



**2018-2019**

Course Catalog



# Self-Paced Certification Courses

International Sports Sciences Association

vocCat\_19-0101

The information in this catalog is intended for informational purposes only and does not constitute a legal contract between ISSA and any person or entity.

The current catalog can be found online: <http://www.issaonline.edu/ces/pdf/ISSA-CES-Catalog.pdf>

ISSA reserves the right to change any of the regulations, subjects or curricula, or portions thereof, contained in this catalog without prior notice.

The catalog is updated on an annual basis. Revisions may be made on a quarterly basis.  
[vocCat\_19-0101] Effective Jul 1, 2018 through Jun 30, 2019 unless superseded by a revision.

Archived catalogs can be obtained by contacting [registrar@issaonline.edu](mailto:registrar@issaonline.edu).



# ABOUT

The International Sports Sciences Association (ISSA) is the world leader in fitness education and delivers comprehensive, cognitive and practical distance education for fitness professionals, grounded in industry research, using both traditional and innovative modalities. Founded in 1988 by Dr. Sal Arria and Dr. Frederick Hatfield, the ISSA now offers 12 fitness certifications, as well as an associate's degree, and has educated and certified over 200,000 trainers in 91 countries.

## Institutional Profile

### Mission

The International Sports Sciences Association believes that the health and fitness of our society can be significantly improved by our students' success as health, sports and fitness professionals. Our efforts to stem the tide of poor health and physical decline are multiplied exponentially as our graduates and members disseminate the ISSA principles and methods to their clients, peers and associates. Our mission is to inspire each and every student to positively impact the quality of life of each individual with whom they come in contact.

As a distance education institution and certifying agency, the ISSA is unconditionally committed to providing the highest quality distance education programs available, advancing our industry as a whole, and developing greater access to career opportunities for those who share our vision of Creating a Stronger, Healthier World.

### Core Values

- Students first
- Professional Advocacy
- Meeting fitness and health care staffing needs
- Excellence and innovation in education
- Visionary leadership
- Change Agents
- Professionalism
- Teamwork
- Commitment to a healthy and productive lifestyle
- Professional autonomy
- High integrity and ethical standards

### Institutional Goals

- To serve ISSA fitness professionals by developing programs that are beneficial and of interest to the fitness industry
- To enhance professional development of fitness professionals by facilitating opportunities for learning and individual growth



- To establish standards and guidelines for the delivery of quality and professional fitness services and business practices, as well as the development of ethics standards for ISSA fitness professionals
- To collaborate with public and private industries on the development of programs and services to increase the awareness of fitness education and its benefits to individuals and communities
- To network with other industry organizations to advance fitness education, careers and professional practices by initiating and disseminating research findings.

### **Institutional Objectives**

- To graduate students who are prepared for the fitness industry
- To enroll a wide range of qualified students from across the globe interested in personal growth, job acquisition, career advancement or higher education goals in the health and fitness industry.
- To recruit and retain effective and qualified staff and faculty committed to distance education.
- To provide students skills, support systems and information they need to succeed in the fitness industry and higher education aspirations.
- To tie student assessments to our strategic planning
- To provide relevant and up to date curriculum deliverable through online means.
- To investigate, research and implement relevant technology as beneficial to the delivery of online education.

### **Institutional Outcomes**

To turn our vision into a reality and to accomplish our mission, the ISSA strives for the following outcomes

#### **Trainer/Client**

- To administer policies and programs with the priority being the best interests of public health and well being.

#### **Students**

- To produce students that are inspirational leaders, academically sound, and professional in their fitness and health related profession.
- To nurture students' abilities to be lifelong learners
- To promote the use of professional behaviors in the work environment
- To enable the skills necessary to exercise autonomous judgment in professional endeavors as employees or business owners.
- Learning and Teaching
- To support faculty scholarship, teaching excellence, and service to the ISSA, community and professional activities
- To support faculty leadership in the development of contemporary curricula
- To promote student learning by utilizing best instructional practices



## Culture

- To focus on helping one student at a time.
- To focus on student success in daily studies, preparation and testing (competence)
- To promote an organizational culture that respects open communication, job ownership, and teamwork between all divisions; Public, Education and Professional.
- To encourage sharing the impact that a healthy active and productive lifestyle creates on all people and society at large.
- To expect ethical behavior and integrity in all staff actions.
- To support professional advocacy in working with external constituencies

## Quality

- To focus on regular quality improvements to enhance institutional effectiveness

## Growth and Innovation

- To search out and embrace change and innovation in processes that enhances educational outcomes
- To responsibly grow the ISSA based on society's need for our programs and the availability of resources and personnel to support the improved health and well being of our society as a whole.
- To provide visionary educational models that address student learning needs

## Stewardship

- To manage all school operations ethically, economically, safely and efficiently

## Program Philosophy

Fundamental to the program is the belief that online course delivery is a highly effective methodology for an Associate's Degree in Exercise Science. Most of the tasks completed involve working with knowledge, information, and digital systems, all of which can be comprehended as a result of properly designed online courses.

Also central to the program is a keen awareness of student need. Because many students face demanding personal schedules, they need to be able to access all course content "on-demand." Consequently, the program strives to provide the flexibility and primary benefits of asynchronous education.

Further principles upon which the program is founded are as follows:

- Course content should be available on-demand and allow students to repeat and review content to reinforce comprehension.
- Technology should maximize the interconnectivity between the digital learning material and the human learner.
- Course content should involve a synergistic approach, incorporating textual, auditory, and visual content to address different learning styles.
- Courses should facilitate community learning as research shows a strong correlation between group participation and course completion.



- Students should be encouraged to engage in thoughtful dialog with other students. Knowledge which is passed along is often retained longer than knowledge which is simply absorbed.
- The courses should allow students to take advantage of the “courage” which relative anonymity provides in an educational context. Educational research has found that this feature is one of the greatest advantages of distance education. Students are much more willing to make a forum post than they would be to vocalize in a physical classroom.
- Students should be in control of their participation. With the ability to thoroughly consider all forum communications before sending, students maximize their ability to participate in group discussions confidently.
- Courses should allow anonymity, when desired. With direct email access to instructional support, privacy can be maximized.
- Course content should be structured to provide direct focus on key job tasks. Information is so readily available that education has become more of a matter of focus and direction than of providing information.
- Course content should be highly practical, as the target student market is specifically focused on acquiring valuable skills.
- Finally, because distance education is a changing field, the uses of technology in online education should continue to develop.

## Accreditation and Approval

ISSA is accredited by the Distance Education Accrediting Commission (DEAC).

Distance Education Accrediting Commission  
 1101 17th Street, N.W., Suite 808  
 Washington, D.C. 20036  
 (202) 234-5100  
[www.deac.org](http://www.deac.org)

ISSA has had continuous accreditation by the DEAC since 2009.

A student or any member of the public may file a complaint about this institution with the DEAC by calling (202) 234-5100 or mailing to Distance Education Accrediting Commission 1101 17th Street, N.W., Suite 808, Washington, D.C. 20036.

ISSA is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an

enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the BPPE by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).

Distance students residing outside of California may file a formal complaint with their home state authorizing agency, ideally after exhausting internal avenues, by using the links found on the Consumer Information Disclosure page on our institution's website: [https://www.issaonline.edu/resources/title-4-consumer-information-disclosure/#!/complaint\\_resolution](https://www.issaonline.edu/resources/title-4-consumer-information-disclosure/#!/complaint_resolution)

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certification as defined in Arkansas Code §6-61-301.

The International Sports Sciences Association is authorized by:  
The Indiana Board for Proprietary Education  
101. W. Ohio St., Suite 670  
Indianapolis, IN 46204-1984

The International Sports Sciences Association is registered as a Private Institution with the Kansas Board of Regents. In addition to contacting DEAC and BPPE, Kansas residents may also contact the Kansas Board of Regents to assist with any complaints at: Kansas Board of Regents, 1000 SW Jackson St., Suite 520, Topeka, KS 66612, (785) 430-4240

[http://www.kansasregents.org/academic\\_affairs/private\\_out\\_of\\_state/complaint\\_process](http://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process)

This institution is registered with:  
The Maryland Higher Education Commission  
6 N. Liberty Street, 10th floor Baltimore, MD 21201

The International Sports Sciences Association is registered with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Minnesota Office of Higher Education  
1450 Energy Park Dr., Suite 350  
St. Paul, MN 55108  
[www.ohe.state.mn.us](http://www.ohe.state.mn.us) – 651-642-0533

## Bankruptcy Notice

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.



## Student Information Disclosure

Prospective and current students can locate important information about ISSA on the Consumer Information Disclosure page on our institution's website at <http://www.issaonline.edu/consumer-information-disclosure/index.html>. This page includes links to helpful information/disclosures, and is designed to provide open, pertinent information for both prospective and current students. The presentation of this information complies with the Higher Education Opportunity Act of 2008 that reauthorized the Higher Education Act of 1965, as amended (HEA), which requires colleges and universities to publicly disclose various aspects of their policies and procedures. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. School Performance Fact Sheets can be found for each program on our institution's website at <http://www.issaonline.edu/legal/school-performance-fact-sheet.cfm>.

## Key Staff and Faculty

Sal A. Arria, President and CEO

Alex Hoffmann, Chief Academic Officer / Academic Dean

Sabeen Sadiq, Vice President of Academic Affairs / Registrar

## Hours of Operation

9:00 am to 4:00 pm Pacific Time  
Monday through Friday

## **CONTACT INFORMATION**

International Sports Sciences Association  
1015 Mark Avenue  
Carpinteria, CA 93013

1.800.892.4772 (toll-free)  
1.805.745.8111 (international)  
1.805.566.6489 (fax)

[support@issaonline.edu](mailto:support@issaonline.edu)  
[www.ISSAonline.edu](http://www.ISSAonline.edu)

Students who have a grievance may contact ISSA Management by phone at 1.800.892.4772 (1.805.745.8111) or by mail to ISSA Management, 1015 Mark Ave, Carpinteria, CA 93013.





