

Policies & Procedures Handbook

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I. Introduction, Mission Statement, and Objective Statement

Introduction

The NCCPT CB develops and administers the CPT program. Applicants who achieve a passing score from a PSI Testing Center on the CPT exam are awarded a certification as a CPT. Successful applicants must designate this credential as CPT. The following Policies and Procedures pertain only to the CPT certification.

Mission

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 NCCPT CB oversees the comprehensive credentialing process that attests to the personal trainer's competencies and establishes standards of continuing educational development for certified personal trainers.

II. General Duties of NCCPT CB Committee Members

- Review and approve an annual budget to be presented to the Board for adoption
- Develop and present to the Board for adoption, policies regarding the financial management of the Board
- Establish a process for determining when to add or delete new board members
- Solicit nominees from active Certified Personal Trainer population
- Review nominations
- Slate nominees for the election process

NCCPT CB Sub-Committees

Exam Committee

- Oversee the development and administration of the CPT Examination ("CPTe").
- Determine and publish the requirements for candidates who want to take the CPTe.
- Approve the assessment instrument and the subject matter experts for the cut score analyses.
- Develop, oversee and maintain a process for updating and changing exam questions as needed.
- Determine the timing, process, implementation and evaluation of job task and industry analyses, surveys and research studies.

Recertification Committee

- Determine the criteria for candidates who want to maintain their CPT certifications.
- Determine the process for evaluating recertification applications from current certified members.
- Oversee the process for recertification from current certified members.
- Develop a process and vehicle for the public to verify the validity of a candidate's certification.
- Determine and establish appropriate standards for continuing education providers

Ethics and Appeals Committee

- Establish ethical and professional conduct guidelines
- Oversee and establish procedures for addressing ethical and professional conduct violations
- Oversee all disciplinary and appeals processes
- Investigate complaints regarding the exam, exam process, or other CPT program functions from any CPT applicant and examinee.

III. Certification Exam Development Policies and Procedures

Job Analysis Research

The job analysis research information defines the current expectation for basic level competency for NCCPT CB Certified Personal Trainers. The knowledge base and scientific application skills and abilities of Certified Personal Trainers (CPTs) are defined by the job analysis research information according to frequency and importance of various job tasks, skills and abilities. The results of this research provide the basis for the seven domains of exam content for the CPTe as determined in 2014. The corresponding percentages of questions that appear on the exam for each domain are also indicated.

I. **Health Assessment - 22%**

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

II. **Kinesiology - 11%**

- Anatomy
- Functional Anatomy
- Anatomical Terms

- III. **Exercise Physiology - 12%**
 - Energy Systems
 - Muscle Physiology
 - Physiological Changes
 - Endocrine Systems

- IV. **Nutrition -11%**
 - Macro & Micronutrients
 - Client Dietary Assessment
 - Ergogenic Aids and Supplements
 - Meal Planning
 - Understanding Nutritional Labels

- V. **Exercise Application - 23%**
 - Biomechanics
 - Program Design
 - Program Implementation
 - Flexibility
 - Cardiovascular
 - Proprioception

- VI. **Business of Personal Training - 13%**
 - Scope of Practice
 - Ethics
 - Legal
 - Marketing
 - Selling

- VII. **Emergency Procedures - 8%**
 - Evaluating & Preventing Hazards
 - When to Call 911
 - First Aid Procedures

Job analysis research studies are performed at least once every five years to ensure the proper job tasks, knowledge base, and scientific application skills and abilities are appropriately included within the content of the CPTe. Each job analysis research study undergoes extensive psychometric evaluation to eliminate improper or inadequate measurement of abilities and skill levels for exam candidates and to ensure psychometric validation of exam items.

Item Writing for the Exam

The Exam Committee will meet to determine appropriate data for construction of exam items (questions). Once the exam items are written by the subject matter experts, the items are reviewed by the exam committee. Items are then entered into the item bank of possible exam questions to be used on operational exam forms. If an exam item is not approved, it is returned to the Exam Committee for revision or deletion.

Items will be reviewed and may be altered for validity. If an item does not meet appropriate statistical validation through psychometric evaluation, the item may be discarded.

