



Smart Fitness Candidate Handbook

**For the NCCPT Certification Board
(NCCPT CB)**

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[1] About This Handbook

Description of the NCCPT CB Candidate Handbook

This handbook serves as the principal source of information for those applying to take the Certified Personal Trainer Exam (CPTe). Since every situation and every applicable rule cannot be cited in a document like this, other NCCPT CB policies, practices, and instructions, may also apply.

This Handbook provides exam candidates with information about:

- ▶ Eligibility Requirements
- ▶ Application Procedures and Fees
- ▶ Examination Content and Scoring
- ▶ Recertification

You are advised to periodically check the website at www.nccpt.com for any changes in the NCCPT Certification Board (CB) policies, requirements, or forms that may be made after this Handbook is published. Although the NCCPT CB gives candidates as much advance notice as possible when policies and procedures change, it is always your responsibility to make sure that you are fully informed about the current requirements and policies. You should also consult the website to learn about any modifications that may be made in eligibility, exam administration, exam content, or other policies. You may also call us at (800) 778-6060.

Handbook Edition and Policy

The policies and procedures in this Handbook, which are published on www.nccpt.com, may be modified, amended, or cancelled by the NCCPT CB at any time, with or without notice. This edition of the Handbook supersedes all prior policies or procedures as to the subjects addressed in it and all representations, oral or written. The NCCPT CB strongly recommends carefully reading and thoroughly understanding every topic in this Candidate Handbook.

Privacy

For security reasons, before any information is released over the phone, the caller will be asked for identifying information. You may be asked to provide, for example, your date of birth or your address. This security feature helps the NCCPT CB protect your personal information from being inappropriately released. Examination scores are never released over the phone.

Confidentiality Policy

The NCCPT CB respects the privacy of all examination candidates. All materials submitted or received in connection with applications and all examination scores are held in confidence, except upon permission for disclosure from the applicant or candidate or except as required by law, including governmental licensing bodies upon appropriate written request.

Non-Discrimination Policy

The NCCPT CB does not discriminate on the basis of race, color, age, gender, sexual orientation, political or religious beliefs, disability, marital or familial status, ancestry, national origin, or any other category that is protected by federal law or other applicable laws and regulations.

[2] About NCCPT CB

Mission Statement

The mission of the National Council for Certified Personal Trainers Certification Board is to protect the public by providing a valid, reliable certification examination to determine entry-level competence of the Personal Trainer who will provide personal training programs for the public that are safe and effective.

Objective Statement

The National Council for Certified Personal Trainers Certification Board (NCCPT CB) oversees and establishes entry level performance measures and standards of continuing educational development for professional personal fitness trainers.

History of NCCPT CB

The National Council for Certified Personal Trainers (NCCPT) was founded in September of 1995 by John Platero. John's goal was to create a vehicle by which he could recruit new trainers, teach fundamental principles and provide these future professionals with a system to earn a good living, while they continue to learn and grow as Personal Trainers. Additionally he wanted to ensure the recognition of qualified individuals who completed a course of study or training and then passed an independent, standardized certification examination. To this end, the NCCPT has participated in an ongoing collaboration with a variety of health care professionals including exercise physiologists, nutritionists, physical therapists, chiropractors and trainers.

After 15 years with an established credentialing and examination program that has certified nearly 8,000 Personal Trainers, the NCCPT made the decision to re-evaluate and update its procedures. This process began with the formal establishment of the NCCPT Certification Board in January 2009. The Certification Board then embarked on the re-assessment of their examination by performing a Job Task Analysis, a review of new and existing test items, field testing and standard setting.

Code of Professional Conduct

As a NCCPT Certified Personal Trainer you must recognize the importance of a set standard and scope of professional and ethical conduct in providing personal training services to clientele and the general public. Professional and ethical concerns or issues arise when professionalism and ethics are either not known or not fully understood. The NCCPT Certified Personal Trainer Code of Ethics and Professional Conduct represents a standard that must be upheld at all times when performing the duties of a Certified Personal Trainer.

