



Candidate Handbook

NCCPT Certification Program

The NCCPT Certification Programs are accredited by the National Commission for
Certifying Agencies



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General Information

The purpose of the National Council for Certified Personal Trainers (NCCPT) Certification Program Handbook is to provide information on the NCCPT certification process. This information may be amended, revised, or otherwise altered without advance notice from NCCPT. The provision of this Handbook does not confer any rights upon an NCCPT candidate or certificant.

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/>

NCCPT Certification Program

The NCCPT was founded in 1995 with its certification board formed in 2009. NCCPT certifications, developed to recognize individuals who demonstrate the knowledge and skills needed to perform as trainers in the fitness industry, are accredited by the National Commission of Certifying agencies (NCCA).

Scope of the NCCPT Certification Programs

The NCCPT certification programs assess the knowledge, skills, and abilities required for entry level fitness trainers as a certified personal trainer. Likely candidates to sit for this certification would be individuals versed in training within the fitness industry, both domestically and internationally. They may likely also be individuals involved in conducting health and fitness assessments, testing procedures, consultation on wellness and public health issues.

NCCPT Authority and Governance

The NCCPT is a subsidiary/affiliate entity of the International Sports Sciences Association (ISSA). The NCCPT functions autonomously from the ISSA about the establishment and refinement of all essential decisions governing the NCCPT certification programs. This includes but is not limited to certification eligibility requirements, recertification requirements, disciplinary determinations, examination development, examination administration, examination scoring, and selection of subject matter experts. The NCCPT Certification Board (Board) has final decision-making authority over the complete examination development cycle, which includes job analysis or role delineation, exam content outline, item writing, item review, development of exam forms, standard setting, exam administration and scoring, score reporting, 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 has no role in the development of exam review materials, educational resources or conducting educational programs that may be used by candidates pursuing successful completion of the certification program.

Mission

The NCCPT believes that the health and fitness of our society can be significantly improved by the success of certified personal professionals and strives to inspire certified personal trainers to positively impact the quality of life of those with whom they come in contact. Its goal is to determine entry-level competence of the fitness training professional who will provide safe and effective programs to the public. NCCPT is unconditionally committed to providing quality certification and recertification programs for competent practice in the health, sports and fitness specialties, advancing the fitness industry, and developing greater access to career opportunities for those who share our vision of creating a healthier world.

Non-Discrimination Policy

In accordance with federal and state laws, NCCPT and its testing partner(s), 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 Board.

Statement of Confidentiality

NCCPT is committed to protecting confidential or proprietary information related to applicants and certificants as well as having the same commitment regarding exam development, maintenance, and administrative processes. NCCPT will not disclose any confidential applicant/certificant information outside the course of its business unless authorized in writing by the individual or as required by law. NCCPT certification candidate or certificant information including their demographics, exam registration and testing information is confidential, except for whether he or she has a current/active certification, i.e., "certification status." Written authorization by the candidate or certificant is needed to release his or her information (excluding certification status).

NCCPT CPT certificants with valid credentials will be listed on the United States Registry of Exercise Professionals. If you do not wish to be included in this professional registry, please contact the NCCPT support team at support@nccpt.com.

NCCPT Impartiality Statement/Conflict of Interest

NCCPT's management and its employees, volunteers and contractors understand the importance of impartiality and the consideration of any potential conflicts of interest in carrying out its certification activities. NCCPT shall manage conflicts of interest and ensure the objectivity of its activities related to certification and will act impartially in relation to its applicants, candidates and certificants. Certification of individuals is based on objective evidence obtained by NCCPT through a fair, valid and reliable exam development process which is not influenced by other interests or parties. NCCPT is committed to identifying and assessing risks in all related certification activities which may result in a conflict or pose a threat to impartiality.

Examination Application Process

Eligibility Requirements

To be eligible to sit for an NCCPT certification exam, candidates must be at least 18 years of age, have a valid, government-issued photo ID and must hold a current and valid CPR/AED certification. Although recommended, practical experience and formal education are not required to sit for the exams. NCCPT eligibility requirements relate specifically to its certification program and are separate from those set forth by state law, regulation or rule, or by any government oversight body. Laws pertaining to fitness training may vary and candidates are responsible for understanding and knowing the requirements that may apply which govern the practice of their profession as set forth by any state or government agency.

