

NCCPT Accredited Certification Renewal Form

Instructions

- To renew your NCCPT credential, complete and submit this application and any required documents as defined below to support@nccpt.com with the subject line 'NCCPT Renewal'.
- It is recommended this form be submitted at least 30 days before your certification(s) expires to allow for sufficient processing time.
- Each NCCPT accredited credential requires 2.0 Continuing Education Units (CEUs) every two years for renewal. One CEU is equivalent to one hour of instruction or related activity. The same CEU credits may be applied for the renewal of different NCCPT certifications if the course is relevant to each credential and submitted prior to the certification expiration.
- If your CEUs were not obtained through ISSA, please submit copies of the following. Note original document(s) will not be returned.
 - CEU Petition [Form](#)
 - CEU Certificate(s) of Completion
 - Front and back of current CPR/AED certification
- You will receive an email confirmation once your documents have been processed. After receiving your email confirmation, please call (877) 355-1640 to process the renewal payment as calculated below. The renewal fee will be waived if all continuing education units used to renew the certification are those as offered by ISSA or NCCPT.
 - Late Renewal = \$25.00
 - Single Certificate = \$75.00
 - Two or more Certificates = \$50.00/certificate

Personal Information

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

NCCPT Certification

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

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

Continuing Education Courses

Activity Date	CEU Provider	CEU Course Title	CEU Category (A, B, C, or D)*	Number of CEUs

*Continuing education unit category definitions begin on the following page.

By my signature below, I acknowledge that I have read, understood, and agree to the terms and conditions outlined in this document and 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.
- Courses must have credit hours and official transcript, be directly related to health/fitness, and apply to the certification being renewed.
- General education courses are accepted only if relevant to health/fitness.
- 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