

## Certification Board Candidate Handbook

For the NCCPT Certification Board (NCCPT CB)

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## 1. About This Handbook

### Description of the NCCPT CB Candidate Handbook

This handbook serves as the principal source of information for those applying to take any of the Certification or Certificate programs offered through the NCCPT. Since every situation and every applicable rule cannot be cited in a document like this, other NCCPT CB policies, practices, and instructions, may also apply.

This Handbook provides exam candidates with information about:

- Eligibility Requirements Application Procedures and Fees
- Examination Content and Scoring Recertification

You are advised to periodically check the website at [www.nccpt.com](http://www.nccpt.com) for any changes in the NCCPT Certification Board (CB) policies, requirements, or forms that may be made after this Handbook is published. Although the NCCPT CB gives candidates as much advance notice as possible when policies and procedures change, it is always your responsibility to make sure that you are fully informed about the current requirements and policies. You should also consult the website to learn about any modifications that may be made in eligibility, exam administration, exam content, or other policies. You may also call us at (800) 778-6060.

### Handbook Edition and Policy

The policies and procedures in this Handbook, which are published on [www.nccpt.com](http://www.nccpt.com), may be modified, amended, or cancelled by the NCCPT CB at any time. Any changes to the policies and procedures will be posted on our website and sent via email to all candidates in our database. This edition of the Handbook supersedes all prior policies or procedures as to the subjects addressed in it and all representations, oral or written. The NCCPT CB strongly recommends carefully reading and thoroughly understanding every topic in this Candidate Handbook.

### Privacy

For security reasons, before any information is released over the phone, the caller will be asked for identifying information. You may be asked to provide, for example, your date of birth or your address. This security feature helps the NCCPT CB protect your personal information from being inappropriately released. Examination scores are never released over the phone.

### Confidentiality Policy

The NCCPT CB respects the privacy of all examination candidates. All materials submitted or received in connection with applications and all examination scores are held in confidence, except upon permission for disclosure from the applicant or candidate or except as required by law, including governmental licensing bodies upon appropriate written request.

### Non-Discrimination Policy

The NCCPT CB does not discriminate on the basis of race, color, age, gender, sexual orientation, political or religious beliefs, disability, marital or familial status, ancestry, national origin, or any other category that is protected by federal law or other applicable laws and regulations.

## **2. About NCCPT CB**

### **Mission Statement**

The mission of the National Council for Certified Personal Trainers Certification Board (“NCCPT CB”) is to determine entry-level competence of the fitness professional who will provide safe and effective fitness programs to the public.

### **Objective Statement**

The National Council for Certified Personal Trainers Certification Board (NCCPT CB) oversees and establishes entry level performance measures and standards of continuing educational development for professional health and fitness professionals. The NCCPT CB awards the designated title to only those individuals who meet the, ethical conduct, professional behavior, and examination requirements set forth by the NCCPT CB. The NCCPT CB only awards the designated title of CPT, CGxl, CICI, CYI and/or CSTS to those individuals who meet the ethical conduct, professional behavior and examination requirements set forth by the NCCPT CB. Only individuals who meet the ethical conduct, professional behavior, examination and recertification requirements are permitted to use the designated certification marks of CPT, CGxl, CICI, CYI and/or CSTS.

### **History of NCCPT CB**

The National Council for Certified Personal Trainers (NCCPT) was founded in September of 1995 by John Platero. John’s goal was to create a vehicle by which he could recruit new trainers, teach fundamental principles and provide these future professionals with a system to earn a good living, while they continue to learn and grow as Personal Trainers. Additionally, he wanted to ensure the recognition of qualified individuals who completed a course of study or training and then passed an independent, standardized certification examination. To this end, the NCCPT has participated in an ongoing collaboration with a variety of health care professionals including exercise physiologists, nutritionists, physical therapists, chiropractors and trainers.

After 15 years with an established credentialing and examination program that has certified nearly 8,000 Personal Trainers, the NCCPT made the decision to re-evaluate and update its procedures. This process began with the formal establishment of the NCCPT Certification Board in January 2009. The Certification Board then embarked on the re-assessment of their examination by performing a Job Task Analysis, a review of new and existing test items, field testing and standard setting.

### **Code of Professional Conduct**

#### **NCCPT 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 or certificate 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 Fitness Professional you must recognize the importance of a set standard and scope

professional and ethical conduct in providing 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 Code of Ethics** represents a professional standard that must be upheld at all times when performing the duties of a fitness professional.

### **Certified Fitness Professionals:**

- 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.
- 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 fitness professionals and never solicit business from other professionals' clients or students.
- Ensure a safe and enjoyable training environment through significant and suitably challenging programming.
- 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 fitness professional must not sexually, psychologically or economically exploit their relationship with a client, supervisor, student, employee or colleague.
- Fitness professionals should always keep the client's or students' best interests first, not those which merely advance a fitness professional's private and personal interest or gain.
- Refer clients or students to appropriately qualified professionals when the client or student's need is greater than the trainer's/instructor's knowledge or abilities.
- Keep abreast of the new developments, concepts and practices by actively researching and learning on a daily basis in order to promote professional excellence. Refrain from using a certification mark that is invalid or expired. Only individuals who meet the ethical conduct, professional behavior, examination and recertification requirements can use the designated certification marks of CPT, CGxl, CICI, CYI and/or CSTS.
- Respect a client or student's right to privacy. Maintain the confidentiality of personal client or student 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 or student's personal life, except as it affects a person health and fitness goals.
- Avoid sexually oriented comments or banter and inappropriate physical conduct should be avoided.
- Provide a non-biased, fair and equal treatment to all individuals and groups both personally and professionally.
- Use advertisements which promote the primary intent of helping clients or students make informed judgments, choices or decisions regarding their fitness goals. Only individuals who meet the ethical conduct, professional behavior, examination and recertification requirements can use the designated certification marks of CPT, CGxl, CICI, CYI and/or CSTS.
- Maintain an appearance which is clean in a manner consistent with good hygiene, safety and commonly accepted good taste.
- 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 Certification and processes, certified

and non-related or non-certified individuals are asked to report concerns regarding ethical or professional misconduct by NCCPT Certified Fitness Professionals to the Certification Board's Ethics and Appeals Committee, for consideration. This will help to ensure the professional fitness practice of NCCPT Certified Fitness Professionals 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.

Report conduct violations and concerns by completing and submitting the Report of Conduct Violations Form available at [our Forms page](#), at <https://www.nccpt.com/forms>.

All responses to the Ethics and Appeals Committee regarding professional and ethical misconduct must be in writing. Correspondences from the Certification Board 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 Ethics and Appeals Committee for consideration. The goal of the Ethics and Appeals Committee is to ensure ethical and professional practice and conduct by setting forth fair and reasonable expectations for NCCPT Certified Fitness Professional and creating an avenue for enforcement of these expectations.

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

### **Purpose**

The purpose of the CPT, CYI, CGXI, CSTS and the CICI credentials is to demonstrate that candidates have met established criteria for each credential established by the NCCPT Certification Board and the criteria will ensure certain standards are met in order to safe guard the public.

