



POLICIES AND PROCEDURES FOR  
**INTERNATIONAL BALLET BARRE  
FITNESS ASSOCIATION (IBBFA)**



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## Mission Statement

"The IBBFA's mission is to provide quality education that promotes safe and effective barre training internationally."  
Integrity. Excellence. Leadership.

## Purpose of the International Ballet Barre Fitness Association (IBBFA) Certification Program

The IBBFA Barre Certification Program is the certifying agency within the International Ballet Barre Fitness Association (IBBFA), a professional association, dedicated to setting the Gold Standard for Barre instructors internationally.

## Policies and Procedures

### A. Certification Committee

### Section 1 General Information

#### a) Certification Committee Defined

The principal office shall be in Mesa, Arizona. The Certification Committee shall operate as an independent authority within the IBBFA, the international, professional association for the Barre industry. The Committee is charged with overseeing all matters related to the maintenance of the IBBFA Certification Program and issues pertaining thereto. The Certification Committee shall be independent as to their corporate activities, finances, administration, conduct of meetings, determination of policies, election and appointment of their respective directors and representatives, and all other lawful activities. Certification Committee Directors are at all times responsible for making decisions consistent with certification policies and procedures. The Certification Committee's decisions regarding certification are not, and shall not be, subject to approval by any other organization.

#### b) Objectives For Public Protection

1. To implement standards and procedures for the development and administration of the IBBFA Certification Program;
2. To implement continuing education and certification renewal requirements for credential holders;
3. To bestow public recognition to those who successfully pass the certification examination and fulfill continuing education and renewal requirements;
4. To promote the reliability of the IBBFA credential to the public;
5. To promote the reliability of the IBBFA credential to regulatory bodies;
6. To enforce the IBBFA Code of Ethics, Scope of Practice and Grounds for Disciplinary Action
7. guidelines;
8. To acquire, develop, disseminate and preserve data and other valuable information relative to the functions and accomplishments of the Committee;
9. To establish policies, procedures and requirements for continuing education providers;
10. Any other activities that may be approved by the Certification Committee.

#### c) Specific Authority

The Certification Committee shall oversee and supervise the IBBFA Barre Certification Program and be responsible for developing, evaluating, setting, reviewing and administering all policies and procedures related to Certification Program, including without limitation,

1. monitoring the integrity of the IBBFA credential;
2. implementing the standards, guidelines and policies related to obtaining and/or maintaining the IBBFA credential; and
3. setting the necessary policies and standards that support the initial certification process, renewal of certification, approved continuing education, professional practice and disciplinary actions for IBBFA Certified Instructors and candidates for certification.



#### **d) Fiscal Management**

As per the Joint Resolution between the Certification Committee and the IBBFA (parent company), the IBBFA shall perform all such acts as are necessary and sufficient to provide for the physical and administrative functioning of the Certification Program, including without limitation (a) furnishing appropriate inventory, property and space; (b) providing payroll and accounting services; (c) providing the services of the Executive Director to supervise the Certification Program staff on a day-to-day basis. The Executive Director, under the direction of the Certification Chair, will implement and administer the standards and guidelines established by the Certification Committee, including the hiring of additional personnel to carry out the operations of the Certification Program. The Executive Director shall oversee the IBBFA'S bookkeeping staff to ensure that (a) all financial books and records of the Certification Committee, including the books and records of the Certification Program, are maintained independently from all other IBBFA financial books and records; and (b) all financial books and records and all financial reports related to the Certification Committee and the Certification Program are kept up-to-date and available as required by the Certification Committee.

A Certified Public Accountant shall be retained yearly to conduct reviews of the financial records of the Certification Program. As per the Joint Resolution, the reviewed Certification Program financial reports shall be submitted to the IBBFA Board's Finance Committee for review no later than February 20 of each year.

#### **e) Budget Creation**

By February 15 of each year, the Certification Committee Finance Committee (Executive Director, Certification Committee Treasurer and Chair) shall work together to create a budget projection for the following year. Each such budget projection shall be submitted to the IBBFA Board's Finance Committee for integration into the IBBFA's overall budget. All revenue related to Certification Program shall be used exclusively for certification activities and expenses as determined solely by the Certification Committee. In the event that income from the Certification Program is insufficient at any time to cover its costs, the IBBFA may by resolution of the Board, subsidize the Certification Program. The fiscal year of the Corporation shall begin on January 1 and shall end on December 31.

