

Appendix A

Report of Conduct Violation Form

Report of Conduct Violation

In order to ensure the validity and professional meaningfulness of the Certified Personal Trainer Exam and processes, certified and non-related or non-certified individuals are asked to report concerns of ethical or professional misconduct by Certified Personal Trainers to the Certification Board's Ethics and Appeals Committee for consideration. This will help to ensure the professional fitness practice of Certified Personal Trainers and fair treatment for employers, clientele and members of the public.

All involved parties either reporting professional misconduct or who are accused of such misconduct, will remain private and undisclosed unless legal ramifications require such disclosure. Factual evidence must be discovered and revealed in order for any disciplinary action to be mandated by the Certification Board.

All responses to the Certification Board (CB) regarding professional and ethical misconduct must be in writing. Correspondences from the CB will also be provided in writing.

YOUR LAST NAME: _____ YOUR FIRST NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: (_____) _____ - _____ WORK PHONE: (_____) _____ - _____

MOBILE PHONE: (_____) _____ - _____ EMAIL: _____

NAME OF NCCPT CERTIFIED PERSONAL TRAINER: _____

DATE OF INCIDENT: _____

Please attach a detailed written explanation of the complaint on a separate sheet.

Signature: _____ Date: _____

Mail all items to:
NCCPT CB Ethics and Appeals Committee
161 N. Reino Rd.
Newbury Park, CA. 91320