### **3. Application Process Candidate Eligibility**

Applicants must be at least 18 years of age prior to applying to take the Final Exam(s) for the certification(s) or they must have a signed parental consent form from their legal guardian. The nature of the profession, the demographics of the clientele, the difficulty in the subject matter and most employment requirements for fitness professionals require a person to be at least 18 years old. This is an industry standard. Applicants over 18 who have the passion and desire to become certified are eligible to sit for the final exam(s). For candidates who wish to sit for the Certified Strength Training Specialist (CSTS) exam our strength subject matter experts recommend a four-year degree in a health and fitness related field and/or a personal trainer certification due to the advanced content of the course. However, as with all of our certifications, students are *not required* to purchase any study materials from the NCCPT to prepare the exam. We do provide you a list of other resources you may obtain to help prepare you for the final exams. Here is a link:

<https://www.nccpt.com/data/docs/open-resources.pdf>.

CPR certification is required and is a prerequisite for taking any final exam.

### **Eligibility, Testing and Recertification Appeals**

A candidate may appeal eligibility denials, testing events and Recertification denials. An individual who wishes to appeal a specific situation must do so in writing via email or to our corporate office in Newbury Park, Ca. The Ethics and Appeals Committee of the Certification Board will gather information regarding the situation in order to determine the appropriate means of resolution.

All individuals or groups involved are encouraged to be forthright and as specific as possible when offering information during an investigation but may choose the extent to which they share information.

Individual cases may be dismissed due to insufficient information or referred to the entire Certification Board for further resolution

An individual may appeal the outcome of the hearing or situation. The appeal is not a rehearing of a case and requires a written appeal (see Appeals Form at [www.NCCPT.com/forms.html](http://www.NCCPT.com/forms.html)) to the CB specifically stating grounds for desired appeal and any supporting documentation or information deemed necessary.

*The only grounds by which an appeal can be made are:*

- In situations where new information has become available following the hearing or situational outcome that may change the decision for eligibility.
- In situations involving procedural error(s) within the hearing or certification process which substantially affect(s) the fairness of the hearing or situational outcome.
- When the determination of responsibility is inconsistent with the weight of the information and/ or evidence available to the Ethics and Appeals Committee (EAC).

The EAC will review the appeal, hearing documentation and any other information or evidence included in the hearing or specific situation.

A written decision will be delivered to the student and CB within 30 business days from reception of appeal unless the individual submitting appeal is otherwise notified by a CB representative.

Appeals submitted more than 90 days from the NCCPT CB decision will not be considered. Applying for the Exam

You must take your final exam at a PSI Testing facility or at a qualified library; however, you must first apply for the credential online at [www.nccpt.com](http://www.nccpt.com).

You may also apply by mail by sending your payment, contact information and proof of birth date to:

**NCCPT CB**

3481 Old Conejo Road #102 Newbury Park, CA 91320 800.778.6060

Please note that you will be asked to provide proof of your CPR certification at the time of testing. Exam

**Fees/Payment Types**

The fee for the final exam must be paid in full before the exam can be taken. Forms of Accepted Payment are:

- VISA
- MasterCard
- Discover
- Check
- Money Order/Cashier's Check Please Note
- Fees are due at time of application
- All fees payable to NCCPT

- All fees payable in US \$ dollars only
- All fees to the NCCPT are non-refundable Application Confirmation

Once your application is completed and payment is received, exam candidates will receive a confirmation notice by email and/or phone.

### **Application Expiration**

Final certification exams must be taken within six months from the date of purchase. Any exam not taken within six months from the date of purchase will require a \$75 late fee prior to being able to take the final exam. If the student fails the exam, they will need to purchase a retake exam. The retake exam must be taken within six months from the original deadline date (six months from the date of exam purchase).

### **4. Taking the Exam Scheduling Your Exam**

The final exam is a computer-based test and must be given by a live proctor at a PSI testing facility or qualified library (if a PST testing center is not available). Appointments are made based on availability. Candidates that schedule through PSI are provided an email confirmation of their examination appointment. This confirmation will provide the candidate the exam title, date, time and location of their examination appointment as well as a phone number for the testing center. Failure to receive an email confirmation does not invalidate the candidates testing appointment. Candidates are responsible for noting the date, time and location of their testing appointment.

### **PSI – Computer Based Testing**

NCCPT CB uses PSI testing centers for administering the final exam. PSI offers secure computer-based testing centers across the United States and Canada, and is the largest United States owned and operated network in North America, including locations in Washington DC, Guam, Virgin Islands and Puerto Rico. See <http://cert.psiexams.com/locateall.html> for a complete list of test sites for the CPTC. Candidates schedule their examination appointment by calling PSI registration department at (800) 211-2754.

### **Library**

If and when a PSI center is not available and only when a PSI Center is not available, the NCCPT may approve a qualified library to proctor your exam. Many Libraries offer proctoring of examinations from a variety of institutions as a service to the community. Requirements and details of the process differ somewhat among various libraries, but this outline should serve as a general guide to the process.

When a student needs to be proctored, he or she should contact a library in their area.

The library will then inform/send the student the following information for the school/institution: Proctor name, title, address, email, phone number, and fax number.

Library Name:

- Proctor Name:
- Address:
- Email:
- Phone:
- Fax:

The student is responsible for sending the above information to the NCCPT-CB. After the NCCPT has received this information, there are several different scenarios: The NCCPT may call the proctor. Usually we will email

the proctor with any additional questions or proctoring instructions. The proctor will be asked to fill out the **PROCTOR AGREEMENT for NCCPT DISTANCE LEARNING EXAM** form to return to the school. To download this form, go to: <https://www.nccpt.com/forms>.

Once the library/proctor has been approved by the NCCPT to administer the test, the NCCPT will send the library the proctoring instructions via email. As soon as the proctoring instructions are received and the **PROCTOR AGREEMENT for NCCPT DISTANCE LEARNING EXAM** is accepted by the NCCPT, the proctor will inform the student to let him/her know they are approved to proctor and may schedule their exam. Tests are proctored between the hours of operation of that particular library and proctor. Schedule the test in advance. We cannot guarantee that a certain day or time will be available. Often tests are proctored only one day a week. Planning ahead is extremely important.

Please note: The NCCPT will not allow the student to use his/her own computer. They must reserve one of the Library computers for the student.

When the student arrives, the proctor will use PROCTOR and **STUDENT SIGN –IN SHEET for NCCPT DISTANCE LEARNING EXAM** and request a Federal-issue, photo-ID to verify identity and a valid CPT card. To download this form, go to <https://www.nccpt.com/forms>.

The proctor will explain or read the general requirements to the student, such as materials allowed or banned during the examination (e.g. notes, books, calculator, etc.), and that use of cell phones, pagers, etc. will result in the exam being voided immediately. The student will be asked to examine, read, sign and date any documents necessary, including the answer sheet if used. The proctor will explain the time limits allowed for the exam.

The student will then log on to the testing software. Once the student is logged in, the Proctor will contact the NCCPT to confirm the student is ready to receive the proctoring ticket with the link to the activation code to unlock their exam. The proctor is required to remain in the room with the student while the exam is in progress to ensure that the rules set by the NCCPT are followed.

On completion of the exam or the time allowed for the exam if not completed, all materials will be collected – a blanks sheet, answer sheet if applicable and an evaluation (the evaluation is generally voluntary.) The proctor will sign the proctor certificate and provide any additional information requested

Payment to the library may be due at this time or in some instances may be due at the time of the reservation (see Proctoring Fees below). Please note that if there are any complications with the test administration, the student will be responsible for paying for any time involved. A receipt will be given to the student for the payment. It is tax deductible.