## Section 2 Structure

#### **a) Composition**

The Certification Committee shall be composed of six (6) voting members. The majority of voting members shall be IBBFA Certified Barre Instructors in good standing. One of the six (6) voting members shall represent the public "Public Member." One voting members shall be a credentialed medical professional who must be a stakeholder and may or may not also be a, IBBFA Certified Barre Instructor. The Executive Director of the IBBFA shall serve as an ex-officio, non-voting member of the Certification Committee. The Committee may appoint other ex-officio non-voting members as such Committee deems necessary. Each voting member shall serve for a term of three (3) years, subject to re-election. The Public member shall be appointed by the Chair of the Committee and approved by the majority of the voting members. The public member shall serve for a term of three (3) years, subject to re-appointment and approval. No voting member shall be eligible to serve more than three (3) consecutive terms, or a total of nine (9) years. The term of any voting member may be extended by authorization of the Certification Committee for up to three (3) months until her/his successor is elected.

#### **b) Election and Appointment of Directors**

1. Nominating Committee. The Certification Committee Nominating Committee, composed of the Certification Committee Chair and two other voting Certification Committee Members, shall be established by the Certification Committee to set procedures and oversee the nominating process. The Certification Committee Nominating Committee shall oversee the nomination process and conduct elections in each year in which there is a vacancy on the Certification Committee or in which any Certification Committee Member's term of office expires.
2. Nominating Procedure. Under the leadership of the Committee Chair, the Certification Committee Nominating Committee (i) shall specify a period of no less than thirty (30) days (the "Nomination Period") during which IBBFA Certified Instructors may nominate individuals to the Certification Committee; and (ii) may nominate additional individuals to the Certification Committee. One or more individuals may be nominated for each open member position.
3. Qualification of Nominees. At the close of the Nomination Period, the Certification Nominating Committee shall verify the qualifications



of each nominee and conduct an interview to ensure that each meets the requirements to serve in the given open member position. Any nominee who fails to meet the requirements set by the Certification Committee for the open member position shall be disqualified.

4. Presentation of Nominees. Following the qualification of Nominees, but at least forty-five (45) days prior to the date of the Certification Committee Annual Meeting, the Certification Committee Nominating Committee shall publish notice electronically to all IBBFA Certified Instructors of the names of the qualified nominees, together with relevant information about each.
5. Balloting. All Certification Committee elections shall be supervised by the Certification Committee Nominating Committee, administered by the Chair of the Nominating Committee and conducted by electronic ballot sent to IBBFA Certified Instructors. Nominees receiving the largest number of votes for open Certification Committee positions shall be elected to those positions. Where two or more nominees receive the same number of votes, the Certification Committee shall elect and declare the winner. The results of each election shall be announced to IBBFA Certified Instructors within five (5) business days of the close of electronic balloting as set by the Certification Committee.
6. Disputes. Any dispute concerning the nomination or election process of Certification Committee nominees shall be determined by the majority of the Certification Committee.

#### **c) Removal and Resignation**

Any member of the Certification Committee may resign at any time by providing written notice to the Chair or any Vice-Chair of the Certification Committee. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance as determined by the Certification Committee. Vacancies, as they occur on the Committee by resignation, death, incapacity, removal or other reason, may be filled by appointment pursuant to a majority vote of the Committee, and the replacement Member so appointed shall serve as a voting Member through the remainder of the term left by the vacancy and subject to reelection by IBBFA Certified Instructors for up to two (2) consecutive terms thereafter. Any Certification Member may be removed for cause by a two-thirds (2/3) affirmative vote of the Certification Committee at any regular or special meeting at which a quorum is present. Pending a final determination that cause exists for removal, the Certification Committee may suspend a member by a two-thirds (2/3) affirmative vote at any regular or special meeting.

#### **d) Fiduciary Responsibility and Non-Disclosure**

In order to minimize the possibility of undue influence from other organizations, Certification Committee Members must hold paramount their fiduciary responsibility to the Certification Committee and may therefore not serve as an officer, employee, or member for any other credentialing agency concurrent with his or her term of office on the Certification Committee.

A committee's fiduciary responsibility obligates him/her to put the interests of the Certification Program first, that is, ahead of the committee's self-interest, and to refrain from exploiting his/her role as committee for any personal gain, advantage or benefit, whether or not monetary. At the inauguration and commencement of his or her term of office, each Committee Member shall sign the Responsibilities and Conduct Policy for IBBFA Certification Program Committee's, verifying their understanding of all responsibilities related to their role as committee. Each member will further agree to fully and promptly disclose to the Certification Committee any existing or potential conflict of interest the Committee Member may have, of either a personal, professional, business or financial nature. Committee's are expected to recuse themselves in circumstances where the potential for a conflict of interest arises. Committee's are also expected to ask others to recuse themselves, if a conflict becomes apparent.

## **Section 3 Meetings**

#### **a) Annual Meeting**

The Certification Committee shall hold an annual meeting (the "Certification Committee annual meeting") at such time and place as is set by a majority of the Certification Committee. The Certification Committee annual meeting shall be chaired by the Certification Committee Chair.