Verification of Eligibility

Verification of eligibility will be completed by the test administrator per stated policy.

Candidate Enrollment Period

NCCPT-CPT candidates have up to 12 months from the date of purchase to sit for the exam. This period can be extended for six months at no charge with an additional six month extension granted for an additional [fee](#). After two years, a candidate must re-purchase the exam. Retakes are available for an additional fee.

Special Accommodations

NCCPT complies with the Americans with Disabilities Act of 1990 (ADA) and other applicable laws and regulations. Upon request, NCCPT shall make reasonable accommodations to assist a candidate with disabilities. Special accommodations can be provided for an individual with documented disabilities by completing the NCCPT Request for Special Accommodations form (Appendix 1). 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
- Accommodations requested for the examination
- Descriptions of past accommodations provided 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 accommodations do not fundamentally alter the examination or cause an undue burden on the NCCPT Certification Program or the partner-testing agent.

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.

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 for reasonable accommodations. All ADA accommodations available at the testing sites are also available to candidates who choose to test remotely except for those accommodations having to do with allowing for an aide to be physically present.

NCCPT exams are written in the English language and 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 accommodations.

Exam Preparation

There are numerous ways to prepare for the NCCPT certification exams.

- *Bibliography and References:* The NCCPT provides a bibliography and listing of references, many of which were used as references for the exam items. Please see “Bibliography and References” in Appendix 3 in this Handbook.
- *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.

Exam Fee

Pricing information may be found at: <https://nccpt.issaonline.com/about-us#fees-section>.

Cancellation/Refund Policy

Candidates may cancel their exam appointment 30 days or more in advance of the scheduled exam date and receive a full refund. Candidates who cancel less than or equal to 29 days prior to their scheduled test date will be subject to a cancellation fee. Fees are collected by the NCCPT’s testing agency Prometric and current fees may be found at <https://nccpt.issaonline.com/about-us#fees-section>.

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.

Exam Registration

Upon receipt of payment, the following steps outline the process candidates are to follow when registering to sit for an NCCA accredited NCCPT exam:

- Following the directions in your exam registration email, 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 your exam. Please register for the exam prior to this date.
- Review all exam requirements and instructions by clicking on the information tabs.

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 Prometric testing facility
- Arrive at your Prometric 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.

After reviewing the information in all tabs, click the Register tab. Confirm 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 Testing Centers. 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. Please visit <https://nccpt.issaonline.com/about-us#fees-section> for a list of all current exam fees.

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 NCCPT at 877-355-1640 should they have questions or concerns.

Exam Administration

The NCCPT certification exam is administered in a computer-based testing (CBT) format. Each exam contains 140 multiple-choice items. Of the 140 items, 125 of them are “scored” (meaning they count as part of the candidate’s score) and 15 of them are “pre-test” items (meaning they do not count on the exam as part of the candidate’s score). “Pre-test” items are interspersed throughout the exam. Candidates have two hours to complete their exam.

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 NCCPT 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, an exam retake will need to be purchased before retaking the exam. Please visit <https://nccpt.issaonline.com/about-us#fees-section> for a list of all current exam fees.

Modes of Exam Delivery

Registered candidates have two modes of examination delivery, remote or on-site at a Prometric testing site. Testing may be scheduled at www.Prometric.com/NCCPT. Additional remote proctoring information can be found at <https://www.prometric.com/ProProctor>.

Test Center Exam Delivery

On the day of the exam, candidates must check in at the testing center using two forms of documentation: a government issued photo ID with signature and a valid CPR certificate or card. The first and last name on the IDs must match exactly the first and last name under which the candidate registered for their exam appointment as it appears in the candidate’s account. The first and last name must match one form of primary identification with a photo and signature.

The exam administrator or proctor is the 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 by Prometric 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 Policies and Procedures Manual.

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 CPT 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 with photograph
- State ID card 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 center 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.

