Provider Agreement: BFS CPD Provider Accreditation

Bureau of Fitness Standards (BFS) · Document BFS-AGR-01 · Edition 1.0 · 21 November 2026 · Specimen

This specimen is published so that applicants can see the terms in advance. The signed agreement will carry the provider's details, accreditation number and dates.

Between: Bureau of Fitness Standards ("BFS"), an independent not-for-profit initiative of Active India Health and Fitness Trust, New Delhi, India, contact info@bureauoffitness.org;

and: _____ ("the Provider"), registration no. _____, of _____.

Accreditation number: BFS-ACP-____-___ **Start date:** _____ **Expiry date:** _____

1. Scope

1.1 BFS grants the Provider accreditation as a **BFS Accredited CPD Provider** under the BFS CPD Provider Accreditation Scheme (BFS-SCH-01, "the Scheme"), for the period above, and approves the activities listed in the Schedule, subject to this agreement and the Scheme.

1.2 The Scheme forms part of this agreement. If there is a conflict, the Scheme prevails, except for clauses 9 to 12 of this agreement.

1.3 Accreditation is BFS's own scheme. It is not a regulated qualification or government recognition, and nothing in this agreement allows the Provider to say otherwise.

2. Provider obligations

The Provider will:

1. keep meeting criteria P1 to P12 of the Scheme throughout the accreditation period;
2. deliver approved activities as approved, and submit any material change to an activity for re-approval before delivering it;
3. issue certificates only to learners who completed the approved activity, showing the information required by criterion P8;
4. keep attendance, completion, certificate, feedback and complaint records for 6 years and make them available to BFS on request;
5. file the annual return within 30 days of each anniversary of accreditation;
6. allow BFS or its assessors to sample materials and records and to observe deliveries, announced or unannounced, at no charge to BFS for attendance;
7. tell BFS in writing within 30 days of any material change (ownership, legal name, quality lead, major change to an approved activity, or regulatory action);
8. handle learner complaints under its own procedure and tell learners they may also contact BFS;
9. disclose to learners any commercial interest in products, equipment, supplements or services mentioned in an activity;
10. pay fees confirmed in writing by BFS when due.

3. Use of BFS wording and marks

3.1 While accreditation is current, the Provider may use the words "BFS Accredited CPD Provider", the accreditation number and the mark supplied by BFS, and may use the "BFS CPD Approved" mark with the activity number and points only on materials and certificates for the approved activity, all as set out in section 12 of the Scheme.

3.2 The Provider will not: use the BFS logo itself; alter any mark; say or imply that BFS certifies, licenses or qualifies its learners, that its activities lead to or prepare for BFS certification, or that BFS endorses its products or services; describe the accreditation as government approved, regulated, internationally accredited or accredited by any body other than BFS; or transfer or sub-license the accreditation or marks.

3.3 The marks remain the property of BFS. This agreement gives a non-exclusive, non-transferable, revocable permission to use them only as stated.

4. BFS obligations

BFS will: assess and decide fairly, independently and within the published target times; give written reasons for decisions; keep the Provider's materials confidential and use them only for assessment and surveillance; list the Provider accurately in the public directory; and give at least 60 days' notice of material changes to the Scheme.

5. Independence

The Provider will not offer any payment, gift or benefit to any BFS assessor, committee member or staff member in connection with an assessment, and will not ask any person with a conflict of interest to take part in its assessment. The Provider may object to a named assessor on grounds of conflict under section 7.7 of the Scheme.

6. Surveillance, suspension and withdrawal

BFS may review, suspend or withdraw accreditation or any activity approval under sections 9 and 10 of the Scheme. On suspension, withdrawal or expiry the Provider will stop using BFS wording, marks and numbers immediately, remove them from websites and digital channels within 7 days, and stop distributing printed materials that carry them. Certificates for deliveries completed before the effective date remain valid.

7. Appeals and complaints

The Provider may appeal BFS decisions under section 11 of the Scheme and BFS-POL-04.

8. Fees

Fees are those confirmed in writing by BFS before assessment and, for later years, in the BFS fee schedule in force at the time. Fees are not linked to the outcome of any assessment and are not refundable if accreditation is refused, suspended or withdrawn.

9. Intellectual property and confidentiality

Course materials remain the Provider's property. BFS, its assessors and committee members keep them confidential and use them only for the Scheme. Information in the public directory (section 13 of the Scheme) is not confidential.

10. Data protection

Each party will handle personal data it receives under this agreement lawfully, securely and only for the Scheme. BFS will handle personal data under its Privacy Notice.

11. Liability

The Provider is solely responsible for the delivery, safety and content of its activities and for its dealings with learners. Accreditation is not a guarantee of any outcome for learners. Neither party excludes liability that cannot lawfully be excluded.

12. Term, termination and law

12.1 This agreement runs from the start date to the expiry date, unless ended earlier by withdrawal under the Scheme or by either party giving 30 days' written notice.

12.2 Clauses 3.2, 6, 9, 10 and 11 continue after the agreement ends.

12.3 This agreement is governed by the laws of India, and the courts at New Delhi have jurisdiction, without prejudice to the BFS appeals procedure.

Schedule. Approved activities

Activity number	Title	Format	CPD points	Approved from	Approved to
BFS-CPD--					

Signatures

For Bureau of Fitness Standards	For the Provider
Name:	Name:
Position:	Position:
Signature:	Signature:
Date:	Date: