



Personal Trainer Certification Handbook

Understanding policies and procedures related to certification eligibility, test development and administration, professional conduct and disciplinary measures, certification maintenance, and security procedures established by the NFPT Certification program

For: NFPT Applicants, Test Candidates, Certificants

National Federation of Professional Trainers
PO Box 4579
Lafayette, IN 47903

PHONE 800-729-6378 **FAX** 765-471-7369
EMAIL info@nfpt.com **WEB** www.nfpt.com

© 2019 NFPT. All Rights Reserved

Contents

CHAPTER 1	4
About NFPT	4
Introduction	4
Mission Statement	4
About NFPT-CPT Certification Governance	5
What is Certification?	6
NFPT-CPT Scope of Practice	6
CHAPTER 2	8
Certification at a Glance	8
Applying for Certification	8
Eligibility	8
Professional Considerations	10
Nondiscrimination	10
Eligibility Denial	10
Certification Fees	10
Discount Opportunities	11
Resources for ALL Certification Test Candidates	11
NFPT Optional Education Resources	11
How to Apply	12
Application Expiration	12
Refund Policy	12
CHAPTER 3	13
Preparing for the Exam	13
Strategies for Taking Multiple Choice Exams	13
Exam Description	13
Studying for the Exam	14
How the Exam was Developed	17
Development of the NFPT-CPT Exam	17
Taking the Exam	19
Test Locations	19
Test Day Requirements	19
Computer Based Testing Sites	20
Paper & Pencil Testing Sites	20

International Testing Sites	20
Special Accommodations	21
Rescheduling an Exam	22
Cheating	22
Serious Incidents	22
After the Exam	23
Test Results	23
Understanding Your Score	23
Re-Testing	24
Rescoring or Score Cancellation Requests	24
Test Appeals	24
CHAPTER 4	25
NFPT Codes of Conduct	25
Complaints and Disciplinary Action	26
Appeals	30
CHAPTER 5	31
Maintaining NFPT-CPT Certification	31
Purpose of NFPT-CPT Recertification	31
Recertification Requirements	31
Continuing Education Requirements	32
Continuing Education Approval Qualifications	33
Earning CECs with NFPT “Self-Tests”	34
Lapsed Certification	35
Additional CEC Options	35
CHAPTER 6	36
NFPT Certification Council Policies and Services	36
Non-Disciplinary Appeals	36
Confidentiality	36
Confidentiality of Exam Results	37
NFPT Professional Services	38
NFPT Administrative Operations	38
Questions?	38
Mailing Address	38

CHAPTER 1

About NFPT

Introduction

National Federation of Professional Trainers (NFPT) has been certifying fitness trainers since 1988 and offers a foundational education and credential to those who seek personal fitness trainer employment.

This *NFPT Personal Trainer Certification Handbook* describes policy relating to certification exam development, eligibility, maintenance, and security procedures.

All test candidates should read and be familiar with the information in this handbook prior to applying for certification. NFPT certified trainers are required to adhere to the requirements in this handbook.

The NFPT Certified Personal Trainer (CPT) certification program is designed to qualify personal fitness trainers working with apparently healthy individuals or in small group settings. These trainers are individuals who demonstrate the understanding of fundamental exercise science principles for safe and effective fitness program design.

NFPT-CPT certificants are those who have successfully completed the required certification process which includes eligibility requirements and an assessment, in the form of written examination that verifies professional knowledge, skills and abilities that are required of a Certified Personal Trainer. NFPT certificants are bound by codes of conduct established by the Certification Council. The NFPT Certification Council has adopted the policies contained herein in order that it may further the credibility of the certification program and enhance the viability of the NFPT certificant in the fitness training industry and marketplace.

NFPT also offers several continuing education programs. Please see www.nfpt.com/continuing-education for more information.

Mission Statement

It is NFPT's mission to lead the personal training industry, through quality education and credentialing, into a future of public and government respect, trust, and confidence. As a professional fitness organization, it is our intention to provide entry-level fitness trainers with the educational tools and health and fitness resources needed to develop and enhance performance skills for the safe and effective training of apparently healthy clients.

NFPT offers both education and certification for fitness professionals. As an agency that offers a professional certification program, we will continue to establish quality standards for fitness professionals and encourage ongoing professional development through recertification requirements.

NFPT educational programs are optional and are not a requirement to take the certification exam. NFPT's educational offerings are developed by the NFPT Board of Education. More information on NFPT's optional training is available at www.nfpt.com/certification/manual.

NFPT Board of Education acts independently to develop and/or review and approve quality fitness education that teaches fundamental fitness concepts and exercise science, explained in a comprehensive way that speaks to the entry-level trainer and fitness enthusiast alike. It is the intention of NFPT education to create an impact on understanding and implementing goal-oriented fitness training methods that gain positive results on the well-being of health-conscious individuals.

The NFPT-CPT certification program is overseen and monitored by the NFPT Certification Council. The Certification Council operates independently from the NFPT Board of Education.

About NFPT-CPT Certification Governance

NFPT-CPT Certification is bound by the mission of its Certification Council to provide an industry recognized credential that assures at least minimal competency to all who employ NFPT Certified Personal Trainers. NFPT Certification will continue to act in furthering its purpose to certify fitness trainers in a manner that strives to assure safety, competency, and professionalism.

The NFPT Certification Council acts independently of the NFPT Board of Education in that it specifically establishes assessment setting protocols and standards for certification and test eligibility, development, administration, security, reporting, and maintenance. NFPT Bylaws prevent the undue influence of decision making between NFPT Certification and NFPT Education to ensure the integrity and independent functionality of these two departments.

The NFPT Certification Council is responsible for:

- Establishing policy for the NFPT-CPT certification program.
- Oversight of test development and the establishment of testing procedures for the NFPT-CPT certification program.
- Establishing standards for initial certification and recertification of fitness trainers including establishing eligibility standards; policies for the development, administration, and scoring of the examination; compliance standards; and recertification requirements.
- Operating independently of all NFPT education programs.

What is Certification?

Certification is a voluntary process used to formally recognize specialized knowledge, skills, and experience. Certification establishes minimum standards of competency and offers recognition to those who have met those standards.

NFPT-CPT Scope of Practice

A personal trainer is a fitness professional who possess the knowledge, skills and abilities for safe and effective exercise, fitness program design, instruction and assistance for the purpose of reaching personal health and fitness goals. A NFPT Personal Trainer Certification qualifies you to design and implement fitness training programs for apparently healthy individuals in one-on-one or small group settings. An apparently healthy individual includes those with no significant disease or physical condition or impairment which prevents them from engaging in physical fitness activity. Successful completion of the NFPT Personal Trainer Certification Examination demonstrates the understanding of fundamental exercise science principles, to include human anatomy and physiology, as well as the concepts of various fitness components, functional exercise and basic nutrition; knowledge which is applied for safe and effective fitness program design. As such, your scope of practice as a NFPT-CPT is as follows:

1. Having and maintaining a working knowledge of human anatomy and the concepts of functional exercise, basic nutrition and fundamental principles of exercise science
2. An ability to design and execute individual and small group exercise fitness programs, tailored to the needs and attainable goals of the individual, apparently healthy client, in a safe and effective way
3. An understanding for the need and importance of screening and client assessment; proficiency in conducting these evaluations initially and progressively
4. A desire to help clients reach their health and fitness goals through appropriate cardiovascular, flexibility and resistance exercise
5. An ability to motivate others in an encouraging and uplifting way towards improving their overall fitness and health
6. A dedication to maintaining personal integrity, client confidentiality and professional standards for best practice
7. A dedication to self-improvement, self-awareness, continuous learning, personal growth and development with regard to personal health, fitness and mental capacity

While personal trainers often assume multiple roles with their clients (e.g. life-coach, confidant, friend) — there are roles for which personal trainers should avoid. For example, it is **NOT expected or appropriate for a personal trainer to:**

1. Give medical advice, physical therapy advice or attempt to make a medical diagnosis
2. Provide body massage to clients, or any similar service that can be construed as inappropriate touch

3. Serve as a psychological counselor to clients or become intimately involved in personal client relationships
4. Have a romantic or inter-personal relationship with a client
5. Push your own preferences for fitness goals on clients who do not seek out those same goals
6. Allow your credentials, liability insurance and other trainer business standards/practices become non-existent

CHAPTER 2

Certification at a Glance

Before you begin the certification process, be sure to:

1. **Read** the entire Certification Handbook. This handbook contains essential information you need to successfully navigate the application and certification process.
2. **Check** the eligibility requirements. You must meet all of the pre-requisite requirements *before* applying for certification.
3. **Choose** your certification package (Exam Only, Standard, Premier)
4. **Submit** your application.

