

Institute of Nutrition and Fitness Sciences

Diploma in Nutrition and Fitness

Student Handbook

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About INFS

Institute of Nutrition and Fitness Sciences (INFS) founded in 2016, is the largest online institute in nutrition and fitness in the country. It has over 10,000 students enrolled in its courses from across the world and it is making fitness education accessible to all. The flagship course is the Diploma in Nutrition and Fitness which is a 40 credits course with 1200hours of learning. INFS creates its own content based on the latest research evidence-led knowledge. Leading experts and researchers in the field contribute to keeping its content relevant and updated. An INFS scholar also undertakes live internship projects so they can apply their learnings in real-life settings. The institute equips its professional certification holders with all the tools through which they can truly transform their client's lives to be healthier. INFS has ties with the industry where its alumni are placed and are one of the highest-earning professionals in fitness. Our alumni have transformed over 200,000 lives and continue to inspire a million others.

Recognitions and Accreditations

ISO 9001:2015 Certified

Recognized by DIPP (Govt of India)

International Accreditation of the courses by CPD Standards Office, UK

OUR FOUNDING TEAM AND EXPERT ADVISORS INCLUDE:

JYOTI DABAS (N.D.)

Founding Director and CEO, INFS

Jyoti Dabas (N.D) left a successful corporate career to pursue her passion for health and fitness. An engineering graduate from the University of Warwick and an MBA from IIM Calcutta, she is also a Doctor of Naturopathy & Alternative Medicine, a Certified Fitness Coach, a speaker, and an author. Jyoti combines her accumulated business and health acumen to rapidly evolve INFS into an emerging premiere institute promoting evidence-based learning in nutrition and training. She has been felicitated for her contribution to the education sector with the Indian Achievers Award for 'Excellence in Education. Jyoti has also recently been awarded the 'Women Power in Edutech' at the Women Power Summit and Awards 2021.

DR. STUART PHILLIPS

Board of Advisors

Stuart Phillips obtained a Ph.D. from the University of Waterloo in Human Physiology in 1995. He joined McMaster University in 1998 and is currently a full Professor in the Department of Kinesiology and School of Medicine. He is Tier 1 Canada Research Chair in Skeletal Muscle Health. He is also the Director of the McMaster Centre for Nutrition, Exercise, and Health Research and the Physical Activity Centre of Excellence. He has authored more than 160 original research papers and 50 reviews. At INFS, Dr Phillips will be instrumental in enhancing the course content of current courses and will contribute to future courses development.

MENNO HENSELMANS

Board of Advisors

Menno Henselmans is an Online Physique Coach, Fitness Model, Scientific Author, and the Founding Director of Bayesian Bodybuilding. Once a former business consultant specialized in advanced statistical data analysis, he traded his company car to pursue his passion - help serious trainees attain their ideal physique. An international speaker, his work has been translated into many languages - Dutch, Norwegian, Italian, Spanish, Turkish, etc. He mentors course development and content development at INFS and is instrumental in ensuring that all the latest scientific principles are reflected in the courses.

DR. BRANDON ROBERTS

Board of Advisors

Dr. Brandon Roberts is a lecturer and a research consultant at the University of Alabama at Birmingham. He has a Ph.D. in Muscle Biology, a Masters in Human performance, a Bachelors in Molecular Biology, and a postdoctoral fellow studying Muscle Hypertrophy. He's a certified strength and conditioning specialist, a natural bodybuilder, and a USA weightlifting sports performance coach. Dr. Roberts has authored many publications in peer-reviewed journals and at INFS he will be guiding and contributing for current courses and for future courses development.

INFS Vision:

"To shape our students into world-class fitness professionals who are knowledgeable, inspiring, and compassionate. We, along with our students, will serve our communities to make health education available to all"

INFS Mission:

- Provide quality evidence-based education to health and fitness professionals
- Provide access to basic health and fitness information to millions
- Support research and academic studies that further our understanding of health and fitness

Introduction to Diploma in Nutrition and Fitness:

A one-of-a-kind course, the Diploma in Nutrition and Fitness is a culmination of research and evidence-based curriculum as well as practical knowledge to provide you with the highest quality of education in the field of nutrition and fitness.

