



# NCCPT Certification Recertification Manual

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## INTRODUCTION

This manual contains important information about the renewal of your NCCPT certification credential and guidelines to be followed in procuring continuing education units (CEUs) which are necessary for maintaining the credential. Visit [issaonline.com/continuing-education/](http://issaonline.com/continuing-education/) and [nccpt.issaonline.com/recertification](http://nccpt.issaonline.com/recertification) for additional information.

## PURPOSE OF RECERTIFICATION

The purpose of the NCCPT Certification Renewal Program is to ensure that NCCPT certification credential holders can maintain their credential and continued commitment to the profession through life-long continuing education. The NCCA Commission (NCCPT's accreditation agency) defines recertification as "Requirements and procedures established as part of a certification program that a certificant must meet to maintain competence and renew his or her certification." The NCCPT Recertification Program adheres to this definition as certificants participating in the program are required to demonstrate that their skills and knowledge remain current to assure that they can continue to practice successfully within their profession. It is required that all NCCPT certification credential holders participate in the recertification program to maintain active certification. NCCPT credential holders are required to keep their certification current by completing various Board approved continuing education activities.

## CONTINUED COMPETENCE

NCCPT understands the importance of practitioners remaining competent in the field of personal training throughout their careers. It ensures that clients being trained receive the most up-to-date training modalities and can obtain the most effective results. The NCCA defines continuing competence as "Demonstrating specified levels of knowledge, skills, or ability not only at the time of initial certification but throughout an individual's professional career." NCCPT recertification requirements adhere to this definition by requiring an NCCPT certification credential holder to participate in continuing education activities related to the profession to maintain his or her status in good standing.

## RECERTIFICATION REQUIREMENTS

NCCPT certification credentials are valid for two years from the date of successful completion of the examination. It is important that credential holders renew their credentials prior to their expiration. To maintain active certification status in good standing through recertification, credential holders must:

- Pay the current recertification fees
- Abide by the NCCPT Professional Code of Conduct
- Earn NCCPT-approved CEUs and submit documentation providing proof of awarded credit

Any applicant who does not meet the recertification requirements will be notified within thirty days of receipt of their application that his or her recertification has been denied. The reason(s) for the denial shall be indicated in the notification.

To renew your certification, you must send in a copy of the certification or certificate that is about to expire along with proof in writing of completion of the required amount of CEUs specific to the related subject matter of the credential you are renewing. CPR is required to renew your certification and counts as 0.1 CEU.

<b>Certification/Certificate</b>	<b>Renewal CEU Requirements</b>
Yoga Instructor	2.0
Personal Trainer	2.0
Indoor Cycling Instructor	2.0
Group Exercise Instructor	2.0
Strength Training Specialist	2.0

Certificants holding more than one NCCPT Certification may apply the same CEUs to more than one certification for renewal, provided that the subject matter is appropriate.

## FEES

Completed renewal applications should be submitted prior to the expiration of the credential. An administrative fee is charged for recertification and should be included with the application. Should a credential expire prior to submission for renewal, certificants are allowed a 30-day grace period to complete and submit proof that they have completed the renewal process. An additional late fee will be applied to any recertification application postmarked less than 30 days after the date the credential expires. With this fee, certificants will be allowed an additional 30 days from the date of their expired certification to submit CEUs. Keep in mind a certificant's CEUs must have been completed within the period the credential had been active. Please note that being late up to 30 days does not extend a certificant's next recertification expiration date. Once the 30-day period has passed, credentials are considered expired. To be reinstated or become certified again, individuals will have to purchase and successfully sit for the exam again.

## NCCPT CONTINUING EDUCATION REPORTING FORMS

### NCCPT Continuing Education Reporting Form/Renewal Form

NCCPT, through its partnership with ISSA offers numerous opportunities for certificant holders to meet CEU requirements for renewal. CEU information can be recorded by completing and submitting the NCCPT Continuing Education Reporting Form/Renewal Form at <https://nccpt.issaonline.com/forms>.

