
CONTINUING EDUCATION PACKET
NCCPT – CERTIFIED PERSONAL TRAINER

Dear NCCPT – Certified Personal Trainer:

Enclosed you will find your Continuing Education Packet. The packet includes important information about re-certification, guidelines for using this packet and changes to re-certification requirements.

Please note that the NCCPT website (www.nccpt.com) has the most up-to-date listing of approved continuing education providers and the educational programs they offer. The website makes it easy to stay current with re-certification requirements, upcoming conferences, workshops and home study opportunities.

1. Re-certification Fee is \$75 for the NCCPT-CPT.
2. Late Re-certification Fee is \$100. (any payment after expiration date)
3. Emergency cardiac care (CPR) certification is mandatory for re-certification.
4. All NCCPT credentials must be re-certified individually.
5. Continuing education categories for reporting CEUs have changed. The categories are described in the following pages, along with the maximum CEUs allowable for each.

Please review the entire packet carefully. For the most current information about continuing education and re-certification, please refer to the NCCPT's website **www.NCCPT.com**. If you cannot find an answer to your question, please feel free to contact the NCCPT:

NCCPT
3481 Old Conejo Road #102
NewburyPark, CA 91320
800-778-6060
personaltrainer@nccpt.com

Sincerely

JOHN PLATERO
President
NCCPT



**RE-CERTIFICATION REQUIREMENTS FOR
NATIONAL COUNCIL FOR CERTIFIED PERSONAL TRAINERS**

Your Personal Trainer Certification is valid for two years from the date you become certified. To renew your certificate you must send us a copy of the certificate that is about to expire along with proof in writing of attendance to at least 2.0 Continuing Education Units (CEUs)* of personal training related classes, seminars or workshops. (Refer to the Accepted Subject matter on pg. 8). CPR is required to renew your certification and counts as 0.1 CEU.

WARNING!

It is the responsibility of you, the student to maintain the requirements to keep your certification in good standing. Once your expiration date has passed, there is 30 day grace period for a fee of \$25 (in addition to the \$75 renewal fee). The NCCPT will allow you 30 additional days to complete your CEUs process. This does not extend your expiration date and does not extend your time with any outside company. Once the 30 day period has passed, you are considered expired.

Continuing Education Guidelines

NCCPT Certified Personal Trainer Code of Ethics

When you order any NCCPT (or NCCPT affiliate) educational or business program, you accept and agree to adhere to the NCCPT Code of Ethics. You hereby certify that the information given to NCCPT is true, complete and correct. You acknowledge if any of this information is later determined to be false, NCCPT reserves the right to revoke any certification or certificate that has been granted by the NCCPT or any of its affiliates.. You further acknowledge that NCCPT certification does not certify or in any way guarantee the quality of your work as an NCCPT-certified professional. You therefore agree to indemnify and hold harmless NCCPT, its officers, directors and staff from any claims due to negligent acts, omissions, or faulty advice that you may give to clients as a NCCPT certified professional. You further recognize that NCCPT is not responsible for any actions or damages incurred or taken by any person arising out of your work, intentions or actions as a NCCPT certified professional.

As an NCCPT Certified Personal Trainer you must recognize the importance of a set standard and scope of professional and ethical conduct in providing personal training services to clientele and the general public. Professional and ethical concerns or issues arise when professionalism and ethics are either not known or not fully understood. The NCCPT Certified Personal Trainer Code of Ethics represents a professional standard that must be upheld at all times when performing the duties of a professional Personal Trainer.

Certified Personal Trainers:

- 1) Act with integrity in any relationship with their clients by providing the highest level of professional fitness training services based on objective and unbiased research and scientific information in accordance with local, state and federal laws.
- 2) Act with integrity in relationship with colleagues, fellow employees and other health care professionals. They should respect the rights, opinions and decisions of other certified Personal Trainers and never solicit business from another trainer's client and members of the general public.
- 3) Ensure a safe and enjoyable training environment through significant and suitably challenging programming.
- 4) Distinguish between personal convictions or opinions and professional duties and responsibilities and not allow personal beliefs and biases to interfere with the greater goals of the clients' health, fitness and performance. A trainer must not sexually, psychologically or economically exploit their relationship with a client, supervisor, employee or colleague.
- 5) Personal Trainers should always keep the clients best interests first, not those which merely advance a trainers private and personal interest or gain.
- 6) Refer clients to appropriately qualified professionals when client need is greater than the trainer's knowledge or abilities.
- 7) Keep abreast of the new developments, concepts and practices by actively researching

