

CrossFit[®] TRAINING

**CrossFit Training Department
Participant Handbook
Version 5.0**

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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. The Media Department is responsible for maintaining [CrossFit.com](https://www.crossfit.com) and its associated websites, which offer extensive instruction and education on human movement, along with specific techniques, strategies, and workouts for both athletes and trainers. [The CrossFit Journal](#) is also updated daily by the Media Department and is the world's leading resource for original written material and video instruction on athletic development. The CrossFit Certification and Training Department is the world's leading provider of performance-based training seminars and certifications. The CrossFit Games Department formalized the "Sport of Fitness" and crowns its champions the World's Fittest Man and Woman. The CrossFit Affiliate Department 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 (CF-L1) 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 strategies for coaching others.

Large, group CrossFit workouts are conducted as an example of how to: conduct a CrossFit class, hold a standard of proper technique under high intensity, and scale 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 CF-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 to 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 of the foundational movements.
- Perform the foundational movements safely and identify when they have a violation of sound movement.
- Identify correct movement when training others.
- Identify violations of sound movement and apply appropriate correction toward improved movement.
- Apply the CrossFit program safely and effectively, while gaining experience necessary to develop competency in training others using CrossFit methods.

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.

Professional 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 35/50 (or 70%) was determined through a passing score study led by Professional Testing and approved by CrossFit's Level 1 Advisory Panel. The cut-point is determined 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 receive their test results via email 5-7 days after the completion of the test. Certificates are individually mailed and can take up to 4 weeks to arrive for those living in the United States and 6-8 weeks for those living outside the United States.

The test contains 55 multiple-choice questions, including 5 unscored questions that do not count towards the participants score (Section 1.7). Participants are given 60 minutes to complete the test. It is a closed book, no-notes test.

The test is based on the core concepts, methodology, and foundational movements of CrossFit, and measures the participants' understanding of these areas. All of the material used comes directly from the course and the CrossFit Training Guide. 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 CrossFit Level 1 Trainer (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 questions that had previously been pretested.

1.8 INSTRUCTOR QUALIFICATIONS

All CrossFit Level 1 Course Instructors have passed the Level 1 test, have a Coach's Prep Course Trainer Certificate and have worked at or owned a CrossFit Affiliate for at least 1-year. Each has been screened and developed, and has demonstrated their competency through rigorous peer review and CrossFit staff training. Positions on staff are competitive and this training, professional development and evaluation are ongoing 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 and 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 [here](#).

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.

If a Participant attends under the age of 17, they will not be permitted to take the test at that time. They will receive a Certificate of Attendance that is valid for 5 years from the date of the course. To receive a Trainer Certificate, they must pass the test when they are 17. Their original registration will grant them one free test attempt if it occurs within one year from the date of the course. If they do not turn 17 within a year from the date of the course, or they are not able to pass the test in that timeframe, the Participant will have to retake the course (and pass the test) at a rate of \$500, to earn the 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 approximately 9AM-5PM, both days, to include:
 - 100% exposure to all lectures,
 - 100% participation in all practical sessions,
 - 100% participation in all workouts, and
 - passing the Level 1 test in person with a score of 35/50 (70%) 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 Trainer designation and do not expire.

3 REGISTRATION PROCESS

3.1 REGISTRATION AND FEES

All participants are required to register for the CrossFit Level 1 Certificate program at CrossFit.com under the link for the specific event.

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

A \$250.00 deposit (US Dollars) must be placed to secure a spot in the course. Payments can be made up to 6 weeks prior to the course. The course must be paid in full 6 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 mailing options:

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

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

The test is included in the course registration and fees. A complete list of CrossFit course fees can be found [here](#).

If registering for a retest due to failing a previous test, email testing@crossfit.com to receive a code to be able to complete the registration process described above. The fee for retests is \$150.00 (US Dollars).

If registering for a course to revalidate an expired certificate, email testing@crossfit.com to receive a code to be able to complete the registration process described above. 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 (US Dollars).

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 CrossFit 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 CF-L1 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 default language for the Level 1 Course is English. In some countries, a translator is provided. Lecture and small-group practicals are translated in real time. Courses with a translator are specified in the "Language" section from the seminar registration link on CrossFit.com. If there is no "Language" section, then there is no translator and the course will be in English only. Generally, translators are used in Latin America, and some countries in Europe and Asia.

