



Policies & Procedures Handbook

Contents

- I. [Introduction, Mission Statement, Objective Statement](#)
- II. [Duties of CB Committees](#)
- III. [Certification Exam Development](#)
 - 1. Job Analysis Research
 - 2. Exam Content Guidelines
 - 3. Certified Advisory Committee
 - 4. Item Writing for the Exam
 - 5. Exam Forms
 - 6. Certification Board Oversight
- IV. [Exam Delivery & Testing Facilities](#)
 - 1. Test Delivery Options
 - 2. Testing Facilities: Requirements
- V. [Exam Security](#)
 - 1. Facility Site Security
 - 2. NCCPT Internal Exam Security
- VI. [Professional Code of Ethics and Reporting of Conduct Violations](#)
 - 1. Code of Ethics
 - 2. Reporting of Conduct Violations
- VII. [Disciplinary Action](#)
 - 1. Disciplinary Process Overview
 - 2. Disciplinary Investigations
 - 3. Referral for Disciplinary Action
 - 4. Resolution Through Disciplinary Hearing
 - 5. Disciplinary Resolutions
- VIII. [Appeals Process](#)
- IX. [Confidentiality Policy](#)
 - 1. Policy for the Protection and Disclosure of Candidate Information
 - 2. Confidentiality Requirements for Exam Candidates
 - 3. Cheating
- X. [Record Retention](#)
- XI. [Certification Grandfathering](#)
- XII. [Recertification Policies and Guidelines](#)
 - 1. Overview
 - 2. Recertification Fees
 - 3. Complete Applications and Recertification Granting
 - 4. Incomplete or Late Recertification
 - 5. CEU Requirements
 - 6. Continuing Education Coursework Petitions by Certificants
 - 7. Petition Denial Appeals
 - 8. CEU Provider Policies and Procedures
- XIII. [Appendix](#)
 - 1. Conduct Violation Reporting Form

2. Appeals Form
3. CEU Provider Application
4. Approved CEU Package

I. Introduction, Mission Statement, and Objective Statement

Introduction

The NCCPT CB develops and administers the Certification programs. Applicants who achieve a passing score from a PSI Testing Center or a qualified Library (only if a PSI center is not available) on the final certification exams are awarded a certification as a CPT, CGxl, CYI, CSTS or CICI depending on the certification exam they passed. Successful applicants must designate these credentials as CPT, CGxl, CYI, CSTS or CICI. The following Policies and Procedures pertain only to these certifications.

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 health and fitness professionals. NCCPT CB only awards the designated title 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(s) at PSI testing center or a qualified library are permitted to use the perspective designation they passed.

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 the active Certified population.
- Review nominations.
- Slate nominees for the election process.
- Review and address and errors found in the program and/or the final exam(s).

II. NCCPT CB Sub-Committees

Exam Committee

- Oversee the development and administration of the CPT, CGxl, CYI, CSTS or CICI Examinations.
- Determine and publish the requirements for candidates who want to take the CPT, CGxl, CYI, CSTS or CICI examinations.
- 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, CGxl, CYI, CSTS or CICI 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, CGxI, CYI, CSTS or CICI program functions from any CPT, CGxI, CYI, CSTS or CICI 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 Fitness Professionals. The knowledge base and scientific application skills and abilities of Certified Personal Trainers (CPTs), Certified Group Exercise Instructors (CGxIs), Certified Yoga Instructors (CYIs), Certified Strength Training Specialists (CSTSs) or Certified Indoor Cycling Instructors (CICI) 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 2015 while the research for CGxI, CYI, CSTS or CICI was determined in 2018. The corresponding percentages of questions that appear on the exam for each domain are also indicated.

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 CPT, CGxI, CYI, CSTS or CICI exams. 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.

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%

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

BIKE SET UP – 15%

1. Be able to explain and teach foot placement on the pedals.
2. Be able to explain and teach foot gear and cleat placement.

3. Be able to explain hip/knee/ foot alignment.
4. Be able to establish seat height and fore and aft position.
5. Establish upper body position; handlebar placement, elbow placement, etc.
6. Know how to use measuring tools/devices.
7. Seat distance forward and back that is appropriate for each person.

HEALTH ASSESSMENTS – 6%

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

CLASS INSTRUCTION – 15%

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

RIDING TECHNIQUES – 15%

1. Understand and teach pedaling technique.
2. Understand and teach proper cadences.
3. Understand and teach proper hand positions.
4. Understand and teach proper breathing techniques.
5. Understand heart rate training.
6. Understand wattage/ tension on the flywheel with relation to heart rate
7. Riding and performing resistance exercise
8. Identify contraindicated movements
9. Positioning changes

EMERGENCY PROCEDURES – 6%

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

KINESIOLOGY – 8%

1. Knowledge of gross muscular anatomy.
2. Knowledge of gross skeletal anatomy.
3. Explain anatomical terms to clients.

4. Explain physiological concepts to clients.
5. Seat height to pedal
6. Fore and aft position
7. Appropriate resistance
8. Body positioning

EXERCISE PHYSIOLOGY – 8%

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

NUTRITION – 8%

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

ETHICS/BUSINESS PRACTICES – 8%

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

Content Guideline for the Certified Group Exercise Instructor Examination

Class Preparation – 14%

1. Check the room/ equipment/temperature/ventilation.
2. Check floor for moisture/ other safety hazards.
3. Operate the stereo and/or PA system/audio/video.

