

iTPA Continuing Professional Education (CPE) FAQs

Background

Continuing Professional Education (CPE) is an important, well recognized and valued component of maintaining and developing knowledge and skills within a profession. As a leading tennis-specific association with the mission to support its members and generate a culture of professionalism, life-long learning and excellence, the iTPA has developed a CPE Model for certified members. The goal of the CPE model is increase the professionalism of the industry, improve the quality of athlete training and provide employees with the knowledge and assurances that an iTPA certified member is continually striving for knowledge and is maintaining the highest level of specific skills in the tennis performance industry.

How does the iTPA CPE Model work?

The level of CPE activity required is based on an earned credits process, whereby credits are awarded for activities that will develop the specific coaching/ training/testing skills, knowledge and understanding of the professional and also those which will further the professional fields of health/fitness/wellness and strength & conditioning as well as the tennis industry.

In addition to certification renewal, each certified member will have to attain CPE credits over two years to retain certified membership status. The list of activities and their associated credits are detailed in the following table. The current proposed list of activities is not intended to remove autonomy from members, who are still responsible for identifying their own professional development needs and which areas are most beneficial to their day-to-day work with athletes/clients/coaches etc. However, it is intended as a framework for rating CPE activities that professionals choose to undertake. This is a only a guide – if you are unsure of items we will accept send us an email at contact@itpa-tennis.org.

Maintaining Certified Status

In order to maintain certified member status, the individual will be required to:

- Gather your CPE documentation and determine the amount of CPEs you have earned over your current certification cycle (last 2 years) (see enclosed chart on what we accept).
- Pay the \$49 re-certification fee either by clicking the below link or mailing a check (only if you are in the US). You can also visit www.itpa-tennis.org/recertification.html
- Retain all documented proof of credits earned during your renewal cycle until April 31st, 2016. If you are chosen for audit, you will be notified by April 15. Please DO NOT send in CPE documents unless you receive

notice from the iTPA asking for it. iTPA will randomly choose 20% of those who re-certify each year, and if chosen, you will be asked to send documentation at that time.

All certified members must keep their CPE portfolios up to date, and the iTPA will randomly audit* 20% of the members. If a certified member is selected for audit, the iTPA will inform the person in writing by April 15, 2016 and each member audited will be required to submit all the evidence required for each entry on the CPE portfolio. If you are not audited, you will not be required to send us your CPE Portfolio. In order to meet all of the CPE requirements, the below must be met:

- The bi-annual minimum requirements have been met
- Evidence is provided for each CPE activity
- All CPE credits are claimed correctly i.e. in the correct category, no duplications, correct number of credits and accurate dates

Can I use CPEs earned from other organizations?

The iTPA will recognize CECs, CMEs or CEUs awarded by other professional health & fitness or tennis organizations for attending their programs/courses without it first being pre-approved by iTPA. The program must be related to your certification and you must obtain documentation from that organization verifying attendance and the number of credits earned.

Do CPEs Carry Over?

CPEs are Continuing Professional Education credits and as such do not carry over from one re-certification cycle to another. Only CPEs you earned during your current 2 year cycle will be accepted. Once you renew this year, your CPE tally will begin again at zero and you must begin earning CPEs for your 12/31/2017 renewal date.

What if I don't Have Enough Credits to Re-Certify?

You don't need to contact the iTPA for an extension as there is an automatic 6 month grace period (through June 2016), but during this time you are considered inactive and cannot use the designation until you have paid the \$49 fee. If this applies, your certification will be reinstated once we have received the \$49 and/or you have provided the sufficient CPE documentation (only applies if audited). Your next re-certification cycle will continue on normal schedule with a 2017 renewal date. After the 6 month grace period, you will be permanently lose your designation, all member benefits and access to the iTPA Inner Circle Member Only Website.

What is Inactive Status?

During inactive status, you should not market yourself as iTPA Certified. If you submit the payment for re-certification, you will immediately be considered active again. If you fail to submit the renewal payment by the end of your inactive period (June 2016), your certification will be considered invalid and you will lose the designation and all member benefits. In order to be reinstated after this date, you will need to pay and take the examination all over again.

iTPA CPE Chart & Requirements

ITPA Award of CPEs and Documentation Requirements Category	Activity	How CPE is awarded	Documentation to submit	Special Notes
I	ITPA Continuing Education Courses	Designated by event (DVD courses, workshops)	Copy of ITPA registration or completed quiz	
II	ITPA Convention or Special Events as attendee	Designated by event	Completed and submitted CPE credits request to be given through convention. If not, mark attendance and iTPA will review and give credits.	Total CPE credits granted subject to change and may be dependent upon successful completion of educational requirements offered at convention.
III	CPR, First Aid, or EMT, AED	10 each for CPR or First Aid or or EMT	Copy of certificate	CPR, First Aid, or AED is a requirement of all ITPA certifications Maximum of 10 CPE credits
IV	ITPA recognized professional fitness/strength & conditioning/nutrition certification	40 per individual certification	Copy of certification	Subject to ITPA approval.
V	ITPA recognized professional tennis coaching	20 per individual certification	Copy of certification	Subject to ITPA approval. Maximum of 40

	certification			CPEs
VI	Presentations as presenter at approved fitness/strength & conditioning/tennis conference	15 CPE credits per presentation in excess of 45 minutes	Copy of program describing presentation content and length	Subject to acceptance by ITPA Maximum 60 CPE credits
VII	Publications as author in ITPA approved publications	10 CPE credits for published article in non-refereed publication; 15 CPE credits for published article in ITPA publications 40 CPE credits for published article in refereed academic/scientific journal)	Copy of article direct from publication, publication name, and date of publication	Subject to acceptance by ITPA
VIII	Continuing Education Courses 15 credits given per hour	Designated on course by course basis—indicated on accepted correspondence courses (ACSM, NSCA, STMS, USPTA, PTR and many others designated by ITPA)	Copy of certificate of successful completion	Subject to acceptance by ITPA
IX	College/University courses	- 5 CPE credits per semester hour or 1 CPE credits per quarter hour - 7 CPE credits per semester hour or 2 CPE credits per quarter hour for a college course taught as the instructor on record	Copy of course grades and course description	Subject to acceptance by ITPA Maximum of 60 CPEs

X	Athlete Performance	Currently working with elite national or international athletes Designated by athlete performances	Signed letter from athlete and athletes national, international, collegiate or professional ranking	Subject to acceptance by ITPA Maximum of 60 CPE credits
XI	Practical Experience	CPE credits for full-time employment in the tennis industry (>500 hours per year working with tennis athletes). CTPS: 50 TPT: 25 CPE credits for part-time employment (> 250 hours per year) CTPS: 25 TPT: 10	Signed letter from employer outlining the job description and tennis-specific focus	Subject to acceptance by ITPA Maximum of 50 CPE credits
XII	iTPA Course: The Parent's Guide to Basic Injury Prevention for Tennis		Purchase of course sufficient.	40 CPE credits
XIII	iTPA Olympic Weightlifting for Tennis Course	Viewing of videos and completion of quiz	Quiz completion – keep completed PDF for your records	40 CPE credits
XIV	iTPA Plyometrics for Tennis Course	Viewing of videos and completion of quiz	Quiz completion – keep completed PDF for your records	40 CPE credits
XV	iTPA/STMS 2014 Conference:		Copy of registration receipt sufficient	50 CPEs
XVI	iTPA World Tennis Fitness Conference	Registration		50 CPEs

** Any other iTPA DVD no listed (non-course): aka Todd Martin DVDs, etc: Worth 25 CPEs. Purchase of course sufficient.