



NCCPT Personal Trainer Certification Exam
Policies and Procedures Manual

August, 2025

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1.00 General Information

1.01 Introduction

This manual provides information on the National Council for Certified Personal Trainers (NCCPT) certification process. It may be amended, revised, or otherwise altered without advance notice. All correspondence 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/>

2.00 Program Overview

2.1 Mission

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.

2.2 Purpose

Through its certified personal trainer certification examination, the NCCPT Certification Program (Program) assesses the fundamental knowledge, skills, and abilities requisite for entry-level personal fitness trainers and acknowledges those individuals who have demonstrated competence in those areas through the awarding of the NCCPT-CPT credential. Successful passage of the NCCPT examination is an endorsement of an individual's capacity to deliver authoritative fitness training services.

The exam covers a comprehensive range of health and wellness related domains including applied science (anatomy, kinesiology, physiology), nutrition, client intake and evaluation, program design and implementation, exercise technique and training instruction, and professional practice and responsibility.

2.3 Certified Population and Program Stakeholders

The population certified by the Program is diverse, mirroring the broad demographics of individuals engaged in fitness and wellness. The primary commonality among candidates is that they must be at least 18 years old at the time of the exam.

The NCCPT Certified Personal Trainer exam serves as a baseline credential commonly pursued by entry-level adult professionals, regardless of age or gender seeking employment in gyms or fitness centers. It also attracts career changers from unrelated industries, aspiring entrepreneurs launching personal training or online coaching businesses, those wanting to offer niche fitness services, and adjacent practitioners such as coaches, group fitness instructors, massage therapists, and other wellness professionals

As a public-facing credential with the potential for significant impact on personal health and well-being, the NCCPT Board of Directors (Board) works to support and represent the many stakeholder groups affected by the certification program, including its certificants and candidates, practitioners, the public at large, employers and industry partners, regulators and accrediting bodies, customers, and third-party payees.

Systems in place to solicit input and safeguard these groups include:

- Defined appeal processes.
- Audit of certification renewals.
- Regularly distributed candidate survey.
- Existing term limits for Board members.
- A Contact Us form on nccpt.issaonline.com.
- Separation of education and certification parties.
- One member of the Board must be from the general public.
- The regular assessment of all policies and procedures by the Board.
- Requirement that a defined number of Board members be certificants.
- Oversight of third party agencies involved in exam design and administration.
- The use of public subject matter experts in the review and development of exam forms.
- The open application process for Board members posted in this document and on nccpt.issaonline.com.
- Requisite signing of confidentiality/conflict of interest/non-disclosure agreements by all personnel involved with the exam.

3.00 Autonomous Operations

3.1 Autonomous Operations

The NCCPT, a subsidiary of the International Sports Sciences Association (ISSA), operates independently through its Board in matters of certification governance. This includes credentialing standards, policies and procedures, and board member elections. The Board is responsible for certification governance and must act with impartiality toward all applicants, candidates, and certificants. Board members are expected to uphold established policies and procedures and exercise due diligence in all certification-related decisions.

The Board shall make public policies and procedures affecting an applicant, candidate and certificant, and shall fairly and accurately convey information about the Program to all interested parties and stakeholders. The Board shall understand threats to impartiality including self-interest, activities from related bodies, relationships of personnel, financial interests, favoritism, conflict of interest, familiarity, and intimidation.

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

The NCCPT Certification Board Policies and Procedures manual may be found [here](#). Those wanting to serve on the Board may access the Member application [here](#).

4.00 Non-Discrimination

4.1 Non-Discrimination Policy

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 requirements of the program.

5.00 Separation of Education, Training, and Certification

5.1 Separation of Education, Training, and Certification

To avoid conflicts of interest and to protect the integrity of the certification program, accreditation standards require separation between certification and exam activities including education, training, or exam preparatory functions. At no time may personnel with access to confidential examination items, including but not limited to members of the NCCPT Board of Directors and subject matter experts develop or deliver exam-specific preparatory courses or materials or approve, accredit, endorse, or recommend an educational or training programs designed or intended to prepare individuals for certification.

Additionally, the Board does not require an NCCPT certification exam candidate to take any prescribed training or education programs from any specific company or organization to sit for an NCCPT certification exam nor does it provide any type of unfair advantage to candidates who participate in specific examination review courses or education/training. 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. Certification is awarded solely based on an individual's ability to meet the certification requirements and obtain a successful passing score on the exam.

Special efforts in developing a personnel resources organizational management structure which establishes clear boundaries for maintaining autonomy and impartiality have been made. Job descriptions and roles and responsibilities show separation of activities and agreements signed by all personnel assure that firewalls are in place for those personnel working on certification activities that might conflict with other activities.

6.00 Candidate Eligibility Requirements

6.1 Eligibility Requirements

Candidates must be at least 18 years old and are required to present the following prior to taking the exam:

- A CPR card or certificate of completion. A digital CPR certificate will not be accepted.
- A valid, unexpired photo ID with a signature. The only acceptable forms of ID are a driver's license, state or government-issued ID card, passport, school ID, or military ID. Note: Military IDs are accepted for in-person testing only. Due to legal restrictions prohibiting the transmission of military IDs via webcam, they are not permitted for remote testing.

The name on both the ID and proof of CPR exactly match the name as noted in the candidate's student account. Eligibility verification will be performed at the time of testing as described in section 6.3. As such, there is no review of candidate applications.

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.

6.2 Eligibility Requirements Rationale

Recognizing that NCCPT certification candidates are typically entry-level, the Board has determined that an 18-year-old age requirement is sufficient. This minimum age ensures candidates possess the necessary reading comprehension and cognitive abilities to understand and apply the examination content. While the Board values formal education and practical experience as beneficial for exam preparation, these are recommendations rather than prerequisites for sitting the NCCPT certification exams.

6.3 Verification of Eligibility

Eligibility verification will be conducted across all test delivery methods by authorized representatives of the testing vendor. These agents will verify the candidate's identity and age using a valid government-issued photo ID and confirm that the candidate holds a current CPR/AED certification.

7.00 Exam Description, Modes of Delivery, and Testing Preparation

7.1 Description

The NCCPT-CPT certification exam is a computer-based testing format containing 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. Retesting information is found in Section 12.0 Exam Retake.

7.2 Modes of Delivery

Registered candidates may take the NCCPT exam at a Prometric testing facility or online with live remote proctoring. The exam administration fee charged by Prometric is the same for both testing delivery methods.

Prometric, acting as the Board's agent for secure and valid exam administration, will report any security violations to certification staff who will oversee investigations and necessary corrective actions. Individuals found to have compromised or attempted to compromise exam integrity will face disciplinary action determined by the Board. Candidates must comply with all rules and regulations outlined in this manual.

7.3 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, at which time scores are canceled, and disciplinary action may be pending.

