



## CANDIDATE HANDBOOK FOR INTERNATIONAL BALLET BARRE FITNESS ASSOCIATION (IBBFA) BARRE CERTIFICATE PROGRAM

This IBBFA Candidate Handbook serves as the principal source of information for those inquiring about the IBBFA Barre Certificate Program. This Handbook also provides interested candidates with information about the program's mission, objectives, application process, examination scoring, content, testing, and certificate renewal. The IBBFA Barre Certificate Program is offered under the IBBFA organization.

This edition of the IBBFA Candidate Handbook supersedes all prior policies or procedures as to the subjects addressed in it and all representations, oral or written. IBBFA strongly recommends carefully reading and thoroughly understanding every section of this IBBFA Candidate Handbook. Other IBBFA policies, practices, and instructions, may also apply and may or may not be cited in this document. Potential program candidates are encouraged to email IBBFA directly with any questions regarding the IBBFA Barre Certificate Program.

Please review the entire packet carefully and note that IBBFA ([www.IBBFA.org](http://www.IBBFA.org)) has the most up-to-date listing of recommended barre trainings and exam details. The website makes it easy to stay current with program information, continuing education courses, approved providers, frequently asked questions, and certificate renewal requirements.

The IBBFA Barre certificate earned in this program is valid for 24 months.

**Statement on Awarding Certificate:** As the certificate provider, IBBFA has autonomy in decision making, protections from undue influence from external parties, and is making decisions solely based on information provided from participants and their performance. IBBFA is a private organization and a certificate in Barre is awarded upon the successful completion of the program requirements, submission of application materials, and passing of the written examination. The written examination exists as an objective measure of the program participant's knowledge of basic anatomy and ballet terminology.

IBBFA does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. IBBFA is committed to providing an inclusive and supportive environment for all.

*The policies and procedures in this IBBFA Candidate Handbook, which are published through [www.IBBFA.org](http://www.IBBFA.org), may be modified, amended, or cancelled by IBBFA at any time. Any changes to the policies and procedures will be posted on our website.*

## I. INTRODUCTION

### **PURPOSE AND SCOPE OF PROGRAM:**

The International Ballet Barre Fitness Association (IBBFA) is a professional association, and certifying agency, dedicated to setting the professional standard for Barre instructors internationally. The IBBFA's mission is to provide quality education in barre fitness that promotes safe and effective barre training internationally. The **purpose** of IBBFA is to advance the profession of comprehensive Barre instruction by establishing, maintaining, and promoting professional standards and education. The **scope** of the IBBFA Barre Certificate program is to train individuals in: the fundamentals of barre exercise, the basics of human anatomy and body mechanics as they pertain to barre fitness, the correct usage and application of ballet terminology in barre classes, and safe movement practice. Individuals who complete a certificate in Barre with IBBFA are tooled with the skills to create and implement safe and effective individualized programs for apparently healthy clients to improve health and fitness through exercise and physical activity. The goal of the IBBFA Barre Certificate program is to train individuals in the knowledge, translational skills, and professional competencies necessary for working with clients in the fitness realm. By awarding the title of IBBFA Barre Instructor, IBBFA is formally recognizing the instructor as providing evidence that he, she, or they meet(s) accepted professional standards. The target audience of this program includes: fitness professionals from any background or specialty, individuals who want to teach or currently teach barre, and dancers.

As an individual who holds a certificate from the IBBFA Barre Certificate Program, that individual has demonstrated a knowledge of ballet terminology, basic anatomy, and movement safety as it pertains to barre. Thus, in alignment with the scope of the program, it is inferred that that individual is able to teach a barre fitness class that adheres to correct body mechanics and basic ballet technique, and recognizes the correct ways to work with clients in a barre class to ensure they do not become injured. The IBBFA Barre Certificate Program does not claim, state, or imply that the program is a professional certification.

The appropriate ways in which to reference the certificate includes:

- An individual may say they “hold a certificate in Barre through the IBBFA Barre Certificate Program”
- An individual may NOT say they “are certified in Barre...” or “are certified in Barre through IBBFA”. The individual will also not use any acronyms or letters after their names to reference this certificate.