A candidate is encouraged to bring only his or her ID, CPR certificate/card, 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 the Special Accommodations section of this Handbook.

Visitors are not permitted in the exam room.

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. 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. Candidates are 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.

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
- Impersonation of another candidate
- Aiding or asking for aid from another candidate
- Unauthorized possession of exam materials
- Use of contraband materials or equipment in the exam site
- Any attempt to remove copy, buy, sell, or reproduce exam materials
- Any falsification or misrepresentation of information provided during the application 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.

Exam Delivery through Remote Proctoring

Prometric's remote proctoring test delivery agent, ProProctor, enables test takers to take any NCCPT NCCA accredited examination outside of a fixed test center environment. The testing locations must meet system requirements, including internet connectivity, and environmental requirements for a secure test event. Typical test locations for candidates are their place of residence or an office setting location. A detailed diagnosis and review of the test location is made

during the check-in process. Candidates are required to visually show their location and surroundings for proctor confirmation for exam administration to take place.

For candidates to be able to choose this remote delivery option, they must have access to their own personal computer equipment and internet connectivity while being able to meet the necessary system requirements. Prometric and ProProctor have designed a simple and intuitive process to help ensure test takers have all the necessary information to make an informed decision and clearly determine if their environment meets our specifications.

To help ensure that security and integrity in this process, ProProctor uses two agents that help in the administration of remote exams: A *Readiness Agent* performs an authentication of the test taker and live video and audio scan of the remote testing room and desk area ensuring compliance with security requirements. In addition, a *Security Agent* provides an additional layer of protection and integrity to the exams and assists in assuring secure delivery of the exam.

Remote Proctoring Candidate Environmental and System Requirements

Environmental Requirements

Candidates scheduled to have their exams administered remotely must meet the following Environmental Requirements:

- The testing location must be indoors (walled), well lit, free from background noise and any disruptions.
- No third party may be present in the room or enter the room for the duration of the exam. If this occurs, the candidate's exam will be terminated and/or results invalidated.
- The candidate's workstation and surrounding area are allowed two blank pieces of paper, a #2 pencil and a calculator with no web-based capabilities. No content that could potentially provide an unfair advantage during the exam, including that posted on walls or within the candidate's immediate area, should be present during the exam session.
- Two tissues are permitted at the workstation but must be inspected by the Proctor prior to start of exam.

System Requirements

Candidates that have scheduled remotely administered exams need to ensure their hardware and software meet the following system requirements:

- Secure and strong internet connection with an upload/download speed of .5-1mbps each
- Working desktop or laptop computer
- No tablets, surface/2-in-1 computers, virtual machines or additional monitors
- Functioning web-camera with a resolution of 640 x 480 pixels: External for desktops, Internal for laptops
- Windows Operating System of Windows 7 or higher | MAC OS 10.13 or higher
- Linux products are not supported
- Functioning microphone and speakers or headset
- Screen resolution of 1024 x 768
- Latest version of Google Chrome installed

Candidate Check-in

On the day of the examination, candidates should make sure they allow at least 15 minutes to prepare for their testing environment. After running a System Readiness Check, candidates can go to <https://rpcandidate.prometric.com/> to launch their exam. Once launched, candidates are required to enter their appointment confirmation number and the first four letters of their last name/surname

(Example: John Summers would enter in “Summ”). Prometric’s *Readiness Agent* will walk candidates through the Candidate Check-In Process.

Candidates sitting for an exam remotely are required to present their registration confirmation to ProProctor’s *Readiness Agent* on the day of their scheduled appointment. This confirmation is provided to the candidate by Prometric, upon approval of his or her application and at the time the candidate is ready to schedule his or her exam.

In addition, candidates sitting for an NCCPT exam remotely are required to produce a valid, non-expired government issued photo identification with signature and a valid CPT certificate/card to the *Readiness Agent*. For those exams proctored at remote locations outside of the US, 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 with photograph
- State ID card 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)

Candidates will be required to show their workstation and surrounding area.

