

Appendix C

CEU Providership Application Package

Dear NCCPT Continuing Education Provider,

Enclosed please find our Provider Application for 2010. You will need to submit a course application for any existing courses your organization offers.

Convention/workshop providers must complete the enclosed convention application and return it with the convention applications. We will no longer accept convention brochures without completed convention applications. Please include existing provider numbers for pre-approved courses. Failure to provide these numbers will result in a \$15 charge for approval of that course.

Provider Renewal Procedures

1. Read the enclosed provider responsibilities information.
2. Return the following:
 - a. 2010 Provider Application
 - b. Course Application for new or changed courses
 - c. Signed 2010 Provider Agreement
 - d. Appropriate fees (see above)
 - e. New Instructor Application(s) & copy of certifications/qualifications (if applicable)
 - f. Copy of current NCCPT certification
 - g. Sample of a CEU validation form

We look forward to receiving your 2010 application.

In good health,

John Platero
CEO

2010 Continuing Education Provider Program

Overview: Thank you for your interest in becoming an authorized NCCPT Continuing Education Provider. As an NCCPT Provider, you will enjoy many benefits and professional recognition in the fitness industry. NCCPT Providers ensure that instructors throughout the world have access to a wide range of quality courses that present up-to-date technical and/or scientific information related to exercise. The following information describes the responsibilities and procedures required to become an NCCPT CB Provider. If, after reviewing this information you have questions, please call the provider department at **(800) 778-6060** or email customerservice@nccpt.com

Who May Apply: Organizations and individuals whose courses are dedicated to the continuing education of professional personal trainers may apply to become NCCPT CB Providers.

Individuals as Providers: An individual NCCPT CB Provider must meet the qualifications listed below, and must assume responsibility to record-keeping and fulfilling the obligations as described in this booklet.

Groups as Providers: An NCCPT CB Provider may also be a group of individuals – school, hospital, fitness facility, corporation, etc. In such a case, each instructor who will be teaching continuing education courses must meet the qualifications listed below. One person must be designated as the administrator to assume responsibility for record-keeping and fulfilling the obligations as described in this booklet.

Conventions and Conferences: Workshops, lectures and seminars offered at a convention or conference may be eligible for NCCPT CB CEUs. Each course will be evaluated separately to determine whether the content and the instructor meets the qualifications as described in this booklet. It may be the case that some of the events/sessions will be awarded CEUs and others will not. Blanket approval will not be granted. Each convention or conference must have one designated administrator to assume the responsibility for record-keeping and fulfilling the obligations as described in this booklet. For large events, be sure to begin preparing your application advance, as it will take time to prepare. Incomplete applications cannot be processed. Event brochures are required (rough drafts or mock-ups are acceptable), but do not take the place of completing the application in the booklet. Convention brochures must be approved prior to print.

To expedite the process, please include existing provider numbers for pre-approved courses. Failure to provide these numbers will result in a \$15 charge for approval of that course.

Calculating proper credits for course is important, so **please specify lecture and practical hours for each course**. Also, please include a resume of the instructor who will teach at your convention unless approval has been previously determined. This resume must include credentials that qualify the instructor as NCCPT CB providers. (See instructor qualification section for details.)

Instructor Qualifications:

- Individuals offering lectures in eligible fitness-related topics must hold current licenses, certifications and/or degrees in the appropriate field.
- Instructors providing practical instruction related to Personal Fitness Training or Resistance Training must hold a current NCCA approved Personal Trainer Certification, Personal Training/Fitness Counselor, or hold a degree (Bachelor's or higher) in physical education, exercise science or a related field (from an accredited college or university).
- Instructors must have related teaching experience, special education and current experience in the subject area to be taught.
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Approved Courses: A variety of post-certification level courses are accepted for continuing education purposes, including workshops, lectures, seminars, conferences, conventions and university extension programs. **Unacceptable courses include correspondence courses (including workshops, telephonic, home study, distance leaning, exam preparation courses, Internet and other electronic courses), workouts and masterclasses offered by third party providers.** Training for other professions such as massage therapy or nursing that do not directly apply to expanding a fitness instructor's knowledge or skills will not be accepted.

