



NCCPT Certification Exam Policies and Procedures Manual

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1.00 Introduction and Mission

1.01 Introduction

This manual is intended to serve as a comprehensive guide to the policies and procedures governing operations of the National Council for Certified Personal Trainers (NCCPT) Certification Exam Program (Program). It is designed to serve as a reference for NCCPT Board Members (Members), current and future certificants, and the public at large. Contact support@nccpt.com for questions regarding this document.

1.02 Mission

Founded in 1995, the mission of the NCCPT is to define entry-level competence of the certified personal trainer, helping ensure that safe and effective exercise programming is delivered to the public. NCCPT is committed to providing quality certification programs for practice in the health, sports and fitness specialties, advancing the fitness industry, and developing career opportunities for those who share the vision of creating a stronger, healthier world.

NCCPT strives to be recognized as a leader in:

- Inspiring healthier living through professional-level fitness certification
- Providing accessible and reputable fitness and personal training certification
- Service by prioritizing and meeting the needs of candidates, certificants, alumni, their clients and communities

2.00 Purpose and Scope of Certification

2.1 Purpose

The Program was developed to recognize individuals who have demonstrated the knowledge and skills needed to perform as personal trainers in the fitness industry. An NCCPT certification exam, accredited by the National Commission of Certifying agencies (NCCA) serves as key indicators that the individual can provide authoritative training in fitness. Those who earn the NCCPT-CPT credential have demonstrated mastery of the professional domains that encompass the tasks and knowledge required of a personal trainer. By meeting the eligibility criteria and successfully completing an NCCPT certification exam, certificants can confidently display their proficiency as professionals in fitness training.

2.2 Scope

The Program covers a wide range of topics related to fitness, exercise science, and client management such as principles of exercise, including biomechanics, physiology, and kinesiology, nutrition basics and its role in fitness, assessments measuring fitness levels and identifying strengths and weaknesses, program training and design, exercise technique and instruction, client communications, ethics and legal and business issues.

Candidates for the exam vary from ages 18 and up and include fitness enthusiasts wanting to turn their passion into a career, athletes or former athletes looking to leverage their experience, people seeking a career change into the fitness industry, students majoring in exercise science or related field, fitness employees wanting to advance their careers and health professionals looking to expand their skills and career opportunities.

3.00 Board Authority

3.1 Authority

NCCPT is a subsidiary of the International Sports Sciences Association (ISSA) and functions autonomously from ISSA regarding decisions governing its certification program, including but not limited to credentialing criteria, policies and procedures, administration and the election of officers and Members.

The Board has final authority over the complete examination development cycle, including practice analysis (i.e., job analysis or role delineation), exam content outline, item writing, item review, development of exam forms, standard setting, exam administration, exam scoring, candidate score reporting, data analysis, and exam technical reports.

NCCPT shall have no role in developing exam review materials, educational resources or conducting educational programs that may be used by candidates pursuing successful completion of the certification programs.

Additional information about the Board may be found here at nccpt.issaonline.com.

4.00 NCCPT Certification Program Resources

4.1 Certification Program Resources

The Program has adequate resources including dedicated employed and contracted staff who manage and direct all operational and day-to-day activities. The ISSA Accreditation and Compliance Manager functions as the liaison to the Board and NCCPT Success Specialists provide support regarding candidate registration, test administration and recertification.

Certification program staff having direct responsibility over certification activities maintain impartiality regarding their roles related to certification activities as opposed to other activities such as those having to do with development or management of exam preparatory educational materials, which are maintained and housed within the parent association ISSA office. Clear boundaries assuring autonomy and impartiality are established and documented.

5.00 NCCPT Certification Award

5.1 Certification Award

The NCCPT certification credentials are awarded only to those individuals who have met the eligibility criteria and successfully passed the exam. Granting reciprocal certification to any individual who might hold a similar certification or credential from another certifying organization is not permitted.

6.00 NCCPT Certification Trademark and Credential Usage

6.1 Use of Credentials

The use of the NCCPT certification trademark is in accordance with established policies and procedures and cannot be used in a misleading or fraudulent manner. The Board shall take all appropriate steps including legal or other action, such as suspension or revocation of the certification, to protect its rights regarding the use of the trademark. Only those individuals obtaining a certification through NCCPT by successfully passing the examination may use the NCCPT's certification trademark in a manner consistent with the scope for which the certification was granted. After meeting all eligibility requirements and passing the examination, individuals may use their NCCPT certification credential in all correspondence and professional relations. The credential is typically used after certificants' names following any academic degrees and licensure designations.

Examples

- Terminal Degree Only-Jen Trainer, PhD
- Terminal Degree Plus License-Jen Trainer, PhD, ATC
- Terminal Degree Plus License Plus Certification-Jen Trainer, PhD, ATC, NCCPT-CPT

The certification mark may be used as long as the certificant's certification remains valid and the certificant remains in good standing. The certification mark and logo are the property of NCCPT. Permission to use the certification mark or logo is granted to credentialed persons at the discretion of the Board, for permissible uses only.

6.2 Misuse of Credentials

Any misuse of credentials will be investigated, and the Board has the right to suspend or revoke NCCPT certification credentials. The Board reserves the right to report any violations to third parties which may include but are not limited to a certificant's school or employer, any licensing body, or law enforcement.

7.00 NCCPT Certification Non-Discrimination

7.1 Non-Discrimination Policy

In accordance with federal and state laws, NCCPT and its testing partner Prometric, do not discriminate among individuals based on color, race, religion, sexual orientation, gender, national origin, gender identity, age, genetic information, disability, veteran status, or any other protected characteristic.

NCCPT adheres to principles of fairness and due process and endorses the principles of equal opportunity. In administering the certification programs, NCCPT does not discriminate or deny opportunity to anyone based on race, color, creed, age, gender, national origin, religion, disability, marital status, parental status, ancestry, sexual orientation, military discharge status, source of income, or any other status protected by applicable law. All certification candidates and certificants will be judged solely on the published eligibility and/or re-certification requirements determined by the Certification Board.

8.00 NCCPT Certification Education and Training

8.1 Exam Preparation Policy

The Board does not require a candidate for any NCCPT certification exam to take any prescribed training or education programs from any specific company or organization to sit for an NCCPT certification exam. The Board does not recommend or endorse any training or educational programs as preparation for sitting for an NCCPT certification exam, nor does it accredit or endorse any source of education as a guarantee of success on the NCCPT certification exam. The Board remains an autonomous and impartial entity and is not involved in development, marketing, or distribution of any exam preparation/training materials. Certification is awarded solely based on an individual's ability to meet the certification requirements and obtain a successful passing score on the exam.

9.00 NCCPT Certification Candidate Eligibility Requirements

9.1 Eligibility Requirements

Candidates must be at least 18 years of age and are required to provide government issued photo identification (such as a driver's license, passport, military ID, etc.) and a valid CPR card (or certificate of completion) prior to taking the exam. A digital CPT certificate will not be accepted. Please make sure the name on both your government issued ID and proof of CPR match the name in your student account.

These eligibility requirements are separate from any requirements set forth by state law, regulation or rule, or by any government oversight body. Candidates are responsible for understanding and knowing the requirements if there are any that may apply which govern the practice of their profession in their state or region. NCCPT certification does not guarantee any candidate's ability to meet regulatory requirements set forth by any state or government agency.

9.2 Eligibility Requirements Rationale

Given the audiences for NCCPT certification candidates are entry level, it was determined by the Board that candidates being 18 years old is a satisfactory eligibility requirement for those individuals working in the fitness industry. It was determined that this age/education level is justifiable in that candidates would be able to read, comprehend, and apply related educational concepts of the examination content outline.

The Board supports formal education and practical experience as important attributes in helping candidates prepare for the NCCPT certification exams. There are multiple paths that can be followed to attain certification. Therefore, although recommended, practical experience and formal education are not requirements candidates have to meet to sit for the exams.

9.3 Verification of Eligibility

Verification of eligibility will be conducted at the testing center location whereby proctors will require proof of identification and verify identity and age. The proctor will then verify the status of the certificant's CPR/AED certification and the photo ID.

10.00 NCCPT Certification Appeals and Exam Challenges

10.1 Appeals Definition

The Board defines a certification appeal as a formal request for reconsideration of the following:

- Exam eligibility
- Exam performance
- Recertification (certification maintenance)

10.2 Exam Eligibility Appeal

An NCCPT certification candidate may request an appeal to contest his or her eligibility to sit for the exam. The Board reserves the right to deny any applicant request that does not meet the eligibility criteria as set forth in section 9.1. An appeal of an NCCPT certification application may be denied for any of the following reasons:

- Requirements Not Satisfied – A declined candidate, because of not satisfying the eligibility requirements to sit for an NCCPT certification exam, may reapply once all requirements have been satisfied.
- Pending Legal/Regulatory Issues – A declined application as the result of a pending legal issue would be brought before the NCCPT Certification Appeals Committee and possibly the Ethics Committee. The candidate would need to provide proof of resolution and resubmit a new application.
- Decision of the NCCPT Ethics Committee – A candidate, whose application has been reviewed by the Ethics Committee and declined, will not be permitted to appeal the decision of the Ethics Committee and would therefore remain ineligible to sit for the exam.

The NCCPT Appeals Committee reviews certification application appeals. The NCCPT Certification Staff shall notify the candidate of the committee's decision in written form. Appeals are filed by submitting the NCCPT Exception Request/Appeal Form (Appendix 1). It is the responsibility of the candidate to submit the Form and supporting documentation within thirty (30) days to the NCCPT Certification Staff at support@nccpt.com. Once received, the candidate/certificant can expect a written response in approximately thirty to forty-five (30 to 45) days. An appeal decision by the NCCPT Certification Appeals Committee is final and not subject to further appellate review.

10.3 Exam Performance Appeal

An NCCPT certification candidate may request an appeal of his or her final exam score. The requests must be received in writing on the NCCPT Exception Request/Appeal Form (Appendix 1) within thirty (30) days of the exam date. Decisions are communicated in writing only. All decisions are final.

An NCCPT certification candidate may request a hand-scoring of his or her exam by submitting a written request. NCCPT has the right to assess a fee for any rescoring requests. Scoring requests must be received within thirty (30) days of the exam administration date. All rescoring determinations are final.

10.4 Recertification Appeal

The 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 (Appendix 1) and supporting documentation in the event the candidate does not meet the eligibility requirements for recertification. Once received, the certificant can expect a written response in approximately thirty to forty-five (30-45) 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 (Appendix 1). An appeal decision by the NCCPT Certification Appeals Committee is final and not subject to further appellate review.

10.5 Due Process

If the NCCPT Certification Appeals Committee has heard a substantially similar case, then its decision is precedent for future cases. The Certification Staff will send decision letters that are consistent with those decisions. A candidate/certificant may appeal against this decision to the full Board within thirty (30) days of receiving the decision letter.

If the NCCPT Certification Appeals Committee has not heard substantially similar cases, then the case is heard by the NCCPT Certification Appeals Committee, and the Certification Staff communicates the decision to the candidate/certificant. A candidate/certificant may appeal

against the Appeal Committee's decision to the Board within thirty (30) days of receiving the decision letter.

11.00 NCCPT Certification Professional Misconduct, Code of Conduct

11.1 Professional Misconduct and Complaints

NCCPT defines professional misconduct as a violation or alleged violation of the rules or boundaries set forth by the NCCPT's Professional Code of Conduct that may involve an NCCPT candidate or credentialed individual. All other inquiries, questions, and concerns regarding the NCCPT credentials or its respective certification examination not considered appeals are regarded as customer service complaints and are managed through the Certification Department.

11.2 Professional Misconduct Procedures

Allegations of professional misconduct should be submitted to support@nccpt.com. Allegations are not anonymous and are only accepted in writing. Anyone may submit an allegation when a violation may have occurred. If confirmed, he/she will send copies of the complaint to the NCCPT Ethics Committee. This committee serves as a peer review group to investigate professional misconduct allegations. Allegations are reviewed as received and within 10 business days. Upon receipt, the Certification Liaison will inform the accused in writing they are under investigation. In this communication, respondents will be encouraged to reply with their position on the allegation.

The Ethics Committee will investigate valid complaints in ways that may include interviews, document reviews, and written statement requests. All requests for information on the alleged complaint must be received within 10 business days of the initial request. The committee will proceed forward on deciding from information available after the 10-day request.