With this course, you will not only learn scientific knowledge but will also be able to develop the requisite skills to be successful in your career. The diploma program is the only nutrition and fitness program in the country that is offering university-grade education and is valued at 40 credits. You will be able to get university-level education without the constraints of a typical classroom.

Through virtual classrooms conducted by expert faculty, you will have access to a multimodal learning platform. In addition to this, you will be provided with multiple learning aids and experiences such as textbooks, animated videos, assessment workbooks, quizzes, discussion forums, QnA sessions, and a hands-on client transformation skill-based project (FTP). Whether you are someone looking to work for a fitness enterprise or want to set up your own business, this diploma will provide you with a wide range of employability and entrepreneurship skills. The program includes comprehensive client assessment, communication skills, motivational and behavioral intervention strategies for client management, and more to help you become the finest nutrition and fitness, coach.

Course Eligibility

Applicants must be above 18 years of age and passed standard XII or equivalent from any stream of education.

Applicants must not have a visual impairment that will disable them from being able to read and access the diploma program material.

Course Fee is INCLUSIVE of applicable taxes and is NOT REFUNDABLE

Course Inclusions:

The diploma in nutrition provides you with an array of learning tools and one on one student support. Following are the course inclusions:

Live faculty lectures and Q n A

Our expert faculty will conduct online lectures which will be followed by question-and-answer sessions in several batches. The batches will be of two types – weekday batches and weekend batches. If you are unable to attend the live lectures there is no reason to worry as all lecture recordings will be made available to you subsequently on your student dashboard.

Discussion Forum

You will find a dedicated discussion forum for the diploma on the INFS website, the link to which will be present on your student dashboard. This is a platform to get all your queries answered directly by the faculty.

Workbooks

You will find module-wise workbooks on the dashboard, solving which will help you master your course content. The skill-based assignments in the workbooks will also assist you with the practical application of the concepts learned in the various modules.

Quiz

Access to quizzes to assess your understanding of the course material. They do not count towards your final score and your grades are not recorded.

Group study

This is one of its kind initiatives by INFS wherein students will be grouped into a batch of 25 students and allotted a faculty guide who will assist them in understanding the vast knowledge that the diploma delivers and applying the same in real coaching scenarios.

Additional reading links

The additional reading links provided will give you deeper insights and a cutting edge.

Course textbooks

The course fee includes a hard copy of the course material which will be delivered free of cost to all the scholars in India. For overseas students, book deliveries are chargeable additionally.

Program Outline for Diploma course:

SR NO	MODULE NO.	MODULE MODULE NAME	CREDITS
1	N101	Basics of food and nutrition	2
2	N104	Biochemistry 1	2
3	N105	Micronutrients and hydration	2
4	N106	Supplements	2
5	N107	Weight management and diet planning	2
6	N108	Dieting strategies and tracking progress	2
7	N109	Lifestyle disorders and special population	2

8	E101	Introduction to exercise science	2
9	E102	Introduction to resistance training	2
10	E103	Basics of anatomy and physiology	2
11	E104	Client fitness assessment	2
12	E105	Introduction to the gym	2
13	E106	Fitness training variables and techniques	2
14	E107	Exercise plan design	2

15	C101	Setting up a successful career	2
16	C102	Understanding research	2
17	C103	Diet Psychology	2
		FTP (Free Transformation Program Project)*	6
		Total Credits	40

*Internship project arranged for by INFS for all scholars of Diploma

Detailed curriculum

Module 1 - N101			
	Module Name	Unit No.	Unit Name
	Basics of food and nutrition	1	Introduction to health and nutrition
	Basics of food and nutrition	2	Obesity and lifestyle disorders
	Basics of food and nutrition	3	Nutrition pyramid
	Basics of food and nutrition	4	Calorie and energy balance
	Basics of food and nutrition	5	Introduction to macronutrients
	Basics of food and nutrition	6	Introduction to micronutrients
	Basics of food and nutrition	7	Introduction to quantified nutrition
	Basics of food and nutrition	8	Food relationship and your health
Module 2 - E101			
	Module Name	Unit	Unit Name