#### **b) Other Meetings**

The Certification Committee shall hold such other meetings as are necessary and sufficient to maintain the Certification Program at the highest standards. Notice of each meeting shall be delivered via e-mail to each Certification Committee Member at least five (5) days prior to the date of the meeting. At all such meetings, the Certification Committee is authorized to conduct any lawful business of the Certification Committee.



The Chair of the Certification Committee may schedule such meetings via email or telephone. Should an item of business require immediate attention and action by the Certification Committee, a telephone conference may be called without previous notice so long as all Certification Committee Members have been contacted and advised of such a telephone meeting and of the matters to be discussed and/or acted upon.

### **c) Meeting Protocols**

#### **1. Meeting Quorum**

A majority of the voting Certification Committee Members shall constitute a quorum for any meeting of the Certification Committee and such majority shall be capable of transacting the business of the Certification Committee. The action of a majority of the Certification Committee present at a meeting at which a quorum is present shall be an action of the Certification Committee. Each voting Certification Committee Member shall be entitled to one (1) vote on any matter coming before the Certification Committee.

#### **2. Rules of Order**

The rules of order in the current edition of Robert's Rules of Order shall govern the conduct of all Certification Committee meetings.

#### **3. Minutes**

Minutes of all Certification Committee meetings shall be kept by the Vice Chair - Secretary.

#### **4. Adjournment**

A majority of the Certification Committee Members present, whether or not a quorum is present, may adjourn any meeting to another time and place. If the meeting is adjourned for more than 24 hours, notice of such adjournment to another time or place shall be given prior to the conclusion of the adjourned meeting to the Certification Committee Members who were not present at the time of the adjournment.

#### **5. Voting by Proxy**

Voting by proxy shall not be permitted.

### **d) Actions Without Meeting**

Should a matter requiring a vote of the Certification Committee arise between Certification Committee meetings, a ballot shall be sent by e-mail or such other method as is authorized by the Chair. A majority affirmative vote of all voting Certification Committee Members shall be necessary to carry any motion, and all Certification Committee Members voting in the affirmative must consent in writing to the resolution authorizing the action. The signed consents, or copies thereof, shall be placed in the minutes book of the Certification Committee.

## **Section 4 Certification Committee Officers**

### **a) Titles**

The Certification Committee shall have a Chair and two (2) Vice Chairs, one of which shall serve as Certification Committee Secretary, the other as Certification Committee Treasurer.

### **b) Qualifications and Authority of Officers**

The Certification Committee Officers shall be responsible and accountable to the Certification Committee for satisfying Certification Committee resolutions and directives and shall have the authority and accountability conferred and granted by these Policies and Procedures and by the Certification Committee. No individual shall hold more than one Officer position on the Certification Committee at any one time.

### **c) Election and Terms**

The Certification Committee shall annually elect Certification Committee Officers from among its voting members. Such elections shall take place as soon as practicable following the election of Certification Committee Members. Certification Committee Officers shall take office immediately following the meeting at which they are elected and shall serve for a term of two (2) years, but such term may be extended by authorization of the Committee for up to three (3) months until their successors are elected. Only those committees that have served one full year on the Certification Committee are eligible for the position of Certification Chair.



**d) Duties**

1. General. The scope of authority, power and responsibility of all Certification Committee Officers shall be limited to the activities and conduct of the Certification Committee and Certification Program(s).
2. Officers. Within the limitations specified in these Policies and Procedures:
  - a. Chair. The Chair shall have the authority, power, and responsibility commonly vested in a presiding corporate officer, including but not limited to serving as Chair at all meetings and administering the affairs of the Certification Committee in accordance with the policies adopted by the Certification Committee with respect to Certification Programs.
  - b. Vice Chair - Treasurer. The Treasurer shall perform all duties commonly vested in the corporate office of treasurer, including the review of financial reports and creation and approval of yearly budgets. In the absence or disability of the Chair, the Vice Chair - Treasurer shall serve as acting Chair, have all authority conferred upon the office of Chair, and perform all duties for which the Chair is responsible for the remaining portion of the Chair's term or until the Chair can resume duties.
  - c. Vice Chair - Secretary. The Secretary shall perform all duties commonly vested in the corporate office of secretary, including but not limited to maintaining accurate minutes of all meetings of the Certification Committee.

**e) Resignation/Vacancy**

Any Officer may resign at any time by providing written notice to the Chair or Vice Chairs. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance as determined by the Chair or the Certification Committee. In the event that any office becomes vacant for any reason, the Certification Committee shall appoint an interim Officer to fill such vacancy until the next election of Certification Committee Officers. Such interim service as a Certification Committee Officer shall not affect such Officer's ability thereafter to be elected to and serve a full, elected term of office.