Inappropriate behavior includes but is not limited to:

- Creating a disturbance.
- Impersonation of another candidate.
- Unauthorized possession of exam materials.
- Aiding or asking for aid from another candidate.
- 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 process.

The Board enforces strict policies to protect the integrity of the certification exam. Any individual who removes, attempts to remove, or shares exam content by any means is subject to legal prosecution and disciplinary action including revocation of certification and/or permanent or temporary disqualification from future exam eligibility.

Candidates will attest to the following non-disclosure agreement and general terms of use statement at the time of their examination:

- This examination is confidential and proprietary. It is made available to you, the examinee, solely for the purpose of assessing your proficiency. You are expressly prohibited from recording, copying, reproducing, disclosing, publishing, or transmitting this examination, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose.

7.4 Preparation

Ways to prepare for the NCCPT certification include:

- Exam Bibliography
 - Appendix 7: NCCPT-CPT Exam Bibliography
- Exam Content Outline
 - Candidates should have a thorough understanding of the concepts within the domains as presented in the Exam Content Outline (A5.2 Exam Content Outline). 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 or 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.

8.00 Registration, Scheduling, and Fees

8.1 Registration

An exam voucher must be acquired from nccpt.issaonline.com or issaonline.com prior to registering for the exam. As an exam voucher may be included with other ISSA courses, candidates with an existing student portal should check that account prior to any purchase.

To register for your certification exam:

1. **Log in** to your Student Portal.
2. Navigate to **“Certification Courses”** and select **“Optional NCCPT Exams.”**
3. Choose the **NCCPT-CPT Exam**.
4. Click **“Register”** from the menu on the left.
5. **Verify your personal information** and request your **eligibility code**.
 - *Note:* Eligibility codes are valid for **90 days**.
6. After receiving your code, you will see **two scheduling options**:
 - **Remote exam** or
 - **In-person exam** through **Prometric**.Select your preferred option and follow the prompts to schedule your exam.
7. **Pay the proctoring fee** as charged by Prometric during the scheduling process.
8. Upon completion, you will receive a **confirmation email** from Prometric with:
 - Your **appointment details**
 - Your **receipt**
 - A **confirmation number** (begins with “0”)

Important: You must have the receipt and your confirmation number on the day of your exam.

8.2 Scheduling, Rescheduling, or Cancellation

Scheduling an Exam

- Candidates must log in to their [ISSA Student Portal](#) to obtain their Eligibility ID.
- Exam scheduling for both on site and remote testing using that ID may then 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 12 months from the purchase date to take their exam. This eligibility period can be extended once for an additional six months at no cost. If more time is needed, candidates can pay a fee for a further six-month extension. The exam must be repurchased after two years from the initial purchase
- Retakes require a waiting period; 14 days after the first attempt, 90 days after the second and one year after the third.
- If the retake waiting period extends beyond the initial 12 months, a free six-month extension is available upon request. Further six-month extensions can be purchased.

8.3 Exam and Related Fees

Item	Cost
NCCPT Certified Personal Trainer Exam	\$599.00
NCCPT Certified Personal Trainer Exam-Extension	\$99.00
NCCPT Certified Personal Trainer Exam-Retake	\$99.00
NCCPT-CPT Certification Renewal *	\$75.00
NCCPT-CPT Certification Renewal-Late Fee	\$25.00
Third Party CEU Petition Form **	\$25.00 per submitted course
Prometric Exam Delivery	\$75.00
Prometric Exam Delivery Cancellation	
1. Thirty or more days prior to test date	1. No Cost. Full Refund
2. Five to 29 days prior to test date	2. \$25.00
3. Less than five days before test date, failure to appear for scheduled test, or arrival more than 30 minutes after the scheduled test start time	3. \$79.00

*The renewal fee will be waived if all continuing education units used to renew the certification are those as offered by ISSA or NCCPT.

**A third party is defined as an organization other than ISSA or NCCPT.

8.4 Refunds

- NCCPT
 - Refund information may be found [here](#).
- Prometric
 - Candidates who 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.

9.00 Exam Delivery-Remote Proctoring

9.1 Check In

Candidates must present the following at the testing center:

- Registration confirmation as received by Prometric.
- A CPR card or certificate of completion. A digital CPR certificate will not be accepted.
- A valid, unexpired photo ID with a signature. The only acceptable forms of ID are a driver's license, state or government-issued ID card, passport, school ID, or military ID. Note: Military IDs are accepted for in-person testing only. Due to legal restrictions prohibiting the transmission of military IDs via webcam, they are not permitted for remote testing.

9.2 Prohibited Items

Books, papers, texts, and references are prohibited in the exam room. Scratch paper and a pencil will be provided for use during the exam and will be collected by the proctor at the end of the examination. Candidates may bring a simple, basic calculator without smartphone or internet capabilities into the testing center room. Visitors are not allowed in the exam room.

Candidates are encouraged to bring only their ID, keys, the basic calculator, and their registration confirmation. Other personal belongings, such as purses and cell phones, will be stored in a secure location and may not be accessed during the exam administration. Prometric testing centers are not responsible for lost or stolen items.

Food is not allowed in any testing center unless there is an approved medical or physical need. While beverages are generally prohibited, some locations may permit candidates to bring bottled water after inspection. Candidates with specific medical conditions requiring the consumption of water or food during the exam must meet the special accommodations criteria outlined in Appendix 4: Request for Reasonable Accommodation

9.3 Testing

Candidates are required to follow all instructions provided by the exam administrator and those displayed within the computer-testing software. Any questions about exam procedures should be asked before the exam begins.

NCCPT certification exams do not include scheduled breaks and candidates may leave the exam room only with explicit permission from the exam administrator or remote proctor. Upon exiting, candidates must sign out, surrender all exam materials, and sign back in upon return. Breaks are allowed solely for restroom use or visits to a drinking fountain. Excessive breaks or any suspicious behavior before, during, or after a break may be grounds for suspicion of cheating. Candidates are prohibited from accessing cell phones or leaving the building during breaks and the exam timer will continue to run during any unscheduled breaks. Visitors are not allowed in the exam room.

The computer-based exam includes an optional tutorial designed to help candidates become familiar with the testing software and build confidence before starting the exam. The tutorial contains demonstration questions that do not affect exam scores. Candidates are encouraged to complete the tutorial, which explains key features of the system; most candidates spend approximately 1 to 4 minutes on this section.

When the exam is launched, the candidate's name and the exam title will appear at the center of the screen. A navigation grid will be located in the bottom left corner, and the sections and item numbers will be displayed along the left side, showing which questions have been answered, skipped, or flagged. A digital countdown timer will be visible at the top center of the screen.

10.00 Exam Delivery-Remote Proctoring

10.1 Overview

Prometric's remote proctoring platform, ProProctor, allows candidates to take any NCCPT NCCA-accredited examination outside of a traditional test center, provided the environment meets all system and security requirements, including reliable internet connectivity. Candidates must have access to their own personal computer and internet connection and ensure their equipment meets the necessary system requirements.

Candidates considering live remote proctoring should review the [ProProctor User Guide](#) by Prometric for technical and environmental requirements.

During the check-in process, an assessment of the testing environment is conducted during which candidates are required to visually show their surroundings to confirm the location meets the standards for secure exam administration.

ProProctor maintains exam security and integrity through two dedicated proctoring roles:

- Readiness Agent: Authenticates the candidate's identity and performs a live video and audio scan of the testing room and desk area to ensure compliance with security protocols.

- Security Agent: Provides an additional layer of protection by monitoring the exam session and supporting the secure delivery of the test.

10.2 Remote Proctoring Environmental and System Requirements

Environmental Requirements

- The following standards apply to candidates scheduled for remote testing:
 - Two tissues are permitted but must be inspected prior to the start of exam.
 - The testing location must be indoors (walled), well-lit, free from background noise and any disruptions.
 - The candidate's exam will be terminated and/or results invalidated if a third party is present or enters the room at any time during the exam.
 - 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.

System Requirements

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

10.3 Check In

Candidates should allocate at least 15 minutes to prepare their testing environment. After completing the system readiness check at <https://rpcandidate.prometric.com>, candidates can launch their exam at that same URL. Candidates will be prompted to enter their appointment confirmation number and the first four letters of their last name (surname). For example, Joan Summers would enter "Summ".

The Readiness Agent will then guide candidates through the check-in process with the following presented to the agent:

- Registration confirmation as received by Prometric.
- A CPR card or certificate of completion. A digital CPR certificate will not be accepted.
- A valid, unexpired photo ID with a signature. The only acceptable forms of ID are a driver's license, state or government-issued ID card, passport, school ID, or military ID. Note: Military IDs are accepted for in-person testing only. Due to legal restrictions prohibiting the transmission of military IDs via webcam, they are not permitted for remote testing.

Candidates must show their workstation and the surrounding area to the readiness agent who will conduct a candidate person check before the exam begins. This check requires candidates to:

- Raise shirt sleeves above their wrists.
- Empty and turn all pockets inside-out.
- Raise their pant legs above their ankles.

This will be repeated before every entry back into the online test if a break is permitted. Candidates who wear eyeglasses will be asked to remove them for visual inspection to ensure they do not contain a recording device. Large jewelry items must be removed before and throughout the entire exam. If a candidate has long hair that covers their ears, they will be asked to pull it back to ensure nothing is attached to their ears that could provide an unfair advantage, such as a Bluetooth earpiece.

10.4 Testing

Candidates are required to follow all instructions provided by the proctors. Any questions about exam procedures should be asked before the exam begins.

The computer-based exam includes an optional tutorial designed to help candidates become familiar with the testing software and build confidence before starting the exam. The tutorial contains demonstration questions that do not affect exam scores. Candidates are encouraged to complete the tutorial, which explains key features of the system; most candidates spend approximately 1 to 4 minutes on this section.

There are no scheduled breaks during the remote exam administration and candidates are prohibited from leaving the camera view unless specifically authorized by the NCCPT. Should a candidate require a bathroom break, they will be subject to the candidate person check as before being allowed to resume their exam. The exam time clock will not stop for unscheduled breaks.

11.00 Passing Standard

11.1 Passing Standard

Scaled scores are reported on NCCPT's examinations to ensure fairness and consistency across different versions of the tests. As each exam form may vary slightly in difficulty, raw scores (the number of correct answers) are converted to a common scale so that the passing standard (set through a research-based method involving expert review of exam content) remains the same regardless of which test version a candidate takes. This allows all test-takers to be evaluated by the same level of competence, even if the examination questions differ. A candidate whose scaled score equals or exceeds the passing standard will successfully pass the exam.

11.2 Failing the Exam

Candidates not achieving a passing score receive a report detailing their performance in each examination content area. However, candidates are advised to review all content areas prior to a retake, including those where their performance was satisfactory.

Those not meeting the passing standard have the option to retake the exam. Please refer to section 12.0 Exam Retake for additional information.

12.00 Exam Retake

12.1 Exam Retakes

Timing

- Candidates have 12 months from the purchase date to take or repeat the exam. Retakes require a waiting period; 14 days after the first attempt, 90 days after the second attempt and one year following the third.
- If the retake waiting period extends beyond the initial 12 months, a free six-month extension is available upon request. Further six-month extensions can be purchased.
- After two years, the exam must be repurchased if a candidate wishes to re-test. Purchase of an extension does not guarantee exam eligibility. Candidates should contact support@nccpt.com if unsure about eligibility or exam deadlines.

12.2 Retake Rationale

- Following First Attempt
 - Candidates may retake the exam 14 days after their first attempt. This relatively short timeframe is allowed as a different exam form will be used on the second attempt.
- Following Second Attempt
 - Candidates must wait 90 days from the date of their second attempt prior to retaking the exam, with this delay designed to provide candidates additional preparation time.
- Following Third Attempt
 - Candidates must wait one full year after their third attempt before retaking the exam for the following reasons:
 - Protection of Exam Integrity
 - Multiple exposures to similar exam content could give candidates an unfair advantage through memorization rather than professional knowledge and skills. Each additional attempt increases the risk of passing through familiarity with test items rather than actual competence, potentially compromising the validity of the examination.
 - Educational Preparedness
 - Three failed attempts suggests a candidate may lack sufficient knowledge or skills for professional practice. The waiting period encourages candidates to pursue comprehensive, foundational educational studies that will better prepare them for success on future attempts and in their professional career.

13.00 Appeals and Exam Challenges

13.1 Exam Eligibility Appeal

A candidate may appeal their eligibility to sit for the exam. The Board reserves the right to deny any applicant that does not meet the eligibility criteria as stated in Section 6.00 Candidate Eligibility Requirements. An appeal of an application may be denied for any of the following:

- Requirements Not Satisfied – A candidate deemed ineligible for not meeting eligibility requirements may reapply if/when all requirements have been satisfied.
- Legal/Regulatory Issues – A candidate deemed ineligible due to a pending or concluded legal issue must show provide proof of resolution before submitting a new application.
- Ethics Violation – A candidate denied eligibility by the Professional Conduct and Appeals Subcommittee is ineligible to sit for the exam.

To file an appeal, a candidate must submit the NCCPT Certification Exception/Appeal Form and any related documentation no later than thirty days following noticed of their denied eligibility. The form is posted [here](#) and found in Appendix 3: Exception Request/Appeal Form and is to be submitted to support@nccpt.com.

The Professional Conduct and Appeals Subcommittee evaluates certification application appeals. Candidates will receive written notification of the committee's decision from certification staff within thirty to forty-five days from the date the appeal is received. Decisions are final and not subject to further review.