		No.	
	Introduction to Exercise Science	1	Importance of exercise
	Introduction to Exercise Science	2	Basic components of fitness
	Introduction to Exercise Science	3	Types of exercise
	Introduction to Exercise Science	4	Exercise planning and building a routine
	Introduction to Exercise Science	5	Impact of exercise on risk factors for lifestyle disorders
	Introduction to Exercise Science	6	Basic exercise recommendation for general healthy population

Module 3 - E102

	Module Name	Unit No.	Unit Name
	Introduction to Resistance Training	1	What is resistance training
	Introduction to Resistance Training	2	Introduction to basic muscle groups
	Introduction to Resistance Training	3	Introduction to training variables & their importance
	Introduction to Resistance Training	4	Basics of exercise planning
	Introduction to Resistance Training	5	Tracking and progression

Module 4 - E103

	Module Name	Unit No.	Unit Name
	Basics of Anatomy and Physiology	1	Introduction to anatomy and planes of motion
	Basics of Anatomy and Physiology	2	Muscular System
	Basics of Anatomy and Physiology	3	Skeletal System
	Basics of Anatomy and	4	Cardiovascular system and Nervous system

	Physiology		
	Basics of Anatomy and Physiology	5	Endocrine system
	Basics of Anatomy and Physiology	6	Exercise physiology
Module 5 - E105			
	Module Name	Unit No.	Unit Name
	Introduction to the gym	1	Introduction to commonly used gym equipment
	Introduction to the gym	2	Teaching correct techniques
	Introduction to the gym	3	Common exercises for each body part – cardio, strength, and stretching
	Introduction to the gym	4	Injury prevention and management
Module 6 - N104			
	Module Name	Unit No.	Unit Name
	Biochemistry 1	1	Basic biology and chemistry
	Biochemistry 2	2	Digestion and digestive system
	Biochemistry 3	3	Carbohydrates
	Biochemistry 4	4	Lipids, fats, and oils
	Biochemistry 5	5	The science of proteins
	Biochemistry 6	6	Energy systems
Module 7 - N105			
	Module Name	Unit No.	Unit Name
	Micronutrients and hydration	1	Vitamins
	Micronutrients and hydration	2	Minerals and antioxidants
	Micronutrients and hydration	3	Water and alcohol
Module 8 - N106			

	Module Name	Unit No.	Unit Name
	Supplements	1	Introduction to dietary supplements
	Supplements	2	Health supplements
	Supplements	3	Convenience / Nutritional supplements
	Supplements	4	Performance-enhancing supplements

Module 9 - N109

	Module Name	Unit No.	Unit Name
	Lifestyle Disorders and Special Population	1	Insulin resistance and diabetes
	Lifestyle Disorders and Special Population	2	Hormonal disorders
	Lifestyle Disorders and Special Population	3	Special Population - Elderly
	Lifestyle Disorders and Special Population	4	Special population - pregnancy and post-partum

Module 10 - E106

	Module Name	Unit No.	Unit Name
	Fitness Training Variables and Techniques	1	Programming variables and principles
	Fitness Training Variables and Techniques	2	Resistance training variables
	Fitness Training Variables and Techniques	3	Cardiovascular fitness techniques
	Fitness Training Variables and Techniques	4	Muscle building techniques
	Fitness Training Variables and Techniques	5	Fat loss considerations

Module 11 - N107

	Module Name	Unit No.	Unit Name
	Weight Management and Diet Planning	1	Weight management

