

ACTION PLAN
For
**PASSING THE ACSM
PERSONAL TRAINER
CERTIFICATION EXAM**

Your Guaranteed Step-by-Step Guide to Confidence, Skills, Content
Knowledge Needed to be Successful

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AN OVERVIEW OF THE STEPS TO SUCCESS...

STEP 1. You can get a discount on the American College of Sports Medicine (ACSM) personal trainer (PT) certification exam registration by doing one of two things. So, you'll have to decide what is best for you.

STEP 2. Set a deadline for taking the exam by REGISTERING for it. Have your "discount" ready when you register.

STEP 3. Purchase the study materials that I have written. They will teach you anything and everything you need to know to pass the certification exam including the COMPLETE ACTION PLAN & the study guide/workbook over the exam content. It's GUARANTEED!!!

STEP 4. Prepare your study space and materials so that they are easily accessible and available at any time AND determine your BEST study time of day.

STEP 5. There is a syllabus in the study guide/workbook to help you break the content material you need to know into manageable lessons. Use it to organize the 10 "lessons" into a suitable time frame to review concepts.

STEP 6. Before you take the test, you will need to have current CPR certification from the American Heart Association, the American Red Cross or an organization that has a course with a practical component.

STEP 7. Check out the web site that ACSM offers to help familiarize yourself with the exam. If you aren't used to computer-generated exams, this might be worth a look-see before the big day!

STEP 8. Take the exam, PASS, now what???? Get liability insurance! Get a J-O-B and/or experience as a cPT!

STEP 1. You can get a discount on the ACSM PT certification exam registration (\$219 for members; \$249 with discount voucher; \$279 with neither) by doing one of two things. So, you'll have to decide what is best for you.

Join ACSM (www.acsm.org) to get the \$219 cost of the exam OR get a discount voucher by registering at Fitness Education Network (<http://www.fitnessednet.com>) to reduce the exam cost to \$249. The price of the exam can go up, so don't wait around!

I suggest membership to ACSM because it has so many perks. You get discounts on other ACSM conferences, a subscription to the *Health and Fitness Journal*, and membership access to the ACSM website to search for jobs, read position stands, and get resources that are valuable for any professional to stay current and learn the latest in techniques, exercise prescription and testing. If you do go the membership route, get an alliance membership for only \$90 (student alliance is only \$50). You'll save \$60 on the exam.

But if the cash isn't available, at least get on the FRA website and get a \$30 discount for the certification exam.

STEP 2. Set a deadline for taking the exam by REGISTERING for it at www.pearsonvue.com/acsm or by calling PearsonVue at 888-883-2276. Have your voucher from FRA or membership number from ACSM handy to register.

Since you have to go to a local testing center to do so, you can take it "at your leisure". This can be a good or a bad thing. Some people just keep putting it off because they fear they don't know enough. This is why I made these first two steps what they are. Perhaps you are the kind of person that needs a "fire lit under their butt". If you put a little cash down to put a date on the test-taking event, then you have to do it! You know you, so do whatever it takes to get this exam "under your belt."

STEP 3. Purchase the study materials that I have developed over the past 8 years. I have used these materials with my students at the university where I teach. This past spring/summer, all 13 students in my class passed the exam. AND, we used these materials as the "text" for the class.

Yes, you could take a workshop or purchase study materials from ACSM (or any other organization for that matter), BUT the workshops are generally held infrequently AND you will never see/hear from the instructor again to ask/get answers for questions (like you can with me). I am available 24-7 (via email and only 12 hrs/day via phone!) and I have a vested interest since I work for me and want you to pass so I can "brag" about pass rates of people using my materials. The ACSM study materials cost more (\$139 vs. \$79) too!

Get on my web site at www.EmpoweredByLearningLLC.com/PT_Study.htm and purchase the study materials.

In addition to a discount for the workshop, I'll also give you a GUARANTEE even though, with the ACTION PLAN for PASSING THE ACSM PERSONAL TRAINER CERTIFICATION EXAM plus the study guide/workbook, practice exams, quizzes, case studies, YouTube videos, Ezine articles, audio recordings, and access to ME, you can't go wrong!

STEP 4. After receiving the study materials, prepare your study space and materials so that they are easily accessible and available at any time AND determine your BEST study time of day.

I wrote my dissertation on the topic of time management. One of the things I can share with you – we interrupt ourselves and it takes more time to recover from an interruption, than the actual interruption! What does this mean????

PREPARE YOUR ENVIRONMENT FOR LASER FOCUS – LASER STUDYING!!!

In other words....

- Use the bathroom BEFORE you start studying (BIG interruption potential!!)
- Set up “quiet time” rules for your household AND yourself! – a “no interruption” time so you can have focused LASER studying. Make a sign to hang in a prominent place in your home (if you use part of it as your study place) for others to see and respect! (Heck, your kids can get their homework done while you study!)
- Find a room in your home, a place in a library, whatever place this might be and treat it as your study place. For example, what do you expect to do when you go to the bathroom? What do you think of when you think of activities you do in the kitchen? Your bedroom is for sleeping, right? The idea???? Don't use these places to bathe, eat, or sleep as places to study!
- Have everything you need in one place (your study place) or in a travel bag that allows you to get to your study place (say, the library).
 - Pens, pencils, highlighters
 - Tabs for page identification/reference
 - Text (s)
 - Note (preferably organized in a binder by tabs for easy QUICK reference, i.e., by chapter, tests, handouts, etc.)
 - Water, easy-to-transport HEALTHY snacks
 - Kleenex
 - Cell phone that is silenced and not visible

Earplugs (I would get used to using them especially if you are easily distracted by noise; try CVS/Walgreen's/some pharmacy dept.)