4. Prepare class format ahead of time.
5. Modify class format based on the participants – progression/regression.
6. Coordinate tempo or beats per minute for each segment of the class/exercise routine.
7. Prepare playlist ahead of time.
8. Knowledge of how to use fitness equipment.
9. Know the check-in system for participants.
10. Know the check-in system for instructors.

Health Assessments – 5%

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

Designing a Health Class Program – 19%

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

Emergency Procedures – 7%

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

Class Instruction – 19%

1. Use the correct tempo or beats per minute (bpm) for each segment of the class.
2. Ensure the music is appropriate for the type of class.
3. Know how and when to cue participants in class.
4. Know how to motivate participants.
5. Ability to engage with participants to create connection.
6. Know how to set up stations/equipment in the room.

7. Know how to cue and correct proper technique.
8. Know how to adjust to various exercise levels and suggest modifications
9. Create a positive, fun atmosphere.
10. Instructor introduction, welcome participants and explain class format.
11. Acknowledge new participants.
12. Explain the benefits of the class

Kinesiology – 10%

1. Knowledge of gross muscular anatomy.
2. Knowledge of gross skeletal anatomy.
3. Explain anatomical terms to participants.
4. Explain physiological concepts to participants.
5. Use knowledge of joint structure and function.
6. Understand basic biomechanics.
7. Know planes of motion.
8. Know the concepts of momentum.
9. Explain proper alignment.

Exercise Physiology – 10%

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

Nutrition – 8%

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

Ethics/Business Practices – 8%

1. Maintain ethical, professional and lawful relationships with participants.
2. Identify and report code of ethics violations.
3. Operate within a legally defined scope of practice (e.g. diagnosing medical conditions, nutritional advice, psychological counseling, etc.).
4. Differentiate between various business entities (e.g., employee, independent contractor, partnership, corporation).
5. Work within a legal business structure (e.g., license, permits, insurance).
6. Use self-care and injury prevention practice.

7. Conduct oneself in a professional manner.
8. Practice good personal hygiene.
9. Be proficient in verbal, audible and kinesthetic communication skills.
10. Market and advertise your skills as a Group Exercise instructor.
11. Maintain ethical and professional boundaries with place of employment (i.e. selling products or additional personal services).
12. Maintain professional and personal boundaries with participants and co-workers.
13. Demonstrate sensitivity to diverse populations (seniors and/or those with disabilities etc.)
14. Work within company guidelines to promote internal or external events/classes
15. 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.
- Administer and interpret strength assessments.
- Administer and apply principles of emergency procedures. Particular health issue e.g. asthma – what to do that is in scope of practice.
- Prevent and recognize musculoskeletal injuries.
- Perform a post-program assessment.
- What to do when have health conditions? Sickle cell anemia; risk factors; etc.

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 dumb bells, 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%

1. Apply knowledge of the body's energy systems.
2. Educate clients on muscles and their functions.
3. Understand the structure of skeletal muscle.
4. Understand muscle fiber type.
5. Identify and understand the relationship between types of muscular contractions.
6. Understand the physiological changes that may occur as a result of a cardiovascular training program.
7. Understand the physiological changes that may occur as a result of a resistance training program.
8. Understand the physiological changes that may occur as a result of a flexibility training program.
9. Understand the physiological changes that may occur as a result of a strength training program.
10. Understand neuromuscular adaptations to strength training.
11. Understand how muscle soreness occurs and DOMS.
12. Understand the definition and the different types of strength.
13. Understand the cardiovascular system, VO2 max and heart rate.
14. Understand concepts of aerobic and anaerobic training.
15. Understand concepts of overreaching, overtraining and detraining.
16. 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.
- 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.
- Scope of Practice.

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%

- 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.
- 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 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's 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).
- Ujjayi.
- 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 Dristi (where you place your eyes).
- Mind/body Balance.
- Subtle body (blueprint for the physical body).
- Chakra system.
- Breath.
- Kosha.
- Nadis.

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 CPT, CGxl, CYI, CSTS or CICI Final Exams 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 most recent 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 Fitness Professional 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 CPT, CGxl, CYI, CSTS or CICI program and Final Exams. An annual report of all certification exams will be prepared and gathered for review by the entire Board.

