BUREAU OF FITNESS STANDARDS

A not-for-profit standards, certification and provider-accreditation council
of Active India Health and Fitness Trust

Institute Accreditation Application Pack

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Form reference: BFS-FRM-03 · Pack edition 1.2 · 23 November 2026

This pack is issued under the BFS CPD Provider Accreditation Scheme (BFS-SCH-01) and the Accredited Provider Quality Standard (BFS-POL-10, criteria P1–P12).

The BFS certification system is structured in line with ISO/IEC 17024; NABCB accreditation is being pursued. BFS accreditation of a training provider is BFS's own scheme. It is not NABCB accreditation, not a government licence, and not accreditation of a certification body.

Published 23 November 2026. This pack may be used by applicant institutes.

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1. About this pack

This pack is for a legally registered education provider that wants BFS to review it as an accredited institute, and to approve one or more named learning activities. The review is document-based. There is no automatic site visit for a first application, but BFS may ask for a video walk-through, a live sample class, or a later visit if the file is thin or a complaint arises.

BFS is the not-for-profit standards-setting, personnel-certification and provider-accreditation council of Active India Health and Fitness Trust. Training providers design and deliver training. BFS sets the standards, accredits providers against published criteria, and runs its own professional examinations, independently of any training provider.

The certification system is structured in line with ISO/IEC 17024; NABCB accreditation is being pursued. Completing this application, or being accredited by BFS, does not mean that BFS, the applicant, or the applicant's graduates hold NABCB, ISO, government or any other body's accreditation. Applicants must not say that they do.

What accreditation gives you

- An independent desk review of the organisation and of each named activity submitted, against published criteria P1–P12.
- If accredited, a listing in the public BFS provider directory (legal and trading name, city and country, website, approved activities, and dates).
- Use of the BFS provider-accreditation mark on materials for approved activities only, with the activity name and the period of approval, while accreditation is current.
- Accreditation of the provider lasts three years, subject to an annual return. Approval of a named activity lasts two years.

What it does not give you

- It does not certify individual graduates. Individual BFS credentials are awarded only through BFS examinations.
- It does not guarantee that a learner will pass a BFS examination, and advertising must not say that it does.
- It is not a licence to practise, a university degree, or a regulated national qualification.
- Marks must not be used on unapproved courses, after expiry, or in a way that implies the organisation as a whole is "BFS Certified."

2. How to apply

Applications are accepted in English. A second language may be attached if a complete English summary is provided. Submit either through the online form at bureauoffitness.org/apply.html (when that page is published) or by emailing this completed pack and the required PDF attachments to info@bureauoffitness.org with the subject line "Provider accreditation application – [legal name]".

- BFS acknowledges a complete file within ten working days, or says what is missing.
- The assessment clock starts when the file is complete and, except in a fee-waived pilot, the invoice has been paid.

- Two independent assessors review the file. An accreditation committee (or a nominated decision-maker who has not assessed the file) confirms the recommendation.
- Decisions are: Accredited; Accredited with conditions; Deferred; or Refused.
- An appeal may be lodged in writing within 30 days of the decision letter. The target to close an appeal is about 30 working days.
- Making an enquiry is free. Fees are confirmed in writing before review starts, and are payable whether the outcome is positive or not. Fees are never linked to a pass rate or to a desired logo.

Who may apply

A legally registered education provider (company, society, trust, sole-proprietor academy, university department, or a comparable form in its home country) that designs and delivers structured courses in fitness, personal training, strength and conditioning, yoga or pilates teaching, group exercise, sports nutrition, or closely related health-and-fitness education.

The applicant must have delivered at least one complete cohort, or be able to show a fully prepared first cohort (curriculum, faculty, assessment tools and a named start date). First-cohort applicants that cannot yet show marked scripts may submit the assessment tools and a plan for the first internal-quality sample; accreditation, if granted, will usually be "with conditions" until that evidence arrives.

BFS will not accept an application from an organisation that cannot show a legal identity, a responsible person, or a way for learners to complain.