13.2 Exam Performance Appeal

A candidate may appeal their exam score by submitting the NCCPT Certification Exception/Appeal Form within thirty days of the exam date. The form is posted [here](#) and found in Appendix 3: Exception Request/Appeal Form and is to be submitted to support@nccpt.com.

Candidates will receive written notification of the committee's decision from certification staff approximately thirty to forty-five days from the date the appeal is received (exact timing may be dependent on the testing agency or other third party). Decisions are final and not subject to further review.

13.3 Recertification Appeal

The Board reserves the right to deny or remove a credential if the certificant fails to maintain their credential for non-disciplinary reasons, including but not limited to expired credentials, submission of inappropriate continuing education materials, or non-payment of renewal fees. If denied recertification, a candidate may appeal by submitting the NCCPT Certification Exception/Appeal Form. The form is posted [here](#) and found in Appendix 3: Exception Request/Appeal Form and is to be submitted to support@nccpt.com.

The Recertification subcommittee will review the appeal and candidates will receive written notification of the committee's decision from certification staff within forty-five days from the date the appeal is received. Decisions are final and not subject to further 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.

14.00 Awarding of Certification and Use of Credential

14.1 Awarding of Certification

The NCCPT-CPT certification is granted only to individuals who meet eligibility criteria and pass the certified personal trainer exam. Reciprocal certification based on credentials from other organizations is not permitted.

14.2 Use of Credential

Use of the NCCPT certification trademark must comply with established policies and procedures and is prohibited in any misleading or fraudulent manner. The Board will take appropriate action, including legal measures and certification suspension or revocation, to protect its trademark rights. Only individuals who have earned NCCPT certification by successfully passing the examination may use the trademark in accordance with their certification's scope. Upon meeting all eligibility requirements and passing the exam, certificants may use their NCCPT credential in all correspondence and professional interactions, typically placed after their name, academic degrees, and licensure designations.

Examples of Appropriate Use of the Credential

- 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

Use of the certification mark is permitted while the certificant's certification remains valid and they are in good standing. The NCCPT retains ownership of the certification mark and logo, and the Board grants permission for their permissible use to credentialed individuals at its discretion. Any misuse of credentials will be subject to investigation by the Board, which reserves the right to suspend or revoke NCCPT certification. The Board further reserves the right to report any violations to relevant third parties, including but not limited to the certificant's educational institution or employer, any applicable licensing body, or law enforcement agencies.

15.00 Confidentiality and Release of Information

15.1 Confidentiality

Board Members, volunteers, subject matter experts, vendors, consultants, staff and any other individuals or stakeholder having access to confidential Program information are required to sign the NCCPT Confidentiality and Non-Disclosure [Agreement](#) annually.

Confidential information includes, but is not limited to:

- Legal or financial data.
- Applicant or certificant information.
- Exam security, results, and individual scoring.
- Documents and/or materials related to the Program.
- Exam development and/or exam maintenance information.

Confidential information (non-public information including name, address, bank account or social security numbers, financial or medical information, etc.) is legally protected and accessible only on a must have basis by designated staff and contractors who have signed the confidentiality agreement. Data aggregates may be used for the purposes of research and other published data.

15.2 Release of Information

Information about a candidate/certificant will only be released to that candidate/certificant unless release of the information to a third party is authorized in writing by the individual or is required by law. Personal information submitted by applicant/certificant, including results of any background check, is considered confidential.

16.00 Directory of Certified Individuals

16.1 Directory of Certified Individuals

NCCPT maintains a directory of certified individuals which is available to the public and will openly verify that a certificant possesses a valid certification upon request at support@nccpt.com. Certificants with valid credentials will be listed on the United States [Registry](#) of Exercise Professionals. Contact support@nccpt.com if you do not wish to be included in this registry.

17.00 Certification Renewal

17.1 Purpose of Certification Renewal

Renewal ensures certificants remain competent and current in the evolving fields of fitness, nutrition, and wellness to stay aligned with new research, evidence based practices, and client needs while preventing knowledge stagnation. Recertification also protects public safety by validating credentials and reinforcing trust in both practitioners and certifying bodies.

Additionally, renewal fosters professional growth by encouraging lifelong learning, skill development, and may also allow for professional market differentiation. Lastly, recertification meets the requirements of key accrediting bodies and aligns with industry expectations.

17.2 Two-Year Renewal Cycle

The Board believes a two-year recertification cycle helps maintain public safety and professional standards by ensuring certified professionals stay current with evolving best practices, research, and regulations, reducing the risk of outdated practices causing harm or liability.

The two-year cycle supports ongoing development by encouraging participation in continuing education units (CEUs), workshops, and new credentials driving professional growth and better client outcomes, while balancing rigor with accessibility, giving professionals sufficient time to earn CEUs while maintaining regular engagement to prevent skill stagnation while aligning with generally accepted industry standard

17.3 Renewal Requirements

NCCPT credential holders must renew their accredited certification(s) every two years. Renewal requires the following:

- The accumulation of 20 continuing education (CEUS) units, which equates to 2.0 CEUs at a rate of one hour per 0.1 CEU.
- Proof of current CPR certification
- Submission of the [renewal form](#) (Appendix 1)
- Submission of the [petition](#) form if applicable (Appendix 2). Please refer to section 16.4 for additional information.
- Payment of applicable [fees](#). Please refer to section 8.2 for additional information).

The renewal form and any related documents are to be submitted to support@nccpt.com.

Note the following:

- Initial renewal applications will be accepted starting one year before the expiration date.
- It is the sole responsibility of the certificant to document their continuing education activities.
- Any applicant who does not meet the renewal requirements will be notified no later than thirty (30) days following receipt of their application.
- Provided the subject matter is relevant to each certification, the same CEUs may be applied towards the renewal of multiple NCCPT certifications.
- Failure of a certificant to maintain their accurate contact information could have an adverse effect on renewal, including, but not limited to a delay in renewal or non-renewal. Personal information may be updated via a certificant's account or by contacting support@nccpt.com.
- Certificants are allowed 30 days after the certification expiration date to submit their renewal.
 - A late fee will be applied.
 - Subsequent renewal dates remain fixed based on the original certification date and will not be extended.
 - After the 30-day grace period expires, credentials will lapse. Reinstatement requires purchasing and successfully completing the certification exam again.

17.4 CEU Guidelines

- CEUs may not be rounded up.
- Excess CEUs cannot be carried over to subsequent reporting periods.
- CEUs earned outside the credential's original two-year renewal cycle will not be accepted.
- CEUs are based upon contact hours, 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.
- CEU information, a copy of the document verifying current emergency cardiac care certification, and any other necessary information is to be documented and submitted with the [renewal form](#) (Appendix 1).
- The Petition [Form](#) (Appendix 2) is to be used for the following:
 - Approval of a CEU activity offered by an organization other than ISSA or NCCPT (ISSA and NCCPT courses are automatically approved for CEUs).
 - If the CEU subject matter is considered not pertinent nor generally accepted for the certification subject matter as determined by the Board Recertification committee as referred by certification staff.