Stapler, paperclips if you use them

- Determine when you have time but especially ENERGY to have concentrated, focused, laser-like study time. Break study time into short 30-45 minute segments with 10-15 minutes breaks between sessions.
- Quantity is NOT the key here, rather QUALITY study is what you want. Consider...
 - When do I retain material the best?
 - When do I have the most energy? The least?
 - When am I least likely to be interrupted by children, partner, co-workers?
 - When is the library open?
- Keep a calendar of your study days/times and how much you feel you accomplished. In fact, schedule your study time in your day's/week's activity. Confidence that you have "done" your time is critical to believing you and PASS the exam.

STEP 5. There is a syllabus in the study guide/workbook. Use it to organize the 10 "lessons" into a suitable time frame to review concepts you learned in the workshop.

Here are the 10 lessons in the order of suggested study:

Lesson #1 – Being a professional personal trainer; roles; ethics of personal training; join ACSM, register for the cPT exam.

Lesson #2 – Kinesiology – Read, do the quiz, watch the YouTube videos, read the Ezine articles on lever systems and Kinesiology 101: Joint Movements.

Lesson #3 – The Muscular System – Read, take the quiz, use an AP text or get an app from Real Bodywork on your iPhone/iPad, read the Ezine articles, watch the Educreations lessons.

Lesson #4 – Components of Physical Fitness – Read and take the quiz.

Lesson #5 – Nutrition and Weight Management – Read the study guide and Ezine articles, watch the Educreations lessons to understand the nutritional calculations, work the case studies.

Lesson #6 – Health Appraisal & Exercise Prescription for Cardiovascular Activity – Read, work the case studies, watch the Educreations videos, and read the Ezine articles.

Lesson #7 – The Fitness Assessment - Read and take the quiz.

Lesson #8 – Exercise Prescription for Flexibility Training - Read and take the quiz.

Lesson #9 – Exercise Prescription for Resistance Training – Read and take the quiz.

Lesson #10 – Selected Populations, Clinical/Medical Considerations, Changing Behavior, Safety Issues, Program Administration - Read and complete the quiz.

There are quizzes to accompany some of the lessons. I suggest you take them and check the notes for any questions you miss. Do the case studies to “practice” the concepts. The answers are provided for both quizzes and case studies.

Finally, I have provided a list of exam questions that “test takers” have reported back to me. There are no answers given but you can find the answers in the notes.

There are numerous other resources as I have alluded to in the 10 lessons presented above.

The GOOD news...YOU HAVE ACCESS TO ME AND THESE ADDITIOANL RESOURCES IF/WHEN YOU HAVE QUESTIONS! Email or call me! I'll help you!

STEP 6. Before you take the test, you will need to have current CPR certification from the American Heart Association or American Red Cross or an organization that has a course with a **practical** component. You are looking for any type of adult CPR. You won't have to show proof of CPR certification prior to the exam BUT if you are audited by ACSM they will be looking for the fact that you had current CPR certification the DAY YOU TOOK THE EXAM.

Look at your certification card – with any luck, it's still current. If not, go to the AHA web site at <http://www.americanheart.org/presenter.jhtml?identifier=3012360> for a class near you.

STEP 7. Check out the web site at ACSM if you think you don't have enough information about the exam with the study guide, action plan, AND other resources I have given you. For instance...

All the questions will be multiple choice and true/false. You will be able to skip a question and return to it if you don't know the answer.

Look in the study guide/workbook for questions/content previous test-takers have reported.

If you need **special accommodations** for taking this exam, contact Drew at ACSM to discuss the possibilities and procedure. The number is 317-637-9200, ext. 115.

STEP 8. Take the exam, PASS, now what???? Get liability insurance! Get a J-O-B and/or experience as a cPT!

There are tons of organizations that offer liability insurance. I gave you several in the study guide/workbook. Look in the introductory chapter to find them. In the mean time, do a Google search for liability insurance for personal trainers. I have my insurance through IDEA at www.ideafit.com. The only “catch”...you have to be an IDEA member to get this insurance.

As for a J-O-B...try the job search postings at ACSM (<http://acsm.healthjobsplus.com/>), PLUS any of the following as well.

<http://www.exercisecareers.com/>

<http://www.personaltrainerjobs.com/>

<http://www.sportscareerfinder.com/healthfitness.php>

Need experience??? Ask a personal trainer at a local gym, maybe your gym, if you can job shadow and/or be mentored by him/her.

If you are in an undergraduate or graduate program at a college or university that requires internships as part of the fulfillment of major requirements, look at www.internsearch.com for all kinds of opportunities. Most of them will be unpaid but some come with stipends.