



Fitness Assessment Form

Member completes Section A. Health club/facility completes Sections B and C, and test protocol page. We recommend that health club facilities keep a record of fitness assessment results and supporting documentation. For a list of approved providers, refer to the fitness assessment section of the ADP Vitality website. To qualify for Vitality Points, you must submit the documentation within 90 days of the event completion.

Section A: Member Information

First Name:	Last Name:
Vitality ID:	Date of Birth:
Consent to Release and Use of Information I consent to the release of my fitness/medical information to ADP, Vitality or their representatives. A photocopy of this consent shall be as effective and valid as the original. This consent shall be considered valid for one year from the date signed. I understand and agree that ADP, Vitality and their representatives have the right to request and review, at any time, applicable screening test(s) to confirm information and results herein. I authorize Health Club/Facility to release such information and results to Vitality.	
Member Signature:	Date:

Section B: Health Club/Facility Information

Health Club/Facility Name:	Address:	Phone #:
Testing Location type (check one): <input type="checkbox"/> Health Club / Fitness Center <input type="checkbox"/> Employer site <input type="checkbox"/> Health Fair – non-employer site <input type="checkbox"/> Other (list) _____		

Section C: Results - To be completed by Health Club/Fitness Professional

Height (inches):	Weight (lbs):	Body Mass Index:	
Blood Pressure	Systolic:	Check if applicable: <input type="checkbox"/> Member physically unable to complete fitness test.	
	Diastolic:		
Approved fitness testing protocol used (check one). <input type="checkbox"/> Rockport Walk Test <input type="checkbox"/> Three-Minute Step Test <input type="checkbox"/> Polar Electro Computerized Testing <input type="checkbox"/> One Mile Walk Test <i>Report test results using the separate protocol form.</i>			
I certify the accuracy of the fitness assessment results reported herein.			
Health Professional Name and Title (Print)	Certification Type/ Level (e.g. personal trainer)	Certification Org. (e.g. ACSM)	Certification Identification Number
Health Professional Signature:		Date of Test:	

Fax or mail completed forms (page 1 and one of the protocol pages) to the following:

Fax: 800.828.9572
Or Email: ADP@powerofvitality.com



Rockport Walk Test Protocol

The ADP Vitality program requires fitness tests to be performed precisely under the protocols below by a qualified fitness professional.

Required Resources

You will need:

- Treadmill or track
- Stopwatch
- Scale
- Heart Rate Monitor

Procedure

- 1) Have member do some form of warm-up and/or stretching.
- 2) Take the member's weight and age.
- 3) Have member step onto treadmill to start walking and time them for one mile.
- 4) The member must walk 1 mile as fast as they can. Let them adjust the speed as needed. There should be no incline.
- 5) Immediately after the member completes one mile take their 15-second pulse
- 6) If you decide to use a heart rate monitor, immediately following the exercise take the 5 second and 20 second heart rate measurements

Most Importantly:

1. Start measuring the pulse rate **within 5 seconds** following the completion of the test; delays in measuring will produce invalid results and will require a retest
2. The member must be standing while the pulse is measured—sitting during the measurement will produce invalid results.

Please record the following information:

Gender

M/F

Age

Years

Time

Minutes

+

Seconds

Weight

Lbs

Heart Rate

15 sec HR

Heart Rate Monitor Reading (optional)

5 sec

20 sec

Member First Name:	Member Last Name:
Fitness Professional Signature:	Date of Test:



Fitness Assessment Form

Polar Body Age

The ADP Vitality program recognizes the following cardiovascular fitness assessments performed using the Polar BodyAge equipment, software, and protocols. ADP Vitality accepts only the BodyAge protocols below.

Instructions

1. Check which Polar BodyAge protocol was performed:
 - Bruce Treadmill Test
 - Modified Bruce Treadmill Test (for injured or elderly clients)
 - YMCA Bike Ergometer
 - Pollock Bike Ergometer

2. Include a printed copy of the Polar BodyAge test results for the member with this form.

Member First Name	Member Last Name
Fitness Professional Signature:	Date of Test



One Mile Walk Test Protocol

The ADP Vitality program requires fitness tests to be performed precisely under the protocols below by a qualified fitness professional.

Required Resources

You will need:

- Track or course allowing a fast walk of exactly 1 mile in distance (a ¼ mile track is ideal)
- Heart Rate Monitor
- Stopwatch
- Scale

Procedure

- 1) Have member do some form of warm-up and/or stretching.
- 2) Take the member’s weight and age.
- 3) Time the member with the stopwatch as he/she walks 1 mile on the track or course as fast as possible without running or jogging.
- 4) Immediately prior to the member completing the 1 mile, record the member’s heart rate by (1) using the heart rate monitor, or (2) taking his/her 10-second pulse and multiplying it by 6.

Please record the following information:

Gender	<i>M/F</i>	Age	<i>Years</i>
Time	<i>Minutes</i>	+	<i>Seconds</i>
Heart Rate (heart rate monitor measure)			Heart Rate (manual) <i>10 second measure</i>
		Heart Rate (manual) <i>10 second measure X 6</i>	

Member First Name:	Member Last Name:
Fitness Professional Signature:	Date of Test:



Three-Minute Step Test Protocol

The ADP Vitality program requires fitness tests to be performed precisely under the protocols below by a qualified fitness professional.

Required Resources

You will need:

- 16.25 inch high step/bench
• Stopwatch
• Metronome
• Heart Rate Monitor (optional)

Preparation

The step test will require the member to step to the beat of the metronome and then for you to measure their pulse. As the result is very sensitive to the pulse measured, it is critical to prepare the member for this measurement within the stipulated timeframe. The test cannot be accurately performed without the resources above.

Procedure

- 1) Have member do some form of warm-up and/or stretching.
2) Have member practice the step cadence of -up-up-down-down for 5 seconds.
3) Set the metronome for 96 beats (24 step sets) for Men and 88 beats (22 step sets) for Women.
4) Have the member step in time with the metronome and time them for three minutes. They must step continuously.
5) After the three minutes is complete, with the member still standing, take the member's 15-second pulse
6) If you decide to use a heart rate monitor, immediately following the exercise take the 5 second and 20 second heart rate measurement.

Important:

- 1. Start measuring the pulse rate within 5 seconds following the completion of the test; delays in measuring will produce invalid results and will require a retest
2. The member must be standing while the pulse is measured—sitting during the measurement will produce invalid results. In such event, record the results as -physically unable to complete .

Please record the following information:

Form with input boxes for Gender (M/F), Age (Years), Heart Rate Monitor Reading (optional) (5 sec, 20 sec), 15 Second Heart Rate, and Weight (lbs).

Table with fields for Member First Name, Member Last Name, Fitness Professional Signature, and Date of Test.