days from the test date. Certificates will be individually mailed and can take up to 3 weeks to arrive domestically and 4-6 weeks to arrive internationally.

(cont.)

5.2 PASSING

Participants who pass the Level 1 Certificate test by scoring 35/45 (77%) or higher will be awarded a CrossFit Level 1 Trainer Certificate, a sample of which is displayed below:

Designation and Meaning:

The issuance of a CrossFit Level 1 Trainer Certificate confirms the participant has met all program requisites including passing the written test.

Attainment of the certificate means individuals have demonstrated a basic understanding of the CrossFit fundamentals, both concepts and movements, presented in the CrossFit Level 1 Trainer Course. This can be a starting point to begin training others and continue successful development as a CrossFit Trainer. It affords the designation of CrossFit Level 1 Trainer (CF-L1), meets CrossFit's requirement for training others using CrossFit methods, and provides the opportunity to apply for affiliation with CrossFit.



Certificates of Attendance do not grant any of these privileges.

All certificates are non-transferrable.

5.3 AUTHORIZED USE OF THE LEVEL 1 CERTIFICATE

A participant who has been awarded the CrossFit Level 1 Trainer Certificate may list the qualification on stationery, websites, business cards, and other materials as follows:

Your name, CrossFit Level 1 Trainer (CF-L1)

The CF-L1 designation does not allow for the use of CrossFit name, slogans, art work, photos, or content from the CrossFit Journal or website in any other business or promotional manner.

Only affiliation grants the legal right to use the CrossFit name for business or promotional purposes.

Certificate holders may state they are CrossFit Level 1 (CF-L1) Trainers but shall not state or imply that they are certified, registered, or licensed, nor shall they use any other titles or designations to signify the attainment of the certificate other than those identified in this Handbook.

(cont.)

5.4 CERTIFICATE EXPIRATION

CrossFit’s information and methods continually evolve and improve with time. To ensure that individuals using CrossFit’s training methods are current in their understanding of CrossFit’s methodology and movement information, CrossFit’s Level 1 Certificate expires after five years from the date of issue. At the end of that period, a trainer must retake the Level 1 Certificate Course and pass the test in order to re-attain his or her qualification.

5.5 INVALIDATION OF A CERTIFICATE

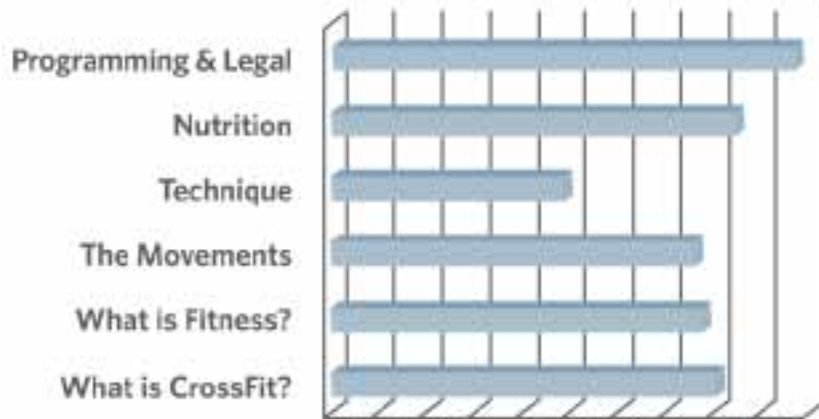
A certificate issued can be invalidated only under the condition that the certificate holder is found not to have fulfilled the program’s requirements, including but not limited to attempting to attain the certificate through an unfair advantage or falsification or forgery of personal information.

If such information is found to suggest a participant was granted a certificate under false identity, it will be investigated and documented by the Appeals Board.

5.6 FAILING

Participants who chose not to take or did not successfully complete the test will receive a Certificate of Attendance. A Certificate of Attendance simply documents attendance at a Level 1 Trainer Course, does not allow use of the CF-L1 designation, and does not expire.