# Admissions

Students enrolling into ISSA's self-paced certificate courses must be 18 years of age or older and possess a high school diploma (or equivalent). The ISSA offers open enrollment for all of its self-paced certificate courses. ISSA courses and programs are 100% distance education with no residency requirement. This institution does not accept ability-to-benefit students.

## Enrollment options

### Call

1.800.892.4772 (toll-free) | 1.805.745.8111 (international)

It will just take a few minutes to process your application over the phone. Our courteous staff is always available to assist you.

### Log On

[www.ISSAonline.edu](http://www.ISSAonline.edu)

Enroll online on our secure website. Access study materials, online resources, and technical support as soon as you enroll!

### Mail application to

ISSA

1015 Mark Avenue

Carpinteria, CA 93013

Your course materials will arrive within 5 business days of application processing.

### Fax application to

(805) 745-8119

We will process your application as soon as we receive it. Your course materials will arrive within 5 business days of application processing.

## International Students

International students over the age of 18 who possess a high school diploma or equivalent and who are proficient in English are welcome to enroll. ISSA programs are offered in English. English language services are not provided. ISSA programs are 100% distance education with no residency requirements. No visa services are offered and ISSA cannot verify student residency status.

## Required Admission Documents

Students enrolling in ISSA courses for professional or academic purposes must submit documentation of high school completion (or equivalent) before the end of the enrollment period or self-certify having done so. Acceptable documentation includes a high school transcript or diploma, GED score, or college transcript showing the successful completion of college-level coursework.



# Distance Education Disclosure

## Course Format for Self-Paced Courses

All ISSA courses and programs are 100% distance education with no residency requirement.

Course materials for self-paced certificate courses are shipped upon enrollment. In addition, students can access online course materials for self-paced courses as soon as they enroll.

Students complete the course at their own pace and submit completed coursework by mail or online. ISSA provides all students with unlimited access to our Educational Support team for assistance understanding the material and preparing for the final examination.

## Educational Support Team

**Cameron Baker, BS, Master Trainer** *Personal Training*  
BS Kinesiology, Westmont College; Master Trainer, ISSA

**Patrick Gamboa, MBA, BS, Master Trainer** *Personal Training*  
MBA, California Lutheran University; BS Kinesiology, California State University, Fullerton; Master Trainer, ISSA

**David Garcia, Master Trainer** *Personal Training*  
Master Trainer, ISSA

## Attendance

ISSA courses and programs are 100% distance education with no residency requirement. Attendance for self-paced courses is measured by quiz completion. Quizzes must be completed by the end of the enrollment period.

## Grading

Self-paced courses are graded as pass (P) or no pass (NP).

A Pass (P) is earned by completing all course quizzes and earning a minimum of 75% on all sections of the final examination.

All quizzes are recorded and all exams are graded within three business days of receipt by the grading department. If a student chooses to take their quizzes online they will be recorded instantly.

### Quizzes

Completion of all quizzes is a course requirement; however, quiz grades do not

affect your final score. You will be unable to access your final exam until you have completed all course quizzes.

## Final Exams

A passing score of 75% or better is required on each section of the exam. If a student receives less than 75% on a section of the exam, s/he will have the opportunity to resubmit the section one time free of charge.

The Professional Division awards certification when all sections of the examination have been completed with a 75% or better, the student has submitted documentation of high school completion (or equivalent) and adult CPR/AED/First Aid, and all fees are paid in full. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee. Obtaining certification through the Professional Division is not a requirement of the educational curriculum, but is recommended for professional goals.

## Leave of Absence

A student who finds it necessary to leave ISSA and who plans to return may submit a request for a leave of absence. The student must be within the active enrollment period to be eligible to request a leave of absence.

## Plagiarism Policy

Plagiarism is presenting someone else's work as your own. **If you use a whole document, a paragraph, a single sentence, a graphic element--even an idea developed by another--and you don't acknowledge the creator, you are committing plagiarism.**

Plagiarism of a final exam will result in the following penalties:

- Cases of < 30% plagiarism are allowed the one free retest
- Cases of > 30% plagiarism lose the free retest option and must pay the \$50 retest fee
- A repeat incident of plagiarism on the retest will result in expulsion from the ISSA program
- Any final exam that is 100% plagiarized will result in expulsion from the ISSA program.
- Any attempt to solicit another individual and/or agency to take part of the final exam or all of the final exam will result in expulsion from the program.

When a member of the education team has determined that academic dishonesty has occurred on the final exam and that a disciplinary action is necessary, he or she will initiate the following:

- The student will receive an email that officially notifies him or her of the charge of academic dishonesty.
- The student may appeal the allegation by providing a written statement to [educational-support@issaonline.edu](mailto:educational-support@issaonline.edu). The appeal must be submitted within seven days of the charge of academic dishonesty.

In the case of an appeal, the allegation will be reviewed by an ethics committee that will consist of selected members of the education team and the Director of the Professional Division. The student will be notified of the ethics committee's decision within seven days of submitting his or her formal appeal. Should the ethics committee determine that violation of the academic honesty policy occurred, the student will forfeit his or her right to a retest of the final exam.

Any incident of academic dishonesty on the final exam retest or incident of 100% plagiarism on the initial final exam will result in an immediate review by the ethics committee. All decisions made by the ethics committee are final.

## Conduct

ISSA has been in the fitness industry from the very beginning. We know the professional characteristics that are necessary for industry success. We hold you to these same high standards because we believe you can develop the required characteristics of successful trainers.

ISSA's programs are designed to prepare graduates to succeed in a professional setting. As part of that development, students and professional members are required to conduct themselves in an orderly, considerate, respectful, and professional manner at all times. Displayed conduct includes, but is not limited to, the content of an online profile, participation in ISSA's online forums, interaction with ISSA faculty and staff via email or phone, misrepresentation of ISSA credentials or affiliation, and reported conduct by employers or clients. Acceptable conduct also includes adherence to the policies described in this catalog. Violation of these conditions is grounds for dismissal, cancellation of professional membership, and/or revocation of certification.

## Dismissal

The policy of the ISSA is to grade every examination and pass or fail the student based on his or her own merits. As the term "Independent" implies, the student should be free from the influence, guidance or control of another or others. The student should be self-reliant when completing the examination. Acceptable answers should demonstrate critical thinking and a thorough understanding of the material. Although we encourage extracurricular research to augment the information and concepts presented in the course; the student who is submitting the final examination must do the work.

It is the policy of ISSA not to accept identical examinations or plagiarized work. Students may receive one warning. Any further occurrences will result immediate dismissal from the ISSA.

Any student caught soliciting another person to take an exam will be immediately dismissed from the ISSA.



## Student Services

ISSA is committed to providing comprehensive Educational and Business Support for its members while they study and after they are certified. In addition, ISSA offers numerous fitness, health, and business Continuing Education Courses, enabling certified trainers to constantly advance their store of knowledge.

## Educational Support

ISSA's Educational Support team is available, free of charge, while students study and after they become certified. ISSA's member services provide that all academic and training-related questions are personally addressed by our highly-qualified Educational Support team.

## Professional Support

ISSA Professional Support enables ISSA fitness professionals, both novice and veteran, to operate more successfully as trainers. Whether the goal is to start your own business, own a franchise, get help with a unique client, or seek advice for your personal fitness aims, ISSA Professional Support enables trainers to reach their professional objectives.

## Student Records

The following describes the retention and maintenance of student records.

- Enrollment documents for applicants who do not enter (whether accepted or rejected): 1 year after application
- Admissions documents for applicants who enroll: 5 years after graduation or date of last attendance
- Academic records: permanent

## Transfer and Award of Academic Credit

ISSA does not accept transfer credit for its certificate programs. ISSA does accept transfer credit for its degree program. If you are interested in the Associate's Degree, please visit [www.issaonline.edu/ces](http://www.issaonline.edu/ces) to download the degree catalog.

## Articulation Agreements

ISSA holds articulation agreements with:

- American College of Healthcare Sciences USA (ACHS), Portland, OR and
- Waldorf College, Forest City, IA

### American College of Healthcare Sciences USA (ACHS)

ACHS accepts ISSA certification courses (PTR) with a grade of B or higher for transfer credit. The student must successfully complete all admission requirements and enroll as a new student at ACHS within five years following completion at ISSA to receive transfer credit under this agreement. Upon enrolling at ACHS and submitting official ISSA transcripts, the ACHS Registrar will note the appropriate award of credit to the student's transcript without additional charge. This credit will be recorded as "Transfer Credit" on the academic transcript and will be excluded when calculating the student's grade point average. There will be no cost to the student for Transfer Credit obtained



in this manner. Please be aware that the administrative fee structure at ACHS is subject to change.

## Waldorf College

Waldorf will evaluate the ISSA's courses submitted by applicants for credit transfer consideration. A maximum of 32 semester hours in the Associate's Degree program, or 84 semester hours in the Bachelor's Degree programs may be transferred into Waldorf, providing they are relevant and in alignment with the applicable degree program. Acceptance of courses and credits from the ISSA and other accredited institutions are evaluated by the Registrar according to the nature and quality of the coursework. A minimum GPA of 2.0 from the transferring institution is required for admission into Waldorf.

Under this agreement, students of the ISSA entering Waldorf's On Campus programs will have the standard application fee waived and receive a \$500 scholarship toward the first year's tuition.

Students entering Waldorf's On Campus Programs with less than 50 semester hours of credit transfer will be required to reside on campus.

*Articulation agreements are subject to change. Confirm the terms of these agreements with the articulating institution before you enroll.*

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at ISSA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending ISSA to determine if your (credits or degree, diploma, or certificate) will transfer.

## Tuition Payment Options

Please see the program descriptions located at the end of this catalog for cost details.

We accept payments by:

- Check, cash, money order, credit/debit card (Visa, MasterCard, American Express, Discover).
- Tuition Assistance (military, VA and employer)

Enrollment cannot be processed until payment or third-party authorization of payment is received.