### Petition Application for NCCPT CEUs

Additional CEU opportunities not offered through NCCPT or ISSA can be submitted for approved by completing a petition process form available at <https://nccpt.issaonline.com/forms>. A fee is required for each course/event petitioned.

### Change of Address

Changes in email and/or mailing address should be provided to [support@nccpt.com](mailto:support@nccpt.com).

## CONTINUING EDUCATION SUBMISSION GUIDELINES

### Continuing Education Unit (“CEU”) Requirements

Check for the required amount of CEUs required for each program

- CEUs are based on contact hours
- One contact hour is equal to one-tenth (0.1) CEU
- Contact hours are defined as the number of clock hours spent in direct participation in a structured educational format

College or university coursework will be granted 0.2 CEUs for each quarter credit hour or 0.3 CEUs per semester credit hour. (A quarter course worth 5 credits = 1.0 CEUs, and a semester course worth 3 credits = 0.9 CEUs)

### Documenting Continuing Education Information

The NCCPT credential holder is responsible for documenting continuing education activities.

### Reporting Continuing Education Information

The completed continuing education reporting form must be submitted to NCCPT. Applications for recertification will only be accepted within one year prior to credential expiration.

### How to List and Report CEUs

- Information should be recorded directly on the NCCPT Continuing Education Reporting Form/Renewal Form and/or the Continuing Education Petition Application form
- Proof of appropriate documentation must be submitted with the completed form
- In providing the date of an activity, the month, day, and year must be included. CEUs will be awarded only for activities that are completed within the relevant recertification period
- CEUs more than the amount required for the continuing education reporting period cannot be carried over for credit in subsequent reporting periods
- A photocopy of the front and back of the card(s) verifying current emergency cardiac care certification must be included with the Continuing Education Reporting Form

### Accepted subject matter for continuing education

The following subject matter is accepted for NCCPT recertification CEU credit: exercise physiology, exercise science, nutrition, flexibility, special populations, anatomy, functional anatomy, exercise application, biomechanics, program design, program implementation, disease prevention, injury prevention, health assessment, special populations, safety procedures, emergency procedures, injury prevention, sports psychology, dance, first aid and CPR. Any continuing education must pertain to the subject matter of the certification or certificate program.

## Category Requirements

### Maximum Number of CEUs per Category

Total Required	Category A	Category B	Category C	Category D
2.0 CEUs	2.0 CEUs	1.0 CEUs	2.0 CEUs	0.1 CEUs

### CATEGORY A – NCCPT-APPROVED PROVIDED OFFERINGS

- Activities in this category are available through NCCPT approved providers and include:
  - Workshops
  - Conferences
  - Symposiums
  - Home-Study Courses
  - NCCPT Credential Courses
  - Other NCCPT approved educational courses
- All conferences, workshops and symposiums must be intended for an audience of health and fitness professionals.
- NCCPT and/or the individual approved provider will determine the number of CEUs awarded for activities in this category. These activities must be specifically applicable to the certification or certificate you are renewing.

### CATEGORY B – INDUSTRY CONTRIBUTIONS

- Speaking engagements can be counted only once per topic.
- Articles written for NCCPT must adhere to NCCPT Writing Guidelines.\*
- Case studies written for NCCPT must adhere to NCCPT Case Study Guidelines.
- All conferences, workshops, symposiums must be intended for an audience of health and fitness professionals.
- A maximum of 1.0 CEUs can be obtained in Category B.

