



NFFPT

National Federation of Professional Trainers

Test Proctor Training Manual

*Quality Control -- Test Security
Policies & Procedure*

Table of Contents

Chapter 1: Introduction

General	3
Definitions/Descriptions of Two Types of Appropriate Test Proctors	3
Test Candidate Options for Test Administration.....	3
Fundamentals of Test Proctor Authorization.....	3
Training.....	4
Appointed NFPT Proctor Benefits and Incentives	4
Appointed NFPT Proctor Renewal Process.....	5
Compensation for Interim Proctor	5
Updates to Information	5

Chapter 2: The NFPT Programs and Tests Missions

NFPT Programs/Mission	6
NFPT Test & Certifications	6
Entry-Level Personal Trainer Certification	6
Specialty Level Certificate Programs	6
Purpose of Programs	6
NFPT Test Delivery.....	7

Chapter 3: NFPT Test Proctor Requirements

NFPT State Representative Application Process.....	10
NFPT Interim Proctor Application Process.....	10
Test Proctor Requirements/Definitions	11
Test Site Location/Proctor Application Process.....	11
Testing Facility Requirements	11
Standardized Testing Conditions.....	11
Examination Room Pre-Check	11
Supplies and Materials	12
Special Situations and Emergencies.....	12
Complying with the American Disability Act.....	12
Adherence to Equal Opportunity.....	13
Test Proctor Personnel Requirement.....	13
Test Candidate Admittance and Check-In.....	14
Confidentiality	14
Policy on Cheating	14
Test Material Security and Handling.....	15

Chapter 4: NFPT Practical (Hands-On) Test Requirements

- Practical Facility Requirements 16
- Practical Instruction Download 16
- Practical Exam Administration..... 16
- Candidate Checklist 16
- Verification of Completion..... 16
- Practical Compensation 16

Chapter 5: Test Proctor Agreement Issues

- Why Compliance is Important..... 17
- Types of Compliance Violations 17
- Remedies and Consequences of Non-Compliance 17
- Test Facility/Proctor Audits..... 17
- Test Candidate Appeals Process 18

- Appendix A: Test Candidate Information Form
- Appendix B: Test Proctor Audit Form (for NFPT use only)
- Appendix C: Rules of Conduct for NFPT Test/Test Appeals Form
- Appendix D: NFPT Proctor Agreement
- Appendix E: NFPT Permanent Proctor (State Representative) Application

CHAPTER 1. Introduction

General

There are many requirements that encompass the NFPT testing procedure. NFPT Testing Proctors and Independent Credentialed Teachers/Testing Centers (named “Interim Proctor” for the duration of this manual) must comply with the standards set forth to insure the credibility and integrity of the NFPT exam. This *Proctor Training Manual* has been designed to give test center personnel information regarding the regulations and requirements for administering the NFPT examination. This document may have been delivered in hardcopy, but may also be accessed at www.nfpt.com by following the “Test Proctor Information” link. NFPT examinations are administered by both the paper/pencil and computer based methods. NFPT Computer Based Testing (CBT) sites are secure CompUSA testing facilities that meet the requirements set forth in this manual (visit www.SMTtest.com for more information regarding computer based testing.)

Definitions/Description of Two Types of Appropriate Test Proctors

1) Permanent NFPT State Representative:

These individuals are front line representatives of the National Federation of Professional Trainers. These are individuals who apply for this position out of interest of support for the NFPT and its test delivery system, hence the desire to strengthen the Personal Trainer credential by way of standardized proxy. There are many benefits and incentives to an NFPT State Representative, but most importantly they participate in a way which is conducive to all policies and procedures outlined in this manual as a way of maintaining test integrity.

2) Interim Proctor:

These individuals are proctors who administer the test on a one time basis, essentially temporary proctors. The NFPT very much appreciates this type of proctor as they are willing to take the time to review, understand, and adhere to the policies and procedures as detailed in this manual. NFPT Interim Proctors are sought out by test candidates for reasons of convenience. Generally this route is taken when a permanent NFPT State Representative is located too far from the test candidate location. NFPT is not responsible for locating interim proctors, but does assure that these individuals adhere to as high a standard as those who are appointed permanent NFPT State Representatives.

Test Candidate Options for Test Administration

Candidates have three options:

- 1) Contact Permanent NFPT State Representative and make an appointment
- 2) Go to www.smttesting.com and register to take a computer based test at a local CompUSA
- 3) Make arrangements for interim proctor to administer

Fundamentals of NFPT Test Authorization

ALL NFPT Proctors enter into an agreement (**Appendix D** for interim proctor – **Appendix E** for appointed NFPT State Representative) whereby proctor is entitled to promote and run NFPT tests at authorized facility in accordance with all requirements and regulations documented in this *Proctor Training Manual*.