## Third Party Billing Agreements

ISSA will bill employers who pay tuition for their employees. The employer is required to pay tuition at the time of enrollment.

## Financial Hardship

If you anticipate being late with a payment, please contact us to arrange for an extension. Continued failure to meet your financial obligations may result in suspension of your student status.

## Late Fees and Returned Checks

Returned-check fee is \$25.

Failure to meet your financial obligations may result in suspension of your student status and/or transfer of your account to collections. An outstanding balance on account will prevent you from registering for future courses, receiving your certificate/degree, or obtaining academic transcripts.

## Active-Duty Military Discount

The Active-Duty Military Discount is available for U.S. active-duty servicemembers, Guard, and Reserve. This is an institutional grant that reduces tuition for undergraduate courses to the Military TA cap.

## Financial Aid

ISSA is approved for students to receive funding from:

- Federal Student Aid (for qualifying students enrolled in the AS in Exercise Science degree program)
- Military Tuition Assistance (for qualifying students enrolled in an eligible undergraduate program)
- VA (reimbursement for certain self-paced certifications can be applied for under the LAC program)
- Workforce Investment Act (WIA) funds (ISSA CES is on the Eligible Training Provider List (ETPL) for California)

In addition, many corporations and private organizations offer scholarships and funding for education at an accredited college.

As of the printing of this catalog, ISSA does not participate in federal or state financial aid programs.

ISSA does not assist students in securing private loans. If a student obtains a private loan on his or her own, the student must be aware that he or she will have to repay the full amount of the loan plus interest.



## Tuition Assistance Grade Reporting

ISSA will report grades as required by employers, the VA, and military branches that issue tuition assistance. Students using VA benefits, Military TA, and/or MYCAA to assist with tuition are advised to contact their Education Office/VA Office to determine the grading standards required to maintain assistance. Standards may include maintaining a specified GPA, receiving a grade within a specified time period following the end of the course, removing incomplete grades within a specified time, or limits on allowed incompletes.

## State of California Student Tuition Recovery Fund

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You *must pay* the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are *not eligible* for protection from the STRF and you are *not required to pay* the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and S&H\*s.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.



5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Claims require a social security number or a taxpayer identification number

## ISSA Refund Policy

### Student's Right to Cancel

Refunds, if applicable and requested, will be made within 30 days of request via the original payment method.

If cancellation occurs at any time within 7 calendar days after the institution accepts enrollment, the student may request a refund of all money paid to the institution. After 7 days, the institution may retain the \$99 non-refundable tuition deposit and other non-refundable fees as applicable (e.g., STRF / S&H / payment plan fees). If third-party payment is used for tuition (e.g., TA, Ch33 GI Bill, etc.), the deposit amount may be charged directly to the student upon cancellation.

### REFUND CALCULATION

#### **Undergraduate courses (courses with published start and end dates):**

1. The course start date is considered the first class.
2. Cancellation up through 60% of the duration of the term will result in a prorated refund. Rate is computed by dividing the number of term days through the date of cancellation by the total days in the term.
3. Cancellation after 60% of the duration of the term will result in no refund for the term.
4. Students who withdraw as a result of physical incapacity are entitled to a prorated refund through the end of the term. Medical documentation required.

#### **Self-paced certificate courses:**

1. The first completed quiz is considered the first class.
2. Cancellation before 60% completion of course quizzes will result in a prorated refund computed on the number of quizzes completed to the total quizzes in the course.
3. Cancellation after completing 60% of the course quizzes will result in no refund.
4. Students who withdraw as a result of physical incapacity are entitled to a prorated refund through the end of the enrollment period. Medical documentation required.
5. Beyond the conclusion of the original 6-month enrollment period, students enrolled in self-paced certificate courses are no longer eligible for refunds in any amount.

Students who have received federal student aid funds and cancel up through the 60% point are entitled to a refund of moneys not paid from federal student aid program funds, if applicable.

Iowa students are entitled to a 100% refund of tuition through the first day of class.

ISSA accepts cancellation in any manner. However, California state statutes require



that students verify cancellation in writing. Therefore, please supplement any verbal requests with written notice within 30 days. Written notice can be in any form including email (billing@issaonline.edu), fax (1.805.745.8119) or mail (1015 Mark Ave, Carpinteria, CA 93013).

Please return materials and textbooks to 1015 Mark Ave, Carpinteria, CA 93013.

Guided Study upgrades cannot be returned without withdrawing from the corresponding certificate course entirely. Guided Study course refunds are based on the percentage of course completion, detailed under the refund calculation for self-paced certificate courses.

## **REFUND POLICY EXAMPLES**

### **Undergraduate courses (published start and end dates):**

$$\text{Total tuition} \div \frac{\text{Total course length in days}}{\text{Number of days completed in the course}} = \text{Refund amount}$$

#### ***Refund Policy Example – Student Paid***

\$925 total tuition

# Days 31/70 = 44%

$\$925 * (1 - 0.44) = \$518$  net refundable tuition

#### ***Refund Policy Example – Student Responsibility***

\$925 total tuition

# Days 31/70 = 44%

$\$925 * (0.44) = \$407$  net student responsibility

*This is an example only. Student finances are individualized and vary from student to student.*

**Self-paced certificate courses:**

$$\text{Course cost} \div \frac{\text{Total number of course quizzes}}{\text{Number of course quizzes completed}} = \text{Refundable tuition}$$

Course cost
- Refund amount
+ \$25 (S&H)
+ \$95 (non-refundable registration fee)
<hr/>
Total amount student is responsible for paying

***Refund Policy Example – Student Paid***

\$824.00 total paid - \$25.00 non-refundable shipping = \$799.00 refundable tuition

Refundable tuition: \$799.00 (net of discount)

# Quizzes 5 / 18 = 28%

$\$799.00 * (1 - 0.28) = \$575.28$  gross refundable tuition

$\$575.28$  gross refundable tuition - \$95.00 non-refundable registration fee = \$480.28 net refundable

***Refund Policy Example – Student Responsibility***

Total Due \$824.00 - \$25.00 (non-refundable shipping) = \$799.00

Tuition: \$799.00 (net of discount)

# Quizzes 5 / 18 = 28%

$\$799.00 * 0.28 = \$223.72$

$\$223.72 + \$25.00$  non-refundable shipping + \$95.00 non-refundable registration fee = \$343.72 net student responsibility

*This is an example only. Student finances are individualized and vary from student to student.*

### Occupational Objective

ISSA's Master Trainer™ program is designed to fully equip graduates with a comprehensive foundation of both the science and practice of personal training, fitness nutrition, and fitness programming for special populations. The curriculum prepares graduates to properly assess, train, and motivate the general population, clients needing fitness nutrition coaching, and special populations.

### Outline - Required

**General Personal Training:** foundational exercise science, assessment, programming, nutrition, and sports medicine

**Fitness Nutrition:** scope of practice, foundational nutrition science; preparing for and evaluating clients that seek fitness nutrition counseling; generating fitness nutrition strategies; supplementation; monitoring nutritional progress; continuing nutrition education and support

### Outline - Choose Four

**Behavior Modification:** stages of change, motivational interviewing, drawing-in process, positive psychology model and skills, commitment strategies, flow, experience sampling method

**Bodybuilding:** muscle anatomy, biomechanics, kinesiology, foundational exercises, aerobic and flexibility training, testing and evaluation, periodization strategies, advanced programming strategies, muscle shaping, nutrition and supplementation, recovery, injury prevention, psychology

**Corrective Exercise:** movement and motor learning, understanding client motivation, corrective exercise programming fundamentals, single joint and multi-joint movement analysis, restoring structural alignment and stability, restore mobility, soft tissue assessments and correctives

**Exercise Therapy:** therapeutic exercise, understanding the disabled, functional fitness, exercise therapy, biomechanics, contraindicated exercises, chronic conditions, and exercise programming

**Group Fitness:** group-related strength, endurance, flexibility, body composition and nutrition; group programming and workout design; equipment and exercises; marketing and managing your business

**Strength and Conditioning:** foundational exercise science for strength and conditioning, training and adaptation, endurance training, strength development, sport-specific training, athletic nutrition, sports psychology, sports injury

**Senior Fitness:** biomarkers, physiology of aging, chronic conditions, sensory disorders, fitness programming for older adults, geriatric motivation and teaching strategies

**Sports Nutrition:** macronutrients, micronutrients, food labels, supplements, cell structure and function, digestion and absorption, energy needs and metabolism, dietary guidelines, special dietary strategies, athletic performance improvement

**Youth Fitness:** exercise physiology for children and teens, pediatric and adolescent fitness program design, psychology for the young athlete, sports nutrition, children and athletic injury, assessment

### Methods of Study

- **Degree Track:** Requirements are completed as professor-led undergraduate distance education courses through the ISSA College of Exercise Science. Courses are structured for optimal transferability with set start and end dates, weekly assignments, instructor interaction, and online classroom discussion. Courses fulfill the core requirements of ISSA's AS in Exercise Science and also contribute to the 30-credit undergraduate minimum\* needed for associate's degree conferment.
- **Guided Study:** Requirements are completed as guided correspondence courses through the ISSA Vocational Division. A maximum of two courses can be applied toward an ISSA associate's degree with competency exam, but as correspondence courses, they do not contribute to the 30-credit undergraduate minimum\* needed for associate's degree conferment.
- **Self-Paced Study:** Requirements are completed as independent correspondence study through the ISSA Vocational Division. A maximum of two courses can be applied toward an ISSA associate's degree with competency exam, but as correspondence courses, they do not contribute to the 30-credit undergraduate minimum\* needed for associate's degree conferment.