Certified Personal Trainers (CPTs)

- 1) Act with integrity in any relationship with their clients by providing the highest level of professional personal training services based on objective and unbiased research and scientific information within a legal scope of practice-
- 2) Act with integrity in relationships with colleagues, fellow employees and other health care professionals. They should respect the rights, opinions and decisions of other Certified Personal Trainers and members of the general public and never solicit business from another trainer's client.
- 3) Ensure a safe, enjoyable and meaningful training environment through significant and suitably challenging programming.
- 4) Distinguish between personal convictions or opinions and professional duties and responsibilities and not allow personal beliefs and biases to interfere with the greater goals of the client's health, fitness and performance. A trainer must not sexually, psychologically or economically exploit their relationship with a client, supervisor, employee or colleague.
- 5) Should always keep the client's best interests first, not those which merely advance a trainer's private and personal interest or gain.
- 6) Refer clients to appropriately qualified professionals when client need is greater than the trainer's knowledge or abilities.
- 7) Keep abreast of the new developments, concepts and practices by actively researching and learning in order to promote professional excellence.
- 8) Respect a client's right to privacy. Maintain the confidentiality of personal client information and written records. Conversations, behavior, personal life and in some cases personal identity should be kept confidential. The focus should be on the business relationship and not a client's personal life, except as it affects a person's health and fitness goals.
- 9) Avoid sexually oriented comments or banter and inappropriate physical conduct.
- 10) Provide non-biased, fair and equal treatment to all individuals and groups both personally and professionally.
- 11) Use advertisements which promote the primary intent of helping clients make informed judgments, choices or decisions regarding their fitness goals.
- 12) Maintain an appearance which is clean in a manner consistent with good hygiene, safety and commonly accepted good taste.
- 13) Remain focused when training and be not distracted by other people, televisions, computer monitors or cell phones.

[3] Application Process

Candidate Eligibility

- ⇒ Applicants must be at least 18 years of age prior to applying to take the CPTE.
- ⇒ CPR certification is required and is a prerequisite for taking the CPTE.

Eligibility and Testing Appeals

A candidate may appeal eligibility denials and testing events. An individual who wishes to appeal a specific situation must do so in writing via email or to our corporate office in Newbury Park, Ca. The Ethics and Appeals Committee of the Certification Board will gather information regarding the situation in order to determine the appropriate means of resolution.

All individuals or groups involved are encouraged to be forthright and as specific as possible when offering information during an investigation, but may choose the extent to which they share information.

Individual cases may be dismissed due to insufficient information or referred to the entire Certification Board for further resolution.

An individual may appeal the outcome of the hearing or situation. The appeal is not a rehearing of a case, and requires a written appeal (see Appeals Form at www.NCCPT.com/forms.html) to the CB specifically stating grounds for desired appeal and any supporting documentation or information deemed necessary.

The only grounds by which an appeal can be made are:

- In situations where new information has become available following the hearing or situational outcome that may change the decision for eligibility.
- In situations involving procedural error(s) within the hearing or certification process which substantially affect(s) the fairness of the hearing or situational outcome.
- When the determination of responsibility is inconsistent with the weight of the information and/ or evidence available to the Ethics and Appeals Committee (EAC).

The EAC will review the appeal, hearing documentation and any other information or evidence included in the hearing or specific situation.

A written decision will be delivered to the student and CB within 15 business days from reception of appeal unless the individual submitting appeal is otherwise notified by a CB representative.

Appeals submitted more than 90 days from the NCCPT CB decision will not be considered.

Applying for the Exam

You may apply for the CPTe online at www.nccpt.com. You may also apply by mail by sending your payment, contact information and proof of birth date to

NCCPT CB
161 N. Reino Road
Newbury Park, CA 91320
800.778.6060

Please note that you will be asked to provide proof of your CPR certification at the time of testing.

Exam Fees/Payment Types

The fee for the CPTe exam must be paid in full before the exam can be scheduled.

Forms of Accepted Payment

- √ VISA
- √ MasterCard
- √ Discover
- √ Check
- √ Money Order/Cashiers Check

Please Note

- √ Fees are due at time of application
- √ All fees payable to NCCPT
- √ All fees payable in US \$ dollars only
- √ All fees non-refundable

Application Expiration

Exams must be taken within six months from the date you create your user account. Any exam not taken within six months from date of exam purchase will require payment of a late fee prior to being able to take the CPTe.