Item Writing Objectives - Clear communication of ideas and concepts is a high priority when writing items for the exam. Item writing objectives used in the formation of the NCCPT CPTe include:

- Matching the exam item to the objective it is intended to measure
- Answer options that are clear, distinct, and credible
- Only one correct answer and distractors that are plausible but not possible
- Inclusion of all pertinent information needed to respond to the item
- Verification of item correctness by the Exam Committee
- Ensuring that exam items have an adequate degree of difficulty
- Testing of knowledge and the ability to apply learned objectives
- Avoidance of clues to the correct answer within the exam item itself
- Focus on one problem or concept per exam item
- Keeping stems complete and the options specific so that an exam candidate may know the correct answer before viewing the multiple choice options
- Elimination of questions that may introduce bias or be offensive to an individual of a particular race, gender, ethnicity, religion or cultural group
- Following proper grammar rules for exam items
- Visual formatting of exam items for readability (font size, placement of text, etc.)
- Graphics effectively used to provide clarity for an exam item
- Item Writing Guidelines - Item writing guidelines are presented in the Item Writing Handbook which outlines the specific rules and procedures for:
 - Becoming an Item Writer
 - Creating Items
 - Submitting Items

Exam Forms

Review of Forms - Each exam form is compiled and undergoes editorial review as well as content review by at least two subject matter experts for validity, reliability and specific performance measurement appropriateness.

Form Usage - Forms are randomly offered for each exam candidate. At least two exam forms are offered at any time.

Test Form Assembly - Each exam form consists of 140 multiple choice questions (125 operational items and 15 field items.) Test forms are constructed according to the established percentages for each domain as delineated by the 2014 Job Task Analysis. The NCCPT CB uses the Common Item Equating method to match test forms for calibrated difficulty. All items are analyzed together and equated as one examination. All accepted items are calibrated upon the same line of inquiry. Sometimes content requirements can affect item choices, and a test form cannot be created that is an exact match in difficulty. When that happens, the passing score is adjusted accordingly so that the scaled cut point remains constant.

Duration of Form Use - Frequency of publication is based on candidate volume and item exposure which is continuously monitored. Under normal circumstances the "duration of use" would be two years or 1500 exams, whichever comes first. However, if there are new discoveries or policies that may affect a Certified Personal Trainer the board may feel an exam update may be necessary.

Item Use and Replacement - Exam items may be reused in newly designed forms or between current exam forms. The Exam Committee of the NCCPT CB meets at least annually to assess exam form and item content. This committee will approve new exam items or remove old exam items from each of the offered exam forms based on exposure history and as necessary

if an item is deemed to be too easy or too challenging as determined through psychometric analysis.

Exam Form and Item Validity - Each exam form and each exam item is analyzed for statistical validity between individuals and populations by our consultant psychometricians to ensure fairness and content appropriate material that is consistent with job task analysis research. Exam forms and items will be sampled and statistically validated by our psychometricians to ensure scoring fairness and content specific reliability. Once at least 100 candidates have taken a new exam form or for current exam forms involving newly created exam items psychometrics are conducted. The results are then forwarded to the exam committee from the NCCPT Certification Board for review. The exam committee then determines whether to create or modify the new exam form and if so, the exam committee then constructs new testing items to replace the field items for further review.

Certification Board Oversight

The Board will meet throughout the year to establish and review policy, review certification procedures, and vote on issues pertaining to the CPTe. An annual report of all certification exams will be prepared and gathered for review by the entire Board.

IV. Exam Delivery and Testing Facilities

Test Delivery Options

The CPTe that provides a CPT certification offered as a proctored, computer-based exam, and is administered exclusively through PSI testing facility.

Testing Facilities: Requirements

General

- Testing center must conform to local building, sanitation, and health codes.
- Building and grounds must be clean and in good condition.
- The exits must be clearly marked and unobstructed.
- Fire extinguishers, when required, must be in working order, the location well marked, and easily accessible.
- Emergency exits must be clearly identified and clear of obstructions.
- Emergency first-aid kits, if required, must be stocked and easily accessible.
- Restrooms must be located in the same building as the testing center.
- Adequate parking must be available near the testing center location.

Environment/Atmosphere

- Temperature must be consistent and comfortable.
- Testing room must be well-ventilated with continuous air circulation.
- Testing room must be lit so that the candidate at each terminal can read all diagrams, charts, etc., and read the computer screen without difficulty.
- Testing area should be located so candidates will not be disturbed by foot traffic, loud conversation or outside noise.
- Testing room should be free from any other activity during testing sessions; during non-testing times, the testing room may be available for other uses.
- In general, the testing center should provide a pleasant and comfortable atmosphere and be conducive to a good testing environment.

