



NCCPT Certification Renewal Form

PLEASE PRINT OR TYPE

First Name	Last Name	
Phone	Email	
Address		
City	State	ZIP Code

HOW TO SUBMIT YOUR RENEWAL APPLICATION

- Complete the Renewal Application below.
- Photocopy your CEU validation forms.
- Photocopy your current certificates for renewal.
- Photocopy your valid CPR/AED Certification card (front and back). 0.1 CEUs will be awarded.
- Determine appropriate renewal fees.
- When complete, send forms and all supporting documentation to support@nccpt.com. Please call (877) 355-1640 with questions.
- Please allow 30 days to process your renewal.

	Program (check all that apply)	Certificate #	Expiration Date
<input type="checkbox"/>	Certified Personal Trainer		
<input type="checkbox"/>	Certified Group Exercise Instructor		
<input type="checkbox"/>	Certified Indoor Cycling Instructor		
<input type="checkbox"/>	Certified Strength Training Specialist		
<input type="checkbox"/>	Certified Yoga Instructor - Vinyasa Flow		

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CEU Category A: NCCPT Approved Provider Offerings		
Date of Activity	Title of Course/Activity	# of CEUs
CEU Category B: Industry Contributions (maximum of 1.0 CEUs)		
Date of Activity	Title of Course/Activity	# of CEUs
CEU Category C: Post-Certification Collegiate Coursework (maximum of 2.0 CEUs)		
Date of Activity	Title of Course/Activity	# of CEUs
CEU Category D: Emergency Cardiac Care Certification (Mandatory)		
Date of Activity	Title of Course/Activity	# of CEUs
	CPR	0.1

All renewal applications may take up to a 30-day processing time from the day they are received by the NCCPT. To ensure you are renewed by your expiration date, please plan ahead and submit your renewal at least 30 days before your expiration date. Failure to do so could result in your renewal not being available by your expiration date. Please call (877) 355-1640 to start your renewal and one of our Career Advisers will help you with the process.

Please submit renewals to support@nccpt.com with the subject line "Renewal." Renewal submissions are restricted to a file size of 10 megabyte. Emails over 10 megabytes will be rejected, and your renewal will not be processed.

TOTAL RENEWAL FEES	\$ _____
# _____ 1 Certificate at \$75	\$ _____
# _____ 2 or more Certificates at \$50 each	\$ _____
Late Fee (if postmarked after your expiration date)	\$ _____
# _____ Course Petition Fee x \$25	\$ _____
Total Enclosed	\$ _____

Payment: Please pay online at www.nccpt.com/recertification. You may also pay by calling (877) 355-1640. Personal checks are not accepted. * After approval, you may access your updated certificate in your member dashboard on the NCCPT website. Hard copies are available upon request (fees apply). Please allow 30 days for processing. Paperwork will not be returned. Do not send originals.

Signature

Date