Errors in Program Activities

Any errors reported are forwarded to the NCCPT executive team who then informs the NCCPT-CB for review. The quality indicators of the program include, but are not limited to eligibility, security, test items, scoring, changes in the profession(s), training of key personnel and compliance with exam development and administration. If a person, student or entity (internally or externally) wishes to report an error, they may do so at NCCPTCB@nccpt.com or by submitting the Item/Error/Discrepancy Report Form to our corporate offices at 3481 Old Conejo Road, Suite 102, Newbury Park, Ca. 91320. The form can be found at https://www.nccpt.com/data/pdf/error_reporting_form_Approved.pdf

There are three Committees within the NCCPT Certification Board: Exam Committee, Recertification Committee and the Ethic and Appeals Committee. These committees address any error that may be reported that pertains to that committee. You may contact them at NCCPTCB@nccpt.com.

IV. Exam Delivery and Testing Facilities

Test Delivery Options

The Final Exam that provides a CPT, CGxl, CYI, CSTS or CICI certification is offered as a proctored, computer-based exam, and is administered through a PSI testing facility or a qualified Library (if a PSI center is not available, see Candidate Handbook).

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.

Test Room Physical Space

- Test room must be large enough to comfortably place testing stations and chairs
- Testing terminals must be arranged so that an applicant cannot view a computer monitor at one of the other work stations. Partitions are required between each workstation.
- Test station table surface must be large enough to accommodate the monitor, keyboard, mouse pad and applicable testing materials. A recommended size would be 42" x 36".
- Testing area must be located so candidate will not be disturbed by foot traffic, loud conversation or outside noise.
- Testing room shall be free from any other activity during testing sessions; during non-testing time, the testing room may be available for other uses.

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.
- Computer.
- Paper and pencils for candidate use.

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

V. Exam Security

Facility Site Security (Refer to PROCTOR AGREEMENT FOR NCCPT DISTANCE LEARNING EXAM for more information)

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

1. Exam candidates must provide a valid (non-expired) government issued, photo ID, bearing a signature.
2. All proctors and exam candidates must sign a confidentiality agreement.
3. Exam candidates are prohibited from bringing any personal items or outerwear into the testing room.

4. 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.
5. Exam candidates are strictly forbidden to remove any papers or materials.
6. 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.
7. 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, page 20 for more information)
8. All employees, board members, subject matter experts, committee members and outside consultants are required to sign confidentiality agreements.
9. Exam materials are stored electronically and are password protected.
10. Passwords for all electronically stored items are stored in a locked, secure area.
11. The item bank is stored electronically on secure virtual computers. Items are secured in a password protected database.
12. The item bank is also stored off site on duplicate USB drives in a Safe Deposit Box.
13. The NCCPT may partner with an outside psychometric vendor to provide exam development and administration services. The vendor selected will have policies and procedures in place to secure NCCPT's confidential exam information during all phases of development and administration. NCCPT will meet with the vendor annually to review the security policies and procedures.

VI. Professional Code of Ethics and Reporting of Conduct Violations

NCCPT CB Code of Ethics and Professional Conduct

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, CGxI, CICI, CYI and/or CSTS. The mark should be placed after the credential holder's last name.

- 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. The mark should be placed after the credential holder’s last name.
- 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 (see form in appendix A of this document)

In order to ensure the validity and professional meaningfulness of the Credential(s) and processes, certified and non-related or non-certified individuals are asked to report concerns of ethical or professional misconduct, including misuse of the Credential mark by an individual to the Certification Board’s Ethics and Appeals Sub-Committee for consideration. This will help to ensure the professional fitness practice of Fitness Professionals 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 the Fitness Professional 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 NCCPT exam candidate or Certified Fitness Professional 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

Certified Fitness Professional or exam candidate that is not consistent with the standards of conduct as defined by the NCCPT CB 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 Fitness Professional 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, in cases where a hearing has been ordered, the presiding hearing committee chairperson 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 30 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 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 Credential(s) 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 Final Exam on the basis of their own knowledge, skills and preparation. By registering and taking the Final Exam, 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. All exam results are retained indefinitely at PSI.

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 Final Exam(s) which shall serve as the sole measure of such competency and certification. All individuals who wish to become Certified Fitness Professionals must adequately complete and pass the approved Final Exam. All Certified Fitness Professionals 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 Credential holders may apply for recertification at any time within their two-year certification period. In order to maintain certification, Credential holders 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, modalities 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. See NCCPT Provider application at <https://www.nccpt.com/data/pdf/provider-app.pdf>

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 Certification and become recertified, certificants are required to complete a specified amount of hours within the two-year certification period. (Please see <https://www.nccpt.com/recertification#how>). 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.

Certified Fitness Professionals are expected to complete coursework that is clearly and expressly consistent with the knowledge and skill base required for professional competency as a professional the certification they are renewing. Any concern over validity or acceptability of coursework demands the initiative of the Candidate 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 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 Certified and/or have a college degree in a content area specific to the 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 Fitness Professionals.
- 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.