Participants who do not pass the test will be notified of their score via a diagnostic email within 5-7 days from the test date. The diagnostic email will contain a graphic outline of performance in each of the main subject areas of the test. A sample diagnostic report is displayed below:



CrossFit Level 1 Trainer Course Certificate Test Results

Administered on: February 23, 2010

Test Form A Score Report

Participant Name: Joe Smith Score Required to Pass: 35/45

Your score: 33/45 Result: Fail

Score by Subject Area:

(cont.)

Each of the subject areas is weighted differently, as indicated in the test blueprint (below), printed in Section 7.2 of this Handbook. The standardized method to scoring the test means participants will not be able to average scores on the subject areas in an attempt to determine a specific score. Subject area analysis is provided solely for the purposes of preparing for the next test.

Due to issues of test item security CrossFit, its instructors and other representatives will not provide information on the exact questions that were answered incorrectly. If you are struggling passing the test one option is to attend the course again or to study/work with someone who has passed the test.

5.7 REQUEST FOR HAND SCORING

Should a participant feel there was an error made in scoring his/her test, a hand score of the answer sheet can be requested. Requests must be made in writing within 30 days from the date the test was taken. Requests should be sent to CrossFit via email to seminars@crossfit.com. Fee for hand scoring is \$25.00.

On receipt of a written request and payment of the \$25.00 fee, the participant's answer sheet will be inspected and hand scored by CrossFit. This process ensures that no stray pencil marks, multiple responses, or other conditions interfered with computer scoring. The results of the hand score will be final.

5.8 APPEALS POLICY

An appeal is a formal request to CrossFit for special consideration for accommodation after the test has been scored. A sound rationale (logical basis) regarding the need for special consideration must be provided by the student. An appeal is not an avenue for requesting a passing score on a failed test.

Submission of an Appeal

An appeal must be lodged no later than thirty (30) days after notification by CrossFit of the adverse decision by sending a letter of appeal. Appeals shall be submitted via email to seminars@crossfit.com or faxed to (202) 354-4889 within 30 calendar days of the test with the word 'Appeal' in the subject line of the email.

The Appeals Application is included in the Forms section of this Handbook. Appeals shall include:

- Name of appellant
- Email address of appellant
- Telephone contact number(s) of appellant
- Test taken
- Test location
- Test date
- Reason for appeal. Include as much information possible and a reasonable rationale for the appeal.
- Outcome desired

All relevant supportive documentation must be included or referenced in the appeal submission. The application for submitting an appeal appears in the Forms section of this Participant Handbook. The appeals process is detailed below.

Appeals Process

Initial Review:

The Certification and Training Department staff shall review appeals within seven business days of receipt and a response will be sent to the appellant via email.

Initial Response:

The response will be one of:

- Appeal Denied, along with an explanation for the denial and/or information on an alternate course of action where applicable. The denial will include information on appellant's further recourse if appellant wishes to pursue the appeal.
- Appeal Forwarded to the Appeals Board, with information to the appellant about how he/she will be contacted to present the appeal.
- Appeal Delayed to provide time to gather further information. Within 30 calendar days appellant will be sent either a Denial or Appeal Forwarded notification.

Appeals Board Composition:

The Appeals Board shall consist of:

- CrossFit Legal Counsel
- The Operations Manager
- An Affiliate Program Member
- An appointed member of the Advisory Panel

Upon receipt of the appeal, the Certification Director shall inform the Appeals Board to evaluate the appeal. The individuals must be impartial and have no conflict of interest with the appeal. Where conflict of interest exists, it will be disclosed, and the Appeals Board member will recuse him/herself from the case. The Certification Director will then ask the Advisory Panel Chair to appoint a neutral member of the Advisory Panel to the appeal.

The Appeals Board shall meet by teleconference within thirty (30) days of receipt of the appeal. All determinations regarding appeals shall be made by simple majority vote of the Appeals Board.

Written notice of the Appeals Board determination shall be provided to the appellant within ten (10) business days of the determination. The Appeals Board determination shall be final.