	Weight Management and Diet Planning	2	Nutrition Planning
Module 12 - E104			
	Module Name	Unit No.	Unit Name
	Client Fitness Assessment	1	Components of fitness and health
	Client Fitness Assessment	2	Fitness tests
	Client Fitness Assessment	3	Client intake, risk assessment, and physical examination
	Client Fitness Assessment	4	Setting fitness goals for a trainee
	Client Fitness Assessment	5	Implementing training plan and measuring progress
Module 13 - E107			
	Module Name	Unit No.	Unit Name
	Exercise Plan Design	1	Components of exercise session
	Exercise Plan Design	2	Program design
	Exercise Plan Design	3	Exercise selection and ordering
	Exercise Plan Design	4	Steps to creating a training plan
	Exercise Plan Design	5	Customizing the plan for the client
	Exercise Plan Design	6	Muscle relaxation techniques
Module 14 - N108			
	Module Name	Unit No.	Unit Name
	Dieting Strategies and Tracking Progress	1	Metabolism and dieting strategies
	Dieting Strategies and Tracking Progress	2	Popular diets: Review
	Dieting Strategies and Tracking Progress	3	Tracking progress
Module 15 - C101			
	Module Name	Unit No.	Unit Name

	Setting Up A Successful Career	1	The Global Fitness Industry
	Setting Up A Successful Career	2	Professional and Ethical Code of Conduct
	Setting Up A Successful Career	3	Essential Skills for Success
	Setting Up A Successful Career	4	Employment vs Self Employment

Module 16 - C102

	Module Name	Unit No.	Unit Name
	Understanding research	1	A brief introduction to statistics
	Understanding research	2	Decoding research
	Understanding research	3	Do it yourself research

Module 17 - C103

	Module Name	Unit No.	Unit Name
	Diet Psychology	1	Decision making and self-regulation
	Diet Psychology	2	Behavior change
	Diet Psychology	3	Motivation
	Diet Psychology	4	Client assessment and goal setting
	Diet Psychology	5	Adherence and the client-coach relationship
	Diet Psychology	6	Winning client trust and providing support

Examination Scheme

The examination scheme consists of 4 assessment modes:

- **Basic MCQ Exam:** An MCQ examination carrying a weightage of 75 marks with 75 questions. The examination will be based on the modules N101, E101, and E102 (Basic Modules). The examination duration is 2 hours. Each module carries a weightage of 25 marks.

- **Core Concepts MCQ Exam:** An MCQ examination carrying a weightage of 200 marks with 200 questions. The examination will be based on the modules E103, E105, N104,

N105, N106, N109, E106, N107 (Core Concepts Modules). The duration of the exam will be 3 hours. Each module carries a weightage of 25 marks.

- **Viva:** A viva examination with external examiners, carrying a weightage of 50 marks. The viva will be based on the entire syllabus of the diploma program. The students will be eligible for the viva examination only after successfully passing both the MCQ examinations.

- **FTP Report Submission:** An FTP (Free Transformation Program) report submission carrying a weightage of 100 marks. Please note that the FTP will be allotted only to those students who have successfully passed both the MCQ examinations and the viva examination. The FTP is a free 4-week online transformation program for clients assigned by INFS to the scholars. The FTP clients are desirous of achieving a fitness goal and sign-up to transform through online diet and training consultation. As a part of the final assessment, the diploma students are required to provide this online diet and training consultation and submit an (FTP) report of the same.

Multiple choice question examination setting process

The exam paper for every scholar is auto-generated by the Mettl software based on the question bank provided by the assessment division. The questions are divided into 3 categories - easy, moderate, and difficult.

Easy: These are straightforward questions the answers to which can directly be found in the course textbooks.

Moderate: A scholar shall be able to answer these questions if he/she has also attended the lectures or gone through the recordings and referred to the additional reading material on the student dashboard, apart from the course textbooks

Difficult: A scholar will require a thorough understanding of concepts along with practical application to answer these questions effectively

60% of the questions are selected from the easy category of questions, 28% from the moderate category, and 12% of the questions are from the difficult category.

