

Form Approved  
OMB No: 0920-0445  
Expiration Date: 09/30/2012

## **Physical Education and Activity State Questionnaire**

**School Health Policies and Practices Study 2012  
Attn: Tonja Kyle/Alice Roberts, Project Directors  
11785 Beltsville Drive, Suite 300  
Calverton, MD 20705  
Tel: (800) 287-1815**

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: CDC/ATSDR Reports Clearance Officer, 1600 Clifton Road NE, Mailstop D-74, Atlanta, GA 30333; Attention PRA (0920-0445).

# Physical Education State Questionnaire

## Questions

Standards.....	1–2
State Assistance to Districts and Schools .....	3–10
Elementary School Instruction.....	11–13
Middle School Instruction.....	14–16
High School Instruction .....	17–19
Fitness Testing .....	20–22
Certification, Licensure, or Endorsement .....	23
Professional Development .....	24
Collaboration.....	25–26
Interscholastic Sports .....	27
Physical Education Coordinator .....	28–36

## **Special Instructions**

---

THIS QUESTIONNAIRE WILL BE ADMINISTERED USING WEB-BASED INTERVIEW TECHNOLOGY. AS THE RESPONDENT TYPES RESPONSES TO THE QUESTIONS INTO THE COMPUTER, THE INTERVIEW PROGRAM WILL 1) DISPLAY THE CORRECT TENSE OF VERBS, 2) PROVIDE ALTERNATE ANSWERS TO QUESTIONS (E.G., NOT APPLICABLE), 3) NAVIGATE COMPLEX SKIP PATTERNS, AND 4) PERFORM OTHER USEFUL FUNCTIONS. COMMENTS APPEARING IN THE MARGIN REPRESENT ADDITIONAL CLARIFICATION ON THE QUESTION OR THE SPECIFIC TERMINOLOGY USED. THIS TEXT WILL APPEAR ON-SCREEN UNDER THE MAIN QUESTION TEXT. THE PROGRAMMING SPECIFICATIONS FOR THE INTERVIEW ARE NOT INCLUDED IN THIS PRINTED VERSION OF THE QUESTIONNAIRE.

Some questions in this questionnaire will ask about physical education in your state. Physical education refers to class time that is spent teaching physical education. Please do not include instruction on physical activity topics that are part of health education or any other subject or course. Also, do not consider regularly scheduled recess. You have been identified as the person who knows the most about how physical education is provided throughout all grades in your state. As you think about the questions, please consider all physical education provided to students in your state.

For the purposes of this questionnaire, “elementary school” refers to a school that contains any of grades K–5. “Middle school” refers to a school that contains any of grades 6–8. Some jurisdictions may refer to these schools as “junior high schools.” “High school” refers to a school that contains any of grades 10–12. Some jurisdictions may refer to these schools as “senior high schools.”

## Standards

---

The first questions ask about physical education standards adopted or used by your state. These standards might cover student expectations and performance outcomes for physical education.

1. Has your state adopted national or state physical education standards?

Yes .....1

No.....2

→SKIP TO THE  
INTRODUCTION TO Q3

2. Are these physical education standards based on the **National Standards for Physical Education** from the National Association for Sport and Physical Education (NASPE)?

Yes .....1

No.....2

**Comment [Help1]:** The National Standards for Physical Education define physical education knowledge and skills for students according to grade level. Within each grade level, the standards are further defined, sample performance benchmarks are presented, and appropriate assessment techniques are described.

## State Assistance to Districts and Schools

---

The next questions ask about state assistance to districts and schools.

3. During the past two years, did your state **develop, revise, or assist in developing** model policies, policy guidance, or other materials to inform district or school policy on each of the following **physical education** topics?

	Yes	No
a. Time requirements for elementary school physical education.....	1	2
b. Time requirements for middle school physical education.....	1	2
c. Time requirements for high school physical education.....	1	2
d. Graduation requirements for high school physical education.....	1	2
e. Time spent in moderate-to-vigorous physical activity during physical education class.....	1	2
f. Certification or licensure requirements for physical education teachers.....	1	2
g. Professional development or continuing education requirements to maintain certification or licensure.....	1	2
h. Student-teacher ratios for physical education.....	1	2
i. Use of physical activity as a punishment during physical education class.....	1	2
j. Exemptions or waivers for physical education requirements.....	1	2
k. Using fitness tests.....	1	2
l. Assessing student achievement of physical education standards.....	1	2

**Comment [Help2]:** For the purposes of this question, a “model policy” is an example of what an actual policy on a particular topic or issue might address. The content might be based on scientific evidence, best practices, or state law or policy. Model policies are provided for districts or schools to consider when developing their own policies. They are recommendations, not mandates.