If you want to bring a translator to a course, please contact seminars@crossfit.com at least 2 weeks prior to the course date. In addition, it is possible for to use a foreign-language dictionary or receive more time on the test due to language issues. However, permission for any these accommodations need to occur ahead of time. **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.

Upon registration for the course, or to re-test, the participant is prompted to select the language in which to take the test. For those wishing to take the test in a language other than English, he or she must register at least two weeks prior to the course (or re-test). Language accommodations will not be given on-site. Last minute requests cannot be guaranteed for approval. Currently, the written test is offered in Dutch, English, German, French, Icelandic, Italian, Japanese, Korean, Norwegian, Polish, Portuguese, Russian, and Spanish (South American & Castilian). The CrossFit Training Guide (study material) is available in English, South American Spanish, and Italian. 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 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 still decide to test and fail, the test results will be final and a \$150.00 retest fee (US Dollars) will apply for your next attempt.

3.4 RETESTING: PARTICIPANT FAILS

In the event that a participant fails to pass the CF-L1 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. Although the opportunities to retest in that year are unlimited, each retest costs \$150.00 (US Dollars). After one year of unsuccessful attempts to pass the test, an individual must re-attend the Level 1 Certificate Course. Fee for re-attendance is \$500.00 (US Dollars).

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 5 years from the date of issue. After the 5 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 (US Dollars).

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

CrossFit does not accommodate requests for refunds or transfers for courses or tests. Under extreme circumstances cancellations by the registered participant 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 COURSE CANCELLATION

In the case where CrossFit needs to cancel the course due to circumstances outside of our control (e.g., natural disaster), we will refund all course fees. CrossFit is not responsible for any lost travel costs.

3.8 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 (ADA)) 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 (Section 8.2), under ADA Accommodations Request (Section 4.3).

Requests for accommodations must be submitted at least two weeks prior to the course. Accommodations will not be given on site. Last minute requests cannot be guaranteed for approval.

4 TAKING THE TEST

4.1 TEST ADMINISTRATION

CF-L1 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 [Crossfit.com](https://www.crossfit.com).

4.2 TEST CONDITIONS

Due to the nature of CrossFit facilities, testing conditions and accommodations may be more austere and/or 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 Lead Instructor 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 testing@crossfit.com, along with appropriate medical documentation. CrossFit will not reimburse costs associated with obtaining this documentation. All forms and requests should be scanned and submitted via email to testing@crossfit.com, or faxed to (202) 354-4889. Accommodation Request forms are available in the Forms section of this Handbook (Section 8.2). 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.

Requests for accommodations must be submitted at least two weeks prior to the course. Accommodations will not be given on site. Last minute requests cannot be guaranteed for approval.

4.4 TEST ADMISSION PROCEDURES

Participants must be registered for a Level 1 Course in order to sit for the test. **No retest participants will be accepted at the door unless they have registered online.**

Once registered to take the course, 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 60 minutes, not including time for instructions and materials collection.

For entry to the course, participants must present a government-issued photo ID (such as a valid driver's license) along with their registration receipt. Course attendance is a pre-requisite for on-site testing.

Participants without a confirmation receipt, government-issued photo ID, or who miss part of the course will not be permitted to take the test, and their fees will be forfeited (Section 2.3).

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 instructors 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 their 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, memorizing 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 may not leave the testing room during the test, barring an emergency situation. In these extreme cases, as deemed by the Lead Instructor, participants may leave and will be escorted. 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 and 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.

Test results will be delivered to participants via email within 5-7 days from the test date. Individuals will receive a result of pass or fail. No numerical score will be issued. Certificates will be individually mailed and can take up to 4 weeks to arrive for those living in the United States and 6-8 weeks to for those living outside the United States.

If an individual wants an additional copy of their Certificate, or needs a replacement, requests can be made to certificates@crossfit.com. There is a \$25.00 fee (US Dollars) for each additional certificate.