**Section 5 Committees**

**a) Establishment by Certification Committee**

The Certification Committee may, at its discretion, establish Certification Committees to address issues that pertain to or affect the Certification Committee or Certification Program. Such Committees shall have the duration set or determined by the Certification Committee.

The Committee shall appoint members to the following committees as needed:

- Strategic Planning Committee
- Audit Committee
- Quality Committee
- Governance Committee
- Certification committee

**b) Composition**

The Chair shall appoint the members of the Committees, including the Committee Chair and Vice Chair, for such term as is determined by the Committee.

**c) General Authority, Duties, and Limitations**

A Committee shall have the authority and the duty to carry out the purposes for which the Committee was established, as directed by the Committee. A Committee shall be prohibited from any activities or actions that cause legal or financial obligations to any person or entity, except by prior written approval of the Certification Committee Chair.

**Section 6 Authorization to Act**

Except as provided in these Policies and Procedures, no director, officer, committee member, employee, agent, or representative shall act on behalf of the Certification Committee or hold him or herself out to the public as authorized to act on behalf of the Certification Committee without the prior written authorization of the Certification Chair.



Section 7 Use of IBBFA Intellectual Property

Members of the Certification Committee and Officers shall use IBBFA names, trademarks, logos, symbols, and other intellectual property of the Corporation only in a manner consistent with IBBFA guidelines.

Section 8 Amendment to Policies and Procedures

These Policies and Procedures may be amended or repealed by a two-thirds (2/3) affirmative vote of the entire Certification Committee, provided that proper written notice of proposed change(s) is given to each director 15 days prior to the meeting at which the proposed changes are to be considered. Proper written notice shall include a complete copy of the text of the proposed amendment, including any relevant explanatory materials, transmitted by e-mail or other appropriate means. Notice shall be deemed sufficient if sent to the last postal address, e-mail address, or fax number furnished to the Vice Chair - Secretary.

Section 9 Dissolution

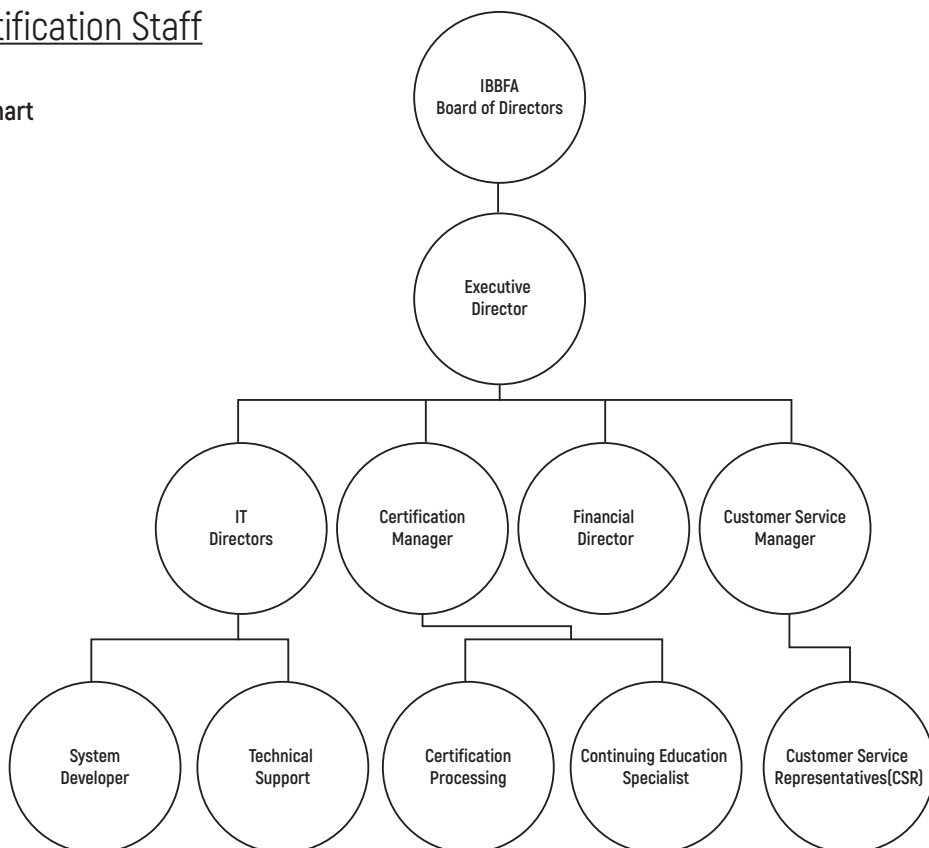
The Certification Committee may dissolve the Certification Program by majority vote of the entire Committee, and, in accordance with applicable law, adopt a dissolution plan which shall include provisions to implement:

- (a) payment and discharge of all liabilities and obligations of the program;
- (b) return, transfer, or conveyance of all assets received or held by the Certification Program upon condition that such assets be returned, transferred or conveyed upon dissolution.