Activities in this category defined by NCCPT as follows:

Possible Activities	CEUs	Required Documentation
Speaker at conference, lecture or workshop	0.1 CEUs per contact hour	Letter of Acknowledgement
Panelist at conference, lecture or workshop	0.1 CEUs per contact hour	Letter of Acknowledgement
Primary author in a peer reviewed publication <sup>1</sup>	0.5 CEUs	Copy of Article. Writer Guidelines
Primary author in a non-peer reviewed publication <sup>1</sup>	0.2 CEUs	Copy of Article. Writer Guidelines
Primary author in an NCCPT publication	0.2 CEUs	Letter of Acknowledgement
Primary author in an NCCPT case study	0.5 CEUs (8-wk) 0.8 CEUS (12-wk)	Letter of Acknowledgement
Primary author in a textbook	0.5 CEUs	Copy of cover, table of contents, 500-word summary of contribution to industry

<sup>1</sup> A peer reviewed publication is one that has been reviewed by an editor and one or more specialists, prior to its publication.

\* The NCCPT does not claim ownership nor endorse any of the materials you provide to NCCPT post, upload, input or submit to any of the websites associated with the NCCPT. However, by posting, uploading, inputting, providing or submitting your articles, comments, blogs, wikis or submission, you are granting NCCPT and its affiliated companies and licensees permission to use your submission in connection with the operation of their Internet businesses including, without limitation, the rights to copy, distribute, transmit, publicly display, publicly perform, reproduce, edit, translate and reformat your submission, and to publish your name in connection with your submission.

No compensation will be paid with respect to the use of your submission, as provided herein. The NCCPT is under no obligation to post or use any submission you may provide and may remove any submission at any time at NCCPT's sole discretion.

By posting, uploading, inputting, providing, or submitting your submission, you warrant and represent that you own or otherwise control all rights to your submission as described in this section including, without limitation, all the rights necessary for you to provide, post, upload, input or submit the submissions.

### **CATEGORY C – POST-CERTIFICATION COLLEGIATE COURSEWORK**

1. CEUs are awarded for successful completion of college or university courses if the content relates to the health and fitness fields. Courses must be specifically applicable to the certification you are renewing.
2. For a course to be eligible it must be assigned credit hours and be listed on the official university transcript.
3. Such coursework in a related field of study will be granted 0.2 CEUs for each quarter credit hour or 0.3 CEUs for semester credit hour (a quarter course worth 5 credits = 1.0 CEU and a semester course worth 3 credits = 0.9 CEUs)
4. A maximum of 2.0 CEUs can be obtained in Category C.
5. Acceptable courses include those specifically included in the following degree programs: athletic training, biomechanics, community health, health sciences, health care management, emergency medical technician, ergonomics, exercise physiology, exercise science, health science, human movement science, kinesiology, massage therapy, nursing, nutrition, physical education, physical therapy, dance and sport science.
6. General education requirements are only accepted with relevance to the health and fitness industry (e.g., biomechanics, business administration, communications, exercise physiology, human anatomy and human physiology).
7. For massage therapy courses to be acceptable they must be part of an ACCET accredited program in good standing.
8. Practicum courses, internship experiences and laboratory format courses are subject to approval as acceptable CEU credit.
9. Weight training and/or conditioning course may be acceptable for CEU credit.

Possible Activities	Number of CEUs	Required Documentation
College/official university course	0.2 CEUs for each quarter credit hour or 0.3 CEUs for semester credit hour	Official university transcript

**CATEGORY D – EMERGENCY CARDIAC CARE (CPR) CERTIFICATION (REQUIRED)**

1. Providers in this category are those that adhere to the standards of either:
  - a. The American Red Cross
  - b. The American Heart Association
2. Emergency Medical Technician certification can be used in this category.

Possible Activities	Number of CEUs	Required Documentation
Courses providing required certifications	0.1 CEUs	Front and back copies of current certification
EMT course and certification	0.1 CEUs	Front and back copies of current certification

**CONTINUING EDUCATION GUIDELINES**

CEUs are based upon contact hours. Contact hours are defined as the number of clock hours spent in direct participation in a structured educational format. One (1) contract hour is equal to one (0.1) Continuing Education Unit.