Examination Conduct

All examinations are closed book proctored examinations and will be conducted in an online mode via the INFS website. The examination dates will be visible on the student dashboard. The diploma being self-paced in nature, students can appear for the examination whenever they feel confident. However, the students are eligible to appear for and pass all the diploma examinations within a maximum period of 2 years from the date of their enrollment failing which they will have to pay a re-enrollment fee. The details of the re-enrollment fee will be available on the dashboard. To appear for the examination, select an examination date from the dashboard and appear for the examination on the selected date. Any impersonation or other

malpractices during the examination will debar the candidate for a period of 6 months from appearing for the examination.

Passing Scheme

The students shall secure a minimum of 40% for passing the diploma program. Please note that individual passing is essential with a minimum of 40% in every module of the diploma, the viva examination, and the FTP report submission respectively.

Grading scheme

INFS follows the 10 point grading system which is as follows

LETTER GRADE	GRADE POINT	MARKS
O	10	99-100
A+	9-9.9	90-99

A	8-8.9	80-89
B+	7-7.9	70-79
B	6-6.9	60-69
C	5-5.9	50-59
P	4-4.9	40-49
F	0	<40
Ab	0	<40

Marksheet

On successful completion of all the diploma examinations, the students will also receive a mark

sheet mentioning their SGPA and CGPA besides their certificate.

Following is an illustration of SGPA CGPA calculation:

SGPA Computation: Basic MCQ Examination SGPA

MODULE	CREDITS	MARKS OUT OF 25	GRADE	GRADE PONT	CREDIT POINT (Credits of the module x Grade Point)
N101	2	25	O	10	20
E101	2	18	B+	7.2	14.4
E102	2	15	B	6	12
Total	6	58			46.4

SGPA = 7.73

The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the modules taken by a student and the sum of the number of credits of all the modules undergone by a student, i.e

$$SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where C_i is the number of credits of the i th module and G_i is the grade point scored by the student in the i th module.

MODULE	CREDITS	MARKS OUT OF 25	GRADE	GRADE PONT	CREDIT POINT (Credits of module x Grade Point)
E103	2	20	A	8	16
E105	2	19	B+	7.6	15.2
E106	2	15	B	6	12
N104	2	15	B	6	12

N105	2	13	C	5.2	10.4
N106	2	23	A+	9.2	18.4
N107	2	10	P	4	8
N109	2	10	P	4	8

SGPA = 6.25

SGPA Computation Viva Examination

MODULE	CREDITS	MARKS OUT OF 25	GRADE	GRADE PONT	CREDIT POINT (Credits of the module x Grade Point)
Viva based on entire syllabus	4	28	C	5.6	22.4

SGPA = 5.6

Please note that the viva examination is based on the entire syllabus, the two modules that are evaluated exclusively in viva only are represented here.

SGPA Computation FTP Report Submission

MODULE	CREDITS	MARKS OUT OF 25	GRADE	GRADE PONT	CREDIT POINT (Credits of the module x Grade Point)
E104	2	20	A	8	16
E107	2	15	B	6	12

N108	2	19	B+	7.6	15.2
C103	2	23	A+	9.2	18.4
FTP	6	60	B	6	36

SGPA = 6.27

‘6 credits are allotted to the actual FTP handling which the student receives on successful completion of the FTP ‘

CGPA Illustration

CGPA = $\sum(C_i \times S_i) / \sum C_i$ where S_i is the SGPA of the i th examination based on the corresponding modules and C_i is the total number of credits in that examination.

CGPA = $(6 \times 7.73) + (16 \times 6.26) + (4 \times 5.6) + (14 \times 6.27) / 40 = 6.35$

Thus CGPA = 6.35 Grade B

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the mark sheets.

Re-examination

If a student fails to pass his or her MCQ or viva or FTP examination, he or she may reappear by paying a nominal re-examination fee. The link to the same will be available on the student dashboard of the INFS website. A student will be eligible to reappear after 2 months from the date of his or her last examination. There is no limit on the number of attempts for re-examination for up to 2 years from the date of enrollment. If a student fails to clear the examination within 2 years from the date of enrollment, he or she will have to pay the re-enrollment fee. The details of the re-enrollment fee will be available on the dashboard.