[4] Taking The Exam


The CPTE is a computer based, multiple choice test.

Scheduling Your Exam with your Proctor

Candidates schedule their examination appointment by contacting their Smart Fitness approved proctor. Candidates are responsible for noting the date, time and location of their testing appointment.

What you need on Examination Day

You must bring two (non-expired) IDs bearing your signature. At least one of these IDs must be government issued with your photo. The name on your identification must match the name under which you registered for your exam appointment. You must also bring and present the testing center with a valid CPR card or you will not be allowed to take the exam. Failure to present appropriate identification and proof of your CPR certification will result in cancellation of your appointment.

Primary ID – Government Issued (photo, signature, not expired)	Secondary ID (signature, not expired)	CPR Certification (not expired)
<ul style="list-style-type: none"> ■ Driver’s License ■ Passport ■ Military ID ■ State ID ■ Alien Registration Card ■ Other government issued ID 	<ul style="list-style-type: none"> ■ Social Security Card ■ Employment ID ■ Credit Card/ATM Card ■ School ID ■ Voter’s Registration Card ■ Any ID on the Primary List 	<ul style="list-style-type: none"> ■ CPR Card 

Exam Check-In Time

Please arrive 15 minutes prior to your scheduled testing time, prepared to sit for the entire exam, as the test cannot be stopped and restarted, or paused, so plan accordingly.

Materials Allowed for Exam

- Two sheets of paper and a pencil/pen which will be provided at time of exam and collected at the end of the exam.
- Handheld (non-programmable) calculator

Testing Site Security Procedures

- You will not be permitted to wear hats, jackets or any type of outerwear in the facility.
- Smoking, eating, and drinking are prohibited in the examination site.
- No personal belongings are permitted in the examination site.

List of Prohibited Items Includes But Is Not Limited To The Following		
<u>Electronic Devices</u> ↓	<u>Books/Papers</u> ↓	<u>Containers of any kind</u> ↓
Cell Phones, Pagers, Beepers Headsets or Earphones Personal Digital Assistant Radios/Recorders or Players	Notes/Outlines/Study Materials Organizer/Day Planner Newspapers or Magazines Books/Dictionaries	Handbag Backpack or Hip Pack Bags Briefcase

It is the candidate's responsibility to surrender all items voluntarily, prior to testing. Any person possessing prohibited items during the examination will not be allowed to continue their examination, will forfeit all fees, and may have examination scores invalidated.

Clothing

Candidates are advised to wear clothing that will be comfortable for various temperature conditions.

Exam Site Conditions

Should you experience any environmental difficulties during the administration of the examination (too hot, too cold, too noisy, etc.), you are obligated to tell a proctor about your concern. Concerns expressed but not resolved at the test site should be submitted in writing to the NCCPT CB.

Test Length and Time Allowed

Candidates have 2 hours to complete the 140-item multiple-choice computer-based examination. You will be asked to respond to a few brief survey questions and acknowledge your acceptance of NCCPT CB's confidentiality requirements before beginning the exam. While there is adequate time to review these screens and respond, there is NOT enough time to leave the testing room or do anything other than proceed to the exam.

Guessing

If you are not sure of the correct answer on an examination it is to your benefit to make an informed guess. There is no penalty for guessing. In calculating your score, the questions you do not answer count as wrong answers. A passing score is based on the number of correct answers.

Re-Taking the Exam

The CPTC can be taken up to three times in a 12 month period. This 12 month period begins on the first exam date.

Fraud, Cheating, and Forfeiture of Fees

In the event of a fraudulent application, submission of fraudulent documents, introduction of fraud at any point in the application process, or cheating on the Certified Personal Trainer examination, the NCCPT CB reserves the right to confiscate all fees to offset any administrative or legal costs associated with the investigation and/or adjudication of the case.

