



NETA-PTCB

2006 Candidate Handbook



Table of Contents

| | |
|---|----|
| I. Mission Statement..... | 1 |
| II. Introduction..... | 1 |
| III. Exam Information..... | 2 |
| Non-Discrimination Policy | 2 |
| Eligibility Requirements | 2 |
| Exam Application (NETA-PTCB) | 3 |
| Special Examination Arrangements for Candidates with Disabilities | 4 |
| Special Examination Accommodations Other Than Disability | 4 |
| Examination Fees (January 2006)..... | 5 |
| Exam Confirmation | 5 |
| NETA-PTCB Cancellation Policy..... | 5 |
| Candidate Cancellation / Rescheduling Policy..... | 5 |
| Failure to Appear..... | 6 |
| Exam Preparation Strategies..... | 6 |
| Job Analysis/Role Delineation: | 7 |
| Taking the Certification Exam | 12 |
| Exam Day Rules | 12 |
| Environmental Distracters | 13 |
| Score Reporting and Verification of Certification Status | 13 |
| Confidentiality | 13 |
| Disclosure | 14 |
| Appeals Policy of Exam Results | 14 |
| Hand Scoring | 14 |
| Acceptable Reasons for Appeal of Exam Results | 14 |
| Retake Policy | 14 |
| IV. Recertification | 15 |
| Recertification Process | 15 |
| Continuing Education Course Petition Process | 16 |
| NETA-PTCB Petition Review Process | 16 |
| Notice of Acceptance or Denial: | 17 |
| Recertification CEC Petition Denial Appeals Process | 17 |
| Certification Board Appeals Committee | 17 |

V. NETA-CPT Professional Code of Ethics 18

 Professional Code of Ethics 18

 Professional Practices and Disciplinary Policies 19

 Failure to abide by the NETA-PTCB Professional Code of Ethics 19

Registration Form 20

Candidate Accommodation Form
For Special NETA Testing Accommodations 21

Health Care Professional Authorization Form
For Special NETA Testing Accommodations 22

NETA-PTCB Certification Exam Application
and Candidate Compliance Statement 23

CEC Petition Form 24

I. Mission Statement

The NETA (National Exercise Trainers Association) Personal Trainer Certification Board (NETA-PTCB) is committed to elevating and maintaining the acceptable level of competence of Personal Trainers. NETA-PTCB ensures reliable and legally defensible testing on the knowledge and skills required to provide the general public with safe and effective exercise programming for apparently health adults. NETA-PTCB's primary concern is public safety in the context of exercise and fitness endeavors.

II. Introduction

NETA-PTCB is a division of NETA (National Exercise Trainers Association) located in Minneapolis MN. The NETA-PTCB utilizes NETA's customer service and office support staff for all of its candidate communications. If you have any questions please feel free to contact one of the friendly NETA customer service representatives with questions regarding the NETA-PTCB Personal Trainer Certification exam. NETA can be reached by calling 1-800-237-6242 or by email at neta@netafit.org.

NETA-PTCB is wholly committed to providing entry level credentialing for individuals who seek entry into the Personal Training industry. The NETA-PTCB Certified Personal Trainer (CPT) credential is a scientifically based and psychometrically sound certification exam designed to ensure an appropriate level of knowledge and skills to individuals who may not possess a related degree in the exercise sciences and/or who may have little or no prior fitness related experience. NETA-PTCB CPT Exam Candidates can successfully prepare to enter the Personal Trainer field via adequate study time and exposure to personal training. NETA recommends that a prospective candidate achieve exposure to Personal Training by becoming a client of a reputable personal trainer or by requesting an (unpaid) apprenticeship at a local fitness facility. These are recommendations and should not be construed as eligibility requirements.

NETA-PTCB Certified Personal Trainers are fitness professionals who perform client assessments and design safe, effective exercise and conditioning programs for apparently healthy individuals according to recognized industry standards. They provide the guidance to help clients achieve their personal health, fitness and performance goals via the implementation of exercise programs, nutritional recommendations and suggestions in lifestyle modification. They hold a current emergency cardiac care (CPR) certification and respond appropriately in emergency situations. Certified Personal Trainers do not diagnose and/or treat areas of pain or disease and will refer clients to other health care professionals/practitioners when appropriate. They abide by NETA-CPT Code of Ethics at all times.

The NETA-PTCB serves independently to uphold the stringent standards of professional certification and monitor the integrity of the NETA-PTCB CPT credential, and to implement the standards, guidelines and policy created by the Certification Advisory Council regarding obtaining, (and/or maintaining), the NETA-CPT credential.

III. Exam Information

A. Non-Discrimination Policy

NETA-PTCB does not discriminate among candidates on the basis of race, color, creed, gender, age, religion, national origin, ancestry, disability, military discharge status, sexual orientation, or marital status. NETA-PTCB strives to adhere to all federal, state, and local regulations pertaining to non-discriminatory practices.