The **essential requirements** (detailed in Chapter 3) of each test proctor and his/her facility are as follows:

- Possession of a Personal Trainer certification and/or Education degree/license
- Lines of communication readily accessible
- Must provide the NFPT with 2 professional references and 1 personal reference

- NFPT State Representative must provide signed NFPT Permanent Proctor (State Representative) Application (**Appendix E**) at time of initial application
- Interim Proctor must provide signed NFPT Proctor Agreement/Information Document (**Appendix D**) each time a test is administered

Training

This *Proctor Training Manual* covers all relevant topics including an overview of all NFPT programs and tests, NFPT requirements, test system administration, test administration tasks, test delivery procedures and compliance issues. It is required that all proctors read and understand this training and in addition provide NFPT Proctor Agreement (**Appendix D**) or State Representative Application (**Appendix E**) to indicate such.

Appointed NFPT Proctor Benefits and Incentives

An NFPT Proctor represents an extremely valuable part of the organizational structure and should be compensated accordingly. Of course, other incentives include those that are not monetary, but equally valuable. The NFPT appreciates your time and dedication to the test process in accordance with these requirements and regulations. The following are benefits to you and your facility:

- A proctor fee of \$20 will be given to you by the test candidate for each exam administered. When proctoring the practical, NFPT will compensate you \$40 and the candidate compensates you \$20 (details in Chapter 4). Though this proctor fee will be stated clearly in all NFPT marketing literature, it is your responsibility to collect this payment on the test date. If the candidate does not have the funds available to you on the test date, you reserve the right to reschedule the test date until compensation for your service is fulfilled. Proctoring the examination without receipt of this administrative fee may result in unpaid service rendered. **NFPT will not be responsible for funds not paid.**
- An NFPT Proctor will officially be named “NFPT State Representative” and will be provided an additional certificate which states such. Your status will make you a part of an elite group and therefore an NFPT point of contact in your area. You will be informed first of any changes and or revisions to NFPT systems, and many times asked for your personal advice in situations warranting change.
- An NFPT State Representative may use the NFPT logo, and is encouraged to do so, to identify oneself and respective facility as an NFPT test site location
- An “NFPT State Representative” will be acknowledged as an elite group member through www.nfpt.com and on occasion through NFPT online Magazine
- Free renewals. Renewal fee will be waived for the duration of your appointment as “NFPT State Representative.”
- The title “NFPT State Representative” not only lends respect and credential incentive to your personal resume, but also allows for recruitment usage. By facilitating the NFPT test, you are essentially introduced to new and existing personal trainers in your area. This may benefit you and the test candidate tremendously in regard to hiring new personnel inside your facility.

Appointed NFPT Proctor Renewal Process

“NFPT State Representative” will renew their certification on a yearly basis, no fee associated with this. You will receive a renewal notice and a reply to this must be made within 60 days. NFPT will make one attempt at calling and emailing you if a reply to this notice has not been made. No reply to this message may result in dismissal of “NFPT State Representative” status.

Though complete address and contact information will be a part of the renewal notice and process, it is necessary to **notify NFPT of any contact information change/s/ immediately**.

Compensation for Interim Proctor

- A reasonable proctor fee may be assessed by the teacher/testing center providing the test service. (example: \$20 fee is payable to appointed/permanent NFPT proctors.) Though the assessed proctor fee, and its determination by interim proctor, will be stated clearly in all NFPT marketing literature, it is your responsibility to collect this payment on the test date. If the candidate does not have the funds available to you on the test date, you reserve the right to reschedule the test date until compensation for your service is fulfilled. Proctoring the examination without receipt of the administrative fee may result in unpaid service rendered. **NFPT will not be responsible for funds not paid.**

Updates to Information

The information in this manual, and related documents, may change periodically. The NFPT will notify all proctors via email any time that a revision is made. This *Proctor Training Manual* can be reviewed at any time from www.nfpt.com.

CHAPTER 2. The NFPT Programs and Tests Missions

NFPT Programs/Mission

NFPT stands for National Federation of Professional Trainers and is made up of 1 Personal Trainer Certification Program and 3 Specialty Level Certificate Programs. Each program differentiates a personal fitness trainer's scope of practice. Completion of any one Specialty Level Program would provide the trainer's client an understanding of that trainer's specific knowledge area. The mission of the NFPT is to provide high qualifications for acceptance through organizational certification credentials for consumer recognition of competence.