State Assistance to Districts and Schools

4. During the past two years, did your state **develop, revise, or assist in developing** model policies, policy guidance, or other materials to inform district or school policy on each of the following **physical activity** topics?

	Yes	No
a. Recess .....	1	2
b. Physical activity outside of physical education and recess, such as classroom-based physical activity .....	1	2
c. Walking or biking to or from school.....	1	2
d. Preventing, recognizing, and responding to concussions among students.....	1	2
e. Measuring or monitoring student weight status, such as body mass index (BMI).....	1	2
f. <b>Joint use agreements</b> for physical activity facilities .....	1	2

**Comment [Help3]:** For the purposes of this question, a “model policy” is an example of what an actual policy on a particular topic or issue might address. The content might be based on scientific evidence, best practices, or state law or policy. Model policies are provided for districts or schools to consider when developing their own policies. They are recommendations, not mandates.

5. During the past two years, did your state **distribute or provide** to district or school staff model policies, policy guidance, or other materials to inform district or school policy on each of the following **physical education** topics?

	Yes	No
a. Time requirements for elementary school physical education.....	1	2
b. Time requirements for middle school physical education.....	1	2
c. Time requirements for high school physical education .....	1	2
d. Graduation requirements for high school physical education.....	1	2
e. Time spent in moderate-to-vigorous physical activity during physical education class .....	1	2
f. Certification or licensure requirements for physical education teachers.....	1	2
g. Professional development or continuing education requirements to maintain certification or licensure .....	1	2
h. Student-teacher ratios for physical education .....	1	2
i. Use of physical activity as a punishment during physical education class.....	1	2

**Comment [Help4]:** A joint use agreement is a formal agreement, such as a memorandum of agreement or understanding, between a school district and another public or private entity to jointly use or share either school facilities or community facilities to share costs and responsibilities. For example, joint use agreements might be designed to increase access to spaces for recreation and physical activity.

**Comment [Help5]:** For the purposes of this question, a “model policy” is an example of what an actual policy on a particular topic or issue might address. The content might be based on scientific evidence, best practices, or state law or policy. Model policies are provided for districts or schools to consider when developing their own policies. They are recommendations, not mandates.

State Assistance to Districts and Schools

---

(Q5 continued)

	Yes	No
j. Exemptions or waivers for physical education requirements.....	1	2
k. Using fitness tests .....	1	2
l. Assessing student achievement of physical education standards .....	1	2

6. During the past two years, did your state **distribute or provide** to district or school staff **model policies, policy guidance, or other materials to inform district or school policy on each of the following physical activity topics?**

	Yes	No
a. Recess .....	1	2
b. Physical activity outside of physical education and recess, such as classroom-based physical activity .....	1	2
c. Walking or biking to or from school.....	1	2
d. Preventing, recognizing, and responding to concussions among students .....	1	2
e. Measuring or monitoring student weight status, such as body mass index (BMI).....	1	2
f. <b>Joint use agreements</b> for physical activity facilities .....	1	2

**Comment [Help6]:** For the purposes of this question, a “model policy” is an example of what an actual policy on a particular topic or issue might address. The content might be based on scientific evidence, best practices, or state law or policy. Model policies are provided for districts or schools to consider when developing their own policies. They are recommendations, not mandates.

7. During the past two years, did your state **distribute or provide** to district or school staff the Physical Education Curriculum Analysis Tool (PECAT)?

Yes .....	1
No.....	2

**Comment [Help7]:** A joint use agreement is a formal agreement, such as a memorandum of agreement or understanding, between a school district and another public or private entity to jointly use or share either school facilities or community facilities to share costs and responsibilities. For example, joint use agreements might be designed to increase access to spaces for recreation and physical activity.