5.9 REQUEST FOR DUPLICATE CERTIFICATE

Any participant may request additional copies of his or her certificate at any time. Requests must be sent via email to seminars@crossfit.com. Please allow up to 3 weeks within the US or 6 weeks internationally for your Certificate to arrive.

5.10 COMPLAINTS

Complaints are defined as any written communication submitted to seminars@crossfit.com in which a customer/participant explicitly expresses dissatisfaction regarding any area of service. Complaints must be communicated independently of the standard feedback form.

Complaints will be handed primarily by the Certification Department Registrar or passed on to the appropriate person to handle. All complaints will be handled in an unbiased and timely manner.

5.11 PARTICIPANT FEEDBACK

After the course, all participants will receive an email from CrossFit's Certification Department soliciting feedback on all aspects of the course. Additionally, participants can contact coursefeedback@crossfit.com at any time with course or test feedback.

6 PARTICIPANT PRIVACY AND STATUS VERIFICATION

6.1 PARTICIPANT PRIVACY

CrossFit shall safeguard the privacy of individuals, where applicable, and shall hold in confidence and in a secure manner the information obtained in the course of Certificate Program activities at all levels of the organization, including the activities of all personnel (paid, subcontracted, or volunteer) acting on its behalf. Except as required by CrossFit's internal policies and procedures, information about a particular individual is considered confidential information and shall not be disclosed to a third party by CrossFit personnel (paid, volunteer, or subcontractor) without prior written consent of the individual. Where the law requires information to be disclosed to a third party, the individual shall be notified beforehand of the information provided.

Upon applying for CrossFit affiliation, a participant's score and contact information may be shared with CrossFit Affiliate Department employees. Affiliate Department personnel shall handle the information securely and in confidence and only for the purpose of verification of eligibility for CrossFit affiliation.

CrossFit may develop and publish statistical data regarding the exams; however, the identities of individual participants will not be divulged.

6.2 CERTIFICATE VERIFICATION

Third-party requests for verification of an individual's certificate status shall be responded to by phone or in writing. Only an indication of whether or not an individual holds a certificate shall be provided and, if so, the certificate term, ensuring that the status of in-progress or unsuccessful candidates is not disclosed.

Unless permission is granted in writing by the participant for release to others, requests for verification of progress in attaining a certificate shall be responded to in writing and provided only to the participant/candidate.

Participants/certificate holders may contact seminars@crossfit.com at any time for verification of their own status, score, term of validity, to obtain a duplicate/replacement certificate, or to update his/her contact information. The Test Coordinator and/or Registrar will address all such inquiries.

7 COURSE OUTLINE

7.1 LECTURES AND METHODOLOGY LEARNING OBJECTIVES

What is CrossFit:

- Define CrossFit
- Define Variance
- Define General Physical Preparedness (GPP) and identify the relationship of Variance to GPP
- Explain the concept of 'failing at the margins of your experience' and how it relates to GPP & Variance
- Articulate the difference between specialization and GPP
- Identify common pitfalls of confusing specialization with GPP
- Define Intensity
- Define Functional
- Articulate & define the characteristics of Functional Movements:
 - Natural
 - Universal Motor Recruitment Patterns (UMRP)
 - Essential
 - Safe
 - Compound yet Irreducible
 - Core to Extremity
 - Power
- Articulate the most important characteristic of Functional Movements
- Define and calculate Work
- Define and calculate Power
- Describe how Power is related to Intensity
- Articulate the relationship between Intensity and results related to fitness goals
- Identify the difference between absolute and relative Intensity

(cont.)

