



## 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 the Certified Personal Trainer Exam (CPTe). 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 will 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 Personal Trainer who will provide safe and effective personal training 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 trainers. NCCPT CB awards the title of Certified Personal Trainer (CPT) 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 CPT exam at PSI are permitted to use the CPT designation. The CPT credential is the most recognized designation used in our industry.

### 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

As a 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 and Professional Conduct represents a standard that must be upheld at all times when performing the duties of a Certified Personal Trainer.

Certified Personal Trainers (CPTs):

1. Act with integrity in any relationship with their clients by providing the highest level of professional personal training services based on objective and unbiased research and scientific information within a legal scope of practice.
2. Act with integrity in relationships with colleagues, fellow employees and other health care professionals. They should respect the rights, opinions and decisions of other Certified Personal Trainers and members of the general public and never solicit business from another trainer's client.
3. Ensure a safe, enjoyable and meaningful 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. Should always keep the clients best interests first, not those which merely advance a trainer's 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 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's health and fitness goals.
9. Avoid sexually oriented comments or banter and inappropriate physical conduct.
10. Provide 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 not distracted by other people, televisions, computer monitors or cell phones.

### [3] Application Process

#### Candidate Eligibility

Applicants must be at least 18 years of age prior to applying to take the CPTe or they must have a signed parental consent form from their legal guardian. The nature of the personal training profession, the demographics of the clientele, the difficulty in the subject matter and most employment requirements for personal trainers require a person to be at least 18 years old. CPR certification is required and is a prerequisite for taking the CPTe.

#### 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 <https://www.nccpt.com/forms>) 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 15 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, however you must first apply for the CPTe 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 CPTe exam must be paid in full before the exam can be taken.

#### Forms of Accepted Payment

- 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

Exams must be taken within six months from the date of purchase. Any exam not taken within six months from date of exam purchase will require payment of a \$75 late fee prior to being able to take the CPTe.

## [ 4 ] Taking The Exam

### Scheduling Your Exam

The CPTe is a computer based test and must be given by a live proctor at a PSI testing facility. Appointments are made based on availability. Candidates 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

NCCPT CB uses PSI testing centers for administering the CPTe. 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 CPTe. Candidates schedule their examination appointment by calling PSI registration department at (800) 211-2754.

### Canceling Your Exam

Candidates must provide PSI with no less than 24-hours, notice (Monday-Friday) to reschedule/cancel their testing appointment.

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, 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 (signature, not expired)	CPR Certification (not expired)
<ul style="list-style-type: none"> <li>» Driver's License</li> <li>» Passport</li> <li>» Military ID</li> <li>» State ID</li> <li>» Alien Registration Card</li> <li>» Other government issued ID</li> </ul>	<ul style="list-style-type: none"> <li>» Social Security Card</li> <li>» Employment ID</li> <li>» Credit Card/ATM Card</li> <li>» School ID</li> <li>» Voters Registration Card</li> <li>» Any ID on the Primary List</li> </ul>	<ul style="list-style-type: none"> <li>» CPR Card</li> </ul>

## Exam Check-In Time

Please arrive 30 minutes prior to your scheduled testing time.

## Materials Allowed for Exam

Two sheets of paper and a pencil/pen. Paper must be destroyed at conclusion of exam.

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
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Lockers are provided at the test 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 in PSI testing centers. Candidates have 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, PSI 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 Certified Personal Trainer Exam.

## Re-Taking the Exam

The CPTe can be taken up to three times in a 12 month period. This 12 month period begins on the first exam date. 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 Certified Personal Trainer 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 will accommodate requests from qualified candidates with a diagnosed disability for accommodations to take the Certified Personal Trainer Exam if the request is reasonable and properly documented and does not fundamentally alter the examination or jeopardize exam security. Proper evidence must be provided by a physician, health care professional or government agency. To request accommodations, contact the NCCPT CB for assistance at 800.778.6060.

## Foreign Language Testing

The NCCPT CB currently offers the CPTe 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 the CPTe 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 to the NCCPT and many have their exam scores cancelled, forfeit all fees, may be barred from re-applying to take the Certified Personal Trainer 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 personal training 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 the CPTC. Qualified candidates who are adequately prepared should pass the examination.

### Ongoing Development of the Examination

The Certified Personal Trainer Exam is developed in stages. In the first stage, a job task analysis is outlined by a panel of experts in the field of personal training. These outlines describe the functions of a personal trainer and the knowledge needed to perform those functions. The CPTC content outline is created from this job task analysis. (see CPTC Content Guideline on pages 24-25)

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 CPTC safeguards candidates in situations where they feel significantly disadvantaged due to a perceived procedural error or adverse environmental conditions during the test administration.