17.5 CEU Categories

Category A: Continuing Education Offerings (maximum 2.0 CEUs)

- CEU Eligible Activities
 - Workshops
 - Conferences
 - Symposiums
 - NCCPT or ISSA Courses
 - Home-Study Courses
 - Approved non-ISSA or NCCPT continuing education courses
- Requirements and Information
 - CEU values are determined by NCCPT.
 - All programming must be intended for health and fitness professionals.
 - Activities must directly apply to the certification/certificate being renewed.

Category B: Industry Contributions (maximum 1.0 CEUs)

- Speaking engagements may be counted only once per topic.
- Programming must be intended for health and fitness professionals.
- Articles and case studies must adhere to NCCPT Writing and Case Study Guidelines.*

Activities are defined as follows:

Activities	CEUs	Required Documentation
Speaker or panelist at conference, lecture or workshop	0.1	Letter of acknowledgement
Primary author in a peer reviewed publication	0.5	Copy of article and writer guidelines
Primary author in a non-peer reviewed publication	0.2	Copy of article and writer guidelines
Primary author of an NCCPT publication	0.2	Letter of acknowledgement
Primary author of an NCCPT case study	0.5 (8wk) 0.8 (12wk)	Letter of acknowledgement
Primary author in a textbook	0.5	Copy of cover, table of contents, and 500-word summary of relevance

*By submitting content (including articles, comments, blogs, etc.), you:

- Warrant that you own or have secured all necessary rights to your submitted content.
- Retain ownership rights while granting NCCPT, its affiliates, and licensees perpetual permission to:
 - Edit, translate, and reformat your content.
 - Copy, distribute, and display your content.
 - Publish your name alongside your content.
- Acknowledge that:
 - NCCPT is not obligated to use your content.
 - NCCPT may remove your content at any time.
 - No compensation will be provided for use of your content.

Category C – Post-Certification Collegiate Coursework (maximum 2.0 CEUs)

- Practicums, internships, and lab courses require approval.
- Courses must have credit hours and official transcript, be directly related to health/fitness, and apply to the certification being renewed.
- General education courses are accepted only if relevant to health/fitness.
- Foundational courses from the following degree programs are acceptable:
 - Human movement, physical education, dance.
 - Health care management, community health, nutrition.
 - Exercise science/physiology, kinesiology, biomechanics, ergonomics.
 - Athletic training, physical therapy, emergency medical technician, massage therapy.

Activities	Number of CEUs	Required Documentation
College/University Course	0.3 CEUs for semester credit hour, 0.2 CEUs for each quarter credit hour	Official transcript

Category D (Required) – Emergency Cardiac Care (CPR) (maximum .1 CEUs)

- Providers must adhere to the standards of The American Red Cross or The American Heart Association. Emergency Medical Technician certification is also acceptable.

Activities	Number of CEUs	Required Documentation
CPR/AED Course	0.1 CEUs	Front and back copies of certification

17.6 Renewal Audit

The NCCPT-CPT certification has a two-year renewal cycle during which the accumulation of continuing education units is a foundational obligation. To ensure renewal requirements are met on a consistent basis across all certificants, an ongoing audit of at least ten percent of all NCCPT-CPT renewals is performed annually. Additional files may reviewed as needed for appeals or other necessary measures.

The audit procedure is as follows:

- For each month's renewals, a random sample, determined by whichever is larger between three individual files or 10% of the total, will undergo an audit.
- Renewals will be entered into a web-based random selection tool, which will then pick the required number for audit.
- NCCPT student support staff will present the selected certificant files to the support and accreditation managers for completeness and compliance review during the bi-monthly compliance meeting, with these actions captured in the meeting minutes.
- The selected certificant files, the renewal list, and the random selection list will be sent to the NCCPT Board of Directors Governance and Compliance subcommittee for review and signed approval.
- Non-compliant renewals will be reevaluated by NCCPT support staff for the acquisition of missing documents either internally or by contacting the certificant.
- Each renewal certificant file is to contain:
 - NCCPT-CPT Renewal Audit Checklist.
 - Completed Certificant Renewal Application.
 - Documentation verifying the accumulation of 2.0 contact hours (20 Continuing Education Units) and a valid CPR/AED certificate.
 - If applicable; appeal and/or petition form and any supplemental documentation.

16.7 Renewal Appeals

Refer to section 13.3 Recertification Appeal for information on appealing.

18.1 Professional Misconduct

NCCPT defines professional misconduct as a violation or alleged violation of the rules or boundaries set forth by the following Code of Conduct that may involve an NCCPT candidate or credentialed individual.

Code of Conduct

- The NCCPT is committed to the highest industry standards and professional through this Code of Conduct for its certificants.
- Client Relations and Professional Responsibility
- Prioritize client welfare over financial gain.
- Respect the client-trainer relationship as professional and advisory in nature.
- Document all training sessions, evaluations, fitness programs, and supplemental fitness/nutrition recommendations.
- Treat all clients with respect, dignity, and objectivity, ensuring non-discrimination, fairness, and privacy in all interactions.

Safety and Well-being

- Never knowingly endanger clients or expose them to undue risk.
- Do not provide medical diagnoses or medication recommendations.
- Consistently strive to maintain and improve the well-being of all clients.
- Refer clients to qualified fitness, medical, health, or nutrition professionals when appropriate or when issues fall outside the certificant's scope of practice.

Legal and Ethical Compliance

- Do not misrepresent qualifications, skills, or services offered.
- Never distribute NCCPT confidential certification exam materials.
- Comply with NCCPT policies and procedures and all applicable laws.
- Never falsify records or assist others in obtaining certification through fraudulent means.
- Neither condone nor engage in any form of behavior that could generally be perceived or regarded as unethical.
- Pursue professional development through continuing education to remain current with industry knowledge and best practices.

18.2 Professional Misconduct Procedures

Reports of alleged professional misconduct must be submitted in writing to support@nccpt.com. Anyone may file an allegation, but anonymous complaints will not be accepted. However, the identity of the reporting party will remain private and undisclosed unless legal procedures require such disclosure.

The complainant will be notified, and the complaint forwarded to the Professional Conduct and Appeals Subcommittee. If the initial review indicates a potential violation, the accused will receive a written summary of the allegations and supporting information with 10 days from the

date of notification to respond. During this period, the subcommittee will continue its investigation, which may include interviews, document reviews, and requests for written statements. The complainant will be notified by the committee if determined that a violation did not occur after the initial review.



Upon the committee's determination of a violation, the following sanctions are possible:

- The NCCPT maintains the right to impose fines, or other conditions deemed appropriate.
- Permanent or restricted revocation of the individual's NCCPT certification credential.
- Permanent or restricted denial of a candidate's eligibility to obtain an NCCPT credential.
- Suspension of the individual's NCCPT certification status for a to be determined timeframe.
- Removal from any appointed or elected position within the governance or administrative framework of the NCCPT.