Required Equipment and Supplies

- Copy machine/scanner to make copies of candidate IDs for testing center files
- Facsimile machine allowing receipt of transmitted documents 24 hours per day
- Paper and pencils for candidate use

V. Exam Security

Facility Site Security (Refer to Exam Proctor's Policies Manual for more information)

Each facility will offer uninterrupted proctor service for the duration of each exam. This proctor service may be delivered via

1. In room proctor or
2. Time-stamped, video tape of candidate for the duration of the exam period.
3. Exam candidates must provide a valid (non-expired) government issued, photo ID, bearing a signature.
4. All proctors and exam candidates must sign a confidentiality agreement.
5. Exam candidates are prohibited from bringing any personal items or outerwear into the testing room.
6. Exam candidates are given two sheets of paper and a pen or pencil for scratch work, both of which are collected at the end of the exam.
7. Exam candidates are strictly forbidden to remove any papers or materials.
8. Exam candidates are allowed to use the bathroom, however exam time does not stop and candidates will not be given access to personal belongings during this time.
9. All exam materials are kept secure and out of reach/contact with other exam takers when not actively taking exam. **Internal Exam Security NCCPT CB (see [Record Retention for more information](#))**
10. All employees, board members, subject matter experts, committee members and outside consultants are required to sign confidentiality agreements.
11. Exam materials are stored electronically and are password protected.
12. Passwords for all electronically stored items are stored in a locked, secure area.
13. The item bank is stored electronically on secure computers. Items are secured in a password protected database.
14. The item bank is also stored off site on duplicate USB drives in a Safe Deposit Box.

VI. Professional Code of Ethics and Reporting of Conduct Violations

NCCPT CB Certified Personal Trainer Code of Ethics and Professional Conduct

As a CPT 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 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 CPT.

Certified Personal Trainers (CPTs) must:

1. Act with integrity in any relationship with 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 relationship with colleagues, fellow employees and other health care professionals. CPTs must respect the rights, opinions and decisions of other CPTs 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 client's health, fitness and performance. A trainer must not sexually, psychologically or economically exploit their relationship with a client, supervisor, employee or colleague.
5. 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 not be distracted by other people, televisions, computer monitors or cell phones.
14. Use the designation CPT.

Reporting of Conduct Violations

In order to ensure the validity and professional meaningfulness of the CPT and processes, certified and non-related or non-certified individuals are asked to report concerns of ethical or professional misconduct, including misuse of the CPT mark by CPT to the Certification Board's

Ethics and Appeals Sub-Committee for consideration. This will help to ensure the professional fitness practice of CPT and fair treatment for employers, clientele and members of the public.

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 involved parties, either reporting ethical or professional misconduct or are accused of such misconduct, will remain private and undisclosed to any other individual or entity unless legal ramifications require such disclosure. Factual evidence must be discovered and revealed in order for any disciplinary action to be mandated by the NCCPT CB. All responses to the Ethics and Appeals Sub-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 determined necessary, the accused individual or party will have 30 days to file an appeal to the Ethics and Appeals Sub-Committee for consideration. The goal of the Ethics and Appeals Sub-Committee is to ensure ethical and professional practice and conduct by setting forth fair and reasonable expectations for CPT and creating an avenue for enforcement of these expectations. It is the policy of the NCCPT CB that no exam candidate be discriminated against based upon 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.

Please view all necessary documentation and forms at [our Forms page](#) at <https://www.nccpt.com/forms> for pertinent information regarding NCCPT CB standards, guidelines, policies, procedures and necessary forms.

VII. Disciplinary Action

Disciplinary Process Overview

The purpose of the NCCPT CB disciplinary process is to promote the standards of practice and ethics outlined in the NCCPT CB Code of Ethics and to provide a fair and effective means for resolving situations in which a CPT exam candidate or CPT is alleged to have performed a conduct violation against the standards and policies of the NCCPT CB. A conduct violation is defined as any action or behavior performed by a CPT or exam candidate that is not consistent with the standards of conduct as defined by the NCCPT CB Certified Personal Trainer Code of Ethics and Professional Conduct and Policies and Procedures of the CB as described within this manual.

All complaints of misconduct or unethical behavior may be filed with the NCCPT CB by means of the Conduct Violation Form available at [our Forms page](#). The NCCPT CB's Ethics and Appeals Sub-Committee will determine the most appropriate means by which to handle any complaint of possible conduct violation. The Ethics and Appeals Sub-Committee shall oversee all disciplinary processes and conduct violation reviews within the CB.

Members of the Ethics and Appeals Sub-Committee or other individuals designated by the Ethics and Appeals Sub-Committee are available to assist individuals through the disciplinary process.

