

Continuing Education Unit (CEU) Petition Application

Instructions

Submit this form and copies of the following documents to support@nccpt.com with the subject line "NCCPT CEU Petition":

- Course Description
- Curriculum Outline
- Certificate of completion for each CEU course.
- Learning objectives from the course catalog or website

Important Notes:

- Original documents will not be returned.
- Use a separate application form for each non-ISSA continuing education unit.
- Submit your application at least 30 days before your certification expires to ensure adequate processing time.

Personal Information

First Name	
Last Name	
Phone Number	
Email	
Street Address	
City	
State	
Country	
Zip Code	

Certification

Please provide the following for the certification(s) you are renewing:

Certification	Certificate Number	Expiration Date
Certified Yoga Instructor		
Certified Personal Trainer		
Certified Indoor Cycling Instructor		
Certified Group Exercise Instructor		
Certified Strength Training Specialist		

Continuing Education Unit Information

Activity Date	
Course Title	
Number of Contact Hours (breaks excluded)	
CEU Category (see pages three and four)	

Continuing Education Unit Provider

Provider Name	
Phone Number	
Email	
Street Address	
City	
State	
Country	
Zip Code	

By my signature below, I acknowledge that the information provided herein is accurate.

Name Signature Date

Continuing Education Unit Categories

Category A: Continuing Education Offerings (maximum 2.0 CEUs)

- CEU Eligible Activities
- Workshops
- Conferences
- Symposiums
- ISSA Courses
- Home-Study Courses
- Non-ISSA continuing education
- Requirements and Information
- CEU values are determined by NCCPT.
- All programming must be intended for health and fitness professionals.
- Activities must directly apply to the certification/certificate being renewed.
- All non-ISSA CEUs must be submitted via petition for review and approval by NCCPT

Category B: Industry Contributions (maximum 1.0 CEUs)

- Speaking engagements may be counted only once per topic.
- Programming must be intended for health and fitness professionals.
- Articles and case studies must adhere to NCCPT Writing and Case Study Guidelines.*

Activities are defined as follows:

Activities	CEUs (per contact hour)	Required Documentation
Speaker or panelist at conference, lecture or workshop	0.1	Letter of acknowledgement
Primary author in a peer reviewed publication	0.5	Copy of article and writer guidelines
Primary author in a non-peer reviewed publication	0.2	Copy of article and writer guidelines
Primary author of an NCCPT publication	0.2	Letter of acknowledgement
Primary author of an NCCPT case study	0.5 (8wk) 0.8 (12wk)	Letter of acknowledgement
Primary author in a textbook	0.5	Copy of cover, table of contents, and 500-word summary of relevance to the industry

*By submitting content (including articles, comments, blogs, etc.), you:

- Warrant that you own or have secured all necessary rights to your submitted content.
- Retain ownership rights while granting NCCPT, its affiliates, and licensees perpetual permission to:
 - Edit, translate, and reformat your content
 - Copy, distribute, and display your content
 - Publish your name alongside your content
- Acknowledge that:
 - NCCPT is not obligated to use your content
 - NCCPT may remove your content at any time
 - No compensation will be provided for use of your content

Category C – Post-Certification Collegiate Coursework (maximum 2.0 CEUs)

- Practicums, internships, and lab courses require approval.
- General education courses are accepted only if relevant to health/fitness.
- Courses must have credit hours and official transcript, be directly related to health/fitness, and apply to the certification being renewed.
- Foundational courses from the following degree programs are acceptable:
 - Human movement, physical education, dance
 - Health care management, community health, nutrition
 - Exercise science/physiology, kinesiology, biomechanics, ergonomics
 - Athletic training, physical therapy, emergency medical technician, massage therapy

Activities	Number of CEUs	Required Documentation
College/University Course	0.3 CEUs for semester credit hour 0.2 CEUs for each quarter credit hour	Official transcript

Category D (Required) – Emergency Cardiac Care (CPR) (maximum .1 CEUs)

- Providers must adhere to the standards of The American Red Cross or The American Heart Association. Emergency Medical Technician certification is also acceptable.

Activities	Number of CEUs	Required Documentation
CPR/AED Course	0.1 CEUs	Front and back copies of certification