If the exam is to be sent by FedEx, the proctor will call FedEx to schedule a pick up. The FedEx package must be prepaid and addressed by the student or school.

If a paper and pencil exam is necessary (there is no internet) the NCCPT will provide a self-addressed stamped folder/package/envelope to return the exam.

If the exam is paper and pencil, the proctor will place the requested materials in the return folder/package/envelope, seal and mail it shortly after the test is completed.

Cancellation of a proctoring reservation is the responsibility of the student. Failure to notify the library of a cancellation may affect future proctoring privileges. Cancellation policies may vary per library. The Library may

also reserve the right to cancel or change a proctoring appointment.

### Canceling Your Exam

Candidates must provide PSI with no less than 24-hours, notice (Monday-Friday) to reschedule/cancel their testing appointment. Cancellation policy may vary at different libraries.

Rescheduling/cancellation with PSI is done by calling their Central Registration Office NOT the local testing center. Failure to provide 24 hours-notice will result in forfeiture of the PSI examination fee and the candidate will be required to pay another examination fee in order to schedule another testing appointment.

Exceptions to this policy may be granted based on a verified medical or weather-related emergency.

Requests for waivers must be submitted in writing within 72 hours of the testing appointment and must include a doctor's note verifying a medical emergency.

Candidates who fail to appear for a scheduled examination appointment will be reported as a no-show and forfeit the examination fee. Candidates will be required to repay to schedule another examination appointment.

### What you need on Examination Day

Upon arrival at a PSI testing facility or a library, you must present a valid (non-expired) government issued photo ID. The name on your identification must match the name under which you registered for your exam appointment. You must also bring and present the testing center with a valid CPR card or you will not be allowed to take the exam. Failure to present appropriate identification and proof of your CPR certification will result in cancellation of your appointment and forfeiture of your exam fee. You will be required to pay a \$79 proctoring fee directly to PSI.

Primary ID Government Issued (photo, signature, not expired)	Secondary ID (CPR not expired)	
» Driver's License » Passport » Military ID » State ID	» CPR	
» Alien Registration Card » Other government issued ID		

### Exam Check-In Time

Please arrive 30 minutes prior to your scheduled testing time. Materials Allowed for Exam include two sheets of paper (Paper must be destroyed at conclusion of exam), pencil/pen and handheld (non-programmable) calculator.

### Testing Site Security Procedures

You will not be permitted to wear hats, jackets or any type of outerwear in the facility. Smoking, eating, and drinking are prohibited in the examination site. No personal belongings are permitted in the testing facility.

List of Prohibited Items Includes, But Is Not Limited to The Following		
Electronic Devices	Books/Papers	Containers of any kind
Cell Phones, Pagers, Beepers Headsets or Earphones Personal Digital Assistant Radios/Recorders or Players	Notes/Outlines/Study Materials Organizer/Day Planner Newspapers or Magazines Books/Dictionaries	Handbag Backpack or Hip Pack Bags Briefcase

Lockers are provided at the PSI testing center to store a small number of personal belongings. It is the candidate's responsibility to surrender all items voluntarily, prior to testing. Any person possessing prohibited items in the examination room will not be allowed to continue their examination, will forfeit all fees, and may have examination scores invalidated.

### Clothing

Candidates are advised to wear clothing that will be comfortable and appropriate. Candidates that show up wearing inappropriate attire may be refused and their exam forfeited. Candidates must be aware that they are being watched via the internet and to dress appropriately.

### Exam Site Conditions

Candidates taking the exam at a facility that experience any environmental difficulties during the administration of the examination (too hot, too cold, too noisy, etc.), are obligated to tell a proctor about your concern. Concerns expressed but not resolved at the test site should be submitted in writing to the NCCPT CB.

### Test Length and Time Allowed

Candidates have two hours to complete the 140-item multiple-choice of which 125 scored questions and 15 of the questions are field-test, or pre-test items which are not scored. Each question has four possible answers. The exam is administered via computer -based testing at the testing center/library. Candidates have two (2) hours to complete the exam. You will be asked to respond to a few brief survey questions and acknowledge your acceptance of NCCPT CBs confidentiality requirements before beginning the exam. While there is adequate time to review these screens and respond, there is NOT enough time to leave the testing room or do anything other than proceed to the exam.

### Guessing

If you are not sure of the correct answer on an examination it is to your benefit to make an informed guess. There is no penalty for guessing. In calculating your score, the testing software counts the questions you do not answer as wrong answers. A passing score is based on the number of correct answers.

### Refunds and Application Withdrawal

Candidates cannot withdraw applications. No refunds are offered for the Final Exam.

### **Re-Taking the Exam**

Final exams can be taken up to three times in a 12-month-period. Students may retake the exam again after the 12-month period has passed. Each 12-month-period begins on the **first exam date**. There is a mandatory 72-hour waiting period between exam attempts. If the student fails the exam, they will need to purchase a retake exam. Retake exams must be taken within six months from the original deadline date (six months from the date of the **original exam purchase**). There is a fee for each re-take of the examination. Payment of this fee is required prior to authorization to scheduling a new test time.

### **Fraud, Cheating, and Forfeiture of Fees**

In the event of a fraudulent application, submission of fraudulent documents, introduction of fraud at any point in the application process, or cheating on the examination, the NCCPT CB reserves the right to confiscate all fees to offset any administrative or legal costs associated with the investigation and/or adjudication of the case.

Please see the [NCCPT CB Policies and Procedures Manual](#) for more information on the Disciplinary and Appeals Process.

### **Special Accommodations Requests**

NCCPT CB complies with the Americans with Disabilities Act of 1990 (ADA) and other applicable laws and regulations. The NCCPT CB will review and accommodate requests from qualified candidates with a diagnosed disability for accommodations to take a final Exam if the request is reasonable, does not fundamentally alter the examination or jeopardize exam security. Once approved by the board, the NCCPT CB will then inform the NCCPT to make arrangements with PSI. Special accommodations may need to be properly documented and/or proper evidence provided by a physician, health care professional or government agency, Proctors should make every effort to assist in the accommodation and examination needs of candidates with disabilities. If a candidate appears to be having difficulty taking an examination, the Proctor should inquire if there is anything that can be done to improve the candidate's examination experience. Actions such as adjusting the contrast of the monitor, adjusting the chair height, or adjusting the screen angle should be undertaken immediately.

To request a special accommodation, contact the NCCPT CB for assistance at 800.778.6060 and/or submit this form <https://www.nccpt.com/data/pdf/request-for-special-accommodations.pdf> to [nccptcb@nccpt.com](mailto:nccptcb@nccpt.com)

### **Foreign Language Testing**

The NCCPT CB currently offers the Certification final exams in the English language only.

### **Confidentiality and Exam Security**

The NCCPT CB requires you to maintain the confidentiality and security of the test questions on its examinations. All those who take a final examination are required to acknowledge that they understand and agree to the following:

The examination is the exclusive property of the National Council for Certified Personal Trainers Certification Board. The NCCPT CBs examinations, and the items contained therein, are protected by United States copyright law. No part of an examination may be copied or reproduced or transmitted to any other person in part or in whole by any means whatsoever, including memorization. The theft or attempted theft of an examination, in whole or in part, is punishable as a felony.