### Program Requirements (30)

#### Required

**Certified Fitness Trainer (5):** PTR251, PTR231, or PTR211

**Certified Nutrition Specialist (5):** PTR259, PTR239, or PTR219

#### Choose Four

**Transformation Specialist (5):** PTR261, PTR241, or PTR221

**Bodybuilding Specialist (5):** PTR260, PTR240, or PTR220

**Corrective Exercise Specialist (5):** PTR258, PTR238, PTR218

**Group Fitness Trainer (5):** PTR257, PTR237, or PTR217

**Specialist in Exercise Therapy (5):** PTR253, PTR233, or PTR213

**Specialist in Strength and Conditioning (5):** PTR255, PTR235, or PTR215

**Specialist in Senior Fitness (5):** PTR256, PTR236, or PTR216

**Specialist in Sports Nutrition (5):** PTR252, PTR232, or PTR212

**Youth Fitness Trainer (5):** PTR254, PTR234, or PTR214

### ISSA Professional Division - ISSA Master Trainer™ Certification

In order to obtain the ISSA Master Trainer™ Certification through the ISSA Professional Division, candidates must earn a minimum of 75% in all courses.† If enrollment is not continuous, the ISSA Professional Division may require completion of subject competency exam(s). ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee. Obtaining certification through the Professional Division is not a requirement of the educational curriculum, but is recommended for professional goals.

†Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

**Occupational Objective**

ISSA's Elite Trainer™ program is designed to fully equip graduates with a comprehensive foundation of both the science and practice of personal training, fitness nutrition, and fitness programming for special populations. The curriculum prepares graduates to properly assess, train, and motivate the general population, clients needing fitness nutrition coaching, and special populations.

**Outline - Required**

**General Personal Training:** foundational exercise science, assessment, programming, nutrition, and sports medicine

**Fitness Nutrition:** scope of practice, foundational nutrition science; preparing for and evaluating clients that seek fitness nutrition counseling; generating fitness nutrition strategies; supplementation; monitoring nutritional progress; continuing nutrition education and support

**Outline - Choose Four**

**Behavior Modification:** stages of change, motivational interviewing, drawing-in process, positive psychology model and skills, commitment strategies, flow, experience sampling method

**Bodybuilding:** muscle anatomy, biomechanics, kinesiology, foundational exercises, aerobic and flexibility training, testing and evaluation, periodization strategies, advanced programming strategies, muscle shaping, nutrition and supplementation, recovery, injury prevention, psychology

**Corrective Exercise:** movement and motor learning, understanding client motivation, corrective exercise programming fundamentals, single joint and multi-joint movement analysis, restoring structural alignment and stability, restore mobility, soft tissue assessments and correctives

**Exercise Therapy:** therapeutic exercise, understanding the disabled, functional fitness, exercise therapy, biomechanics, contraindicated exercises, chronic conditions, and exercise programming

**Group Fitness:** group-related strength, endurance, flexibility, body composition and nutrition; group programming and workout design; equipment and exercises; marketing and managing your business

**Strength and Conditioning:** foundational exercise science for strength and conditioning, training and adaptation, endurance training, strength development, sport-specific training, athletic nutrition, sports psychology, sports injury

**Senior Fitness:** biomarkers, physiology of aging, chronic conditions, sensory disorders, fitness programming for older adults, geriatric motivation and teaching strategies

**Sports Nutrition:** macronutrients, micronutrients, food labels, supplements, cell structure and function, digestion and absorption, energy needs and metabolism, dietary guidelines, special dietary strategies, athletic performance improvement

**Youth Fitness:** exercise physiology for children and teens, pediatric and adolescent fitness program design, psychology for the young athlete, sports nutrition, children and athletic injury, assessment

**Methods of Study**

- **Degree Track:** Requirements are completed as professor-led undergraduate distance education courses through the ISSA College of Exercise Science. Courses are structured for optimal transferability with set start and end dates, weekly assignments, instructor interaction, and online classroom discussion. Courses fulfill the core requirements of ISSA's AS in Exercise Science and also contribute to the 30-credit undergraduate minimum\* needed for associate's degree conferment.
- **Guided Study:** Requirements are completed as guided correspondence courses through the ISSA Vocational Division. A maximum of two courses can be applied toward an ISSA associate's degree with competency exam, but as correspondence courses, they do not contribute to the 30-credit undergraduate minimum\* needed for associate's degree conferment.
- **Self-Paced Study:** Requirements are completed as independent correspondence study through the ISSA Vocational Division. A maximum of two courses can be applied toward an ISSA associate's degree with competency exam, but as correspondence courses, they do not contribute to the 30-credit undergraduate minimum\* needed for associate's degree conferment.

**Program Requirements (15)****Required**

**Certified Fitness Trainer (5):** PTR251, PTR231, or PTR211

**Certified Nutrition Specialist (5):** PTR259, PTR239, or PTR219

**Choose One**

**Transformation Specialist (5):** PTR261, PTR241, or PTR221

**Bodybuilding Specialist (5):** PTR260, PTR240, or PTR220

**Corrective Exercise Specialist (5):** PTR258, PTR238, PTR218

**Group Fitness Trainer (5):** PTR257, PTR237, or PTR217

**Specialist in Exercise Therapy (5):** PTR253, PTR233, or PTR213

**Specialist in Strength and Conditioning (5):** PTR255, PTR235, or PTR215

**Specialist in Senior Fitness (5):** PTR256, PTR236, or PTR216

**Specialist in Sports Nutrition (5):** PTR252, PTR232, or PTR212

**Youth Fitness Trainer (5):** PTR254, PTR234, or PTR214

**ISSA Professional Division - ISSA Elite Trainer™ Certification**

In order to obtain the ISSA Elite Trainer™ Certification through the ISSA Professional Division, candidates must earn a minimum of 75% in all courses.<sup>†</sup> If enrollment is not continuous, the ISSA Professional Division may require completion of subject competency exam(s). ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee. Obtaining certification through the Professional Division is not a requirement of the educational curriculum, but is recommended for professional goals.

<sup>†</sup>Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

# Transformation Specialist Certificate

<b>Transformation Specialist Certificate</b>	<b>5 Quarter Credits Required</b>
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## Occupational Objective

This program provides graduates with the knowledge necessary to help clients of all skill levels establish sustained positive health patterns. Graduates develop the skill set to implement motivational, commitment, and experience sampling strategies to influence behavioral patterns as they relate to physical, mental, and emotional well-being.

## Outline

Introduction; Stages of Change  
 Motivational Interviewing  
 The ISSA Drawing-In Process  
 The Positive Psychology Model  
 Positive Psychology Skills for Personal Trainers  
 Commitment Strategies  
 Commitment Strategies (continued): To Win the Game, You Have to Know the Rules  
 Flow and Why it Matters  
 The Experience Sampling Method

## ISSA Professional Division - ISSA Transformation Specialist Certification

Upon successful completion of the course<sup>†</sup> and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Transformation Specialist certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.

<sup>†</sup> Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

## Core Requirements: Transformation Specialist course (5)

This course integrates the theory of behavioral change with practical strategies for influencing behavioral patterns as they relate to physical, mental, and emotional well-being. Students learn the skills needed to effect a qualitative shift in client behavior. Topics covered include the stages of behavioral change, motivational interviewing, positive psychology, commitment strategies, flow, and the experience sampling method.

**Choose ONE of the following methods of study:**

Course #	Course Title
<b>PTR261</b>	<b>Transformation Specialist - Degree Track</b>
	Undergraduate distance education course structure with set start/end dates. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.
<b>PTR241</b>	<b>Transformation Specialist - Guided Study</b>
	Correspondence course with guided completion. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.
<b>PTR221</b>	<b>Transformation Specialist - Self-Paced</b>
	Fully self-paced. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.

\* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

\*\* The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.

# Bodybuilding Specialist Certificate

## Bodybuilding Specialist Certificate

5 Quarter Credits Required

### Occupational Objective

The Bodybuilding Specialist program provides graduates with the knowledge necessary to work with bodybuilders, figure competitors, and other individuals looking to achieve maximal muscle hypertrophy while minimizing body fat. Graduates develop the skill set to implement training, recovery, motivational, and nutritional strategies to elicit maximal muscle growth and optimize physical appearance.

### Outline

Muscle Anatomy, Biomechanics, Kinesiology  
 Foundational Exercises  
 Exercise Basics, Bands and Chains  
 Aerobic Training, Flexibility Training  
 Testing and Evaluation, Periodization Strategies  
 Advanced Programming Strategies, Muscle Shaping  
 Nutrition and Supplementation, Ergogenic Aids  
 Recovery, Injury Prevention  
 Bodybuilding Psychology

### ISSA Professional Division - ISSA Certified Fitness Trainer Certification

Upon successful completion of the course<sup>†</sup> and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Certified Fitness Trainer certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.

<sup>†</sup> Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

### Core Requirements: Bodybuilding Specialist course (5)

This course covers training, recovery, motivation, and nutritional strategies to prepare the personal trainer to work with bodybuilders. Upon successful completion of the certification examination (included in the course), students will earn an ISSA Bodybuilding Specialist certification through the ISSA Professional Division.

#### Choose ONE of the following methods of study:

Course #	Course Title
<b>PTR260</b>	<b>Bodybuilding Specialist - Degree Track</b>
Undergraduate distance education course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.	
<b>PTR240</b>	<b>Bodybuilding Specialist - Guided Study</b>
Correspondence course with guided completion. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.	
<b>PTR220</b>	<b>Bodybuilding Specialist - Self-Paced</b>
Fully self-paced. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.	

\* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

\*\* The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.

# Certified Fitness Trainer Certificate

**Certified Fitness Trainer Certificate**

**5 Quarter Credits Required**

## Occupational Objective

The Certified Fitness Trainer program is designed to equip graduates with the practical day-to-day skills necessary, as well as the theoretical knowledge needed to excel as a personal trainer serving the general public. Along with the necessary exercise science foundation, the program covers client assessment, program design, basic nutrition, and sports medicine along with business and marketing skills.