**B. IBBFA Certification Program**

Section 1 Certification Staff

**a) Organizational Chart**





## **b) Roles and Responsibilities**

The IBBFA Executive Director (ED) operates the day-to-day management and administration of the organization, and works closely with the Chair of the Certification Committee (a subcommittee of the IBBFA Board of Directors) to assure proper implementation of Certification Committee policies and procedures including supervision of the Certification Manager, Continuing Education Specialist and Customer Service Representatives. The ED is responsible for working with the organization's bookkeeping staff to ensure that Certification Program financial records are maintained independent from IBBFA financial records, and that the necessary financial records and reports related to the Certification Program are kept up-to-date and available, as required by the Certification Committee. The Certification Chair (CC) oversees all matters related to the Certification Program. The CC directs the ED in the proper function of the Certification Program including supervision of the Certification staff and all decisions related to the implementation, development and finances specific to the Certification Program, as described by the Certification Committee. IBBFA (the certificate provider) is responsible for monitoring, assessing, and assuring the quality of all activities performed on its behalf in accordance with documented procedures found in the companies Standard Operating Procedures (SOP's) and in this Policies and Procedures document. This responsibility includes activities performed by, but not limited to, employees, committees, contractors, and/or other individuals working with IBBFA.

The Certification Manager (CM) is the lead representative on the certification staff. The CM oversees the Continuing Education Specialist and Certification Coordinators and works closely with the Certification Chair. CM functions as a central figure in matters related to the program's adherence to ICE guidelines, and as such, works closely with all certification staff members, the CC, the ED, and the test administration company. The CM also works directly with certificants and the general public regarding any questions or issues related to the Certification Program. The CM is supervised by the ED, but is held accountable to strict adherence to the Certification Program's policies and procedures, as prescribed by the Certification Chair. The CM advises candidates regarding procedures, dates, testing locations, forms, and any and all other relevant information regarding the process of certification and renewal of certification. The CM is also responsible for maintaining and disposing of program records, documents, and/or materials as directed by IBBFA Executive Director. Additionally, the CM will maintain, oversee and update the procedures in place for reviewing, approving, updating, and ensuring the currency of records, documents, and/or other materials.

IBBFA (the certificate provider) shall employ or contract a sufficient number of people with the necessary education, training, technical knowledge, and experience to perform functions relating to the type, range, and volume of work performed, under a responsible management. For additional information please see Section 1 Certification Staff a) Organizational Chart found in this Policies and Procedures document. Additionally, CV's of all staff are kept on file and are available upon request provided the staff member(s) in question give written approval in the form of an email or signed release form.

The Continuing Education Specialist (CES) is responsible for the approval of all continuing education presenters, providers, workshops, and petitions related to the maintenance of the IBBFA credential. The CES also works as liaison with CEC providers and certificants. The Customer Service Manager (CSM) The CSM advises candidates regarding procedures, dates, forms, and any and all other relevant information regarding the process of certification and renewal of certification. The CSM is responsible for whatever changes are required in the advancement of procedures, website upgrades, internal communication, and any other responsibility directly related to the growth of the Certification Program. IBBFA (the certificate provider) shall use subject matter experts or contract qualified individuals in the development, delivery, and maintenance of the certificate program.

## Section 2 Certification Exam (for detailed processes, see Exam Guide)

The Exam Guide will be provided once the fee have been submitted.

## Section 3 Security Procedures

It is imperative that the specific nature of any item be kept in strictest confidence. Disclosure of any information about the examination items to anyone other than the writers, the Committee, or the IBBFA staff constitutes a breach of security and may compromise or invalidate the entire testing and certification process. Anyone with access to items or exam forms, or who is involved in item writing, is required to sign a Security

Agreement agreeing to abide by the security procedures established to protect the examination from compromise.

## Section 4 Certificate Eligibility and Accommodations

The Candidate Handbook is available for download from the IBBFA Certification Program's webpage. All candidates and their substantiating documentation are sent directly to IBBFA.

NOTE: No candidate for IBBFA certification will be denied on the basis of race, national origin, color, creed, religion, sex, age, disability, gender identity, gender expression, or sexual orientation.