## State Assistance to Districts and Schools

The next question asks about technical assistance your state might have provided to district or school staff. Technical assistance refers to one-on-one, tailored guidance to meet the specific needs of the district or school that may be provided through phone, e-mail, Internet, or in-person meetings.

8. During the past 12 months, has your state provided **technical assistance** to district or school staff on the following **physical education** topics?

**Comment [Help8]:** Technical assistance differs from professional development in that technical assistance tends to be less formal, more specific to an individual's needs, and shorter in duration.

	Yes	No
a. Using the Physical Education Curriculum Analysis Tool (PECAT) to help assess physical education curricula .....	1	2
b. Using <b>data</b> to plan or evaluate physical education policies or practices.....	1	2
c. Time requirements for elementary school physical education.....	1	2
d. Time requirements for middle school physical education.....	1	2
e. Time requirements for high school physical education .....	1	2
f. Graduation requirements for high school physical education.....	1	2
g. Time spent in moderate-to-vigorous physical activity during physical education class .....	1	2
h. Certification or licensure requirements for physical education teachers.....	1	2
i. Professional development or continuing education requirements to maintain certification or licensure .....	1	2
j. Student-teacher ratios for physical education .....	1	2
k. Use of physical activity as a punishment during physical education class.....	1	2
l. Exemptions or waivers for physical education requirements.....	1	2
m. Using fitness tests .....	1	2
n. Assessing student achievement of physical education standards .....	1	2
o. Characteristics of effective physical education curricula .....	1	2

**Comment [Help9]:** For example School Health Profiles, Youth Risk Behavior Survey (YRBS), or other types of data.

State Assistance to Districts and Schools

9. During the past 12 months, has your state provided **technical assistance** to district or school staff on the following **physical activity** topics?

**Comment [Help10]:** Technical assistance differs from professional development in that technical assistance tends to be less formal, more specific to an individual's needs, and shorter in duration.

	Yes	No
a. Recess .....	1	2
b. Physical activity outside of physical education and recess, such as classroom-based physical activity .....	1	2
c. Walking or biking to or from school.....	1	2
d. Preventing, recognizing, and responding to concussions among students.....	1	2
e. Measuring or monitoring student weight status, such as body mass index (BMI).....	1	2
f. <b>Joint use agreements</b> for physical activity facilities .....	1	2

**Comment [Help11]:** A joint use agreement is a formal agreement, such as a memorandum of agreement or understanding, between a school district and another public or private entity to jointly use or share either school facilities or community facilities to share costs and responsibilities. For example, joint use agreements might be designed to increase access to spaces for recreation and physical activity.

10. During the past two years, did your state develop, revise, or assist in developing or improving each of the following items?

	Yes	No
a. Physical education <b>standards</b> .....	1	2
b. Physical education <b>curricula</b> .....	1	2
c. Lesson plans or learning activities for physical education .....	1	2
d. Plans or tools for assessing or evaluating students in physical education.....	1	2

**Comment [Help12]:** These standards might cover student expectations and performance outcomes for physical education.

**Comment [Help13]:** For the purposes of this question, "curriculum" means a detailed set of lesson plans, learning activities, instructional strategies, and materials to facilitate student learning and teaching of content.

## Elementary School Instruction

---

The next questions ask about elementary school instruction.

11. Has your state adopted standards for elementary school physical education?

Yes .....1

No.....2

→SKIP TO THE  
INTRODUCTION TO Q13

**Comment [Help14]:** These standards might cover student expectations and performance outcomes for physical education.

12. Do the standards adopted by your state for elementary school physical education specifically address...

**Yes**                      **No**

- |   |   |        |
|---|---|--------|
| a. Competence in motor skills and movement patterns needed to perform a variety of physical activities? .....   | 1 | .....2 |
| b. Understanding of movement concepts, principles, strategies, and tactics as they apply to the learning and performance of physical activities?..... | 1 | .....2 |
| c. Regular participation in physical activity? .....  | 1 | .....2 |
| d. Achievement and maintenance of a health-enhancing level of physical fitness?.....  | 1 | .....2 |
| e. Responsible personal and social behavior that respects self and others in physical activity settings?.....   | 1 | .....2 |
| f. Value for physical activity for health, enjoyment, challenge, self-expression, and/or social interaction?.....                                     | 1 | .....2 |

**Comment [Help15]:** These standards might cover student expectations and performance outcomes for physical education.

The next questions ask about resources that state agencies might provide to districts or schools for elementary school physical education.