Result Declaration

Your results will be declared in 10 days from the date of your examination and will be uploaded to your student dashboard.

Complaints and Appeal Process

An appeal can be raised by the scholars for re-evaluation of their marks within a period of 15 days from the date of declaration of results. The appeals will be resolved within 7 working days from the date of raising the appeal. Please note that the appeals are chargeable at INR 350/- per examination that the appeal is sought for. By raising an appeal the scholar acknowledges that the decision of the appeals committee will be considered final. A scholar cannot raise an

appeal for the examinations that he/she has already raised an appeal for previously. The following form may be filled in case a student wants to raise an appeal. The form needs to be filled separately for each appeal. Kindly [click here](#) to fill the form.

Certification

On successfully passing the diploma course by fulfilling all the criteria mentioned above, the student will be issued a 'Diploma in Nutrition and Fitness'. The students will be able to download their certificates from the student dashboard. The certification scheme is reviewed every 3 years. The validity of the diploma certificate is 4 years following which it needs to be renewed.

Recertification

The field of nutrition and fitness is ever-evolving. INFS firmly believes that learning should never stop and should continue to evolve and grow. To ensure that our students are up to date with the latest developments, Recertification (or Renewal) of your diploma certificate is essential every 4 years from the date of issue of the certificate.

Criteria for recertification: A student will be able to recertify by fulfilling **any one** of the following criteria:

1. Passing any additional INFS certification with a minimum of 6 credits or 1.8 CEU OR
2. Obtaining any other nutrition or fitness certification from a reputed institute with a minimum of 1.8 CEU OR 6 credits or 18 CPD hours
3. Publishing fitness-related scientific articles in reputed journals or publishing research articles in peer-reviewed journals will make the student eligible to receive 1 CEU or 3 credits per valid article OR
4. Passing the recertification MCQ examination of 75 marks and paying a nominal recertification fee.

A student will be granted a grace period of 3 months after the expiration of his or her diploma for recertification following which he or she will be liable to a nominal late fee of INR 500 per year from the date of expiration of the certificate.

Suspension or withdrawal of the certificate

If a student is found to be involved in unethical practices or found to not abide by the INFS code of conduct, INFS holds the right to temporarily suspend or permanently withdraw the certificate of the student. In case of breach of conduct, the INFS Ethics and Disciplinary Committee will decide the future course of action which will be binding on the Applicant, Candidate, and Certified Person(s).

The INFS Code Of Conduct

1. Introduction

INFS has instituted the following Code of Conduct for the applicants, candidates, and certified persons. In case of breach of conduct, the INFS Ethics and Disciplinary Committee will decide the future course of action which will be binding on the Applicant, Candidate, and Certified Person(s).

2. Code of Conduct for certified persons, candidates, and applicants

2.1 INFS expects certified persons (i.e. those who receive CNFC certification) to maintain professionalism when working with clients, the public and other health and fitness professionals. Every candidate and applicant is expected to uphold the INFS Code of Ethics, stated below, throughout the exam process and as a certified professional, once they earn their INFS certification.

2.2 INFS Code of Ethics

Each candidate and Certified Professional promises to:

- 2.2.1 maintain the highest standards of professional conduct towards clients, the public, and other health and fitness professionals.
- 2.2.2 will not be involved in acts of dishonesty, fraud, or misrepresentation.
- 2.2.3 provide a safe environment and effective instruction to all clients.
- 2.2.4 only provide consultation to clients with a diagnosed health condition if they are also receiving consultation from a relevant medically licensed physician for their condition, unless the Certified Professional is specifically trained and licensed to do so.
- 2.2.5 does not provide any medical advice, medication recommendation, or suggest any change in medication to its clients unless the Certified Professional is specifically trained and licensed to do so.
- 2.2.5 Do not begin to train a client prior to reviewing the latest medical history received from the client.
- 2.2.6 Refer the client to a medical practitioner when the Certified Professional becomes aware of a client's deteriorating health status, undiagnosed illness, injury, pain, or discomfort.
- 2.2.7 maintain the confidentiality of all client information including in conversations, advertisements, or in any other circumstance unless otherwise agreed with the client in writing prior to the disclosure or when legally required.
- 2.2.8 respect and obey all applicable regulations, laws, and professional rules.
- 2.2.9 provide all clients with impartial, fair, and equal treatment.
- 2.2.10 stay updated with the latest health and fitness research and understand its application in their practice.