### **a) Eligibility**

Candidates must demonstrate compliance with the following eligibility requirements:

1. Must be at least 18 years of age.
2. Provide verification of Proof of Eligibility. Proof of Eligibility may include:
  - Valid certification in group fitness, personal training, yoga, Pilates, dance
  - Degree (Associates, Bachelors, Masters etc) in relevant field such as Dance, Exercise Science, Kinesiology, Nursing, Physical Therapy, Occupational Therapy, Physician, or Physician Assistant.

All candidate agree to the following in writing:

"I agree to abide by the International Ballet Barre Fitness Association Code of Ethics, Scope of Practice, and Grounds for Disciplinary Action guidelines."

### **b) Reasonable Accommodations**

In accordance with the requirements of the Americans with Disabilities Act, arrangements will be made for candidate with special needs upon written request. Reasonable accommodations are determined based on the individual's specific request, disability, documentation submitted, and appropriateness of the request. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination. Reasonable accommodations are generally provided for a candidate who has a physical or mental impairment that substantially limits that person in one or more major life activities (e.g., walking, talking, hearing, performing manual tasks). To apply for reasonable accommodations, the candidate must submit documentation provided by a licensed professional on the professional's letterhead. The documentation must include a diagnosis of the disability and specific recommendations for accommodations.

## Section 5 Exam Delivery

### **a) About the exams**

Written Exam: The IBBFA Barre Certification Written Exam is a multiple-choice exam administered on a computer (no specific knowledge of computers or typing is required) through a secure account for that individual. Candidates are allowed one hour to complete the examination. Test administration procedures adhere to or exceed all requirements set forth in the Standards for Institute for Credentialing Excellence (ICE). These procedures are continually evaluated to ensure quality, consistency, and security.

Practical Exam: The IBBFA Barre Certification Practical Exam is a video or live streaming exam submitted through their secure account through IBBFA. Candidates are allowed one hour to complete the examination. Test administration procedures adhere to or exceed all requirements set forth in the Standards for Institute for Credentialing Excellence (ICE). These procedures are continually evaluated to ensure quality, consistency, and security.

### **b) IBBFA Code of Ethics during testing**

It is illegal and unethical to recall (memorize) and share questions that are on any IBBFA exam. Exam candidates are required to agree to a confidentiality statement attesting to their intent to keep the contents of the exam confidential. As such, candidates may not solicit questions or discuss items that were on previous exams with other IBBFA certification examination candidates or individuals who currently (or previously) hold the certificate. Recalling and sharing questions from the exam with anyone else violates the confidentiality agreement and Federal

Copyright Laws. The IBBFA will prosecute violations of this agreement. Violation of this security agreement is also a violation of the IBBFA Code of Ethics which may result in suspension or revocation of the IBBFA certification from those who have earned it, and suspension or denial of eligibility for future exams for candidates found to have violated their confidentiality agreement.

**c) Examination Score**

Examination scores for testing are made available upon completion of the exam. Examination scores are confidential and are released only to the candidate to whom they belong. To maintain the confidentiality of results, score information is never given over the telephone.

Candidates who do not pass the exam may reapply to take the examination following a 30-day waiting period from their last test date to focus, review study materials further, and prepare for retesting. Candidates must complete a "Retake Application" (and pay the associated fee), available for download on the main certification page: [www.IBBFA.org](http://www.IBBFA.org)

Candidates not passing the examination after two attempts will be required to submit a "Certification Exam Petition" and any supporting documentation which supports their petition to be considered to retake the exam.

**d) Appeals of Exam Results**

Candidates wishing to appeal their test results must submit a written request to the IBBFA office care of the Certification Committee Chair. This request must clearly indicate the basis for the appeal. Appeals must be received by the IBBFA no later than 30 days following the release of examination results. To protect the integrity of the certificate exam, the exam itself is not available for review. In addition, IBBFA staff members will not discuss specific questions on any section of the examination with the candidate via phone, email or in person while the exam results are going through the appeal process. The Certification Appeals Committee will review all appeals.

Candidates may be given the following options:

1. One additional attempt for the exam may be permitted at no cost
2. Candidate must take required 30 days to obtain additional training and resubmit an application and pay associated fees

The Certification Appeals Committee will inform candidates of their determination; the Certification Appeals Committee's determination is final.

**e) Candidate Certificates**

The processing department issues personalized wallet cards and 8.5 X 11" certificates to all passing candidates, within 30 days of passing the exam.

**f) Grandfathering**

The policy of grandfathering is unacceptable and not approved by the International Ballet Barre Fitness Association (IBBFA). IBBFA utilizes objective, established, and statistically valid information to secure basic level competency through the passing of the exam, which shall serve as the sole measure of such competency and certification.