5.2 PASSING

Participants who pass the Level 1 Certificate test 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 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 Trainer), 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 Trainer)

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 Trainers/CF-L1 Trainer 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.

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 and use the CF-L1 Trainer designation.

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 Trainer designation, and does not expire.

Participants who do not pass the test will be notified 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: 02/23/2013

Test Form A1

Name: Joe Smith joesmith@email.com

ID: 35016652

Result: Fail

A numerical score is not released and we are unable to provide a list of questions missed.

Subject Area Analysis:

Subject Area	Your Score
What is CrossFit?	63%
What is Fitness?	60%
The Moves	85%
Technique	67%
Nutrition	83%
Programming & Legal	80%

Each of the subject areas is weighted differently, as indicated in the test blueprint in Section 7.3 of this Handbook. This 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 to pass the test, consider attending the course again or studying and working with someone who has passed the test.

5.7 REQUESTS 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 testing@crossfit.com. The fee for hand scoring is \$25.00 (US Dollars).

On receipt of a written request and payment of the \$25.00 fee (US Dollars), 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 and logical rationale 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 30 days after notification by CrossFit of the test results. Letters of appeals shall be submitted via email to testing@crossfit.com or faxed to (202) 354-4889 within 30 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 (Section 8.1). Appeals will not be accepted in any other format. 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 appeals process is detailed below.

APPEALS PROCESS

Initial Review:

The Certification and Training Department staff shall review appeals within 7 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 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 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 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 certificates@crossfit.com. Please allow up to 4 weeks within the United States or 6-8 weeks for those living outside of the United States for the Certificate to arrive. There is a \$25.00 fee for all duplicate Certificates.

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 Training 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 Training 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.

To aid in trainer verification (Section 6.2), CrossFit maintains a [Trainer Directory](#) that lists all current CF-L1 Trainers. All individuals who earn the designation CF-L1 Trainer (i.e., take the course and pass the test) are listed in this database. The database is publicly accessible, and lists full name, city, state and all CrossFit qualifications for those with a valid CF-L1 Trainer Certificate. Contact information is not listed however an option to contact listed trainers through CrossFit's messaging service is provided. By agreeing to the policies and procedures within this handbook, participants agree to be listed in this database. **If a CF-L1 trainer does not want to be listed, he or she needs to contact testing@crossfit.com and express this in writing.**

Upon applying for CrossFit affiliation, a participant's certificate status 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

CrossFit maintains a [Trainer Directory](#) that lists all current CF-L1 Trainers. All individuals who earn the designation CF-L1 Trainer (i.e., take the course and pass the test) are listed in this database. The database is publicly accessible, and lists full name, city, state and all CrossFit qualifications for those with a valid CF-L1 Trainer Certificate. Contact information is not listed however an option to contact listed trainers through CrossFit's messaging service is provided. By agreeing to the policies and procedures within this handbook, participants agree to be listed in this database. **If a CF-L1 trainer does not want to be listed, he or she needs to contact testing@crossfit.com and express this in writing.**

Third-party requests sent to testing@crossfit.com 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 Trainer Certificate shall be provided and, if so, the certificate term. We do not disclose scores or the status of unsuccessful candidates (i.e. we do not say you have tried but failed).

Participants/certificate holders may contact testing@crossfit.com at any time for verification of their own status, 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.

6.3 CODE OF CONDUCT

The following are acts that CrossFit considers unacceptable. Any CrossFit Level 1 Trainer found engaging in them will be: 1) removed from our [Trainer Directory](#), and 2) considered not in good standing with CrossFit, Inc., prohibiting them from obtaining additional credentials.

Prohibited behavior includes:

- Breaching confidentiality agreements, such as the Non-Disclosure Agreement signed for the Level 1 test.
- Public disparagement of the CrossFit brand or employees in any media, to include all social media.
- Sharing discount codes, including those for course registrations.
- Selling scholarship spots, such as those allotted to a host for CrossFit seminars.
- Wrongful use of the CrossFit name, such as marketing CrossFit services without affiliation.

7 PREPARING FOR THE TEST

7.1 LEARNING OBJECTIVES

This is a detailed content outline by lecture topic that specifies the learning objectives for each aspect of the course. An outline of the total time spent on each is presented in Section 7.2. This content outline can be used as a study tool for the CF-L1 test, where individuals can attempt to answer each objective if it were posed as a question.

