



Overview of requirements for international IBBFA Facility Approval

IBBFA is a company dedicated to quality education, training, and professionalism within the fitness industry. IBBFA's mission is to be a resource for safe fitness practices with special attention to barre fitness. IBBFA will approve facilities that demonstrate a commitment to the high caliber training, education, and practice of fitness. To meet approval standards, a facility must meet the following criteria:

1. Instructor education and continuing education standards:

- Instructor(s) must hold a current, valid certification from a reputable fitness program (e.g., ACE certification, NASM certification etc.) renewed as necessary
- Instructor(s) must hold a current CPR certification, renewed as necessary

2. Adhere to high safety and practice standards, including safe and effective instruction procedures:

- Instructor(s) can adapt any fitness class offered by the facility to meet the needs of a diverse client base including, but not limited to, modifications for illness or injury
- All instructors conduct classes using safe exercise practice standards
- All instructors must conduct themselves in a professional manner
- Instructor(s) maintain all fitness certifications, complete continuing education requirements, and abide by professional code of ethics required of the facility
 - Sources of evidence of certifications must be presented (e.g., transcripts, certificates etc)
- The facility provides a clear set of "Instructor Practice Standards" which detail the role, responsibilities, and professional conduct expected of all instructors
 - A copy of the "Instructor Practice Standards" must accompany the facility's application for approval

3. Uphold a high code of ethics in reference to equality, fairness, and professional behavior:

- Facility must provide a clear "Code of Ethics" that outlines the standards and policies for equality, conduct, and professionalism
 - A copy of the "Code of Ethics" must accompany the facility's application for approval
- The facility and all instructors must agree to uphold the high standards set forth by the "Instructor Practice Standards" and "Code of Ethics" in relation to professional and respectful behavior toward all clientele and provide an inclusive environment for all
- The facility and all instructors must agree to uphold the high standards set forth by the "Instructor Practice Standards" and "Code of Ethics" in relation to professional and respectful behavior and conduct within the studio/private facility
- Facility must be an equal opportunity employer that not does discriminate on the basis of sex, race, age, sexual orientation

4. Provide proof of insurance

- Facility must provide proof of liability insurance (e.g., insurance number)

Process of Review and IBBFA Approval

Completed applications for Facility Approval will be sent to IBBFA where a company reviewer will begin the review and (if appropriate) Facility Approval process. The company reviewer will first examine the application materials to ensure all required components are present. Incomplete applications will be returned without review. Completed applications will be reviewed for completeness, accuracy, quality, clarity, and feasibility. There are four outcomes to the review process:

1. Facility Approval awarded (no revisions required)
2. Facility Approval awarded with minor revisions required
3. Facility Approval awarded with major revisions required
4. Failure to meet Facility Approval requirements

For outcomes #2 and #3, the facility will receive a report detailing what revisions are required. The facility has 30 days to complete and



resubmit at no cost. A second review will be conducted on the edited materials and accreditation will be awarded on the basis of satisfactory improvement in the facility application materials.

For outcome #4, the facility in its current form must be restructured with new content to meet IBBFA international standards. The facility can still reapply for IBBFA Approval after 3 months.

For outcomes #2, #3, and #4, failure to resubmit materials during the 30-day time limit will result in a \$75 extension fee billed once at day 31. That extension fee will allow for a pending application to be extended an additional 30-days. At the end of that 30-day period, if the required updates have not been made, the application period will be closed and the application will be discarded.

If the standards and requirement for IBBFA Facility Approval have been met, then the facility will be recommended for "Approval" through IBBFA. If the facility does not meet the necessary requirements, IBBFA will contact the facility with specific feedback detailing why the facility fails to meet the Approval requirements. The facility will then have 30-days to revise and resubmit for IBBFA Approval based on the feedback provided. If the facility fails to meet the IBBFA international guidelines for a second time the application will be closed. Facilities have the option to appeal (see "Appeal Process" below).

Yearly Evaluation/Renewal Process

Your verified IBBFA Approved Facility is valid for one calendar year and must be renewed yearly. If your facility has not implemented any new changes, you can apply for renewal without submitting additional documentation. If your facility has changed, all new materials must be submitted for accreditation approval.

Appeal Process

If you are denied Facility Approval through the IBBFA, you have the opportunity to appeal that decision. Once your facility's review is complete, you are provided with reviewer feedback that details any/all aspects of the facility that do not meet IBBFA international standards.