The accused will have 30 days to file a written appeal to support@nccpt.com for final consideration by the full Board. The Board will review the evidence and recommendations of the subcommittee, as well as of any new information about the case. A majority vote will rule. The defendant will be notified of the decision in writing no more than 15 days following receipt of the appeal. All decisions by the full Board are considered final and cannot be appealed.

Appendix 1: Certification Renewal Form

The certification renewal form may be found [here](#).



NCCPT Accredited Certification Renewal Form



Instructions

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

Personal Information

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

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NCCPT Certification

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

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

Continuing Education Courses



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

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

By my signature below, I acknowledge that I have read, understood, and agree to the terms and conditions outlined in this document and that the information provided herein is accurate.

Name Signature Date

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Continuing Education Unit Categories

Category A: Continuing Education Offerings (maximum 2.0 CEUs)

- CEU Eligible Activities
 - Workshops
 - Conferences
 - Symposiums
 - ISSA Courses
 - Home-Study Courses
 - Non-ISSA continuing education
- Requirements and Information
 - CEU values are determined by NCCPT.
 - All programming must be intended for health and fitness professionals.
 - Activities must directly apply to the certification/certificate being renewed.
 - All non-ISSA CEUs must be submitted via petition for review and approval by NCCPT.



Category B: Industry Contributions (maximum 1.0 CEUs)

- Speaking engagements may be counted only once per topic.
- Programming must be intended for health and fitness professionals.
- Articles and case studies must adhere to NCCPT Writing and Case Study Guidelines.*

Activities are defined as follows:

Activities	CEUs (per contact hour)	Required Documentation
Speaker or panelist at conference, lecture or workshop	0.1	Letter of acknowledgement
Primary author in a peer reviewed publication	0.5	Copy of article and writer guidelines
Primary author in a non-peer reviewed publication	0.2	Copy of article and writer guidelines
Primary author of an NCCPT publication	0.2	Letter of acknowledgement
Primary author of an NCCPT case study	0.5 (8wk) 0.8 (12wk)	Letter of acknowledgement
Primary author in a textbook	0.5	Copy of cover, table of contents, and 500-word summary of relevance to the industry

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*By submitting content (including articles, comments, blogs, etc.), you:

- Warrant that you own or have secured all necessary rights to your submitted content.
- Retain ownership rights while granting NCCPT, its affiliates, and licensees perpetual permission to:
 - Edit, translate, and reformat your content
 - Copy, distribute, and display your content
 - Publish your name alongside your content
- Acknowledge that:
 - NCCPT is not obligated to use your content
 - NCCPT may remove your content at any time
 - No compensation will be provided for use of your content

Category C – Post-Certification Collegiate Coursework (maximum 2.0 CEUs)

- Practicums, internships, and lab courses require approval.
- Courses must have credit hours and official transcript, be directly related to health/fitness, and apply to the certification being renewed.
- General education courses are accepted only if relevant to health/fitness.
- Foundational courses from the following degree programs are acceptable:
 - Human movement, physical education, dance
 - Health care management, community health, nutrition
 - Exercise science/physiology, kinesiology, biomechanics, ergonomics
 - Athletic training, physical therapy, emergency medical technician, massage therapy

Activities	Number of CEUs	Required Documentation
College/University Course	0.3 CEUs for semester credit hour, 0.2 CEUs for each quarter credit hour	Official transcript

Category D (Required) – Emergency Cardiac Care (CPR) (maximum 1 CEUs)

- Providers must adhere to the standards of The American Red Cross or The American Heart Association. Emergency Medical Technician certification is also acceptable.



Activities	Number of CEUs	Required Documentation
CPR/AED Course	0.1 CEUs	Front and back copies of certification

Revised April 2025

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Appendix 2: Certification CEU Petition Form

The certification CEU petition form may be found [here](#).

Continuing Education Unit (CEU) Petition Application

Instructions

Submit this form and copies of the following documents to ajennings@nccpt.com with the subject line "NCCPT CEU Petition."

- Course Description
- Course Outline
- Certificate of completion for each CEU course.
- Learning objectives from the course catalog or website



Important Notes:

- Original documents will not be returned.
- Use a separate application form for each new ISSA continuing education unit.
- Submit your application at least 30 days before your certification expires to ensure adequate processing time.

Personal Information

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

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Certification

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

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

Continuing Education Unit Information

Activity Date	
Course Title	
Number of Contact Hours (include all)	
CEU Category (see page three and four)	



Continuing Education Unit Provider

Provider Name	
Phone Number	
Email	
Street Address	
City	
State	
Country	
Zip Code	

By my signature below, I affirm I have provided the information provided herein is accurate.

Name Signature Date

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Continuing Education Unit Categories

Category A - Continuing Education Offerings (maximum 2.0 CEUs)

- CEU Eligible Activities
- Workshops
- Conferences
- Symposiums
- ISSA Courses
- Blended Study Courses
- Non-ISSA continuing education
- Requirements and Information
- CEU values are determined by NCCPT.
- All programming must be attended in health and fitness professionals.
- Activities must directly apply to the certification certificate being renewed.
- All non-ISSA CEUs must be submitted via petition for review and approval by NCCPT.

Category B - Industry Contributions (maximum 1.0 CEUs)

- Sponsoring organizations may be credited only once per topic.
- Programming must be attended in health and fitness professionals.
- Articles and case studies must adhere to NCCPT Writing and Case Study Guidelines.*

Activities are defined as follows:

Activities	CEUs (per contact hour)	Required Documentation
Speaker or panelist at conference, lecture or workshop	0.1	Letter of acknowledgment
Primary author in a peer-reviewed publication	0.5	Copy of article and video guidelines
Primary author in a non-peer-reviewed publication	0.2	Copy of article and video guidelines
Primary author of an NCCPT publication	0.2	Letter of acknowledgment
Primary author of an NCCPT case study	0.5 (100%) 0.2 (75%)	Letter of acknowledgment
Primary author in a textbook	0.5	Copy of complete table of contents, and 300-word summary of relevance to the industry

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*By submitting content (including articles, commentaries, blogs, etc.), you:

- Warrant that you own or have secured all necessary rights to your submitted content.
- Retain ownership rights while granting NCCPT, its affiliates, and licensors perpetual permission to:

 - Edit, translate, and reformat your content
 - Copy, distribute, and display your content
 - Publish your name alongside your content

- Adhere to the following:

 - NCCPT is not obligated to use your content
 - NCCPT may remove your content at any time
 - No compensation will be provided for use of your content

Category C - Post-Certification Continuing Education (maximum 2.0 CEUs)

 - Practitioner, instructor, and all courses require approval
 - General education courses are accepted only if relevant to health/fitness
 - Courses must have credit hours and official transcripts, be directly related to health/fitness, and apply to the certification being renewed
 - Transcripts must show the following course programs are acceptable:

 - Human movement, physical activity, fitness
 - Health care management, community health, nutrition
 - Exercise science, physiology, kinesiology, biomechanics, ergonomics
 - Adult learning, physical therapy, occupational and medical technician, massage therapy

Activities	Number of CEUs	Required Documentation
College/University Course	0.3 CEUs for standard credit hours 0.2 CEUs for non-credit credit hours	Official transcript

Category D (Emergency) - Emergency Contact Line (CPR) (maximum 1 CEU)



 - Providers must adhere to the standards of The American Red Cross or The American Heart Association. Emergency Medical Technician certification is also acceptable.