After you have been approved for certification test eligibility, be sure to:

1. **Prepare** for the exam. The content outline in this handbook can be used to inform your study plans.
2. **Schedule** your exam. NFPT will provide you with complete test scheduling instructions via email.
3. **Understand** recertification requirements. Chapter 5 of this handbook provides these details.

Applying for Certification

Eligibility

All applicants must meet the following pre-requisites when applying to take the certification exam. All applicants must provide their signature (handwritten or electronic), attesting to the true and accurate representations of his/her certification program eligibility requirements. Test candidate eligibility, online or in hard copy, is verified by your agreement to the eligibility requirements as terms of service for your entry into the certification program. A breach to these terms will result in the revocation of test candidate eligibility or certification.

NFPT Application Eligibility Requirements are:

1. Applicant must be at least 18 years old
 - This NFPT requirement assures that the applicant, choosing to enter into agreement with the NFPT certification program, is a recognized legal adult. A legal adult, or individual over the age of 18, is legally accountable for their actions and at the legal age to enter into enforceable agreements. NFPT applicants enter into agreement with NFPT.
 - i. *How to provide:* Applicant provides NFPT with his/her birth date at the time of application. NFPT requires that the applicant attest that this information is true. (*application check box*)

2. Applicant must have high school education or equivalent
 - This NFPT Pre-Requisite assures that the applicant has completed the academic education which is federally mandated and required for high school grading qualification achievement. The completion of a high school education diploma or general education degree (GED) demonstrates the applicant's minimum competency in subjects relatable to the foundational knowledge that is required for personal trainer specific skills. These subjects include: Math, Science, English and Physical Education/Health
 - i. *How to provide:* NFPT requires that the applicant attest to the fact that he/she has a high school education (*application check box*)
3. Applicant must agree to adhere to the NFPT Codes of Conduct
 - This requirement assures that applicant understands his/her obligation to adhere to professional ethics and safety standards before, during and after the pursuit of the personal trainer certification qualification. See [NFPT Codes of Conduct](#).
 - i. *How to provide:* NFPT requires that the applicant attest to his/her understanding of the NFPT Codes of Conduct and his/her adherence, both in present and in future, to the ethics and safety standards provided therein. (*application check box*)

All applicants are provided with these eligibility requirements and are required to agree to them as terms of service, electronically or in hardcopy, when applying to the program. You must indicate your understanding of, and agreement to, these terms of service. If this indication is not provided, or if eligibility is questioned for any reason, whether resulting from an inquiry by a NFPT staff member, industry peer or person who remains anonymous, NFPT's Office Manager will contact the applicant to address the eligibility requirement in question in an effort to confirm or deny legitimacy of inquiry or claim. Any and all personal information regarding the claimant or person/s/ who made the claim/s/ will be kept confidential.

Applicant may be required to submit driver's license or other proof of age and/or copy of high school diploma or equivalent and/or any other supporting documentation as it relates to the claim/inquiry in question. If NFPT Office Manager does not receive and/or cannot verify that the eligibility requirement/s/ has in fact been met by the applicant, then certification program eligibility will be denied. An appeal may be requested in accordance with Non-Disciplinary Appeals Policy included in this handbook.

NFPT does not award certification to any individual who does not meet the eligibility requirements and does not successfully pass the exam.

The Certification Council reserves the right to ask applicants to furnish such information and/or make such inquiries as may be deemed appropriate to identify the applicant's compliance with the eligibility requirements. Failure to provide any required information may result in eligibility denial.

Professional Considerations

NFPT strongly recommends that all personal trainers, certified by any organization, acquire CPR/AED Certification. Though it is not a requirement of NFPT Certification to provide verification of this, CPR/AED Certification will be a requirement of personal trainer clients, personal trainer employers, and/or personal trainer liability insurance companies. NFPT recommends CPR/AED Certification and liability insurance be obtained within the first 3 months of Personal Trainer Certification.

For information about CPR/AED Certification, visit www.redcross.org/CPR-Training

For more information about liability insurance, visit CPH & Associates at <https://www.nfpt.com/personal-trainer-insurance>.

Nondiscrimination

NFPT does not discriminate based on religion, race, color, national origin, age, sex, pregnancy, gender identification, familial status, marital status, sexual orientation, disability, or any other status protected by law.

Eligibility Denial

NFPT reserves the right to deny an application based on unconfirmed or insufficient documentation of any certification program eligibility requirements. If your application is denied you may file an appeal. An appeal may be requested in accordance with Non-Disciplinary Appeals Policy included in this handbook.

Certification Fees

NFPT offers several options for individuals seeking NFPT certification and/or optional NFPT education. NFPT educational resources are available for purchase separately or as part of the packages listed below, but are not required.

Package	What You Get	Price
CPT Exam Only	CPT Exam Voucher	\$199
Standard	CPT Exam Voucher, NFPT Personal Trainer Manual (PDF), Workbook (PDF), Online Learning Portal	\$379
Premier	CPT Exam Voucher, NFPT Personal Trainer Manual (PDF), Workbook (PDF), Online Learning Portal, Practice Tests (2), Exercise Animations, Fitness Program Design Software, Education Tech Support	\$479

Discount Opportunities

Personal trainers who are employed by a health club/wellness facility at the time of application may be eligible for a discount. Staff members are required to provide employment verification at the time of application.

Discounts are also available for military personnel (active or veteran), as well as police, fire and other civil servants.

Please visit <https://www.nfpt.com/certification-military> or <https://www.nfpt.com/certification-staff> for more information.

Resources for ALL Certification Test Candidates

A NFPT Test Candidate is an individual who has applied to the NFPT Certification program and has been approved based on the confirmation of the eligibility criteria. All certification test candidates will receive access to their NFPT Account which provides the following electronic documents and resources. Access will be given once your certification application has been processed and accepted.

- Instructions for accessing all NFPT testing site locations. The online registration portal is available for making an immediate NFPT-CPT exam appointment.
- *Trainer Pulse* e-subscription: monthly health and fitness industry updates, events, NFPT-specific news for trainers, and Continuing Education articles
- Opportunities for guest authoring on the NFPT Blog and being part of the NFPT Facebook group page for communicating with thousands of Personal Trainers. This social media participation promotes the exchange of knowledge, ideas, and networking opportunities
- Personal Trainer Database Listing **only upon successfully earning certification. This tool allows for the public, client, employer to verify certification status, only your name, city and state will appear (you may provide additional information to add to your profile).*
- Extended certified personal trainer discounts and resources
 - Discounted liability insurance, CPH & Associates
 - Free 6 month IDEA Health & Fitness eMembership

NFPT Optional Education Resources

NFPT Personal Trainer Manual: Researched and developed by NFPT's Board of Education with daily fitness trainer activities in mind. This material offers a comprehensive and fundamental education, essential to the knowledge, skills, and abilities of the successful Personal Trainer. It is not necessary to obtain NFPT Education Material to successfully complete the NFPT examination for the NFPT-CPT credential.

NFPT Study Guide: This guide breaks up the entire NFPT Personal Trainer Manual chapter by chapter with a summary of practice questions for each chapter.

Practice Tests: A practice test is available for test candidates. Practice test questions are developed by NFPT Board of Education members using the same procedures for writing questions as the NFPT-CPT exam. Practice tests are developed separately of the NFPT-CPT exam. No practice test questions are ever used on the NFPT-CPT exam. The purpose of the practice exam is to allow applicants to experience the format of test questions and is not intended to provide diagnostic information.

For more information about NFPT's optional education visit www.nfpt.com/education

How to Apply

Before you can take the exam you must:

1. Meet all of the eligibility requirements
2. Apply and purchase the program package of your choice
3. Receive confirmation that your application has been accepted
4. Schedule a test date appointment

Once you meet all of the eligibility requirements, visit the NFPT website at www.nfpt.com/certification or contact us by phone at 800-729-6378 to apply for certification.