The Ethics and Appeals Sub-Committee reserves the right to take necessary and appropriate action to ensure the safety and welfare of public members served by each CPT and to maintain the professional integrity of the CPT designation. Such action may include pursuing any violation of CB standards, guidelines and policies, and/or violations of local, state or

federal law that constitutes a direct or indirect threat to the public community. Individuals who are found to be guilty of conduct violation(s) may be subject to denial, suspension, or revocation of the CPT certification.

Disciplinary Investigations

The Ethics and Appeals Sub-Committee will gather information regarding individual conduct violations in order to determine the appropriate means of resolution.

Investigations may include a review of pertinent documentation, transcripts, recorded phone or personal interviews, or written statements from any person involved in the alleged incidence of conduct violation. 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 NCCPT CB for further resolution. In order for a case to be referred for disciplinary action, there must be sufficient information to believe that a conduct violation has occurred and that the alleged individual may be responsible.

Referral for Disciplinary Action

If an individual is referred for disciplinary action, the individual will be notified of the incident in question and the policy or procedural violation under consideration, and will be given 30 days in which to respond. The Ethics and Appeals Sub-Committee will determine whether a disciplinary hearing is warranted. Disciplinary hearings (proceedings where evidence is taken for purposes of determining an issue of fact and reaching a decision based on that evidence) are not trials and are not bound by the rules of procedure and evidence used in a court of law. The Ethics and Appeals Sub-Committee, as well as the entire Board, operates under a standard of fair and ethical practice which includes an opportunity for each individual or group to be notified of the alleged conduct violation under consideration and an opportunity to be heard in person, through written means, or any other means necessary. Individuals involved in alleged conduct violations need not be physically present to be heard.

Disciplinary Resolutions

If an individual accepts responsibility for alleged conduct violations, the Ethics and Appeals Sub-Committee, if no hearing is ordered, or, the presiding hearing committee chairperson, in cases where a hearing has been ordered, may propose an appropriate action of denial, suspension or revocation of certification based upon the specific circumstances of the alleged conduct violation.

If an individual accepts responsibility and agrees to the proposed sanction (denial, suspension or revocation of certification or referral to court of law in cases of violation of local, state or federal law) for alleged conduct violations, the individual waives the right to a hearing and/or appeal, and the resolution outcome is final.

If an individual accepts responsibility but is unable to agree to the proposed sanction the case will be forwarded to a three-person panel comprised of individuals who are not members of the Ethics and Appeals Sub-Committee or the Hearing Panel and are designated by the NCCPT CB to determine appropriate sanctions.

If an individual denies responsibility or involvement for alleged conduct violations, the Ethics and Appeals Sub-Committee will review the case to determine responsibility and appropriate sanctions.

VIII. Appeals Process

An individual who is found responsible through the disciplinary hearing process or who wishes to appeal a specific decision involving a violation of policies or procedures, testing results or recertification may appeal the outcome of the hearing or decision. The appeal is not a rehearing of a case, and requires a written appeal to the NCCPT CB specifically stating grounds for desired appeal and any supporting documentation or information deemed necessary. The Appeals Form can be found in Appendix of this document.

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

- In situations where new information has become available following the hearing or decision that may change the disciplinary sanction or action.
- In situations involving perceived 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 Sub-Committee.

The Ethics and Appeals Sub-Committee will review the appeal, documentation and any other information or evidence included in the hearing or decision. A written decision will be delivered to the individual and the NCCPT CB within 15 business days from receipt of appeal unless the individual submitting appeal is otherwise notified by a CB representative.

A written notification must be submitted to the NCCPT-CB within the 30 days of the examination to appeal the exam results. 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. The NCCPT CB will not discuss or respond to questions or concerns regarding the exam without written appeal.

IX. Confidentiality Policy

Policy for the Protection and Disclosure of Candidate Information

All confidential NCCPT member information (phone number, address, email, application status and exam scores) is secure and not shared with other entities or organizations without specific written consent from the individual member.

NCCPT CB collects and holds information which may include: name, address, phone number, employer, email, certification information, educational background, and exam results. Only the necessary NCCPT CB staff will have access to personal information in determining eligibility, certification and examination status, as well as compliance with NCCPT CB standards of conduct and behavior, and for purposes of identity verification when confidential information is requested or for purposes of ensuring that information is accurate and complete.

Information about certificants that is available to the public includes first name, last name and certification expiration date. Scores will not be disclosed to the public. Confidential information may be disclosed by order of a court of law or in situations involving misconduct or behavioral violations as deemed by the NCCPT CB. Extenuating circumstances will be evaluated by NCCPT CB members on an individual basis.