## Outline

Outline  
 Anatomy and Physiology  
 Kinesiology and Biomechanics  
 Strength Training  
 Cardiovascular Training  
 Flexibility  
 Body Composition  
 Program Development  
 Basic Nutrition  
 Injury and Disease

## ISSA Professional Division - ISSA Certified Fitness Trainer Certification

Upon successful completion of the course<sup>†</sup> and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Certified Fitness Trainer certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.

<sup>†</sup> Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

## Core Requirements: Certified Fitness Trainer course (5)

This course covers the principles of general personal training including anatomy, physiology, biomechanics, client assessment, exercise program design, general nutrition principles, motivation, special populations, and injury prevention. Upon successful completion of the certification examination (included in the course), students will earn an ISSA Certified Fitness Trainer certification through the ISSA Professional Division.

**Choose ONE of the following methods of study:**

Course #	Course Title
<b>PTR251</b>	<b>Certified Fitness Trainer - Degree Track</b>
	Undergraduate distance education course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.
<b>PTR231</b>	<b>Certified Fitness Trainer - Guided Study</b>
	Correspondence course with guided completion. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.
<b>PTR211</b>	<b>Certified Fitness Trainer - Self-Paced</b>
	Fully self-paced. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.

\* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

\*\* The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.



# Corrective Exercise Specialist Certificate

<b>Corrective Exercise Specialist Certificate</b>	<b>5 Quarter Credits Required</b>
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## Occupational Objective

This program provides graduates with the knowledge necessary to work with individuals who have acute and chronic movement dysfunctions. Graduates develop the skill set to identify the complex factors associated with poor movement patterns that lead to injury and suboptimal human performance; and in turn correct them with the latest evidence based interventions to restore performance, improve performance, and reduce injury risk.

## Outline

- Nervous system
- Joint actions
- Movement and motor learning
- Preparing for your client
- Understanding client motivation
- Identifying performance goals
- Corrective exercise programming fundamentals
- Single joint and multi-joint movement analysis
- Restore structural alignment and stability
- Restore mobility
- Soft tissue assessments and correctives

## ISSA Professional Division - ISSA Corrective Exercise Specialist Certification

Upon successful completion of the course<sup>†</sup> and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Corrective Exercise Specialist certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.

<sup>†</sup> Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

## Core Requirements: Corrective Exercise Specialist course (5)

This course covers the skills necessary to use evidence based corrective exercise interventions to restore physical performance, improve physical performance, and reduce injury risk for those with movement dysfunctions. Students learn to identify the complex factors associated with poor movement patterns and correct them with the simplest methods possible.

### Choose ONE of the following methods of study:

Course #	Course Title
<b>PTR258</b>	<b>Corrective Exercise Specialist - Degree Track</b>
	Undergraduate distance education course structure with set start/end dates. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.
<b>PTR238</b>	<b>Corrective Exercise Specialist - Guided Study</b>
	Correspondence course with guided completion. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.
<b>PTR218</b>	<b>Corrective Exercise Specialist - Self-Paced</b>
	Fully self-paced. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.

\* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

\*\* The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.

# Specialist in Exercise Therapy Certificate

Specialist in Exercise Therapy Certificate		5 Quarter Credits Required
<p><b>Occupational Objective</b></p> <p>This program provides graduates with the knowledge necessary to work with clients that need supervised exercise therapy programs specifically designed around chronic conditions. Graduates develop skills necessary to design exercise programs for individuals suffering from arthritis, osteoporosis, stroke, cardiovascular conditions, orthopedic conditions, asthma, diabetes, cancer, and muscular dystrophy.</p>		
<p><b>Outline</b></p> <p>Therapeutic Exercise            Understanding the Disabled            Functional Fitness            Exercise Therapy            Muscles and Movement            Contraindicated Exercises            Chronic Conditions            Programming for Ambulation, Aquatics, Balance, Perceptual Motor Skills, Cardiovascular Fitness, Flexibility, Range of Motion, Muscular Strength, Muscular Endurance, and Posture</p>		
<p><b>ISSA Professional Division - ISSA Specialist in Exercise Therapy Certification</b></p> <p>Upon successful completion of the course<sup>†</sup> and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Specialist in Exercise Therapy certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.</p> <p><sup>†</sup> Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.</p>		
<p><b>Core Requirements: Specialist in Exercise Therapy course (5)</b></p> <p>This course covers the skills necessary to bridge the gap between medical rehabilitation and post rehabilitation for clients with chronic medical conditions. Students learn to work with and develop exercise programs for individuals suffering from arthritis, osteoporosis, stroke, cardiovascular conditions, orthopedic conditions, asthma, diabetes, cancer, and muscular dystrophy. Upon successful completion of the certification examination (included in the course), students will earn an ISSA Specialist in Exercise Therapy certification through the ISSA Professional Division.</p> <p><b>Choose ONE of the following methods of study:</b></p>		
Course #	Course Title	
<b>PTR253</b>	<b>Specialist in Exercise Therapy - Degree Track</b>	
	Undergraduate distance education course structure with set start/end dates. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.	
<b>PTR233</b>	<b>Specialist in Exercise Therapy - Guided Study</b>	
	Correspondence course with guided completion. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.	
<b>PTR213</b>	<b>Specialist in Exercise Therapy - Self-Paced</b>	
	Fully self-paced. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.	

\* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

\*\* The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.

# Certified Nutrition Specialist Certificate

Certified Nutrition Specialist Certificate		5 Quarter Credits Required
<p><b>Occupational Objective</b></p> <p>ISSA's Certified Nutrition Specialist program blends nutritional science and practice in order to allow program graduates to successfully guide clients toward a better body through proper nutrition. In addition to the fundamentals of nutritional science, the curriculum includes a comprehensive approach to establishing a nutritional practice that includes how to prepare, collect and evaluate preliminary information, offer nutrition and supplement suggestions, set goals, monitor outcomes, make adjustments, and provide continuing ongoing support, all within the professional's defined scope of practice.</p>		
<p><b>Outline</b></p> <ul style="list-style-type: none"> <li>Scope of Practice</li> <li>Good Nutrition</li> <li>Cell Structure and Function</li> <li>Digestion and Absorption</li> <li>Energy Transformation and Balance</li> <li>Aerobic and Anaerobic Metabolism</li> <li>Macronutrients and Micronutrients</li> <li>Water and Fluid Balance</li> <li>Special Populations</li> <li>Preparing for Your Client</li> <li>Collecting and Evaluating Client Information</li> <li>Nutrition Strategies</li> <li>Supplementation</li> <li>Outcome-Based Nutrition Coaching</li> <li>Providing Continuing Education and Support</li> </ul>		
<p><b>ISSA Professional Division - ISSA Certified Nutrition Specialist Certification</b></p> <p>Upon successful completion of the course<sup>†</sup> and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Certified Nutrition Specialist certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.</p> <p><sup>†</sup> Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.</p>		
<p><b>Core Requirements: Certified Nutrition Specialist course (5)</b></p> <p>Students learn the science behind proper nutrition and the art of applying the science as a nutrition coach. Topics include the anatomy and physiology of digestion, metabolism, energy transfer and balance, and the structure and function of macronutrients and micronutrients. Practical components include nutritional goal setting, collecting and analyzing client information, structuring an appropriate nutrition plan based on client level and goals, outcome-based nutrition coaching, and practical plans to help clients overcome common challenges. Upon successful completion of the certification examination (included in the course), students will earn an ISSA Certified Nutrition Specialist certification through the ISSA Professional Division.</p> <p><b>Choose ONE of the following methods of study:</b></p>		
Course #	Course Title	
<b>PTR259</b>	<b>Certified Nutrition Specialist - Degree Track</b>	
	Undergraduate distance education course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.	
<b>PTR239</b>	<b>Certified Nutrition Specialist - Guided Study</b>	
	Correspondence course with guided completion. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.	
<b>PTR219</b>	<b>Certified Nutrition Specialist - Self-Paced</b>	
	Fully self-paced. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.	

\* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

\*\* The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.

# Specialist in Group Fitness Certificate

<b>Specialist in Group Fitness Certificate</b>	<b>5 Quarter Credits Required</b>
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**Occupational Objective**  
 This program provides graduates with the knowledge necessary to design and implement strength training classes for groups. Graduates develop skills necessary to design strength training classes for multiple participants and acquire knowledge surrounding programming, assessment, safety, exercises and equipment, class formats, performance nutrition, and marketing for groups classes.

**Outline**  
 Musculo-Skeletal System  
 Kinesiology and Biomechanics  
 Physiology and the Training Effect  
 Strength, Endurance, and Cardiovascular Fitness  
 Flexibility  
 Body Composition and Performance Nutrition for Groups  
 Periodizing Your Planning  
 Considerations in Program Design  
 Designing Your Group Workouts  
 Equipment and Exercises  
 Workout Programming  
 Marketing and Managing Your Business

**ISSA Professional Division - ISSA Specialist in Group Fitness Certification**  
 Upon successful completion of the course† and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Specialist in Group Fitness certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.  
 † Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

**Core Requirements: Specialist in Group Fitness course (5)**

Specialist in Group Fitness shows you how to use your knowledge and experience as an ISSA certified fitness trainer to design and lead safe and effective group training sessions. The course begins with the scientific foundations for group training design, including training-essential anatomy, physiology, and biomechanics, as well as how training elicits various physical adaptations. Material then advances to the practical application of these concepts as they apply to group training program design and implementation. Advanced concepts include programming, assessment, safety, exercises and equipment, class formats, performance nutrition, and marketing your classes.

**Choose ONE of the following methods of study:**

Course #	Course Title
<b>PTR257</b>	<b>Specialist in Group Fitness - Degree Track</b>
Undergraduate distance education course structure with set start/end dates. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.	
<b>PTR237</b>	<b>Specialist in Group Fitness - Guided Study</b>
Correspondence course with guided completion. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.	
<b>PTR217</b>	<b>Specialist in Group Fitness - Self-Paced</b>
Fully self-paced. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.	

\* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

\*\* The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.