The candidate’s *Readiness Agent* will conduct a Candidate Person Check prior to starting the exam. Candidates will be required to raise their pants legs above their ankles, empty and turn all pockets inside-out and raise shirt sleeves above their wrists prior to every entry into the online test. If the candidate wears eyeglasses they will be required to remove them for visual inspection to ensure they don’t contain a recording device.

Large jewelry items must be removed prior to and throughout the duration of the exam. If the candidate has long hair that covers his/her ears, he/she will be asked to pull their hair back to ensure nothing is attached to their ears that could provide an unfair advantage (such as a Bluetooth earpiece).

The remote-proctored 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. Candidates are 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.

During the testing administration, there are no scheduled breaks and candidates are prohibited from leaving the camera view while the exam is in progress unless otherwise specified by the NCCPT. Should a candidate require a bathroom break during the administration, he/she will be subject to the same scrutiny required in the previously mentioned Candidate Person Check before being able to resume his/her exam. The exam time clock will not stop for unscheduled breaks.

Cheating and Inappropriate Behavior

At no time during the exam may a candidate give or receive help or communicate with anyone other than the exam proctor 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/diversion
- Receiving aid from someone in the room or some sort of reference during the test administration.
- Any attempt to remove copy, buy, sell, or reproduce exam materials
- Unauthorized possession of exam materials
- Impersonation of another candidate
- Any falsification or misrepresentation of information provided during the application process.

The Board shall maintain strict policies to safeguard the security of the exam administration. Any individual who cheats or is responsible for inappropriate behavior 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.

Please visit <https://www.prometric.com/ProProctor> for further information on Exam Delivery through Remote Proctoring.

Exam Retakes

A candidate not meeting the passing standard on their exam is allowed two additional attempts with waiting periods for re-testing as follows:

- After 1st attempt: 14 days
- After 2nd attempt: 90 days
- After 3rd attempt: 12-month wait to start from the date of first exam date

A fee is required to re-take the exam. Please visit <https://nccpt.issaonline.com/about-us#fees-section> for current exam fees.

Candidates who fail their NCCPT Certification exam are provided information showing performance in each of the examination content areas. The material is intended as a resource for preparation should the candidate wish to re-sit for the exam. 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.

NCCPT Certification candidates have a 12-month testing window to initially sit for the exam or reattempt the exam should they fail. This 12-month testing window starts from the date of purchase. Candidates failing and wishing to retake the exam must do so within this initial 12-month testing window, adhering to the time schedule above. 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, more time is required, a six-month extension can be purchased for a [fee](#). After two (2) years, a candidate must re-purchase the exam voucher. For each retake attempt, candidates must reregister, meet all the

eligibility criteria, and pay the full examination fee. Please visit <https://nccpt.issaonline.com/about-us#fees-section> for a list of all current exam fees.

Use of Credential

Only those individuals obtaining a certification through NCCPT by successfully passing the examination may use the NCCPT's certification trademark. Use of the NCCPT certification trademark is in accordance with the Board's 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.

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 include:

- 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 and permission to use the certification mark or logo is granted to credentialed persons at the discretion of the Board, for permissible uses only.

Misuse of credentials will be investigated by the Board which 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.

Certification Appeals and Exam Challenges

Appeals Definition

- The Board defines a certification appeal as a formal request for reconsideration of the following:
 - Exam Eligibility
 - Exam Performance
 - Recertification (certification maintenance)

Exam Eligibility

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. 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” found in Appendix 4 of this Candidate Handbook. It is the responsibility of the candidate to submit the Form and supporting documentation within thirty (30) days to the NCCPT Certification Staff. Once the Form has been received, the candidate/certificant can expect a written response in approximately thirty to forty-five days. An appeal decision by the NCCPT Certification Appeals Committee is final and not subject to further appellate review.

Exam Performance

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 within thirty days of the exam date (Appendix 4). Decisions are communicated in writing and all decisions are final.

