

Quiz Policies

Eligibility

The NCSF online quizzes are open to any currently certified fitness professional, 18 years or older.

Deadlines

Course completion deadlines correspond with the NCSF Certified Professionals certification expiration date. Students can obtain their expiration dates by reviewing either their certification diploma or certification ID card.

Cancellation/Refund

All NCSF continued education course studies are non-refundable.

General Quiz Rules

- You may not have your quiz back after sending it in.
- Individuals can only take a specific quiz once for continued education units.
- Impersonation of another candidate will result in disqualification from the program without refund.

Disqualification

If disqualified for any of the above-mentioned reasons you may appeal the decision in writing within two weeks of the disqualification date.

Reporting Policy

You will receive your scores within 4 weeks following the quiz. If you do not receive the results after 4 weeks please contact the NCSF Certifying Agency.

Re-testing Procedure

Students who do not successfully pass an online quiz have the option of re-taking. The fees associated with this procedure total \$15 (U.S) per request. There are no limits as to the number of times a student may re-test.

Special Needs

If special needs are required to take the quiz please contact the NCSF so that appropriate measures can be taken for your consideration.

Quiz Rules

What Do I Mail Back to the NCSF?

Students are required to submit the quiz answer form.

What do I Need to Score on the Quiz?

In order to gain the .5 NCSF continued education units students need to score 80% (8 out of 10) or greater on the CEU quiz.

Where Do I Mail My Quiz Answer Form?

You will mail your completed answer form to:

NCSF

Attn: Dept. of Continuing Education

5915 Ponce de Leon Blvd., Suite 60

Coral Gables, FL 33146

How Many CEUs Will I Gain?

Professionals who successfully complete the any continuing education quiz will gain .5 NCSF CEUs per quiz.

How Much does each quiz cost?

Each quiz costs the student \$15.00.

What Will I Receive When The Course Is Completed?

Students who successfully pass any of the NCSF online quizzes will receive their exam scores, and a confirmation letter.

How Many Times Can I Take The Quizzes For CEUs?

Individuals can take each NCSF quiz once for continuing education credits.

Creating an Action Plan

Physical activity inherently comes with an assumption of risk. It is well documented that even in controlled environments, conducive to the activity being performed and compliant with national standards and guidelines, that unintended events happen. In fact, injury or incident may occur even if the activity has been performed hundreds of times prior to the occurrence of a single negative event. In many cases, the activity itself serves as the trigger, but the event was actually caused by a mix of factors culminating to create the problem or situation. Due to the fact that it is difficult (if not impossible) to account for all possible risk factors that may present a negative event in a given situation, the prudent course of action, following efforts of prevention, is to have a plan to manage the incident. A comprehensive action plan should be constructed to ensure that negative outcomes are minimized or limited to the greatest possible degree in the event of an incident or injury. Several aspects of a plan affect its effectiveness to reduce the impact of the incident. Therefore, the plan should be comprehensive in its development, thoroughly reviewed, competently implemented and practiced, and regularly updated.

When devising an action plan, the initial step is to identify the situations that must be accounted for within the preparation. Risks associated with physical activity tend to fall along a continuum which may be categorized as physical or environmental, and are either controllable or uncontrollable. Congenital risks that may cause a cardiac event or metabolic risks associated with a disease can create an emergency situation. Both are considered physical-related risk factors with the congenital issue being an

uncontrollable factor, whereas the metabolic condition should be controllable. Training in a hot and humid location on the other hand would present environmental risks; and while we cannot control the weather we can control the activities we performed in it. In many cases, it is the intolerable mix of physical and environmental risk factors that end in incident or injury. Examples would include engaging in high-intensity exercise in the heat while in a state of dehydration, or a novice participating in a choreographed group exercise class with inadequate exercise acclimation while taking metabolic enhancing supplements. Here several factors contribute to the negative outcome, which may not have occurred if only one or two factors were involved.