What is Fitness:

- Articulate CrossFit's definition of Fitness
- Define the **4 supporting models** of this definition: 1) 10 General Physical Skills; 2) The Hopper; 3) Metabolic pathways; and 4) Lifestyle choices (Sickness-Wellness-Fitness Continuum)
- Articulate what each model illustrates in relation to CrossFit's definition of Fitness
- Identify the 10 General Physical Skills
- Define the 10 General Physical Skills
- Differentiate training from practice and the adaptations developed under both
- Identify and articulate the time domains of the 3 Metabolic Pathways
- Define and differentiate Aerobic and Anaerobic Training
- Describe the Sickness-Wellness-Fitness Continuum
- Articulate how the Sickness-Wellness-Fitness Continuum model relates Health to Fitness
- Define work capacity
- Identify and interpret the power curve
- Explain the goal of the CrossFit program in relation to the power curve
- Explain how work capacity is illustrated by the power curve
- Explain CrossFit's definition of Health
- Explain the deficiency of using definitions such as "in shape" or "the absence of disease" for Fitness and Health, respectively
- Explain the relationship between Fitness and Health as defined by CrossFit
- Explain the concepts of measurable, observable, and repeatable and how they lend themselves to CrossFit being an evidence based fitness program.

Technique:

- Define Technique
- Articulate the importance of Technique when performing movements
 - Explain the relationship of Technique to Safety
 - Define efficiency
 - Explain the relationship of Technique to Efficiency
- Explain the relationship of Practice to Technique
- Explain the relationship of Coordination, Accuracy, Agility, and Balance to Practice & Technique
- Explain the relationship of Technique to optimizing results
- Explain the relative demand on the neurological system as load increase
- Differentiate traditional definitions of strength from CrossFit's definition of Strength (i.e. the productive application of force)
- Explain how Technique is necessary to be strong/powerful
- Define productive application of force
- Define threshold training
- Explain how to use threshold training as a tool for practicing and improving technique while maximizing speed
 - Articulate why this is inextricably bound to optimizing results
- Define and differentiate safety, efficiency and efficacy

Nutrition:

- Articulate the importance of diet for fitness and health
- Identify and give examples of the 3 macronutrients (PRO,CHO, FAT)
- Articulate the relationship between the 3 macronutrients and 2 hormones: insulin and glucagon
- Define the role of insulin and glucagon in metabolism.
- Define the response of insulin and glucagon to fat
- Articulate the effects a high CHO diet can have on health
- Define insulin resistance
- Articulate the dangers of chronically elevated insulin levels
- Identify the diseases that make up the “Deadly Quartet” and the cause and effect relationship between them, the food you eat and insulin
- Identify the recommended diet for avoiding sickness (i.e., inflammation, insulin resistance, metabolic syndrome etc)
- Identify the CrossFit recommendation for optimizing performance (i.e., measuring portions using Zone guidelines)
- Create a meal using Zone parameters
- Articulate the benefits of eating high quality foods
- Articulate the benefits of weighing and measuring high quality foods
- Articulate the benefits of fish oil supplementation
- Identify the most effective fish oil dosage and the conditions under which an individual should stop taking fish oil
- Articulate the benefits of recording how much you eat (i.e. weighing and measuring)
- Identify basic dietary myths, and pitfalls

(cont.)

Glute Ham Developer Lecture:

- Define and articulate the importance of core strength and Midline Stabilization
- Define core strength
- Identify the primary muscles of the core
- Define and identify flexion & extension about a given joint
- Articulate the exercises for which the GHD is used in CrossFit (i.e. hip extension, back extension, hip & back extension, GHD sit-up)
- Describe the progression for introducing an athlete to the GHD
- Describe how to scale the common CrossFit GHD exercises for any level of athlete
- Articulate/ Identify primary points of performance for the common CrossFit GHD exercises
- Identify the musculature used for the common CrossFit GHD exercises.
- Describe how musculature is working in the common CrossFit GHD exercises (i.e. static vs, dynamic)
- Articulate the benefits of GHD work
- Articulate how the GHD requires core strength

Programming:

- Articulate the goal of CrossFit programming
- Define GPP
- Articulate the strategy for optimizing GPP
- Define and discriminate “bias” from “targeting”
- Articulate the benefits of working your weaknesses
- Define and give examples of the types of movements most commonly used in CrossFit programming (G/W/M)
- Understand the basic 3-on-1-off template
- Articulate the rationale for the 3-on-1-off program
- Define and give examples of common types of CrossFit workouts (i.e. single modality, couplets, triplets, chippers, AMRAP, “classic” girl benchmarks)
- Define time priority workouts and identify how to measure an increase in power in these workouts
- Define task priority workouts and identify how to measure an increase in power in these workouts
- Identify the scope of the movements used in CrossFit Programming (i.e., Functional Movements)

(cont.)