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

Recertification

The Board reserves the right to deny or remove a credential based on the holder’s inability to maintain his or her credential for reasons other than disciplinary action including items such as expired credential, inappropriate continuing education materials submitted, non-payment of renewal fees. It is the responsibility of the candidate to submit the NCCPT Exception Request/Appeal Form (Appendix 4) and supporting documentation in the event the candidate does not meet the re-certification eligibility requirements. The certificant can expect a written response approximately thirty to forty-five days following receipt.

Re-certification appeals are reviewed by the NCCPT Certification Appeals Committee with the candidate notified of the decision in writing. An appeal can be filed by submitting the NCCPT Exception Request/Appeal Form (Appendix 4). An appeal decision by the NCCPT Certification Appeals Committee is final and not subject to further appellate review.

Certification Professional Misconduct, Code of Content

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 are not considered appeals but are instead regarded as customer service complaints and are managed accordingly through the Certification Department.

Professional Misconduct Procedures

Allegations of professional misconduct should be submitted to the NCCPT Success Specialists at support@nccpt.com. Allegations are not anonymous and are only accepted in writing. Anyone may submit an allegation when a violation may have occurred. Upon receipt of the allegation, the Accreditation and Compliance Manager will confirm or deny the validity of the complaint. 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 Accreditation and Compliance Manager will inform the accused in writing that they are under investigation. In this communication, respondents will be encouraged to reply with their position on the allegation.

The NCCPT 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 with information available after the 10-day request.

Professional Misconduct Sanctions

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

- Written warnings describing the violation and corrective recommendations.
- Suspension of NCCPT certification status for a 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.

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 reputation. The following serves as the NCCPT Professional Code of Conduct and as guidelines all NCCPT certification candidates and certificants must follow. This code is not exhaustive, nor does it address every situation:

1. Demonstrate respect, dignity, welfare, and objectivity with all clients. This includes non-discrimination, fairness, and privacy.
2. Comply with all applicable laws, policies, and regulations in the personal training scope of practice. This includes local, state, and federal laws as well as NCCPT policies and procedures.
3. 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.
4. Respect the client-trainer relationship as professional and advisory.

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

Test Development

Job Task Analysis

Based on the frequency of anticipated changes in the industry, a Job Task Analysis (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 JTA process will be facilitated by a qualified psychometrician, coordinated through the NCCPT staff, and will include content-related input by qualified Subject Matter Experts (SMEs) who have been selected to serve on the panel.

The purpose of the Job Task Analysis 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 NCCPT Certification Board will review the final selection of SMEs who are identified to serve on the 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 Certification Board is also responsible for reviewing and approving the results of the JTA which determines the Exam Content Outline.

To view the JTA for any exam program, please contact support@nccpt.com.

Content Outline/Exam Blueprint

The Exam Content Outline/Exam Blueprint is the primary outcome anticipated from the JTA. It provides key information that defines current practices in the profession. The Content Outline 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 Certification Board's approval of the Job Task Analysis. NCCPT certification candidates are encouraged to be familiar with the domains, tasks and knowledge within the Content Outline of the exam they will be sitting for. [Appendix 2](#) lists the Content Outlines for all NCCPT Certification Exams.

Exam Specifications

The NCCPT certification exams consist of one-hundred and forty-four-option multiple choice items. One-hundred and twenty-five of those items are "scored" (graded, and count toward the candidate's score), and fifteen are considered "pretest" (appear on the exam but do not count as part of the candidate's score). The pretest items are inserted into the exam randomly. The statistical data

gathered from the pretest items help determine their psychometric integrity and whether they can be reliably used as scored items on a future exam form. Candidates have two hours to complete each exam form. Complete specifications for all NCCPT, NCCA-accredited certification examinations can be found in Appendix 2 titled, “NCCPT Exam Content Outlines”. Each examination form will be built based on the content specifications resulting from the most recent Job Task Analysis conducted for each program.

Item Development

NCCPT conducts Item Writing/Review Workshops in which Subject Matter Experts (SMEs) in each NCCPT exam discipline are trained to write and review exam items to replenish the exam item banks (where questions are stored for use within the exam forms). 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 and must adhere to NCCPT’s SME qualifications.