11.3 Professional Misconduct Sanctions

Should the committee determine a violation has occurred the following sanctions are possible outcomes.

- Written warnings describing violation and corrective recommendations.
- Suspension of NCCPT certification status for definite or indefinite period.
- Permanent or restricted denial of a candidate's future eligibility to sit for and obtain an NCCPT credential.
- Permanent or restricted disqualification from certification or recertification with the NCCPT.
- Permanent or restricted revocation of the NCCPT certification credential.
- Removal from a position in which a person might serve within the NCCPT governance or administrative structures (Board Member, Committee Member, SME, Staff, etc.)

In addition to the abovementioned sanctions, the NCCPT maintains the right to impose fines, and other conditions appropriate for the violations.

11.4 Code of Conduct

NCCPT and its designated Certified Personal Trainers are committed to the 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:

- Demonstrate respect, dignity, welfare, and objectivity with all clients. This includes non-discrimination, fairness, and privacy.
- 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.
- 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.
- Respect the client-trainer relationship as professional and advisory.
- Not knowingly endanger clients or put them at risk. This includes striving to maintain the well-being of all clients.
- Refer clients to more qualified fitness, medical, health, or nutrition professionals when appropriate or outside of the personal trainer's scope of practice. This includes never providing a diagnosis or medication recommendations.
- Continuously work toward the client's goal. This includes not placing financial gain above the welfare of potential, existing, or past clients.
- Strive to remain current with industry knowledge and practice through continuing education.
- Not misrepresent qualifications, skills, or services.
- Not falsify records or attempt to obtain certification by fraud. This includes assisting others in the like.
- Not distribute NCCPT confidential certification exam materials.
- Not condone nor engage in unethical behavior.

12.00 NCCPT Certification Special Accommodations
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12.1 Qualified Individual Definition

A "qualified individual with a disability," is one who has a disability and satisfies the requisite skill, experience, education and other requirements of the service, program, or activity of which he or she is being measured; and with or without accommodations, can perform the essential functions of the service, program, or activity. An essential function is one that the individual is required to perform, and removing that function would fundamentally change the service, program, or activity. A person must be a "qualified individual with a disability" to be protected under the ADA.

12.2 Special Accommodations

NCCPT complies with the Americans with Disabilities Act of 1990 (ADA) and other applicable laws and regulations. Upon request, the NCCPT shall make reasonable accommodations to assist a candidate with disabilities. Special accommodation can be provided for an individual with documented disabilities by completing the NCCPT Request for Special Accommodations form

(Appendix 2). A current letter (within six months of the application) from a healthcare specialist knowledgeable of the candidate's disability stating the specific disability and his or her specific prescription for accommodations must accompany the completed application and letter of request form. If you are a postsecondary student or you have graduated in the last two years, an Individual Education Plan from your most recent institution may be used in place of the letter. Requests for accommodations must minimally include:

- Documentation of the disability.
- Accommodation requested for the examination.
- Descriptions of past accommodation provided for in other educational or testing situations.
- A current letter from a physician or other appropriate diagnostic health care specialist confirming the diagnosis of the disability and a prescription for specific accommodations.

Accommodation is provided to a qualified candidate with disabilities to the extent that such accommodation does not fundamentally alter the examination or cause an undue burden to the NCCPT Certification Program or the partner-testing agent.

Examples of requests for special testing accommodations that may be granted include modification of seating, time extensions, larger print screens, or other physical arrangements in the testing facility, providing for the examination to be taken in an accessible location, providing for reasonable accommodations, etc. As the NCCPT exams are written in the English language, they will not be translated into foreign languages and interpreters are not permitted to translate the examination. English as a second language is NOT considered a disability requiring special testing accommodation.

12.3 Appeal or Denial of Request for Special Accommodations

A candidate who is denied his or her request for special accommodation may file an appeal with the Board. The appeal should include appropriate documentation supporting the case. The decision of the Board is final.

13.00 NCCPT Certification Security

13.1 Exam Development

Access to exam development materials is limited to psychometricians (ACS Ventures, LLC), authorized Certification Staff and/or consultants, subject matter experts, and testing vendor (Prometric). The testing vendor maintains stringent security procedures in all areas of exam development, administration and management, production of exams, secure storage and document tracking procedures, and background checks on all staff in accordance with its Contractual Agreement with NCCPT which is available upon request.

ACS Ventures, LLC psychometricians are required to maintain and follow NCCPT's security procedures regarding access to candidate data, and data reporting and exam item information also in accordance with their Contractual Agreement with NCCPT which is available upon request. SMEs involved in exam development (NCCPT SMEs involved with Expert Panels, Item Writing and Review, etc.) are also required to follow NCCPT's security procedures as are Staff and/or consultants with access to such materials.

13.2 Internal Security Measures

There is no physical NCCPT facility. All server and data storage equipment are stored offsite to ensure maximum security. The intentions for publishing a security awareness and acceptable use policy are not to impose restrictions that are contrary to the established culture of openness, trust, and integrity. NCCPT is committed to protecting all employees, partners, and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of the parent company, ISSA. These systems are to be used for business purposes in serving the interests of the company, and of our clients and customers during normal operations. Refer to Appendix 3, NCCPT Database Credentials Coding Policy for further information. Effective security is a team effort involving the participation and support of every NCCPT employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

13.2 Confidential Records

NCCPT employees having access to candidate records are required to have signed non-disclosure documentation. In addition, all NCCPT employees are required to sign a non-disclosure agreement at the start of employment. Staff and vendors with access to confidential exam information are also identified in the Policies and Procedures manual and have signed the appropriate documents. All other employees who do not work directly with the certification program are restricted from access to confidential exam information.

14.00 NCCPT Exam Registration

14.1 Exam Registration Process

NCCA Exam Request Process

Candidates should follow the directions in the exam registration email received after purchasing an exam voucher and log in to the student portal.

- Click on “NCCPT Exams” in the list.
- Select the eligible exam.

The dashboard will indicate the expiration date of the exam. Candidates should register for the exam prior to this date.

- Review all exam requirements and instructions by clicking on the information tabs.
- After reviewing the information in all tabs, click the Register tab.

Dashboard

You have until **Sep 7, 2024** to schedule your exam.

After you have completed reviewing the information about the exam requirements, you will be able to submit a registration request to take your NCCA Examination.

Overview

- Review the exam requirement information
- Register for your exam by clicking the Register link in the menu to the left. Please review all the materials in the other sections first as they contain valuable information you need before registering.
- Upon approval, you will be issued an Eligibility ID
- Use your Eligibility ID to schedule your exam at a Prometrics testing facility
- Arrive at your Prometrics testing facility on scheduled exam date (Bring a valid CPR card or certificate of completion and a government issued photo ID)
- Upon completion of your examination, you will be informed whether or not you passed
- Once your results are in, please check this dashboard for additional instructions. If you were unable to take the exam, please contact Support@nccpt.com so we can assist you rescheduling the exam.

Confirm all information is correct then select, “Request Prometric Exam Authorization.”

Registration

Make sure the first and last name on your valid, government issued ID matches, exactly, the first and last name in your account. The testing center proctor will check this and will not let you test if they are different.

If any of the below information is incorrect, please update your contact information under [My Account](#)

First Name	
Last Name	
Phone #	
Address 1	
Address 2 (optional)	
City/Locality	
State/Province/Region	
Zipcode/Postal Code	
Country	

After Submitting This Form

The NCCPT will validate the candidate's testing request and on approval will send instructions for choosing the date and time to schedule the exam through Prometric. Candidates should allow 72 hours for the NCCPT to validate requests.

If Approved

Upon approval, candidates will receive an email with the subject line "Important, (insert first name) your exam request has been approved." The email will contain the candidate's eligibility code as well as instructions and links to proceed to Prometric's website. There is a proctor fee payable to Prometric due at the time of scheduling the exam appointment.

If Denied

Upon denial of an exam request, candidates will receive an email with the subject line "Important, (insert first name) your exam request has been denied." Those candidates denied exam requests can contact support@nccpt.com should they have questions or concerns.

Prometric Cancellation/Reschedule Policy

Candidates may cancel their exam appointment 30 days or more in advance and receive a full refund from Prometric. Candidates who cancel 5-29 days prior to their scheduled test date will be subject to a cancellation fee. Fees are collected by Prometric from the candidate. Candidates who fail to cancel their exam five days prior to their scheduled test date, do not show up for their scheduled appointment or present themselves more than 30 minutes after their scheduled test appointment will not be allowed to sit for their exam and will not be granted a refund.

Passing the Exam

Upon successful completion of the exam, candidates will have a certification generated in the My Certificates section of the Dashboard of the candidate's account. Certifications will be valid two years from the date of passing the exam.

Failing the Exam

If a candidate does not receive a passing score, a retake for \$99 will need to be purchased before a candidate can reattempt the exam.

15.00 NCCPT Exam Administration

15.1 Exam Administration

Only candidates achieving a passing score may use the NCCPT-CPT designation.

- All NCCPT certification exams are administered by Prometric, a leading provider of technology-enabled testing and assessment solutions. Candidates may choose to test on-site at a Prometric testing center or via remote online proctoring. Information on scheduling the exam may be found [here](#).
- NCCPT Exam Candidates have up to 12 months to sit for their exams from the date of purchase. This period can be extended for an additional six months at no charge. If needed, a candidate can pay an additional fee to extend exam eligibility for six more months. After two years, a candidate must re-purchase the exam voucher.

- Candidates must be at least 18 years of age and are required to provide government issued photo identification (such as a driver's license, passport, military ID, etc.) and a valid CPR card (or certificate of completion) prior to taking the exam. A digital CPT certificate will not be accepted. Please make sure the name on both your government issued ID and proof of CPR match the name in your student account.
- The NCCPT-CPT certification exam contains 140 multiple-choice items, 125 are scored as part of the candidate's overall results and 15 are considered pre-test items and are not scored. Pre-test items are used for research and development of future test questions and are interspersed throughout the exam. The exam is not open book/open note.
- The exam must be completed in two hours and a pass or fail result will be provided upon completion. There is a mandatory waiting period between attempts and a retake fee must be purchased should a candidate desire to retest if a passing score is not achieved.

Scheduling an Exam

- A student must log into their ISSA Student Portal to access their Eligibility ID
- Once in possession of their Eligibility ID, exam scheduling for both on site and remote testing may be done [here](#).

Rescheduling or Canceling an Exam

- Rescheduling or canceling a future exam may be done [here](#).
- A candidate who missed their exam date and still desires to sit for the exam should contact support@nccpt.com for scheduling information.

Exam Retake/Extension

- Candidates have twelve months, starting from the date of purchase, to initially sit for the exam or retake the exam should they fail. Candidates wishing to retake the exam must do so within this twelve-month testing window with a 14-day waiting period following the first attempt and a 90-day waiting period after their second.
- In the event the candidate fails the exam and the waiting period to retest extends beyond the initial 12-month testing window, candidates may request an additional six-month extension for free. If after 18 months additional time is required, a six-month extension can be purchased for a fee.

The exam administrator or proctor is the NCCPT Certification Board's designated agent for maintaining a secure and valid exam administration. Prometric, the current exam administrator requires that all proctors complete live proctor training in accordance with its Proctor Handbook. Any security violations or issues will be promptly reported to the Certification Staff who may oversee any needed investigation and corrective action. Any individual found by the Certification Staff or Prometric to have engaged in conduct which compromises or attempts to compromise the integrity of the exam process will be subject to disciplinary action as sanctioned by the NCCPT Certification Board. The exams are administered according to a strict protocol to ensure its security and to protect the rights of each candidate to be able to experience a standardized testing administration. The candidate must abide by all rules and regulations, set forth in this manual.

15.2 Exam Preparation

Ways to prepare for the NCCPT certification include.

- Bibliography and References
 - The NCCPT provides a bibliography and listing of references, many of which were used as references for the exam items (Appendix 4).
- Exam Content Outline
 - Candidates sitting for an NCCPT exam should have a thorough understanding of the concepts within the domains as presented in the Content Outline. The Content Outline is based on the results of the Job Task Analysis (JTA) which defines practice in the fitness training profession. Only those concepts covered in the Content Outline will be reflected on the exam.
- Training Courses, Exam Preparation Materials
 - There are numerous educational exam study packages available to candidates through NCCPT's partnership with ISSA and through other media available in the market. It should be noted that the Board does not endorse, participate in nor support any exam study packages as a means of passing the exam. Study materials or participation in exam study packages is not required to sit for an NCCPT exam nor do it guarantee a passing score on the exam.