NFPT Tests and Certifications

The NFPT offers 1 Personal Fitness Trainer Certification credential and 3 Specialty Level Certificate Programs. They are as follows:

Entry-Level Personal Trainer Certification-*Volume I, The Fundamentals*

Program designed for the Personal Trainer, whether looking for a foundation of knowledge as a beginner or an additional credential while broadening the scope of the experienced trainer's existing knowledge. Comprehensive curriculum and fundamental education provides methodologies which are unique and essential to every level of Personal Trainer.

Consists of approximate 50-60 hours of home-study accompanied by 120 question examination. Subject to renewal policies and procedures as detailed in candidate handbook.

Specialty-Level Certificate Programs

Endurance Sports Specialist
Advanced Weight Training Specialist
Advanced Nutrition Specialist

Programs are designed to enhance knowledge in related program area. These programs are intended for the experienced Personal Trainer seeking to complement their current Personal Trainer Certification with an education specific to their desired area of expertise.

Consists of approximate 40-50 hours of home-study accompanied by 150-300 questions depending on the exam taken. Certificate of completion provided, therefore no associated renewal policies exist.

Purpose of Programs

The purpose of all NFPT programs are to:

- Promote quality assurance
- Raise Personal Training knowledge areas
- Facilitate in job placement as result of credential
- Improve Personal Trainer effectiveness

NFPT Test Delivery

NFPT tests are delivered in a secure environment and proctored only by “NFPT State Representative”, interim proctor, or CompUSA representative proctor. The time allotment given to the test candidate is 2 hours and this time frame monitored by test proctor.

Tests are received and returned systematically for each program as follows:

ENTRY LEVEL CERTIFICATION

Volume I, The Fundamentals

**ONLY examination that can be taken by CBT method*

When proctoring exams there is a step-by-step procedure that you will adhere to in order to ensure that the exam is delivered correctly. These instructions are implemented immediately following the approval of your NFPT State Representative application or receipt and approval of signed proctor agreement/information and related documents.

- The test candidate will call or email you to set up a mutually convenient date and time for the examination. The candidate will be informed that they are to give you at least two weeks notice as to allow for mailing and to avoid scheduling conflicts.
 - If interim proctor: Same applies, however additional step includes the completion and NFPT receipt of Proctor Agreement/Information Document (**Appendix D**) and copy of teaching license/credentials
- You will **email** NFPT at nfpt@nfpt.com with **your** name and address and the name and address of the **test candidate**.

For Example:

Proctor: John Doe

123 Main Street (address must be consistent with approved location)

City, State, Zip

Test Candidate: Jane Doe

Tentative Test Date: August 15, 2004

It is necessary that if testing more than one person you list all of those who will be tested as that exact number of tests and answers sheets will be sent. **NO DUPLICATION PERMITTED**

- If interim proctor: Proctor Agreement/Information Document (**Appendix D**) and license/credentials may be faxed to 765-471-7369, emailed, or mailed to NFPT Headquarters – PO Box 4579 – Lafayette, IN 47909. This document includes all necessary information.
- NFPT will forward the email (or, in the case of interim proctors, send the appropriate information via email) to Schroeder Measurement Technologies (SMT), NFPT’s outsourced Test Development and Administrative company, who will subsequently send the test/s/ and answer sheets to you within 5-7 days following the test material request. **CONTACT WITH SMT PERMITTED ON LIMITED BASIS**
- The exam must be proctored within a reasonable time after its receipt. The test must be secured, protecting it from damage, misplacement, theft, and conditions that might reveal exam content

- You are responsible for collecting your \$20 (or, in the case of interim proctors, an assessed reasonable proctoring fee) upon the candidates' arrival. If the test candidate does not have funds available on the test date, you reserve the right to refuse service. Administering the test without receipt of payment may result in unpaid service rendered. **NFPT is not responsible for proctor fee not paid.**
- **The test, answer sheet, Test Candidate Information Form (Appendix A), Rules of Conduct for NFPT Test/Test Appeals Form (Appendix C), and postage paid return envelope (provided by SMT with test/s/) must ALL be given to each participating test candidate before administration of test/s/.**
- You will administer the test in accordance to the **NFPT's Policies and Procedures as detailed in this manual.**
- It is required that the test proctor himself/herself begin the test administration and stay through the duration of test.
- You collect sealed envelope from test candidate. You ask test candidate if all necessary forms, as referenced above, have been placed in the envelope to assure that they in fact have. You write your return address on the envelope and **mail within 24 hours** of test administration.