Scoring

The passing score for each NCCPT certification exam is primarily determined using a criterion referenced methodology called the modified Anghoff method. During a modified Anghoff study, subject matter experts are presented with each item on the exam form and asked whether they believe the Minimally Qualified Candidate (defined in previous studies) would likely answer the item correctly or incorrectly. Also considered when determining the passing score is the review of preliminary data that had been collected on items on the test forms prior to conducting the Cut Score Study (Preliminary Item Analysis) The review of how these items performed in the Preliminary Item Analysis along with the results of the modified Anghoff study provides a range of recommended passing scores. Then, using a standard error of measurement, the passing score with the most consistent data is chosen.

The NCCPT uses a Scaled Score in determining whether candidates pass or fail an exam. A scaled score is a representation of the total number of correct questions a candidate has answered (raw score) that has been converted onto a consistent and standardized scale.

A Scaled Score helps ensure that the same passing standard is consistently reported regardless of which examination form candidates might take. Scaled scores are reported instead of raw scores to provide a direct comparison of performance across examination forms and administrations. This process ensures that the passing standard communicated to candidates remains the same for all test forms within an exam.

Recertification

To maintain their certifications, NCCPT certificants are required to renew their certifications every two years. The following information is also available in the NCCPT Recertification Manual on NCCPT’s website at: <https://nccpt.issaonline.com/recertification>.

Purpose of Recertification

The purpose of the NCCPT Recertification Program is to ensure that NCCPT certification credential holders maintain their credentials and continued commitment to the profession through life-long continuing education. The NCCA Commission (NCCPT’s third party certification accreditation agency) defines recertification as “Requirements and procedures established as part of a certification program that a certificant must meet to maintain competence and renew his or her

certification”. The NCCPT Recertification Program adheres to this definition by requiring certificants participating in the program to demonstrate that their skills and knowledges 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 an active certification. NCCPT certification credential holders are required to keep their certification current by completing various NCCPT Certification Board-approved continuing education activities.

NCCPT’s Definition of 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 in order to maintain his or her status in good standing. Continued competence is documented through participation in the NCCPT Recertification Program.

Recertification Requirements

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

- 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” which can be found in Appendix 5.

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

NCCPT Certification credential holders must renew their certification every two years to maintain their credential and remain in good standing. To renew your certification, a certificant 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
Personal Trainer	2.0
Indoor Cycling Instructor	2.0
Strength Training Specialist	2.0
Yoga Instructor	2.0
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 which the CEUs are applied.

Recertification Fees

Completed applications for renewal should be submitted prior to the expiration of the credential. An administrative fee is charged for recertification and should be included with the application. Should a credential expire prior to submission for renewal, certificants are allowed a 30-day grace period to complete and submit proof that they have completed NCCPT's renewal process. An additional late fee will be applied to any recertification application postmarked less than 30 days after the date the credential expires. With this fee, certificants will be allowed an additional 30 days from the date of their expired certification to submit CEUs.

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. Please visit <https://nccpt.issaonline.com/about-us#fees-section> for a list of all current exam fees, including fees for certificants holding multiple NCCPT credentials.

NCCPT Continuing Education Reporting Forms

- **NCCPT Certification Renewal Form**
 - 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 5](#)) which is located on NCCPT's website at: <https://nccpt.issaonline.com/forms>.
- **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, "Continuing Education Petition Application for NCCPT" form ([Appendix 6](#)) that is available to NCCPT credential holders on NCCPT's website at: <https://nccpt.issaonline.com/forms>.
 - A non-refundable administrative fee is required for each course/event petitioned. Please visit <https://nccpt.issaonline.com/about-us#fees-section> for a list of all current fees.
- **Change of Address**

Changes in mailing and email address must be provided to NCCP and can be done by contacting support@nccpt.com.

Continuing Education Submission Guidelines

- **Continuing Education Unit (“CEU”) Requirement**
 - Check for the required amount of CEU’s 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.
- **Listing and Reporting 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 as noted in the Continuing Education Reporting Form must be completed and submitted.
 - 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 re-certification 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, 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.