## II. IBBFA BARRE CERTIFICATE PROGRAM DETAILS

Program requirements for completing the IBBFA Barre Certificate Program are contingent on an applicant completing all parts of the program application, the applicant's possession of a valid certificate in fitness and/or academic degree (defined in detail below), and the applicant's successful scoring on the program assessment. IBBFA confines its program requirements to those matters specifically related to the purpose and scope of the IBBFA Barre Certificate Program.

### PREREQUISITES AND ELIGIBILITY FOR PROGRAM PARTICIPATION

The **eligibility requirements** to participate in this Barre certificate program are:

- Candidates must be at least 18 years of age.
- Candidate must have a valid CPR Certificate.
- Candidate must be certified in group fitness, personal training, yoga, Pilates, dance, or possess a degree (associates, bachelors, masters, doctorate or other professional degree) in a related field or some equivalent of professional training from an accredited educational institute.

### HOW TO APPLY FOR THE IBBFA BARRE CERTIFICATE PROGRAM: REQUIRED APPLICATION DOCUMENTS AND PROGRAM FEE

Complete applications consist of 4 required, completed documents:

1. Application Form,
2. Copy of Government issued ID,
3. CPR certificate/card,
4. Proof of previous certification in group fitness, personal training, yoga, Pilates, dance or possession of a degree (associates, bachelors, masters, doctorate or other professional degree) in a related field or some equivalent of professional training from an accredited educational institute

#### Proof of Eligibility may include:

- o Copy of a valid certification in group fitness, personal training, yoga, Pilates, Dance

OR

- o Copy of Degree (associates, bachelors, masters, doctorate or other professional degree) in a related field or some equivalent of professional training from an accredited educational institute

- o Example related fields include: Dance, Exercise Science, Kinesiology, Nursing, Physical Therapy, Occupational Therapy, Physician, or Physician Assistant. If you are unsure if your credentials will allow you to qualify, please contact Support@IBBFA.com before applying.

Upon submission of a completed application, all candidate agree to the following statement:

“I agree to abide by the International Ballet Barre Fitness Association Code of Ethics, Scope of Practice, and Grounds for Disciplinary Action guidelines.”



### IBBFA BARRE CERTIFICATE PROGRAM APPLICATION FEE

The application fee is \$150; this fee covers application processing, exam, and the first two years of the certificate's validation. Payments can be made using Visa, MasterCard, or American Express. The fee must be paid in U.S. Dollars. The application fee is non-refundable. Once the application fee is submitted, candidates have 30 days to submit the 4 required application documents. If an application is missing pertinent information following the initial 30 days the applicant will be notified directly and given 30 additional days from the notification date to provide missing or incomplete information. If after 90 days from the application's initial submission there is still missing or incomplete documentation the application will be closed and the application fee will be forfeited. Candidates who do not complete their application within 90 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 90-day period, the application will be closed and the candidate must re-apply and pay the application fee.

### BARRE CERTIFICATE PROGRAM APPLICATION REFUSAL

Applications for the IBBFA Barre Certificate Program may be refused for any of the following reasons:

- Incomplete application
- Failure to meet eligibility requirements
- Falsification and/or misrepresentation of application data
- Violation of the IBBFA Code of Ethics (detailed below)

Note: No candidate for IBBFA certification will be denied on the basis of race, national origin, color, creed, religion, sex, age, disability, gender identity, gender expression, or sexual orientation.

## III. PROGRAM DESIGN

### COURSE GOALS

- To understand basic anatomy as it relates to barre fitness
- To understand ballet terminology
- To differentiate safe movement practice from movement that leads to injury

### COURSE LEARNING OBJECTIVES

Program learning objectives are drawn from Bloom's Taxonomy, and touch on multiple levels of learning, and both low and high order thinking. These learning objectives directly address the course goals:

1. When presented with a ballet term the learner will **identify** the resulting action or movement with no errors.
2. After completing Chapter 2 of the manual, the learner will **recognize** variations in posture and skeletal alignment.
3. After completing Chapter 3 of the manual, the learner will be able to **recognize** the major muscles of the upper body.
4. After completing Chapter 4 of the manual, the learner will be able to **recognize** the major muscles of the lower body.
5. After completing Chapter 5 of the manual, the learner will be able to **recognize** the major muscles of the core (abdominals & back).
6. The learner will **distinguish** exercises done correctly using safe movement practices from those that are unsafe and lead to injury.
7. The learner will be able to **apply** their knowledge of anatomy and ballet terminology to teaching barre classes through completing this program.