Risk falls along a continuum as there are numerous factors that can affect it at any given time. For instance, a new exerciser with undiagnosed/unmanaged diabetes who engages in a boot camp may be at high risk for injury. Interestingly, the same individual may be able to participate in the class if the diabetes is identified, lifestyle adjustments allow the pathology to be appropriately managed, and the exerciser is properly acclimated and cleared for the activity. While many instructors function based on the hope that a high-risk client such as this will not walk into their class; the reality is an estimated 40% of type II diabetics have not yet been diagnosed, so the risk is very real. Likewise, when risk factors such as hypertension and obesity are identified by populations norms, special considerations are more common than not among the adult population. This is also true for other disorders and forms of unavoidable yet uncontrollable risks such as old age. The fitness

industry is subject to ‘time bombs’ on a daily basis as physical activity is open to everyone, and a necessary part of healthy living and quality of life. Therefore, on any given day, the compound factors that increase risk may culminate in nearly any environment where a fitness professional may function. Of additional interest, legal precedence suggests that not having an Emergency Action Plan (EAP) as a safety mechanism is negligence on the part of the provider. Therefore, preparing for an incident will certainly enhance the efficiency and precision by which the situation is managed, subsequently reducing liability.

Ultimately defining the areas of concern will be specific to the professional environment, but as a rule of thumb, emergencies come from common areas in the fitness industry. The first and most relevant is risk of sudden death, most commonly attributed to cardiovascular failure and/or heat illness. A heart attack may be associated with disease, metabolic complications or electrolyte disturbances triggered by activity (or recovery from activity), whereas overheating is most associated with high exercise intensity, lack of environmental acclimation, poor hydration, and the physiological stress presented by the external environment. In all training scenarios, a plan must be able to address both a cardiovascular event and heat illness, with the assumption of a very high risk for death from both if not managed properly. The second area involves management of conditions triggered by activity such as diabetic coma, epileptic seizures, a significant asthma attack, or exertion-induced claps where a person may or may not die, but needs aid or special emergency procedures. A third area is related to injury sustained due to the activity, environment, or equipment where first aid is necessary to limit or prevent a worsening

condition. Identifying each concern and the steps to secure safety for the client will enable the plan to effectively address the situation. Securing resources and practicing the plan can help produce a reliable outcome every time a situation occurs.

Prevention steps are always a primary and prudent consideration in attempts to avoid a dangerous situation in the first place. For this reason, fitness professionals should perform a thorough review of their client’s physical readiness. This starts with use of an informed consent and health status questionnaire that incorporate a medical and health history followed by risk stratification based on the findings. When a client is identified as high risk, they should be referred (when appropriate) for clearance by an appropriate medical professional. Cleared exercise participants should be compliant with any and all medical and health recommendations, including correct use of medications, before being placed in activity that reflects their relative abilities and experience. Having a policy at the facility that walks all new clients or members through a pre-activity screening and evaluation process is critical, and should be strictly adhered to as requisite to participation in any program. Secondly, individuals identified with risk should be educated on appropriate methods for avoiding a negative response during exercise, and be warned of possible risk associated with specific activities that could be engaged in the facility. For instance, most people who are at risk do not know the possible consequences of activities/classes offered in a gym because they are open to everyone but instructed to the healthy population.

Next a blue print of the EAP should be developed. It is not necessary to recreate the wheel with regards to the main components of the plan, as many appropriate templates exist related to the aforementioned risks, but a plan specific to each facility should still be developed. The action steps should be reviewed and key responders should be identified. The necessary resources to implement the plan should also be evaluated including AED devices, first aid kits, and communication instruments which may include a charged, hand-held radio or a cell phone. Once the steps have been written down they need to be practiced. The implementation of an EAP should be practiced no less than once a year. Additionally, there should be at least quarterly evaluations of the equipment and individuals responsible for the action steps. Having individuals assigned to the plan creates accountability for its success. Once the written document is acceptable and reviewed for accuracy it should be approved by the highest level authority, as they ultimately will be held accountable. A smart strategy is to write the steps down on an easily-accessible card that can be mobilized, which lists contact information for the local emergency services (the service provider should also be contacted, to let them

know they are part of the plan), provides the response phone number for EMS if using 911 to keep open channels of communication, and creates diagrams of the emergency pathways for EMS. In the event of a situation, it is also prudent to have a follow-up strategy and documentation policy. Since liability may follow an event it is pertinent to have all the relevant measures detailed in case of a lawsuit. Furthermore, an evaluation of the plan should be performed internally to improve on the action steps, if necessary, in the future.