- Define and Identify the common Functional Movements used in CrossFit programming (i.e. Gymnastics, Weightlifting, Monostructural Cardio)
- Apply Variance to developing workouts
- Identify the factors that can be varied (i.e., time, load, movements, objects, environment, etc.)
- Demonstrate an understanding of movement functions (i.e., pushing vs. pulling, shoulder vs. hip initiated movements (pull-up vs. row), planes of movement (overhead, below, in front), partial vs. full ROM of the shoulder and hip (kettlebell swing vs. squat)
- Define absolute intensity
- Define relative intensity
- Understand scalability for all populations and basic principles of scaling
- Demonstrate the ability to design workouts based on what has happened the previous day, days and cycle
- Demonstrate how to scale a workout for special populations (e.g., an injured athlete, an elderly athlete, a beginner, an advanced athlete)
- Define the terms & strategy of mechanics, consistency & intensity.
- Demonstrate how to apply the strategy of mechanics, consistency and then intensity based on an athletes capacity, health, and experience level
- Define Rhabdomyolysis and the common causes
- Design programming that mitigates the risk of Rhabdomyolysis
- Recognize the most common symptoms of Rhabdomyolysis
- Know when to refer an athlete for medical treatment
- Identify common programming pitfalls

(cont.)

7.2 THE MOVEMENTS LEARNING OBJECTIVES

Classroom instruction: 1) Squat/ Front Squat/ Overhead Squat, 2) Press/Push Press/ Push Jerk, and 3) Deadlift/ Sumo Deadlift High Pull/ Med Ball Clean

- Understand/ articulate why CrossFit teaches these 9 Movements
- State and identify the primary points of performance for each movement and their violations
- Describe how these points of performance are applicable to most functional movements used in CrossFit programming
- Articulate corrections for movement flaws/weaknesses

Practical Instruction: 1) Squat/ Front Squat/ Overhead Squat, 2) Press/Push Press/ Push Jerk, and 3) Deadlift/ Sumo Deadlift High Pull/ Med Ball Clean

- Receive hands-on coaching and individual prescription for correcting/ bettering these moves in oneself
- Gain exposure to the fundamentals of teaching, seeing and correcting these movements in other athletes

Additional Movements (e.g., snatch, muscle up, kipping pull-up):

- Receive hands-on coaching and individual prescription for correcting/ bettering these moves
- Gain exposure to the fundamentals of teaching these movements to other athletes
- Be able to state and identify the primary points of performance and their violation for each of the movements

7.3 WORKOUTS

Day 1 Workout:

- Participate in the Workouts
- Experience being instructed, being corrected under intensity and/or having a workout appropriately scaled for oneself

Day 2 Workout

- Participate in the Workouts
- Experience being instructed, being corrected under intensity and/ or having a workout appropriately scaled for oneself

(cont.)

7.4 LEVEL 1 TEST BLUEPRINT

The test blueprint below represents the number of questions in the Level 1 test within each topic. The blueprint identifies the knowledge that is to be tested and the relative weight given to each topic on the test.

Skill	% of Test	Brief Explanation
What is CrossFit	12-18%	Basic tenets and definition of CrossFit
What is Fitness	10-15%	CrossFit definition of Health and Fitness
The Moves	28-33%	The nine moves plus GHD
Technique	4-8%	The importance of maintaining proper technique in relation to intensity
Nutrition	12-18%	Fundamental principles of eating for optimal health and performance
Programming	20-25%	CrossFit programming and training, scaling, and Rhabdo
Total:	86-117%	

Table 1, Level 1 Test Blueprint

7.5 REFERENCES/STUDYING FOR THE TEST

Attend the CrossFit Level 1 Trainer Course (required).

Course outline and blueprint (above).