- and learning on a daily basis in order to promote professional excellence.
- 8) Respect a client's right to privacy. Maintain the confidentiality of personal client information and written records. Conversations, behavior, personal life and in some cases personal identity should be kept confidential. The focus should be on the business relationship and not a client's personal life, except as it affects a person health and fitness goals.
 - 9) Avoid sexually oriented comments or banter and inappropriate physical conduct should be avoided.
 - 10) Provide a non-biased, fair and equal treatment to all individuals and groups both personally and professionally.
 - 11) Use advertisements which promote the primary intent of helping clients make informed judgments, choices or decisions regarding their fitness goals.
 - 12) Maintain an appearance which is clean in a manner consistent with good hygiene, safety and commonly accepted good taste.
 - 13) Remain focused when training and be distracted by other people, televisions, computer monitors or cell phones.

Reporting of Conduct Violations

In order to ensure the validity and professional significance of the NCCPT CPT Certification and processes, certified and non-related or non-certified individuals are asked to report concerns regarding ethical or professional misconduct by NCCPT Certified Personal Trainers to the Certification Board's Policies and Procedures Committee, for consideration. This will help to ensure the professional fitness practice of NCCPT Certified Personal Trainers and fair treatment of public members, employers and clientele. The identity of all involved parties whether reporting ethical or professional misconduct or accused of such misconduct will remain private and undisclosed to any other individual or entity unless legal procedures require such disclosure. Factual evidence must be collected and submitted in order for any disciplinary action to be mandated by the Certification Board.

All responses to the Policies and Procedures Committee regarding professional and ethical misconduct must be in writing. Correspondences from the CB will also be provided in writing. In the event a disciplinary action is deemed necessary, the accused party or parties will have 30 days to file an appeal to the Policies and Procedures Committee for consideration. The goal of the Policies and Procedures Committee is to ensure ethical and professional practice and conduct by setting forth fair and reasonable expectations for NCCPT Certified Personal Trainers and creating an avenue for enforcement of these expectations.

It is the policy of the NCCPT Certification Board that no exam candidate for Personal Trainer certification be discriminated against based upon race, religion, creed, gender, age, national origin or ethnicity.

Continuing Education

Continuing education requirements are intended to promote continued competence and the development of knowledge and skills. Also to enhance professional skills and judgment beyond the levels required for entry-level practice. Continuing education activities must focus on increasing knowledge, skills and abilities pertaining to the field of personal training. Group exercise or workouts do not apply.

Expiration of Credential

The NCCPT-CPT credential will expire and be considered invalid, if not re-certified within 30 days post expiration. To re-certify you must submit the required fee together with the completed Continuing Education Reporting Form.

How to Re-certify Your NCCPT-CPT Credential:

Send to the NCCPT:

- 1. The completed Continuing Education Reporting Form; and**
- 2. A copy (front and back) of your current Emergency Cardiac Care (CPR) certification card; and**
- 3. The re-certification fee.**

Re-certification Fee

Every NCCPT-CPT credential holder is required to submit a re-certification fee to NCCPT. This fee, paid every two (2) years, is an administrative fee that supports activities required of NCCPT. The re-certification fee for the NCCPT-CPT credential is \$75.

Late re-certification Fee

The late re-certification fee for the NCCPT-CPT is \$100 (\$75 + \$25) total. This fee is applied to any application received after the date of expiration of the corresponding certificate. With this fee, you will be allowed an additional 30 days to complete your CEUs. Keep in mind, your continuing education must have been completed within the two year period of your certification.

Petition Policy for Continuing Education

Non-NCCPT approved continuing education courses, workshops and/or events can be reviewed by petition only, which can only be approved by mail. A \$10 non-refundable administrative fee is required for each course/event petitioned.

Continuing Education Unit (“CEU”) Requirements

The number of CEUs required is 2.0 units

- CEUs are based on contact hours
- Contact hours are defined as the number of clock hours spent in direct participation in a structured educational format
- One (1) contact hour is equal to one-tenth (0.1) CEU.

College or university coursework will be granted 0.2 CEUs for each quarter credit hour or 0.3 CEUs per semester credit hour. (A quarter course worth 5 credits = 1.0 CEUs, and a semester course worth 3 credits = 0.9 CEUs)

Documenting Continuing Education Information

It is the sole responsibility of the NCCPT-CPT credential holder to document continuing education activities.