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 (ISSA , the general market, etc.) and include the following:
 - Workshops
 - Conferences
 - Symposiums
 - Home-Study Courses
 - 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 or panelist at conference, lecture or workshop	0.1 CEU per contact hour	Letter of Acknowledgement
Primary author in a peer reviewed publication ¹	0.5 CEU	Copy of Article Writer Guidelines
Primary author in a non-peer reviewed publication ¹	0.2 CEU	Copy of Article Writer Guidelines
Primary author in a NCCPT publication	0.2 CEU	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 or 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 provided to the NCCPT to 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.
- 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/ 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 credits 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 and certification	0.1 CEU	Front & back copies of current certification

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.

Re-cert 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	As awarded by NCCPT	Certificate of Attendance
A	Conferences	As awarded by NCCPT	Certificate of Attendance
A	Symposiums	As awarded by NCCPT	Certificate of Attendance
A	Home Study Course	As awarded by NCCPT	Certificate of Attendance
A	NCCPT Credential Courses	As awarded by NCCPT	Certificate of Attendance
A	Other Approved Certifications	As awarded by NCCPT	Certificate of Attendance
B	Speaker at conference, lecture or workshop	0.1 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

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 CEU 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.

Recertification Appeals

Recertification Appeals (Other than Disciplinary or Ethical)

The Certification Board reserves the right to deny or remove a credential based on the holder's inability to 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 re-certification. Once this Form has been received by the Certification Staff, 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](#). 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 cancelation has been processed.

Disciplinary or Ethics Violations/Appeals

Adherence to NCCPT Code of Conduct

When renewing an NCCPT credential, certificants agree to adhere to the NCCPT Code of Conduct. Certificants attest that any personal and/or confidential information given to NCCPT is true, complete, and correct best to 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.

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 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 are conducted by setting forth fair and reasonable standards for NCCPT Certified Fitness Professionals and creating an avenue for enforcement of these expectations. All responses challenging Ethics Committee decisions regarding professional and ethical misconduct must be received by NCCPT in writing. In the event disciplinary action is taken by the Ethics Committee because of a Code of Conduct violation, the accused party or parties have 30 days to file an appeal to the NCCPT Certification Board for final consideration. The Certification Board will conduct a final review of the previously submitted evidence and recommendations of the Ethics Committee as well as of any new information about the case which may have become available after the Ethics Committee's initial review and decide regarding the final outcome. The Certification Board will notify the defendant of its decision in writing. All decisions made by the Certification Board are considered final and cannot be appealed.



NCCPT Request for Special Accommodations

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 accommodation. NCCPT reserves the right to make final judgement 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 current letter (within six (6) months of the application) from a health care professional or physician qualified to diagnose the disability or medical condition outlining the need for an accommodation. If you are a postsecondary student or you have graduated in the last two (2) years, an Individual Education Plan (IEP) from your most recent institution may be used in place of the letter.

The letter or IEP 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 accommodations 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@ncept.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.

(page 2, NCCPT Request for Special Accommodations Form)

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 Name

Appendix 2: 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 (study of human motion)	
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 anerobic 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)	
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)	

Domain/Task Statement	Examination Weight (%)
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)	
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)	

Domain/Task Statement	Examination Weight (%)
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)	
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)	

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- The American Journal of Sports Medicine <http://ajs.sagepub.com/>
- Biomechanics <http://www.biomech.com/>
- 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 4: Exception Request/Appeals Form



NCCPT EXCEPTION REQUEST / APPEAL FORM (Please print)	
Date:	
Your name:	
Current street address:	
City/State/Zip:	
Daytime phone:	
Email:	
Nature of Request (Select one):	<p style="text-align: center;">Exam Eligibility</p> <p>Recertification</p> <p style="text-align: center;">Exam Accommodation (additional form required) Exam</p> <p>Performance</p>
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 5: 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 complete, send forms and all supporting documentation to support@nccpt.com. Please call (877) 355-1640 with questions.
- Please allow 30 days to process your renewal.

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

Continued on page 2...

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

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

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

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

Payment: Please pay online at <https://nccpt.issaonline.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

Appendix 6: Continuing Education Petition Application for NCCPT



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.