Please see the NCCPT CB Policies and Procedures Manual for more information on the Disciplinary and Appeals Process. www.nccpt.com

Special Accommodations Requests

NCCPT CB complies with the Americans with Disabilities Act of 1990 (ADA), and will accommodate requests from qualified candidates with a diagnosed disability for accommodations to take the Certified Personal Trainer Exam if the request is reasonable and properly documented and does not fundamentally alter the examination or jeopardize exam security. To request accommodations, contact the NCCPT CB for assistance at 800.778.6060.

Foreign Language Testing

The NCCPT CB currently offers the CPTe in the English language only.

Confidentiality and Exam Security

The NCCPT CB requires you to maintain the confidentiality and security of the test questions on its examinations. All those who take the CPTe are required to acknowledge that they understand and agree to the following:

▶ The examination is the exclusive property of the National Council for Certified Personal Trainers Certification Board. The NCCPT CB's examinations, and the items contained therein, are protected by United States copyright law. No part of an examination may be copied or reproduced or transmitted to any other person in part or in whole by any means whatsoever, including memorization. The theft or attempted theft of an examination, in whole or in part, is punishable as a felony.

▶ Your participation in any irregularity occurring during the examination, such as giving or obtaining unauthorized information or aid, as evidenced by observation or subsequent statistical analysis, or any other examination irregularity, including but not limited to the failure to report any information about any irregularity or any suspected cheating, may be sufficient cause for the NCCPT CB, at its sole discretion, to terminate your participation, invalidate the results of your examination, seek monetary compensation, or take other appropriate action. Candidates who cheat or attempt to cheat on the examination, or who otherwise breach the NCCPT CB's security policies and procedures, will have their exam scores cancelled, will forfeit all fees, may be barred from re-applying to take the Certified Personal Trainer Exam and will be subject to all examination and fee requirements in place at the time they may choose to reapply, and may be subject to legal action.

NCCPT CB never releases copies of examinations or individual examination items.

[5] About The Exam

Scope of the Examination

Examination questions are designed to allow candidates to demonstrate their knowledge of facts and use of judgment. There are no trick questions. Given the diversity of the personal training field, there may be a small number of questions outside the training of every individual. This will vary from person to person depending on one's training. The number of these questions, however, is not enough to pose a barrier to passing the CPTE. Qualified candidates who are adequately prepared should pass the examination.

Ongoing Development of the Examination

The Certified Personal Trainer Exam is developed in stages. In the first stage, a job task analysis is outlined by a panel of experts in the field of personal training. These outlines describe the functions of a personal trainer and the knowledge needed to perform those functions. The CPTE content outline is created from this job task analysis. (see CPTE Content Guideline on page 29)

The second, on-going stage of development, involves other representative groups of practitioners from across the country who work with the NCCPT CB to write questions based on the exam content outline. These new questions are reviewed by a committee of subject matter experts and are edited to ensure that items are clearly written and that there is only one correct answer to each question. Reviews of the field will be undertaken periodically to ensure that the examination remains relevant to current practice standards.

Commitment to a Fair Examination

A review and appeal process for the CPTE safeguards candidates in situations where they feel significantly disadvantaged due to a perceived procedural error or adverse environmental conditions during the test administration.

Please see page 11 for information on Exam Site Conditions.

Also see page 17 for information on the Appeals Form and process.

Certification Exam Statistics

2009 Pass/Fail Statistics		
Testing Event	Candidates Tested in 2009	% of Candidates Passing in 2009
1 st Time Test Takers	657	55%
Retake Tests	112	88%

2009 Test Statistics					
Passing Point	Average Score	Standard Deviation	Standard Error of Measurement	Reliability Estimate²	Total # of Items on Exam³
SCALE SCORE	SCALE SCORE	SCALE SCORE	SCALE SCORE	Chronbach Alpha	
665	644	125	38	0.91	140 (15 Field Test)

[6] Scoring

Examination results are reported as PASS (with a numerical scaled score) or FAIL (with a numerical scaled score) to indicate whether a candidate has demonstrated the knowledge required to meet standards of competence as defined by the profession. Candidates will receive their official Score Report at the testing site, upon completing the examination. If the test result was FAIL the Score Report will be immediately displayed. However, a student's score is adequate enough to pass, the video footage must be reviewed along with the other documentation for approval. Once approved, your score will be displayed.