## Section 6 Confidentiality Policies

**a) IBBFA Confidentiality Policy**

The IBBFA maintains an online registry of IBBFA Certified Barre Instructors on its website. This service discloses the current status of IBBFA certificants. It is the policy of the IBBFA to provide only that information necessary to determine whether an individual is currently certified. No information related to pass or fail or an examinee's scores are revealed. All staff members are required to sign acknowledgement of this policy as a requirement for employment. Confidential information will not be disclosed without the written consent of a candidate or certificant.

The following IS considered confidential information:

- Application status

- Certificate exam score
- Billing information
- Phone number(s), email and residential address(s)

The following IS NOT considered confidential information and is held in the public domain:

- Certification status
- Certification number
- Country and City

#### **b) Records Security, Confidentiality and Retention**

The IBBFA Certification Program retains any records, documents, and/or other candidate/certificant documentation for (5) years. All assessment materials, data, and results shall be maintained and handled in a secure manner by IBBFA (the certificate provider) and/or if applicable its contractors throughout their useful life. After a period of 5 years, candidate/certificant documentation shall be identified, managed, and disposed of in such a way as to ensure the integrity of the IBBFA certificate program and the confidentiality of the information, as appropriate. Certificant information maintained on the Certificate Program's online registry is updated daily. Expired candidate information becomes inactive and invisible if certificate renewal data is not received within appropriate renewal parameters.

## Section 7 Certification Renewal

#### **a) Requirements**

IBBFA certification is valid for 1 year. The IBBFA requires all IBBFA Certified Barre Instructors to take the Renewal Exam, or continue their education by taking and completing another IBBFA course in order to renew certification at the end of 1 year. This policy ensures that professionals are current with the best practice guidelines, specific knowledge, skills, and abilities in the field.

#### **Rationale:**

As stated in the IBBFA Code of Ethics, IBBFA-certified professionals agree to continue gaining education to enhance their skills and knowledge, and to provide the highest quality services to clients.

The purpose of this requirement is twofold:

- First and foremost, the purpose of continuing education is for the protection of the public. Continuing education that advances knowledge, skills, and abilities, supports the Barre professional in providing safe and effective instruction.
- Secondly, given the dynamic nature of the Barre industry, it is imperative for Barre professionals to go beyond entry-level and embrace the cutting edge of scientific understanding and validation of Barre Technique; to stay abreast of the development in the field in order to stay competent and competitive; and to broaden their skill set with a variety of approaches including training beyond the Barre fundamentals in order to enhance their capacity to work with a variety of clients including special populations.

The current certification renewal requirements were adopted in 2017. It was determined that a the Renwal Exam or participation in another course were appropriate to ensure that IBBFA-certified professionals remain current with the best practice guidelines, specific knowledge, skills, and abilities, in consideration of the expansion of the Barre field. Certificants are allowed a six-month grace period, beyond certificate expiration, to complete and/or petition for credit; late fees will apply. Reinstatement of certificate beyond the grace period requires retaking the certificate exam.

The IBBFA Barre Certificate webpage shall be updated regularly to ensure that accurate and clear information regarding the maintenance of the IBBFA credential is accessible to certificants at all times.



## Section 8 Professional Practice and Disciplinary Procedures

The International Ballet Barre Fitness Association (IBBFA) has established a Code of Ethics, Scope of Practice, and Grounds for Disciplinary Action (referred to collectively as "Ethics Violations") guidelines that inform certificants, candidates for certification, non-certificate holding instructors, facilities and the public of the required professional guidelines all IBBFA certificants must follow. These guidelines assure that all Barre Fitness Instructors are held to high standards of professionalism that support industry uniformity, public health, and certificate excellence. Ethics Violations on the part of a IBBFA certificant may be reported by following the Professional Practice and Disciplinary Procedures available on the IBBFA website. The International Ballet Barre Fitness Association may refuse to certify, suspend or revoke an existing certificate or otherwise take action with regard to the application or certification of an individual in the event of non-compliance with any of the following:

### **a) IBBFA Code of Ethics**

1. Do no harm.
2. Teach within your 'scope of practice' and give full attention to the comfort and safety of clients at all times. (See IBBFA 'Scope of Practice'.)
3. Maintain professional boundaries. The following constitutes improper behavior:
  - Inappropriate physical contact
  - Financial exploitation
  - Sexual exploitation
4. Maintain client confidentiality.
5. Direct clients to seek medical attention when necessary.
6. Do not discriminate against clients or colleagues on any level.
7. Do not intentionally solicit for other Barre professionals' clients.
8. Treat clients and colleagues with respect, truth, fairness, and integrity.
9. Comply with all applicable business, employment and intellectual property laws.
10. Maintain professional appearance and conduct.
11. Do not misrepresent skills, training, professional credentials, identity, or services.
12. Continue gaining education to enhance your skills and knowledge, and to provide the highest quality services to clients.
13. Maintain appropriate insurance (liability, studio, contents, etc.).
14. Maintain appropriate teacher-to-student ratios in all class settings.