Renewal	Total Required	Category A Maximum	Category B Maximum	Category C Maximum	Category D Maximum
<u>Fees</u>	2.0 CEUs	2.0 CEUs	1.0 CEU	2.0 CEUs	0.1 CEUs

Category	Descriptions	Number of CEUs	Required Documentation
A	Workshops	As awarded by NCCPT	Certificate of attendance
A	Conferences	As awarded by NCCPT	Certificate of attendance
A	Symposiums	As awarded by NCCPT	Certificate of attendance
A	Home Study Course	As awarded by NCCPT	Certificate of attendance
A	NCCPT Credential Courses	As awarded by NCCPT	Certificate of attendance
A	Other Approved Certifications	As awarded by NCCPT	Certificate of attendance
B	Speaker at conference, lecture or workshop	0.1 CEUs per contract hour	Letter of Acknowledgement
B	Panelist at conference, lecture or workshop	0.1 CEU per contract hour	Letter of Acknowledgement



B	Primary author in a peer reviewed publication <sup>1</sup>	0.5 CEUs	Copy of article; Writer Guidelines
B	Primary author in a non-peer reviewed publication <sup>1</sup>	0.2 CEUs	Copy of article; Writer Guidelines
B	Primary author in an NCCPT publication	0.2 CEUs	Letter of Acknowledgement
B	Primary author in an NCCPT case study	0.5 CEUs (8-wk) 0.8 CEUs (12-wk)	Letter of Acknowledgement
B	Primary author in a textbook	0.5 CEUs	Copy of cover, table of contents, summary of contribution to industry
C	College/official university course	0.2 CEUs for each quarter credit hour or 0.3 CEUs for semester credit hour	Official university transcript
D	CPR courses providing required certifications	0.1 CEUs	Front and back copies of current certification
D	EMT course and certification	0.1 CEUs	Front and back copies of current certification

### CEU Audit Procedure

The NCCPT will conduct random audits of credential holders for CEU records and may do so upon challenge. During the audit, he or she will be requested to provide evidence of CE compliance that may include records, certificates or other evidence that substantiates CEU completion. Approximately 10% of all NCCPT credential holders will be audited.

Selected certificants will submit copies of all related CEUs. Documentation from seminars should include certificates from NCCPT approved programs and petition applications, and written documentation of attendance by the instructor or supervisor is acceptable. The documentation needs to include:

- Name of participant
- Date of course
- Length of activity (in hours)
- Title of course
- A grade report if using academic credits
- If author of a book, a copy of the title page, number of pages and table of contents
- If authoring a chapter, a copy of title page and table of contents with chapter name and author.
- If published in a journal, a table of contents with title and author
- If an exam item writer, documentation from the editor or organization with the number of items and number within each content area
- Other supportive materials may include syllabi, course outlines, handouts or other course materials.

## RECERTIFICATION APPEALS (Other than Disciplinary or Ethical)

The Certification Board reserves the right to deny or remove a credential based on the holder's inability to remain eligible to maintain his or her credential for reasons other than disciplinary action (expired credential, inappropriate continuing education materials submitted, non-payment of renewal fees, etc.) It is the responsibility of the candidate to submit the NCCPT Exception Request/Appeal Form and supporting documentation in the event the candidate does not meet the eligibility requirements for recertification. Once this Form has been received by the Certification Staff, the certificant can expect a written response in approximately thirty to forty-five days.

A Recertification appeal is reviewed by the NCCPT Certification Appeals Committee. The Committee notifies the candidate of their decision in written form. An appeal can be filed by submitting the NCCPT Exception Request/Appeal Form. An appeal decision by the NCCPT Certification Appeals Committee is final and not subject to further appellate review.