B. Eligibility Requirements

1. Candidates must be at least 18 years of age.
Candidates who do not meet the minimum 18 years of age requirement, and wish to sit for the NETA-PTCB Certification Exam must complete a NETA Minor Waiver and Permission Form
2. The NETA Minor Waiver and Permission Form can be downloaded off the NETA web site www.netafit.org or by contacting NETA customer service at 1-800-237-6242. The completed NETA Minor Waiver and Permission Form must be returned to NETA and approved by the NETA-PTCB Certification Director prior to receiving authorization to schedule a date to sit for the certification exam proctored one of NETA-PTCB's independent testing sites.
3. No prior fitness related experience, training or certification is required to complete the NETA-PTCB Personal Trainer Certification Exam process.
4. Exam candidates must show proof of current CPR certification and valid photo identification at the exam site in order to be admitted into the exam.
5. Official exam results and certificate will be sent to individuals who successfully complete and pass the certification exam, within 45 days of exam completion. Exam results or certificate will NOT be sent to individuals who do not provide NETA-PTCB with a copy (front and back) of a valid CPR certification.

C. Exam Application (NETA-PTCB)

I. Prospective candidates who meet the appropriate prerequisites (as detailed above) can register and pay for the NETA-PTCB CPT Exam as follows:

- Via USPS – send:
 - ✓ a completed Registration Form (see page 20 or download off the web at www.netafit.org)
 - ✓ a signed “Candidate Compliance Statement” (see page 23 or download off the web at www.netafit.org) or found in the NETA Brochure,
 - ✓ a check, money order or credit card information (VISA or MasterCard)
 - ✓ a copy (front & back) of a current CPR certification to:

NETA-PTCB
5955 Golden Valley Rd Suite 240
Minneapolis MN 55422
- Via phone - (1-800-237-6242) using a credit card (VISA or MasterCard). Please note that a copy of a current CPR Certificate (front & back) and a copy of the Candidate Compliance Statement must be mailed, faxed or scanned and emailed (neta@netafit.org) to complete eligibility requirements.
- Fax a completed application form, credit card information (VISA or MasterCard), a copy (front & back) of a current CPR certificate and a copy of the Candidate Compliance Statement to 763-545-2524.
- Online at www.netafit.org. Please note that a copy of a current CPR Certificate (front & back) and a copy of the Candidate Compliance Statement must be mailed, faxed or scanned and emailed (neta@netafit.org) to complete eligibility requirements.

Exams are administered by a national testing company with over 500 locations across the United States. NETA-PTCB also offers testing at some of its regional affiliates. Call NETA for more information regarding testing sites.

A workshop, scheduled in your area, is offered in conjunction with many of the testing sites. **Attendance at this workshop is not mandatory and is not an eligibility requirement to sit for the NETA-PTCB certification exam.**

Study materials (textbook, workbook and sample questions) can be purchased online, by phone or mail. Purchase of the study materials is not mandatory and is not an eligibility requirement to sit for the NETA-PTCB certification exam.

D. Special Examination Arrangements for Candidates with Disabilities

NETA-PTCB complies with the Americans with Disabilities Act (ADA). We strive to ensure that no individual with a qualified disability is deprived of the opportunity to take our examination solely because of that disability. NETA-PTCB will provide reasonable accommodations for candidates with disabilities.

To request accommodations, please:

- ✓ complete the Candidate Accommodation Form (see page 21 or download off the web at www.netafit.org)
- ✓ have a qualified health care provider submit the Health Care Professional Authorization Form (see page 22 or download off the web at www.netafit.org)
- ✓ provide all of this documentation with your completed application and fees at least 45 business days prior to your desired examination date. We also request that applicants inform NETA-PTCB of requests for special accommodations when calling to schedule examinations.

E. Special Examination Accommodations Other Than Disability

If you have a special testing need, we will try our best to accommodate you. If your special need is not listed here, please call or write to NETA-PTCB. Please submit the information listed below to NETA-PTCB:

1. International Military Personnel and Dependents: You may be able to take the exam at an international DANTES military test center; however, you must check with the center first. You must include a letter from the DANTES Test Control Officer (TCO) on military letterhead with your registration. This letter should include the following information: (1) your name, (2) exam date, (3) type of exam, (4) DANTES four-digit test center code, (5) address where materials are to be shipped, and (6) phone, fax, and email where NETA-PTCB may reach the TCO. NETA-PTCB must receive this information at least 60 days prior to the exam date.
2. Religious Obligations: Personal Trainer Certification exams are administered on Sundays 1 – 3 pm. If Sunday attendance conflicts with your religious obligations, NETA-PTCB will try to arrange a special exam day for you. Please include a letter from your clergy to NETA-PTCB with your registration indicating your need for a special exam day. NETA-PTCB must receive this information at least 60 days prior to the exam date.
3. Limited English Proficiency: At this time, NETA-PTCB certification exams are only offered in English. If English is not your first language and you wish to have additional time to take the exam, submit a copy of your birth certificate, visa or passport to NETA-PTCB with your registration. NETA-PTCB must receive this information at least 60 days prior to the exam date.