The total scaled score you achieved on the examination determines whether you pass or fail. The scale ranges from 200 – 900 and a scaled score of 655 is set as the passing score on the CPT Examination. Passing scores are determined through the modified Ebel process, a statistical procedure for establishing the minimum pass level using the judgment of experts. Through this process, the raw score required to pass is established. This raw score is then set to equal a scaled score of 655. A scaled score is not a percentage score.

Criterion-Referenced Scoring

The passing score on the CPT Examination is determined by Subject Matter Experts under the direction of the experts in testing and psychometrics. The criteria define the minimum acceptable level of competence required for safe and effective personal training. The passing score is determined by a criterion-referenced method, which is commonly used in certification examinations. A criterion-referenced passing score applies minimum standards for competent practice to all candidates. Criterion-referenced standard setting begins with the establishment of a minimum acceptable level of competence for safe practice that candidates must possess in order to pass the examination. The standard setting is a group process. The group is comprised of Certified Personal Trainers representing various aspects of the practice, geographic areas, and levels of expertise. To ensure that the description of the profession represents the job tasks of personal trainers entering the profession, input from entry-level trainers is always included. Criterion-referenced scoring provides safeguards to both the candidate and the consumer.

Passing Scores

You will receive a numerical scaled score total as well as diagnostic information indicating your performance in each content area. The scores reported on the diagnostic summary are provided to guide your future professional development.

Receiving Your Certificate

NCCPT CB awards the title of Certified Personal Trainer (CPT) to those individuals who meet the, ethical conduct, professional behavior, and examination requirements set forth by the NCCPT CB. Candidates will have the ability to print out their Certificate after approval of a passing score.

[7] Recertification

Certification Period

The certification period for the CPT credential is two years from the date of certification. The Certification Board deems that scientific research applications for technologies and especially fitness products, typically change within a two year time frame. This judgment is based on literature reviews, assessment of fitness products, industry practices and is congruent with a review of other personal trainer credentialing requirements.

Certification Expiration

Your certification will expire and no longer be recognized as valid if you do not fulfill the recertification requirements within 30 days past your expiration date. If you have not completed the continuing education requirements within your two year period of certification, you must pass the exam to become certified again.

Recertification Requirements

Submit the following prior to the expiration of your current certification:

- ⇒ Completed Continuing Education Reporting Form
- ⇒ A copy (front and back) of your current CPR certification card
- ⇒ Recertification Fee

Recertification Fees

Smart Fitness University provides a payment voucher for participants that maintain employment in a participating facility. If your employment is terminated or changed, contact the NCCPT for fees.

Late Recertification Fee

A participant can renew their Personal Trainer Certification up to 30 days past their expiration date, with proof that your continuing education had been completed within the two year period of your certification. Smart Fitness University provides a payment voucher for participants that maintain employment in a participating facility. If your employment is terminated or changed, contact the NCCPT for fees.

Recertification Filing Period

Current NCCPT CPTs may apply for recertification at anytime within their two year certification period.

Continuing Education Unit (“CEU”) Requirements

To recertify you must complete 2.0 CEUs (20 hours) within your two year certification period.

By stringently reviewing all Continuing Education providers and their content, the NCCPT CB confirms the quality of continuing education. Meeting the high standards required by the NCCPT CB thus ensures meaningful professional development for Certified Personal Trainers. When a CPT engages in sanctioned continuing education, individual competency is enhanced by keeping current as well as gaining advanced knowledge and skills.

All individuals or companies that submit courses or workshops applying to become Continuing Education Providers for CPT recertification must provide extensive background information on themselves and/or their company. Submissions must demonstrate that their content:

- ▶ keeps the personal trainer’s expertise current by updating their knowledge base and teaching them new skills.
- ▶ is associated with the development or comprehension of a specialty, technique, tool or expertise in personal training.
- ▶ assures the individual participating learns all of the foundational knowledge required of the minimally competent professional for this subject matter.

Description of CEUs

- 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 (0.1) CEU.
- The number CEUs awarded by community colleges and universities vary from institution to institution.