## ADHERENCE TO THE NCCPT CODE OF CONDUCT

When renewing an NCCPT credential, certificants agree to adhere to the NCCPT Code of Conduct. Certificants attest that any personal and/or confidential information given to NCCPT is true, complete and correct to the best of their knowledge. If acknowledgement of any of this information is later determined to be false, NCCPT reserves the right to revoke any certification credential that has been granted by the NCCPT.

Certificants further acknowledge that NCCPT certification does not in any way guarantee a certain level of performance of skills and knowledge of practice in the profession. Certificants therefore agree to indemnify and hold harmless NCCPT, its officers, directors, and staff from any claims due to negligent acts, omissions, or faulty advice that may be given to clients as a NCCPT certified professional. It is further recognized that NCCPT is not responsible for any actions or damages incurred or taken by any person arising out of work performance, intentions, or actions as a NCCPT certified professional.

### NCCPT Code of Conduct

NCCPT and its designated Certified Personal Trainers are committed to best industry standards and a professional code of conduct to safeguard clients and the profession's reputability. The following serves as the NCCPT Professional Code of Conduct and should serve as guidelines all NCCPT certification candidates and certificants will follow. This code is not an exhaustive list, nor does it address every situation:

1. Demonstrate respect, dignity, welfare, and objectivity with all clients. This includes non-discrimination, fairness, and privacy.
2. Comply with all applicable laws, policies, and regulations in the personal training scope of practice. This includes local, state, and federal laws as well as ISSA policies and procedures.
3. Maintain a professional relationship with clients, like any other qualified professional, by documenting training sessions, evaluations, fitness programs, and any supplemental fitness and nutrition recommendations.
4. Respect the client-trainer relationship as professional and advisory.

5. Not knowingly endanger clients or put them at risk. This includes striving to maintain the well-being of all clients.
6. Refer clients to more qualified fitness, medical, health, or nutrition professionals when appropriate or outside of the personal trainer scope of practice. This includes never providing a diagnosis or medication recommendations.
7. Continuously work toward clients' ultimate goal. This includes not placing financial gain above the welfare of potential, existing, or past clients.
8. Strive to remain current with industry knowledge and practice through continuing education.
9. Not misrepresent qualifications, skills, or services.
10. Not falsify records or attempt to obtain certification by fraud. This includes assisting others in the like.
11. Not distribute NCCPT confidential certification exam materials.
12. Not condone nor engage in unethical behavior.

### **Reporting Ethical Violations or Professional Misconduct**

To ensure the validity and professional significance of NCCPT Certifications and processes, certified and/or non-certified individuals recognizing NCCPT Code of Conduct violations are asked to report concerns to the NCCPT Ethics Committee for review. By doing so, this will help to ensure the continuation of high standards related to professional fitness practice of NCCPT Certified professionals and fair treatment of public members, employers, and clientele. The identity of all parties involved, whether reporting ethical or professional misconduct will remain private and undisclosed to all entities unless legal procedures require such disclosure. As part of this process, factual evidence must be collected and submitted to the NCCPT Ethics Committee and reviewed for any alleged disciplinary action to be recommended.

The purpose of the Code of Conduct is to ensure ethical and professional practice is conducted by setting forth fair and reasonable standards for NCCPT Certified Fitness Professionals and creating an avenue for enforcement of these expectations. All responses challenging Ethics Committee decisions regarding professional and ethical misconduct must be received by NCCPT in writing. In the event disciplinary action is taken by the Ethics Committee because of a Code of Conduct violation, the accused party or parties have thirty days to file an appeal to the NCCPT Certification Board for final consideration. The Certification Board will conduct a final review of the previously submitted evidence and recommendations of the Ethics Committee as well as of any new information about the case which may have become available after the Ethics Committee's initial review and decide regarding the outcome. The Certification Board will notify the defendant of its decision in writing. All decisions made by the Certification Board are considered final and cannot be appealed.

It is the policy of the NCCPT Certification Board that no exam candidate or certificant for any certification be discriminated against based upon race, religion, creed, gender, age, national origin, or ethnicity.