The NFPT certification application may also be printed and mailed to NFPT Headquarters, PO Box 4579, Lafayette, IN 47901. Application payment is accepted in the form of credit/debit card, personal or electronic check, and money order at the time the application is submitted. Applications without payment will not be processed.

You will receive email confirmation of your application within 28 hours of receipt of a completed application by NFPT. Written notification will also arrive by mail within approximately one week. If you have purchased optional printed educational materials at the time of application, an additional shipping and handling fee will apply and processing time will be extended by 5-7 days (within the U.S.). Information on shipping fees and options are available online when you register or by contacting NFPT.

Application Expiration

All NFPT eligible applications, regardless of options, will expire due to inactivity. NFPT provides for a one year expiration following initial date of application. Upon expiration of the application, a one time opportunity is provided to extend this application expiration date by 60 days at a fee of \$50. After more than 60 days past the original application expiration date, before contact with NFPT is made for an application extension, NFPT will provide a 20% discount off of any certification package option, only if contact is made prior to two years past the original application date.

Refund Policy

The NFPT has adopted a scheduled refund policy that allows a full refund minus a \$50 processing fee within the first two weeks of the original application. This refund amount decreases by 25% with every two week period with no refund provided at the end of 8 weeks.

CHAPTER 3

Preparing for the Exam

The NFPT-CPT is a professional assessment-based certification program that is developed based on a role delineation study and research of industry practice. NFPT also offers specialty course tests that provide continuing education opportunities. The information in this handbook applies only to the NFPT-CPT certification program. Note that both terms ‘exam’ and ‘test’ are used to describe the NFPT-CPT assessment. When describing the verb form of the assessment, or as an adjective, the term ‘test’ is used. When describing the assessment in the form of a noun, the term ‘exam’ is used. Otherwise these terms may be used interchangeably.

For information on the specialty course tests please visit www.nfpt.com/continuing-education.

Strategies for Taking Multiple Choice Exams

- Read each question carefully before choosing the single best response.
- Pace yourself; sometimes it helps to answer the easiest questions first.
- If you are not sure about an answer, make an educated guess. Your score is based on the total number of correct answers.
- Responses are in random order. Looking for patterns won’t help you.
- For paper exams: Be sure to mark your answers neatly, clearly, and in the correct space. Erase any stray pencil marks.
- For computer based exams: It is easy to see any questions you may have skipped and return to them.

For more test taking tips, reminders and related information visit <https://www.nfpt.com/faq/taking-the-nfpt-cpt-exam>

Exam Description

The NFPT-CPT exam is comprised of 120 multiple choice questions. 100 of these questions are scored and 20 questions are un-scored pre-test items that will not impact your test result. Pre-test items are used to collect statistical information which will determine the item’s validity and possible inclusion in a future NFPT exam. You will not know during the test which questions will be scored and which will not. This exam is closed-book, proctored, and must be taken within a time limit of 2 hours (unless special accommodations are arranged in advance).

The successful completion of the NFPT exam requires 750 points out of a total possible 1000 points. The NFPT exam consists of 5 categories which are weighted based on the results of the NFPT role delineation study.

The exam includes questions from all of the following content domains. The percentages indicate amount of test questions from each content area.

Content Domain	% of Exam
1. Principles of Human Anatomy	20%
2. Principles of Human Physiology	19%
3. Fitness Components	23%
4. Training Program Development, Implementation, and Modification	33%
5. Professional and Communication Skills	5%
Total	100%

Studying for the Exam

Candidates should prepare for the exam. Careful study should include review of the content domains and the content outline below. The NFPT Certification Council does not endorse any training programs and is not responsible for any misinformation provided in any educational program. Courses offered by NFPT are optional.

NFPT-CPT test candidates must be familiar with the following content outline for successful exam completion. The following test content outline provides detailed subject matter and knowledge expectations for each of the content domains listed. We recommend that you review the list carefully and focus your studying accordingly.

1. Principles of Human Anatomy (20%)

- A. Identify components of the following systems
 - i. Muscular system
 - ii. Skeletal system
 - iii. Nervous system
 - iv. Respiratory system
 - v. Circulatory system
 - vi. Endocrine system
 - vii. Digestive system
 - viii. Immune system
- B. Identify types of joints
- C. Recognize muscle types (i.e., skeletal, cardiac, smooth)
- D. Recognize skeletal muscle structure and components
- E. Anatomical positioning and reference points

2. Principles of Human Physiology (19%)

- A. Recognize the function of body systems and how they interact
 - i. Muscular system
 - ii. Skeletal system
 - iii. Nervous system

- iv. Respiratory system
 - v. Circulatory system
 - vi. Endocrine system
 - vii. Digestive system
 - viii. Immune system
- B. Explain musculoskeletal biomechanics
- i. Planes of motion
 - ii. Joint movements
 - iii. Prime movers
- C. Differentiate between muscle fiber types (i.e., fast twitch and slow twitch)
- D. Identify and define types of muscle contractions (e.g., concentric, eccentric, isometric)
- E. Recognize neuromuscular recruitment patterns (e.g., contractile speed recruitment, immediate recruitment, depleting energy)
- F. Identify proprioceptors and their functions (e.g., stretch reflex, muscle spindle)
- G. Identify and describe the metabolic processes of the body
- i. Nutritional factors (i.e., macronutrients, micronutrients, deficiencies)
 - ii. Energy systems (e.g., aerobic, anaerobic, metabolic oxidation, ATP, lactic acid)
 - iii. Metabolic limitations of the body (e.g., gluconeogenesis, protein synthesis/catabolism)
 - iv. Additional factors that affect metabolic processes (e.g., age, stress, gender, sleep)

3. Fitness Components (23%)

- A. Recognize components of general fitness
- i. Cardiorespiratory conditioning
 - ii. Muscular endurance
 - iii. Muscular strength
 - iv. Flexibility
 - v. Body composition
- B. Apply basic training principles (e.g., FITT principle, progressive adaptations, overload) to fitness components
- C. Recognize training adaptations
- i. Anaerobic (e.g., strength, power)
 - ii. Aerobic (e.g., endurance, fatigue)
 - iii. Sports-specific (e.g., agility, speed)
 - iv. Functional (e.g., core, stability, balance)

4. Training Program Development, Implementation, and Modification (33%)

- A. Conduct client consultation and assessment
 - i. Conduct screening and identify risk factors (e.g., CVD, PAR-Q, medical history, contraindications)
 - ii. Collect appropriate documentation (e.g., hold harmless/liability waiver, physician waivers)
 - iii. Programming aspects (e.g., expectations, goal-setting, scheduling)
 - iv. Apply fitness assessment techniques for the following fitness components
 - a. Non-performance variables (e.g., resting heart rate, blood pressure, body composition)
 - b. Performance variables (e.g., cardiorespiratory condition, muscle endurance, muscle strength, flexibility)
 - v. Recognize contraindicated exercises and physical limitations
 - vi. Interpret assessment results and review with client
 - a. Define and discuss factors that impact goals
 - i. Exercise (e.g., over/under training)
 - ii. Nutrition (e.g., caloric intake, supplements, dietary recommendations)
 - iii. Hydration (e.g., water, electrolytes, fluid replacement)
 - iv. Lifestyle factors (e.g., scheduling factors, sleep, stress)
 - b. Identify realistic goals for the client (e.g., specific and measurable)
 - B. Design and implement training program
 - i. Synthesize data to assist with developing a training program
 - ii. Determine special exercise conditions (e.g., special populations, training environment)
 - iii. Recognize steps in planning lifestyle change (e.g., large-scale dietary change, smoking cessation)
 - iv. Determine training methods
 - a. Anaerobic (e.g., repetition ranges, recovery, intensity)
 - b. Aerobic (e.g., target heart rate zone, duration, frequency, speed)
 - c. Stretching (e.g., static, dynamic, PNF)
 - v. Introduce training tools, equipment, and exercises (e.g. modalities, form)
 - C. Monitor program and determine need for modifications
 - i. Evaluate client progress and effectiveness of program
 - a. Evaluate non-performance variables against goals (e.g., resting heart rate, blood pressure, body composition)
 - b. Measure performance variables against goals (e.g., cardiorespiratory condition, muscle endurance, muscle strength, flexibility)
 - c. Explore need for behavior change (e.g., sleep, stress, smoking cessation, compliance, eating habits)
 - ii. Identify strategies for program improvement (e.g., psychological, physiological)
-

5. Professionalism and Communication Skills (5%)

- A. Apply strategies for effective communication
 - i. Verbal and non-verbal communication (e.g., listening, speaking, attention)
 - ii. Problem solving and conflict resolution
- B. Recognize professional limitations
- C. Maintain client confidentiality/privacy
- D. Practice within professional scope/boundaries (e.g., referrals to other professionals and resources)
- E. Injury prevention and management (e.g., emergency medical plan, PRICE, exercise cessation)

How the Exam was Developed

The exam has been developed and is regularly updated under a carefully developed and strictly executed process. This process is conducted under the approval and oversight of the Certification Council.