SPECIALTY COURSES

(Endurance Specialist, Advanced Weight Training Specialist, Advanced Nutrition Specialist)

NFPT Specialty course exams will be administered in the same manor as the Entry Level Certification, with a few exceptions. Step-by-step instructions are as follows and are immediately implemented following the approval of your NFPT State Representative application or receipt and approval of signed proctor agreement/information and related documents:

- NFPT will provide you with a master test and answer sheet which you are responsible for housing in a secure environment. For NFPT State Representatives, these exams will be in your possession throughout the duration of your NFPT State Representative status. Duplication in the case of multiple test candidates is permitted, same security measures apply. The test must be secured, protecting it from damage, misplacement, theft, and conditions that might reveal exam content.
 - Interim proctors will receive the appropriate examination on a temporary basis. It is the responsibility of the interim proctor to house the test in a secure environment and to send the **test, answer sheet, and all other documents as detailed below**, back to NFPT Headquarters.
- Candidate will call or email you to set up a mutually convenient appointment for the examination date. Because as an NFPT State Representative you have permanent access to the appropriate test, no contact to NFPT concerning test date is necessary.
 - Interim proctors must provide NFPT Proctor Agreement/Information Document along with copy of teaching license/credential to NFPT Headquarters. Appropriate test and answer sheet will be mailed to teacher immediately following receipt of these documents.

- You are responsible for collecting your \$20 (or, in the case of interim proctors, an assessed reasonable proctoring fee) upon the candidates' arrival. If the test candidate does not have funds available on the test date, you reserve the right to refuse service. Administering the test without receipt of payment may result in unpaid service rendered. **NFPT is not responsible for proctor fee not paid.**
- **The test, answer sheet, Test Candidate Information Form (Appendix A), Rules of Conduct for NFPT Test/Test Appeals Form (Appendix C), and envelope for sealing and returning test, must ALL be given to each participating test candidate before administration of test/s/.**
 - **NFPT STATE REPRESENTATIVE: INFORM THE TEST CANDIDATE/S/ NOT TO SEAL TEST INSIDE OF ENVELOPE UPON COMPLETION AS YOU NEED TO KEEP THE TEST IN YOUR POSSESSION. ALL OTHER SAID DOCUMENTS MUST BE RETURNED.**
 - **INTERIM PROCTORS: IT IS NECESSARY THAT THE TEST BE RETURNED THEREFORE INCLUDED WITH ALL SAID DOCUMENTS IN SEALED RETURN ENVELOPE.**
- You will administer the test in accordance to the **NFPT's Policies and Procedures as detailed in this manual.**
- It is required that the test proctor himself/herself begin the test administration and stay through the duration of test.
- You collect sealed envelope from test candidate. You ask test candidate if all necessary forms, as referenced above, have been placed in the envelope to assure that they in fact have. You write your return address on the envelope and **mail within 24 hours** of test administration to NFPT Headquarters – PO Box 4579 – Lafayette, IN 47909.

CHAPTER 3. NFPT Test Proctor Requirements

NFPT State Representative Application Process

Before becoming an NFPT State Representative (test proctor) there is a step-by-step application process that must be followed.

1. **Read the *NFPT Training Manual*.** This manual must be read in its entirety. The Policies and Procedures must be understood and followed at each NFPT test site location. This manual is referred to in the NFPT Permanent Proctor (State Representative) Application. (**Appendix E**)
2. **Submit an Application.** The application is submitted after the training manual has been read and understood. The application requires information about the facility or facilities that you will be using for NFPT standardized testing as well as questions concerning personal experience and education. This application is a legal contract that binds you to offering the testing only under the conditions as set through the policies and procedures outlined in this manual. See **Appendix E** for this application.
3. **Submit a Copy of Your Personal Trainer Certification Credential if Not Certified by NFPT.** To be considered for NFPT State Representative, you must be currently certified by a recognized and credible certification program (determined by NFPT.) If you are certified by NFPT, your certification will exist in our records and it will not be necessary to supply a copy of such.

If a location/proctor fails to meet NFPT requirements, that person submitting application will be informed in a timely manner and given a chance to re-apply once the standards have been met.

When an NFPT State Representative is appointed after meeting all of the standards set forth in this manual, notification of this appointment accompanied by a Certificate will be issued for public display.

NFPT Interim Proctor Application Process

1. **Read the *NFPT Training Manual*.** This manual must be read in its entirety. The Policies and Procedures must be understood and followed at each NFPT test site location. This manual is referred to in the Proctor Agreement/Information Document. (**Appendix D**)
2. **Sign and Submit the NFPT Proctor Agreement/Information Document.** (**Appendix D**) The agreement requires information about the facility that you will be using for NFPT standardized testing as well as questions concerning personal education. This agreement is a legal contract that binds you to offering the testing only under the conditions as set through the policies and procedures outlined in this manual.
3. **Submit a Copy of Your Teaching License/Credentials.** To be considered for interim proctor it is required that this documentation be submitted as proof of credential.