# Specialist in Senior Fitness Certificate

Specialist in Senior Fitness Certificate		5 Quarter Credits Required
<b>Occupational Objective</b>		
Graduates of the Specialist in Senior Fitness program gain the skills and knowledge necessary to plan and implement fitness programs for seniors. Graduates acquire knowledge surrounding aging and exercise, exercise programming for older adults, strength and flexibility, motivation, and exercise considerations for chronic conditions common to the geriatric population.		
<b>Outline</b>		
Biomarkers of Aging Physiology of Aging Chronic Conditions Sensory Disorders Program Design for Older Adults Motivating and Teaching		
<b>ISSA Professional Division - ISSA Specialist in Senior Fitness Certification</b>		
Upon successful completion of the course <sup>†</sup> and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Specialist in Senior Fitness certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.		
<sup>†</sup> Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.		
<b>Core Requirements: Specialist in Senior Fitness course (5)</b>		
Examines exercise programming for senior clients including topics on aging and exercise, chronic conditions for older adults, proper assessment, strength, flexibility, contraindicated exercises, and motivation. Upon successful completion of the certification examination (included in the course), students will earn an ISSA Specialist in Senior Fitness certification through the ISSA Professional Division.		
<b>Choose ONE of the following methods of study:</b>		
Course #	Course Title	
<b>PTR256</b>	<b>Specialist in Senior Fitness - Degree Track</b>	
	Undergraduate distance education course structure with set start/end dates. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.	
<b>PTR236</b>	<b>Specialist in Senior Fitness - Guided Study</b>	
	Correspondence course with guided completion. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.	
<b>PTR216</b>	<b>Specialist in Senior Fitness - Self-Paced</b>	
	Fully self-paced. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.	

\* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

\*\* The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.

## Specialist in Strength and Conditioning Certificate

Specialist in Strength and Conditioning Certificate		5 Quarter Credits Required
<b>Occupational Objective</b>		
This program is designed to prepare graduates to develop training programs that allow athletes to expand the capacity of their bodies to perform the most difficult athletic feats while remaining strong and free from injury. Along with the scientific foundations of strength conditioning, graduates learn the principles of athletic assessment, programming for specific sports, seasonal periodization, athletic nutrition, and sports psychology.		
<b>Outline</b>		
Anatomy Physiology Assessment Principles of Training and Adaptation Endurance Training Strength Development Sport Specific Training Nutrition Psychology Injury		
<b>ISSA Professional Division - ISSA Specialist in Strength and Conditioning Certification</b>		
Upon successful completion of the course <sup>†</sup> and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Specialist in Strength and Conditioning certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.		
<sup>†</sup> Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.		
<b>Core Requirements: Specialist in Strength and Conditioning course (5)</b>		
Covers all topics related to programming and motivation for athletes including anatomy, physiology, assessment, flexibility, strength, programming for specific sports, athletic nutrition, sports psychology, and injury. Upon successful completion of the certification examination (included in the course), students will earn an ISSA Specialist in Strength and Conditioning certification through the ISSA Professional Division.		
<b>Choose ONE of the following methods of study:</b>		
Course #	Course Title	
<b>PTR255</b>	<b>Specialist in Strength and Conditioning - Degree Track</b>	
Undergraduate distance education course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.		
<b>PTR235</b>	<b>Specialist in Strength and Conditioning - Guided Study</b>	
Correspondence course with guided completion. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.		
<b>PTR215</b>	<b>Specialist in Strength and Conditioning - Self-Paced</b>	
Fully self-paced. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.		

\* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

\*\* The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.

# Specialist in Sports Nutrition Certificate

<b>Specialist in Sports Nutrition Certificate</b>	<b>5 Quarter Credits Required</b>
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**Occupational Objective**  
 ISSA's Specialist in Sports Nutrition (SSN) program prepares personal trainers to expand their practices into the specialized area of sports nutrition. Trainers learn how to optimize client performance by combining well-designed training programs with performance nutrition.

**Outline**  
 Nutrients  
 Metabolite and Botanical Ergogenic Supplements  
 Food and Sports Supplements  
 Cells, Tissues, and Systems  
 Digestion and Absorption  
 Body Composition and Metabolism  
 Fitness and Performance  
 Nutrition Approaches  
 Athlete's Guide to Fat Loss and Muscle Gain  
 Enhancing Performance with Carbohydrate Loading  
 Special Concerns of Athletic Females  
 Performance Lifestyle  
 The Athletic Performance Improvement Formula

**ISSA Professional Division - ISSA Specialist in Sports Nutrition Certification**  
 Upon successful completion of the course<sup>†</sup> and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Specialist in Sports Nutrition certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.  
<sup>†</sup> Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

**Core Requirements: Specialist in Sports Nutrition course (5)**

Discusses macronutrients, micronutrients, food labels, supplements, cell structure and function, digestion and absorption, energy needs and metabolism, dietary guidelines, special dietary strategies, athletic performance improvement. Upon successful completion of the certification examination (included in the course), students will earn an ISSA Specialist in Sports Nutrition certification through the ISSA Professional Division.

**Choose ONE of the following methods of study:**

Course #	Course Title
<b>PTR252</b>	<b>Specialist in Sports Nutrition - Degree Track</b>
Undergraduate distance education course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.	
<b>PTR232</b>	<b>Specialist in Sports Nutrition - Guided Study</b>
Correspondence course with guided completion. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.	
<b>PTR212</b>	<b>Specialist in Sports Nutrition - Self-Paced</b>
Fully self-paced. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.	

\* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

\*\* The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.

# Youth Fitness Trainer Certificate

Youth Fitness Trainer Certificate		5 Quarter Credits Required
<p><b>Occupational Objective</b></p> <p>This program provides graduates with the knowledge and skills needed to work with youth in a training capacity. Along with basic pediatric and adolescent exercise science, graduates learn the specific training principles and restrictions appropriate for kids and teens, as well as how to design safe and comprehensive fitness programs for young people.</p>		
<p><b>Outline</b></p> <p>Exercise Physiology for Children and Teens            Designing Training Programs for Children            The Psychology of the Young Athlete            Sports Nutrition            Children and Athletic Injuries            Fitness Assessments</p>		
<p><b>ISSA Professional Division - ISSA Youth Fitness Trainer Certification</b></p> <p>Upon successful completion of the course<sup>†</sup> and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Youth Fitness Trainer certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.</p> <p><sup>†</sup> Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.</p>		
<p><b>Core Requirements: Youth Fitness Trainer course (5)</b></p> <p>Discusses growth and development, metabolism, physiology, body composition, training, endurance, flexibility, strength, plyometrics, program structure, sports psychology, nutrition, and injury as each relates to children and teens. Upon successful completion of the certification examination (included in the course), students will earn an ISSA Youth Fitness Trainer certification through the ISSA Professional Division.</p> <p><b>Choose ONE of the following methods of study:</b></p>		
Course #	Course Title	
<b>PTR254</b>	<b>Youth Fitness Trainer - Degree Track</b>	
	Undergraduate distance education course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.	
<b>PTR234</b>	<b>Youth Fitness Trainer - Guided Study</b>	
	Correspondence course with guided completion. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.	
<b>PTR214</b>	<b>Youth Fitness Trainer - Self-Paced</b>	
	Fully self-paced. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.	

\* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

\*\* The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.





# Application and Enrollment Agreement

ISSA is 100% online distance education



## Enrollment is easy!

**For fastest processing and current discounts, enroll online at issaonline.edu.** Our online server is completely secure, and you can access your study materials, online resources, and educational support as soon as you submit your enrollment application! You can also call us at 800.892.4772. It will take just a few minutes to process your application over the phone. Our courteous staff is always available to assist you. To enroll by mail, complete the following pages and mail to ISSA, ATTN: Student Processing, 1015 Mark Avenue, Carpinteria, CA 93013. You can also fax this application (all pages) to 805.745.8119, ATTN: Student Processing. As soon as we process your enrollment, your course materials will be rushed to your door.

1.

### Step One: Complete your student record information

Last Name		First Name		Middle Name	
Date of Birth		Name as you would like it to appear on your diploma			
Street Address (Please note: because we ship via FedEx, we cannot ship to a PO Box)					
City			State		ZIP
Phone (day)		Phone (eve)		Email address	
High School (or equivalent) Graduation Year and Location			Gender	How did you hear about ISSA?	

2.

### Step Two: Choose your program of study

Program Title

List the courses that you wish to take to fill the program requirements. Use the information provided in the program listings of the course catalog to complete the boxes below. If you are unsure of which course(s) to choose, just give us a call at 1.800.892.4772 (1.805.745.8111 international). We're here to help!

Course#	Course Title	Hours	Length	Cost/Credit	Tuition	S&H**	Total

3.

### Step Three: Select your method of payment

Tuition _____	<input type="checkbox"/> Money Order <input type="checkbox"/> Check # _____ <input type="checkbox"/> Credit/Debit	
Shipping & Handling _____	Card Number	CVV
Registration Fee: \$0.00 (non-refundable)	Name on Card	Expiration
Student Tuition Recovery Fund Fee: \$0.00 (non-refundable)	I authorize ISSA to charge my credit card for the total amount.	
Total _____*	Signature	

\* Total includes \$95 non-refundable deposit on tuition if student cancels more than 7 days after start date.

4.

### Step Four: Review, initial, sign

Review the School Performance Fact Sheet and Enrollment Agreement on the following pages. You will need to initial each page; initial, date, and sign the indicated areas on the Fact Sheet, and sign the Enrollment Agreement. All pages must be returned to ISSA to complete your enrollment.

# Enrollment Agreement

**Prerequisites:** Enrolling students affirm that they are at least 18 years of age and have a high school diploma or equivalent.

Students enrolling for professional or academic reasons must supply documentation of high school (or equivalent) prior to completion of the first course.

**Limited English Speakers:** If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

All instruction is 100% online distance education and takes place at: International Sports Sciences Association, 1015 Mark Ave, Carpinteria, CA 93013.