Related-party and conflict rules

Any organisation with overlapping ownership, trustees, faculty or commercial control with BFS or with Active India Health and Fitness Trust may still apply. It is assessed on the same form and the same rubric. It is not eligible for a pilot fee waiver. Assessors and decision-makers who have worked for, trained with, or been paid by the applicant in the previous two years are recused. Where two independent assessors cannot be found internally, an external assessor is used.

3. Application form

Complete every field. If an item does not apply, write "Not applicable" and a short reason. Do not leave blanks. Do not include personal tax identification numbers or other unnecessary personal identifiers; redact them if they appear on a supporting document.

Office use only: Reference _____ Date received _____ File complete on _____ Fee confirmed / paid _____
Assessors _____ / _____ Decision date _____

3.1 Organisation

Legal name	
Trading name (if different)	
Year established	
Legal form (company, society, trust, sole proprietor, university department, other)	
Registration or licence number, and the authority that issued it	

Country and city of the main office	
Other delivery sites (city, country, owned or hired)	
Website URL	
Public contact-page URL	
Postal address	
Public email and telephone	
GST, VAT or equivalent tax number of the organisation (if any — not a personal tax number)	
Names and roles of directors, trustees or partners	
Related to BFS or Active India Health and Fitness Trust? (Yes / No, and a short description)	
Approximate unique learners in the last 12 months (or forecast for a first cohort)	
Countries and languages of delivery	
Modes: in-person / online / blended / workplace	
Scope sought: provider accreditation only, or provider accreditation plus named activity approval	
Number of activities submitted with this application	

3.2 Contacts

Role	Name	Position	Email	Phone
Head of organisation				
Application lead (if different)				
Academic or education lead				
Quality-assurance or internal-verifier lead				
Finance contact for invoices				
Public complaints email or form URL				

3.3 Evidence against criteria P1–P12

For each criterion, write a short account of how you meet it and list the file names of the evidence you are attaching. Criteria are from BFS-SCH-01 / BFS-POL-10.

No.	Criterion	How you meet it	Evidence attached (file names)
P1	Legal and accountable. A legally constituted organisation (or registered		

	sole trader) with a named responsible person and a published contact address.		
P2	Quality lead. A named person signs off each activity before it is submitted and is accountable for corrections.		
P3	Learning design. Each activity states its audience, learning outcomes, timetable, and how outcomes link to competence or to BFS competency units if claimed.		
P4	Qualified faculty. Presenters hold a relevant qualification and at least three years of relevant practice, or demonstrable expertise; CVs are kept on file.		
P5	Evidence-based content. Content is accurate, current and referenced; materials are reviewed at least every three years or when the evidence changes.		
P6	Safety and scope. No content that encourages unsafe practice, practice outside a professional's scope, medical claims, or the use, dosing or sourcing of prohibited performance-enhancing substances.		
P7	Learning check. Structured activities include a check of learning (for example a quiz, practical sign-off or reflective task). Practical occupations must include a practical assessment of competence.		
P8	Records and certificates. Attendance and completion are recorded and kept for six years; certificates show the learner's name, activity title, provider, date, and (if used) a unique checkable number.		
P9	Feedback and complaints. Learner feedback is collected and acted on; there is a written, public complaints process for learners.		

P10	Fair promotion. Marketing is honest, uses BFS wording and marks only as permitted, and discloses sponsorship or commercial interest in products mentioned.		
P11	Accessibility and data protection. Reasonable adjustments are offered, and learner data is handled lawfully and securely.		
P12	Co-operation with surveillance. The provider will file the annual return, allow sampling of deliveries, and report material changes within 30 days, and will sign the Provider Agreement (BFS-AGR-01) if accredited.		

3.4 Faculty roster

Add rows as needed, or attach a roster in the same columns. Attach a CV or structured bio, and a redacted copy of the main teaching or professional certificate, for each person.

Name	Role (tutor / assessor / IQA)	Qualifications	Years of practice	Employment status	Activities taught or assessed	CV attached (Y/N)

3.5 Activities submitted for approval

Complete one block per activity. Attach, for each: curriculum or scheme of work, learning outcomes, sample lesson or module plan, timetable, sample assessment and marking guide, and (if already delivered) one redacted marked example.