F. Examination Fees (January 2006)

1. Registration for the exam = \$249.00
2. A candidate may choose to attend a NETA Personal Trainer workshop for \$329.00 (early registration), which includes the 2-day workshop and the certification exam. **Please note that attendance at a NETA Personal Trainer workshop is NOT required to sit for the NETA-PTCB CPT exam.**
3. All books and other study aids are sold separately regardless if taking the workshop or the test only. **Purchase of study materials is not a requirement for sitting for the NETA-PTCB certification exam.**

G. Exam Confirmation

Upon successful completion of the application process the candidate will be notified by postal mail or email of the exact dates, times, contacts and location for the exam (and workshop if applicable) when applicable.

H. NETA-PTCB Cancellation Policy

1. In the event of inclement weather or other unforeseen situations, candidates will be notified by phone, email or postal mail (in that order) of the cancellation by the Friday before the certification exam is to take place. As time allows notifications will be made sooner than Friday.
2. Candidates, who must travel a large distance, who may incur travel and lodging expenses, are advised to call NETA customer service to confirm if a certification exam is on as scheduled.
3. NETA-PTCB will make every effort to reschedule or make other reasonable accommodations, at no cost to the candidate, to ensure candidates have the opportunity to complete the certification process in a timely manner.
4. A candidate may also request a full refund if NETA-PTBC initiates the cancellation.

I. Candidate Cancellation / Rescheduling Policy

A candidate may reschedule his or her attendance at workshop and/or certification exam by calling NETA customer service at 1-800-237-6242. A \$25 administrative fee will be charged for the rescheduling.

J. Failure to Appear

1. If a candidate fails to appear for his or her scheduled workshop/certification exam:
 - There will be no refunds
 - A \$25 administrative fee will be charged to reschedule
2. NETA-PTCB recognizes the following situations as situations in which the \$25 administrative fee may be waived:
 - Serious illness (candidate or family member)
 - Death in the immediate family
 - Disabling accident
 - Court appearance or other mandated court duties (i.e. jury duty)
 - Unexpected military deployment
3. To obtain a fee waiver, a candidate must send a written letter within 10 days after the scheduled exam date, detailing the reason(s) for the request. Candidates are advised to include any documentation (towing bill after a car accident or doctor's bill for a serious illness) with the letter requesting a fee waiver to substantiate the occurrence.

K. Exam Preparation Strategies

1. Textbook

NETA's Fitness Professional's Resource includes subjects related to safe and effective exercise programming and implementation. It includes essential exercise related sciences, basic nutrition, injury prevention and management, leadership, legal issues and more. It is pertinent information for any fitness professional.

2. Workshops

NETA-PTCB offers an optional 2-day intensive review workshop to all exam applicants. Call NETA @ 1-800-237-6242 or go on-line at www.netafit.org for a location near you.

3. Study Workbook

NETA offers an optional study workbook that includes more than 100 activities including sample exam questions, labeling muscles and bones, matching, fill-in-the-blanks and math problems designed to help you master the necessary knowledge to successfully complete the NETA-PTCB CPT exam.

L. Job Analysis/Role Delineation:

The Job Analysis Study defines the current knowledge, skill and abilities that must be demonstrated by entry-level credential holders to safely and successfully practice. They are validated according to their frequency and criticality of usage. This study also serves as a “blueprint” for determining the content (performance domains) for the certification exam(s).

The NETA-PTCB upholds stringent guidelines for the construction, implementation and delivery of the certification testing process. These guidelines are set in accordance with the NCCA standards of competency assurance.

Certified Personal Trainer (NETA-CPT) Exam Content

| Performance Domain | # Questions |
|--------------------------------------|-------------|
| Initial Client Intake and Assessment | 20 |
| Program Design | 35 |
| Program Implementation | 30 |
| Evaluation | 10 |
| Ethics and Professionalism | 5 |
| Total Exam Questions | 100 |

The following information is provided to acquaint an exam candidate with the scope of information included in the NETA-PTCB Certification Exam.

Initial Client Intake and Assessment

1. Interview client/administer questionnaire(s) to obtain a health and exercise/activity history. The successful performance of this task requires knowledge of:
 - Elements of a health history
 - Elements of an exercise/activity history
 - Communication styles
 - Interviewing techniques
 - Risk factors

2. Interview client/administer questionnaire(s) to obtain information about current state of health, lifestyle, and exercise/activity level. The successful performance of this task requires knowledge of:
 - Elements of a health history
 - Elements of an exercise/activity history
 - Communication styles
 - Interviewing techniques

3. Take physical measurements* of client to gather objective data about current health, risk factors, and baselines for measuring future progress. The successful performance of this task requires knowledge of:
 - Risk factors
 - Fitness-related physical measurements and the procedures for obtaining them
 - Normal ranges of physical measurements
 - Test/measurement-specific contraindications and precautions
 - * (e.g. vital signs, anthropometrics, body composition, postural analysis, range of motion, strength, and cardiovascular endurance)
4. Assess client level of motivation and reasons for seeking an exercise program. The successful performance of this task requires knowledge of:
 - Communication styles
 - Interviewing techniques
5. Consult with and/or refer client to appropriate health care professional(s) to obtain additional health information, pre- participation and medical clearance. The successful performance of this task requires knowledge of:
 - Elements of a health history
 - Elements of an exercise/activity history
 - Risk factors
 - Normal ranges of physical measurements
 - ACSM Recommendations for Medical Examination and Exercise Testing