The NFPT's Board of Education provides optional, independently researched education that is exclusively offered through NFPT. NFPT Education is offered to NFPT certification test candidates as one possible resource for training, but is not a requirement of successful certification credentialing.

NFPT recommends using a number of sources for obtaining successful skill sets and acquiring foundational knowledge, but recognizes that no one book or resource will assure appropriate skill sets of the personal training profession.

Development of the NFPT-CPT Exam

The NFPT-CPT exam is developed using an established test development process guided by nationally accepted best practices for certification programs. NFPT's test development process is facilitated by the psychometric staff of Schroeder Measurement Technologies, SMT. For detailed information regarding SMT business and test development practices, visit www.smttest.com. The NFPT-CPT exam has been developed in accordance with the following process:

1. Job Analysis/Role Delineation: In June 2004, National Federation of Professional Trainers conducted its first independent scientific research study to define the role of the Certified Personal Trainer (CPT). The mechanism for this study is a Job Analysis survey, completed every 5 years. The results of the study provide the basis for making a valid claim of appropriate test score inferences. In support of these efforts, NFPT contracted with Schroeder Measurement Technologies, Inc. (SMT) to develop and conduct the survey describing the important tasks and knowledge elements required for competent entry-level CPT practice. This Job Analysis was again conducted in May 2009 and December 2015 with new exam content domains added as a result.

NFPT appoints an Advisory Committee (AC) to provide content expertise for the development of the job analysis and the exam. The AC is made up of no less than 6 qualified Subject Matter Experts (SMEs) comprised of Certified Personal Trainers and health professionals who represent a diverse array of practice settings, experience levels, geographic locations, education levels, and fitness backgrounds. During the first phase of this study, the Job Analysis survey development stage, SMT and NFPT review job appraisals, learning objectives, and assessment domains of the CPT. The goal of this is to develop a comprehensive and exhaustive practice and knowledge list of elements that describe the role of the NFPT-CPT.

The Job Analysis process is repeated and completed every five years to ensure that the NFPT-CPT exam continues to accurately reflect the current practice of personal fitness trainers.

2. Validation of Job Analysis: SMT presents the Job Analysis elements list to the NFPT Advisory Committee for review and approval and adopts a rating scale providing a mechanism for measuring each element's importance and frequency of practice. The AC also approves a demographic questionnaire to gather confidential data describing the survey respondents. The demographic data collected is used to ensure that the survey responses represent a diverse group of personal trainers that are representative of the field as a whole. SMT converts the elements list and demographic questionnaire into a survey instrument, the Job Analysis Survey, and administers this survey to a large national sample of participants/personal trainers who serve the health and fitness industry.

3. Item Writing: NFPT SMEs develop multiple choice test questions, also referred to as test "items," that correspond to test specifications (or content domains), derived from the Job Analysis survey results, and are referenced to acceptable educational resources. Each item is then validated by SMEs who were not involved in writing the question, providing two layers of review.

4. Construction of the Exam: NFPT test items are selected and approved by the NFPT AC. SMT reviews, edits, and assembles the final exam for delivery via paper and pencil and computer based testing networks. The final exam consists of 100 graded test items and 20 nongraded pre-test items. Pre-test items are used to collect statistical information which will determine the item's validity and possible inclusion in a future NFPT exam.

5. Selecting a Passing Point: The passing score is determined based on the overall degree of test difficulty. NFPT SMEs rate each test item based on an estimate of minimal competency of the Certified Personal Trainer. A passing point is determined for each version, or form, of the exam to adjust for any variations in difficulty between test forms and to ensure fairness for all candidates. This process helps ensure that all candidates are required to demonstrate the same level of knowledge regardless of which version of the exam they may take.

6. Exam/Item Monitoring: After the exam is administered, SMT prepares a NFPT Technical Test Report which provides statistical and diagnostic data for the final approved test form. Each test

item is monitored to validate effectiveness through the life of the item. Items may be replaced, revised, or retired based on item abnormalities or prolonged exposure.

7. Ongoing Test Development: The NFPT exam is reviewed annually, or after about 1,000 test candidates have taken the test using statistical item and test data which may indicate the need for revision based on both graded test items and non-graded pre-test items.

SMT facilitates the development of new NFPT test items, following appropriate protocol for test development. Two (2) forms, or versions, of the exam are developed and released each year from items which have been developed and approved based on the approved test specifications. The passing point for each version of the exam is determined based on the difficulty of the items so that all versions of the exam are equivalent.

Every 5 years, a new NFPT Job Analysis is conducted and new NFPT test forms are derived from current professionally recognized knowledge, skill, and ability competency levels.

Taking the Exam

Test Locations

NFPT has approximately 400 computer based testing (CBT) locations across the United States and abroad. Candidates are required to take the NFPT-CPT exam at computer based testing site unless the nearest site is more than 50 miles away or if special accommodations are required that cannot be provided at the computer based testing site. (In most instances accommodations will be provided at the computer based testing site.) Regardless of testing location, all candidates will be required to meet the same test-day rules and regulations.

Test Day Requirements

All candidates must adhere to the following requirements on test day. Candidates are advised to review these requirements carefully and to leave any unnecessary items at home. NFPT may require a test candidate to reschedule, re-take or may otherwise revoke future test eligibility if incidents occur or observations are made which do not adhere to the following test candidate responsibilities, or in any case where cheating is suspected or observed. NFPT reserves the right to cancel test scores based on actions that prohibit any test candidate's rights to consistent and effective NFPT test administration.

- Arrive on day and time of test appointment. Arriving on time means arriving at least 15 minutes prior to your scheduled test appointment.
- Provide an acceptable photo ID **and** test eligibility confirmation letter to proctor. A valid photo ID must be government-issued, contain a photo and candidate's signature, and cannot be expired. Examples include a current driver's license, passport, state-issued identification card, or military identification card.
- Use #2 pencil for filling in bubbles on answer sheet (*paper and pencil only*)

- Fill in all bubbles on answer sheet for identifying yourself and your test form (*paper and pencil only*)
- No personal items or printed material, i.e. handbags, PDAs, cell phones, books, notes, dictionaries, etc., are allowed in the exam room.
- Test candidate must be seated at least 4 feet away from all other test candidates
- No assisting others. This includes but is not limited to: the impersonation of another test candidate, sharing information of any kind, giving or receiving advice or other help, having prior knowledge of the test questions, recalling test questions after the exam has concluded
- No disturbing or distracting others in any way during the test administration

NFPT enforces strict security procedures at all testing sites to ensure the secure, fair, and consistent administration of the exam.

Computer Based Testing Sites

Computer based tests (CBT) are administered at approximately 400 locations via a network hosted by ISO Quality Testing (IQT), a division of Schroeder Measurement Technologies (SMT) NFPT's test development and management partner.

NFPT-CPT test candidates are provided login information for a NFPT Account once their exam application has been accepted. The NFPT Account online portal allows the test candidate to view and locate a nearby CBT location. From this portal, NFPT test candidates are able to schedule the CBT appointment, which should be done at least 2 weeks in advance to assure exam date options that may better accommodate the test candidate's schedule.

For verification purposes, test candidates are required to bring a valid, government issued picture ID and confirmation letter on the day of exam appointment.

Paper & Pencil Testing Sites

Paper and pencil examination administrations must be pre-approved by NFPT and are only available in limited circumstances, including situations in which the candidate is more than 50 miles from the nearest CBT location.