**Service:** ISSA agrees to provide current, accredited, distance education content and instruction, as well as reasonable educational and student services including, but not limited to: course registration, assessment, maintenance of student records, and transcripts. Instruction is provided online through [www.issatrain-er.com](http://www.issatrain-er.com).

Students who have a grievance may contact ISSA Management by phone at 1.800.892.4772 (1.805.745.8111) or by mail to ISSA Management, 1015 Mark Ave, Carpinteria, CA 93013.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95814, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).

A student or any member of the public may file a complaint about this institution with the BPPE by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).

**Tuition:** Your program tuition includes online learning system access, course content, and instructional support.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, pre-paid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

## Undergraduate Courses — Proctored Final Examination:

Each undergraduate course ends with a closed-book, one-hour, proctored examination. Students can opt for online proctoring through ProctorU at a cost of \$22.50 or they may find an approved third-party proctor at their own expense. These costs are separate from tuition and are not collected by ISSA.

**Course Materials and Textbooks:** *Self-paced certificate courses:* Hard-copy course materials for students enrolled in self-paced certificate courses are included in tuition. Shipping and handling (S&H) costs for self-paced courses are separate from tuition costs. S&H to the contiguous US totals \$25 per course. Students assume increased S&H costs incurred for special shipping arrangements, if requested. Students outside the contiguous US assume payment of applicable custom duties, difference in exchange rates, and increased S&H costs. Beyond 7 days following enrollment, S&H is non-refundable.

*Undergraduate courses:* All students taking undergraduate courses for credit have unrestricted access to an electronic version of the course textbook. The book is embedded in the course as a provision of ISSA Library Services and is available seven days prior to the start of class and throughout the term at no charge. Students who wish to purchase hardcopy textbooks can purchase books from a vendor of their choosing. Textbooks are listed in the course syllabus, which is made available to students seven days prior to the start of class.

**Course Access:** Self-paced online course access is available upon enrollment and hard copy materials are sent from the institution within one business day. Undergraduate online course access and textbooks are available seven days prior to the course start date.

## Enrollment Period:

*Associate's Degree Program:* Students enrolled in the Associate's Degree Program must maintain continuous enrollment. A student will be considered enrolled if registered for a course, currently active in a course, completing a previously "incomplete" course, or on an approved Leave of Absence. Enrollment in the institution will continue for 90 days beyond the end of a course, or the close of a quarter. Any student who goes beyond the 90-day period and fails to register in new coursework will be considered inactive. Inactive students who wish to resume study will be subject to all terms and conditions of enrollment at the time of resumed study. If the cohort is full at the time the student wishes to resume, the student must wait until an open position becomes available. Active students have priority over inactive students for registration, aid processing, and other administrative action.

*Self-paced Certificate Programs:* There are two types of self-paced certificate programs: 6 months and 12 months. The 6-month programs are allowed up to 6 months from the date of enrollment to complete your program. If you fail to complete the program requirements within 6 months, you may request a 2-month extension, free of charge. If you fail to complete the requirements during your first extension period, you may request a final 2-month extension for a non-refundable fee of \$99. The 12 month programs are allowed up to 12 months from the date of enrollment to complete your program. If you fail to complete the program requirements within 12 months, you may request a 1-month extension, free of charge. Completion of the program beyond the final extension period requires re-enrollment.

**Course Completion:** *Undergraduate courses:* Students are expected to complete assignments by posted due dates and courses by the published course end date. If circumstances prevent students from completing work within the prescribed timeframe, students may request an extension and the course will remain open for at least two weeks following the close of a 5-week course and five weeks following the close of a 10-week course. Extended courses are recorded on the transcript as "incomplete" (I) until work has been graded or the extension expires, whichever comes first. Extension requests must be made after the published final withdrawal date and prior to the end of the session. Factors such as reason for extension and course performance will be evaluated for approval.

*Self-paced certificate courses:* Students must submit all course quizzes, score 75% or better on all sections of either a seminar, home study or online examination, as well as submit a copy of an Adult CPR/AED/First Aid Certification within the defined enrollment period.

*Self-paced certificate retesting:* There is no limit to the number of times you can retake self-paced course quizzes. Retaking quizzes online is free of charge. If you request additional answer sheets to submit repeated quiz answers by mail, you will be required to pay a non-refundable \$10 administration fee plus shipping and handling costs.

*Home Study/Online Examinations:* If you fail any portion of your Self-paced Home Study/Online Examination, you will be offered the opportunity to resubmit that portion of the examination, free of charge. (This is known as your second attempt at the examination.) Each retest beyond the second attempt (e.g., third attempt, fourth attempt, etc.) will incur a non-refundable \$50 administrative fee.

## STUDENT'S RIGHT TO CANCEL

Refunds, if applicable and requested, will be made within 30 days of request via the original payment method.

If cancellation occurs at any time within 7 calendar days after the institution accepts enrollment, the student may request a refund of all money paid to the institution. After 7 days, the institution may retain the \$95 non-refundable tuition deposit and other non-refundable fees as applicable (e.g., STRF / S&H / payment plan fees). If third-party payment is used for tuition (e.g., TA, Ch33 GI Bill, etc.), the deposit amount may be charged directly to the student upon cancellation.

Cancellation of this agreement can occur up to 7 days after start date: \_\_\_\_\_

## Refund Calculation

*Undergraduate courses (courses with published start and end dates):*

1. The course start date is considered the first class.
2. Cancellation up through 60% of the duration of the term will result in a prorated refund. Rate is computed by dividing the number of term days through the date of cancellation by the total days in the term.
3. Cancellation after 60% of the duration of the term will result in no refund for the term.
4. Students who withdraw as a result of physical incapacity are entitled to a prorated refund through the end of the term. Medical documentation required.

*Self-paced certificate courses:*

1. The first completed quiz is considered the first class.
2. Cancellation before 60% completion of course quizzes will result in a prorated refund computed on the number of quizzes completed to the total quizzes in the course.
3. Cancellation after completing 60% of the course quizzes will result in no refund.
4. Students who withdraw as a result of physical incapacity are entitled to a prorated refund through the end of the enrollment period. Medical documentation required.
5. Beyond the conclusion of the original enrollment period, students enrolled in self-paced certificate courses are no longer eligible for refunds in any amount.

Students who have received federal student aid funds and cancel up through the 60% point are entitled to a refund of moneys not paid from federal student aid program funds, if applicable.

lowa students are entitled to a 100% refund of tuition through the first day of class.

# Enrollment Agreement cont.

ISSA accepts cancellation in any manner. However, California state statutes require that students verify cancellation in writing. Therefore, please supplement any verbal requests with written notice within 30 days. Written notice can be in any form including email (billing@issaonline.edu), fax (1.805.745.8119) or mail (1015 Mark Ave, Carpinteria, CA 93013).

Please return materials and textbooks to 1015 Mark Ave, Carpinteria, CA 93013.

Guided Study upgrades cannot be returned without withdrawing from the corresponding certificate course entirely. Guided Study course refunds are based on the percentage of course completion, detailed under the refund calculation for self-paced certificate courses.

## Refund Policy Examples

*Undergraduate courses (published start and end dates):*

$\text{Total tuition} \div \frac{\text{Total course length in days}}{\text{Number of days completed in the course}} = \text{Refund amount}$
---

### Refund Policy Example – Student Paid

\$925 total tuition

# Days 31/70 = 44%

\$925 x (1-0.44) = \$518 net refundable tuition

### Refund Policy Example – Student Responsibility

\$925 total tuition

# Days 31/70 = 44%

\$925 x (0.44) = \$407 net student responsibility

*This is an example only. Student finances are individualized and vary from student to student.*

### Self-paced certificate courses:

$\text{Course cost} \div \frac{\text{Total number of course quizzes}}{\text{Number of course quizzes completed}} = \text{Refundable tuition}$
---

$\begin{aligned} &\text{Course cost} \\ &- \text{Refund amount} \\ &+ \$25 \text{ (S\&H)} \\ &+ \$95 \text{ (non-refundable registration fee)} \\ \hline &\text{Total amount student is responsible for paying} \end{aligned}$
--

### Refund Policy Example – Student Paid

\$824.00 total paid

– \$25.00 non-refundable shipping

= \$799.00 refundable tuition

Refundable tuition: \$799.00 (net of discount)

# Quizzes 5/18 = 28%

\$799.00 x (1 - 0.28) = \$575.28 gross refundable tuition

\$575.28 gross refundable tuition

– \$95 non-refundable registration fee

= \$480.28 net refundable tuition

### Refund Policy Example – Student Responsibility

Total Due \$824.00

– \$25.00 non-refundable shipping

= \$799.00

Tuition: \$799.00 (net of discount)

# Quizzes 5/18 = 28%

\$799.00 x 0.28 = \$223.72

\$223.72

+ \$25 non-refundable shipping

+ \$95 non-refundable registration fee

= \$343.72 net student responsibility

*This is an example only. Student finances are individualized and vary from student to student.*

**Undergraduate Drop/Add:** Students may drop and add undergraduate courses during the first week of a session. Students joining a course after the official start date will still be expected to complete assignments by the published due date. If the course dropped is of a greater credit value than the course added, the student

may request a refund for the difference. The terms outlined in the Cancellation Policy (Student’s Right to Cancel) shall apply.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at ISSA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending ISSA to determine if your (credits or degree, diploma, or certificate) will transfer.

**Graduation: Associate’s Degree:** To earn an Associate’s Degree, students must earn 90 quarter credits in accepted coursework. Students must earn a minimum of 30 credits through structured undergraduate ISSA courses. (Self-paced ISSA courses can satisfy core curriculum, but are not counted toward the 30-credit undergraduate minimum.) Transferred coursework is evaluated based on quality, comparability, and appropriateness, and must be approved by the Registrar. A minimum 2.0 institutional grade point average (GPA) and a minimum 2.0 core GPA are required. All fees must be paid in full. Upon successful completion of program requirements, submission of the Graduation Application and non-refundable \$100 Graduation Fee, and fulfillment of all financial obligations, you will be awarded a diploma.