### **b) IBBFA Scope of Practice**

The following is within the scope of practice of a Barre instructor:

1. Design Barre exercise programs according to an individual's needs.
2. Recognize conditions that would preclude a client from safely participating in a Barre exercise program.
3. Coach, provide general information, and direct clients to seek medical attention as necessary.
4. Receive exercise guidelines and clearance from medical practitioners, when appropriate, to ensure client safety.
5. Document client progress and cooperate with referring medical practitioners.
6. Promote exercise to improve overall health.
7. Request permission from clients to perform tactile/physical corrections and observe practice laws within your jurisdiction.
8. Use appropriate touch to facilitate movement, position the client, and prevent injury or damage.

The following is beyond the scope of practice of a Barre instructor:

1. "Prescribing" an exercise program.
2. "Diagnosing" a client with any medical, mental or physical condition.
3. Continuing to train a client with a condition that is beyond your knowledge without appropriate medical clearance.
4. "Prescribing" diets or recommending supplements.
5. Claiming to "treat" or "rehabilitate" injury or disease.
6. Monitoring (measuring with instrumentation) the progress of clients referred by therapists or medical practitioners.
7. Offering counseling.
8. Claiming to be competent to offer professional education beyond the limits of your credentials.
9. Applying inappropriate touch.
10. Continuing to train a client who exhibits any of the following unusual symptoms: e.g. chest pain, prolonged dizziness, rapid heart rate, shortness of breath, significant decrease in coordination, loss of consciousness, faintness, nausea, blurred vision, prolonged or increasing pain.

### **c) Grounds for Disciplinary Action Guidelines**

The International Ballet Barre Fitness Association (IBBFA) has established the following guidelines to inform certificants, candidates for certification, and the public of its requirement for adherence to professional standards. The International Ballet Barre Fitness Association may refuse to certify, suspend, or revoke an existing certification or otherwise take action with regard to the application or certification of an individual in the event of any of the following:

1. Ineligibility for certification or certification renewal.
2. Irregularity in connection with any certification exam.
3. Unauthorized possession, use, or distribution of exam score reports, trademarks, logos, written materials, answer sheets, certificates, certificant or applicant files, or other confidential or proprietary materials (registered or otherwise) of the International Ballet Barre Fitness Association or the testing body.
4. Material misrepresentation or fraud in any statement to IBBFA, to an employer or potential employer, or to the public, including but not limited to statements made to help the individual apply for, obtain, or retain certification.
5. Any physical, mental, or emotional condition of either temporary or permanent nature, including, but not limited to, substance abuse, which impairs or has the potential to impair competent and objective professional performance.
6. Negligent and/or intentional misconduct in professional work, including, but not limited to, physical or emotional abuse, disregard for safety, or the unauthorized release of confidential information.
7. The timely conviction, plea of guilty, or plea of nolo contendere in connection with a felony or misdemeanor that is directly related to public health and/or Barre instruction or education and that impairs or has the potential to impair competent and objective professional performance and/or public confidence in the profession. These include, but are not limited to, rape, sexual abuse, actual or threatened use of a weapon or violence, or the prohibited sale, distribution, or possession with intent to distribute of a controlled substance.

Ethics Violations on the part of a IBBFA Certificant may be reported by following the Professional Practice and Disciplinary Procedures available on the IBBFA website.

### **d) Complaints**

Any complaints regarding certification staff, administration, or test administrators must be made in writing and mailed or emailed to the Chair of the Certification Committee or the Certification Manager. Email addresses are available on the IBBFA website under "Governance".



## Section 9 Quality Assurance

At the beginning of each year, a task force of three certification committee's are chosen by the chair of the committee to perform a general review of the program's policies and procedures, administrative processes, test administration, exam performance, and any other mechanism required in the smooth functioning of the Certification Program. In support of the review, the Certification Manager gathers and provides the task force any and all reports that may give the task force an understanding of any required changes or adjustments to the existing processes. During the review, the task force may contact the Continuing Education Specialist, Certification Coordinators, and the Executive Director for input regarding any suggestions or observations that may correct any deficiencies or prevent any errors in the functioning of the Certification Program.

In the case of exam performance, the Certification Manager reviews exam statistics provided by Technical Support at the end of each year. The analysis provides results including but not limited to:

1. Technical Exam Report with pass/fail statistics
2. Item Analysis
3. Reliability and standard error of measurement for scores

The report is presented to the committee at the next certification committee quarterly meeting.

Any extreme fluctuation in the passing rate or any errors are sent to the task force to address any potential, required adjustments.

Any recommendation made by the task force must be approved by 2/3 majority of the Certification Committee.