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 and variance
- Articulate the difference between specialization and GPP
- Identify common pitfalls of confusing specialization with GPP
- Define intensity
- Articulate and define the characteristics of functional movements:
 - Natural
 - Universal Motor Recruitment Patterns UMRP
 - Essential
 - Safe
 - Compound yet Irreducible
 - Core to Extremity
 - High-Power Producing

- Identify the definitive characteristic of functional movements
- Articulate the descriptive characteristics of functional movements
- Define and calculate work
- Define and calculate power
- Understand how relative changes in force, distance and time change power output
- Describe how power is related to intensity
- Articulate the relationship between intensity and results related to fitness goals

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) Sickness-Wellness-Fitness Continuum
- Identify how each model could be used: to assess fitness, to determine the fittest individual, and describe the goals of a fitness program
- Articulate what each model illustrates in relation to CrossFit's definition of fitness
- Identify and 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 and pathways
- 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 how technique confers safety, efficacy, and efficiency
- Articulate how technique can be assessed to determine effectiveness
- Explain the relationship of practice to mechanics and technique
- Explain the relationship of coordination, accuracy, agility, and balance to practice, mechanics and technique
- Explain the relationship of technique to optimizing results
- Explain the relative demand on the neurological system as load increases
- Differentiate traditional definitions of strength from CrossFit's definition of strength
- Explain how technique is necessary to be strong/powerful
- Define productive application of force
- Define threshold training and threshold speed
- 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
 - Know how to apply threshold training within a workout
- Articulate the factors included in the charter: mechanics, consistency and intensity, and know how to apply this to a client
- Define and differentiate safety, efficiency and efficacy in relation to evaluating a fitness program

Nutrition

- Articulate the importance of diet for fitness and health
- Identify and give examples of the 3 macronutrients
- Articulate the simplistic relationship between the 3 macronutrients and 2 hormones: insulin and glucagon
- Define the role of insulin and glucagon in blood sugar regulation
- Articulate the effects a highly refined and processed carbohydrate diet can have on health
- Define insulin resistance and hyperinsulinemia
- Articulate the dangers of chronically elevated insulin levels.
- Identify the diseases that make up the "Deadly Quartet" and the biggest risk factor for developing those conditions
- Identify the recommended diet for avoiding sickness
- Identify the CrossFit recommendation for optimizing performance
- Understand the factors that determine an individual's Zone block prescription
- Articulate the quantity of each macronutrient in a Zone block

- Create a meal using Zone parameters
- Articulate the benefits of eating high quality foods and a “Paleo” diet
- Articulate the benefits of weighing and measuring foods
- Articulate the primary benefit of fish oil supplementation
- Identify the most effective fish oil dosage and when an individual should stop taking fish oil
- Describe how CrossFit’s nutrition plan compares across the 3 macronutrients relative to the United States Department of Agriculture (USDA) recommended diet
- Understand the rationale for weighing and measuring macronutrients versus calories

Glute-Ham Developer (GHD)

- Define and articulate the importance of core strength and midline stabilization
- Identify the primary role of the abdominals
- Identify the primary muscles of the core
- Define and identify flexion and extension about a given joint
- Articulate the foundational GHD exercises used in CrossFit and how to perform them
- Describe a progression for introducing an athlete to the GHD
- Describe how to scale the foundational GHD exercises for any level of athlete
- Articulate/ Identify primary points of performance for the foundational GHD exercises
- Identify what musculature and how it is used for the foundational GHD exercises
- Understand how the movements of the GHD are similar or dissimilar to the nine foundational movements
- 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”
- Understand the difference between randomization vs. variance
- Articulate the benefits of working your weaknesses
- Define and give examples of the three major modalities used in CrossFit programming
- Understand the basic 3-on-1-off template and its rationale
- Define and give examples of common formats (i.e., scheme and priority) of CrossFit workouts
- Define task and time 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)
- Apply variance to programming workouts
- Identify the factors that can be varied and which are the most important factors
- Demonstrate an understanding of movement functions
- Understand movement function redundancy and how it is related to programming workouts
- Understand scalability for all populations and basic principles of scaling
- 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
- Identify the purpose of rest days and how and when they should be programmed
- Identify how one assesses the effectiveness of a program