Activity 1

Title	
Hours of directed learning, and of self-study	
Mode and language	
Target learner and prerequisites	
Learning outcomes (or attach a file and give the file name)	
Assessment summary (methods, resits, malpractice)	

Maximum cohort size and practical tutor-to-learner ratio	
Does this activity lead to an external award? If yes, which body?	
Deliveries planned per year	

Activity 2

Title	
Hours of directed learning, and of self-study	
Mode and language	
Target learner and prerequisites	
Learning outcomes (or attach a file and give the file name)	
Assessment summary (methods, resits, malpractice)	
Maximum cohort size and practical tutor-to-learner ratio	
Does this activity lead to an external award? If yes, which body?	
Deliveries planned per year	

3.6 Commercial interests and other recognitions

Other brands, gym chains, supplement companies or awarding bodies the organisation is tied to	
Do any activities mention, demonstrate or recommend products in which the provider, a presenter or a sponsor has a commercial interest? If yes, how is this disclosed to learners?	
Any person connected with BFS (board, committee, assessment panel) who, to your knowledge, has worked for, taught for, advised or held an interest in your organisation in the last two years	
Existing external recognitions (for example a professional register, awarding body, or university affiliation), with the certificate or listing URL	
Any refusal, suspension, withdrawal or regulatory action in the last five years	

4. Document checklist

Upload or attach as PDF, reasonably recent (accounts and insurance within the last 12–18 months unless a note explains otherwise). Tick when attached.

☐ 1. Proof of legal registration (certificate of incorporation, trust deed extract, society registration, or national equivalent). Personal identity numbers redacted.

☐ 2. Ownership or governance list (directors, trustees) and, if relevant, a simple group structure.

☐ 3. Public-facing prospectus or course catalogue, plus terms and conditions or learner contract, including fees, refunds and complaints.

☐ 4. For each activity: curriculum or scheme of work, learning outcomes, sample lesson or module plan, sample assessment and a marking guide or model answer.

☐ 5. Faculty CVs or structured bios, plus copies or attested scans of the main teaching or professional certificates (sensitive identity numbers redacted).

☐ 6. Internal quality-assurance procedure, and one worked example (for example a marked script with IQA comments, or a standardisation note). First-cohort applicants may substitute a plan for the first IQA sample.

☐ 7. Learner complaints procedure and, if any exist, a redacted summary of complaints in the last two years.

☐ 8. Insurance certificate appropriate to the country and mode (public liability and, where usual, professional indemnity). A signed statement of why a class of insurance is not available in that country may be accepted, with conditions.

☐ 9. Venue or platform description: for in-person, a short description and photographs or a video link of classrooms and practical space; for online, the platform name, access method, and how identity and assessment integrity are handled.

☐ 10. Latest available accounts, or a bank letter plus a simple income-and-expenditure statement if the organisation is too small to have audited accounts. The test is viability to finish enrolled learners, not a minimum turnover.

☐ 11. Sample certificate and, if used, a badge or digital credential, showing how a fake can be checked.

☐ 12. Advertising samples (website screenshots, a brochure or social posts) so claims can be checked against P10.

☐ 13. Signed conflicts-of-interest declaration (organisation and named leads) — section 5 of this pack.

☐ 14. Optional: certificates or listing URLs for existing external recognitions. These are evidence, not a substitute for BFS review.

5. Declarations

5.1 Applicant declaration

On behalf of the organisation named in this application, I declare that:

- the information in this application and its attachments is true and complete;
- we have read the BFS CPD Provider Accreditation Scheme (BFS-SCH-01) and the terms in section 8 of this pack, and we agree to be assessed against them;
- we will not use any BFS wording, mark or number unless and until accreditation is granted, and then only as the scheme allows;
- we will not say or imply that BFS accreditation is NABCB, ISO, government or any other body's accreditation, or that completing our courses guarantees a BFS professional credential;
- we understand that BFS provider accreditation is not certification of individual persons;
- we will sign the BFS Provider Agreement (BFS-AGR-01) if accreditation is granted;
- we understand that fees, once confirmed in writing, are payable whether the outcome is positive or not, and are not refunded if accreditation is refused;
- we will co-operate with annual returns, sampling and the reporting of material changes (criterion P12);
- we consent to BFS processing the personal data in this application as described in the BFS Privacy Notice at bureauoffitness.org.

