# 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, 2022. 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, 2022, 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 12/31/2023 renewal date. Once you have paid the re-certification fee, we will email you a new certificate by January 15 (if you wish for a hard copy in the mail let us know).

## 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 2022), 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 2023 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 2022), 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*** |
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| **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<br><br>or EMT | Copy of certificate | CPR, First Aid, or AED is a requirement of all ITPA certifications<br><br>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. |

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| **V** | ITPA recognized professional tennis coaching certification | 20 per individual certification | Copy of certification | Subject to ITPA approval. Maximum of 40 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<br><br>Maximum 60 CPE credits |
| **VII** | Publications as author in ITPA approved publications | 10 CPE credits for published article in non-refereed publication;<br><br>15 CPE credits for published article in ITPA publications<br><br>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<br><br>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/<br><br>University courses | - 5 CPE credits per semester hour or 1 CPE credits per quarter hour<br>- 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<br><br>Maximum of 60 CPEs |
| **X** | Athlete Performance | Currently working with elite national or international athletes. Designated by athlete performances | Signed letter from athlete & athletes national, international, collegiate or pro ranking | Subject to acceptance by ITPA<br><br>Maximum of 60 CPE credits |

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| **XI** | Practical Experience | CPE credits for full-time employment in the tennis industry (>500 hours per year working with tennis athletes).<br><br>CTPS: 50<br>TPT: 25<br><br>CPE credits for part-time employment (> 250 hours per year)<br><br>CTPS: 25<br>TPT: 10 | Signed letter from employer outlining the job description and tennis-specific focus | Subject to acceptance by ITPA<br><br>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 | | 75 CPEs |
| **XVII** | RacquetFit | Registration | | 50 CPEs |
| **XVIII** | Kovacs Institute Courses / Ki Academy | Registration | | Most worth 40 CPEs. KI Academy = 40. |
| **XVIV** | Webinars | Registration | | 25 CPEs if 1-2 hrs |

** Any other iTPA DVD not listed (non-course): aka Todd Martin DVDs, Lateral Training, etc: Worth 40 CPEs. Purchase of course sufficient.