Program Design

1. Integrate assessment information to define, set, and clarify safe and realistic client goals. The successful performance of this task requires knowledge of:
 - Risk factors
 - Normal ranges of physical measurements
2. Select exercise program duration, activities, times, intensities, and frequencies based on client health, activity level, interim and long- term goals, and motivation. The successful performance of this task requires knowledge of:
 - Elements of a health history
 - Elements of an exercise/activity history
 - Risk factors
 - Normal ranges of physical measurements
 - Exercise-related anatomy and physiology
 - Principles of behavior change
 - Training principles and ACSM guidelines for exercise prescription and their application
 - Activity/exercise-specific benefits, indications, contraindications, risks, and precautions
 - Guidelines, contraindications, and precautions for special populations (e.g. pre and post-natal, adolescents, older adults, and clients with chronic medical considerations)
3. Present the exercise program to client to gauge acceptance and identify barriers to meeting goals. The successful performance of this task requires knowledge of:
 - Communication styles
 - Interviewing techniques
 - Principles of behavior change

Program Implementation

1. Teach exercise techniques to maximize program benefits and effectiveness and minimize health and safety risks. The successful performance of this task requires knowledge of:
 - Communication styles
 - Exercise-related anatomy and physiology
 - Training principles and ACSM guidelines for exercise prescription and their application
 - Activity/exercise-specific benefits, indications, contraindications, risks, and precautions
 - Guidelines, contraindications, and precautions for special populations (e.g. pre and post-natal, adolescents, older adults)
 - Common exercise-related injuries
 - Teaching techniques/learning styles
 - Biomechanics and kinesiology
2. Observe and evaluate client performance to assess learning and determine need for modification of types, intensities, frequencies, and/or times of activities. The successful performance of this task requires knowledge of:
 - Communication styles
 - Interviewing techniques
 - Training principles and ACSM guidelines for exercise prescription and their application
 - Activity/exercise-specific benefits, indications, contraindications, risks, and precautions
 - Common exercise-related injuries
 - Biomechanics and kinesiology
 - Exercise techniques
3. Evaluate on-going client progress toward goals by observing performance, mood, satisfaction, etc. to determine if program adjustments are required. The successful performance of this task requires knowledge of:
 - Communication styles
 - Interviewing techniques
 - Principles of behavior change
 - Training principles and ACSM guidelines for exercise prescription and their application
 - Common exercise-related injuries
 - Exercise techniques
 - Overtraining syndrome

Evaluation

1. Assess client's long-term progress toward goals by taking physical measurements and assessing continuing motivation and program acceptance. The successful performance of this task requires knowledge of:
 - Communication styles
 - Interviewing techniques
 - Risk factors
 - Fitness-related physical measurements and the procedures for obtaining them
 - Normal ranges of physical measurements
 - Test/measurement-specific contraindications and precautions
 - Principles of behavior change
2. Determine if goals have changed and re-define, set, clarify and expand as appropriate. The successful performance of this task requires knowledge of:
 - Communication styles
 - Interviewing techniques
 - Risk factors
 - Normal ranges of physical measurements
 - Principles of behavior change
3. Integrate evaluation data to redesign the program to safely and effectively meet new and/or revised goals. The successful performance of this task requires knowledge of:
 - Elements of a health history
 - Elements of an exercise/activity history
 - Risk factors
 - Normal ranges of physical measurements
 - Exercise-related anatomy and physiology
 - Principles of behavior change
 - Training principles and ACSM guidelines for exercise prescription and their application
 - Activity/exercise-specific benefits, indications, contraindications, risks, and precautions
 - Guidelines, contraindications, and precautions for special populations (e.g. pre and post-natal, adolescents, older adults)

Ethics and Professional Issues

1. The work of the personal trainer is performed in a manner consistent with the NETA-PTCB code of Ethics. The successful performance of this task requires knowledge of:
 - NETA-PTCB Code of Ethics
2. Personal trainers ensure that clients are fully informed of program benefits and risks and that they understand that they may cease participation at any time. The successful performance of this task requires knowledge of:
 - Activity/exercise-specific benefits, indications, contraindications, risks, and precautions
 - Elements of an Informed Consent
3. Personal trainers maintain a safe environment for clients. The successful performance of this task requires knowledge of:
 - ACSM Facilities Guidelines
4. Personal trainers maintain accurate and comprehensive client records. The successful performance of this task requires knowledge of:
 - Documentation guidelines

M. Taking the Certification Exam

1. What to bring to the exam:
 - Two forms of identification, including a photo ID with your signature
 - Two soft lead (#2) pencils and an eraser
 - Extra layers of clothing for comfort in the exam center