Reporting Continuing Education Information

The completed continuing education reporting form must be submitted to NCCPT Applications for re-certification will only be accepted within 30 days prior to credential expiration.

How to List and Report CEUs

- Information should be recorded directly on the Continuing Education Packet and the Continuing Education Reporting Form. It is recommended that information be recorded on an ongoing basis (i.e. as soon as an activity is successfully completed).
- The specific type of documentation required for an activity is described in the following sections. Documentation guidelines will be strictly enforced.
- Proof of appropriate documentation must be submitted with the completed Continuing Education Reporting Form.
- In providing the date of an activity, the month, day and year must be included.
- CEUs will be awarded only for activities that are completed within the relevant two (2) year re-certification period.
- CEUs in excess of the amount required for the continuing education reporting period cannot be carried over for credit in subsequent reporting periods.
- A photocopy of the front and back of the card(s) verifying current emergency cardiac care (CPR) certification must be included with the Continuing Education Reporting Form.
- The Continuing Education Reporting Form must be signed to be recognized as valid.

Accepted subject matter for continuing education

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.

Change of Address

Changes in mailing address must be provided to NCCPT Failure to keep the mailing address current can result in lost mail, lost information and/or lost business. You can keep your information current by logging onto (www.nccpt.com) and updating your member page.

Category Requirements

Maximum Number of CEUs per Category

Total Required	Category A Maximum	Category B Maximum	Category C Maximum	Category D Maximum
2.0 CEUs	2.0	1.0	2.0	0.1

CATEGORY A - NCCPT Approved Provided Offerings

1. Activities in this category are available through NCCPT approved providers and include:
 - ii Workshops (Group exercise does not apply)
 - ii Conferences (Group exercise does not apply)
 - ii Symposiums (Group exercise does not apply)
 - ii Home-Study Courses (Group exercise does not apply)
 - ii NCCPT Credential Courses
 - ii Other NCCPT approved educational courses
2. NCCPT and/or the individual approved provider will determine the number of CEUs awarded for activities in this category. These activities must be specifically applicable to the career of personal training.
3. All conferences, workshops and symposiums must be intended for an audience of health and fitness professionals.
4. A list of current NCCPT approved providers is available on NCCPT's website (www.nccpt.com).

5. A maximum of 2.0 CEUs can be obtained in Category A.

Possible Activities	Number of CEUs	Required Documentation
Workshops	As awarded by NCCPT	Certificate of Attendance
Conferences	As awarded by NCCPT	Certificate of Attendance
Symposiums	As awarded by NCCPT	Certificate of Attendance
Home Study Course	As awarded by NCCPT	Certificate of Attendance
NCCPT Credential Courses	As awarded by NCCPT	Certificate of Attendance
Other Approved Certifications	As awarded by NCCPT	Certificate of Attendance

CATEGORY B – Industry Contributions

1. Activities in this category have been defined by NCCPT
2. Speaking engagements can be counted only once per topic.
3. Articles written for NCCPT must adhere to NCCPT Writing Guidelines.*
4. Case studies written for NCCPT must adhere to NCCPT Case Study Guidelines.
5. All conferences, workshops, symposiums must be intended for an audience of health and fitness professionals.
6. A maximum of 1.0 CEUs can be obtained in Category B.

Possible Activities	Number of CEUs	Required Documentation
Speaker at conference, lecture or workshop	0.1 CEU per contract hour	Letter of Acknowledgement
Panelist at conference, lecture or workshop	0.1 CEU per contract hour	Letter of Acknowledgement
Primary author in a peer reviewed publication ¹	0.5 CEU	Copy of Article; Writer Guidelines
Primary author in a non-peer reviewed publication ¹	0.2 CEU	Copy of Article; Writer Guidelines
Primary author in a NCCPT publication	0.2 CEU	Letter of Acknowledgement
Primary author in a NCCPT case study	0.5 CEUs (8-wk) 0.8 CEUs (12-wk)	Letter of Acknowledgement
Primary author in a textbook	0.5 CEUs	Copy of cover, table of contents, 500 word summary or contribution to industry

¹ A peer reviewed publication is one that been reviewed by an editor and one or more specialists, prior to its publication

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distribute, transmit, publicly display, publicly perform, reproduce, edit, translate and reformat your Submission, and to publish your name in connection with your Submission.

No compensation will be paid with respect to the use of your Submission, as provided herein. The NCCPT or Future Fit, Inc. is under no obligation to post or use any Submission you may provide and may remove any Submission at any time at NCCPT's sole discretion.

