



## **INSTRUCTIONS FOR PPFS REACTIVATION:**

When your PPFS certification has expired, we require a reactivation in order to renew your certification.

In order to reactivate your PPFS, you need to:

- Pay your \$99 reactivation fee [on our website](#). This fee includes the current course material, the exam fee, and your renewal fee.
- Review the **Fit 4 Two Pre and Postnatal Fitness Specialist Course Manual**.
- Review the **PPFS Exam Set Up** for instructions on how to set up your exam (see below). You have 3 options to write the 2 hour, closed-book exam. This information is also included below.
- Send us a copy of your current base fitness certification. Please see our [website FAQs](#) for details on what counts as a base fitness certification. After successfully completing the PPFS Exam, and sending your current base certification, you will receive an official PPFS renewal certificate by email that is valid for 1 year of certification. You will need to renew your certification each year for it to stay active.

If you have any questions regarding the reactivation process, please email [instructortraining@fit4two.ca](mailto:instructortraining@fit4two.ca).



## **Pre and Postnatal Fitness Specialist Course Exam Set Up**

There are three options for setting up your PPFS course certification exam:

### **1. Reserve your spot at a scheduled in-class exam**

1. Visit <http://fit4two.ca/training/PPFS-certification-class-register> to view upcoming PPFS courses. Exams take place 3:00-5:00pm on the Sunday of each in-class PPFS course.
2. Reserve your spot in an in-class exam at least 5 business days in advance by emailing [instructortraining@fit4two.ca](mailto:instructortraining@fit4two.ca). Please attach copies of your base fitness certification or related degree to this email. We cannot process your official PPFS certificate without proof that you are already a certified fitness professional.
3. Arrive 15 minutes early for the exam. The 2-hour exam is closed book and is done on paper. 80% is required to pass.
4. Exams are marked and PPFS certificates are processed within 10 business days.

### **2. Write the PPFS exam at the Fit 4 Two® office**

Exams can be completed at our Vancouver office on Monday-Thursday between 9:30am-3:30pm for a fee of \$40.00.

To book an in office exam, please email [instructortraining@fit4two.ca](mailto:instructortraining@fit4two.ca) with your top three choices for time/date and be sure to attach a copy of your base fitness certification or degree. We cannot issue you a PPFS certification without proof that you are a certified fitness or health professional.

We will respond with a confirmed time/date within 48 business hours. Once the time/date is confirmed, please [pay your in office exam fee here](#).

In-office exams take place at 1009 Expo Blvd in Vancouver B.C.



### **3. Arrange a Proctor for the PPFS exam in your own community**

#### **Your Proctor**

A suitable proctor is a supervisor or community leader whom is not related to you. They will be required to provide a quiet space, with computer and internet access for you to write your exam. Most students bring their lap top and log into the proctor's wireless connection. The proctor is expected to supervise you for up to 2 hours for this closed book, multiple choice, online exam. Your exam will be set up online on [www.Skyprep.com](http://www.Skyprep.com). You will be able to access the PPFS Exam on the day of your exam using your Skyprep account. 80% is required to pass.

If Internet connection is impossible, a paper version of the exam can be emailed to the proctor. In this case, it is the student's responsibility to provide the proctor with an addressed, postage paid envelope. The proctor then mails the exam to 2603-1009 Expo Blvd Vancouver BC V6Z 2V9 Canada. Please note that this process is significantly longer than completing your exam online.

#### **Setting up your online exam with a local proctor:**

1. Complete our **PPFS Exam Request** form at least 10 business days before you wish to write the PPFS exam. Note: Not uploading an electronic copy of your valid fitness certification or degree with your exam request may delay receiving your official PPFS Certificate.

PPFS Exam Request: <http://fit4two.wufoo.com/forms/ppfs-exam-request/>

2. Once we have confirmed your proctor we will set up access to the exam on the time and date specified.
3. Your exam will be marked automatically. 80% is required to pass.
4. Students who have submitted their base certification will receive their official PPFS certificate within 1 week of passing the exam.