Paper and Pencil examinations are administered by approved, qualified NFPT proctors who are appropriately credentialed and appointed to securely deliver the NFPT-CPT and specialty exams. Paper and pencil proctors must provide NFPT with all documentation as listed at www.nfpt.com/proctors at least 15 business days prior to the test candidate's exam appointment. Appointments with paper and pencil proctors must be made at the mutual convenience of the test candidate and proctor. A \$20 proctoring fee is recommended as an honorarium for the administrator of the paper and pencil exam.

International Testing Sites

NFPT examinations are delivered worldwide with a growing network that expands outside the United States and North America. International exams are administered via the paper and

pencil method for those who do not live in an area where computer based testing locations exists. Policies for international paper and pencil exam administration are identical to policies for paper and pencil testing inside the United States.

Special Accommodations

NFPT is committed to equal access for all certification candidates and complies with the Americans with Disabilities Act. Reasonable examination accommodations will be made at no extra charge to individuals with documented disabilities. Documentation from a qualified professional must be submitted by candidates and must include a written list of the requested exam accommodations. According to the Americans with Disabilities Act of 1990, special test arrangements may include but are not limited to the following:

- **Flexible scheduling.** The candidate may be administered an examination during several brief sessions, or one extended session, so long as that examination is completed on a single test administration date.
- **Flexible setting.** The candidate may be administered an examination individually or in a small group setting by a proctor.
- **Recording of answers.** Candidate may mark answers in a test booklet, type the answers by machine, or indicate selected answer to a test proctor. The proctor may then transcribe the candidate's responses onto a machine-scorable answer sheet. A largeblock answer sheet may be provided. The candidate may use a word processor or typewriter to prepare any required essay or other written response.
- **Revised format.** The candidate may use a large-print booklet, a Braille test booklet, or a magnifying device.
- **Auditory aids.** A tape-recorded version of the examination may be provided, the examination may be read by a narrator, or the examination may be provided via video tape with a narrator using oral language or sign language.
- **Assistive personnel.** Test personnel may be provided by the test administrator to record answers, sign test instructions, or read instructions and text.

The Americans with Disabilities Act (ADA) provides for stipulations that require the test candidate to first submit documentation of the disability as diagnosed by a qualified professional. Requests for special accommodations must be made to NFPT Certification, in writing and with supporting documents, at least 30 days prior to testing.

Requests for any such special accommodation must be made in writing to HRdept@nfpt.com, with proper supporting documentation, and specific description of the accommodation being requested. NFPT reserves the right to accept or deny the accommodation request based on reasonable expectations of the test candidate. The following steps are taken by NFPT Certification upon a request for accommodation:

- 1- NFPT Human Resources Director reviews the request and all supporting documentation, which has been sent in by the requestor, and confirms receipt within 48 business hours of initial request. Additional supporting documentation may be required, and will be requested, if needed.

- 2- NFPT Human Resource Director determines reasonability that does not pose undue hardship on the certification program and/or exam administrator or administration process and does not provide unfair advantage or bias.
 - If the request is determined to be reasonable with sufficient supporting evidence, NFPT and NFPT Testing Vendor will work together to identify the accommodation/s/ necessary for the test candidate to complete the NFPT-CPT examination. Any expense associated with the accommodation/s/ will be at the cost of NFPT and/or NFPT Testing Vendor.
 - If the request is determined to be unreasonable in that it poses undue hardship on the certification program and/or testing administrator or administration process and/or provides an unfair advantage or bias, NFPT will deny test candidate eligibility. An appeal may be requested in accordance with Non-Disciplinary Appeals Policy included in this handbook.

Rescheduling an Exam

Exam rescheduling due to personal scheduling conflicts may only occur if the test candidate is still within the one year eligibility time restriction (see Application Expiration). The test candidate must contact NFPT or IQT by email or phone within 5 days of exam appointment to avoid penalty. Notice of less than 5 days will result in a non-refundable/non-transferable \$69 fee.

Cheating

NFPT takes implications and suspicions of cheating very seriously. If NFPT, SMT, IQT or any examination proctor or witness has informed or provided evidence of cheating, NFPT will research and act on this allegation immediately. If NFPT or an affiliated proctor and/or colleague observes any form of dishonest test taking, the test candidate will be notified and given the opportunity to dispute such claims, but must do so within the requirements of the NFPT Certification Council Complaints and Disciplinary Action policy. If SMT/IQT provides NFPT with an incident report that describes identical response string data in detail as it relates to another test candidate who tested with the candidate in question, NFPT will notify all test candidates involved and reserves the right to immediately cancel scores and disqualify test candidates from future program eligibility. Allegations of cheating and any subsequent disciplinary actions will be investigated and decided in compliance with the NFPT Certification Council Complaints and Disciplinary Action policy. The full policy is available on the NFPT web site at <https://www.nfpt.com/certification/terms-and-conditions> or by contacting NFPT.

Serious Incidents

NFPT may require a test candidate to reschedule, re-take or may otherwise revoke future exam eligibility if incidents occur or observations are made which do not adhere to the test candidate responsibilities. NFPT reserves the right to cancel test scores based on actions that prohibit any test candidate's rights to consistent and effective NFPT exam administration. If cancellation of test scores occurs as the direct or indirect result of the test candidate, NFPT will provide no

refund and will require administrative re-test fees if re-testing is permitted. If an exam re-take is necessary as the result of the actions of another test candidate or test administrator, NFPT will waive administrative re-test fees only if the incident is documented and reported to NFPT by the test candidate within 48 hours of exam administration, or if, as the result of NFPT independent investigation, NFPT discovers an occurrence or incident whereby evidence supports that the actions of another have affected the outcome of the test scores.

After the Exam

Test Results

Test results are delivered to candidates testing at CBT sites immediately after the exam session. Paper and pencil candidates will receive their results approximately 2-3 weeks after their exam session.

Candidates that receive a passing score will also receive an NFPT Certificate and membership ID card. Test results as a score are not published and are not provided to the passing test candidate. The reason for this is that the score may be misused and/or misrepresented in a way that provides preferential treatment to one test taker over another, dependant on the difference in their test score. This exam is not designed to differentiate among levels of competent performance, it is designed only to differentiate between those candidates who are not competent from those who are. Therefore, it is the policy of NFPT Certification to withhold the specific test score of the passing candidate to ensure that this score does not disparage candidates who pass the examination at a misperceived lower end of the scale.

Information about candidates and their examination results is not released to any third party without consent of the candidates. Even with written consent, candidate test scores are not released by telephone or via email. For more information on NFPTs confidentiality policy see the *NFPT Certification Council Policies* section in this handbook.

Candidates that do not pass the exam will receive a score report that includes information on the candidates performance on the exam respective to each of the content domains. Candidates are encouraged to use this feedback to guide their studies.

Delays in test results may occasionally occur due to:

- NFPT Certification fee not paid in full
- Test audit is being performed as a result of suspected cheating
- Test audit is being performed as a result of improper testing administration
- A test discrepancy exists

Understanding Your Score

The established passing score for the exam reflects the minimum amount of knowledge a committee of subject matter experts have determined to be appropriate for certification. This

review and determination is made by a committee of CPT experts under the guidance of SMT testing experts and under the oversight of the NFPT Certification Council. Each candidate is evaluated against the established passing point. In other words, a candidate's ability to pass the exam depends on the amount of knowledge he/she displays and not on the performance of any other individuals taking the exam. Exams are not graded "on a curve." The exam is not intended to distinguish among scores above the passing point.

Re-Testing

NFPT allows for any test candidate who has failed the examination the option to re-test, with exception of those who are found to have cheated or in any way have dishonestly taken the NFPT Certification examination.

The NFPT-CPT examination can be taken two (2) times within the candidate's one year eligibility period. A \$119 re-test fee is required for second attempt re-eligibility. Failure to successfully pass the NFPT-CPT examination upon the second attempt will require the candidate to re-apply to the NFPT program after a required one (1) year, or a newly published test form cycle, has passed from the first examination attempt.

Rescoring or Score Cancellation Requests

NFPT will allow a test candidate to either cancel a test score or request a rescoring of the exam. Cancellation requests must be submitted to NFPT (info@nfpt.com) within 5 days of exam date. No refund will be granted as the result of a test cancellation request.

Rescoring requests must be made within 4 weeks of receipt of exam scores. A rescoring fee of \$49 is payable to NFPT upon this request. Rescoring will be done by hand with an approximate 2 week turn around period.