Confidentiality Requirements for Exam Candidates

Exam candidates are expressly forbidden to request or discuss information about exam questions. Such conduct may result in denial, suspension or revocation of the CPT certification for all parties involved. The disciplinary process in such situations is outlined in the Candidate Handbook. A course of action will be determined by the NCCPT CB. Exam candidates or non-related parties aware of exam information sharing between exam candidates are encouraged to notify the NCCPT CB in order to preserve the integrity, validity and professional meaningfulness of the CPT for ensuring entry level competency measures to ultimately protect the public from harm.

All exam forms and items are the exclusive property of NCCPT CB and are therefore not allowed for usage in any form outside of the actual examination process for each individual exam candidate.

Cheating

Exam candidates must pass the CPT on the basis of their own knowledge, skills and preparation. By registering and taking the CPT, candidates assume this responsibility for themselves. Any other action is considered an act of ethical and professional misconduct and may result in denial, suspension, or revocation of NCCPT CB certification.

X. Record Retention

Individual information is available only on secure database access at NCCPT CB headquarters. No information is stored on any local stand alone or networked hard drive. Amazon Web Services securely hosts all software used by the NCCPT CB. Additionally, daily backups are performed and stored off-site. Monthly backups are also made to an external device (CD or USB drive) which is then stored off-site.

Candidate applications are processed online as well as other candidate services, i.e. address change, etc. However, any candidate, board or test information that is provided in hardcopy form is overseen by the Administrator of the NCCPT CB and processed in accordance with the following guidelines:

1. Securely store all hardcopy information until electronic entry occurs
2. Enter hardcopy information into the appropriate electronic database or files
3. Shred all hardcopy information upon completion of electronic entry

PSI also maintains encrypted, password-protected secure databases of exam candidate information. Additionally, PSI provides daily feeds of candidate testing information which are automatically entered into secure databases.

Records are maintained and kept on a continuous and ongoing basis as long as an individual maintains NCCPT CB certification and recertification standards. Individual records for certification and recertification standards that are not maintained will be held for a minimum

of five years. After five years information records not maintained are deleted from the appropriate electronic databases.

NCCPT CB does not release candidate scores over the phone or to third parties. Outside consultant information, including all psychometric reports and information pertaining to the assessment tool, are required to be turned over to NCCPT CB at the time of their completion. These files are stored electronically and are permanently maintained.

XI. Certification Grandfathering

The policy of grandfathering is unacceptable and not approved by NCCPT CB. The NCCPT CB utilizes objective, established, and statistically valid information to ensure basic level competency through the passing of the CPTe which shall serve as the sole measure of such competency and certification. All individuals who wish to become CPTs must adequately complete and pass the CPTe. All CPTs must complete recertification requirements as outlined in the NCCPT CB Recertification policies described in the Candidate Handbook and this Manual in order to maintain their certification and remain in good standing with the NCCPT CB.

XII. Recertification Policies and Guidelines

Current CPTs may apply for recertification at any time within their two year certification period. In order to maintain CPT certification, CPTs are required to recertify with the NCCPT CB every two years in order to ensure sufficient development of knowledge and application skills while allowing sufficient time to perform the necessary coursework to maintain certification and professional competency.

The NCCPT CB 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.

The NCCPT CB requires and will review the following prior to approving recertification:

- Payment of Recertification Fees
- Completed Application
- Petition materials if coursework is not specifically listed as a NCCPT CB Approved Provider

The NCCPT CB may randomly perform an individual audit to verify authenticity of certification or recertification coursework completion.

Recertification Fees

- The recertification fee is \$75.
- A late fee of \$25 is assessed for applicants filing after their expiration date.
- Applicants who fail to meet the recertification requirements will not be eligible for recertification and must retake the exam to become certified again.

Complete Applications and Recertification Granting

If application is submitted on time, complete and the individual applicant is granted recertification, a new certificate will be awarded and mailed within 30 days of individual recertification deadline.

Incomplete or Late Recertification Application Submissions

Incomplete applications may be subject to resubmission of recertification application materials and payment of a late fee if materials are not submitted on or before the recertification date. Submitting late or incomplete applications may result in additional delays in recertification granting as applicants who submit on time will be given priority in processing.