Please refer to [Exam Site Conditions](#) for more information.

Please refer to [Appeals Form and process](#) for more information.

Total number of testers for 2015: 355

Total number of passers in 2015: 234

Pass Rate: 65.9%

## [ 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 CPT 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 personal training. 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 Personal Trainers 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 personal trainers 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) is given 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 CPT exam at PSI are permitted to use the CPT designation.

Candidates will receive a digital certificate loaded onto their account no later than 30 days from their exam date.

## [ 7 ] Recertification

### Certification Period

The certification period for the CPT credential is two years from the date of certification.

The Certification Board deems that scientific research applications for technologies and especially fitness products, typically change within a two year time frame. This judgment is based on literature reviews, assessment of fitness products, industry practices and is congruent with a review of other personal trainer credentialing requirements.

### 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.

### 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 CPTs may apply for recertification at any time within their two year certification period.

## Continuing Education Unit (CEU) Requirements

To recertify you must complete 2.0 CEUs (20 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 Personal Trainers. 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 CPT recertification must provide extensive background information on themselves and/or their company. Submissions must demonstrate that their content:

- keeps the personal trainers 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. While not exhaustive, please note that any continuing education must pertain to personal training, not group exercise or workouts.

- 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  
 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

1. Activities that are available through NCCPT CB approved providers include

- o Workshops (Group exercise does not apply)
  - o Conferences (Group exercise does not apply)
  - o Symposiums (Group exercise does not apply)
  - o Home-Study Courses (Group exercise does not apply)
  - o NCCPT CB Credential Courses
  - o Other NCCPT CB approved certifications
2. NCCPT CB and/or the individual approved provider will determine the number of CEUs awarded for activities in this category.
  3. All conferences, workshops and symposiums must be intended for an audience of health and fitness professionals.
  4. A maximum of 2.0 CEUs can be obtained in Category A.

### CEUs Category B: Speaking Engagements & Publications

(see below for list of activities)

1. Activities in this category have been defined by NCCPT CB.
2. Speaking engagements can be counted only once per topic.
3. Articles written for NCCPT CB must adhere to NCCPT CB Writing Guidelines.
4. Case studies written for NCCPT CB must adhere to NCCPT CB 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.

### 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.

1. In order for a course to be eligible it must be assigned credit hours and be listed on the official university transcript.
2. 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.
3. A maximum of 2.0 CEUs can be obtained in Category C.
4. 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.
5. 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).
6. Only Massage Therapy courses that are a part of an ACCET accredited program in good standing, will be accepted.
7. Practicum courses, internship experiences and laboratory format courses are subject to prior approval as acceptable CEU credit.
8. Weight training and/or conditioning courses are acceptable for CEU credit.

### CEUs Category D: CPR Training

1. All candidates must have a current CPR certification.
2. Providers in this category are those that adhere to the standards of either:
  - o The American Heart Association; or
  - o The American Red Cross.
3. EMT (Emergency Medical Technician) certification can be used in this category.

## [ 8 ] 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 CPT Exam 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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[The American Journal of Sports Medicine](http://www.americanfitness.com/) <http://ajs.sagepub.com/>

Biomechanics <http://www.biomech.com/>

IDEA Source <http://www.ideasource.com/>

Journal of the American Physical Therapy Association <http://www.ptjournal.org/>

Personal Fitness Professional <http://www.fit-pro.com/ME2/Default.asp>

Training and Conditioning <http://www.training-conditioning.com/>

## [ 9 ] Content Guideline for the Certified Personal Trainer Examination

### I. Health Assessment 22%

1. Forms & Documentation
2. Postural Assessment
3. Injury Prevention
4. Emergency Procedures
5. Special Populations

### II. Kinesiology 11%

1. Anatomy
2. Functional Anatomy
3. Anatomical Terms

### III. Exercise Physiology 12%

1. Energy Systems
2. Muscle Physiology
3. Physiological Changes
4. Endocrine Systems

### IV. Nutrition 11%

1. Macro & Micronutrients
2. Client Dietary Assessment
3. Ergogenic Aids and Supplements
4. Meal Planning
5. Understanding Nutritional Labels

V. Exercise Application 23%

1. Biomechanics
2. Program Design
3. Program Implementation
4. Flexibility
5. Cardiovascular
6. Proprioception

VI. Business of Personal Training 13%

1. Scope of Practice
2. Ethics
3. Legal
4. Marketing
5. Selling

VII. Emergency Procedures 8%

1. Evaluating & Preventing Hazards
2. When to call 911
3. First Aid Procedures

[ 10 ] Contacting the NCCPT CB

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