## PROGRAM ASSESSMENTS

The IBBFA Barre Certificate Program utilizes a variety of assessment types to evaluate program participant learning. Depending on the content chapter, the program participant will be given:

content to read and review, a Workbook Activity to complete that reviews the chapter material and apply core concepts, and an Application Exercise where a participant is presented with real-life scenarios related to teaching barre fitness that requires them to evaluate safe exercise form. At the conclusion of the program, the participant must pass the Written Examination with a score of 70% or better. The Written Exam is the only graded component, and is required to earn a program certificate. The other assessments (Workbook Activities, and Application Exercises) are not graded, nor required to complete in order to acquire a program certificate. They function as learning guides for the participants in preparation for the Written Examination

To assess content knowledge, assessments are used at the end of each chapter. Below the assessment types are detailed:

**Workbook Activity:** This assessment type uses reading and visual elements (images or diagrams) to assess participant knowledge on the previously covered content area. This can include labelling diagrams, identifying a term based on a definition, providing a short response based on a specific learning outcome etc. These activities are not graded, and participants receive feedback on objective questions they answered incorrectly.

**Application Exercise:** This assessment types uses reading, visual elements, and real-life scenarios related to teaching barre that require the participant to analyze and evaluate a question using their knowledge gained to date. These test higher levels of learning (e.g., applying) compared to Workbook Activities, and are given at the end of each content area following a workbook activity. For example, this can include being asked to provide a ballet position that targets a specific muscle group. These exercises are not graded, but are meant to help review content in preparation for the written exam.

**Written Exam:** To earn the IBBFA Barre Certificate Program certificate, a participant must pass the Written Exam with 70% or better. This exam is cumulative and draws equally on the three main content domains of the program (ballet terminology, basic anatomy, safe movement practice). Questions are all multiple choice. Within the questions for each content domain, an equal number draw from lower and higher levels of learning that the participant completed as part of their workbook activities and application exercises. For example, this includes an equal number of questions that ask about definitions, locations of specific muscles, and ballet positions that recruit a specific muscle. No “trick” questions are included. The written exam is the only assessment that must be passed in order to earn a certificate in this program. Upon completing the exam, the participant’s score is automatically tallied, and they are able to review the entire exam to see which questions they answered incorrectly and what the correct answer was.

## IV. CRITERIA FOR SUCCESSFUL COMPLETION OF THE PROGRAM

### Program Examination

To successfully achieve a certificate in the IBBFA Barre Certificate Program candidates must pass:

1. A 60 item, multiple-choice examination (henceforth known as the “written exam”) with a score of 70% or higher

Upon starting the written exam, a timer will begin allowing a total of 60 minutes to complete the exam. To ensure student accessibility and inclusive learning practices, we provide accommodations for individuals upon request for both the written and practical examinations. This is further detailed below under “Accommodations for Student Accessibility and Inclusive Learning Practices”. The written examination is offered at [www.IBBFA.org](http://www.IBBFA.org) through a provided secured network. The written exam must be passed to earn their certificate in barre. The IBBFA assessment-based certificate program written examination has been designed to validate the skills and knowledge of a comprehensively trained Barre instructor. Examination questions are written by IBBFA’s Subject Matter Experts who currently hold academic positions in accredited universities and who have completed training in pedagogical best practices. All examination questions are multiple choice and derive from content related to basic anatomy, ballet terminology, and safe movement practice. Further detail on the written exam is contained below under “Written Exam Information”.

### ACCOMMODATIONS FOR STUDENT ACCESSIBILITY AND INCLUSIVE LEARNING PRACTICES

IBBFA provides accommodations for the written examination for candidates who have any sort of impairment (e.g., walking, talking, hearing, reading, performing manual tasks etc.), learning disability, or other need that impacts their participation in the certificate program. To apply for reasonable accommodations, the candidate must submit documentation provided by an appropriate licensed professional on the professional’s letterhead. The documentation must include specific recommendations for accommodations according to that individual’s

needs. Reasonable accommodations are considered based on the candidate's request, disability, documentation submitted, and appropriateness of the request. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination.