Approved NCCPT CB CEU Providers

The most up-to-date listing of approved continuing education providers and the educational programs can be found at www.nccpt.com. The website makes it easy to stay current with recertification requirements, upcoming conferences, workshops and home study opportunities.

Petition Policy for Continuing Education

Non-NCCPT CB approved continuing education courses, workshops and/or events can be reviewed by petition only, which can only be approved by mail. Standards for petition review are established by the Recertification Committee of the NCCPT Certification Board. For more information, please call the NCCPT office at 800.778.6060.

A \$10 non-refundable administrative fee is required for each course/event petitioned.

Reporting Responsibility

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

Reporting Forms

Reporting forms and recertification packages can be downloaded from www.nccpt.com. You may also call our office at 800.778.6060 to request this information.

Guidelines for Reporting CEUs

- Information should be recorded directly on the Continuing Education Packet and the Continuing Education Reporting Form. It is recommended that information be recorded on an ongoing basis (i.e. as soon as an activity is successfully completed).
- The specific type of documentation required for an activity is described in the following sections. Documentation guidelines will be strictly enforced.
- Proof of appropriate documentation must be submitted with the completed Continuing Education Reporting Form.
- In providing the date of an activity, the month, day and year must be included.
- CEUs will be awarded only for activities that are completed within the relevant two (2) year re-certification period.
- CEUs in excess of the amount required for 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 provides a sample list of acceptable subject matter areas for CEUs. While not exhaustive, please note that any continuing education must pertain to personal training, not group exercise or workouts.

Exercise Physiology	Exercise Application	Health Assessment
Nutrition	Biomechanics	Safety Procedures
Flexibility	Program Design	Emergency Procedures
Special Populations	Program Implementation	Sports Psychology
Anatomy	Disease Prevention	First Aid
Functional Anatomy	Injury Prevention	CPR

CEU Categories and Requirements

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

Breakdown CEU Categories			
<i>Please see following pages for more detailed description of each category.</i>			
Category	Description of Activities	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	0.1 CEU per contract hour	Letter of Acknowledgement
B	Panelist at Conference	0.1 CEU per contract hour	Letter of Acknowledgement
B	Primary Author of a Peer Reviewed Publication	0.5 CEUs	Copy of Article; Writer Guidelines
B	Primary Author of a Non-Peer Reviewed Publication	0.2 CEUs	Copy of Article; Writer Guidelines
B	Primary Author of a NCCPT Publication	0.2 CEUs	Letter of Acknowledgement
B	Primary Author of a NCCPT Case Study	0.5 CEUs (8 weeks) 0.8 CEUs (12 weeks)	Letter of Acknowledgement
B	Primary Author of a Textbook	0.5 CEUs	Copy of Cover; Table of Contents; Summary of Contribution to Industry
C	College/University Course	0.2 CEUs per quarter credit hour 0.3 CEUs per semester credit hour	Official University Transcript
D	Course Providing Required Certification	0.1 CEU	Front and Back Copies of Current Certification
D	EMT Course and Certification	0.1 CEU	Front and Back Copies of Current Certification

CEUs – Category A

1. Activities that are available through NCCPT CB approved providers include

- √ Workshops (Group exercise does not apply)
- √ Conferences (Group exercise does not apply)
- √ Symposiums (Group exercise does not apply)
- √ Home-Study Courses (Group exercise does not apply)
- √ NCCPT CB Credential Courses
- √ Other NCCPT CB approved certifications

2. NCCPT CB and/or the individual approved provider will determine the number of CEUs awarded for activities in this category.

3. All conferences, workshops and symposiums must be intended for an audience of health and fitness professionals.

4. A maximum of 2.0 CEUs can be obtained in Category A.

CEUs – Category B: Speaking Engagements & Publications

(see page 21 for list of activities)

1. Activities in this category have been defined by NCCPT CB.
2. Speaking engagements can be counted only once per topic.
3. Articles written for NCCPT CB must adhere to NCCPT CB Writing Guidelines.
4. Case studies written for NCCPT CB must adhere to NCCPT CB Case Study Guidelines.
5. All conferences, workshops, symposiums must be intended for an audience of health and fitness professionals.
6. A maximum of 1.0 CEUs can be obtained in Category B.