Your participation in any irregularity occurring during the examination, such as giving or obtaining unauthorized information or aid, as evidenced by observation or subsequent statistical analysis, or any other

examination irregularity, including but not limited to the failure to report any information about any irregularity or any suspected cheating, may be sufficient cause for the NCCPT CB, at its sole discretion, to terminate your participation, invalidate the results of your examination, seek monetary compensation, or take other appropriate action. Candidates who cheat or attempt to cheat on the examination, or who otherwise breach the NCCPT CBs security policies and procedures, will be reported by PSI or library to the NCCPT and many have their exam scores cancelled, forfeit all fees, may be barred from re-applying to take a final exam and will be subject to all examination and fee requirements in place at the time they may choose to reapply, and may be subject to legal action.

NCCPT CB never releases copies of examinations or individual examination items.

## **5. About the Exam**

### **Scope of the Examination**

Examination questions are designed to allow candidates to demonstrate their knowledge of facts and use of judgment. There are no trick questions. Given the diversity of the health and fitness field, there may be a small number of questions outside the training of every individual. This will vary from person to person depending on one's training. The number of these questions, however, is not enough to pose a barrier to passing a final exam. Qualified candidates who are adequately prepared should pass the examination.

### **Ongoing Development of the Examination**

The final exams are developed in stages. In the first stage, a job task analysis is outlined by a panel of experts in the field. These outlines describe the functions of a fitness professional and the knowledge needed to perform those functions. The final exam content outline is created from this job task analysis. (see Content Guideline on pages 22 - 33)

The second, on-going stage of development, involves other representative groups of practitioners from across the country who work with the NCCPT CB to write questions based on the exam content outline. These new questions are reviewed by a committee of subject matter experts and are edited to ensure that items are clearly written and that there is only one correct answer to each question. Reviews of the field will be undertaken periodically to ensure that the examination remains relevant to current practice standards.

### **Commitment to a Fair Examination**

A review and appeal process for the final exam safeguards candidates in situations where they feel significantly disadvantaged due to a perceived procedural error or adverse environmental conditions during the test administration.

Please see page 10 for information on Exam Site Conditions.

Also see page 14 for information on the Appeals Form and process.

### **2017 Certification Exam Statistics**

Total number of CPTs: 718

Total number of testers: 326

Total number of passer: 212

Pass Rate: 65.0%

Total number of CGxl's: 214  
Total number of testers: 82  
Total number of passer: 53  
Pass Rate: 64.6%

Total number of CICI's: 98  
Total number of testers: 94  
Total number of passer: 56  
Pass Rate: 59.6%

Total number of CYIs: 10  
Total number of testers: 60  
Total number of passer: 10  
Pass Rate: 16.7%

Total number of CSTS's: 1  
Total number of testers: 1  
Total number of passer: 1  
Pass Rate: 100 %

## **6. Scoring**

Examination results are reported as PASS or FAIL (with a numerical scaled score) to indicate whether a candidate has demonstrated the knowledge required to meet standards of competence as defined by the profession. Candidates will receive their official Score Report at the test center, upon completing the examination.

The total scaled score you achieved on the examination determines whether you pass or fail. The scale ranges from 200 to 900 and a scaled score of 655 is set as the passing score on the Exam. Passing scores are determined through the modified Angoff process, a statistical procedure for establishing the minimum pass level using the judgment of experts. Through this process, the raw score required to pass is established. This raw score is then set to equal a scaled score of 655. A scaled score is not a percentage score.

Candidates who PASS are not given their scaled score. This is because certification exams are designed only to separate candidates into two groups: those whose performance has met the passing standard, and those who have not. The exams are not intended to rank order candidates and could be misused. Scores above the passing point are not validated to provide meaningful comparisons of ability above the standard so that a higher score equals higher ability. In order to avoid misinterpretation or possible misuse of these numeric scores it is best practice in the certification industry not to release passing scores.

Scaled scores are shown to those examinees who have NOT passed the exam. This compares your individual result with the score you need to pass the exam and may help you to decide how much additional preparation is required to pass.

Candidates who FAIL are given the passing scale score, their individual scaled score and qualitative information about their performance in each of the examination content areas which is intended as a resource to guide study for future examination attempts. It should be noted that qualitative indicators of performance are provided because there are fewer questions in each content area so there may be less stability in the numerical results. Thus, candidates are advised to review all content areas prior to retaking the exam, including areas in which performance was labeled "good."

### **Criterion-Referenced Scoring**

The passing score on the Finals Examination is determined by Subject Matter Experts under the direction of the experts in testing and psychometrics. The criteria define the minimum acceptable level of competence required for safe and effective fitness programs. The passing score is determined by a criterion-referenced method modified Angoff, which is commonly used in certification examinations. A criterion-referenced passing score applies minimum standards for competent practice to all candidates. Criterion-referenced standard setting begins with the establishment of a minimum acceptable level of competence for safe practice that candidates must possess in order to pass the examination. The standard setting is a group process. The group is comprised of certified fitness professionals representing various aspects of the practice, geographic areas, and levels of expertise. To ensure that the description of the profession represents the job tasks of fitness professionals entering the profession, input from entry-level trainers is always included. Criterion-referenced scoring provides safeguards to both the candidate and the consumer.

### **Appeal of Exam Results**

In order to maintain the security and integrity of the certification exam, examination materials are not available for review. NCCPT CB will not discuss any specific test questions on the certification exam. However, candidates do have the opportunity to send written comments regarding the exam, and/or specific

exam questions to NCCPT CB. All comments related to the exam will be reviewed, but NCCPT CB may or may not make a written response. If a candidate feels that his or her examination effort was negatively affected by unprofessional proctoring, unreasonable environmental distracters or other distracters, the grievance must be reported immediately to the Test Site Administrator who will document the complaint and submit it to NCCPT CB for further investigation. If the candidate feels that his or her examination effort was negatively affected, and wants to challenge the results, then a written notification must be submitted to NCCPT CB within 30 days of the examination describing the incident and how it had a negative impact on test performance. The NCCPT CB Appeals Committee will make an equitable decision based upon the information gathered from all relevant sources. If a candidate does not pass the examination and believes that a scoring error occurred during the computer scoring, he or she may appeal and request to have the entire examination manually rescored. Results of a manually scored examination rarely, if ever, differ from the result obtained through the automated process.

However, the candidate certainly has the right to make that decision. In order to request a manual, rescore, candidates must contact NCCPT CB at 800-778-6060; or via email at [nccptcb@nccpt.com](mailto:nccptcb@nccpt.com) to receive a manual rescore form. Candidates must then submit the completed form, along with the \$50.00 rescoring fee to NCCPT CB. All requests for a manual rescore must be made within 30 days of the original examination date. NCCPT CB will inform the candidate of his or her rescored results within two to four weeks of receiving the rescore request. Requests for appeals submitted more than 90 days from the NCCPT CB decision to revoke or deny certification or beyond 90 days from exam date for exam score appeals, will not be considered.

### **Receiving Your Certification**

The title of Certified Personal Trainer (CPT), Certified Group Exercise Instructor (CGxI), Certified Indoor Cycling Instructor (CICI) and Certified Strength Training Specialist (CSTS) to those individuals who meet the ethical conduct, professional behavior, and examination requirements set forth by the NCCPT CB. Only individuals who take and pass the final exam at PSI or at a qualified library are permitted to use the perspective designation. Candidates will be able to download their certificate from their student account at the NCCPT.com website.