Accepted Subject Areas: Below is a partial list of the subject areas that NCCPT CB accepts for continuing education. As the field of fitness grows, so do the types of courses that are accepted. If you are in doubt of a subject area, please call the NCCPT CB provider department for clarification (see page 1).

Sample List of Subject Matter Areas

Exercise physiology, exercise science, nutrition, flexibility, special populations, anatomy, functional anatomy, exercise application, biomechanics, program design, program implementation, disease prevention, injury prevention, health assessment, special populations, safety procedures, emergency procedures, injury prevention, sports psychology first aid and CPR. Any continuing education must pertain to personal training not group exercise or workouts.

Course Objectives: The objectives and content of each course must be identified on your application. An object clearly states in measurable terms what the instructor will obtain or be able to do by attending your course. Three learning objectives are required for each course submitted.

Course Workshop Itinerary: Please provide all timeline and/or breakdown of the course including meals and break periods.

Awarding Credits for Courses: The number of continuing education units CEUs to each provider program is determined by the amount of time spent in the educational portion of the course. Credit is given for lecture and practical application sessions. No credit is given for workouts, master classes, testing, evaluations, meals or break periods.

Credit Formula:

1 Hour of Lecture or Practical Application

0.1 CEU

Occasionally, workshop hosts will ask a provider to **modify the agenda** of a program. In this situation, providers are expected to **adjust the number of credits accordingly** using the above formula. **This should be reflected on the advertising piece** that is included with your attendance record.

Responsibilities of the NCCPT CB Provider: As a provider, you agree to accept full responsibility to both the content and quality of instruction of the courses approved for continuing education units. You agree that each continuing education course will be conducted according to the course objectives and timeline submitted. In addition, you agree to provide accurate information about your programs, attendance, record keeping, validation forms and advertising. Any violation of these responsibilities can result in the termination of your provider status.

Record Keeping: Each time you offer a course, you must submit an attendance roster, and copy of your advertising flyer to the NCCPT CB Provider Department. These must be received at our office within four weeks from the date of the course.

As an NCCPT CB Provider, you are to ensure that each attendee receives a complete and accurate continuing education validation form to show proof of completing your course. A sample validation form will be mailed upon approval of your application. The validation form must include your provider course number, date and location of the workshop, number of CEUs earned, workshop title, instructor's name and approved provider's signature.

Additionally, each validation form must contain the following statement. "This course has been approved by the NCCPT CB for continuing education units. It was not developed by the NCCPT CB."

Advertising Policies: As an NCCPT CB Provider, you are permitted to use the following statement on promotional material for approved courses.

"This course has been approved by the National Council for Certified Personal Trainers for _____ Continuing Education Units."

Use of the stylized NCCPT CB logo is prohibited under all circumstances. Use of the NCCPT CB approval statement in no way implies NCCPT CB endorsement of any person or organization. NCCPT CB retains the right to retract approval status for false advertising and/or failure to provide accurate validation forms to participants.

Quality Control: The Provider Department conducts random periodic evaluations to ensure quality control. This will consist of a survey sent to instructor(s) who have recently attended your course. The information will be used to ensure quality control of course content, professionalism, learning objectives and overall educational experience. After the survey is returned, a summary of the results will be forwarded to the provider.

Program Integrity & Disciplinary Action: NCCPT CB requires providers to follow the terms and conditions expressed in this application. NCCPT CB retains the right to revoke and terminate provider status to any individual or organization who misrepresents themselves or course content or abuses the provider system, use of logo, trademarks, or NCCPT CB copyrighted materials.

The NCCPT CB will investigate complaints regarding providers' courses or inappropriate advertising materials. If the problem cannot be rectified, NCCPT CB retains the right to suspend, revoke and/or terminate the provider status.

Application Instructions: All necessary forms for submitting your application are included in the booklet. Make copies of all forms before completing them, so you can re-use them throughout the year. NCCPT CB's Provider Program is based on the calendar year, You may submit your application at any time during the year; however, the **fees will not be prorated**. You may also submit additional courses throughout the year by submitting a Course Application Form. All courses and convention applications must be submitted at least six weeks prior to the course or event date. **Retroactive credits will NOT be approved for courses that were offered prior to application submission or approval.**

When renewing providership, please include the Instructor Application along with a copy of your current NCCPT CB certification, or list your 4-year health related degree.

