



Continuing Education Credit (CEC) Provider Application

Introduction

NFPT's mission includes leading the personal training industry into a future of public and government respect, trust, and confidence. As a professional fitness organization it is our intention to work closely with Continuing Education providers to provide fitness trainers with the educational tools needed to perform their duties confidently and competently.

NFPT encourages all personal trainers to continue to educate themselves throughout their careers. Education that provides the trainer more overall exercise science knowledge, or specific subject matter understanding for a larger scope of practice, is an essential element for the successful personal trainer's career.

NFPT offers three specialty courses; Nutrition, Endurance, and Weight/Resistance Training which count toward CECs as well. We encourage our trainers to seek additional education that specifically targets their interests and enhances the quality of their services. Therefore, NFPT is happy to approve and promote alternative CEC methods, organizations, and/or courses that will promote the advantages of continuing education amongst NFPT trainers.

Please read the following which includes current NFPT CEC requirements, CEC Provider qualifications, approval guidelines, promotional assistance information, and fees.

Thank you for your interest in promoting continuing education to NFPT certified trainers!

NFPT Continuing Education Requirements

NFPT requires two CECs per certification year, beginning *after* the first year of certification. One credit is required per each six month period (January – **June** and July – **December**.) Visit nfpt.com/ongoingeducation.htm for details.

- NFPT provides an online self-test which is posted in the months of June and December, each self-test is worth one credit.
- Any other approved CEC counts as one (1) NFPT credit. Upon NFPT approval of course/certification, NFPT will award one (1) credit regardless of credit hours or other point designations assigned to it by the CEC provider. (i.e. a 3 credit college course in Physiology counts as one (1) NFPT CEC.)
- NFPT encourages trainers to seek out other forms of CECs to broaden the trainer's education and experience. NFPT approved CEC providers will be recommended to trainers who seek additional continuing education opportunities.

CEC Approval Qualifications

NFPT Approved CEC Provider courses, and all continuing education courses which are completed by NFPT trainers and submitted for credit, must comply with four performance standards:

- 1) The reputation, values, and distinction of Course and Provider are important and each will be considered by NFPT staff. Adherence to this standard can be determined objectively by reviewing the Course/Provider content and scope, however, this qualification can also be subjective and will be determined at NFPT's sole discretion:
 - a) Providers must demonstrate that effort has been made to continually improve upon course(s) content and that evaluations and/or consideration for customer satisfaction are in place. On an annual basis, the Provider must provide evidence of the adherence to this standard.
 - b) Course(s) must be delivered professionally and free of questionable content, with regard specifically to unrelated and/or competitive subject matter.
- 2) Relevant Subject Matter/Education Content. Approved courses/events must cover one or more of the following subjects:

<i>Anatomy</i>	<i>Nutrition</i>
<i>Aquatics</i>	<i>Physiology</i>
<i>Biology</i>	<i>Pilates</i>
<i>Client Screening/Consultation</i>	<i>Special Population Training</i>
<i>Dance/Gymnastic Instruction</i>	<i>Sports Conditioning</i>
<i>Endurance Training</i>	<i>Sports Rehabilitation</i>
<i>Fitness Business Training</i>	<i>Stress Management</i>
<i>Flexibility</i>	<i>Training</i>
<i>Functional Training</i>	<i>Weight Management</i>
<i>Group Fitness</i>	<i>Weight/Resistance Training</i>
<i>Injury Treatment/Prevention</i>	<i>Wellness</i>
<i>Kinesiology</i>	<i>Yoga</i>
<i>Martial Arts</i>	<i>Youth Training</i>
<i>Mind and Body Training</i>	

- a) Upon course/event completion, the NFPT participant must be provided documentation which confirms participation and relevant course/event subject matter.

3) Qualified Course Coordinator/Presenter

- a) Course/Event presenter(s) must possess sufficient knowledge of the content area in which they teach. Presenter(s) must provide NFPT with description of relevant experience and education pertaining to the particular subject matter. This requirement can be satisfied by a resume and/or bio.

4) Course Preparation/Completion Time by participant

- a) The approved CEC course must require two or more hours of preparation or completion time by the student.
- b) The continuing education provider must publish an approximate time frame that is equal to or exceeds two hours and provide NFPT with documentation that states such.

CEC Provider

NFPT CEC Provider approval status demonstrates that the course/organization has met all of NFPT's continuing education requirements which is identified by a positive working relationship with NFPT. NFPT's logo can be used for promotional purposes, including print media and emarketing used appropriately and with NFPT's approval.