### **7. Recertification Certification Period**

The purpose of recertification is to assure that Certified Professionals holding NCCPT credentials stay current with best practices in the personal trainer and other fitness fields and demonstrate a continued investment in their profession. The Certification Board deems that scientific research applications for technologies and especially fitness products, typically change within a two-year time frame. The certification period for the all Certification credentials is two years from the date of certification. A two-year certification period is industry standard. This judgment is based on literature reviews, assessment of fitness products, industry practices and is congruent with a review of other fitness professional credentialing requirements. Once your certification expires you are no longer allowed to use the designated certification mark. Only individuals who meet the recertification requirements are permitted use the designated certification marks of CPT, CGxI, CICI, CYI and/or CSTS

### **Certification Expiration**

Your certification will expire in two years and will no longer be recognized as valid if you do not fulfill the recertification requirements within 30 days past your expiration date. If you have not completed the continuing education requirements within your two-year period of certification, you must pay to re-take and pass the exam to become certified again. Refrain from using a certification mark that is invalid or expired. Only individuals who meet the recertification requirements are permitted use the designated certification marks of

CPT, CGxl, CICI, CYI and/or CSTS.

### **Recertification Requirements**

The NCCPT CB maintains your contact information, certification and certification expiration date. However, it is your certification. Please keep track of when your certification expires in order to obtain that continuing education units required to maintain your certification.

### **Submit the following prior to the expiration of your current certification:**

- Completed Continuing Education Reporting Form
- A copy (front and back) of your current CPR certification card
- Recertification Fee Recertification Fee
- The recertification fee is \$75. This is an administrative fee that supports activities required of the NCCPT CB.

### **Late Recertification Fee**

The late re-certification fee is \$100 (\$75 + \$25). This fee is applied to any application received after the date of expiration of the corresponding certificate. Keep in mind, your continuing education must have been completed within the two-year period of your certification.

### **Recertification Filing Period**

Current NCCPT Certified Fitness Professionals may apply for recertification at any time within their two-year certification period. Continuing Education Unit (CEU) Requirements

To recertify the Certified Personal Trainer (CPT) and the Certified Strength Training Specialist (CSTS) you must complete 2.0 CEUs (20 hours) within your two-year certification period. For the Certified Yoga Instructor (CYI) 1.5 CEUs (15 hours) you must complete within your two-year certification period. For the Certified Indoor Cycling Instructor (CICI) you must complete 10 CEUs (10 hours) within your two-year certification period.

By stringently reviewing all Continuing Education providers and their content, the NCCPT CB confirms the quality of continuing education. Meeting the high standards required by the NCCPT CB thus ensures meaningful professional development for Certified Fitness Professionals. When a CPT engages in sanctioned continuing education, individual competency is enhanced by keeping current as well as gaining advanced knowledge and skills.

All individuals or companies that submit courses or workshops applying to become Continuing Education Providers for recertification must provide extensive background information on themselves and/or their company. Submissions must demonstrate that their content:

- Keeps the fitness professional's expertise current by updating their knowledge base and teaching them new skills.
- Is associated with the development or comprehension of a specialty, technique, tool or expertise in personal training.
- Assures the individual participating learns all of the foundational knowledge required of the minimally competent professional for this subject matter.

### **Description of CEUs**

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 (0.1) CEU.

The number CEUs awarded by community colleges and universities vary from institution to institution.

### **Approved NCCPT CB CEU Providers**

The most up-to-date listing of approved continuing education providers and the educational programs can be found at [www.nccpt.com](http://www.nccpt.com). The website makes it easy to stay current with re-certification requirements, upcoming conferences, workshops and home study opportunities.

### **Petition Policy for Continuing Education**

Non-NCCPT CB approved continuing education courses, workshops and/or events can be reviewed by petition only, which can only be approved by mail. Standards for petition review are established by the Recertification Committee of the NCCPT Certification Board. For more information, please call the NCCPT office at 800.778.6060.

A \$10 non-refundable administrative fee is required for each course/event petitioned. Reporting Responsibility

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

### **Appealing Recertification**

Reporting Forms

Reporting forms and recertification packages can be downloaded from [our Forms page](#). You may also call our office at 800.778.6060 to request this information.

### **Guidelines for Reporting 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 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

The following provides a sample list of acceptable subject matter areas for CEUs for the CPT, CGxI, CICIC and the CSTS credentials. While not exhaustive, please note that any continuing education must pertain to the subject matter of the certification or certificate program. Group Exercise education will NOT apply for personal training and vice versa. Yoga may apply to Group Exercise, but the reverse might not. A Kickboxing Workshop will NOT apply to renew a Personal Training Certification. The NCCPT CB recertification committee will review and make a decision when the continuing education is not clear cut. For an updated list of which education pertains to which credential go to the course catalog at <https://www.nccpt.com/data/pdf/nccpt-course-catalog.pdf>

- Exercise Physiology
- Nutrition
- Flexibility
- Special Populations
- Anatomy
- Functional Anatomy
- Exercise Application
- Biomechanics
- Program Design
- Program Implementation
- Disease Prevention
- Injury Prevention
- Health Assessment
- Safety Procedures
- Emergency Procedures
- Sports Psychology
- Cycling or Indoor Cycling
- Yoga
- First Aid
- CPR

### CEU Categories and Requirements

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

Breakdown CEU Categories Please see following pages for more detailed description of each category.

Category	Description of Activities	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

B	Speaker at Conference	0.1 CEU per contract hour	Letter of Acknowledgement
B	Panelist at Conference	0.1 CEU per contract hour	Letter of Acknowledgement
B	Primary Author of a Peer Reviewed Publication	0.5 CEUs	Copy of Article; Writer Guidelines
B	Primary Author of a Non-Peer Reviewed Publication	0.2 CEUs	Copy of Article; Writer Guidelines
B	Primary Author of a NCCPT Publication	0.2 CEUs	Letter of Acknowledgement
B	Primary Author of a NCCPT Case Study	0.5 CEUs (8 weeks) 0.8 CEUs (12 weeks)	Letter of Acknowledgement
B	Primary Author of a Textbook	0.5 CEUs	Copy of Cover; Table of Contents; Summary of Contribution to Industry
C	College/University Course	0.2 CEUs per quarter credit hour 0.3 CEUs per semester credit hour	Official University Transcript
D	Course Providing Required Certification	0.1 CEU	Front and Back Copies of Current Certification
D	EMT Course and Certification	0.1 CEU	Front and Back Copies of Current Certification

## CEUs Category A

- Activities that are available through NCCPT CB approved providers include
- Workshops. Continuing education must pertain to the subject matter of the certification or certificate program. (Group exercise, yoga and indoor cycling does not apply for the CPT and CSTS)
- Conferences. Continuing education must pertain to the subject matter of the certification or certificate program. (Group exercise, yoga and indoor cycling does not apply for the CPT and CSTS)
- Symposiums continuing education must pertain to the subject matter of the certification or certificate program. (Group exercise, yoga and indoor cycling does not apply for the CPT and CSTS)
- Home-Study Courses. Continuing education must pertain to the subject matter of the certification or certificate program. (Group exercise, yoga and indoor cycling does not apply for the CPT and CSTS)
- Other NCCPT CB approved certifications

NCCPT CB and/or the individual approved provider will determine the number of CEUs awarded for activities in this category.