N. Exam Day Rules

1. You'll have a maximum of one and one half (1-1/2) hours to complete the 100 multiple choice question exam.
2. Personal trainer candidates must report to the exam site no later than 12:30 p.m. on the scheduled certification date. Exam instructions will begin no later than 1:00 p.m.
3. You must arrive on time as no one will be admitted after the exam has begun.
4. No visitors are allowed at the exam center (including children)
5. All work must be performed by you alone. Sharing information or disturbing others is cause for dismissal with no refund
 - Impersonating another candidate, giving or receiving help on the exam, or removing exam materials or notes from the exam site are also causes for dismissal with no refund

7. Only the individual named on the registration form will be admitted to the exam. No dictionaries, calculators, paper or other supplies are allowed during the exam.
8. Candidates may not bring:
 - Coats
 - Books
 - Electronic devices (PDAs and Blackberries)
 - Cell phones
 - Pagers
 - Luggage
 - Book bags
 - Any personal items to the examination area.
9. Should the candidate inform the Test Site Administrator that he/she does not wish to continue taking the exam, that candidate will not be able to complete the exam for the remainder of the day.
10. Disruptive behavior is cause for immediate dismissal by the Test Site Administrator.
11. NETA-PTCB will prosecute violators of these rules.

O. Environmental Distracters

Every attempt within reason is made to ensure a quiet and comfortable testing environment for all candidates. However, last-minute needs and emergencies by building operators cannot be anticipated. We suggest that you bring appropriate clothing with you (i.e., sweatshirt) to help you adapt to a cooler or warmer climate in the exam center. Bring ear plugs if you are very sensitive to noise distractions.

P. Score Reporting and Verification of Certification Status

1. NETA-PTCB will inform candidates of the official results of their examination within 45 days.
2. All official examination results and scores will be mailed to candidates. No examination results information will be provided by telephone, fax or other electronic methods.
3. All examination results are confidential and will only be released to the candidates. Permission must be received in writing from a candidate to release examination results to any third party.
4. NETA-PTCB will however, confirm whether an individual is currently certified, in response to inquiries from the public and other interested stakeholders.

Q. Confidentiality

No information regarding a candidate's exam score, or other personal information submitted to NETA-PTCB will be released to a third party without authorization from the appropriate candidate.

R. Disclosure

To maintain the integrity and security of the NETA-PTCB exams, exam questions, answer sheets, answers or other source materials will not be released to candidates under any circumstances.

S. Appeals Policy of Exam Results

Candidates may appeal a negative determination within 30 days of the date postmarked on the notification letter informing the candidate of a negative determination regarding the eligibility for certification or a failed examination, by submitting a written explanation of the reason for refuting the negative determination.

1. All appeals materials must be submitted in writing to:

NETA-PTCB – Certification Director
5955 Golden Valley Rd Suite 240
Minneapolis MN 55422

2. Candidates will be notified in writing of the receipt of the appeal and of the decision on the appeal. All appeals decisions will be made within 90 days. Appeal results are not provided by telephone, fax or other electronic methods.

T. Hand Scoring

Candidates receiving failing scores may request a hand scoring of the answer sheet from exam delivery partner. An additional fee may apply. Information about hand scoring will be included with the candidate's score report. Requests for re-scoring of answer sheets must be received by exam delivery partner no later than 60 days following the release of examination results. Requests received later than 60 days will not be processed. The NETA-PTCB does not encourage hand scoring for those candidates whose score is close to passing. As a result of the procedures that are used to score and verify scores it is extremely doubtful that any examination results will change from "fail" to "pass" when re-scored.

U. Acceptable Reasons for Appeal of Exam Results

Improper behavior by a model, examiners, room proctors and/or violations of stated examination procedures are acceptable reasons for appealing results. At the time of the exam, the candidate must inform the Test Site Administrator of any exam-related incident that had a negative impact on their performance. Following the exam, the candidate must submit written notification of the incident to the NETA-PTCB. This written statement must indicate why the incident negatively affected the candidate's performance. The appeal must be received by the NETA-PTCB no later than 30 days following the release of examination results.

V. Retake Policy

1. In the event a candidate does not successfully pass the NETA-PTCB CPT exam, the candidate is eligible to re-take the CPT exam for a period of one year after having taken the initial exam.
2. After this one-year period, you must initiate the entire candidate eligibility and application process.
3. An administrative fee of \$99 is assessed for all re-take exam applications.