By posting, uploading, inputting, providing or submitting your Submission, you warrant and represent that you own or otherwise control all of the rights to your Submission as described in this section including, without limitation, all the rights necessary for you to provide, post, upload, input or submit the Submissions.

CATEGORY C – Post-Certification Collegiate Coursework

1. CEUs are awarded for successful completion of college or university courses if the content relates to the health and fitness fields. Courses must be specifically applicable to the career of personal training.
2. In order for a course to be eligible it must be assigned credit hours and be listed on the official university transcript.
3. Such coursework will be granted 0.2 CEUs for each quarter credit hour or 0.3 CEUs for semester credit hour (a quarter course worth 5 credits = 1.0 CEUs and a semester course worth 3 credits = .9 CEUs)
4. A maximum of 2.0 CEUs can be obtained in Category C.

Possible Activities	Number of CEUs	Required Documentation
College/official university course	0.2 CEUs for each quarter credit hour or 0.3 CEUs for semester credit hour	Official university transcript

5. Acceptable courses include those specifically included in the following degree programs: Athletic Training, Biomechanics, Community Health, Health Sciences, Health Care Management, Emergency Medical Technician, Ergonomics, Exercise Physiology, Exercise Science, Health Science, Human Movement Science, Kinesiology, Massage Therapy, Nursing, Nutrition, Physical Education, Physical Therapy and Sport Science.
6. General education requirements are only accepted with relevance to the health and fitness industry (e.g. Biomechanics, Business Administration, Communications, Exercise Physiology, Human Anatomy and Human Physiology).
7. In order for Massage Therapy courses to be acceptable they must be part of an ACCET accredited program in good standing.

8. Practicum courses, internship experiences and laboratory format courses are subject to approval as acceptable CEU credit.
9. Weight training and/or conditioning course may be acceptable for CEU credit.

CATEGORY D – Emergency Cardiac Care (CPR) Certification REQUIRED

1. CEU credit earned in this category are REQUIRED.
2. Providers in this category are those that adhere to the standards of either:-
 - a) The American Heart Association; or
 - b) The American Red Cross.
3. EMT (Emergency Medical Technician) certification can be used in this category.
4. Only 0.1 CEU can be obtained in Category D.

Possible Activities	Number of CEUs	Required Documentation
Courses providing required certifications	0.1 CEU	Front & back copies of current certification
EMT course and certification	0.1 CEU	Front & back copies of current certification

Continuing Education Guidelines

CEUs are based upon contact hours. Contact hours are defined as the number of clock hours spent in direct participation in a structured educational format. One (1) contract hour is equal to one (0.1) Continuing Education Unit.

Re-cert Fee	Total Required	Category A Maximum	Category B Maximum	Category C Maximum	Category D Maximum
\$75	2.0 CEUs	2.0	1.0	2.0	0.1

Category	Descriptions	Number of CEUs	Required Documentation
A	Workshops	As awarded by NCCPT	Certificate of Attendance
A	Conferences	As awarded by NCCPT	Certificate of Attendance
A	Symposiums	As awarded by NCCPT	Certificate of Attendance
A	Home Study Course	As awarded by NCCPT	Certificate of Attendance
A	NCCPT Credential Courses	As awarded by NCCPT	Certificate of Attendance
A	Other Approved Certifications	As awarded by NCCPT	Certificate of Attendance
	Other Possible Activities	Number of CEUs	Required Documentation
B	Speaker at conference, lecture or workshop	0.1 CEU per contract hour	Letter of Acknowledgement
B	Panelist at conference, lecture or workshop	0.1 CEU per contract hour	Letter of Acknowledgement
B	Primary author in a peer reviewed publication ¹	0.5 CEU	Copy of Article; Writer Guidelines
B	Primary author in a non-peer reviewed publication ¹	0.2 CEU	Copy of Article; Writer Guidelines
B	Primary author in a NCCPT publication	0.2 CEU	Letter of Acknowledgement
B	Primary author in a NCCPT case study	0.5 CEUs (8-wk) 0.8 CEUs (12-wk)	Letter of Acknowledgement
B	Primary author in a textbook	0.5 CEUs	Copy of cover, table of contents, summary of contribution to industry
	Possible Activities	Number of CEUs	Required Documentation
C	College/official	0.1 CEU per official	Official university

	university course Possible Activities	credit hour Number of CEUs	transcript Required Documentation
D	Courses providing required certifications	0.1 CEU	Front & back copies of current certification
D	EMT course and certification	0.1 CEU	Front & back copies of current certification