15.3 Candidate Check-In

During the registration procedures at the testing center, a candidate is required to produce a valid, non-expired government issued photo identification with signature and a valid CPR certificate/card. For those exams proctored at facilities outside of the US (as well as remotely) an ID is acceptable if it is government issued but does not necessarily need to be a foreign-issued passport for those individuals. Acceptable identification includes the following:

- U.S. driver's license or state ID with photograph
- U.S. passport
- U.S. military ID card with photograph
- Permanent resident card with photograph
- Native American tribal ID card with photograph
- Foreign government issued passport with photograph
- Canadian provincial driver's license with photograph
- Indian and Northern Affairs Canada card with photograph (INAC)
- Transportation worker ID with photography (TWIC)

A candidate is required to present his or her registration confirmation on the day of his or her scheduled appointment. This confirmation is provided to the candidate by NCCPT's testing vendor, Prometric, upon approval of his or her application and at the time the candidate is ready to schedule his or her exam.

No books, papers, texts, references, etc., are allowed into the exam room. Scratch paper and a pencil are provided for use during the exam and will be collected by the proctor at the end of the exam. Candidates are allowed to bring a simple basic calculator with no smart phone or internet capabilities into the testing center room. Visitors are not permitted in the exam room.

A candidate is encouraged to bring only his or her ID, keys, a simple calculator as described above, and their registration confirmation which is needed to sit for an NCCA accredited NCCPT exam. Other personal belongings (purses, cell phones, etc.) will be stored in a secure location, and may not be accessed by the candidate during administration of the exam. Prometric testing centers are not responsible for lost or stolen items.

Except in cases where there is an approved medical/physical need, food is not allowed in any of the testing centers. While beverages are usually prohibited, some sites may allow a candidate to bring in bottled water (after being inspected). A candidate with a specific medical condition (e.g., hypoglycemia, pregnancy, diabetes) requiring the consumption of water or food during the exam period must meet the special accommodations criteria as indicated in Section 12.2 before sitting for the exam.

The timing of the NCCPT certification exams does not account for any scheduled breaks. A candidate may leave the exam room only with expressed permission from the exam administrator/remote proctor. A candidate must sign out and sign in from the room and must surrender all exam materials should he or she exit. Exit from the exam room is permitted for restroom and drinking fountain visits only. Excessive restroom breaks or suspicious behavior prior to, during, or after a break might lead an exam administrator to think cheating is in progress. A candidate may not access cell phones, nor may he or she leave the building during breaks. Note that the exam administration time is not paused should the candidate decide to take an unscheduled break. The exam time will continue to run down.

A candidate is expected to follow all instructions provided by the exam administrator or that which is displayed in the computer-testing software. A candidate may ask questions regarding the exam procedure prior to beginning the exam.

The computer-delivered exam includes a tutorial program designed to give the candidate confidence in the use of the software, as well as familiarity with the system prior to beginning the exam. The tutorial questions are for demonstration purposes only, and do not impact exam scores. A candidate is encouraged to take the time to complete the optional tutorial that explains the features of the computerized testing system. On average, a candidate spends 1-4 minutes to go through the tutorial.

The candidate will see their name and the name of the exam which are displayed in the center of the screen. Once the examination is launched, the navigation grid is displayed in the bottom left corner of the screen. The sections and item numbers are also displayed going down the left-hand side of the screen - indicating which had been answered, skipped, or flagged. In addition, a digital countdown timer is displayed at the top center of the screen.

15.4 Cheating and Inappropriate Behavior

At no time during the exam may a candidate give or receive help to or from another or communicate with another in any way. The exam administrator has the authority to remove a candidate suspected of cheating or other inappropriate behavior from the exam room, at which time scores are canceled, and disciplinary action may be pending. Inappropriate behavior includes:

- Creating a disturbance
- Aiding or asking for aid from another candidate (Prometric Testing Center)
- Any attempt to remove copy, buy, sell, or reproduce exam materials
- Unauthorized possession of exam materials
- Impersonation of another candidate
- Use of contraband materials or equipment in the exam site
- Any falsification or misrepresentation of information provided during the process.

The Board shall maintain strict policies to safeguard the security of the exam administration. Any individual who removes, or attempts to remove, exam materials from the testing site, including memorizing exam questions, is subject to prosecution in addition to sanctions by the NCCPT. Sanctions may include removal of certification and restrictions on future access to the certification exam.

16.00 NCCPT Certification Directory

16.1 Directory of Certified Individuals

NCCPT maintains a directory of certified individuals which is available to the public. Anyone wishing to confirm the name of a certified individual, their certification number, the date of their certification expiration and the date of their recertification can do so by contacting support@nccpt.com. Access to individual records may only be granted when there has been expressed written permission from the applicant, candidate, or certificant or as part of other legal processes to release such information, as seen in a court order.

16.2 Exam Materials

All exams and exam development materials are kept in secured storage indefinitely. All exam items are permanently retained in the item banks. All exam documents are tracked from creation to destruction.

16.3 Applications and other NCCPT Certification Materials

All applications for certification and recertification, examination materials, score reports, records of complaints and/or disciplinary actions and other candidate records are securely retained. Records are retained permanently from the date of initial certification, denial, most recent recertification, suspension, or revocation.

16.4 Aggregate Certification Data – Published Summary of Certification Activities

Aggregate certification data for the NCCPT certification exams will be published a minimum of once per year at <https://nccpt.issaonline.com/>. Information published will consist of the total number of candidates examined, pass/fail statistics and the number of individuals currently certified for each program.

17.00 NCCPT Certification Records Retention

17.1 Records Retention Policy

The records for the Program are important to retain for the purposes of supporting tested, certified and recertified candidates who have attempted to earn or have earned one of the NCCPT credentials (administration). They are also important in maintaining support of all certification test development and maintenance activities. All personnel are expected to fully comply with any published records retention or destruction policies and schedules.

The Board has established retention and destruction policies and schedules for specific categories of records having to do with certification activities to ensure legal compliance, and to accomplish other objectives, such as preserving intellectual property and cost management.

All documents created or received by the certification program will be retained according to the following schedule and/or in compliance with state law, whichever standard is more stringent. The use of the term “documents” in this policy includes all printed and electronic materials. Documents received in hard copy may be converted to electronic format for storage. All confidential materials will be retained in compliance with the Security Policy.

Documents Retained Indefinitely

- Examination forms (at least one copy of each examination form)
- Examination development documentation, including, but not limited to, job task analysis surveys and reports, test specifications (detailed content outline), records of item writing activities, cut-score studies, and technical reports
- Examination results (scores)
- Examination items (item banks)
- Active applicant/candidate data - original hard copy applications will not be maintained once the information is entered into the database or stored electronically. Active certificant data having to do with recertification.
- Active and actionable applicant/candidate/certificant data having to do with appeals (exam eligibility, exam performance and recertification), complaints, misconduct, ethical issues and cheating on the exams.
- All documented signed Confidentiality and Conflict of Interest Agreements
- Financial reports having to do with NCCPT certifications
- Files of active certificants
- Active contracts
- Meeting minutes of all NCCT Board meetings and committee meetings
- Legal correspondence and related documents

Documents Retained for Seven Years

- Inactive certificant files (retained for seven years after file becomes inactive; current active files are retained indefinitely)
- Expense reports
- Expired/terminated contracts

Documents Retained for Two Years

- General correspondence
- Routine candidate/certificant correspondence

17.2 Storage and Protection of Records

All candidates, certificant records and exam development records are stored and maintained in a secure manner and retained as indicated in policies 17.11 and 17.12.

17.3 Document Destruction

Any records that might be stored in hard copy format are disposed of in a secure manner using a secure shredding vendor. Electronic records shall be stored indefinitely in a secure manner through NCCPT or Prometric data servers. Failure to comply with this Document Retention and Destruction Policy may result in punitive action against the employee or associate, including suspension or termination. Questions about this policy should be referred to support@nccpt.com.

17.4 Document Disaster/Contingency Plan

A Disaster/Contingency Plan is in place that allows for continued functionality of the NCCPT in the event of to be followed in the event of a catastrophic occurrence. The entire document is available upon request.

18.00 NCCPT Certification Test Development
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18.1 Exam Development

The Board shall develop and maintain valid, reliable and legally defensible certification examinations.

18.2 Testing Vendors and Other Contracted Services

The NCCPT Certification Department may contract with test vendors, psychometricians and other consultants as needed in development of the NCCPT certification examinations. All service providers must comply with confidentiality agreements, conflict of interest statements, and security requirements. Selected consultants will be required to maintain the confidentiality of all certification program files, examination materials, and examination results per contract with each individual or company.

18.3 Research

When considering the development of a new certification program, or extending a currently existing program, the Board will conduct research analyses via Needs Assessments and Business Case Scenarios. This will help ensure that the organization continues to make sound professional decisions regarding the introduction or expansion of any new products related to its certification programs.

18.4 Subject Matter Experts

The Certification periodically conducts analyses to ensure that new certifications and current certifications meet the needs of the organization and the profession. The NCCPT Certification Department helps the Board in the recruitment process used to select diverse groups of qualified subject matter experts (SMEs) to participate in examination development activities throughout the examination development process. SMEs are selected to be representative of the specified program based on their demonstrated expertise, experience level, geographic location, and specialty area (if applicable).

SME Eligibility Requirements

- Currently hold the NCCPT relevant credential in good standing
- Have knowledge of the content of the certification and familiarity with entry-level practice
- Currently practice as a credential holder in the relevant profession and/or supervise individuals in the profession as such within the past year
- Not be involved in the development or procurement of exam preparation materials/educational courses, etc., in the relevant certification during the time of the assignment and for up to two years after completion of the assignment
- Demonstrate willingness to sign confidentiality/non-disclosure and conflict of interest statements (Appendices 4 and 5)
- Can commit time to participate in NCCPT certification relevant working sessions as required/needed.

Recruitment of SMEs

When recruiting SMEs to assist with test development activities, NCCPT assigns SMEs to the extent reasonably possible to be representative of the relevant certification population and when selected for a specific task, will represent:

- A range of expertise in the profession and certification
- A range of practice experience, job settings, specialties, etc.
- A range of geographical region
- Diversity regarding culture, ethnicity, and gender categories

NCCPT will recruit SMEs to participate in the following activities:

- Job Task Analysis (JTA) Panel
 - SMEs must meet eligibility criteria noted previously in this section. Recruitment is completed through solicitation by NCCPT Certification staff. The selection of SMEs for the JTA Panel requires review and approval of the Board

- Cut Score Study Panel
 - MEs must meet eligibility criteria noted previously in this section. Recruitment through solicitation by NCCPT Certification staff. The selection of SMEs for the Cut Score Study requires review and approval of the Board
- Item Writer/Reviewer and Test Form Reviewer SMEs
 - SMEs must meet eligibility criteria noted previously in this section. Recruitment is done through solicitation by NCCPT Certification staff.

18.5 Job Task Analysis

Based on the frequency of anticipated changes in the industry, a JTA will be conducted at least every five years for each of the NCCPT NCCA-accredited certification programs. A JTA may be conducted earlier if there were significant changes to the profession that would necessitate an update. The process will be facilitated by a qualified psychometrician, coordinated through the NCCPT staff, and will include content-related input by qualified SMEs.

The purpose of the JTA is to identify the performance domains and associated tasks, knowledge, and/or skills necessary to practice in the profession. It is the basis for validating what is tested on the exam. The Board will review the final selection of SMEs who are identified to serve on JTA Expert Panel. This ensures the SMEs are qualified, autonomy remains in the selection process, and no undue influence exists regarding the selection process, or the applicants recommended. The Board is also responsible for reviewing and approving the results of the JTA (i.e., the complete detailed exam specifications and the technical report).

Some of the immediate outcomes of the JTA anticipated by the Board include the following:

- Defining who the minimally competent candidate is and what knowledge, skills, and abilities this candidate possesses
- Establishing a new or validated content outline/exam blueprint which defines current practice in the profession
- Determining the appropriate domain weighting of content areas within the exam blueprint (i.e., percent or number of examination items that will be allocated to each major domain)
- Determining the appropriate number of total examination items
- Establishing certification exam candidate eligibility criteria

The NCCPT utilizes the following processes to conduct and complete a Job Task Analysis:

- Recruit psychometric support to design and conduct the JTA process
- Recruit qualified SMEs for Expert Panel
- Board reviews and approves SMEs for Expert Panel
- Panel meets to determine a list of tasks and knowledge statements defining the profession
- Psychometrician, staff, and SMEs create and administer a survey to verify that the list of tasks and knowledge statements define the profession
- Psychometrician analyzes survey results and provides a full technical report to NCCPT staff.
- NCCPT staff and Board reviews report and modifies/approves
- Board reviews and grants final approval of technical report and resulting content outline.