Test Appeals

Test candidates that fail the exam may appeal their test score if they believe their exam was negatively impacted by improper test administration in violation of NFPT policies, significant environmental conditions, or other significantly disruptive conditions. The test candidate should inform the proctor immediately as the incident occurs so that the proctor may identify the issue, take corrective measures, and inform NFPT of the incident. It is not a requirement that the proctor be informed; however it is in the benefit of the appeal that this be documented immediately.

Appeals procedures are included in the Non-Disciplinary Appeals section in this handbook.

CHAPTER 4

NFPT Codes of Conduct

NFPT certified fitness trainers and candidates for certification are required to adhere to professional ethics and safety standards when working with clients and/or other health and fitness enthusiasts.

NFPT test candidates and certificants agree to uphold these ethics and safety compliance standards. NFPT may revoke or take other action against certificate holders in violation of these standards in accordance with the Certification Council's disciplinary policy. NFPT Certification Council will ensure that information pertaining to these codes of conduct and administrative procedures, as they pertain to complaint processes for reporting violations of these codes, will be published and available from appropriate NFPT website locations to consumers, certificant employers and fitness consumers.

NFPT-CPT certificants and candidates agree to:

- Provide safe and effective fitness program design through appropriate screening, consultation, and evaluation of the apparently healthy client's physical fitness goals and limitations
- Uphold professional courtesy and consistency by implementing standards for client confidentiality, client to trainer relationships, and allied health professional references
- Maintain clear business standards and an understanding of limitations and responsibilities as they pertain to best business practices, client and public safety, and legal and professional liabilities
- Comply fully with all certification renewal requirements and continuing education requirements for trainer maintenance and advancement
- Represent the certification credential, organization, and industry in a way which furthers health and fitness efforts and initiatives
- Complete all documents, applications, or declarations made to NFPT truthfully
- Protect the confidentiality of NFPT certification material including, but not limited to, certification exam material, exam questions, and score reporting documentation
- Follow NFPT policy for the appropriate use of the NFPT-CPT certificate, certification mark or other logos (also known as 'NFPT Branding'). NFPT Branding may only be used by currently active certificants and never associated with activities which are illegal, obscene, or inappropriately construed. See www.nfpt.com/terms-and-conditions

- Never knowingly provide trainer services to individuals who are at risk and/or not apparently healthy, or without proper medical release and/or without the performance of proper screening and evaluation procedures
- Refrain from the performance of unethical and/or negligent activities to include lewd and immoral conduct, inappropriate sexual advances or abuses, misuse of trainer/client confidence, reckless exercise instruction, unprofessional behavior which mentally or physically harms the client or general public
- Refrain from any substance that may cause mental or physical impairment that impedes trainer's ability to safely and effectively evaluate, implement, and perform an appropriate fitness training program
- Refrain from any liable, slanderous, or damaging remarks or literature that discredits the personal trainer profession and/or certification organizations who appropriately certify the personal fitness training professional

In addition, candidates and certificants must report any conviction of a felony. This must be reported to the Human Resource Director at HRdept@nfpt.com. Reports of felonies will be reviewed under the complaints and disciplinary policy, on a case by case basis.

Felony offenses which have occurred **within seven (7) years before application submission** and are grounds for applicant ineligibility will include, but are not limited to, all sexually based crimes and/or the intent or actual use of a weapon to cause or threaten harm to another person. Felony offenses which have occurred **seven (7) or more years prior to application submission** will be reviewed on a case by case basis, with an eligibility decision that is at the sole discretion of NFPT Certification.

Felony offenses which occur **after application eligibility or certification award** and are grounds for applicant ineligibility or certificate revocation include, but are not limited to, all sexually based crimes and/or the intent or actual use of a weapon to cause or threaten harm to another person and/or the involvement in the illegal use, sale, or distribution of anabolic or controlled substances.

Investigation and disciplinary action will occur in compliance with the Certification Council's Complaints and Disciplinary Action policy.

Complaints and Disciplinary Action

The NFPT Certification Council will review and take appropriate action on all such complaints and/or potential codes of conduct breaches of that of its certified personal fitness trainers and test candidates. NFPT Certification will serve to protect the interests of fitness training consumers who receive service from NFPT certified trainers. NFPT test candidates and certified

trainers are expected to be representative of NFPT professional and ethical standards as expressed directly in NFPT Codes of Conduct.

NFPT will revoke or take other appropriate disciplinary action with regard to certification eligibility or certification status in any one or more of the following situations:

- One or more enrollment pre-requisites do not exist
- Falsification of any NFPT document, application, or declaration made to NFPT or the public which in effect grants test candidate or certified trainer approval under false pretenses
- Mishandling or unauthorized use of NFPT certification and/or education material to include, but not limited to, certification exam material and reporting documentation, certificate and/or membership card, logos or other business systems material, confidential files or documents, marketing and industry literature, NFPT personal trainer or education curriculum
- Knowingly and neglectfully providing trainer services to those who are at risk and/or not apparently healthy, or without proper medical release and/or without the performance of proper screening and evaluation procedures
- Conviction of a felony, or any evidence which is brought before NFPT, that provides confirmation of potential or actual harm to public safety and/or the mental or physical well-being of another person. Offenses which occur, or are brought to NFPT's attention, at any point before or after application eligibility or certification award which are grounds for ineligibility will include, but are not limited to, all sexually based crimes and/or the intent or actual use of a weapon to cause or threaten harm to another person. Offenses which occur after enrollment eligibility or certification award which are grounds for ineligibility are the involvement in the illegal use, sale, or distribution of anabolic or controlled substances
- Performance of unethical and/or negligent activities to include lewd and immoral conduct, inappropriate sexual advances or abuses, misuse of trainer/client confidence, reckless exercise instruction, unprofessional behavior which mentally or physically harms the client or general public
- Mental or physical impairment that impedes trainer's ability to safely and effectively evaluate, implement, and perform an appropriate fitness training program
- Non-compliance of renewal and continuing education processes for certification maintenance

- Liable, slanderous, or damaging remarks or literature that discredits the personal trainer profession and/or certification organizations who appropriately certify the personal fitness training professional

Complainants are not entitled to any relief or damages by virtue or result of this process, however, an NFPT test candidate or certified trainer who displays unethical or unprofessional behavior and/or is found to be in violation of NFPT's Codes of Conduct may have his/her eligibility status or existing credential suspended or revoked at the authority of the NFPT Certification Council.

- Suspension = a temporary hold status of test candidate eligibility, current certification, or recertification eligibility until which time resolution can be made by NFPT Certification Council members based on the collection of all relevant data and documentation of the incident. Suspension status for further NFPT Council review does not affect certification expiration dates or test candidate eligibility dates; original expiration dates for both exam and recertification eligibility will apply. NFPT Certification has authority to change “suspension” status to “revoked” status if determined that certificant, or test candidate, cannot provide supporting documentation within a reasonable amount of time or if an alleged violation is substantiated.
- Revocation = the cancellation of test candidate eligibility, revocation of current certification status, or recertification eligibility. For current certificants, NFPT credential is immediately revoked and recertification not granted. For test candidates, exam eligibility is immediately revoked. NFPT Certification Council may act to:
 - Require a period of one year from revocation upon which test candidate eligibility status may be awarded in accordance with professional standards for eligibility in effect at any time. Re-application and all subsequent test and administrative fees apply.
 - Revoke certificant status and test eligibility permanently. No re-application opportunity is provided.

Depending on severity of complaint and information needed to effectively investigate the complaint, NFPT Certification Council may contact and/or rely on evidentiary information as provided by the complainant, the test candidate or certificant who is the subject of the complaint or his/her employer, or any such individual who may have knowledge of the facts surrounding the complaint and/or supporting NFPT records data, this includes the NFPT Testing Vendor security/investigative representative. NFPT Certification Council has full authority over such matters and will act in accordance with disciplinary policy described herein, resulting directly from any such substantiated breaches of NFPT Codes of Conduct.