Test Proctor Requirements/Definitions

There are a number of requirements for approved test sites/proctors. These requirements fall into three main categories: basic essential requirements, testing facility requirements, and proctor personnel requirements.

Test Site Location/Proctor Application Process (as outlined in Chapter 1)

- Possession of a Personal Trainer certification and/or Education degree/license
- Lines of communication readily accessible:
 - Must provide an operative phone number with available answering machine/voicemail capabilities
 - Must have operative and consistently reviewed email
 - Must return phone and email messages in timely manner
- Must provide the NFPT with 2 professional references and 1 personal reference
 - NFPT State Representative provides documentation of this on NFPT Permanent Proctor (State Representative) Application (**Appendix E**)
 - Interim Proctor provides documentation of this on Proctor Agreement/Information Document (**Appendix D**)
- NFPT State Representative must provide signed NFPT Permanent Proctor (State Representative) Application (**Appendix E**) at time of initial application
- Interim Proctor must provide signed NFPT Proctor Agreement/Information Document (**Appendix D**) each time a test is administered

Testing Facility Requirements

All test site facilities (permanent NFPT State Representative, Interim Proctor, and CBT facilities) must adhere to the following standards for test environment/facility.

Standardized Testing Conditions

- Test must be proctored in quiet atmosphere
- Test must be proctored in well lit atmosphere
- Test must be proctored in well ventilated space in a reasonable temperature
- No food or drink on table where test will be taken
- Tests being proctored to more than one candidate at one time requires at least a space of 4 feet between candidates or by partitions
- Test workstation must have adequate desk space that allows candidate to test comfortably
- Candidate must be provided with chair/seat that ensures comfort and that does not make for an uncomfortable distraction

Examination Room Pre-Check

- Room within facility that is used for testing must be checked prior to test administration
 - This check would be for the purpose of assuring proper test conditions related to atmosphere
 - This check would be for the purpose of assuring test room is not housing material related to the test. (THIS IS A CLOSED BOOK EXAM!!!)

Supplies and Materials

Test proctor must provide the test candidate a designated area outside of the test room for candidate to place their belongings. The only materials available to the test candidate during duration of exam are:

- The appropriate test
 - Entry-Level Exam
 - Specialty-Level Exam (1 of 3 will apply)
- Answer sheet
- Test Candidate Information Form (**Appendix A**)
- Rules of Conduct for NFPT Test/Test Appeals Form (**Appendix C**)
- Envelope
 - If you have not been provided a return envelope, you will be responsible for providing this to the test candidate
- Number 2 pencil required
- Blank sheet of paper

Special Situations and Emergencies

The safety and welfare of people are the top priority in the event of an emergency. The security of the exam material is the second priority.

- In the event of a medical emergency, the emergency phone number (911 in the U.S.) must be called. CPR, shock, choking, or other appropriate procedures must be administered by anyone onsite who has the appropriate training until the professional help arrives. If no one has training, the individual must be kept as still and comfortable as possible until professional help arrives
- In the event of a power outage, the candidate must stop taking the test and be removed from the test room. It must immediately be determined if it is temporary or long term problem (a reasonable assessment can be made.) It is the mutual agreement between test proctor and candidate/s/, if continuing to take the test is feasible
- The exam may be resumed after a satisfactory conclusion to any emergency situation. The proctor must inform all candidates that the time lost will be added to the examination. It is proctors responsibility to track lost time
- Proper fire exits available to candidate as according to related state fire safety codes and procedures (please check with your local fire department or online for more information)

Complying with the American Disability Act (ADA)

The following are the most common guidelines for ADA compliance, these include, but are not limited to the following:

- Accessible parking lot and entrance to facility is required. These include appropriate handicap spaces and entrance ways which are accommodating to those with a disability
- Accessible business design in relation to the facility is required. This includes appropriate services counters and restroom facilities

To learn more about compliance with American Disability Act (ADA) go to www.usdoj.gov/crt/ada

Adherence to Equal Opportunity

NFPT fully supports the principles of equal opportunity and NFPT provides below suggestions to develop and comply with subsequent equal opportunity policies.

- Proctors and their test facilities are free from barriers which restrict facility access and test progression
- Proctors, facilities, and related administration personnel are free from discriminatory practices with regard to gender, race, age or creed
- Proctors and facilities meet all health and safety requirements

There is obvious overlap between equal opportunity compliance and American Disability Act (ADA) policies. The determination of this overlap is left to the proctor for their individual understanding.