All conferences, workshops and symposiums must be intended for an audience of health and fitness professionals.

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

## CEUs Category B: Speaking Engagements & Publications (see page 21 for list of activities)

Activities in this category have been defined by NCCPT CB.

- Speaking engagements can be counted only once per topic.
- Articles written for NCCPT CB must adhere to NCCPT CB Writing Guidelines.
- Case studies written for NCCPT CB must adhere to NCCPT CB Case Study Guidelines.
- All conferences, workshops, symposiums must be intended for an audience of health and fitness professionals.
- A maximum of 1.0 CEUs can be obtained in Category B. Definition of Peer Reviewed Publication
- A peer reviewed publication is one that has been reviewed by an editor and one or more specialists, prior to its publication.

### Statement of Ownership and Liability Regarding Written Submissions for CEUs

The NCCPT CB does not claim ownership nor endorse any of the materials you post, upload, input or submit to NCCPT CB or its website or any websites associated with the NCCPT CB however, by posting, uploading, inputting, providing or submitting your articles, comments, blogs, wikis or submission, you are granting NCCPT CB permission to use your Submission in connection with the operation of their Internet businesses including, without limitation, the rights to copy, 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 CB is under no obligation to post or use any Submission you may provide and may remove any Submission at any time at NCCPT CBs 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.

### **CEUs Category C: Academic Courses**

CEUs are awarded for successful completion of college or university courses if the content relates to the health and fitness fields.

In order for a course to be eligible it must be assigned credit hours and be listed on the official university transcript. Two CEUs will be awarded for each quarter hour of approved course study and three CEUs will be awarded for each semester hour of approved course study.

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

### **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, Yoga, Dance and Sport Science.

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).

Only Massage Therapy courses that are a part of an ACCET accredited program in good standing, will be accepted.

Practicum courses, internship experiences and laboratory format courses are subject to prior approval as acceptable CEU credit.

Weight training and/or conditioning courses are acceptable for CEU credit.

### **CEUs Category D: CPR Training**

All candidates must have a current CPR certification.

Providers in this category are those that adhere to the standards of either:

- The American Heart Association
- The American Red Cross.

EMT (Emergency Medical Technician) certification can be used in this category.

## **8. Content Guideline for the Final Examinations**

### **Content Guideline for the Certified Personal Trainer Examination**

#### Health Assessment - 22%

- Forms & Documentation
- Postural Assessment
- Injury Prevention
- Emergency Procedures
- Special Populations

#### Kinesiology - 11%

- Anatomy
- Functional Anatomy
- Anatomical Terms

#### Exercise Physiology - 12%

- Energy Systems
- Muscle Physiology
- Physiological Changes
- Endocrine Systems

#### Nutrition - 11%

- Macro & Micronutrients
- Client Dietary Assessment
- Ergogenic Aids and Supplements
- Meal Planning
- Understanding Nutritional Labels

#### Exercise Application - 23%

- Biomechanics
- Program Design
- Program Implementation
- Flexibility
- Cardiovascular
- Proprioception

#### Business of Personal Training - 13%

- Scope of Practice
- Ethics

- Legal
- Marketing
- Selling

#### Emergency Procedures - 8%

- Evaluating & Preventing Hazards
- When to call 911
- First Aid Procedures

### **Content Guideline for the Certified Indoor Cycling Instructor Examination**

#### CLASS PREPARATION – 11%

- Check the room.
- Operate the stereo and/or pa system.
- Prepare class format ahead of time.
- Modify class format based on the participants.
- Coordinate tempo or beats per minute for each segment of the class.
- Knowledge of how to use the bikes.
- Know the check-in system for students.
- Know the check-in system for teachers.
- Be early to help new students
- Check Temperature & air flow ventilation
- Towel & water bottle – set up as the example
- Engage with students to set the atmosphere; introduction, positioning
- Encourage participants to listen to their body; recognize body issues

#### BIKE SET UP – 15%

- Be able to explain and teach foot placement on the pedals.
- Be able to explain and teach foot gear and cleat placement.
- Be able to explain hip/knee/ foot alignment.
- Be able to establish seat height and fore and aft position.
- Establish upper body position; handlebar placement, elbow placement, etc.
- Know how to use measuring tools/devices
- Seat distance forward and back that is appropriate for each person

#### HEALTH ASSESSMENTS – 6%

- Elicit and interpret client goals.
- Administer and interpret cardiovascular assessments.
- Rona: checking students during class to adjust
- Understand heart rate; Vo2 max; wattage; some resistance not just momentum.

#### CLASS INSTRUCTION – 15%

- Use the correct tempo or beats per minute (bpm) and cadence for each section of the class.
- Know how and when to cue participants in class.
- Identify endangerment sites/sites of caution.
- Use cycling terms in the class.

#### RIDING TECHNIQUES – 15%

- Understand and teach pedaling technique.
- Understand and teach proper cadences.
- Understand and teach proper hand positions.
- Understand and teach proper breathing techniques.
- Understand heart rate training.
- Understand wattage/ tension on the flywheel with relation to heart rate
- Riding and performing resistance exercise
- Identify contraindicated movements
- Positioning changes

#### EMERGENCY PROCEDURES – 6%

- Administer and apply principles of emergency procedures.
- Know how to take steps to ensure injury prevention for your clients.
- Know how to implement and follow emergency procedures for the place of practice.
- Educate clients on ways to avoid re-injury.
- Identify Dehydration
- Hydration/ water break

#### KINESIOLOGY – 8%

- Knowledge of gross muscular anatomy.
- Knowledge of gross skeletal anatomy.
- Explain anatomical terms to clients.
- Explain physiological concepts to clients.
- Seat height to pedal.
- Fore and aft position.
- Appropriate resistance.
- Body positioning.

#### EXERCISE PHYSIOLOGY – 8%

- Use knowledge of the body's energy systems.
- Educate clients on basic muscles and their functions.
- Understand the physiological cardiovascular changes that may occur as a result of an indoor cycling program.
- Understand the physiological flexibility changes that may occur as a result of an indoor cycling program.
- Understand the physiological strength changes that may occur as a result of an indoor cycling program.

## NUTRITION – 8%

- Macronutrients (carbohydrates, proteins, fats, water).
- Micronutrients (vitamins, minerals).
- Interpret completed information on client intake forms.
- Basic knowledge of Ergogenic Aids and Supplements.
- Know how to read and interpret dietary labels.

## ETHICS/BUSINESS PRACTICES – 8%

- Maintain ethical, professional and lawful relationships with clients.
- Identify code of ethics violations.
- Report code of ethics violations.
- Operate within a legally defined scope of practice.
- Maintain client confidentiality.
- Use self-care and injury prevention practice.
- Conduct yourself in a professional manner
- Be proficient in verbal, audible and kinesthetic communication skills.
- Market and advertise your skills as an indoor cycling instructor.
- Ability to sell your services as an indoor cycling instructor.
- Good personal hygiene.

## **Content Guideline for the Certified Group Exercise Instructor Examination**

### Class Preparation – 14%

- Check the room/ equipment/temperature/ventilation.
- Check floor for moisture/ other safety hazards.
- Operate the stereo and/or PA system/audio/video.
- Prepare class format ahead of time.
- Modify class format based on the participants – progression/regression.
- Coordinate tempo or beats per minute for each segment of the class/exercise routine.
- Prepare play list ahead of time.
- Knowledge of how to use fitness equipment.
- Know the check-in system for participants.
- Know the check-in system for instructors.