IV. Recertification

A. Recertification Process

1. To renew your certification, you must complete a minimum of 20 Continuing Education Credits (CEC's) between the date your certification begins and its expiration. There is a 6 month grace period in which to complete your re-certification should you need an extension beyond your expiration date. Higher renewal fees apply. If your certification expires, beyond the 6 month grace period, you must retake the CPT Certification exam.
2. In addition to NETA approved CEC's, NETA-PTCB accepts any course CEC's that are ACE or AFAA approved. (ACE CEC credits are preceded by a decimal point. 3 NETA CEC's are equivalent to .3 ACE CEC's).
3. Health fitness related college courses can be evaluated on a petition basis for CEC approval by submitting a course outline and transcript to NETA. With the exception of the NETA Personal Trainer workshop, which is listed as 4 separate courses, certification workshops are not ACE approved for CEC's.
4. If you accumulate more than the required (20) CEC's, those credits are not applicable towards a future recertification.
5. To insure that you maintain a current certification, please mail your renewal application, fee, and copy of current CPR card (front and back) two months prior to your expiration date. Please send all of the renewal information in one packet. Do not send forms singularly. If you have a change in your mailing address, or if you receive duplicate brochures at the same address, please call NETA at (763) 545-2505
6. The NETA staff accepts recertification applications up to 90 days before certification expiration. The designated staff person reviews all packets utilizing the checklist below:
 - ✓ Is the application complete?
 - ✓ Is correct payment included?
 - ✓ Does the applicant report the correct number of CECs?
 - ✓ Are the CECs supplied from the list of approved providers?
 - ✓ Does the applicant supply a copy of a current emergency cardiac care (CPR) certification?
 - ✓ Does the applicant supply verification of CEC completion?
 - ✓ Is there a petition included in the application packet?
7. All continuing education activities must provide above entry-level knowledge, skills and abilities and fall within the performance domains as defined by the most recent Job Analysis Study.

8. If applications are incomplete, applicant does not have the correct number of CECs, CECS are not from our accepted provider list or applications do not contain the proper payment amounts, the applicant will receive a phone call and a letter via mail from the NETA-PTCB informing them of their status. Applicants are given 30 days to re-apply before they are assessed a late charge.
9. Applicants who did not obtain CECs from an approved provider will be sent a course petition application.
10. Late recertification applications are accepted up to 6 months post expiration and applicants are assessed a late fee. All those past the 6 month grace period shall no longer hold valid certification through the NETA-PTCB and must complete the eligibility and testing processes again to obtain the NETA-CPT credential.

B. Continuing Education Course Petition Process

1. Certified professionals who do not receive their continuing education (CECs) from the NETA or the NETA-PTCB approved provider list (NETA, ACE and AFAA) are required to submit a petition application (see page 24 or download off the web at www.netafit.org) for each course they want considered for CECs. A petition fee is assessed for each course being petitioned.
2. Each petition must include:
 - ✓ Copy of the course materials (workshop/lecture) or if a home study, copy of the table of contents, outline of the course and course objectives.
 - ✓ Complete course instructor resume including educational history
 - ✓ Certificate of course/workshop completion

C. NETA-PTCB Petition Review Process

1. The petition process takes 7-14 days upon receipt. Once received, petition applications are reviewed for the following:
 - ✓ Is the application complete with all documentation necessary?
 - ✓ Is the correct payment included?
2. After initial review, the Recertification coordinator reviews the course information to evaluate whether or not the course represents the relevant knowledge, skills and abilities as provided by the most recent Job Analysis Study.
3. Course instructors are reviewed as well. Course instructors must have at least one of the following for their course to be accepted:
 - Bachelor's degree; or
 - Current nationally recognized fitness related certification in good standing.
4. Petitioned courses that do not meet the standards as stated above will not be accepted for recertification.

D. Notice of Acceptance or Denial:

NETA-PTCB certified professionals will be contacted via phone and postal letter announcing the outcome of the petition. Professionals whose petitioned courses are accepted will have their application processed and information added to their accounts. NETA-PTCB certified professionals who are denied will be granted 30 days without late fee to acquire the necessary CECs for recertification.

E. Recertification CEC Petition Denial Appeals Process

Candidates who are denied a petitioned continuing education course application and wish to appeal may do so within 30 days of notice of a denied application. Those who appeal a denied application will be assessed an administrative fee. Appeals are forwarded to the Certification Director and Certification Board Appeals Committee. This process requires 60 days during which the applicant appealing the decision is granted a grace period and is not assessed a late fee for recertification. Each course may only be appealed once. The Certification Board Appeals Committee shall be comprised of the three certified professional representatives and shall meet as deemed necessary either by phone, person or electronic means. Each committee member shall receive a copy of the appeals application, petition application, and administrative review form. Once a decision is determined, the applicant will be notified via phone and mail. All decisions handed down from the Appeals Committee are deemed final and cannot be appealed again.

F. Certification Board Appeals Committee

The Certification Advisory Council Appeals Committee shall be a non-standing committee, formed upon necessity but governed by the NETA-PTCB Bylaws for standards and procedures of meetings and actions. The committee shall be comprised of three certified professional Representatives, each representative of the individual educational tracks. Upon meeting, the Appeals Committee shall review the appeals application and all relevant material for consideration. Once reviewed, a majority vote in favor of acceptance is required for approval. If a majority vote does not exist, the appeal will be denied. All decisions handed down from the Certification Advisory Committee Appeals Committee are deemed final.

V. NETA-CPT Professional Code of Ethics

The following code of conduct is designed to assist certified members of the National Exercise Trainer Association to maintain —both as individuals and as an industry — the highest levels of professional and ethical conduct. This Code of Professional Conduct reflects the level of commitment and integrity necessary to ensure that all NETA-CPT certified members provide the highest level of service and respect for all colleagues, allied professionals and the general public.

