

A. INTRODUCTION

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

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

"Certification" as defined by ICE (Institute for Credentialing Excellence) is "a voluntary process by which individuals are assessed against predetermined standards for knowledge, skills, and competencies and granted a time limited credential. The primary purpose of certification is assessment, and the assessment process is independent of a specific course of study or any education, course, or curriculum provider."

The purpose of IBBFA is to advance the profession of comprehensive Barre instruction by establishing, maintaining, and promoting professional standards, and by awarding the title of IBBFA Certified Barre Instructor to the comprehensively trained Barre instructor who has provided evidence that he or she meets accepted professional standards.

The IBBFA Certified Barre Instructor creates and implements safe and effective individualized programs for apparently healthy clients to improve health and fitness through exercise and physical activity. The goal of an IBBFA Certified Barre Instructor is to impart the knowledge, skill, and confidence for clients to exercise for a lifetime. By awarding the title of IBBFA Certified Barre Instructor, IBBFA is formally recognizing the instructor who has provided evidence that he or she meets accepted professional standards.

To achieve certification in the field of Barre instruction, candidates must pass a 60 item, multiple-choice examination. Candidates are allowed one hour to complete the exam. The examination is offered at www.IBBFA.org and www.barrecertification.com through a provided secured network and must be completed once the exam timer has begun. The IBBFA Barre Certification examination has been designed to validate the skill and knowledge of a comprehensively trained Barre instructor.

Handbook Edition and Policy

The policies and procedures in this IBBFA Candidate Handbook, which are published through www.IBBFA.org, may be modified, amended, or cancelled by IBBFA at any time. Any changes to the policies and procedures will be posted on our website.

This edition of the IBBFA Candidate Handbook supersedes all prior policies or procedures as to the subjects addressed in it and all representations, oral or written. IBBFA strongly recommends carefully reading and thoroughly understanding every section of this IBBFA Candidate Handbook.

This IBBFA Candidate Handbook serves as the principal source of information for those inquiring about becoming a "Certified Barre Instructor" and whom wish to hold a 24-month certification in barre. Other IBBFA policies, practices, and instructions, may also apply and may or may not be cited in this document.

This IBBFA Candidate Handbook provides interested candidates with information about the programs mission, objectives, application process, examination scoring, content, testing, and recertification.

Please review the entire packet carefully and note that IBBFA (www.IBBFA.org) has the most up-to-date listing of recommended barre trainings and exam details. The website makes it easy to stay current with program information, continuing education courses, approved providers, frequently asked questions, and certification renewal requirements.

B. ELIGIBILITY

The eligibility requirements to sit for the exam are:

- Candidates must be at least 18 years of age.
- Candidate must have a valid CPR Certificate.
- Candidate must be certified in group fitness, personal training, yoga, Pilates, Dance, or have a bachelor's degree in a related field or something equivalent.

C. APPLICATION FEES

The fee is \$150; this fee covers application processing, exam, and the first two years of Certification. Payments can be made using Visa, MasterCard, or American Express. The fee must be paid in U.S. Dollars. The application fee is non-refundable. Candidates must begin the application process within 1 year (12 months) of purchase, a late fee of \$25 will be observed for exams taken after that time.

D. APPLICATION SUBMISSION

Complete applications consist of at least 4 completed documents: Application Form, copy of Government issued ID, CPR certificate/card, and Proof of Eligibility. Proof of Eligibility may include:

- Valid certification in group fitness, personal training, yoga, Pilates, Dance
- Degree in relevant field such as Dance, Exercise Science, Kinesiology, Nursing, Physical Therapy, Occupational Therapy, Physician, or Physician Assistant. If you are unsure if your credentials will allow you to qualify, please contact Support@IBBFA.com before applying.

If an application is missing pertinent information 90 days after original receipt, the application will be closed and the application fee will be forfeited. Candidates who do not complete their application within 90 days may reactivate their application by submitting a written request and a \$75 fee within 30 days of the application expiration. If the application is not completed during this 90-day period, the application will be closed and the candidate must re-apply and pay the application fee.