Test Proctor Personnel Requirements

In order to assure that each NFPT proctor is performing professionally, accordingly, and in a standardized fashion, the following guidelines for the individual are as follows:

- Proctor must be in appropriate dress. This does not necessarily mean business attire, however it is important to use personal judgment where this is concerned. It is understood that because of the nature of the fitness industry, that appropriate dress may be athletic wear
- Proctor must be timely. This means that it is necessary to be on test facility site **before** the candidate arrives. Ample time must be given to test room pre-check and 2 hours must be slotted for candidate's written test. It is the proctor's responsibility to keep an accurate track of time and to bring to an end the candidate's test when the 2 hour time period has expired
- Professionalism is not only required, but essential. Proctors, whether NFPT State Representatives or Interim Proctors, represent the NFPT and must act accordingly. The following are examples, not an all-encompassing list, of ways to maintain professionalism other than appropriate dress and timeliness:
 - Appropriate language must be used at all times. Cursing, offensive, and/or sexually charged language is not appropriate
 - Mannerisms, in other words non-verbal communication, may reflect a very negative image when not used properly and this must be understood. Touching, ignoring, and/or distasteful gestures are not appropriate

Your own rational judgment is used in many cases concerning cognitive issues. The NFPT expects its proctors to behave in an appropriate and professional manner as action may be taken if the NFPT discovers otherwise.

Test Candidate Admittance and Check-In

The proctor must identify the candidate as the individual who scheduled the test for that respective date.

- It is required that proper identification be reviewed and confirmed as that of the candidate who scheduled the test for that respective date. This does not necessarily have to be a drivers license, but it must be a picture identification
- If there is any doubt of the candidate's identity, canceling the test is at your discretion. You must call NFPT directly, and if this is during regular business hours you may connect the candidate to an NFPT operator who may verify this person's identity. Only if NFPT office is closed may you cancel the test based on your personal doubt.

Confidentiality

Confidentiality is important as it relates to relationships between NFPT and proctors, NFPT and candidates, and proctor and candidates.

- NFPT will keep all documents and conversation provided to it, as part of the application/agreement process, confidential unless otherwise informed and permitted by proctor. In exchange NFPT expects that the proctor will do the same in regards to the examination
- NFPT will keep all documents related to the candidate's application and specific test scores confidential unless otherwise informed and permitted by candidate
- Proctor will keep all related candidate test documents confidential

Policy on Cheating

Cheating or suspected cheating is taken very seriously. However, incidents of this occurring ideally should be none, but at least very few, if proctor protocol is followed.

- If candidate is caught blatantly cheating, proctor may immediately bring the test to an end followed by an immediate phone call to NFPT Headquarters at 800-729-6378
- If it is suspected that candidate is cheating, but this is not made blatant or obvious and therefore leaves doubt in your mind, continue the administration of test

In either case, it is necessary to fill out and send the Rules of Conduct for NFPT Test/Test Appeals Form (**Appendix C.**) This form allows you, the test proctor, to document these related action/s/. The decision made to take appropriate action against test candidate is at NFPT's discretion.

Test Material Security and Handling

It is extremely important, to assure the validity of the candidate's test, that procedures for test security and handling are met. Follow these procedures:

- After candidate completes the exam, it needs to be hand delivered to you in the appropriate sealed envelope with test, answer sheet, and all documents as outlined in this chapter in the Supplies and Materials section.
 - **You are not given permission to review the candidate's test and or answer sheet.**
 - **You may not give advice and/or consultation during the test**
 - **You may not imply or in any way or fashion provide the test candidate with what you believe or know to be a test questions/s/**
- You must handle the examination personally and not provide this or any related documents to any faculty or staff member
- You must provided **your** name and return address on the envelope that is being mailed back for test grading
- You must mail the test/s/ within 24 hours of test administration. Be sure that you are delivering to the correct office. **You only mail an examination to SMT if you are provided the return envelope to do so. You will otherwise mail test to NFPT Headquarters**

CHAPTER 4. NFPT Practical (Hands-On) Test Requirements

Practical Facility Requirements

The requirements to the facility in which the practical will be administered include an area for weight room and consultation instruction.