13. During the past two years, has your state provided...

**Yes**                      **No**

- |  |   |        |
|--|---|--------|
| a. A list of one or more recommended elementary school physical education curricula?.....            | 1 | .....2 |
| b. Lesson plans or learning activities for elementary school physical education?.....                | 1 | .....2 |
| c. Plans or tools for assessing or evaluating students in elementary school physical education?..... | 1 | .....2 |

**Comment [Help16]:** For the purposes of this question, "curriculum" means a detailed set of lessons, directions, strategies, and materials to facilitate student learning and teaching of content.

## Middle School Instruction

---

The next questions ask about middle school instruction.

14. Has your state adopted standards for middle school physical education?

Yes .....1

No.....2

→SKIP TO THE  
INTRODUCTION TO Q16

**Comment [Help17]:** These standards might cover student expectations and performance outcomes for physical education.

15. Do the standards adopted by your state for middle school physical education specifically address...

**Yes**                      **No**

a. Competence in motor skills and movement patterns needed to perform a variety of physical activities? .....1 .....2

b. Understanding of movement concepts, principles, strategies, and tactics as they apply to the learning and performance of physical activities?.....1 .....2

c. Regular participation in physical activity? .....1 .....2

d. Achievement and maintenance of a health-enhancing level of physical fitness? .....1 .....2

e. Responsible personal and social behavior that respects self and others in physical activity settings?.....1 .....2

f. Value for physical activity for health, enjoyment, challenge, self-expression, and/or social interaction?.....1 .....2

**Comment [Help18]:** These standards might cover student expectations and performance outcomes for physical education.

The next questions ask about resources that state agencies might provide to districts or schools for middle school physical education.

16. During the past two years, has your state provided...

**Yes**                      **No**

a. A list of one or more recommended middle school physical education curricula?.....1 .....2

b. Lesson plans or learning activities for middle school physical education?.....1 .....2

c. Plans or tools for assessing or evaluating students in middle school physical education? .....1 .....2

**Comment [Help19]:** For the purposes of this question, "curriculum" means a detailed set of lessons, directions, strategies, and materials to facilitate student learning and teaching of content.

## High School Instruction

---

The next questions ask about high school instruction.

17. Has your state adopted standards for high school physical education?

Yes .....1

No.....2

→SKIP TO THE  
INTRODUCTION TO Q19

**Comment [Help20]:** These standards might cover student expectations and performance outcomes for physical education.

18. Do the standards adopted by your state for high school physical education specifically address...

**Yes**                      **No**

a. Competence in motor skills and movement patterns needed to perform a variety of physical activities? .....1 .....2

b. Understanding of movement concepts, principles, strategies, and tactics as they apply to the learning and performance of physical activities?.....1 .....2

c. Regular participation in physical activity? .....1 .....2

d. Achievement and maintenance of a health-enhancing level of physical fitness? .....1 .....2

e. Responsible personal and social behavior that respects self and others in physical activity settings?.....1 .....2

f. Value for physical activity for health, enjoyment, challenge, self-expression, and/or social interaction?.....1 .....2

**Comment [Help21]:** These standards might cover student expectations and performance outcomes for physical education.

The next questions ask about resources that state agencies might provide to districts or schools for high school physical education.

19. During the past two years, has your state provided...

**Yes**                      **No**

a. A list of one or more recommended high school physical education curricula?.....1 .....2

b. Lesson plans or learning activities for high school physical education?.....1 .....2

c. Plans or tools for assessing or evaluating students in high school physical education? .....1 .....2

**Comment [Help22]:** For the purposes of this question, "curriculum" means a detailed set of lessons, directions, strategies, and materials to facilitate student learning and teaching of content.

## Fitness Testing

---

20. Do districts or schools in your state report fitness test data to the state education agency or state health department?