18.6 Content Outline/Exam Blueprint

The exam content outline/exam blueprint resulting from the JTA is the primary outcome anticipated from the JTA. The JTA report details the content of the proposed exam specifications, including the relative emphasis to be placed upon each content area and the total test length. The final exam content outline is generated and made available to the public based on the Board's approval of the JTA. The content outline is noted in Appendix 6.

18.7 Exam Specifications

- The NCCPT-CPT certification exam contains 140 multiple-choice items, 125 are scored as part of the candidate's overall results and 15 are considered pre-test items and are not scored. Pre-test items are used for research and development of future test questions and are interspersed throughout the exam. The exam is not open book/open note.
- The exam must be completed in two hours and a pass or fail result will be provided upon completion. There is a mandatory waiting period between attempts and a retake fee must be purchased should a candidate desire to retest if a passing score is not achieved.

18.8 Item Development/Review and Item Bank Maintenance

Changes to the exam specifications resulting from conducting a new JTA usually require review of items currently in the item bank (to evaluate whether they appropriately assess the content in the new specifications) along with the development of new items written and reviewed by qualified SMEs. In the event a new JTA is conducted and has resulted in a new content outline, items in the current item bank will be reviewed and either re-coded to the new content outline or discarded if they no longer assess the appropriate content. In addition, new items may need to be written and reviewed to address and fill potential "gaps" in the new exam blueprint. Item writing workshops will be conducted as needed to ensure there are enough items within each program's item bank to develop new exam forms based on the content outline.

NCCPT recruits SMEs to participate in the item development process. These individuals are required to be experienced practitioners who hold the credential of the program for which they are writing/reviewing items. They come from diverse geographical areas, practice environments, and experience levels.

The item writing/review process begins by providing extensive training to the SMEs on how to construct an exam item that measures concepts relevant to the most current exam content outline. The examination content outline provides a linear connection between what competent practitioners can do on-the-job and how this knowledge is assessed on an examination. By generating examination items that link back to the examination content outline, NCCPT attempts to ensure that all examination forms are appropriately updated and related to current practice.

Upon completion of training, SMEs receive item writing assignments based on the content area needs of the exam blueprint. To ensure items are grammatically correct, free of bias, accurate, and valid, NCCPT's psychometric consultant adheres to item writing and review procedure guidelines that include, but are not limited to:

- Eliminating references to gender, age, religion, or race (unless this information is relevant to the construct being tested by the item)
- Establishing relevance to current practice
- Referencing items to approved and published resources (which are also made available to candidates)
- Utilizing pretesting to validate an item's statistical effectiveness prior to its use as a scored item on an examination form

ASC Assessment Systems supports item banking management for NCCPT certification exams through the FastTest Platform. FastTest is a full service secure, Internet-based software-as-a-service assessment platform. The FastTest Agreement is available upon request.

Only those certification personnel working on test development activities related to exam item development can access the examination content. The NCCPT certification staff member who has access to the item banks is the Accreditation and Compliance Manager. NCCPT's contracted psychometrician, ACS Ventures, LLC also granted access to the certification items when performing relevant test development activities and analyses (conducting item writing/review workshops, exam form development, conducting statistical analyses on item performance, etc.).

NCCPT's agreement with ACS Ventures ensures that all relevant privacy and security issues related to exam items are addressed. NCCPT's testing partner, Prometric, has access to the exam items appearing on the exam forms, but not to all items in the program-specific item banks. Both vendors are required to sign annually the confidentiality/non-disclosure and conflict of interest statements (Appendices 4 and 5).

18.9 Exam Form Construction: New Exams and Equating

Every form of the exam will be built to the same set of specifications outlined in the most current "NCCPT Exam Specifications" which results from the content outlines from the most recent JTAs. This ensures that all exams, regardless of when they are assembled, will follow the same parameters for fair and consistent testing of exam candidates.

Prior to being used on an examination form, all items undergo SME review. During the review, SMEs are asked to support the items with current references. SMEs also confirm that the item is appropriately assessing a specific content area and task within the content outline.

New exam forms are usually developed under the following conditions:

- Following a JTA, new content must be developed to meet the exam specifications and existing content must be evaluated for relevance to the specifications, or
- Between JTAs, new forms are developed in order to gather reliable statistical properties on newly written and existing items. This helps to decrease the risk of item exposure and build the program item banks.

New Exam Forms Following a New or Updated JTA

Following the completion of a new or updated JTA, the examination content outline may change to reflect shifts in practice. Subsequently, all the steps taken in test development as noted previously are required to ensure examination forms reflect the most current practice.

Exam forms are created using items that assess the specifications of the new content outlines created because of JTAs. New or re-classified items are inserted in the exam forms representing the tasks and knowledge statements within the primary content areas of exam blueprints in accordance with the agreed upon weighted distribution of items within each domain. The number of items included on an examination form is determined at the time of the JTA and is based on the new content outline and psychometric analyses of optimal test length. In the case of NCCPT-NCCA accredited exams, this has remained consistent at one hundred and twenty-five (125) scored items and fifteen pretest (15) items for each exam. This consistency has been based on the review of each JTA for each certification.

Prior to activation, examination forms are presented to at least three SMEs who review the forms for content and key accuracy and verify that the collection of items reflects current practice and are free of duplicative content or cueing (information from one item that can be used to answer another item on the same form). Once all SMEs are satisfied that the examination forms meet these requirements, the forms are approved for administration.

Equated Exam Forms

Developing new exam forms between JTAs may be required under either of the following circumstances:

- When items within a test form have been seen by many candidates, the heightened risk of item exposure may warrant the development of a new form, or
- When items within an exam form have been administered over an extended period but have gathered limited data due to small candidate volume, it may be difficult to continue to statistically validate the exam form based on item performance. NCCPT's psychometricians use an equating design based on common items in which a core set of items with known statistical properties are included on operational test forms in addition to new items. The information from prior anchor item performance is then used to link the performance on the test with the new items. When applied as a pre-equated approach to forms assembly, the new forms created are designed to meet the specifications of the exam blueprint and must be statistically equivalent to the previous forms in terms of item difficulty and discrimination.

When IRT methods can be applied, the equating process involves using data to (1) calibrate the items, and (2) select items for new forms that are pre-equated. The purpose of using an empirical approach to equating is to ensure fairness across test forms and comparability in the meaning of scores and the results reported from those scores. Pre-equating allows immediate scoring to be implemented on the new operational test forms. For tests that have smaller sample sizes that do not support IRT methods, classical test theory methods such as linear or mean equating can be used. For very small sample sizes, circle arc or similar equating methods can be applied to empirically balance a form of the test. As sample sizes for programs decrease, the size of the anchor block of items can be reasonably increased because items are not being exposed to as many candidates.

18.10 Exam Delivery

Upon finalizing the assembly and review of new exam forms, they are transferred to NCCPT through a secure Google Documents process. They are then sent to NCCPT's examination delivery vendor, Prometric, for loading into their secure, computerized testing platform. The transfer of all items and exam forms in this regard are done so with the highest degree of security. NCCPT sends items and forms to Prometric in password protected files using Prometric's Secure Share file software. In return, Prometric sends candidate testing data (item and form results) back to NCCPT using the same system.

18.11 Scoring

The passing score for the first examination form for each program is determined using the Angoff method, and subsequent forms are then equated to adjust for the differing levels of difficulty. During an Angoff study, subject matter experts are presented with each item on the form and asked whether they believe the Minimally Qualified Candidate (defined in previous studies) would likely answer the item correctly or incorrectly. These responses are then summed across the panelists and the form overall, and the results are evaluated to arrive at a range of recommended passing scores (using a measure of standard error). This data can then be preliminarily applied to the first group of candidates who sit for the examination, and the combined data is then presented to the Board for approval and final decision.

For subsequent forms, once the item parameters are known (level of difficulty and discrimination), the passing point can be adjusted using the appropriate equating methodology (based on candidate volume, see previous section on equating).

The Board reviews and is responsible for approving the final selection of SMEs recommended by NCCPT Certification Staff and psychometricians for the Cut Score Expert Panels, assuring that autonomy remains in the selection process and that no undue influence exists in the selection process. Finally, the Board reviews and approves the final Cut Score recommendations provided by the Expert Panels based on their recommendations.

18.12 Certification Maintenance: Monitoring Item and Exam Performance

The contracted psychometrician will conduct item- and form-level analyses at least once per year to assure reliability (consistency) of the items used and the validity of exam scores produced through the administration of the NCCPT certification exams. This annual technical report will contain details on maintenance procedures (i.e., drift analyses, bias reviews, etc.).

The NCCPT will monitor exam volume on a yearly basis. Should the total volume of candidates exceed 500 from the date of the last JTA, NCCPT will conduct an item writing workshop to replenish the item bank with items. Should the testing population over the next five years be less than 500 administrations, the replenishing of the items in the item bank will be conducted upon completion of the next JTA (anticipated every 5 years).

19.00 NCCPT Certification Exam Retake

19.1 Failed Candidates and Exam Retakes

Failed candidates are provided with information which allows them to focus on those content areas which may require additional attention. The information shows performance in each of the examination content areas. It is intended to be used as a resource for preparation should the candidate wish to re-sit for the exam again in the future. It should be noted that these qualitative indicators provided to failed candidates may result in less stability in the numerical results, thus, candidates are advised to review all content areas prior to retaking the exam, including areas in which performance was good.

- Candidates have twelve months, starting from the date of purchase, to initially sit for the exam or retake the exam should they fail. Candidates wishing to retake the exam must do so within this twelve-month testing window with a 14-day waiting period following the first attempt and a 90-day waiting period after their second.
- In the event the candidate fails the exam and the waiting period to retest extends beyond the initial 12-month testing window, candidates may request an additional six-month extension for free. If after 18 months additional time is required, a six-month extension can be purchased for a fee.

Additional information on retaking an exam may be found [here](#). Purchase of the extension does not guarantee exam eligibility. Candidates should contact support@nccpt.com if unsure about eligibility or exam deadlines.

19.2 Retake Rationale

A short waiting time between the first and second attempts, fourteen days is allowed because there are two different exam forms administered and candidates sitting for an exam a second time will be administered the form they have not yet seen. The rationale behind the wait times between the second and third attempts is to allow candidates an additional amount of time between administrations to better prepare themselves for their next attempt. After failing the exam three (3) consecutive times, a candidate is required to wait a full year after his or her third attempt to sit for the exam again.

The rationale for requiring a failing candidate to wait a full year after his or her third attempt is twofold:

Item exposure concerns – If similar forms are given to a candidate wishing to retake the exam, multiple exposures to the same or similar items could result in an unfair advantage for the test taker sitting for the exam several times. In other words, each additional administration increases the candidate's odds in passing the exam through memorization instead of through his or her knowledge and skills related to the profession. In the long term, this could result in a compromise of the exam form and its items.

Educational “Readiness” and preparedness to sit for the exam – After a maximum of three (3) failed attempts, the Board has determined that a candidate may not be prepared to successfully participate in the profession. Offering retesting after one year encourages a candidate to engage in more long-term foundational educational studies which may better prepare him or her in his or her next attempt to sit for the exam.

20.00 NCCPT Recertification

20.1 Purpose

The purpose of the 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 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 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 certification credential holders are required to keep their certification current by completing various NCCPT Certification Board-approved continuing education activities.

20.2 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 commission 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.” The 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. Continued competence is documented through participation in the NCCPT Recertification Program.

The NCCPT Board believes that two years is a time over which the practice of certified personal training would have evolved to some extent. This is also an appropriate time to ensure candidates continue to stay up to date on the relevant skills and knowledge to train clients in a safe and qualified manner. This time also helps certificants keep up to date with the changing guidelines from clinical government agencies. While several training trends will be introduced each year, a two-year period gives time for those trends to become permanent additions or changes to many best practices.