A facility may file an appeal if they received outcome #2, #3, or #4. The appeal must be received within 90 days of initial outcome being generated. Appeals received after the 90-day period will be subject to a fee. An IBBFA committee comprised of 3 senior reviewer staff and managers will review all appeals. The ruling of this committee will be rendered within 4 weeks and the final report outlining the decision will be sent to the course. This decision will be the final.

Industry Standards

Standards of IBBFA Facility Approval are based on a facility's ability to meet specific criteria concerning the educational quality of its instructors and their fitness practice, and ability to practice safely within the fitness community. These standards must be upheld by the instructor(s), and the facility, considering international approval through IBBFA.

Standard Operating Procedures for a Facility

1. The facility has submitted an application for Facility Approval
2. The facility has provided valid of credentials of the instructors
 - a. DOES NOT MEET - Instructors are not certified in a reputable barre certification program or CPR certified. The facility cannot provide adequate credentials and documentation of the credentials
 - b. MEETS - All instructors are certified in a barre instruction program and CPR with the appropriate documentation and renewals, as needed
3. The facility has provided documentation of a current liability insurance policy
 - a. DOES NOT MEET - Facility does not have a current liability insurance policy
 - b. MEETS - The facility is under insurance coverage with appropriate renewals documented



- 4. The facility has provided a professional website.
 - a. DOES NOT MEET - The facility has provided a social media account or a website that is not considered appropriate to validate their business
 - b. MEETS - The facility has provided their professional business website
- 5. The facility provided copies of their "Code of Ethics" and "Instructor Practice Standards",
 - a. DOES NOT MEET - The facility fails to provide either or both documents
 - b. MEETS - The facility has provided both documents

IBBFA FACILITY APPROVAL - APPLICATION FOR PRIVATE FACILITY

Before submitting your application for IBBFA Facility Approval please be sure that all necessary documentation is provided and that all Facility Approval requirements have been met. Only complete applications will be reviewed. Documentation that is not provided will delay the Facility Approval process and incomplete applications will be returned without review.

PERSONAL INFORMATION:

Last Name	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of Birth

Address

City	State/Province
<input type="text"/>	<input type="text"/>

Zip/Postal Code	Country
<input type="text"/>	<input type="text"/>

Contact Number: (please include country/city code)	E-mail
<input type="text"/>	<input type="text"/>

IBBFA WEBSITE LISTING INFORMATION:

The IBBFA website offers a "Search" function that enables the public to locate IBBFA® Approved Facilities. Please provide the information you wish to have displayed on the IBBFA website.



Facility Name

City

State/Province

Zip/Postal Code

Country

Facility Name

Website

TESTAMENT:

I understand that in processing my application, IBBFA may verify my education or training. I agree to cooperate in the review and authorize others to provide information regarding my training. I hereby solemnly declare and affirm, under the penalties of perjury, that everything contained in the foregoing application is true and correct, and that I have read and understand and commit to all the stipulations outlined in the Candidate Handbook and/or Exam Guide.

If an application is missing pertinent information 30 days after original receipt, the application will be closed and the application fee will be forfeited. Candidates who do not complete their application within 30 days may reactivate their application by submitting a written request and a \$75 fee within 30 days of the application expiration. If the application is not completed during this 30-day period, the application will be closed and the candidate must re-apply and pay the application fee.

Save this document to your desktop to complete. Attach filled application and all required documentation for eligibility to an email sent to Info@IBBFA.org

Applicant Name (please print)

Signature of Applicant

[Date]

1. Submit class descriptions and class outlines for all barre class offerings at your studio. Include time durations for each section within the class outline along with any equipment used.
2. Submit a list of all instructors currently teaching barre at your studio along with a CV/resume for each detailing their education and fitness backgrounds. Provide copies of valid diplomas, certifications, CPR certifications for each instructor.
3. Provide a valid policy number for the liability insurance you carry.
4. Provide the professional website for your studio or facility. Facebook, Instagram and other social media sites are not appropriate and will not be considered a legitimate source of documentation.
5. Provide an employee handbook that covers professional teaching standards, safety standards, and other instructional standards upheld by your facility.
6. In a separate word document, explain why should your facility be considered for Facility Approval through IBBFA.