Yes .....1

No.....2 →SKIP TO THE INTRODUCTION TO Q23

**Comment [Help23]:** For example, Fitnessgram.

21. Does your state use fitness test data to...

**Yes                      No**

a. Monitor student fitness levels? .....1 .....2

b. Monitor student obesity rates? .....1 .....2

c. Assess student performance in physical education? .....1 .....2

d. Inform the development or improvement of policies, standards, or instruction for physical education? .....1 .....2

**Comment [Help24]:** For example, Fitnessgram.

22. Does your state make district- or school-level fitness test data available to the public, such as by posting it on a Web site?

Yes .....1

No.....2

**Comment [Help25]:** For example, Fitnessgram.

## **Certification, Licensure, or Endorsement**

---

The next questions ask about types of certification, licensure, or endorsement your state may offer for physical education teachers.

23. Does your state offer certification, licensure, or endorsement for...

	<b>Yes</b>	<b>No</b>
a. Physical education for grades K–12?.....	1	2
b. Physical education for elementary school?.....	1	2
c. Physical education for middle school? .....	1	2
d. Physical education for high school? .....	1	2
e. Combined physical education and health education for grades K–12?.....	1	2
f. Combined physical education and health education for elementary school?.....	1	2
g. Combined physical education and health education for middle school?.....	1	2
h. Combined physical education and health education for high school?.....	1	2

## Professional Development

The next questions are about professional development for those who teach physical education. This might include workshops, conferences, continuing education, graduate courses, or any other kind of in-service.

24. During the past two years, has your state provided funding for or offered professional development to those who teach physical education on...

	Yes	No
a. Methods to increase the amount of class time students are engaged in moderate-to-vigorous physical activity? .....	1	2
b. Methods to promote gender equity in physical education and sports? .....	1	2
c. Using technology such as computers or video cameras for physical education? .....	1	2
d. Using physical activity monitoring devices such as pedometers or heart rate monitors for physical education? .....	1	2
e. Encouraging family involvement in physical activity? .....	1	2
f. Administering or using fitness tests? .....	1	2
g. Helping students develop individualized physical activity plans? .....	1	2
h. Injury prevention and first aid? .....	1	2
i. How to prevent, recognize, and respond to concussions among students? .....	1	2
j. Teaching physical education to students with long-term physical, medical, or cognitive disabilities? .....	1	2
k. Teaching individual or paired activities or sports? .....	1	2
l. Teaching team or group activities or sports? .....	1	2
m. Teaching movement skills and concepts? .....	1	2
n. Assessing or evaluating student performance in physical education? .....	1	2
o. Developing and using student portfolios for physical education? .....	1	2
p. Teaching methods to promote inclusion and active participation of overweight and obese children during physical education? .....	1	2

**Comment [Help26]:** Professional development differs from technical assistance in that technical assistance tends to be less formal, more specific to an individual's needs, and shorter in duration.

**Comment [Help27]:** For the purposes of this question, "long-term" means ongoing, not a temporary disability like a broken bone.

Professional Development

(Q24 continued)

	Yes	No
q. Chronic health conditions, for example asthma or diabetes, including recognizing and responding to severe symptoms or reducing triggers? .....	1	2
r. Methods for developing, implementing, and evaluating physical activity clubs or intramural sports programs? .....	1	2
s. Developing, implementing, and evaluating a comprehensive school physical activity program? .....	1	2
t. Establishing walking or biking to school programs? .....	1	2
u. Assessing student weight status using body mass index (BMI), skinfolds, or bioelectric impedance? .....	1	2
v. Aligning physical education standards to curriculum, instruction, or student assessment? .....	1	2
w. Teaching online or distance education courses? .....	1	2
x. Using the Physical Education Curriculum Analysis Tool (PECAT) to help assess physical education curricula? .....	1	2
y. Using data to plan or evaluate physical education policies or practices? .....	1	2
z. Helping classroom teachers integrate physical activity into their classrooms? .....	1	2

**Comment [Help28]:** A comprehensive school physical activity program (CSPAP) encompasses physical activity programming before, during, and after the school day and should include quality physical education; school-based physical activity opportunities (e.g., recess, classroom-based physical activity); physical activity clubs or intramural sports; and interscholastic sports.

**Comment [Help29]:** Bioelectric impedance estimates body composition using a portable device. One such device resembles a bathroom scale; another device requires students to squeeze handles on a handgrip while extending their arms.