20.3 Recertification Requirements

NCCPT certification credentials are valid for two (2) 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:

- Abide by the NCCPT Professional Code of Conduct and re-attest to this Code on an annual basis.
- Earn NCCPT-approved CEUs and submit documentation providing proof of credit being awarded.
- Pay the current recertification fees upon completion of CEUs and submission of the NCCPT Certification Renewal Form (Appendix 7).

Any applicant who does not meet the recertification requirements will be notified within thirty (30) 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.

NCCPT Certification credential holders must renew their certification every two years to maintain their credential and remain in good standing. 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 Continuing Education Units (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.

NCCPT certifications CEU Renewal Requirements :

Certification/Certificate	Renewal CEU Requirements
Certified Personal Trainer	2.0
Certified Indoor Cycling Instructor	2.0
Certified Strength Training Specialist	2.0
Certified Yoga Instructor – Vinyasa Flow	2.0
Certified Group Exercise Instructor	2.0

Certificants who hold more than one NCCPT Certification can apply the same CEUs to more than one certification for renewal, provided that the subject matter is appropriate for continuing education for the NCCPT Certifications in which the CEUs are applied.

20.4 Recertification Fees

Completed applications for renewal should be submitted prior to the expiration of the credential. An administrative fee of \$75 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 NCCPT's renewal process. An additional late fee of \$25 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. Please 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.

For certificants holding multiple NCCPT credentials, the following fee structure is in effect:

- First Certification On-Time Renewal \$75.00
- Additional Certifications
 - On-Time Renewal For 2 or More Certifications \$50 each
- Late Renewals Up To 30 Days Late \$25 total for all late credentials

20.5 NCCPT Continuing Education Reporting Forms

NCCPT, through its partnership with ISSA offers numerous opportunities for certificant holders to meet CEU requirements for recertification (credential-related continuing education courses, workshops, events, etc.). CEU information in this regard can be recorded by completing and submitting the NCCPT Certification Renewal Form (Appendix 7). The document is also found at [www.nccpt.com/data/pdf/NCCPT CEU Renewal Form.pdf](http://www.nccpt.com/data/pdf/NCCPT%20CEU%20Renewal%20Form.pdf).

Petition Application for NCCPT CEUs

Additional CEU opportunities outside those available through NCCPT or ISSA (credential-related continuing education courses, workshops, events, etc.) can be reviewed and approved by completing a petition process form (Appendix 8) that is available to NCCPT credential holders at [/nccpt.issaonline.com/forms](http://nccpt.issaonline.com/forms). A \$25 non-refundable fee is required for each petition.

Change of Contact Information

Changes in mailing address, email address and/or phone number must be provided to NCCPT. Failure to keep your contact information current can result in lost mail, lost information and/or lost business. You may keep your information current by logging into your account and updating your member page or contacting support@nccpt.com.

20.6 Continuing Education Submission Guidelines

Check for the required amount of CEUs required for each Certification program

- CEUs are based on contact hours
- Contact hours are defined as the number of clock hours spent in direct participation in a structured educational format
- One (1) contact hour is equal to one-tenth (0.1) CEU.

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

It is the sole responsibility of the NCCPT credential holder to document continuing education activities.

Reporting Continuing Education Information

The completed continuing education reporting form must be submitted to NCCPT. Applications for re-certification will only be accepted within 1 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 for NCCPT form. It is recommended that information be recorded on an ongoing basis (i.e. as soon as an activity is successfully completed).
- Proof of appropriate documentation must be submitted with the completed Continuing Education Reporting 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 in excess of 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 (CPR) certification must be included with the Continuing Education Reporting Form.
- The Continuing Education Reporting Form must be signed to be recognized as valid.

Accepted subject matter for continuing education

The following subject matter is accepted for NCCPT certification continuing education unit (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.

20.7 CEU Category Requirements

Maximum Number of CEUs per Category

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

CATEGORY A – NCCPT-APPROVED PROVIDED OFFERINGS

- Activities in this category are available through NCCPT approved providers and include:
 - o Workshops
 - o Conferences
 - o Symposiums
 - o Home-Study Courses
 - o NCCPT Credential Courses
 - o Other NCCPT approved educational courses
- 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.
- All conferences, workshops and symposiums must be intended for an audience of health and fitness professionals.

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	Number of 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 ¹	0.5 CEUs	Copy of article; writer guidelines
Primary author in reviewed publication ¹	0.2 CEUs	Copy of article; writer guidelines
Primary author in an NCCPT publication	0.2 CEUs	Letter of Acknowledgement
Primary author in a 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 on contribution to industry

¹ A peer reviewed publication is one that 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, wiki’s 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 of the 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

- 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.
- In order for a course to be eligible it must be assigned credit hours and be listed on the official university transcript.
- 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 CEUs and a semester course worth 3 credits = .9 CEUs)
- A maximum of 2.0 CEUs can be obtained in Category C.

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

- 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.
- 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).
- For Massage Therapy courses to be acceptable they must be part of an ACCET accredited program in good standing.
- Practicum courses, internship experiences and laboratory format courses are subject to approval as acceptable CEU credit.
- Weight training and/or conditioning course may be acceptable for CEU credit.

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

- CEU credit earned in this category are REQUIRED.
- Providers in this category are those that adhere to the standards of either:-
 - The American Heart Association; or
 - The American Red Cross.
- EMT (Emergency Medical Technician) certification can be used in this category.
- Only 0.1 CEU can be obtained in Category D.
- Some examples of where a CPR might be acquired are:
 - Fire Departments: Many Fire Departments in many states conduct classes.
 - Police Departments and Independent Contractors: Approved through Red Cross and AHA.
 - Red Cross and AHA locations

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

20.8 Contact Hours Definitions

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.

Recert Fee	Total Required	Category A Maximum	Category B Maximum	Category C Maximum	Category D Maximum
\$75	2.0 CEUs	2.0	1.0	2.0	0.1

Category	Descriptions	Number of CEUs	Required Documentation
A	Workshops	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 CEU per contact hour	Letter of Acknowledgement
B	Panelist at conference, lecture or workshop	0.1 CEU per contact hour	Letter of Acknowledgement
B	Primary author in a peer reviewed publication ¹	0.5 CEU	Copy of Article; Writer Guidelines
B	Primary author in a non-peer reviewed publication ¹	0.2 CEU	Copy of Article; Writer Guidelines
B	Primary author in a NCCPT publication	0.2 CEU	Letter of Acknowledgement
B	Primary author in a 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	0.1 CEU per official credit hour	Official university transcript
D	Courses providing required certifications	0.1 CEU	Front & back copies of current certification
D	EMT course and certification	0.1 CEU	Front & back copies of current certification

20.9 Recertification Audit Procedure

The NCCPT will conduct random audits of credential holders for CEU records or may do so upon a challenge. During the audit, the credential holder 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 can expect an audit of their CEU records. The process for those selected for audit is as follows:

Each certificant for audit will be selected randomly and will be required to 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.

20.10 Recertification Appeals

Recertification Appeals (Other than Disciplinary or Ethical)

The 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.

Reinstatement of certification may be granted to an individual whose credential has been revoked for non-renewal. Reinstatement provides a previously designated NCCPT credential holder the opportunity to regain the credential provided all maintenance of certification and/or recertification requirements have been met. An individual whose credential has been revoked for non-renewal is required to pay an additional fee to be reinstated.

The NCCPT Certification Staff reviews a candidate application submitted to determine if the applicant is eligible to sit for the NCCPT certification. NCCPT Certification Staff will review all applications for completeness and payment of fees.

When an NCCPT credential is either withdrawn or revoked, either for non-payment or at the request of the certificant, there is no reinstatement allowed once the cancellation is processed.

Disciplinary or Ethics Violations/Appeals

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. Please refer to Section 17.4.

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 Fitness 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 any and 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 as a result of a Code of Conduct violation, the accused party or parties have 30 days to file an appeal to the Board for final consideration. The 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 make a decision regarding the final outcome. The Board will notify the defendant of its decision in writing. All decisions made by the Board are considered final and cannot be appealed. It is the policy of the Board that no exam candidate or certificiant for any certification be discriminated against based upon race, religion, creed, gender, age, national origin or ethnicity.

21.00 NCCPT Certification Quality Management

21.1 Quality Management Purpose

NCCPT's Quality Management Policy is intended to document a comprehensive management system of internal audits, management reviews, and ongoing quality improvement across all aspects of the certification programs. The Board developed, reviewed and approved a Quality Management Manual that addresses its quality management systems as related to the NCCPT certification programs

The quality management policies are developed to improve overall certification program performance, promote continued quality monitoring and improvement, establish processes for identifying errors and initiating corrective actions, and to encourage preventive actions and other proactive measures. This policy requires documentation, through the Policies and Procedures manual, on policy management for:

- Application processing and financial management
- Security, confidentiality and conflict of interest
- Document and record retention
- Errors in program activities and information, including certification exams
- Exam development, delivery, and scoring procedures

23.00 NCCPT Certification Fees

23.11 Initial Certification

- Certified Personal Trainer Price: \$599.00

23.2 Recertification

- Recertification Fee Price: \$75.00
- Late Fee Price: \$25.00

Appendix 1: NCCPT Exception Request/Appeal Form



NCCPT EXCEPTION REQUEST / APPEAL FORM (Please print)	(TO BE COMPLETED BY THE PERSON MAKING THE REQUEST)				
Date:					
Your name:					
Current street address:					
City/State/Zip:					
Daytime phone:					
Email:					
Nature of Request (Select one):	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Exam Eligibility</td> <td style="width: 50%; border: none;">Recertification</td> </tr> <tr> <td style="border: none;">Exam Accommodation (additional form required)</td> <td style="border: none;">Exam Performance</td> </tr> </table>	Exam Eligibility	Recertification	Exam Accommodation (additional form required)	Exam Performance
Exam Eligibility	Recertification				
Exam Accommodation (additional form required)	Exam Performance				
Details of the Request/Appeal Please describe your request in detail (attach additional sheets of paper if more space is needed).					
Additional details if applicable: Certificate number(s): Expiration date: Are CEUs completed? If no, when will CEUs be complete?					

Please attach any documentation supporting your request/appeal that you want the NCCPT Certification Appeals Committee to consider.

I understand that this exception request/appeal form will be reviewed by the NCCPT Certification Board Appeals Committee, and I will receive a letter from NCCPT informing me of the Committee's decision. I also understand that NCCPT's policies regarding exception requests and appeal processes are provided in detail in the Candidate Handbook.

Signature of person making the request/appeal

Date

Please email the completed form and any attached documentation to: support@nccpt.com.

Appendix 2: Request for Special Accommodation

In accordance with the Americans with Disabilities Act (ADA), special accommodations may be available for individuals with documented disabilities. The NCCPT will provide reasonable testing accommodations to candidates with a qualifying medical condition or documented disability that may impose on their ability to take an NCCA accredited NCCPT exam under standard testing circumstances. To be considered for special accommodation, the candidate will need to complete the NCCPT Request for Special Accommodations form. The submission of the request for special accommodations does not guarantee the approval of requested testing accommodations. All decisions are made on a case-by-case basis, consideration is based on information provided, and in accordance with the law.

Candidates should allow for a minimum of thirty (30) days for processing, while NCCPT makes every effort to process requests as quickly as possible. To expedite the process, candidates should include all the required documentation in their initial request.

The exam that candidates are requesting accommodation for must be purchased prior to requesting any accommodation.

Once a decision is made, candidates will be informed in writing regarding their request for special accommodations. NCCPT reserves the right to make final judgment decisions regarding testing accommodations, and candidates are still required to follow the same exam testing policies. Please note this application is valid for one (1) year from the approval date. If you wish to test with accommodations after your approval expiration date, you must resubmit a new application for processing.

Instructions for Documentation:

Attach a letter from a health care professional or physician, qualified to diagnose the disability or medical condition, as to the need for an accommodation. If you are a postsecondary student or graduated in the last two (2) years, an Individual Education Plan (IEP) may be used in place of the letter.

The IEP or letter must include:

- Specific disability or diagnosis.
- Brief explanation of how the condition limits the candidate's ability to take an exam under standard conditions.
- If it is not a permanent disability, please indicate when it was first diagnosed, about how long you have had it, and under what circumstances the diagnosis was made.
- Specific accommodation required. Keep in mind, these accommodations should be adequate for the candidate to complete the exam without creating an unfair advantage. If more time is required, the letter or IEP must specify exactly how much more time is needed, and why that amount is needed.

Once you have completed the form, please submit it and all relative documentation in one (1) single submission by email to: support@nccpt.com.