All complaints must be submitted in writing via the NFPT Complaint Form that is published on the NFPT web site at www.nfpt.com/contact-us. The Complaint Form may also be provided in

PDF or mailed in hardcopy by request. NFPT Certification will maintain full confidentiality of all personal and contact information of complainant (including first and last name, address, phone number/s/, email, employer information.) Anonymous complaints are accepted, however these are more difficult to substantiate and may not allow Certification Council investigations to proceed effectively and conclusively. Complaint Forms are sent to NFPT Certification Coordinator for verification of complete and accurate information, additional information may be required. NFPT Certification Coordinator will notify the complainant within 5 business days of receipt of Complaint Form to inform complainant of acceptance, rejection, or a request for more information regarding complaint. This notification will include a complete copy of the Complaints and Disciplinary Actions policy.

Upon the acceptance of a complaint, based on sufficient evidence, the NFPT Certification Coordinator, at the full authority of the Certification Council, will:

1. Notify the NFPT test candidate or certified trainer of the nature of the complaint, directly referencing the alleged action to the specific code of conduct which has been allegedly violated. The identity and all personal and contact information of the individual who submitted the complaint will remain confidential.
2. Provide a deadline for response within the alleged violation notification. The test candidate or certificant will have thirty (30) days following the date of the initial complaint notification to respond to complaint. Exceptions can be made on a case by case basis whereby more time is provided; however, contact must be made within 30 days of notification to include the reason for requesting a time extension.

The NFPT Certification Council will oversee a complaint investigation. NFPT Certification Coordinator will be the point of contact for notifications and communications by and between the complainant, the NFPT test candidate or certificant, and the NFPT Certification Council.

3. Investigate complaint details using all available resources as needed and applicable to the complaint (this may include investigative participation by NFPT Certification Council members, NFPT Testing Vendor security/investigative representative, complainant, test candidate or certified trainer and his/her employer, third parties, administrative data, or social media outlets)
4. Review complaint investigative and supporting documentation, to include the information provided in rebuttal by the test candidate/certificant, in order for the Certification Council to make an actionable decision.
 - ***If the accused test candidate or trainer does not respond*** to complaint in the allotted period of time, and/or does not provide request for a time extension, NFPT Certification Council may act against the test candidate / certificant status to suspend temporarily until which time the test candidate or certificant can provide rebuttal and any such documentation or supporting evidence for Council consideration; or the Council may

revoke test candidate eligibility/certification status permanently at their discretion.

The full Complaints and Disciplinary Action policy may be requested by contacting the NFPT office. The full Complaints and Disciplinary Action policy provides the outcomes which may result from action taken by the Certification Council.

Appeals

Within thirty (30) days from receipt of notice of a determination by the NFPT Certification Council that a candidate/certificant has been found in violation and disciplinary action will be taken, the affected candidate/certificant may submit to the NFPT Certification Council in writing a request for an appeal. Complete appeals procedures are included in Chapter 6 of this Handbook.

CHAPTER 5

Maintaining NFPT-CPT Certification

Purpose of NFPT-CPT Recertification

Individuals who have earned the NFPT-CPT certification are required to recertify annually through a renewal process that requires the continual professional development through ongoing continuing education activities. The renewal requirements are designed to ensure that all NFPT-CPTs participate regularly in professional development activities to remain current in the health and fitness field and keep pace with a changing fitness industry.

In order to provide a continuing education program that supports these goals, all continuing education credits are required to have relevant subject matter as defined by the exam content outline, be presented by a qualified instructor or developer, and require an acceptable amount of participation and/or completion time. The NFPT Certification Council requires annual recertification in order to verify continual involvement in professional development and learning by all NFPT certified fitness trainers.

By establishing an annual renewal time interval, the Council ensures that all NFPT-CPTs:

- participate in professional development activities at least every 12 months,
- remain current in regard to developments in health, training, and recent advancements as they relate to fitness training,
- demonstrate an ongoing personal commitment to their own professional development and the health and safety of their clients, and
- are provided a consistent and conventional time interval for recertification activities.

The Certification Council has established the annual renewal time interval to achieve the goals listed above based on the constantly evolving nature of the fitness industry.

Recertification Requirements

All NFPT-CPT certificants are required to renew their certification annually. NFPT Certification requires each certificant to obtain 2.0 Continuing Education Credits (CECs) per each certification year, starting one year after the initial certification date. No roll-over or advanced credits will apply to a future certification year interval.

Notification of certification expiration will be provided by email and/or mail approximately 60 days before certification expires with instructions for renewing through the following year. An annual renewal fee includes the maintenance and continued availability of NFPT certificant benefits and services as well as an updated Personal Trainer Certificate and Membership ID Card.

The annual renewal fee is \$85. The NFPT renewal fee covers a 12 month period of time, starting from the original date of certification and expiring one year from this date (for better handling

of these expiration dates, NFPT chooses to use the first of every month, therefore the expiration date that is printed on each certificate will be adjusted to reflect the 1st of the closest subsequent month.)

The NFPT expiration month and day will not change regardless of payment date as the certification expiration date corresponds with the original expiration date and not payment date.

Continuing Education Requirements

No Continuing Education Credits (CECs) are required within the first year of certification. NFPT CEC requirements take effect after the first year renewal fee has been paid; renewal eligibility in year two is contingent upon continuing education maintenance in certification year two.

The NFPT certificate will include an expiration date which indicates the start date for continuing education maintenance. The certification is renewed on an annual basis. Notification of recertification requirements will be delivered by email to all expiring certificants at least 60 days in advance of credit and renewal requirement. Certificants may renew their certification immediately upon receipt and/or confirmation of the 2.0 continuing education credits obtained.

NFPT Certification has adopted a credit award calculation of hours to credits to equal:

1 hour = 0.2 CECs

In a one-year certification cycle, the NFPT-CPT will need to acquire 10 total hours of a fitness learning activity in order to be awarded 2.0 CECs.

Continuing Education Credits (CECs) may be obtained by one or more of the following methods:

NFPT self-tests (0.6 CECs):

Available each June and December, based on continuing education articles published via NFPT's continuing education section of the NFPT Blog.

NFPT Specialty or CEC program offering (0.6 – 2.0 CECs):

NFPT's continuing education course catalog provides specialty credentials and continuing education programs that meet qualifications for CEC maintenance.

NFPT CEC Approved Provider program title (0.6 – 2.0 CECs):

Specialty credentials and continuing education programs available through qualifying organizations/instructors that have met NFPT CEC qualifications for approval.

Special Events/Educational Sessions (0.2 – 2.0 CECs):	One-time sessions or special events that have been pre-qualified and approved for NFPT credit award.
CPR verification (0.4 CECs):	Certificant may submit current CPR certificate/verification for this award
First Aid/Emergency Response Training/AED (0.4 CECs):	Certificant may submit current First Aid certificate /verification for this award
Non Pre-approved programs/events (0.2 – 2.0 CECs):	Programs/events that have not been pre-approved will be considered for NFPT credit award.

No one method for obtaining Continuing Education Credits is required. NFPT certificants are reminded at least 4 times per year, using various forms of media (i.e. *Trainer Pulse*, NFPT’s monthly continuing education e-newsletter which features NFPT CE reminders and provider information; and NFPT direct email notices to all certificants which promote continuing education, at least annually). These reminders are intended to reinforce the need for continuing education and necessary credits for recertification eligibility.

NFPT Certification will consider all forms of continuing education activity in the field of health, fitness or business and communications as a credit award. Submissions for a credit award review may be done via the NFPT certificants’ online account (account.nfpt.com), or by fax, email, or hardcopy mailing. A NFPT credit award submission form may be requested in hardcopy. No rollover credit or advance credit will be awarded.

All certificant submissions for credit award approval will be based on the three (3) Continuing Education approval qualifications, as follows:

Continuing Education Approval Qualifications

1- Subject Matter: must be specific and relevant to fitness related concepts in the fitness industry or business of personal training. Course name, description, and learning outcomes will be requested when submitting non pre-approved coursework. Course content/objectives must speak to personal trainer development in one of the following disciplines:

Anatomy and/or Physiology
Kinesiology/Biomechanics
Aquatics
Client Screening/Consultation
Special Population Training
Dance/Gymnastic Instruction
Sports Conditioning
Endurance Training

Functional Training
Weight Management
Group Fitness
Weight/Resistance Training
Injury Treatment/Prevention Wellness
Yoga

Sports Rehabilitation
Fitness Business Training
Stress Management
Flexibility Training

Martial Arts
Youth Training
Mind and Body Training
Interpersonal Communications
Nutrition Concepts
Wellness

2- Instructor/Developer: Must be qualified to teach to the topic and possess sufficient knowledge of the content area.