**Comment [Help30]:** These standards might cover student expectations and performance outcomes for physical education.

**Comment [Help31]:** For example School Health Profiles, Youth Risk Behavior Survey (YRBS), or other types of data.

## Collaboration

The next questions ask about collaboration among physical education staff and other staff in your state.

25. During the past 12 months, have state-level physical education staff worked on physical education activities with state-level...

	Yes	No	No state-level staff in this area
a. Health education staff? .....	1	2	3
b. Health services staff? .....	1	2	3
c. Mental health or social services staff? .....	1	2	3
d. Child nutrition or nutrition services staff? .....	1	2	3

**Comment [Help32]:** For the purposes of this question, "worked on physical education activities with" means collaborated with on physical education or worked with to coordinate physical education.

26. During the past 12 months, have state-level physical education staff worked on physical education activities with staff or members from...

	Yes	No
a. Alliance for a Healthier Generation? .....	1	2
b. A state-level school nurses' association or organization? .....	1	2
c. A state-level physicians' organization, such as the American Academy of Pediatrics? .....	1	2
d. A state-level health organization, such as the American Heart Association or the American Cancer Society? .....	1	2
e. A state-level parents' organization, such as the PTA? .....	1	2
f. The state health department? .....	1	2
g. The state mental health or social services agency? .....	1	2
h. Colleges or universities? .....	1	2
i. Businesses? .....	1	2
j. Foundations? .....	1	2
k. Action for Healthy Kids? .....	1	2
l. An AAHPERD state affiliate? .....	1	2
m. The Governor's Council on Physical Fitness and Sports? .....	1	2
n. The state parks or recreation department? .....	1	2
o. The state department of transportation? .....	1	2
p. A state-level athletic training association? .....	1	2
q. A professional sports team? .....	1	2

**Comment [Help33]:** For the purposes of this question, "worked on physical education activities with" means collaborated with on physical education or worked with to coordinate physical education.

**Comment [Help34]:** PTA is Parent Teacher Association.

**Comment [Help35]:** AAHPERD is the American Alliance for Health, Physical Education, Recreation, and Dance.

**Interscholastic Sports**

---

27. During the past two years, has your state education agency provided any funding for or offered professional development to coaches of interscholastic sports?

Yes .....1

No.....2

**Physical Education Coordinator**

---

28. Currently, does someone in your state oversee or coordinate physical education?  
Yes ..... 1  
No.....2 → That is the last question.  
Thank you very much for  
taking the time to complete  
this questionnaire.

29. Are you this person?  
Yes ..... 1  
No.....2 → That is the last question.  
Thank you very much for  
taking the time to complete  
this questionnaire.

The last few questions ask about your educational background.

30. Do you have an undergraduate degree?  
Yes ..... 1  
No.....2 → SKIP TO Q36

31. What did you major in?  
MARK ALL THAT APPLY  
Physical education ..... 1  
Health education ..... 2  
Other education ..... 3  
Kinesiology, exercise physiology,  
or exercise science ..... 4  
Other (Specify)..... 5

32. Did you have an undergraduate minor?  
Yes ..... 1  
No.....2 → SKIP TO Q34

Physical Education Coordinator

---

33. What did you minor in?

MARK ALL THAT APPLY

- Physical education .....1
- Health education .....2
- Other education.....3
- Kinesiology, exercise physiology,  
or exercise science .....4
- Other (Specify).....5

34. Do you have a graduate degree?

- Yes .....1
- No.....2 →SKIP TO Q36

35. In what area or areas was your graduate work?

MARK ALL THAT APPLY

- Physical education .....1
- Health education .....2
- Other education.....3
- Kinesiology, exercise physiology,  
or exercise science .....4
- Other (Specify).....5

36. Are you certified, licensed, or endorsed by the state to teach physical education at the...

**State does not  
offer certification,  
licensure, or  
endorsement  
to teach physical  
education  
at this level**

- |                                   | Yes | No |   |
|-----------------------------------|-----|----|---|
| a. Elementary school level? ..... | 1   | 2  | 3 |
| b. Middle school level? .....     | 1   | 2  | 3 |
| c. High school level?.....        | 1   | 2  | 3 |

Physical Education Coordinator

---

Thank you very much for taking the time to participate in this study.

If you would like more information about this study or would like clarification of any questions in this questionnaire, please call 800-287-1815.