NCCPT Request for Special Accommodations Form
(To be completed by the candidate)

Name: _____ Date: __

Current street address: _____

City/State/Zip: _____

Best contact phone number: _____ Email: _____

Description of disability:

Accommodations requested:

Accommodations granted in the past

Organization Name: _____

Date: _____ Exam Name:

_____ Accommodation(s) Description

Under penalty of perjury, by signing below, I declare that all information provided in this request for accommodations and all supporting documentation I provided are true to the best of my knowledge. I also understand that if any information is found to be false, NCCPT will have the right to challenge the candidate's position on the requested accommodations. I hereby certify that I personally completed this form and may be asked by a representative from NCCPT to verify this information at any time. NCCPT reserves the right to make addition inquiries regarding my disability and previous accommodations before coming to a decision.

If further information or clarification is found to be necessary, I understand and authorize NCCPT to communicate and request additional documentation from the professional who has diagnosed the disability, who provided the information related to my accommodation request, or any organization that has granted me accommodations in the past. I also authorize NCCPT to release this information if found necessary to a professional chosen by NCCPT for the purpose of conducting an independent evaluation of the requested accommodations. I acknowledge that these processes may require extra time for the accommodation to be granted beyond the standard 30 days.

Candidate's Signature

Date

Candidate's Printed Na

Appendix 3: NCCPT Database Credentials Coding Policy

Overview

Database authentication credentials are a necessary part of authorizing applications to connect to internal databases. However, incorrect use, storage and transmission of such credentials could lead to compromise of very sensitive assets and be a springboard to wider compromise within the organization.

Purpose

This policy states the requirements for securely storing and retrieving database usernames and passwords (i.e., database credentials) for use by a program that will access a database running on one of NCCPT or ISSA's networks. Software applications running on NCCPT's networks may require access to one of the many internal database servers (either NCCPT or ISSA). In order to access these databases, a program must authenticate the database by presenting acceptable credentials. If the credentials are improperly stored, the credentials may be compromised leading to a compromise of the database.

Scope

This policy is directed at all system implementers and/or software engineers who may be coding applications that will access a production database server on the NCCPT/ISSA Network. This policy applies to all software (programs, modules, libraries or APIS that will access a multi-user production database. It is recommended that similar requirements be in place for non-production servers and lap environments since they don't always use sanitized information.

Policy

To maintain the security of NCCPT's internal databases, access by software programs must be granted only after authentication with credentials. The credentials used for this authentication must not reside in the main, executing body of the program's source code in clear text. Database credentials must not be stored in a location that can be accessed through a web server.

Specific Requirements

Storage of Database Usernames and Passwords

- Database usernames and passwords may be stored in a file separate from the executing body of the program's code. This file must not be world readable or writable.
- Database credentials may reside on the database server. In this case, a hash function number identifying the credentials may be stored in the executing body of the program's code.
- Database credentials may be stored as part of an authentication server (i.e., an entitlement directory), such as an LDAP server used for user authentication. Database authentication may occur on behalf of a program as part of the user authentication process at the authentication server. In this case, there is no need for programmatic use of database credentials.
- Database credentials may not reside in the documents tree of a web server.
- Pass through authentication (i.e., Oracle OPS\$ authentication) must not allow access to the database based solely upon a remote user's authentication on the remote host.
- Passwords or passphrases used to access a database must adhere to the Password Policy.

Retrieval of Database Usernames and Passwords

- If stored in a file that is not source code, then database usernames and passwords must be read from the file immediately prior to use. Immediately following database authentication, the memory containing the username and password must be released or cleared.
- The scope into which you may store database credentials must be physically separated from the other areas of your code, e.g., the credentials must be in a separate source file. The file that contains the credentials must contain no other code but the credentials (i.e., the username and password) and any functions, routines, or methods that will be used to access the credentials.
- For languages that execute from source code, the credentials' source file must not reside in the same browsable or executable file directory tree in which the executing body of code resides.

Access to Database Usernames and Passwords

- Every program or every collection of programs implementing a single business function must have unique database credentials. Sharing of credentials between programs is not allowed.
- Database passwords used by programs are system-level passwords as defined by the *Password Policy*.
- Developer groups must have a process in place to ensure that database passwords are controlled and changed in accordance with the *Password Policy*. This process must include a method for restricting knowledge of database passwords to a need-to-know basis.

Policy Compliance

Compliance Measurement

- The Infosec team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

Exceptions

- Any exception to the policy must be approved by the Infosec team in advance.

Non-Compliance

- An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.
- A violation of this policy by a temporary worker, contractor or vendor may result in the termination of their contract or assignment with ISSA.
- Any program code or application that is found to violate this policy must be remediated within a 90-day period.

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- IDEA Source <http://www.ideasource.com/>
- Journal of the American Physical Therapy Association <http://www.ptjournal.org/>
- Personal Fitness Professional <http://www.fit-pro.com/ME2/Default.asp>
- Training and Conditioning <http://www.training-conditioning.com/>

Appendix 5: NCCPT Confidentiality and Non-Disclosure Agreement

This Unilateral Confidentiality and Non-Disclosure Agreement (the “Agreement”), effective on the date signed by the Recipient (the “Effective Date”), is by and between the National Council for Certified Personal Trainers (NCCPT), a division of ISSA, LLC (the “Disclosing Party”), a Missouri limited liability company located at 11201 N. Tatum Blvd., Suite #300; PMB 28058, Phoenix AZ 85028 and the party identified above (the “Recipient”). NCCPT and the Recipient may be referred to collectively as the “Parties,” and each, a “Party”.

WHEREAS, NCCPT desires to utilize the services, talents and expertise of Recipient in one or more of the following activities related to persons involved in any NCCPT certification program(s): i) NCCPT certification training and/or education; ii) NCCPT examination and/or test development; iii) NCCPT examination preparation and/or review (separately or collectively considered the “Purpose”), whether as an employee or a contractor;

WHEREAS, in connection with the Purpose, the Recipient may have access to certain information concerning NCCPT which is non-public, confidential, or proprietary in nature;

WHEREAS, NCCPT wishes to protect and preserve the confidentiality of such information; and

WHEREAS, the Parties desire to set forth in writing the terms and conditions of their agreements and understanding with respect to the Confidential Information (as defined below).

NOW, THEREFORE, in consideration of the mutual covenants, terms, and conditions set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

Recitals. The foregoing Recitals are incorporated into this Agreement as if set forth fully herein.

Definitions. For purposes of this Agreement, the following terms have the following meanings:

“Affiliate” means, with respect to any Person, any other Person that is directly or indirectly Controlling, Controlled by, or under common Control with such Person, where “Control” and derivative terms mean the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a Person, whether through the ownership of voting securities, by contract, or otherwise.

“Confidential Information” means all information, data, documents, agreements, files, and other materials, whether disclosed orally, in written, electronic, or other form or media, which is obtained from or disclosed by NCCPT, its Representatives, or otherwise, and whether obtained before or on or after the date hereof regarding NCCPT, including without limitation, [all information relating to its trade secrets (including all information that applicable law defines as a “trade secret”), all information covering topics such as: NCCPT certification examination questions or testing preparation materials, training activities or materials, actual or prospective customers, suppliers, advertising, marketing and development, business plans, financial reports or data, pricing, projections and forecasts, research, strategies, ideas, concepts, training/testing or certification materials and/or techniques, know-how, formulas, analytics, current or future product offerings, unpublished content, surveys, competitive intelligence, business opportunities,

actual or potential shareholders, intellectual property, investment opportunities, software or computer code, studies, reports and/or other information of a business or technical nature, samples, inventions, discoveries, ideas, know-how, intellectual property strategies, current and anticipated client or customer requirements, capital spending, any other information of any kind, nature, or description, and/or any other aspect of NCCPT's operations, activities or business that may allow a competitor to discern information that the competitor would not typically know and could be used to gain a competitive advantage over NCCPT].

The term "Confidential Information" as used herein includes, without limitation, all notes, analyses, compilations, reports, forecasts, studies, samples, and other documents prepared by or for the Recipient which contain or otherwise reflect or are derived or based in whole or in part on such Confidential Information. The term "Confidential Information" as used herein does not include information that: (i) at the time of disclosure or thereafter is generally available to and known by the public (other than as a result of its disclosure directly or indirectly by the Recipient or its Representatives in violation of this Agreement); (ii) was available to the Recipient on a non-confidential basis from a source other than NCCPT or its Representatives, provided that such source is not and was not bound by a confidentiality agreement with respect to such information or otherwise prohibited from transmitting such information by a contractual, legal, or fiduciary obligation; or (iii) has been independently acquired or developed by the Recipient prior to the received of NCCPT's Confidential Information and without reference to the Confidential Information, as Recipient can prove by clear and convincing evidence.

"Person" means any individual, corporation, limited or general partnership, limited liability company, limited liability partnership, trust, association, joint venture, governmental entity, or other entity.

"Representatives" means, as to any Person, such Person's Affiliates, and its and their respective directors, officers, managers, employees, consultants, members, general partners, shareholders, parents, subsidiaries, affiliated entities, successors, assignees, nominees, volunteers and agents or advisors (including attorneys, bankers and financial advisors, and accountants), or any Person performing a similar function for any such Person or Such Person's Affiliates.

Other terms not specifically defined in this Section shall have the meanings given them elsewhere in this Agreement.

Use of Confidential Information and Confidentiality.

The Recipient shall (i) keep the Confidential Information strictly confidential; (ii) take such steps as may be reasonably necessary to prevent the disclosure of Confidential Information to others with not less than the same degree of care that the Recipient uses to prevent the unauthorized use, dissemination or publication of its own confidential and proprietary information (but with at least the same degree of care used by a reasonably prudent business person); and (iii) shall not use the Confidential Information for any purpose other than the Purpose, and not otherwise use or exploit the Confidential Information for Recipient's own benefit or the benefit of another.

The Recipient shall not disclose or permit its Representatives to disclose any Confidential Information except: (i) if required by law, regulation, or legal or regulatory process, and then only in accordance with Section 6; or (ii) to its Representatives, to the extent necessary to permit

such Representatives to assist the Recipient in evaluating and negotiating the Purpose, provided such Representatives are informed by the Recipient of the confidential nature of the Confidential Information; provided, that the Recipient shall require each such Representative to be bound by the terms of this Agreement to the same extent as if they were parties hereto.

Notwithstanding anything to the contrary, the Recipient shall be obligated to ensure that any party given access to Confidential Information complies with the terms of this Agreement. Recipient shall be responsible for any breach of this Agreement by any of its Representatives except for breaches committed by any such Representative that has executed its own confidentiality agreement with NCCPT with respect to the Purpose. In no event shall the Recipient or its Representatives replicate, reverse engineer, decompile or duplicate all or any part of the Confidential Information.

No Representations or Warranties; No Other Obligation. The Recipient understands and agrees that neither NCCPT, nor any of its Representatives: (a) have made or make any representation or warranty hereunder, express or implied, as to the accuracy or completeness of the Confidential Information; or (b) shall have any liability hereunder to the Recipient or its Representatives relating to or resulting from the use of the Confidential Information or any errors therein or omissions therefrom. The Parties agree that unless and until a definitive agreement between NCCPT and Recipient has been executed and delivered with respect to the Purpose, NCCPT will not be under any legal obligation of any kind whatsoever with respect to the Purpose, including any obligation to: (i) enter into or negotiate a business relationship; or (ii) conduct or continue discussions or negotiations. NCCPT reserves the right, in its sole discretion, at any time and for any reason or no reason, to reject any and all proposals made by the Recipient or on its behalf with regard to the Purpose and a business relationship, to terminate discussions and negotiations with the Recipient at any time, and to enter into any agreement with any other Person without notice to the Recipient or any of its Representatives.

Required Disclosure. If the Recipient or any of its Representatives is required, in the written opinion of the Recipient's counsel, to disclose any Confidential Information, by law, regulation, or legal or regulatory process, the Recipient shall: (a) take all reasonable steps to preserve the privileged and confidential nature of the Confidential Information, including requesting that the Confidential Information not be disclosed to non-parties or the public; (b) give NCCPT prompt prior written notice of such requirement so that NCCPT may seek an appropriate protective order or other remedy; and (c) cooperate with NCCPT to obtain such protective order. In the event that such protective order or other remedy is not obtained, the Recipient (or such other Persons to whom such requirement is directed) will furnish only that portion of the Confidential Information which, on the advice of the Recipient's counsel, is legally required to be disclosed and, upon NCCPT's request, use its best efforts to obtain assurances that confidential treatment will be accorded to such information.