Continuing Education Units (CEUs) Requirements

In order to maintain NCCPT CPT Certification and become recertified, certificants are required to complete 2.0 CEUs (20 hours) within the two year certification period. This two year period of certification has been approved by the NCCPT CB. Certificants are required to recertify with the NCCPT CB in order to ensure sufficient development of knowledge and application skills while allowing sufficient time to perform the necessary coursework to maintain certification and professional competency. Work and anecdotal (personal) experiences alone are not adequate determinants of professional ability or competency and are therefore not acceptable means for recertification.

Continuing Education Coursework Petitions by Certificants

NCCPT, when reviewing applications for CEU Providers, adheres to the standards and guidelines established and overseen by the Recertification Committee of the NCCPT CB. Any coursework that is not expressly listed as a CEU provider on the NCCPT Approved Provider List will require completion of a petition to the NCCPT for approval of completed coursework. Payment of a petition fee is required to review petitioned coursework for approval.

The following information must be included in the petition:

- Copy of the lecture/seminar course materials or a Table of Contents for home study materials
- Resume and/or specific educational and experiential biography of course instructors, program writers/presenters. Instructors must be a CPT and/or have a college degree in a field of study specific to the content of coursework submitted for CEU approval
- Certificate of workshop, live training or program completion
- Description or explanation of how a student's knowledge is assessed
- This petition must be submitted by mail or fax to the NCCPT.

After receipt of completed petition materials, the petition process may take up to 30 business days for review. In the event of an incomplete petition, candidates for recertification will be required to complete the petition in a timely manner to avoid late fees. If completed petition materials are not submitted within 90 days of the recertification deadline, recertification will not be granted and the CPT certification will no longer be valid.

Petitioners will be notified by phone or e-mail within 10-15 business days (2-3 weeks) of petition status granting or refusal. Petitioners must take the petition processing time into account in order to avoid late fees if additional materials are required or the petition is incomplete.

Petition Denial Appeals

In the event a petition is denied and petitioned coursework is not acceptable for NCCPT CEUs and recertification, the petitioner will have 30 days to appeal the decision. The petitioner must provide additional documentation as requested by NCCPT and a written explanation to appeal the denial of acceptable coursework.

CPT are expected to complete coursework that is clearly and expressly consistent with the knowledge and skill base required for professional competency as a professional personal fitness trainer. Any concern over validity or acceptability of coursework demands the initiative of the CPT applying for recertification to obtain written clearance for desired coursework with the NCCPT prior to undertaking a course which may not be acceptable for NCCPT CEUs.

Continuing Education Providers Policies and Procedures Application Dates

The NCCPT will accept applications for providers throughout the year.

Provider Application Requirements

- Complete lesson plan and course materials including exam or evaluation process for completion of coursework
- Resume and brief bio of instructor(s) and/or writer(s) of coursework
- Provider Payment Fee
- Performance Standards of Provider Coursework

In order for coursework or programs to be accepted as a NCCPT CB Continuing Education Provider, applicants must:

- Specifically address content listed within the CPT Exam content domains as described in the Exam Candidate Handbook as well as the Policies and Procedures Manual.
- Provide intermediate to advanced level educational and/or professional development content.
- Have instructors or program writers that are either a CPT and/or have a college degree in a content area specific to the CPT exam content domains.
- Have scientifically referenced coursework or program materials.
- Contain content reflecting research and/or professional development information updated within the last five years.
- Show practical applications within the scope and standard of practice for personal fitness trainers.
- Demonstrate attendance tracking.

Awarding CEU Provider and Length of Provider Periods

Once performance standards of provider coursework are found to be acceptable, CEU provider designation will be official when a course provider number has been assigned and delivered to the provider applicant. The provider is valid through the end of the calendar year in which it was approved. Please review the Provider Application for further guidelines. (<https://www.nccpt.com/forms>)

Approved providers will be listed on www.nccpt.com and information will be updated on a monthly basis for changes or as deemed necessary by the NCCPT CB.

Denied Provider Appeals

Provider applicants will have 30 days to appeal denial for provider. Applicants may be required to submit further documentation for approval at the request of the NCCPT. If provider designation is denied or refused a second time, applicants will be required to repay provider fees and resubmit a new provider application. The same course description will not be accepted for review after a second denial of provider application.

XIII. Appendix

[Conduct Violation Reporting Form](https://www.nccpt.com/forms) at <https://www.nccpt.com/forms>

[Appeals Form](https://www.nccpt.com/forms) at <https://www.nccpt.com/forms>

[CEU Provider Application](https://www.nccpt.com/forms) at <https://www.nccpt.com/forms>

Approved CEU Package - sent by NCCPT after approval of provider application.