Foundational Movements

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

- Understand and articulate why CrossFit teaches these 9 movements
- State and identify the primary points of performance for each movement and their violations
- Describe common movement themes of functional movements
- Articulate corrections for movement faults

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

Receive hands-on coaching and individual prescription for improving performance in these movements

Exposure to the fundamentals of teaching, seeing and correcting these movements with other athletes

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

- Receive hands-on coaching and individual prescription for improving performance in these movements
- Exposure to the fundamentals of teaching, seeing and correcting these movements with other athletes
- Be able to state and identify the primary points of performance and their violation for each of the movements
- Articulate a progression used for teaching these movements, and the rationale for each step in the progression

Workouts

- Participate in the Workouts
- Experience of being instructed, being corrected under intensity and/ or having a workout appropriately scaled for oneself
- Learn the appropriate format of a class (i.e., warm-up/technique review, workout, cool-down)
- Exposure to coaching others under intensity

Written Test

- Demonstrate a fundamental understanding of CrossFit's movements and methodology via a 55 multiple-choice question written test

7.2 COURSE OUTLINE

The CrossFit Level 1 Certificate Course is a two-day course comprised of 4 segments:

1. Methodology Lectures
2. Movement Lectures and Practicals
3. Workouts
4. Trainer Assessment

Details regarding these components, and total time of each, are outlined below. The course is a two-day course (9 AM-5 PM) with a **total number of 14 content hours**.

1. METHODOLOGY LECTURES

COMPONENT	HOURS ALLOTTED (PERCENT OF COURSE)
Defining CrossFit <ul style="list-style-type: none"> Introduces the program definition Explains the concepts of functionality, intensity (power), and variance 	0.8 (6%)
Defining Fitness <ul style="list-style-type: none"> Introduces 4 models used in definition of fitness: 10 general physical skills, the "Hopper", bioenergetic pathways, and lifestyle choices Explains work capacity and "power curve" Defines "health" in relation to "fitness" 	0.8 (5%)
Technique for Fitness <ul style="list-style-type: none"> Defines technique Explains technique's relationship to work capacity Discusses metrics to evaluate a fitness program 	0.6 (4%)
Nutrition for Wellness and Fitness <ul style="list-style-type: none"> Explains how to eat for wellness and fitness/health Explains how to optimize performance with diet 	1.0 (7%)
Defining Midline Stabilization <ul style="list-style-type: none"> Outlines the musculature of the core Defines "core strength" and how to develop it 	0.4 (3%)
Programming for Fitness <ul style="list-style-type: none"> Defines terminology used in workouts Explains how to create effective single and sequential workouts Discusses how to scale workouts for all populations Identifies common programming pitfalls 	1.2 (8%)
METHODOLOGY TOTAL	4.8 HOURS (34%)

2. MOVEMENT LECTURES AND PRACTICALS

COMPONENT	HOURS ALLOTTED (PERCENT OF COURSE)
Foundational Movement Lectures	1.7 (12%)
<ul style="list-style-type: none"> • Teaches the 9 foundational movements with detailed explanation and demonstration of their mechanics • Discusses the movements in 3 lecture segments: <ul style="list-style-type: none"> ◦ Squat: Squat/ Front Squat/ Overhead Squat ◦ Press: Shoulder Press/ Push Press/ Push Jerk ◦ Deadlift: Deadlift/ Sumo Deadlift High Pull/ Medicine Ball Clean 	
Foundational Movement Practicals	2.8 (20%)
<ul style="list-style-type: none"> • Teaches participants how to execute the 9 foundational movement in small groups with individual instruction • Allows for hands on learning of the proper mechanics of movements taught in the lectures • Focuses on moving safely and efficiently • Teaches corrections for common faults • Demonstrates methods for instructing others the movements 	
Additional Movements Instruction and Practicals	1.8 (13%)
<ul style="list-style-type: none"> • Teaches participants 4 additional movements: kipping pull-up, thruster, snatch and muscle-up • Demonstrates how to effectively warm-up and prepare for a workout • Demonstrates methods for instructing others in the movements • Focuses on moving safely and efficiently • Allows for hands on learning of the proper mechanics of each movement taught 	
MOVEMENT TOTAL	6.3 HOURS (45%)