3 By appearing for their exam, candidates are confirming to abide by the INFS Code of Ethics throughout the certification process and in their professional capacity, once they are awarded their certification.

4. Certificate Award and Credentials Use

- 4.1 Only candidates who pass the certification exam are eligible for using the certification program credentials. INFS will issue a hard copy of the certificate to individuals who earn their certification and will be referred to as Certified Professionals. The validity of the Certificate is from the date of issue and expiry will be mentioned in the certificate.
- 4.2 Candidates can use their certification credential as per the certification program completed and use the relevant initials behind their name along with the title as defined in their Certificate award. The utilization of the credentials ought to be in a context and using media consistent with demonstrating professional credentialing, including but not limited to: office signage, resumes, websites, business cards, presentations, introductions, and electronic signatures. INFS credentials may not be used to endorse any product, service, or company; or as a company, product, or brand name.

5. Recertification

- 5.1 INFS Certified Professionals can willfully keep the status of certification active by fulfilling continuing education requirements as defined for the particular Certification. This is referred to as “recertification”. The purpose of recertification is to ensure that the certified person credentials stay current with best practices in the fitness and nutrition industry and demonstrate continued investment in the field of interest.
- 5.2 Once an INFS certified person’s certification is nearing expiration, the candidate is asked to restore their certification no later than three months of expiry of the existing certification. The candidate can submit their continuing education credits along with the recertification amount to INFS and or if applicable a late fee for the delay.
- 5.3 Failure to file for recertification before the expiry of the awarded certificate would require them to retake the certification exam in order to maintain their certification.

6. Restoring certification

- 6.1 Candidates will not be able to renew their certification after the completion of one year from the date of expiry. Once the certification has lapsed the candidate will no longer be allowed to use the relevant credentials in any of their signatures or electronic signatures, introductions, resumes, websites, business cards, office signage, or presentations.

7. Suspending or Withdrawing Certifications

- 7.1 INFS holds full rights to suspend or withdraw certification if the candidate is found breaching the INFS - Code of Ethics or the Code of Conduct detailed above. A certified person agrees to

accept INFS Management Decision in this regard and agrees to refrain from the use of relevant credentials in any of their signatures or electronic signatures, introductions, resumes, websites, business cards, office signage, or presentations given, as directed by INFS. A candidate is understood to have accepted this condition when they appear for the CNFC certification exam.

8. On receiving certification, the Certified Persons agrees to the following terms in addition:

- 8.1 To comply with the relevant provisions of the certification scheme
- 8.2 To make claims regarding certification only with respect to the scope for which certification has been granted
- 8.3 Not to use the certification in such a manner as to bring INFS into dispute, and to not make any statement regarding the certification which INFS considers misleading or unauthorized.
- 8.4 To discontinue the use of all claims to certification that contain any reference to INFS or certification upon suspension or withdrawal of certification, and to return any certificates issued by INFS or any of its divisions.
- 8.5 Not to use the certificate in a misleading manner

Student Support

INFS believes in extending all required support and assistance to its students so please feel free to get in touch with us regarding any queries related to your diploma.

Email: support@infs.co.in

Phone: 020-71968000

Mon-Sat 9 am to 9 pm IST

Sun 9 am to 5 pm IST

Unit 403, Platinum Square, next to Hotel Hyatt Opp. WNS

Above Shrinivas Restaurant, Viman Nagar, Pune-411014

www.infs.co.in