A. Professional Code of Ethics

The NETA-PTCB certified Personal Trainer must be aware of and practice the standards of ethical behavior of their profession as follows:

1. Respect the rights, welfare, privacy and dignity of clients, co- workers and the public at large.
2. Provide and maintain a safe and effective training environment.
3. Provide equal, fair and reasonable treatment for all individuals.
4. Comply with all applicable laws governing business practices, employment and property usage.
5. Keep appropriate documentation (e.g. informed consent, health & lifestyle questionnaire, health history)
6. Respect and maintain the confidentiality of all client information.
7. *Do Not Diagnose* an injury or medical condition; refer clients to a more qualified health, fitness or medical professional when appropriate.
8. Strive to remain up-to-date with current practical and theoretical fitness/health research through continuing education, conferences, home studies and networking with other fitness professionals.
9. Maintain a current CPR Certification.
10. Establish and practice clear professional boundaries.
11. Avoid engaging with any behavior or conduct that could be construed as a conflict of interest or adversely reflects on the fitness profession or NETA-PTCB.
12. Strive to protect the public from those who misrepresent the health and fitness professions or are in direct violation of these codes of ethics by communicating concerns with NETA-PTCB's Board.

B. Professional Practices and Disciplinary Policies

The NETA-PTCB has approved the following circumstances, if clearly proven, as grounds for certification revocation or rendering an applicant ineligible for certification:

1. Any irregularity in connection with the administration of a certification exam, exam materials or interfering with an exam applicant.
2. Unauthorized use or possession of copyrighted NETA-PTCB certification exam materials, logo, educational materials or other NETA-PTCB materials.
3. Any health condition (including but not limited to substance abuse) that renders the certified professional from performing his or her function in a competent, professional manner.
4. Failure to accumulate sufficient continuing education credits (CEC's) or pay the appropriate recertification fees within the time period allowed.
5. A conviction of a felony directly related to public health, fitness training or competent professional performance. Such crimes may include but are not limited to; any weapons charges, deviant sexual behavior and possession, use or sale of illegal controlled substance.
6. Negligence or intentional misconduct, such as sexual harassment, unauthorized release of confidential information or failure to maintain a safe training environment, while performing professional duties.

C. Failure to abide by the NETA-PTCB Professional Code of Ethics

If an individual knows that an NETA-PTCB certificant has not abided by one or more provisions of the NETA-PTCB Professional Code of Ethics (page 18 in this Candidate Handbook), he/she may submit a complaint in writing outlining which provision(s) were violated along with documentation of the claim.

online: www.NETAfit.org
 phone: 1-800-237-6242
 fax: 1-763-545-2524

mail: 5955 Golden Valley Road, Suite 240
 Minneapolis, MN 55422

order form

GROUP DISCOUNTS Groups of 4 or more registering together, deduct \$10 per person.
SPACE LIMITED Register 2-4 weeks ahead of Workshop date.
CANCELLATION POLICY Sorry no refunds. Registrants who miss workshops can attend another. There is a \$25 re-registration fee.
EARLY BIRD FEES To qualify, your workshop fee must be post-marked, phoned, or faxed at least 30 days prior to workshop date.

ON-SITE REGISTRATION Add \$10 to Standard Fee. Space available basis only. Call NETA before the workshop if you plan to register on-site or if you are traveling long distances.
MERCHANDISE RETURNS Exchanged with the same item within 30 days of receipt.
PURCHASE ORDERS Purchase orders accepted from Schools, Hospitals, Y's, Recreation Centers and Government Agencies. Fax purchase order to 1-763-545-2524 and we will bill you.

PURCHASER

Name: _____ Apt#: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: Daytime () _____ Evening () _____
 Email Address: _____
 ID code (found above your name on reverse side): _____
SHIP TO (If Other Than Bill To)
 Name: _____ Apt#: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: Daytime () _____ Evening () _____

WORKSHOP(S) REGISTRATION

| WORKSHOP NAME & DATE(S) | CITY/STATE | PRICE |
|---|------------|----------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| TEXTBOOKS & STUDY GUIDES | ITEM # | |
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| PRACTICE EXAMS & WORKBOOK | ITEM # | |
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| UPS EXPRESS DELIVERY | | \$ 20.00 |
| <input type="checkbox"/> 2 Day Delivery | | \$ 30.00 |
| <input type="checkbox"/> Overnight Delivery | | |
| ① WORKSHOP REGISTRATION TOTAL | | \$ _____ |

HOME STUDY, MERCHANDISE & EXAM ONLY

| QTY | ITEM # | DESCRIPTION | PRICE | TOTAL |
|---|--------|--|--------------------|-------|
| | 900 | Group Exercise Test Only (No Workshop) | \$ 149.00 | |
| | 899 | Personal Trainer Test Only (No Workshop) | \$ 249.00 | |
| REGULAR SHIPPING & HANDLING CHARGES* | | | | |
| REGULAR SHIPPING & HANDLING | | | See Chart | |
| FREE NETA MUSIC CD "NETA Club Jam" NETA Music Only | | | Add \$2.00 for S/H | |
| 2 DAY DELIVERY | | | Add \$15.00 | |
| OVERNIGHT DELIVERY | | | Add \$25.00 | |
| MN Residents Add 6.5% Sales Tax to Merchandise Total and Shipping | | | | |
| ② HOME STUDY & MERCHANDISE TOTAL | | | \$ _____ | |