Name of signatory	
Position	

Signature	
Date	
Place	

5.2 Conflicts-of-interest declaration (organisation and named leads)

A conflict includes any financial, employment, teaching, examining or close family interest that could reasonably be seen to affect a BFS assessment of this application. Named leads means the head of organisation, the application lead, the education lead and the quality lead.

- We have listed, in section 3.6, any relationship with BFS or Active India Health and Fitness Trust, and any BFS office-holder connected with us in the last two years.
- We will tell BFS promptly if a new conflict arises during the review or during any later accreditation.
- We understand that a related-party applicant is reviewed on the same rubric, is not eligible for a pilot fee waiver, and will be assessed by people who meet the two-year exclusion, or by an external assessor.

Name of signatory	
Position	
Signature	
Date	

6. Fee schedule

The fees below are the published BFS tariff. Do not pay until you receive a written invoice. GST, VAT or other tax is added where the law requires it. Applicants in India may be invoiced in Indian rupees at the invoice-date exchange rate; all other applicants are invoiced in United States dollars. Fees cover the review, not a logo, and are payable whether the outcome is positive or not.

Item	Fee
First-year accreditation, including the provider review and up to two named courses or activities	US$199
Each additional course or activity, at application or later in the cycle	US$89
Annual renewal, due on or before each anniversary, to keep provider accreditation current	US$129
Opening pilot: first-year fee for the first five qualifying independent institutes accepted for review	Waived

Activity approval lasts two years. Adding a new named activity, or renewing an activity at the end of those two years, is charged at the additional-course rate of US$89. Provider accreditation is reviewed at year three on a shorter form, at the annual renewal fee, using the same rubric.

A Deferred file that is resubmitted within the stated window does not require a new first-year fee; a reduced re-review amount, if any, is confirmed in writing. Appeal: no fee if BFS was in error; otherwise a fee confirmed in writing, refunded if the decision is set aside.

Pilot rules, so the scheme stays credible. The US$199 first-year fee is waived for the first five qualifying independent institutes whose complete files are accepted for review in this opening window. “Qualifying independent” means a legally registered training provider with no overlapping ownership, trustees, faculty or commercial control with BFS or Active India Health and Fitness Trust. Enquiries do not reserve a place. Related-party applicants pay the published fees and are not eligible for the waiver. Additional courses beyond the two included in the first-year review remain US$89. Annual renewal after the first year is US$129, including for former pilot institutes. The pilot uses the full form, the full document list, two assessors, the same rubric and the same public-register wording. The only difference is the first-year fee. A refused or deferred pilot applicant is not listed. If a file is too weak to assess, it is Deferred or Refused; it is not approved to fill a free place. After those five places are taken, the published fees apply.

7. Review rubric (summary)

This summary is for applicants. Assessors use the full desk-review checklist in the scheme. Two independent assessors score the file.

Scores for each of P1–P12

Score	Meaning
Met (2)	Evidence is present, current and consistent with practice.
Partial (1)	The intent is visible but a documented gap remains; a time-limited condition could close it.
Not met (0)	Missing, misleading, or unsafe.
Not applicable	Rare; must be justified (for example online-platform items if the provider is fully in-person).

Each named activity is also scored Met, Partial, or Not met against outcomes, hours, assessment, faculty, resources and learner information. Hours claimed must be plausible against the timetable. One BFS CPD point equals one hour of recognised learning; self-study must not be padded.