## **V. WRITTEN EXAM INFORMATION**

The IBBFA Barre Certificate Program written exam was constructed on the baseline standards for a "qualified barre instructor" deemed necessary by the IBBFA Board of Directors comprised of academic, medical, dance, and fitness industry professionals. The content domains identified by the board are: basic anatomy, ballet terminology, and safe movement practice.

- Basic anatomy is required because anyone teaching a class involving movement of the body requires an understanding of the body's basic anatomy (e.g., which muscles and bones) to ensure the instructor is able to provide an effective workout to the client(s) in concert with correct anatomical knowledge
- Ballet terminology is required because barre fitness derives from ballet, and relies on ballet terminology to execute ballet movements as part of the barre class workout.
- Safe movement practice is required to ensure the instructor provides a workout that is effective and does not cause injury to the client(s). This is paramount in any physical movement practice, and is a principal tenant of IBBFA.

The following content domains (derived from those detailed above) outline the knowledge expectations set forth by IBBFA to set the standard for any individual who holds a certificate in Barre instruction:

### **A. Anatomy**

- i. Musculature of the upper body, lower body and core (abdominals and back)
- ii. Relevant targeted muscle groups for Barre exercises
- iii. Common deviations and injuries
- iv. Anatomical directional terminology
- v. Skeletal alignment
- vi. Postural deviations
- vii. Neutral spine placement

### **B. Ballet Terminology**

- i. History of Barre and Ballet influence
- ii. Translation and relationship to Barre exercises
- iii. Proper positioning for given ballet terms

### **C. Safe Movement Practice**

- i. Providing a balanced workout
- ii. Tools for teaching barre effectively

## **SAMPLE TEST QUESTIONS FOR WRITTEN EXAM**

The following 3 questions were taken from the IBBFA Barre Certificate Program Written Examination question bank and serve as samples of the question type and question content found on the IBBFA Barre Certificate Program Written Examination. Here we have 1 question from each content area that relates to the course goals represented. For each question, the examinee must select the most appropriate answer.

- 1) Exercises (or combinations of exercises) must be \_\_\_\_\_ to ensure the muscles are worked equally on both sides of the body.
  - a. Symmetrical
  - b. Asymmetrical
  - c. Interchangeable
  - d. Advanced
  
- 2) The Iliopsoas is comprised of which two muscles?
  - a. Psoas major and iliacus
  - b. Psoas medius and iliacus

- c. Psoas minor and iliacus
- d. Iliacus and gracilis

3) "Battement" means:

- a. bouncing
- b. beating
- c. brushing
- d. kicking

#### **APPEALING WRITTEN EXAM RESULTS**

Candidates that wish to appeal their written exam must submit a petition to the IBBFA Exam Committee within 30 days of exam completion. The petition document is available on IBBFA.org. In addition to completing the petition, candidates must submit a signed letter to the committee explaining the reasons for the appeal as well as provide justifications for why their score may be in error. An appeal process will begin once both documents are submitted. Meetings to review appeals are scheduled as needed, and review of the appeal will be made no later than 45 days following the appeal's submission, and a decision (of either accepted or denied) will be rendered and returned to the appellee no later than 60 days from their appeal's submission. For appeals that are denied, a recommendation of additional training will be provided and the candidate may re-apply when desired.

#### **RETAKE A WRITTEN EXAM**

Candidates who do not pass the written exam may reapply to take the examination following a 30-day waiting period from their last test date to review study materials further, and prepare for retesting. Candidates must complete a Retake Application (available on IBBFA.org) and pay the associated fee. If a candidate fails a second time, they must wait 1 year to retake the exam and must complete a Retake Application and submit the associated fee. Candidates who fail a third attempt are no longer able to apply to take the examination.

## **VI. OPTIONAL RESOURCES FOR EXAM PREPARATION**

For candidates that are unclear about the terms, exercises, or standards used for IBBFA, additional training or study is highly recommended. The BarreCertification.com training materials have been approved for IBBFA standards training. These options are suggested but not required.