Sample questions (below).

STUDY The CrossFit Training Guide - journal.crossfit.com/2010/05/crossfit-level-1-training-guide.tpl. *Please be sure to use this one from the *Crossfit Journal* as it has been UPDATED from previous versions.

7.6 TEST-TAKING STRATEGIES

We recommend that participants read each question carefully and be sure to pay attention to key phrases like 'best,' 'most important,' 'most common,' etc. Try not to overanalyze the test questions; they are written to be as straightforward as possible, and while more than one answer may seem plausible; there is only one correct answer. Try to remember that we are looking for the most obvious answer. There are no trick questions or hidden meanings.

(cont.)

7.7 SAMPLE TEST QUESTIONS

Following are items that are typical of the questions asked on the Level 1 Course Certificate Test. These items do not appear on the test.

The four primary points of performance of an air squat are:

- a) Lumbar extension, weight in the heels, depth below parallel, and knees tracking over the toes.
- b) Lumbar extension, hands up, weight in the heels, and depth to parallel.
- c) Weight in the heels, hands up, head up, and knees tracking over the toes.
- d) Chest up, knees not traveling past the toes, depth to parallel, and heels down.

The CrossFit prescription of “relative intensity” refers primarily to scaling workouts based on:

- a) The force and time of the workout.
- b) The nutrition of the athlete.
- c) The amount of recovery between workouts.
- d) The physical and psychological tolerances of the individual.

Preparing an athlete for the unforeseen, unknown, and unknowable aspects of life, sport, and combat is best accomplished through which of the following?

- a) Intensity
- b) Functional movements
- c) Power
- d) Variance

(cont.)

8 FORMS

8.1 LEVEL 1 CERTIFICATE TEST APPEALS APPLICATION

APPEALS APPLICATION

Appellant Information:

Name of appellant: _____

Postal address of appellant: _____

Email address of appellant (required): _____

Telephone contact number(s) of appellant: _____

Test Information:

Test Taken: _____

Test Location: _____

Test Date: _____

Lead Instructor's Name: _____

Reason for Appeal:

Include as much information possible:

Outcome Desired:

(cont.)

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(cont.)

8.2 ADA ACCOMMODATIONS REQUEST FORMS

Participants with disabilities covered by the Americans with Disabilities Act (or Canadian/Australian equivalent) must complete the Special Testing Accommodations Request form and have an appropriate licensed Health Care professional complete the Documentation of Disability-Related Needs by Qualified Provider form in order for their accommodations request to be processed. Both forms appear on the following pages.

Special Testing Accommodations Request

Participant Information:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Special Testing Accommodations:

Test Date and Location (test center) for which you are requesting accommodation: _____

Address: _____

City: _____ State: _____

I would like to request the following testing accommodation(s):

Circle answers in test booklet

Extended testing time (time and a half)

Large print test (please provide point size): _____

Reader

Separate testing area

Special seating (please describe): _____

Wheelchair-accessible testing site

Other special accommodations (please specify): _____

Participant Signature: _____

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(cont.)

DOCUMENTATION OF DISABILITY-RELATED NEEDS BY QUALIFIED PROVIDER

A licensed health care provider or an educational or testing professional must complete this form. The nature of the disability, identification of the test(s) used to confirm the diagnosis, a description of past accommodations made for the disability, and the specific testing accommodations requested must be included.

Professional Documentation:

I have known _____ since _____
(name of participant) (date)

in my capacity as a(n) _____
(professional title)

The participant discussed with me the nature of the test being administered. It is my opinion that because of this participant’s disability described below, he/she should be accommodated by providing the special arrangements listed on the Special Testing Accommodation Request Form.

Comments on Disability:

Signature: _____

Title: _____

Organization: _____

License # (if applicable): _____

Phone Number: _____

Date: _____

Participant Instructions:

Return this form with a copy of the Special Testing Accommodation Request Form to seminars@crossfit.com or fax to (202) 354-4889. Please write “Accommodations Request” in the Subject line of the email or cover page of the fax.

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