### Health Assessments – 5%

- Elicit and interpret client goals.
- Assess fitness level of individuals in the class.
- Assess quality of movement.
- Inquire about health preconditions.
- Inquire about pre-existing injuries.

### Designing a Group Class Program – 19%

- Understand how to conduct a proper warm-up.
- Understand the difference between static and dynamic movement.
- Understand how to create a safe conditioning segment.
- Understand how to conduct a proper cool down.
- Understand training principles of the workout.
- Identify the type of the class. (I.e. strength based, kick boxing, step,dance etc).
- Identify goals (i.e. speed, agility, power, strength, stability, endurance).
- Acute variables (i.e. sets, reps intervals, rest periods, length of time) and how to modify exercises for higher or lower levels.
- How to progress/regress each exercise in the program.
- Length of class/class segment.
- Consider studio space and available equipment.
- Consider participant demographics.
- Music selection and appropriate volume.

### Emergency Procedures – 7%

- Administer and apply principles of emergency procedures (CPR, AED, First Aid.)
- Administer and apply principles of environmental emergency procedures (fire, tornado, earthquakes, hurricanes etc.)
- Know how to take steps to ensure injury prevention for participants.
- Educate participants on ways to avoid injury and re-injury.
- Know the location of emergency equipment.
- Assess participants in class for potential emergencies in response to exercise

### Class Instruction – 19%

- Use the correct tempo or beats per minute (bpm) for each segment of the class.
- Ensure the music is appropriate for the type of class.
- Know how and when to cue participants in class.
- Know how to motivate participants.
- Ability to engage with participants to create connection.
- Know how to set up stations/equipment in the room.
- Know how to cue and correct proper technique.
- Know how to adjust to various exercise levels and suggest modifications
- Create a positive, fun atmosphere.
- Instructor introduction, welcome participants and explain class format.
- Acknowledge new participants.
- Explain the benefits of the class

### Kinesiology – 10%

- Knowledge of gross muscular anatomy.
- Knowledge of gross skeletal anatomy.
- Explain anatomical terms to participants.
- Explain physiological concepts to participants.
- Use knowledge of joint structure and function.
- Understand basic biomechanics.
- Know planes of motion.
- Know the concepts of momentum.
- Explain proper alignment.

### Exercise Physiology – 10%

- Have knowledge of the body's energy systems; aerobic, anaerobic.
- Educate clients on muscles and their functions.
- Understand the physiological changes that may occur as a result of a cardiovascular training program.
- Understand the physiological changes that may occur as a result of a resistance training program.
- Understand the physiological changes that may occur as a result of a flexibility training program.
- Understand recovery and appropriate rest periods.
- Understand the concept of EPOC (excess post oxygen consumption).
- Understand heart rate training and the metabolic effects of the different heart rate zones (HIIT, Tabata).
- Understand muscle contraction; concentric, eccentric and isometric.
- Understand muscle fiber type; slow and fast twitch.

### Nutrition – 8%

- A general understanding of macronutrients (carbohydrates, proteins, fats, water).
- A general understanding of micronutrients (vitamins, minerals).
- Suggest healthy food options.
- Know how to read and interpret dietary labels.

### Ethics/Business Practices – 8%

- Maintain ethical, professional and lawful relationships with participants.
- Identify and report code of ethics violations.
- Operate within a legally defined scope of practice (e.g. diagnosing medical conditions, nutritional advice, psychological counseling, etc.).
- Differentiate between various business entities (e.g., employee, independent contractor, partnership, corporation).
- Work within a legal business structure (e.g., license, permits, insurance).
- Use self-care and injury prevention practice.
- Conduct oneself in a professional manner.
- Practice good personal hygiene.
- Be proficient in verbal, audible and kinesthetic communication skills.

- Market and advertise your skills as a Group Exercise instructor.
- Maintain ethical and professional boundaries with place of employment (i.e. selling products or additional personal services).
- Maintain professional and personal boundaries with participants and co-workers.
- Demonstrate sensitivity to diverse populations (seniors and/or those with disabilities etc.).
- Work within company guidelines to promote internal or external events/classes.
- Adhere and work within the guidelines if teaching a brand's pre-choreographed formats or choreography (Zumba, Les Mills, Tribe, Stages, etc.).

## **Content Guideline for the Certified Strength Training Specialist Examination**

### Health Assessment - 14%

- Review client records before each session.
- Document findings from the session.
- Conduct Health Assessments prior to exercise participation.
- Administer and interpret a postural assessment.
- Assess efficiency of movement, posture and balance.
- Administer and interpret a range of motion assessment.
- Conduct Health Assessments to assess progress of an exercise program.
- Use concepts of muscle physiology to assess muscle health (e.g., short/tight/weak, long/inhibited/weak, weak, hypertonic, muscular imbalances... muscle upper cross).
- Elicit and interpret client goals.
- Prevent and recognize musculoskeletal injuries.
- Perform a post-program assessment.
- Elicit and interpret client goals.
- Administer and interpret strength assessments. BREAK OUT IN SURVEY
- Administer and apply principles of emergency actions/procedures. Particular health issue e.g. asthma – what to do that is in scope of practice
- What to do when have health conditions? Sickle cell anemia; risk factors;
- Prevent and recognize musculoskeletal injuries.
- Perform a post-program assessment.

### Emergency Procedures - 9%

- Risk management plan – staff must be aware and understand Agent of institution or Independent Contractor – important to know liability.
- Emergency action plan – incident report form; e.g. Fire
- Administer and apply principles of emergency procedures.
- Know how to implement and follow emergency procedures for the place of practice.
- Know how to take steps to ensure injury prevention for clients; moving balls, gym equipment, collars, dropping dumbbells, equipment safety features, aligning joint access machines, etc.).
- Educate clients on ways to avoid re-injury.
- Understand applications for hot or cold treatments, whirlpool.

### Kinesiology - 10%

- Knowledge of gross muscular anatomy.
- Knowledge of gross skeletal anatomy.
- Explain basic anatomical terms to clients.
- Explain physiological concepts to clients.
- Apply knowledge of joint structure and function.
- Know basic anatomical terms and/or medical terminology.
- Identify anatomical landmarks, origin, insertion and action of the muscles. (attachments)
- Understand basic anatomical position and human reference to movement.
- Know the planes of motion.
- Know the basics of biomechanics.
- Know the concepts of power.
- Know the difference between gross anatomy and functional anatomy.
- Know the difference between kinetics and kinematics.
- Know the difference between linear/translation motion, rectilinear and curvilinear motion.

### Exercise Physiology 10%

- Apply knowledge of the body's energy systems.
- Educate clients on muscles and their functions.
- Understand the structure of skeletal muscle.
- Understand muscle fiber type.
- Identify and understand the relationship between types of muscular contractions.
- Understand the physiological changes that may occur as a result of a cardiovascular training program.
- Understand the physiological changes that may occur as a result of a resistance training program.
- Understand the physiological changes that may occur as a result of a flexibility training program.
- Understand the physiological changes that may occur as a result of a strength training program.
- Understand neuromuscular adaptations to strength training.
- Understand how muscle soreness occurs and DOMS.
- Understand the definition and the different types of strength.
- Understand the cardiovascular system, VO2 max and heart rate.
- Understand concepts of aerobic and anaerobic training.
- Understand concepts of overreaching, overtraining and detraining.
- Understand the structure and functional unit of the nervous system.