Practical Instruction Download

The guidelines to administering the practical are available by going to www.nfpt.com and following the “Personal Trainer Services” link to Education Materials. You will scroll down to find “Practical Guidelines” and then download and print these instructions to include a practical checklist. **These step-by-step procedures will be followed during the practical administration.**

Practical Exam Administration

The purpose of the practical is to ensure that the test candidate has the knowledge, skills, and abilities to deliver a safe and effect program to a given client. In general, the candidate will be educated in 9 areas:

- 1) Screening
- 2) Programming aspects
- 3) Program design
- 4) Training principles and guidelines
- 5) Recommended stretches
- 6) Recommended resistance exercise
- 7) Cardiovascular guidelines and program design
- 8) Nutritional program
- 9) Building client-trainer relationships

Candidate Checklist

This checklist acts only as verification of completion and is not graded by the NFPT State Representative. You will find this checklist, along with the practical, by following the “Personal Trainer Services” link from www.nfpt.com.

Verification of Completion

The checklist will provide NFPT with verification of completion. This must be signed by both the proctor and candidate and returned to NFPT by Mail or Fax.

Practical Compensation

After receipt of the signed checklist, NFPT will compensate you \$40. An additional \$20 will be owed to you by the candidate on the day of the practical assessment. You are responsible for collecting your \$20 upon the candidates’ arrival. If the test candidate does not have funds available on the test date, you reserve the right to refuse service. Administering the test without receipt of payment may result in unpaid service rendered. **NFPT is not responsible for proctor fee not paid.**

CHAPTER 5: Test Proctor Agreement Issues

In order for an NFPT test site to be considered in compliance with the NFPT Proctor Agreement or NFPT Permanent Proctor Application, all policies, procedures, and requirements spelled out in this *NFPT Proctor Training Manual* concerning Quality Control and Test Security must be met and adhered to in the highest regard. Any proctor and/or location that fails to follow these procedures or meet these requirements will be considered to be in non-compliance.

Why Compliance is Important

Compliance issues are of the utmost importance because they ensure that:

- Testing conditions are standardized, safe, and professional
- Test candidate's information and NFPT test information is secure
- Integrity of the NFPT test is intact and unquestionable
- The value and respect of NFPT Certification is upheld in the industry

Types of Compliance Violations

There are many reasons why an NFPT proctor and/or their location may be considered in non-compliance. These reasons would fall into three main categories which include:

- Matters specific to facility or location
- Matters specific to NFPT State Representative or Interim Proctor personnel
- Other contractual issues

Remedies and Consequences of Non-Compliance

If an NFPT proctor and/or their facility is suspected of non-compliance, NFPT may schedule an audit or, depending on the nature of the concern, conduct an audit without notice.

If non-compliance is suspected or any violation of policies and procedures has occurred, the NFPT may issue a warning and ask that this oversight be remedied as to correct this violation immediately. This will be asked to be done in a specific time frame determined by NFPT. If the violation is not corrected within the time frame, is considered serious, or is a repeat occurrence, that particular proctor may no longer offer the NFPT test.

For NFPT State Representatives: It will be necessary to discard your additional "NFPT State Representative" certificate and all test material (Advanced and Specialty Level Exams.) Proctoring these exams after your dismissal will result in the termination of your NFPT Personal Trainer Certification.

For Interim Proctors: Your employer (i.e. high school, college, or test center) may be notified if an offense occurs.

Test Facility/Proctor Audits

An audit of the facility and/or proctor can take place at any time. The purpose of an audit is to confirm that the facility and its respective proctor is adhering to the policies and procedures in this manual and is following all test delivery processes correctly. Auditing may be arranged in advance, however certain

circumstances may call for an unannounced or random audit. The proctor must be available during the duration of this audit. A Test Proctor Audit Form (**Appendix B**) will be given to the proctor at the completion of the audit.

Test Candidate Appeals Process

The test candidate is given and provided access to many documents to include **Appendix C**, Rules of Conduct for NFPT Test/Test Appeals Form before the exam is administered. This allows the test candidate to review the rules of the examination first hand so that they may be aware of such things as time limit, supplies and documents that they must have, and general test delivery issues. This form also allows the candidate to document any violations, which may include distractions, proctor behavior, or facility barriers. Please see **Appendix C**.

You have now completed your test proctor training. Please refer to the appropriate Appendix for the application process that best suits your needs (NFPT State Representative or Interim Proctor.) Fill out the appropriate Appendix and return to NFPT Headquarters for consideration. Thank you.