Activities	Number of CEUs	Required Documentation
CPR/AED Course	0.1 CEUs	Front and back copies of certification



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Appendix 3: Exception Request/Appeal Form

The exception request/appeal form may be found [here](#).

 NCCPT National Council for Certified Personal Trainers		 ISSA INTERNATIONAL SPORTS SCIENCES ASSOCIATION
NCCPT Certification Exception/Appeal Form		
Personal Information		
First Name	<input style="width: 80%;" type="text"/>	
Last Name	<input style="width: 80%;" type="text"/>	
Phone Number	<input style="width: 80%;" type="text"/>	
Email	<input style="width: 80%;" type="text"/>	
Street Address	<input style="width: 80%;" type="text"/>	
City	<input style="width: 80%;" type="text"/>	
State	<input style="width: 80%;" type="text"/>	
Country	<input style="width: 80%;" type="text"/>	
Zip Code	<input style="width: 80%;" type="text"/>	
Nature of Request (Select only one)		
Recertification	<input type="checkbox"/>	
Exam Eligibility	<input type="checkbox"/>	
Exam Performance	<input type="checkbox"/>	
Certification		
Certification	Certificate Number	Expiration Date
Certified Yoga Instructor	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Certified Personal Trainer	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Certified Indoor Cycling Instructor	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Certified Group Exercise Instructor	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Certified Strength Training Specialist	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Page 1 of 2

 NCCPT National Council for Certified Personal Trainers		 ISSA INTERNATIONAL SPORTS SCIENCES ASSOCIATION
Please provide a comprehensive explanation of the request, including all relevant details.		
<p>By my signature below, I acknowledge that the information provided herein is correct and accurate and that I understand this exception/appeals request will be reviewed by the NCCPT Certification Board, in accordance with policies as posted in the Candidate Handbook and that decision of the Board are final.</p> <p>Name <input style="width: 100px;" type="text"/> Signature <input style="width: 100px;" type="text"/> Date <input style="width: 100px;" type="text"/></p> <p>Please email this form and additional documentation if applicable to support@nccpt.com.</p> <p>Revised February 2025</p>		

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A4.1 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.

A4.2 Reasonable Accommodation

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 submitting the Reasonable Accommodations Request [form](#) and related documentation to support@nccpt.com.

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. A postsecondary student who has graduated in the last two years may use an Individual Education Plan from your most recent institution 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. Candidates should allow for a minimum of thirty (30) days for processing. 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.

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.

A4.3 Appeal or Denial of Request for Reasonable Accommodation

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

The reasonable accommodation form may be found [here](#).



Reasonable Accommodation Request Form

In accordance with the Americans with Disabilities Act, reasonable accommodations may be available for individuals with documented disabilities. The NCCPT and its testing agency, Prometric will provide reasonable testing accommodations to candidates with a qualifying medical condition or documented disability that may impose on their ability to take the NCCPT exam under standard testing circumstances. The submission of this request form does not guarantee approval, and candidates should allow at least thirty (30) days for processing.

The exam for which the candidate is requesting accommodations must be purchased prior to submittal of this form. Candidates will be informed of the decision in writing and NCCPT reserves the right to make final judgement decisions regarding testing accommodations.

This application is valid for one (1) year from approval date, and a new application must be resubmitted after that time if necessary.

Instructions

Submit this form and documentation from a health care professional or physician describing the need for an accommodation to support@nccpt.com with the subject line, Reasonable Accommodation Request Form.

Provided information from the health care professional or physician should include:

- Disability or diagnosis.
- Specific accommodations required.
- Description of how the condition limits the candidate's ability to take an exam under standard conditions.

Please include any additional information you believe may support the request.



Date

Personal Information *

First Name	<input type="text"/>
Last Name	<input type="text"/>
Phone Number	<input type="text"/>
Email	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Country	<input type="text"/>
Zip Code	<input type="text"/>

Describe the nature, extent and duration of your disability.

Describe the accommodation(s) you believe is needed.

By signing below, I declare the information and supporting documentation provided are true to the best of my knowledge and understand that if information is found to be false, NCCPT may refuse the requested accommodations. NCCPT reserves the right to make additional inquiries regarding my disability and previous accommodations. If further information or clarification is 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.

Candidate's Name Candidate's Signature Date

A5.1 Jobs Task Analysis Summary

A job task analysis (JTA) is a formal, systematic process used to identify and document the specific tasks, responsibilities, knowledge, skills, and abilities required to perform a job effectively. It's foundational for credentialing, training development, and workforce planning and is a critical aspect of the credential development process as the outcomes drive the content of the exam to be developed.

A JTA is performed approximately every five years for the NCCPT Personal Trainer Certification exam. A summary of most recent JTA, completed in 2025 is as follows:

Process

The JTA involved three phases:

- Phase 1: Focus groups with subject matter experts (SMEs) to review and revise the existing exam content outline (ECO).
- Phase 2: Survey distributed to current CPT credential holders to gather input on the CCO.
- Phase 3: Analysis of survey results and blueprint development, leading to final ECO revisions and weighting recommendations.

Results

- The report presents the findings from each phase, including SME feedback, survey response data, and the final recommended ECO with content domain weightings.

Outcome

- A revised detailed content outline for the NCCPT-CPT certification exam, which includes six major content domains: Applied Science, Nutrition, Intake and Ongoing Evaluation, Program Design and Implementation, Exercise Technique and Training Instruction, and Professional Practice and Responsibility.

A5.2 Exam Content Outline

Domain/Task Statement and Weighting (% of Exam)

I. Applied Science (Anatomy, Kinesiology, Physiology) – 25%

A. Anatomy

1. Understand, explain, and apply basic knowledge of the nervous system (for example, CNS, PNS).
2. Understand, explain, and apply basic knowledge of the muscular system (for example, fascia, tendons, muscles).
3. Understand, explain, and apply basic knowledge of the skeletal system (for example, bones, ligaments).