3. WORKOUTS

COMPONENT	HOURS ALLOTTED (PERCENT OF COURSE)
<ul style="list-style-type: none"> Administers 2 workouts (one each day) Puts concepts and movements into practice Validates fitness model Demonstrates how to structure a CrossFit class Demonstrates how to scale appropriately Fosters camaraderie and a competitive sporting environment Introduces participants to coaching others 	1.5 (11%)
WORKOUT TOTAL	1.5 HOURS (11%)

4. TRAINER ASSESSMENT

COMPONENT	HOURS ALLOTTED (PERCENT OF COURSE)
<ul style="list-style-type: none"> Administers Level 1 Certificate Course exam 	1.5 (11%)
ASSESSMENT TOTAL	1.5 HOURS (11%)

7.3 LEVEL 1 TEST BLUEPRINT

Topic	Number of Items	Percent of Items
What is CrossFit?	5	10%
What is Fitness?	5	10%
The Moves	22	44%
Technique	4	8%
Nutrition	5	10%
Programming, Responsible Training, and Legal	9	18%
Totals	50	100%

In addition to the fifty items specified above, each form will include five unscored items covering two or more of the content domains above.

7.4 REFERENCES/STUDYING FOR THE TEST

- Attend the CrossFit Level 1 Trainer Course (required).
- Review the sample test questions (Section 7.5)
- STUDY the [CrossFit Training Guide](#). Be sure to use this link as it contains updates from all previous versions.

The test is based on the CrossFit Level 1 material, which is comprised of BOTH the Level 1 Certificate Course and the Training Guide. Neither by itself is considered the entire material from which the questions are derived.

7.5 TEST-TAKING STRATEGIES

We recommend that participants read each question carefully and be sure to pay attention to key phrases like ‘best,’ ‘most important,’ ‘least,’ etc. Try not to overanalyze the test questions; they are written to be as straightforward as possible. While more than one answer may contain correct CrossFit terminology or methodology, there is only one correct answer in relation to the question. We are looking for the most obvious answer. **There are no trick questions or hidden meanings.**

Some incorrect answers may be plausible answers according to other fitness-related sources, but the test of the Level 1 Certificate Course is specific to CrossFit. **The goal is to assess a participant’s understanding of CrossFit methodology, terminology, and movements as presented at the Level 1 Course and in the Level 1 Course Materials.** The Level 1 test questions are not derived from or based on any other fitness source, related fields, or materials.

7.6 SAMPLE TEST QUESTIONS

These are items (i.e., test questions) similar to those that may appear on the Level 1 Course Certificate Test. These specific example items do not appear on the test.

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.

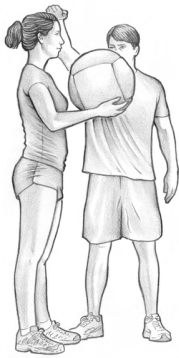
Preparing an athlete for the unforeseen, unknown, and unknowable aspects of life, sport, and combat is best accomplished through which of the following?

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

The purpose of the floor bridge drill in the kipping pull-up progression is to:

- a) Teach how to develop horizontal momentum
- b) Teach the timing of the pull with the arms
- c) Teach the athlete how to open their hips
- d) Teach posterior chain engagement

The cue in the illustration shown below is BEST used to fix which fault:



- a) Lack of hip extension
- b) Pulling early with the arms
- c) Curling the ball
- d) Receiving with low elbows

8 FORMS

8.1 LEVEL 1 CERTIFICATE TEST APPEALS APPLICATION

Appeals will not be accepted in any format besides that shown here.

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:

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. All documentation needs to be submitted at least 2 weeks in advance of the scheduled course date. 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 (75 minutes)

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: _____

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 testing@crossfit.com or fax to (202) 354-4889. All documentation needs to be submitted at least 2 weeks in advance of the scheduled course date. Please write "Accommodations Request" in the Subject line of the email or cover page of the fax.