To expedite your application, please make sure the following items are included in your package

- Appropriate fees
- Provider Application form
- Instructor Application(s) (one for each individual instructor who will present courses)
- Course or Convention Application(s) (one for each course title)
- Signed Provider Agreement
- Outlines, sample CEU validation form, agendas, detailed itineraries (with break periods), brochures and recommended reading lists
- Copy of college diploma, license, or other credentials and a current NCCA approved certification
- Any additional documents to prove relevant expertise or training
 - Type or print clearly.
 - Documents cannot be returned.
 - Allow 4 weeks for processing.
 - Send complete package to:

**NCCPT CB Provider Program
161 N. Reino Road
Newbury Park, CA. 91320**

**Or online option, scan and email to:
customerservice@nccpt.com**

RETURN TO NCCPT CB

First Time **Renewal** If renewal, please attach 2009 Provider Approval Form(s).

Applicant (check one): Individual Group Convention Convention date: _____ City/State _____

Today's Date _____ Social Security # (or taxpayer i.d.) _____ - _____ - _____

Name of Individual Applicant or Administrator for Group Applicant _____

Name of Company/Organization or Convention _____

Mailing Address _____

City _____ State/Province _____ Zip/Post Code _____ Country _____

Daytime Phone (_____) _____ Fax (_____) _____ Email _____

Summary of Courses (This summary does not take the place of completing course and convention applications.)

Course Title (or Name of Convention)	Instructor	Office Use
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Continue on back if necessary.

2009 Fees:

- Annual Provider Base Fee \$200* (includes up to 2 instructors) \$ _____
- Courses up to 8 hours long at \$25 each (_____ X \$25) \$ _____
- Courses over 8 hours long at \$100 each (_____ X \$100) \$ _____
- Additional Instructor Fee at \$20 each (for each additional instructor over 2) \$ _____
- Convention Base Fee at \$200 \$ _____
- Convention Sessions at \$15 each \$ _____
- Provider Rush Fee \$75 (to receive your Provider number within 3 weeks) \$ _____

TOTAL ENCLOSED \$ _____

CHECK VISA M/C AMEX DISCOVER

Credit Card Number _____ Exp. Date _____

Signature _____

Photocopy forms for repeated use.

RETURN TO NCCPT CB

**2010 Provider Program
Instructor Application**

For individual applicants, fill out your own information. For group applicants and conventions, submit one application for each instructor.

Today's Date _____

Instructor Name _____

Names of Associated Group or Company _____

Name of Associated Convention _____

NCCA Approved Certifications (must be valid at least 3 months past application date)

TYPE OF CERTIFICATION	CI#	EXP. DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Related Educational Background

DEGREE/SUBJECT	INSTITUTION
_____	_____
_____	_____
_____	_____
_____	_____

Related Professional Licenses

Frequently Asked Questions

When do I renew?

You must renew your provider status each year. Once approved, your provider status will be effective through December 31 of the years. No prorating is available for end-of-year applicants.

Does the provider base fee cover the first course?

No.

How many instructors can I have before additional charges are applied?

Two.

Do all of my organization's instructors need to be approved?

Yes. The instructors must also qualify to be providers in order to teach your course and give NCCPT credits.

What do I pay for a workshop?

\$200 for the base fee, \$25 for each course under eight hours, and \$100 for those over eight hours.

What do I pay for a convention?

\$200 for base fee, \$15 per session. Fees will not apply to sessions that are already approved provider courses.

Should I fill out a form for every convention session and presenter?

Yes, a form should be filled out for every convention session and presenter. Otherwise, it will not be processed.

When I provide the validation form with the statement "This course has been approved by NCCPT CB for continuing education units. It was not developed by NCCPT CB." Does this mean instructors won't receive credits for my course?

This statement means that instructors will qualify to receive credits for the course (see category B in the continuing education packet,) but they still need to meet the NCCPT CB recertification in order to become recertified by NCCPT CB.