Ownership and Return or Destruction of Confidential Information. Recipient agrees that all Confidential Information, and copies, extractions or reproductions thereof, that are or relate to the Confidential Information or any other aspect of NCCPT's operations, activities or business, made or received by Recipient during any period prior to or following the Effective Date, are and shall be NCCPT's exclusive property, and such property, regardless of where located, will be protected and subject at all times to NCCPT's control. At any time upon NCCPT's request, the Recipient shall promptly, and in any event no later than five days after the request, destroy or

return all Confidential Information (including all copies, extracts, or other reproductions) to NCCPT and, to the extent Confidential Information is destroyed, certify in writing to NCCPT that such Confidential Information (including any Confidential Information held electronically) has been destroyed. Notwithstanding the return or destruction of Confidential Information, the Recipient and its Representatives shall continue to be bound by their obligations of confidentiality and other obligations hereunder.

No Solicitation. Except with the express permission of NCCPT, the Recipient agrees that during the term of this Agreement and for a period of twenty four (24) months after its termination, neither the Recipient nor its Representatives will directly or indirectly solicit or hire any officer, director, manager independent contractor or employee (each a “Restricted Person”) of NCCPT or any of its subsidiaries, except pursuant to a general solicitation that is not directed specifically to any such Restricted Person.

Remedies. The Parties agree that money damages would not be a sufficient remedy for any breach of this Agreement by the Recipient and that in addition to all other remedies it may be entitled to, NCCPT shall be entitled to seek specific performance and injunctive or other equitable relief without the necessity of posting any bond or other security as a remedy for any such breach. In the event that NCCPT institutes any legal suit, action, or proceeding against the Receiving Party arising out of or relating to this Agreement, NCCPT shall be entitled to receive in addition to all other damages to which it may be entitled, the costs incurred by NCCPT in conducting the suit, action, or proceeding, including reasonable attorneys’ fees and expenses and court costs.

No Waiver of Privilege. To the extent that any Confidential Information includes materials subject to the attorney-client privilege, NCCPT is not waiving, and shall not be deemed to have waived or diminished, its attorney work-product protections, attorney-client privileges, or similar protections and privileges as a result of disclosing any Confidential Information (including Confidential Information related to pending or threatened litigation) to the Recipient or any of its Representatives.

Term. This Agreement shall continue for the duration of Recipient’s association with NCCPT (even if interrupted by a period of inactivity) unless expressly terminated in writing, and thereafter for a period of twenty four (24) months after termination.

Governing Law; Jurisdiction and Venue. This Agreement shall be governed by and construed in accordance with the internal laws of the State of Arizona without giving effect to any choice or conflict of law provision or rule (whether of the State of Arizona or any other jurisdiction) that would cause the application of laws of any jurisdiction other than those of the State of Arizona. Any legal suit, action, or proceeding arising out of or related to this Agreement or the matters contemplated hereunder shall be instituted in the federal courts of the United States or in the courts of the State of Arizona with a situs in Maricopa County, and each Party irrevocably submits to the exclusive jurisdiction of such courts in any such suit, action, or proceeding and waives any objection based on improper venue or forum non conveniens. Service of process, summons, notice, or other document by mail to such Party’s address set out herein shall be effective service of process for any suit, action, or other proceeding brought in any such court.

IP Ownership. Any and all intellectual property rights resulting from or relating to the Subject Matter referenced above, to improvements thereon, or to this disclosure of Confidential Information shall belong to DISCLOSER and RECIPIENT agrees to execute all necessary documents to evidence the same.

Conflict of Interest. Recipient acknowledges that it has received, read, understands and agrees to be bound by NCCPT's then current Conflict of Interest Policy (current copy attached. Signature required).

Exam Eligibility. Recipient understands and acknowledges that by virtue of Recipient's work with NCCPT on the Purpose, Recipient is NOT eligible to take the NCCPT CPT examination during Recipient's involvement with NCCPT, and for a period of twenty-four (24) months following the date of Recipient's last involvement with NCCPT on the Purpose of this Agreement.

Exam Preparation Activities Restriction. Among other NCCPT policy requirements related to the development of the certification programs/exams, a Recipient involved in any way in the development of NCCPT certification programs/exams is prohibited from participating in the preparation, presentation, sponsorship, or ownership of any program, training, event, course, or publication having as a primary purpose the preparation of an individual for an NCCPT certification exam. This prohibition is effective during the term of this Agreement and for a period of twenty-four (24) months following Recipient's last participation in NCCPT certification development activities.

Severability. If any provision of this Agreement, or the application thereof to any Person, place, or circumstance, shall be held by a court of competent jurisdiction to be invalid, unenforceable, or void, the remainder of this Agreement and such provision as applied to other Persons, places, or circumstances shall remain in full force and effect.

Notices. All notices, requests, consents, claims, demands, waivers, and other communications hereunder shall be in writing and shall be deemed to have been given: (a) when delivered by hand (with written confirmation of receipt); (b) when received by the addressee if sent by a nationally recognized overnight courier (receipt requested); (c) on the date sent by facsimile, email, or other means of electronic delivery (with written confirmation of receipt) if sent during normal business hours of the recipient, and on the next business day if sent after normal business hours of the recipient; or (d) on the third day after the date mailed, by certified or registered mail, return receipt requested, postage prepaid. Such communications must be sent to the respective Parties at the addresses set out in this Agreement (or to such other address that may be designated by a Party from time to time in accordance with this Section 14).

Assignment. Neither Party may assign or otherwise transfer this Agreement, in whole or in part, without the prior written consent of the other Party in each instance, such consent not to be unreasonably withheld, conditioned, or delayed. Notwithstanding the foregoing, NCCPT may assign this Agreement in its entirety to any (a) Affiliate of NCCPT; or (b) successor entity of NCCPT that assumes all, or a majority of, NCCPT's assets in writing. Any assignment in violation of this clause shall be null and void.

Waivers. No waiver by any Party of any of the provisions hereof shall be effective unless explicitly set out in writing and signed by the Party so waiving. No waiver by any Party shall operate or be construed as a waiver in respect of any failure, breach, or default not expressly identified by such written waiver, whether of a similar or different character, and whether occurring before or after that waiver. No failure to exercise, or delay in exercising, any right, remedy, power, or privilege arising from this Agreement shall operate or be construed as a waiver thereof; nor shall any single or partial exercise of any right, remedy, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

Entire Agreement; Amendments. This Agreement sets forth the entire agreement regarding the Confidential Information, and supersedes all prior negotiations, understandings, and agreements. No provision of this Agreement may be modified, amended, or changed except by a writing signed by the Parties hereto.

Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

Printed Name

Signature

Date

Appendix 6: Conflict of Interest Policy

A conflict of interest occurs when a person or organization is able to exploit their professional or personal capacity for their own benefit, potentially compromising their judgment, objectivity, or ability to act in the best interests of others they are obligated to serve.

Examples include, but are not limited to:

- Deriving personal profit or gain for an individual's participation in NCCPT Certification Program activities
- Affiliating with organizations whose operations conflict with the activities of the NCCPT Certification Program or Board business
- Changing employment which could conflict with the activities of the NCCPT Certification Program or the business of the Board
- Producing or being affiliated with the creation and disbursement of educational materials used or designed to help candidates prepare for an NCCPT certification exam

Specifically, Members, volunteers, staff and any other entities with access to NCCPT confidential certification information are prohibited from the following during their active involvement in any NCCPT certification program:

- Development or determination of educational standards, guidelines, or curriculum
- Approving, accrediting, endorsing, or recommending educational or training programs designed or intended to prepare individuals for certification
- Developing or delivering educational or training content, such as review courses or study guides, designed or intended to prepare individuals to take the certification examination

Additionally, any and all of these personnel noted above having access to confidential NCCPT certification exam content shall not be eligible to sit for the certification exam nor develop preparation materials for the exam for two years after completion of service or employment and all must complete of this form annually

The Board shall function under this Conflict of Interest Policy which is designed to ensure that members of the Board, its volunteers, staff and any other entities having access to NCCPT confidential certification information shall refrain from using their position or the knowledge gained from exposure in such a manner that is a conflict of interest between the interests of the organization or their personal interests. The intent of this policy is to ensure that these individuals/groups place the interests of the organization foremost in any dealings involving or relating to NCCPT. The Board shall hold responsibility for maintaining the relevance and efficacy of this Policy and has the authority to update it as needed.

No individual with access to confidential certification information shall seek or accept any payment, personal gift, and/or the promise of the same that is not generally considered within the bounds of customary business hospitality that might reasonably be believed to influence business transactions, individual achievement, and/or test scores. To maintain compliance with NCCA Standards, any personnel involved in education, training, and/or preparation of test/study materials are prohibited from being involved during the same time period in the administration, development, review or grading of NCCA Certification examinations. In addition, personnel

with access to confidential NCCA certification information or materials should not participate in the grading, and/or evaluation of a relative or individual of personal interest of that individual.

Conflict of Interest and Recusal

Each Member, volunteer, staff, or other entity with access to confidential NCCPT certification information shall immediately disclose any potential conflict of interest in any process or evaluation undertaken by that person in fulfilling their duties to NCCPT, and to abide by the Board’s decision regarding recusal from participation.

Each person has responsibility not only to identify an actual, potential and/or perceived conflict of interest involving himself/herself, but also to bring to the attention of NCCPT if a person has any undue influence on transactions involving purchases, contracts, testing, certifications, examinations, or the like. The existence of any actual, potential, or perceived conflict of interest must be disclosed and identified as soon as possible. Violations of conflict-of-interest agreements can be identified through voluntary disclosure (self or other) or random audits of certification and education activities.

If an identified conflict does not impact the overall capacity to serve, the individual should recuse themselves from serving on that particular item and if a need is determined by the Board, a surrogate, appointed by majority Board vote, is to temporarily work to resolve the item or issue in question. These situations will be identified by the Board and a surrogate will be appointed by majority Member vote. Recusal due to a conflict of interest does not necessarily limit the participation in other NCCPT organizational or Board matters.

I have read and further understand and agree to the items contained in this Policy.

Printed Name

Signature

Date

Appendix 7: NCCPT Exam Content Outline

NCCPT Certified Personal Trainer Detailed Content Outline
Based on 2020 Job Analysis Study

Domain/Task Statement	Examination Weight (%)
I. Applied Science (Anatomy, Kinesiology, Physiology)	25%
A. Anatomy	
1. Apply basic knowledge of the muscular system (e.g., fascia, tendons, muscles)	
2. Apply basic knowledge of the nervous system (e.g., CNS, PNS)	
3. Apply basic knowledge of the skeletal system (e.g., bones, ligaments)	
B. Functional Anatomy	
1. Identify primary mover vs. secondary mover (e.g., agonist, antagonist, synergist)	
2. Identify the muscle groups involved in exercises and relate the muscle groups with specific Exercises	
3. Identify anatomical locations (e.g., anterior, posterior, lateral)	
4. Identify common muscle-injury relationships	
5. Differentiate between types of joints	
6. Analyze how the muscular and skeletal systems work together to perform movement	
7. Evaluate the relationship between the joints and muscles during exercise	
8. Recognize the major kinetic chains (e.g., foot/ankle, knee, hip, shoulder, neck)	
C. Biomechanics	
1. Identify planes of motion (e.g., frontal, sagittal, transverse)	
2. Identify joint motions and muscle actions (e.g., abduction, extension, flexion, concentric, eccentric, isometric)	
3. Identify how mechanical principles apply to the human body (e.g., range of motion, angles, levers)	
D. Energy Systems	
1. Explain how the body uses fuel and creates energy (e.g., calorie intake/output, Basal Metabolic Rate [BMR] vs. Total Daily Energy Expenditure [TDEE])	
2. Identify the different energy systems of the body	
3. Explain the benefits of anaerobic and aerobic training	
E. Physiology	
1. Identify the physiological changes or benefits that result from exercise	
2. Identify the physiological response when performing exercise (e.g., heart rate, blood pressure, hormonal response)	
3. Understand the theory behind muscle movements (e.g., sliding filament theory, all-or-none theory, size principle of motor unit recruitment)	