Promotional assistance received as an approved NFPT CEC Provider:

- All CEC Providers will have one company/organization link on NFPT's website within the 3 respective categories (chosen by provider), active upon verification of CEC Provider's link to NFPT site.
- One press release, edited at NFPT's discretion, will be included in NFPT's e-magazine, PersonalTrainerToday.com (distribution 15,000 +), which announces the newly approved status of course(s). This release will include CEC provider logo and a 75 word description.

CEC Provider fee and obligations

- \$265 application fee; \$265 annual renewal fee while active CEC provider
 - Link to www.nfpt.com on prominent CEC Provider web page
 - Provide NFPT with course application and appropriate course information
 - Provide NFPT with renewal payment/updates, within 60 days of request
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Sponsored CEC Provider

NFPT maintains relationships with a small and distinctive group of *Sponsored Providers*. There are two main considerations applicable to *Sponsored Providers*.

- NFPT reserves the right to deny any application for Sponsored Providership without cause and at its sole discretion.
- A Sponsored Provider applicant must:
 - be a current Approved Provider.
 - have been an Approved Provider for at least two years.

In addition to the above promotional assistance for Approved Provider's, NFPT Sponsored CEC Providers are also given the following:

- A link or logo hyperlink with a 150 word description on NFPT's Approved CECs landing page

- A shared, rotating banner advertisement on NFPT's Personal Trainer Today emagazine (PTT) at www.personaltrainertoday.com
- One direct hard copy mailing or email each year to all currently certified NFPT trainers

Sponsored CEC Provider Fee and Obligations

NFPT Sponsored CEC Providers are responsible for the following:

- \$605 application fee; \$605 annual renewal fee while active CEC provider
- Reciprocal link back to www.nfpt.com
- Provide NFPT with course application and appropriate course information
- Annually, within 60 days upon request, provide NFPT with course(s) update
- Affiliate based commission schedule/provision made for NFPT trainers who enroll to Sponsored CEC course(s) through NFPT's direct e-marketing efforts
- Tracking method must be in place for providing NFPT with click-through information
- ***Annual review of website, course content, and process information to establish adherence to terms***

Terms and Conditions

- In the event the CEC Course/Provider's application is denied, a \$50 non-refundable processing fee applies.
- NFPT Provider status is valid for one year beginning from the date of approval and is non-transferable.
- NFPT reserves the right to accept or decline any provider application at any time.



NFPT CEC PROVIDER APPLICATION

Contact Person:

Name of Individual or Organization:

Address:

City: _____ State: _____ Country: _____

Zip Code/Postal Code: _____

Phone Number: _____ Fax Number: _____

Email: _____ Web Address _____

Payment Information

Application Fee (circle which applies): \$265 Approved Provider

\$605 Sponsored Provider

Circle Method of Payment:

Check Money Order Visa Discover MasterCard Amex

Credit Card Information: Your card will be charged a \$50 non-refundable fee upon application submission, the balance of your application fee will be charged upon approval.

Name on Card: _____

Signature of Authorization: _____

Card Number: _____ Exp. Date: _____

Security Code: _____

Course Presenter Information / Qualifications

Name(s), credential(s), and bio(s) of each presenter (attach separate page(s) if needed):

Be sure to include in your bio or resume:

- **Presentation experience**
- **Degrees**
- **Certifications**
- **Years of fitness or applicable experience(s)**
- **Certificates of completion**
- **Awards or Recognitions**
- **Any other applicable experience**

Application Review

This application is intended to be representative of 1 (one) company/organization's continuing education courses. The NFPT Application review process will take 4-6 weeks after receipt of the NFPT CEC Provider Application in its entirety. If your CEC course(s)/conference is approved, NFPT will send a letter of approval. NFPT reserves the right to accept or decline any provider application at any time.

This application is subject to change without notification.

NFPT Application Approval Checklist

- _____ **Complete the NFPT CEC Provider Application Forms**
- _____ **Provide complete brochures with course descriptions**
- _____ **List all conference/workshop instructors with attached resumes and bios (only for conference or workshop approval)**
- _____ **Submit Application Processing Fee (\$50)**

Please allow 4-6 weeks for application review and processing

Submit application forms and course review material to:

***National Federation of Professional Trainers
Attn: Continuing Education Department
PO Box 4579
Lafayette, IN 47903***

Fax to: 765-471-7369