Decision rule

- Accredited — every applicable P-criterion is Met, and every submitted activity that will carry a mark is Met.
- Accredited with conditions — no P-criterion is Not met; one or more are Partial; conditions are time-limited (usually 30 to 90 days) and specific.
- Deferred — the file is incomplete or a critical item is not yet evidenced; the applicant may resubmit within a stated window without a new full fee (a small re-review fee may apply).
- Refused — any of P6 (safety and scope), P7 (learning check / assessment of competence), P10 (fair promotion) or dishonest or false information is Not met, or several other criteria are Not met.

Safety, scope of practice, certificate integrity and honesty of claims cannot be traded off against a high score elsewhere, and cannot be left as open conditions. A simple arithmetic total is recorded for consistency (maximum 24 if all twelve criteria apply) but it does not override those gates. Two assessors who disagree on a gate criterion refer the file to the accreditation committee with both score sheets.

Assessors may ask written questions. The applicant has ten working days to reply. One reasonable extension may be given. Failure to reply can lead to a Deferred or Refused decision.

8. Terms

By submitting this application the organisation agrees to the following. If accreditation is granted, these terms continue through the Provider Agreement (BFS-AGR-01), which will be issued with the decision letter.

- True information. The applicant is responsible for the accuracy of the file. False or misleading information may lead to refusal, or to later suspension or withdrawal.
- Fees. Fees confirmed in writing are for the review, not for a mark. They are payable in advance of assessment (except a fee-waived pilot) and are not refunded if the decision is Deferred or Refused, except as stated for a successful appeal after a BFS error.
- Independence of assessment. BFS appoints assessors and decision-makers who meet the conflict rules in this pack. The applicant will not attempt to influence a score or a decision by any payment, gift or inducement.
- Marks and wording. Until a written decision grants accreditation, the applicant will not use BFS marks or say that it is a BFS-accredited provider. After a grant, marks may be used only on approved activities, with the activity name and the valid dates, and only while accreditation is current. The organisation will not say “BFS Certified” about itself, and will not use any third-party trademark that it does not hold.
- Honesty about BFS itself. Public claims must not go beyond this wording about BFS’s own status: the certification system is structured in line with ISO/IEC 17024; NABCB accreditation is being pursued. The applicant will not say that BFS, or the applicant, is ISO-accredited, NABCB-accredited, or government-accredited.
- Training and certification stay separate. Completing an accredited provider’s course does not confer a BFS professional credential. A person who designed or delivered a candidate’s training must not examine that candidate for BFS.
- Directory and withdrawal. Accredited providers are listed in the public directory. Refused applicants are not named there. Misuse of a mark, failure to file an annual return, or a material adverse change may lead to a request to take the mark down, and then to suspension or withdrawal. Withdrawal is published as a change of directory status.
- Appeals and complaints. An appeal of the accreditation decision must be lodged in writing to the published appeals address within 30 days, on process, evidence on the original file, or a material error. It is not a chance to submit a brand-new curriculum, except to correct a BFS mistake. A complaint about conduct is separate, and is acknowledged on a ten-working-day clock.
- Annual return and renewal. An annual return is due on or before each anniversary. Activity approval expires after two years unless renewed. Provider accreditation is reviewed at year three on a shorter form, using the same rubric.
- Data. BFS keeps application files for at least the accreditation period plus two years, or longer if the law requires. It does not publish applicants’ financial statements or faculty identity documents. Personal data is handled under the BFS Privacy Notice and applicable law, including India’s Digital Personal Data Protection Act, 2023, and the GDPR where it applies.
- No assignment. This application is personal to the named legal entity. A change of control, legal form or name must be reported within 30 days and may require a fresh review.
- Governing description. The scheme documents (BFS-SCH-01, BFS-POL-10, BFS-AGR-01 and the Privacy Notice) prevail if there is a conflict with a marketing page. This pack is not a contract of accreditation;

accreditation exists only when a written decision says so and, where required, the Provider Agreement has been signed.

Questions about this pack or about an application already submitted: info@bureauoffitness.org. Please do not send personal identity numbers or payment-card details by unencrypted email.

End of pack · BFS-FRM-03 pack edition 1.2 · 23 November 2026