E. VIOLATIONS OF THE IBBFA CODE OF ETHICS:

It is illegal and unethical to recall (memorize) and share questions that are on any IBBFA certification exam. 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 certification. 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.

F. RECONSIDERATION OF ADVERSE DECISIONS

Candidates that wish to appeal their exam results must submit a petition to the Board of Directors with 30 days of exam completion. In addition to completing the petition, candidates must submit a signed letter to the Board explaining their circumstances, as well as a proof of additional training. An appeal process may begin with 2 of the 3 required components but may not be completed with approval/denial until all 3 components have been submitted. Please note that the Board meetings take place quarterly, therefore notification of approval/denial may take up to 120 days. For appeals that are denied, a recommendation of additional training will be provided and the candidate may re-apply when desired.

G. RETAKING AN EXAM

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 mentally for retesting. Candidates must complete a Retake Application (and pay the associated fee).

Candidates not passing the examination after two attempts will be required to submit a new application and supporting documentation.

H. REASONABLE ACCOMODATIONS

Reasonable accommodations are provided for candidates who have any sort of impairment (e.g., walking, talking, hearing, reading, performing manual tasks etc.). To apply for reasonable accommodations, the candidate must submit documentation provided by an appropriate licensed professional on the professional's letterhead. The documentation must include a diagnosis of the disability and specific recommendations for accommodations. Reasonable accommodations are considered based on the candidate's 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.

I. CERTIFICATION APPLICATION REFUSAL

Applications for the IBBFA Certification Exam may be refused for any of the following reasons:

- Incomplete application
- Failure to meet eligibility requirements
- Falsification and/or misrepresentation of application data
- Violation of the IBBFA Code of Ethics

J. EXAM INFORMATION

The International Ballet Barre Fitness (IBBFA) exam was constructed on the baseline standards for a "qualified barre instructor" deemed necessary by the IBBFA Board of Directors comprised of medical, dance and industry professionals. The following domains outline the expectations set forth by IBBFA to set the standard for any "Certified Barre Instructor":

A. Ballet Terminology and Pedagogy

- i. History of Barre and Ballet influence
- ii. Translation and relationship to Barre exercises
- iii. Proper positioning for given ballet terms

B. Anatomy

- i. Musculature for Upper Body, Lower Body and Core
- ii. Relevant targeted muscle groups for given Barre exercises
- iii. Common deviations and injuries
- iv. Anatomical directional terminology

C. Physiology and Safe Practices

- i. Isometric movement and low impact exercises
- ii. Class structure for a balanced workout
- iii. Speed and duration for an effective series

D. Posture and Form

- i. Skeletal formation and alignment
- ii. Postural deviations
- iii. Neutral spine placement and safe pelvic tilt

E. Modifications

- i. Common injuries
- ii. Common muscular weaknesses
- iii. Ineffective or unsafe habits
- iv. Body awareness in clients

F. Student assessment

- i. Identify when modifications or challenge options are needed
- ii. Setting the pace of a class
- iii. Basic variations and progressions

G. Special populations

- i. Pregnant clients
- ii. Injured or under medical supervision
- iii. Identifying when additional training is needed

K. SAMPLE TEST QUESTIONS

The following 5 questions were taken from the IBBFA Certification Examination question bank and serve as samples of the question type and question content found on the IBBFA Certification Examination.

- 1) Keep all of your combinations and exercises _____
 - a. Symmetrical
 - b. Asymmetrical
 - c. Interchangeable
 - d. Advanced

- 2) The Barre is a tool used to improve_____?
 - a. Balance, flexibility, and strength
 - b. Body placement, appearance, and muscle tone
 - c. Posture, position and poise
 - d. Isometric movement, flexibility and muscle tone

- 3) The Iliopsoas is comprised of which two muscle groups?
 - a. Psoas major and iliacus
 - b. Psoas medius and iliacus
 - c. Psoas minor and iliacus
 - d. Iliacus and gracilis