- a. Certificant must submit Continuing Education company’s name and event/course description, including all relevant contact information of the course provider, the instructor’s name and how the experience is applicable to the profession to NFPT Certification for review.
- b. Instructor/s/ (either Presenters for specific event/s/ or Developers of respective course content) must have an accredited or industry recognized/accepted certification or a related degree and 3 or more years of experience in the field of study; OR, the course developer must be a reputable industry organization known for education delivery and support, as determined by NFPT Certification.

3- Prep/Completion Time: Course completion time may refer to both the preparation time as well as the assessment time involved and actively participated in by the NFPT certificant. Time considerations for credit award are as follows:

Potential CEC Award	# of Prep/Completion Hours
0.2	1 hour
0.4	2 hours
0.6	3 hours
0.8	4 hours
1.0	5 hours
1.2	6 hours
1.4	7 hours
1.6	8 hours
1.8	9 hours
2.0	10 hours

Earning CECs with NFPT “Self-Tests”

To ensure the quality of ongoing education and conveniently available sources for NFPT credit awards, open-book self-tests are published for credit every 6 months; available in the months of June and December through certificant’s Account as well as via an email link found in the notification which is sent immediately following the self-test post. Self-tests are a compilation of continuing education articles from the prior 6 months of NFPT’s e-newsletter Trainer Pulse, also located in the NFPT Blog section “Continuing Education”. No additional fee is required for

this continuing education service. NFPT certified trainers are provided an automatic subscription and detailed instructions for CEC maintenance through this online resource.

A score of 80% or greater must be achieved on self-tests in order to earn the .60 credit award (per each successfully completed self-test).

These self-tests are a free CEC maintenance opportunity for certificants, and will provide for 1.2 total credits per certification year when taken bi-annually per availability.

2.0 total credits are required per certification year, therefore NFPT provides for CECs to be obtained through a number of other sources as well. Approved Continuing Education Credit sources are determined based on required criteria for course relevance, course length, and course presenter (in the same manner and determining factors as credit award is approved via certificant submission of non pre-approved coursework). See NFPT CEC Provider/Course criteria at <http://www.nfpt.com/continuing-education-provider>

Lapsed Certification

Individuals who fail to renew by the deadline may not use the NFPT-CPT certification after the expiration date. NFPT allows for the renewal of certification up to two years past the expiration date, however, payment of past due fees will be due for certification renewal in the case where more than one year has passed since renewing. Continuing education requirements apply. Continuing education credits must be verified as being completed in those years of certification expiration, or CECs must be obtained to equal two years of required credits. Expired certificants must provide NFPT with CEC verification per continuing education submission requirements. An expiration date that is two or more years expired will require re-application, at full price, and re-testing. No exceptions are made to this policy.

Additional CEC Options

There are many options for pursuing credits outside the NFPT self-test CEC provision. NFPT approves and recommends a number of sources from <http://www.nfpt.com/continuing-education> as well as from NFPT Account.

CHAPTER 6

NFPT Certification Council Policies and Services

Non-Disciplinary Appeals

An appeal may be made by a certification candidate or certificant to the Certification Council regarding:

1. NFPTs interpretation of policies, including candidate eligibility determination or certificant renewal determination
2. Alleged examination scoring/grading errors or discrepancies
3. Alleged inappropriate exam administration procedures
4. Alleged testing conditions severe enough to cause a major disruption of the examination process (including proctor error, environmental conditions, or disruption caused by other candidates)

The appeal must be submitted in writing within thirty (30) days of receipt of notification of an adverse decision of the Council. Any incident occurring during exam administration (as noted in item 4 above) should be reported to the on-site proctor immediately, however failure to do so will not impact the ability to appeal.

The Certification Council reviews information by telephone, email, mail, or teleconference within thirty (30) days of receipt of the appeal. Appeals regarding disciplinary issues are subject to the Certification Council's Complaints and Disciplinary Actions policy and procedures. All such disciplinary appeals must be submitted in accordance with the process as stated herein for Non-disciplinary appeals; and, in addition, an appeal must include the material error with evidentiary support of actual or perceived error which had occurred during the handling or interpretation of information which led to adverse decision making and/or disciplinary action taken by the NFPT Certification Council.

Notice of the final determination shall be provided to the appellant within ten (10) business days of the decision. The determination of the Certification Council shall be final.

Confidentiality

Confidential information includes, but is not limited to: examination materials; personnel records; applicant and certificant personal/contact records; applicant status; exam scores; disciplinary matters; contracts and agreements; information discussed or disclosed during Certification Council and committee meetings; and any other information that NFPT is required to keep confidential. Confidentiality extends to NFPT Certification Staff as well. In the event that the NFPT Certification staff member who is assigned to handle a specific actionable task (e.g. the Human Resource Director's collection of test accommodation request and documentation) is not available to review the information/request within a reasonable amount of time or before the NFPT deadline that is established by the policy, then the NFPT

Certification Coordinator will review and securely manage the request or inquiry using the same guidelines for confidentiality and policy protocols.

NFPT protects the confidential information of candidates, applicants and certificants. In addition to personal information submitted in the application (address, phone number, email address, payment information, birth date, employment status) each individual's application status and exam results are also considered confidential. Confidential information will only be released to or by the individual candidate/certificant unless a signed release is provided or unless otherwise required by law. The name, city, state, and zip code of residence, and current certification status of NFPT certificants are not considered confidential and may be published by NFPT in an online, searchable database. The publication of certification status is necessary to ensure public safety via a tool which allows the consumer to verify the current certification status of a NFPT trainer before working with that individual. NFPT certificants may voluntarily opt to provide additional personal and contact information through the NFPT Account portal, which is then displayed on the public profile of the NFPT Trainer's database listing, this information is optional and each trainer decides what to include.

NFPT does not sell its mailing list but may partner with organizations who share a common interest for health and fitness awareness whereby NFPT will facilitate communication between organizational partner and NFPT trainer. NFPT may engage in activities with industry partners that allow for monitoring and increased exposure of NFPT certificants.

NFPT will not release confidential information of any certificant to any third party except as required by law; but can release name, city, state, zip and certification status in order that it may assist in the accomplishment of effectively policing certificants. Potential employment opportunities for NFPT certificants are a residual benefit of this monitoring measure. Trainers may opt out of email or snail mail communications at any time by opting-out via email or calling 800-729-6378.

Confidentiality of Exam Results

In order to protect the confidentiality of candidate/certificant records, information about candidates/certificants and their examination results is released to third parties only under the following circumstances:

- Upon the written or oral request of any third party, NFPT will verify current certification status, the date of initial or recertification and certification expiration date of a certificant. A list of currently certified individuals will also be posted on the NFPT web site.
- NFPT will disclose information that is required to be in compliance with state and federal laws, court orders and military deployment information requirements without certificant authorization.
- Any additional information requested by a third party will be released only after certificant's signed authorization.

NFPT Professional Services

NFPT offers professional services for both trainer business and trainer skill set proficiency. NFPT encourages its trainers to access their NFPT Account for benefits that include:

- Listing and Networking Opportunities
- Liability Insurance (learn more at <https://www.nfpt.com/personal-trainer-insurance>)
- Online renewal and CEC maintenance
- Exercise Demonstration Videos
- Access to all NFPT educational material
- Discounted trainer tools and resources

Constant improvement to NFPT trainer benefits and resources is a crucial factor to NFPT Certification business development. NFPT will continue to expand its benefit and resource offerings to a growing certified member base.

NFPT Administrative Operations

NFPT administrative staff is dedicated to the satisfaction, achievement, and certification maintenance of its members. NFPT staff assists in the evaluation of trainer policies and procedures as they are the most qualified with regard to the knowledge and experience of one on one handling of trainer concerns and/or suggestions.

NFPT's hours of operation are 9am to 5pm Eastern Standard Time.

Holidays Observed:

New Year's Eve/Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas (5 days)

Questions?

Contact NFPT for additional information.

Mailing Address

NFPT Headquarters
PO Box 4579
Lafayette, IN 47903

Physical Address

NFPT Headquarters
530 Main Street
Lafayette, IN 47901

Phone: 800-729-6378

fax#: 765-471-7369

email: info@nfpt.com

web: www.nfpt.com