Domain/Task Statement	Examination Weight (%)
4. Differentiate between muscle fiber types and how they react to exercise	
II. Nutrition	10%
A. General Nutrition Information	
1. Define basic nutritional and dietary guidelines	
2. Define the macro- and micro-nutrients and explain how they are used by the body	
3. Define the difference between supplements and ergogenic aids (e.g., performance-enhancing drugs, controlled substances)	
B. Client Dietary Habits	
1. Obtain an understanding of a client's dietary habits	
2. Assess shortcomings in a client's diet	
3. Assess caloric intake relative to client needs	
C. Nutritional Guidance	
1. Offer basic nutritional education and guidance	
2. Educate clients regarding food labels and portion size	
3. Educate clients regarding current diet trends (e.g., fasting, fad diets)	
4. Educate clients regarding supplements and ergogenic aids (e.g., performance-enhancing drugs, controlled substances)	
III. Intake and Ongoing Evaluation	15%
A. Collect and review all necessary documentation (e.g., medical release, medical history, liability waiver)	
B. Conduct a basic fitness assessment (e.g., postural, performance, movement, strength, cardiovascular, flexibility, body composition)	
C. Interpret results of all assessments in relation to client goals (e.g., comparison to the general population, initial assessment vs. ongoing assessments)	
IV. Program Design and Implementation	25%
A. Principles of Program Design	
1. Apply principles of specificity for clients to achieve goals (e.g., hypertrophy, cardiovascular endurance, lean body mass changes)	
2. Evaluate and integrate applications of general adaptation syndrome	
3. Identify when to apply undulating vs. linear periodization	
B. Program Design Activities	
1. Design a balanced, functional program that includes the basic components of fitness	
2. Apply injury prevention protocols in program design (e.g., static and dynamic stretching, foam rolling, warm-up and cool-down protocols)	
3. Apply differential variables or training techniques (e.g., intensity and volume, frequency, repetition range, sets, rest, time under tension, tempo)	
4. Apply findings of fitness assessment to program design (e.g., equipment selection, movement/exercise selection)	
C. Program Implementation	
1. Implement and adjust exercise program based on client's goals (e.g., training and check-in schedules)	

Domain/Task Statement	Examination Weight (%)
2. Recommend training modifications for special populations (e.g., prenatal, youth, arthritic, hypertensive)	
3. Identify and develop specific techniques (e.g., regressions, progressions, modifications) to match the ability level of the client	
4. Counsel the client regarding flexibility, range of motion practices (e.g., static and dynamic stretching, foam rolling)	
5. Evaluate the client's cardiovascular health in order to help reach client's goals	
V. Exercise Selection, Technique, and Training Instruction	15%
A. Correcting Technique	
1. Educate client regarding technique and form (e.g., coaching cues)	
2. Correct technique on kinetic chain checkpoints (e.g., correct posture, use verbal and non-verbal cues)	
3. Correct muscular imbalance and incorrect posture and technique	
B. Monitor Client	
1. Evaluate client's progress using multiple measures (e.g., energy level, sleep quality, changes in appearance/measurements)	
2. Apply coaching cues to evaluate client's technique and form (e.g., range of motion, intensity, speed, symmetry)	
3. Inform client regarding recovery, rest, over-training, and when to stop exercising	
4. Monitor and modify intensity during cardiovascular activity based on the client's physical abilities	
VI. Professional Practice and Responsibility	10%
A. Scope of Practice	
1. Recognize professional duties and responsibilities as outlined by the sanctioning organization (e.g., punctuality, appearance, hygiene, safety, keeping current with practice)	
2. Recognize when to refer clients to others (e.g., outside resources, other colleagues, medical professionals)	
3. Recognize current and evolving technology trends to train and communicate with client based on client's needs	
4. Motivate and educate clients to pursue and continue a healthy lifestyle	
B. Ethics	
1. Recognize ethical boundaries (e.g., sexual harassment, fraternization outside session hours)	
2. Evaluate applications of codes of conduct (e.g., conflicts of interest, discussing sensitive subjects)	
C. Legal	
1. Recognize liability and insurance policies/practices	
2. Ensure contract terms and cancellation policies are clear to the client	
D. Marketing and Selling	
1. Apply various means of market and communication with the intent to sell personal training services (e.g., text, emails, phone calls, friends and family referrals, websites, email campaigns, social media)	

Domain/Task Statement	Examination Weight (%)
2. Build and nurture relationships in order to retain clients	
E. Trainer and Client Safety	
1. Follow safety checklist; active, ongoing monitoring of client during session	
2. Proactively identify risk indicators (e.g., awareness of environment, trip hazards, cleaning and sanitization according to current public health recommendations)	
3. Apply proper procedure to document incident reports	
4. Apply emergency event protocols (e.g., know when to call 911, activate EMS)	
5. Locate and use emergency tools (e.g., first-aid kit, AED, fire extinguisher, emergency exit locations)	

Appendix 8: 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 cards (front and back). 0.1 CEUs will be awarded.
- Determine appropriate renewal fees.
- When you're ready, please contact (877) 355-1640 for forward instructions.
- 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		

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	\$	
<input type="checkbox"/>	# _____ 1 Certificate at \$75	\$	
<input type="checkbox"/>	# _____ 2 or more Certificates at \$50 each	\$	
<input type="checkbox"/>	Late Fee (if postmarked after your expiration date)	\$	
<input type="checkbox"/>	Course Petition Fee based on # of petitions 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
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Appendix 9: NCCPT Certification CEU Petition Form



Continuing Education Petition Application for NCCPT

There is a \$25 petition fee for every course/program you submit.

Complete this form for each continuing education course/program that is not provided by NCCPT or ISSA.

Contact Information:

Name: _____ Phone: _____

Mailing Address: _____

City State Zip code

Email Address: _____

CEU Information

Course/ CEU Activity Title _____

Type of Activity: Workshop Seminar Home study Conference Other

Date(s): _____ Contact Hours (excluding break hours) _____

Course/ CEU Provider _____ Phone Number _____

Mailing Address: _____

City State Zip code

Website: _____ Email Address: _____

Signature: _____

Please answer the following questions in addition to supplying the required information and documentation.

- Which certificate are you applying your CEU petition towards?
• How has this course, workshop or educational product provided knowledge, skill and/or ability towards improving your expertise?
• Please include a course description from a catalog, website or marketing piece as well as a breakdown of the course curriculum, learning objective, etc. Please include contact hours without breaks or lunchtime.

When complete, send forms and all supporting documentation (including the Certificate of Completion) to support@nccpt.com. Please call (877) 355-1640 with questions.

Appendix 10: NCCPT Board Charter

Purpose

The National Council for Certified Personal Trainers (NCCPT) certification programs were developed to recognize individuals who have demonstrated the knowledge and skills needed to perform as personal trainers in the fitness industry. NCCPT certification programs, accredited by the National Commission of Certifying agencies (NCCA) serve as key indicators that the individual can provide authoritative training in fitness. Those who earn the NCCPT-CPT credential have demonstrated mastery of the professional domains that encompass the tasks and knowledge required of a personal trainer. By meeting the eligibility criteria and successfully completing an NCCPT certification exam, certificants can confidently display their proficiency as professionals in fitness training.

Composition

The Board shall be composed of four to eleven voting members, with at least 50% holding the NCCPT-CPT certification along with one Public member representing the general population. A staff liaison will be appointed to the Board Chair and will serve as an Ex-officio Member without voting rights.

Authority

NCCPT is a subsidiary of the International Sports Sciences Association (ISSA) and functions autonomously regarding essential decisions governing its certification program including but not limited to credentialing criteria, policies and procedures, administration, election of officers and members, and all other lawful activities. The Board has final authority over the complete examination development cycle, including practice analysis (i.e., job analysis or role delineation), exam content outline, item writing, item review, development of exam forms, standard setting, exam administration, exam scoring, candidate score reporting, and data analysis and exam technical reports.

The NCCPT shall function autonomously with respect to its credentialing criteria, policies and procedures, administration, time, place, and frequency of its meetings, election of officers and members, and all other lawful activities. The NCCPT shall have no role in developing exam review materials, educational resources or conducting educational programs that may be used by candidates pursuing successful completion of the certification program.

Meetings

Meetings of the full Board will occur at least quarterly with additional dates identified as needed by the Chair and Staff Liaison. Unless appropriate justification is provided, attendance is required by all invitees. Meetings will be held by teleconference or on-site if applicable and are deemed official as long as a quorum exists. Notes to be part of the permanent records are captured at each meeting, with those minutes receiving approval or denial at the next regularly scheduled full Board meeting. Appropriate Board actions may also be undertaken via electronic communication. Members are expected to consistently attend scheduled meetings, respond in a timely manner to communications, and fully participate in discussions in a professional manner.

Board Program Responsibilities

The following is a non-conclusive list of the responsibilities of the NCCPT Certification Board regarding governance of the certification programs.

Board Governance Responsibilities

- Establish, evaluate, and implement certification and recertification requirements for NCCPT certificants
- Design, implement, review, and revise policies and procedures guiding certification and administrative decisions.
- Oversee the administration of the certification program including program personnel, policies implementation, and administrative procedures
- Direct and guide the development and maintenance of valid and reliable assessments through Jobs Task Analysis involvement to include:
 - Review/approve Cut Score/Standard Setting
 - Approval of subject matter expert, reports and exam content outlines
 - Endorse final technical reports as recommended by the psychometricians

Board Member Service Duties

- Serve annually on at least one Board Sub-Committee
- Provide one in-depth competitive analysis report annually
- Assist in recruiting of SMEs, volunteers and others as needed
- Provide insights on market/industry/research trends quarterly
- Review, revise, and develop a defined section of the Student Handbook annually
- Fully participate in at least one the three identified Jobs Task Analysis components
- Engage in brand promotion/industry engagement by annually completing at least six “points” of promotional activities
 - Speak at a industry seminars or conferences (3 points each)
 - Publish an industry article or academic paper (3 points each)
 - Engage in interviews (podcast, radio or television) (2 points each)
 - Provide ISSA social media team with social media post (1 point each)

NCCPT Certification Board Fiduciary Responsibilities:

Duty of Care

- This duty requires that the Board and its Members act in good faith and exercise their duties in a reasonable and prudent manner. The Board is expected to be informed of issues within their profession affecting this ability and to act on those issues in a manner deemed reasonable by their peers.

Duty of Loyalty (Conflict of Interest)

- This duty requires that the Board put the interest of the certification program above their own, avoiding conflicts of interest. Decisions before the Board must be made in the interest of the certification program they are representing.

Duty of Confidentiality

- This duty requires that the Board respect the importance and sensitivity of information related to the exams that might come before it. The Board may have access to sensitive information, information on new programs, and information on certification candidates. It is imperative that this information be kept confidential and secure and not shared with anyone outside the Board and its designated staff.

Duty of Obedience

- This duty requires that the Board act in support of the certification program's Mission Statement which is adopted by the Board and reviewed annually.

This charter was written by _____ and approved by the Certification Board on _____.

This charter was last updated on _____.

Board President

Board Secretary

Appendix 11: NCCPT Board Member Application

Interested parties wanting to serve on the Board may access the Board Member Application at <http://forms.gle/NSQkfWiGc1CQVAZf9>.

Appendix 12: NCCPT Professional 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:

- Demonstrate respect, dignity, welfare, and objectivity with all clients. This includes non-discrimination, fairness, and privacy.
- 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 NCCPT policies and procedures.
- Maintain a professional relationship with clients, similar to any other qualified professional, by documenting training sessions, evaluations, fitness programs, and any supplemental fitness and nutrition recommendations.
- Respect the client-trainer relationship as professional and advisory.
- Not knowingly endanger clients or put them at risk. This includes striving to maintain the well-being of all clients.
- 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.
- Continuously work toward clients' ultimate goal. This includes not placing financial gain above the welfare of potential, existing, or past clients.
- Strive to remain current with industry knowledge and practice through continuing education.
- Not misrepresent qualifications, skills, or services.
- Not falsify records or attempt to obtain certification by fraud. This includes assisting others in the like.
- Not distribute NCCPT confidential certification exam materials or other NCCPT course materials.
- Not condone nor engage in unethical behavior.

Appendix 13: NCCPT Contact Information

All correspondence and requests for information concerning the administration of the NCCPT Certification programs should be directed to:

National Council for Certified Personal Trainers
11201 N. Tatum Blvd., Suite #300
PMB 28058
Phoenix, AZ 85028-6039
Phone: 1 (877) 355-1640
Email: support@nccpt.com
Website: <https://nccpt.issaonline.com/>