- 4) Effective verbal cues are:
 - a. short and clear
 - b. long and descriptive
 - c. loud and critical
 - d. single words

- 5) "Battement" means:
 - a. bouncing
 - b. beating
 - c. brushing
 - d. kicking

L. PRACTICE TOOLS

For candidates who have been out of school for a while, or even recent graduates who feel a need for additional preparation, several tools are recommended:

- The IBBFA BarreCertification.com Level 1 Fundamentals of Barre Technique interactive course or complete manual
- The IBBFA Foundations of Barre Seminar

Practice test

An online practice test, which simulates the actual testing experience, is available on the IBBFA Certification webpage www.IBBFA.org

The practice test includes 60 multiple-choice questions that reflect the content areas, level of difficulty, and format of the actual certification examination. The practice test fee is \$75 and must be paid by credit card (MasterCard, Visa or American Express).

Prior to Exam

Before attempting the IBBFA Certification Exam, applicants should be familiar with Barre exercises and prepared to answer questions about specific modifications, challenge options and corrections needed for a variety of student examples.

For candidates that are unclear about the terms, exercises, or standards used for IBBFA, additional training or study is highly recommended. The BarreCertification.com training materials have been approved for IBBFA standards training. Options listed above are suggested but not required. Candidates should contact IBBFA for inquiries on training, reading materials or other qualified teacher trainer programs.

M. AWARDING OF CERTIFICATION

All individuals who wish to be considered a 'Certified Barre Instructor' must adequately complete and pass the IBBFA exam.

All currently Certified Barre Instructors must complete renewal requirements as outlined in section Q. of this document in order to maintain their certification and remain in good standing with the IBBFA.

N. CERTIFICATION 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 ensure basic level competency through the passing of the exam, which shall serve as the sole measure of such competency and certification.

O. GROUNDS FOR DISCIPLINARY ACTION

The IBBFA Certification Program 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:

- Ineligibility for certification or certification renewal.
- Irregularity in connection with any certification exam.
- 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.
- Material misrepresentation or fraud in any statement to the International Ballet Barre Fitness Association, 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.
- Any physical, mental, or emotional condition of either temporary or permanent nature, including, but not limited to, substance abuse, which impairs or has the potential to impair competent and objective professional performance.
- Negligent and/or intentional misconduct in professional work, including, but not limited to, physical or emotional abuse, disregard for safety, or the unauthorized release of confidential information.

- The timely conviction, plea of guilty, or plea of nolo contendere in connection with a felony or misdemeanor that is directly related to public health and/or fitness 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.
- Non-compliance with the IBBFA Code of Ethics and Scope of Practice.

P. FILING COMPLAINTS FOR NON-COMPLIANCE

Any consumer, facility owner, or auditor may recommend a certified IBBFA instructor for review. Concerns must be addressed in the Complaint Form found on the IBBFA Certification website: www.IBBFA.org. Communication with instructor in question must be made by IBBFA within 30 days to notify them of complaint and any further action required.

Q. CERTIFICATION RENEWAL

The IBBFA requires all IBBFA certificants to renew their certification every two years. To renew, certificants must earn 16 CECs within the 2-year timeframe, submit the Certification Renewal Application, and pay a renewal fee. For details regarding renewal, see "Renew your Certification" on the IBBFA Certification website: www.IBBFA.org

R. CONFIDENTIALITY POLICY

The IBBFA Certification Program maintains an online registry of IBBFA certified individuals on its website. This service discloses the current status of IBBFA certificants. It is the policy of the program to provide only that information necessary to determine whether an individual is currently certified. Access to individual records including information related to pass or fail or an examinee's scores are restricted to the applicant, candidate, certificant, or authorized personnel unless express written permission has been obtained from the candidate to release any part of the information or in response to a court order or other legal process. All staff members are required to sign confidentiality agreements 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
- Certification exam score
- Phone number(s), email and residential address(s)
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The following is NOT considered confidential information and is held in the public domain:

- Certification status
- Certification number
- Country and City

NOTE: No applicant 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. Candidates are expected to provide truthful and complete information.