**Self-paced certificate courses:** Students must submit all course quizzes, score 75% or better on all sections of either a seminar, home study or online examination, and submit proof of high school completion (or equivalent) and current adult CPR/AED/First Aid. All fees must be paid in full. Upon successful completion of your program and financial obligation, the ISSA Professional Division will issue certification. Students who successfully complete the program before reaching 18 years of age will not receive certification until they turn 18. ISSA certification is valid for 2 years and is renewable by completing 20 approved Continuing Education Units (CEUs), and submitting a \$99 processing fee and updated CPR/AED/First Aid documentation.

**Professional Conduct:** ISSA reserves the right to cancel professional membership and revoke certification for violations of professional conduct.

**Transcripts:** Transcripts for ISSA coursework can be requested at any time during enrollment. Outstanding financial obligations must be paid before transcripts are released. A \$10 processing fee shall apply to transcript requests.

**Privacy:** ISSA protects the privacy of student education records by complying with the Family Educational Rights and Privacy Act (FERPA). With discretion, we do make student directory information available to other organizations whose products and services we think may be of interest to you. If you wish not to be contacted by these organizations, please send us a note with your name and address to ISSA, 1015 Mark Ave, Carpinteria, CA 93013.

**Payment:** Any payment that is dishonored (NSF returned checks or check drafts, etc.) will be assessed a non-refundable \$20 fee. If a payment option is established between an ISSA enrollment representative and the student, subsequent monthly payment(s) will be due in 30-day increments after the initial payment has been processed and deducted electronically from the checking/credit card account of record unless other payment arrangements have been made. Payment Plan payments cannot be made by money order. A payment is considered late if not made by the designated due date(s). A non-refundable \$20 late fee will be assessed for a payment not received or processed within 15

days after the scheduled due date. If a payment is not received by the 90th day after the scheduled payment due date, the student account will be placed on Default Status and assessed a non-refundable \$30 default fee. Accounts placed on Default Status may incur the following actions: 1) Denied access to the ISSA Members Website, 2) Denied access to the Learning Management System, 3) Withheld ISSA grades until account is paid in full.

**Loans:** Students who obtain loans to pay for an educational program must repay the full amount of the loan plus interest, less the amount of any refund. If a student defaults on a loan (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

## Financial Student Assistance Title IV

**Disclosures:** For disclosures, please visit our website: <https://www.issaonline.edu/resources/title-4-consumer-information-disclosure/>

**Self-Paced Certificate Course Discounts:** Non-discounted tuition for a self-paced certificate course is \$799. ISSA offers a self-paced certificate course discount (\$100) for the following groups: returning students (who have purchased a self-paced certificate course in the past); individuals with disabilities [as defined in Section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)]; low-income (according to the latest available data from the Department of Commerce); single parent (unmarried or legally separated from spouse, and has a minor child or children for whom the parent has either custody or joint custody, or is pregnant); active-duty military, veterans, civil servants, police, firefighters, and emergency first responders. Refunds are calculated based on discounted costs.

**Collections:** ISSA adheres to the Fair Debt Collection Protection Act (FDCPA), as well as the California Fair Debt Collections Protection Act (CFDCPA). ISSA is not a collection agency, nor does ISSA use a collection agency in any capacity.

## NOTICE

You may assert against the holder of the promissory note you signed in order to finance the cost of the educational program all of the claims and defenses that you could assert against this institution, up to the amount you have already paid under the promissory note.

**Copyright:** Course enrollees agree that all Information within ISSA courses, course texts, accompanying workbooks, and websites, etc. are protected by intellectual property rights, including copyrights, trademarks and other proprietary rights, which rights are valid and protected in all media existing now or later developed, and contractually agree not to create derivative works based on the Information and not to use the Information for the purpose of enhancing competing works. Course enrollees are granted a limited license to use, search, display, or print the Information contained on ISSA websites for their own personal non-commercial use only, provided the Information is not modified and a copy of this agreement is attached to any copies that are made. Any other use of the Information is strictly prohibited. None of the Information may be otherwise reproduced, republished or re-disseminated in any manner or form without the prior written

# Enrollment Agreement cont.

consent of the ISSA. All rights, including copyright, in any information which are linked to but not hosted on the Site continue to be owned by their respective owners. Note that by using ISSAtrainer.com and ISSAclass.com, you signify your agreement to this and future Copyright Notices. Your continued use of ISSAtrainer.com and ISSAclass.com subsequent to changes to this Copyright Notice will mean that you accept the changes.

All costs and fees described in this agreement are in US dollars.

**Distance Education Programs Only:** The student shall have the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750 of the Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

- If you are enrolled in an online distance education program, the course session will be held online using www.issatrainee.com system. Please go to www.issatrainee.com for more information.
- An institution offering a distance educational program where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.

The institution shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and materials are transmitted.

## CONSENT TO CONDUCT COLLEGE BUSINESS ELECTRONICALLY

It is your choice whether to do business electronically with the College of Exercise Science ("College") through Populi. If you choose to sign the enrollment agreement, you consent to the College communicating with you in electronic form and to entering into agreements and transactions using electronic records and signatures. Your consent expires annually and will require a new acceptance for transactions after that time.

Agreements and transactions covered by this consent include, but are not limited to, the following:

- Registration: enrolling, dropping or withdrawing from courses; viewing student schedule, grades, and transcripts; ordering transcripts; applying for graduation; requesting and viewing degree audits; FERPA release requests; requesting enrollment ver-

ifications; etc.

- Financial Aid: receiving disclosures and notices; viewing, accepting or declining Financial Aid; reviewing communications; etc.
- Student Account: viewing tuition bills; receiving notification of loan disbursements; IRS Form 1098T Agreement; etc.
- Miscellaneous: updating contact and emergency contact information; receiving student consumer information; delegating access to another individual; etc.

**Hardware and Software Requirements:** In order to conduct business electronically with the College, you must have access to an electronic device (e.g., computer, smartphone, tablet) with a supporting operating system that can connect to the Internet, an up-to-date Internet browser, an up-to-date PDF viewer, and sufficient electronic storage capacity on the electronic device to be able to save documents for later reference or be connected to a printer that is capable of printing from the browser. Federal law requires certain safeguards to ensure that you are capable of receiving and retaining communications and records electronically. By signing the enrollment agreement, you acknowledge that you have access to the necessary hardware and software as described above.

## Student's Rights and Responsibilities

- Populi Student Records Portal. As a system user, you must comply with the College policy on Computer and Network Security. Accordingly, you must ensure that your Populi account privileges are restricted to your own use, and you must take reasonable precautions to prevent unauthorized use of your account. Only the person whose Populi username was used to enter this portal may conduct business on this site. Any other use is unlawful and violates the Computer and Network Security Policy.
- Paper Correspondence: Despite this consent, the College reserves the right to provide communications and engage in transactions and agreements with you in paper form at any time. By consenting, you agree that the College is not required to provide you with records in paper format. If you want a paper copy of any record that is sent to you electronically, you may print a copy from your electronic device or you may direct your request to the College office responsible for the communication, transaction, or agreement. Paper copies may be provided by the College office at no charge.
- Withdrawal of Consent: You have the right to withdraw your consent to doing business electronically with the College at any time by contacting the Office of the Registrar by mail at 1015 Mark Avenue, Carpinteria, CA, 93013, or by email at registrar@issaonline.edu. If you withdraw consent, the withdrawal will take effect within three business days and will result in the removal of your access to the Populi student record system via any electronic device. Agreements and transactions executed after your consent and prior to the effective date of the

withdrawal of consent will remain valid and enforceable. If you choose to withdraw your consent, you will be responsible for contacting the appropriate offices to conduct College business. By choosing to withdraw consent, you will not be able to use Populi to conduct business electronically with the College. Please note that declining to provide consent will not impact the College's official mode of communication with you, which remains through the email you provided. College communications will continue to be routed to your email address, and you will be responsible for all academic and administrative timelines provided to you in this format.

Period covered by the enrollment agreement:

\_\_\_\_\_

Program start date: \_\_\_\_\_

Scheduled completion date: \_\_\_\_\_

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

Initial \_\_\_\_\_  
Date \_\_\_\_\_

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Initial \_\_\_\_\_  
Date \_\_\_\_\_

**ESTIMATED DUE FOR THE ENTIRE PROGRAM:**  
\$ \_\_\_\_\_

**TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE:** \$ \_\_\_\_\_

**CHARGES DUE UPON ENROLLMENT:** \$ \_\_\_\_\_

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me. Contract becomes valid and legally binding when signed by the student and accepted by the institution.

Signature		Last 4 of SSN (four digits only)		Date
Print Name		Date of Birth (MM/DD/YYYY)		Primary Phone Number
Address for Books (PO Boxes not accepted)	City	State	ZIP	Country

**Guarantor Agreement (for the enrollment of students under 18 years of age):** For good and valuable consideration, I hereby unconditionally guarantee to ISSA the prompt payment when due of all student tuition, fees, and other payments as described in this Enrollment Agreement. I hereby confirm that the student is of mandatory school age and I have established with school authorities that this program will not interfere with any requirements of his or her ability to complete his or her regular schoolwork. I have received, read, understood, and agree to be bound by the terms and conditions on both sides of this agreement.

Print Name	Signature	Date
Authorized Employee of the Institution	Signature	Date

## International Sports Sciences Association

Since 1988, ISSA has educated and provided personal training certification to over 180,000 people with the desire to help others feel better, look better, and improve the quality of their lives.

As a distance education institution and certifying agency, ISSA is unconditionally committed to providing the highest quality personal trainer certification programs available, advancing our industry as a whole, and developing greater access to career opportunities for those who share our vision of creating a stronger, healthier world.



1015 Mark Avenue  
Carpinteria, CA 93013  
1.800.892.4772 toll-free  
1.805.745.8111 international  
[www.ISSAonline.edu](http://www.ISSAonline.edu)