B. Functional Anatomy

1. Identify and contrast primary mover vs. secondary mover in specific exercises (for example, agonist, antagonist, synergist).
2. Identify the muscle groups involved in specific exercises.
3. Identify directional terms (for example, anterior, posterior, lateral, proximal, distal).
4. Identify anatomical positions (for example, prone, supine).
5. Identify common muscle-injury occurrences and muscular imbalances (for example, gait, posture).
6. Identify and differentiate the different types of joints and related movement patterns (for example, hinge, pivot, saddle).
7. Describe how the muscular and skeletal systems work together to perform movement.
8. Apply a basic knowledge of the kinetic chain and the kinetic chain checkpoints.
9. Differentiate between open- and closed-chain exercises (open-chain examples: leg curl, leg extension; closed-chain example: squat).

C. Biomechanics

1. Identify, understand, and incorporate planes of motion into a client's fitness program (for example, frontal, sagittal, transverse).
2. Identify muscle contractions (for example, concentric, eccentric, isometric).
3. Identify muscle actions (for example, adduction, extension, abduction).
4. Identify and explain how mechanical principles apply to the human body (for example, range of motion, angles, levers).

D. Energy Systems

1. Explain the concepts of energy balance in the body (for example, calorie intake/output, Basal Metabolic Rate [BMR] vs. Total Daily Energy Expenditure [TDEE]).
2. Identify and explain the three energy systems of the body and their main fuel sources.

E. Physiology

1. Identify the physiological changes, benefits, and drawbacks that may result from exercise.
2. Understand the body's physiological response(s) to exercise (for example, heart rate, blood pressure, hormonal response).

3. Understand the theories behind muscle movements (for example, sliding filament theory, all-or-none theory, size principle of motor unit recruitment).
4. Differentiate between the three muscle fiber types and their characteristics.

II. Nutrition – 8%

A. General Nutrition Information

1. Explain basic nutritional and dietary guidelines.
2. Define macronutrients and how they are used by the body.
3. Identify micronutrients, their role in the body, and their importance for health.
4. Describe the difference between supplements and ergogenic aids (for example, performance-enhancing drugs, controlled substances).
5. Explain the role of supplements in exercise.
6. Recognize the nutritional considerations for special populations (for example, diabetes, pregnancy, youth).

B. Client Dietary Habits

1. Review and provide general guidance regarding a client's diet.
2. Review caloric intake relative to client needs.
3. Identify client's water intake and provide general guidance.

III. Intake and Ongoing Evaluation – 12%

A. Collect and review necessary documentation prior to beginning a fitness program with a client (for example, medical release, medical history, liability waiver, PAR-Q).

B. Conduct basic fitness assessments based on age, fitness level, fitness history, and current ability level (for example, postural, performance, movement, strength, cardiovascular, flexibility, body composition, prior injury).

C. Interpret results of basic fitness assessments in relation to client goals (for example, initial assessment vs. ongoing assessments).

D. Understand how to monitor, record and track performance markers to ensure client progress.

IV. Program Design and Implementation – 25%

A. Principles of Program Design

1. Describe the principles of training (for example, specificity, overload, progression).
2. Evaluate and integrate applications of General Adaptation Syndrome (GAS).
3. Recognize when to apply undulating vs. linear periodization.
4. Describe the differences between types of program design (for example, weight loss, body composition, strength training).

B. Program Design Activities

1. Design a balanced, functional program that includes the basic components of fitness (for example, warm-up, mobility, balance, resistance, cool-down).
2. Apply injury prevention protocols in program design (for example, static and dynamic stretching, myofascial tissue release, warm-up and cool-down protocols).

3. Apply acute training variables in program design (for example, intensity and volume, frequency, repetition, range of motion, sets, rest, time under tension, tempo).
4. Describe the components of a training program (for example, superset, drop set, compound set).

C. Program Implementation

1. Implement and adjust program based on client's needs and goals (for example, training and check-in schedules, adaptation modifications/adjustments).
2. Identify the client's level of self-awareness (for example, cognitive, physical, emotional, self-motivation, positive affirmation) to ensure proper and continual program adherence.

D. Training Modifications for Special Populations

1. Identify specific techniques (for example, regressions, progressions, modifications) to match the ability level of the client.
2. Educate the client regarding flexibility and range of motion practices (for example, static and dynamic stretching, myofascial tissue release, recovery).
3. Assign activities appropriate to the client's cardiovascular fitness abilities.

V. Exercise Technique and Training Instruction – 25%

A. Correcting Client's Exercise Technique

1. Describe proper technique and form (for example, coaching cues, demonstrations).
2. Correct client's technique on kinetic chain checkpoints (for example, correct posture, verbal and non-verbal cues, demonstrations).
3. Identify and correct client's muscular imbalances (for example, Upper Cross Syndrome, Lower Cross Syndrome, hip mobility).

B. Monitor Client

1. Evaluate client's progress using multiple measures (for example, energy level, sleep quality, changes in appearance/measurements, water intake, caloric intake).
2. Identify instructional techniques (including visual, auditory, kinesthetic).
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 – 5%

A. Scope of Practice

1. Recognize professional duties and responsibilities as outlined by the sanctioning organization (for example, punctuality, appearance, hygiene, safety, staying current with practice).
2. Recognize when to refer clients (for example, outside resources, other colleagues, medical professionals).
3. Recognize personal limitations when working with special populations.
4. Recognize and maintain knowledge about current and evolving fitness trends.
5. Motivate and educate clients to pursue and continue a healthy lifestyle.

B. Ethics

1. Recognize ethical boundaries (for example, sexual harassment, fraternization outside of training time).
2. Evaluate applications of codes of conduct (for example, conflicts of interest, discussing sensitive subjects).

C. Legal

1. Recognize liability and insurance policies and practices.
2. Ensure contract terms and cancellation policies are clear to the client.

D. Marketing and Selling

1. Apply various means of marketing and communication with the intent to sell personal training services (for example, text, emails, phone calls, referrals from friends and family members, websites, email campaigns, social media).
2. Build and nurture client relationships to retain clients.

E. Trainer and Client Safety

1. Follow safety checklist, including active, ongoing monitoring of client during the session.
2. Proactively identify risk indicators (for example, awareness of environment, trip hazards, cleaning and sanitization).
3. Maintain knowledge about when to initiate or assist with incident documentation.
4. Apply emergency event protocols (for example, when to call 911, when and how to activate EMS).
5. Locate and use emergency tools (for example, first-aid kit, AED, fire extinguisher, emergency exit locations).

7.1 Bibliography

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Appendix 8: Aggregate Certification Data

8.1 Aggregate certification data for each of the past three years based on the publication date of this manual will be updated during the first quarter of each year and show the following:

Year	Candidates	Total Passed	Total % Passed	Taken In-Person	% Passed In-Person	Taken Remote	% Passed Remote	Total Certificants
2024	571	425	74.43	271 (47.4)	74.9	300 (52.6%)	74.0	1,391
2023	427	310	72.6	204 (47.8)	72.06	223 (52.4%)	73.09	1,456
2022	361	262	72.5	177 (49.0)	73.4	184 (51.0%)	71.7	2,083