Definition of Peer Reviewed Publication

A peer reviewed publication is one that been reviewed by an editor and one or more specialists, prior to its publication.

Statement of Ownership and Liability Regarding Written Submissions for CEUs

The NCCPT CB does not claim ownership nor endorse any of the materials you post, upload, input or submit to NCCPT CB or its website or any websites associated with the NCCPT CB. However, by posting, uploading, inputting, providing or submitting your articles, comments, blogs, wikis or submission, you are granting NCCPT CB 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 CB is under no obligation to post or use any Submission you may provide and may remove any Submission at any time at NCCPT CB'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.

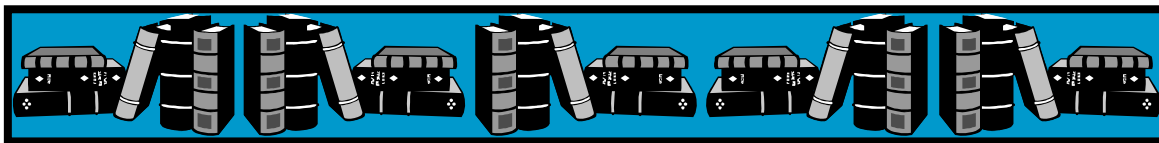
CEUs – Category C: Academic Courses

1. CEUs are awarded for successful completion of college or university courses if the content relates to the health and fitness fields.
2. In order for a course to be eligible it must be assigned credit hours and be listed on the official university transcript.
3. Two CEUs will be awarded for each quarter hour of approved course study and three CEUs will be awarded for each semester hour of approved course study.
4. A maximum of 2.0 CEUs can be obtained in Category C.
5. 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 and Sport Science.
6. 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).
7. Only Massage Therapy courses that are a part of an ACCET accredited program in good standing, will be accepted.
8. Practicum courses, internship experiences and laboratory format courses are subject to prior approval as acceptable CEU credit.
9. Weight training and/or conditioning courses are acceptable for CEU credit.

CEUs – Category D: CPR Training

1. All candidates must have a current CPR certification.
2. Providers in this category are those that adhere to the standards of either:
 - ⇒The American Heart Association; or
 - ⇒The American Red Cross.
3. EMT (Emergency Medical Technician) certification can be used in this category.

[8] Bibliography and References



There is no single text or training program recommended by the NCCPT CB. The CPTe reflects practice in the United States as determined by the most recent Job Task Analysis. Obtainment of NCCPT study materials is not a necessary prerequisite for passing the CPT Exam nor is it required to have NCCPT study materials before taking the exam.

The NCCPT CB's item writers and examination development committee members frequently use the following texts as resources; however, the sources used are not limited to the books listed here. The list is not comprehensive and does not imply that references not included on this list are inappropriate or of lesser value or quality than references that are included. The list is presented to assist individuals in preparing for the examination; however, study of the following references will not guarantee that an individual will pass the examination.

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

[9] Content Guideline for the Certified Personal Trainer Examination

I. Health Assessment – 24%

- A. Forms & Documentation
- B. Postural Assessment
- C. Injury Prevention
- D. Emergency Procedures
- E. Special Populations

II. Kinesiology – 13%

- A. Anatomy
- B. Functional Anatomy
- C. Anatomical Terms

III. Exercise Physiology – 24%

- A. Energy Systems
- B. Muscle Physiology
- C. Physiological Changes
- D. Endocrine Systems

IV. Nutrition – 11%

- A. Macro & Micronutrients
- B. Client Dietary Assessment
- C. Ergogenic Aids and Supplements
- D. Meal Planning
- E. Understanding Nutritional Labels

V. Exercise Application – 24%

- A. Biomechanics
- B. Program Design
- C. Program Implementation
- D. Flexibility
- E. Cardiovascular
- F. Proprioception

VI. Business of Personal Training – 14%

- A. Scope of Practice
- B. Ethics
- C. Legal
- D. Marketing
- E. Selling

[10] Contacting the NCCPT CB



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