- The IBBFA BarreCertification.com Level 1 Fundamentals of Barre Technique interactive course or complete manual
- The IBBFA Foundations of Barre Seminar

Candidates can contact IBBFA for inquiries on training, reading materials or other qualified teacher trainer programs.

#### **OPTIONAL PRACTICE TEST FOR WRITTEN EXAM**

An online practice test, which simulates the actual testing experience, is available on the IBBFA

Barre Certificate Program webpage [www.IBBFA.org](http://www.IBBFA.org). The practice test includes 60 multiple-choice questions that reflect the content areas, level of difficulty, and format of the actual written examination. Practice test questions are not part of the written exam testing bank. The practice test fee is \$75 and must be paid by credit card (MasterCard, Visa or American Express).

## **VII. ADDITIONAL GOVERNING POLICIES & PROCEDURES**

No applicant for the IBBFA Barre Certificate Program will be denied on the basis of race, national origin, color, creed, religion, sex, age, disability, gender identity, gender expression, or sexual orientation. Candidates are expected to provide truthful and complete information.

#### **VIOLATIONS OF THE IBBFA CODE OF ETHICS**

It is illegal and unethical to recall (memorize) and share questions that are on any IBBFA certificate exam (i.e., written exam)). As such, candidates may not solicit questions or discuss items that were on previous exams with other IBBFA Barre Certificate Program candidates or individuals who currently (or previously) hold the certificate. Candidates may not give or receive any unauthorized assistance on their assessment. Recalling and sharing questions from the exam with anyone else violates the confidentiality agreement and Federal Copyright Laws. The IBBFA will prosecute violations of this agreement. Violation of this security agreement is also a violation of the IBBFA Code of Ethics, which may result in suspension or revocation of the IBBFA certification from those who have earned it, and suspension or denial of eligibility for future exams for candidates found to have violated their confidentiality agreement.



**GROUND S FOR DISCIPLINARY ACTION**

The IBBFA Barre Certificate Program may: refuse to certify, suspend, or revoke an existing certificate or otherwise take action with regard to the application or of an individual in the event of any of the following:

- Ineligibility for certificate or certificate renewal.
- Irregularity in connection with any exam (written or practical).
- Unauthorized possession, use, or distribution of exam score reports, trademarks, logos, written materials, answer sheets, certificates, certificant or applicant files, or other confidential or proprietary materials (registered or otherwise) of the International Ballet Barre Fitness Association or the testing body.
- Material misrepresentation or fraud in any statement to the International Ballet Barre Fitness Association, to an employer or potential employer, or to the public, including but not limited to statements made to help the individual apply for, obtain, or retain certification.
- Any physical, mental, or emotional condition of either temporary or permanent nature, including, but not limited to, substance abuse, which impairs or has the potential to impair competent and objective professional performance.
- Negligent and/or intentional misconduct in professional work, including, but not limited to, physical or emotional abuse, disregard for safety, or the unauthorized release of confidential information.
- The timely conviction, plea of guilty, or plea of nolo contendere in connection with a felony or misdemeanor that is directly related to public health and/or fitness instruction or education and that impairs or has the potential to impair competent and objective professional performance and/or public confidence in the profession. These include, but are not limited to, rape, sexual abuse, actual or threatened use of a weapon or violence, or the prohibited sale, distribution, or possession with intent to distribute of a controlled substance.
- Non-compliance with the IBBFA Code of Ethics and Scope of Practice.
- Any candidate who claims, states, or implies that the certificate is a professional certification or that its purpose and scope are beyond that specified by the certificate provider

**FILING COMPLAINTS FOR NON-COMPLIANCE**

Any consumer, facility owner, or auditor may recommend an IBBFA Barre instructor for review. Concerns must be addressed in the Complaint Form found on the IBBFA Barre Certificate Program website: [www.IBBFA.org](http://www.IBBFA.org). Communication with instructor in question must be made by IBBFA within 30 days to notify them of complaint and any further action required.