REGISTRATION & MERCHANDISE TOTALS

| | |
|----------------------------------|----------|
| ① WORKSHOP REGISTRATION TOTAL | \$ _____ |
| ② HOME STUDY & MERCHANDISE TOTAL | \$ _____ |
| ③ TOTAL AMOUNT ENCLOSED | \$ _____ |

PAYMENT METHOD

Check One: Check/Money Order Payable To NETA Visa MasterCard

Card No: _____

Expiration Date: _____

Cardholder's Signature: _____

Candidate Accommodation Form For Special Testing Accommodations

This form, along with the Health Care Professional Accommodation Form and all supporting documentation, must be mailed to: NETA, 5955 Golden Valley Rd Suite 240, Minneapolis MN 55422

TO BE COMPLETED BY CANDIDATE (Please PRINT or TYPE all responses):

To request an examination accommodation for a disability, please submit this form with your application. NETA must receive this completed *Candidate Accommodation Form* and *Health Care Professional Authorization Form* (and related required evaluation of your disability and the appropriate accommodation) completed by a physician or other health care provider or relevant authority.

Name: _____

Street Address: _____

City, State, Zip Code, Country: _____

E-mail Address: _____

Telephone: Day (____) _____ Evening (____) _____

Social Security Number: _____ - _____ - _____

Exam Repeater: Yes No

If yes, were you previously accommodated on NETA exam? Yes No

Description of Disability: _____

Date of Diagnosis of Disability: _____

Previous Accommodation(s) (if any), including the type of accommodation provided, the date(s) of the accommodation, and the institution or organization providing the accommodation:

Requested Accommodation: _____

I understand that NETA will use the information obtained by this authorization to determine eligibility for a reasonable accommodation in regard to this examination by reason of my disability. I understand that NETA reserves the right to make additional inquiries regarding my disability and previous accommodations before making a determination whether to provide the accommodations I have requested.

Candidate's Signature

Date

**Health Care Professional Authorization Form
For Special NETA Testing Accommodations**

I, _____ (printed name of candidate), hereby authorize and request the health care professional identified below to release the information requested by NETA relating to my disability and the accommodation appropriate to my disability to sit for the NETA examination.

Signed: _____ Date: _____

The candidate/patient identified above is requesting accommodation to sit for the National Exercise Trainers Association Certified Personal Trainer ("NETA-CPT") examination. The accommodation policy requires candidates requesting accommodation to submit current documentation of the disability from an individual qualified to assess the disability. The candidate is requesting that you provide such documentation; you should submit your evaluation on your professional letterhead and complete this form.

Your evaluation should include your assessment of the candidate's disability as well as an accommodation plan. The documentation should identify the candidate's diagnosis, explain the candidate's disability, and explain how the proposed accommodation affects the disability.

The documentation should also include the following information:

1. the month, day, and year the candidate/patient first consulted you;
2. the month, day, and year the candidate/patient was last seen by you;
3. the diagnosis of the candidate/patient's disability (including the DSM-IV-TR classification for any diagnosis of a learning disability);
4. the name of the test(s) used, test scores and their interpretation;
5. the length of the condition; and
6. Recommended test accommodations.

If the candidate received no accommodations during higher education, you must provide a written explanation for why accommodation is being requested now for this examination.

Finally, please sign the statement below and transmit it with your evaluation. Please send your completed evaluation form to: NETA, 5955 Golden Valley Rd Suite 240, Minneapolis MN 55422

TO BE COMPLETED BY HEALTH CARE PROFESSIONAL (Please PRINT or TYPE all responses).

RECOMMENDED ACCOMMODATION

Health Care Professional's Signature

Date



NETA-PTCB Certification Exam Application and Compliance Statement

Please fill in the required fields below to be registered for the Personal Training Certification Exam

Name: _____ NETA ID #: _____

Address: _____ Phone: _____

City, State, Zip: _____

Email: _____

I have read and agree to abide by the NETA-PTCB examination policies as stated in the NETA-PTCB Candidate Handbook (available for download at www.netafit.org/candidate-handbook).

Signature _____ Date _____

CEC Petition Application

NETA Applicant Information

Name: _____ Customer #: _____
 Address: _____
 Certification Expiration Date: _____

Course Information

| Title of Course(s) <small>(Being petitioned for NETA credits)</small> | Organization / Instructor | # of Contact Hours |
|--|---------------------------|--------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Please Enclose:

Check or Money order in the amount of \$10 (for each course being petitioned)
 Certificate or course completion of transcript

Please Note:

- All coursework must be completed within your current two-year certification period
- All coursework must be directly related to health and / or fitness
- This application will not be processed without all the required information indicated by the (✓)
- The \$10 administrative fee (per course) is non-refundable and does not guarantee that credits will be awarded.

Number of courses being petitioned: _____ Total \$ Enclosed: _____

I understand that the \$10 administrative fee (per course) is non-refundable and does not guarantee that credits will be awarded.

Applicant Signature: _____ Date: _____