### Nutrition – 9%

- Macronutrients (carbohydrates, proteins, fats, water).
- Micronutrients (vitamins, minerals,).
- Dietary analysis. Review Good nutrition habits Scope?
- Interpret completed information on client intake forms.
- Create meal plans. Scope? General Recommendations
- Ergogenic Aids and Supplements.
- Know how to read and interpret dietary labels.

### Exercise Application – 20%

- Principles of proper instructional techniques and cues (ex: visual, auditory and kinesthetic).
- Principles of biomechanical principles to body weight, free weight, sectorized machine exercises, etc.
- Consider the client's ergonomics and body mechanics.
- Understand the concept of lever systems.
- Demonstrate to client stretching and strengthening techniques.
- Understand the concepts of application of force on the body.
- Principles of proper flexibility training techniques (passive stretching, active stretching, dynamic stretching, etc.).
- Knowledge of the sport of weightlifting spotting and cueing (ex: visual, auditory and kinesthetic).
- Knowledge of strength equipment.
- Program Design – 20%
- Incorporate the principles of effective program design.
- Incorporate the concept of periodization to design a fitness program.
- Appropriate and efficient program design for muscular endurance training.
- Appropriate and efficient program design for flexibility training.
- Appropriate and efficient program design for coordination and balance training.
- Appropriate and efficient program design for weight-loss or to reduce body fat.
- Appropriate and efficient program design for sports specific training.
- Appropriate and efficient program design for speed training.
- Appropriate and efficient program design for power training.
- Appropriate and efficient program design for hypertrophy (i.e. vanity).

### Program Design 20%

- Incorporate the principles of effective program design.
- Incorporate the concept of periodization to design a fitness program.
- Know how to create an efficient program design for muscular endurance training.
- Know how to create an efficient program design for flexibility training.
- Know how to create an efficient program design for coordination and balance training.
- Know how to create an efficient program design for weight-loss or to reduce body fat.
- Know how to create an efficient program design for sports specific training.
- Know how to create an efficient program design for speed training.
- Know how to create an efficient program design for power training.
- Know how to create an efficient program design for hypertrophy (i.e. vanity)

### Ethics/Business Practices - 8%

- Maintain ethical, professional and lawful relationships with clients.
- Identify code of ethics violations.
- Report code of ethics violations.
- Operate within a legally defined scope of practice.
- Maintain client confidentiality.

- Use self-care so trainer does not get injured i.e. how to spot, etc.
- Use self-care (example: trainer has flu & goes into work – should wear mask)
- Injury prevention practice
- Establish and maintain client records
- Document each client visit.
- Keep complete and accurate training records.
- Securely store client records.
- Advise client of confidentiality policy, rights and expectations.
- Knowledge of when to use health history form.
- Differentiate between various business entities (e.g., employee, independent contractor, partnership, corporation).
- Work within a legal business structure (e.g., license, permits, insurance).
- Conduct yourself in a professional manner.
- Be proficient in verbal, audible and kinesthetic communication skills.
- Market and advertise your skills as a Strength Training instructor.
- Ability to sell your services as a Strength Training instructor.

### **Content Guideline for the Certified Yoga Instructor Examination**

#### **Class Preparation - 8%**

- Check the room.
- Temperature (appropriate, comfortable, ventilation).
- Starting on time.
- Etiquette.
  - Touching
  - Approaching the student
- Operate the stereo and/or PA system.
- Music selection.
- Lighting.
- Mats.
  - Set up preferred configuration/orientation i.e. circles, rows, staggered dependent upon # of participants
  - Thickness, not slippery
  - Extra if needed
- Prepare class format ahead of time/ vinyasa flow introduction
- Modify class format based on the participants.
- Know the check-in system for students.
- Know the check-in system for teachers.

#### **Class Instruction - 28%**

- Asana (poses).
- PRANYAMA/ (Breathing exercises).
- Sequencing and cueing.
- Alignment every pose should be deconstructed & reconstructed.
- Chakra (poses are to align chakras, and teacher have knowledge).

- Necessary modifications/contraindications.
- How to use Props.
- Proper attire.
- Benefits of various poses (i.e. hip; opening chakras).
- Know the proper Sanskrit names to the poses.
- Know the proper English names to the poses.
- Know the basic history of Yoga.
- Know the proper sequence of poses.
- Benefits of the poses.
- Know how to modify each pose to accommodate participants.
- Know how and when to cue participants in class.
- Know how and when to use tools and yoga equipment.
- Breathing.
- Hands on correction/assist.
- Yoga Demonstration techniques.

#### Emergency Procedures - 8%

- Risk management plan – staff must be aware and understand How important to be aware of emergency procedures.
- Emergency action plan – e.g. Fire
- Administer and apply principles of emergency procedures.
- Know how to implement and follow emergency procedures for the place of practice.
- Know how to take steps to ensure injury prevention for clients.
- Educate clients on ways to avoid re-injury.

#### Kinesiology/Anatomy – 12%

- Knowledge of gross muscular anatomy.
- Knowledge of gross skeletal anatomy.
- Identify anatomical landmarks, origin, insertion and action of the muscles.
- Use knowledge of joint structure and function.
- Understand basic anatomical position and human reference to movement.
- Know the basics of biomechanics.
- Alignment Principles
- Knowledge of fascia (key to movement in yoga)
- Subtle body vs physical body movement of energy

#### Exercise Physiology - 8%

- Apply knowledge of the body's energy systems.
- Educate clients on muscles and their functions.
- Apply knowledge of breathing techniques and how to demonstrate and teach them
- Identify and understand the relationship between yoga and resistance.
- Identify and understand the relationship between yoga and flexibility.
- Understand what physiological changes that may occur as a result of a yoga program.
- Knowledge of Neurobiology (expanding field)

- Definition of terms; terminology

#### Ethics/business practices/Scope of Practice/Code of Conduct - 8%

- Maintain ethical, professional and lawful relationships with clients.
- Identify code of ethics violations.
- Report code of ethics violations.
- Operate within a legally defined scope of practice.
- Maintain client confidentiality.
- Use self-care and injury prevention practice.
- Conduct oneself in a professional manner.
- Be proficient in verbal, audible and kinesthetic communication skills.
- Market and advertise your skills as a yoga instructor.
- Ability to sell your services as a yoga instructor.

#### Yoga and the Mind/Body Connection 28%

- Theory & Practice
- Meditation
- Chakras awareness
- Teach Importance Drishti (where you place your eyes)
- Mind/body Balance
- Subtle body (blueprint for the physical body)
- Chakra system
- Breath
- Kosha
- Nadis

## 9. Bibliography and References

There is no single text or training program recommended by the NCCPT CB. The CPTe reflects practice in the United States as determined by the most recent Job Task Analysis. Obtainment of NCCPT study materials is not a necessary prerequisite for passing the Final Exams nor is it required to have NCCPT study materials before taking the exam.

The NCCPT CBs item writers and examination development committee members frequently use the following texts as resources; however, the sources used are not limited to the books listed here. The list is not comprehensive and does not imply that references not included on this list are inappropriate or of lesser value or quality than references that are included. The list is presented to assist individuals in preparing for the examination; however, study of the following references will not guarantee that an individual will pass the examination.

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