**CERTIFICATE GRANDFATHERING**

The policy of grandfathering is unacceptable and not approved by the International Ballet Barre Fitness Association (IBBFA). IBBFA utilizes objective, established, and statistically valid information to ensure basic level competency through the passing of the exam, which shall serve as the sole measure of such competency.

**CERTIFICATE RENEWAL**

The IBBFA requires all IBBFA certificate holders to renew their IBBFA Barre Certificate every two years. To renew, the certificate holder must earn 16 CECs within the 2-year timeframe, submit the Certificate Renewal Application, and pay a renewal fee. For details regarding renewal, see "Renew your Certificate" on the IBBFA Barre Program Certificate website: [www.IBBFA.org](http://www.IBBFA.org)

**CONFIDENTIALITY POLICY**

The IBBFA Barre Certificate Program maintains an online registry of IBBFA certified individuals on its website. This service discloses the current status of IBBFA certificate holders. It is the policy of the program to provide only that information necessary to determine whether an individual is currently in possession of a valid certificate. Access to individual records including information related to pass or fail or an examinee's scores are restricted to the applicant, candidate, certificate holder, or authorized personnel unless express written permission has been obtained from the candidate to release any part of the information or in response to a court order or other legal process. All staff members are required to sign confidentiality agreements as a requirement for employment.

Confidential information will not be disclosed without the written consent of a candidate or

Certificate holder. The following IS considered confidential information:

- Application status

- IBBFA Barre Certificate Program exam score
- Phone number(s), email, and residential address(s)
- Payment information

**THE FOLLOWING IS NOT CONSIDERED CONFIDENTIAL INFORMATION AND IS HELD IN THE PUBLIC DOMAIN:**

- Certificate status
- Certificate number
- Country and City

## **VIII. OVERVIEW OF PROCESS FOR DEVELOPING AND GATHERING VALIDITY EVIDENCE FOR THE PROGRAM ASSESSMENTS**

The IBBFA Barre Certificate Program employs generally accepted instructional design methods that are most relevant to the content, goals, and learning objectives of this online course. The course goals were determined based on the need identified by the needs analysis performed and through participation in the global barre training community and observance of these needs. The learning objectives for the course derive from the course goals and was constructed using Bloom's Taxonomy. In creating the content and assessments, this program utilizes the tools of inquiry-based learning (see Pedaste et al., 2015 for definitions) to assess an individual's prior knowledge, to stimulate motivation, and enhance self-learning skills to increase participant engagement throughout this program. In addition the content is created with the intention of utilizing various forms of learning including passive forms such as reading, audiovisual, demonstration, and participatory or kinesthetic learning through practice by doing and (ultimately) teaching others.

To accomplish these goals the course provides content (images and text) chapters on specific topics related to the course goals. Images included also provide demonstrations of the ballet positions and anatomical structures covered throughout the course. Participants can then operationalize this knowledge in practice as they perform barre exercises. The final chapter of the course provides discussions on barre teaching practices to help guide the participant in teaching their knowledge to others during a class. Because this course is online, the learning methods employed are those that can be facilitated in an asynchronous course where a participant may not have access to a locality like a studio or gym to work in-person. The audience for this program includes dancers, fitness professionals, or individuals who wish to teach barre, however given the current pandemic and wide restrictions on athletic facilities it is not reasonable to assume participants have access to these facilities. Moreover, the flexibility of this program's offering allows anyone who meets the eligibility requirements to participate regardless of whether they have access to an athletic facility or not. In addition, the content is delivered at a level appropriate for an individual who has not had dance, or anatomy training to ensure the content is accessible to a participant of any professional background (provided again that they meet the eligibility requirements).

## **IX. CONTACT INFORMATION FOR PROGRAM**

Please contact IBBFA through their website at IBBFA.org.

<sup>2</sup> Margus Pedaste, Mario Mäeots, Leo A. Siiman, Ton de Jong, Siswa A.N. van Riesen, Ellen T. Kamp, Constantinos C. Manoli, Zacharias C. Zacharia, Eleftheria Tsourlidaki, (2015) Phases of inquiry-based learning: Definitions and the inquiry cycle. Educational Research Review, Volume 14, Pages 47-61, ISSN 1747-938X, <https://doi.org/10.1016/j.edurev.2015.02.003>