One issue related to efficient implementation of an EAP within facilities is employee turnover. Therefore it is important to ensure that all members of the team know what to do at all times. Likewise continual maintenance of CPR, AED, and First Aid certifications is not an unreasonable request. Of additional concern, do not forget about temporary staff. Interns for instance, are technically employees when carrying out responsibilities in fitness environments so they should also be trained and educated in the emergency procedures. The construction of an EAP is well worth the effort and can pay large dividends if a situation were ever to occur; and it is also the ethical thing to do for protection of your clients and members.

Creating an Action Plan CEU Quiz

1. True or False? A comprehensive action plan should be expected to completely negate the potential for all negative outcomes in a given environment.
 - a. True
 - b. False

 2. Which of the following should be the initial step when attempting to devise an action plan?
 - a. Development of prevention steps related to environmental risks
 - b. Identification of actions steps associated with a given negative outcome
 - c. Identification of the situations that must be accounted for in the plan
 - d. Development of prevention steps related to physical risks

 3. Which of the following could be considered as an environmental risk?
 - a. Weightlifting while in a dehydrated state
 - b. An elderly woman engaging in a boot camp class
 - c. Lifting in a busy gym with weights strewn across the floor
 - d. None of the above

 4. Which of the following would be considered an uncontrollable risk?
 - a. Training with elbow tendinitis
 - b. Training in a hot and humid environment
 - c. Training with a congenital disease
 - d. None of the above

 5. True or False? Many group fitness instructors assume that high-risk clients will not participate in their classes, when in fact special considerations are more common than not within the adult population .
 - a. True
 - b. False

 6. Legal precedence suggests that not having an Emergency Action Plan (EAP) as a safety mechanism is _____.
 - a. Imprudent
 - b. Acceptable
 - c. Unethical
 - d. Negligent
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7. Which of the following is the most relevant risk that must be accounted for within the fitness industry?
- Conditions triggered by exercise
 - Sudden death
 - Injury sustained by an activity or equipment
 - None of the above
8. The full implementation of an EAP should be practiced no less than once a _____.
- Week
 - Month
 - Fiscal quarter
 - Year
9. Which of the following should be presented on an EAP card for mobile use by employees?
- Fundamental action plan steps
 - Local emergency service provider contact information
 - A diagram of the emergency pathways for EMS
 - All of the above
10. Which of the following certifications are integral for employees to engage to be competent during an emergency scenario?
- CPR/AED
 - First Aid
 - Wellness Coach
 - A and B are correct

Quiz Answer Form

FIRST NAME _____ LAST NAME _____ M.I. _____

TITLE _____

ADDRESS _____ APT. _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

COUNTRY _____ POSTAL CODE _____

CERTIFICATION NO. _____ CERTIFICATION EXP. ____/____/____

MEMBERSHIP NO. _____ MEMBERSHIP EXP. ____/____/____

Quiz Name	Member Price	Total
	\$15	



Discover



Visa



Mastercard



Amex



Check/Money Order

Account No. _____

Exp. Date _____

Security Code _____

Signature _____

Date _____

Quiz Answers

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Fill in each blank with the correct choice on the answer sheet. To receive 0.5 CEUs, you must answer 8 of the 10 questions correctly.

Please mail this Quiz answer form along with the proper enclosed payment to:

NCSF
5915 Ponce de Leon Blvd., Suite 60
Coral Gables, FL 33146

Questions? 800-772-NCSF