Appendix A

TEST CANDIDATE INFORMATION FORM

This form is given to each test candidate (you) prior to taking the examination. As the test candidate, it is your obligation to fill out this form in its entirety and then place in the envelope with all other relevant documents for this test. You should have been provided the following:

- ✓ **The TEST:** make sure by looking at the front of the test that this is in fact the exam you elected to take today
- ✓ **ANSWER SHEET**
- ✓ *PRACTICAL EXAM CHECKLIST (if applicable):*
- ✓ **APPENDIX A:** Test Candidate Information Form (this document)
- ✓ **APPENDIX C:** Rules of Conduct for NFPT Test/Test Appeals Form
- ✓ **ENVELOPE:** For providing all information back to your proctor. Do not write your address as the return address on the envelope, instead make sure that your proctor has provided his/her name and address here

*(your last name)

*(first name)

(business name-if applicable)

*(street address)

*(city)

*(state)

*(zip/postal code)

(country)

*(telephone 1)

(telephone 2)

*(email address)

*(test proctor's name)

*(test date)

*required fields

Appendix B

Test Proctor Audit Form (for NFPT use only)

An audit of the facility and/or proctor can take place at any time. The purpose of an audit is to confirm that the facility and its respective proctor is adhering to the policies and procedures in the *NFPT Proctor Training Manual* and is following all test delivery processes correctly. Auditing may be arranged in advance, however certain circumstances may call for an unannounced or random audit. There may be some situations where an audit is being conducted in response to a suspected violation. Though an audit does not necessarily have to be conducted on-site, the proctor must be available during the duration of an on-site audit. An example of a situation where an on-site audit is not needed may be one where many persons witnessed a serious violation and can assist in documenting this.

Auditor's Name and position with NFPT: _____

Name of Proctor being Audited: _____

Audit is: random suspected violation has occurred

If suspected violation has occurred, brief explanation below:

--

**Extra sheet/s/ of paper may be used to document any violation*

Basic/Essential Requirements: if in violation, provide brief explanation underneath*

Possession of Certification/Education	Easily Accessible through open lines of communication	2 Profess. & 1 Personal Reference provided	Information is current and accurate on signed Application (E)

Appendix B (CONT)

Testing Facility Requirements: **if in violation**, provide brief explanation underneath*

Standardized Test Conditions	Exam Room Pre-Check	Supplies & Materials	Special Situations & Emergencies	Compliance with ADA	Adherence to Equal Opportunity

Test Proctor Personnel Requirements: **if in violation**, provide brief explanation underneath*

Appropriate Dress, Timely, and Professional	Test Candidate's Admittance and Check-In	Confidentiality	Adherence to Cheating Policy	Using Secure and Appropriate Handling with all Material

These test audit forms, and all other additional sheets of paper documenting any violation, will be submitted to NFPT for consideration. You, the test proctor, will receive a copy of these test audit forms and all relevant documents. Within a reasonable time, you will be notified by NFPT of any compliance violations that it has found and the consequences of these.

Appendix C

Rules of Conduct for NFPT Test/Test Appeals Form

This document must be given to each NFPT test candidate prior to the test. You must return this document with your test, but **it does not need to be filled out**. Your returning this form, blank or not, is an indication that you read and understand it.

Rules of Conduct for NFPT Test

All of the following rules have been established to maintain the integrity of this test and to ensure the standardization of its delivery to each test candidate. To review a detail of all policies and procedures regarding this test, please go to www.nfpt.com and follow the “Testing Site” link for the *NFPT Proctor Training Manual*.

- The test is closed-book, therefore no books and/or personal belongings will be made available to you in the test room. This does not include your purse or wallet, all other belongings apply.
- You will need a #2 pencil. Use this to fill in the answer sheet and all other documents.
- The test time limit is 2 hours. This does not include restroom breaks. If you need to use the restroom, ask your proctor to take this into consideration and to adjust the time accordingly.
- No electronic devices may be used during test (i.e. cell phones, laptops, palm pilots, ect.)
- **DO NOT MARK ON THE TEST!**
- Give all of these documents to your proctor when finished.
- Proctor has been instructed not to speak to you before, during, or after the exam regarding anything directly related to the test.
- Test results will be mailed to you personally unless other direct arrangements have been made. You will receive results in approximately 3 weeks. Do not call NFPT to retrieve test results, as these will not be given over the phone or via email.

TEST APPEALS

A test appeal can be made by the proctor or by the test candidate. If the proctor suspects cheating and/or any other violation of exam rules, it is necessary to fill out the below. If as a test candidate, you know or suspect that the proctor administering this examination is not following policies and procedures as set forth in the *NFPT Proctor Training Manual*, which details facility and proctor requirements, and you wish to lodge a complaint or appeal your test based on a serious offense, please also fill out the following.

Who are you? Check one Proctor Test Candidate

Describe below the circumstance/s/ that merit a test appeal *please use the back of this page or an additional sheet of paper if needed.

NFPT reserves the right to make decisions based on this and all other information brought to its attention regarding this specific matter. The Proctor or Test Candidate will be notified if an appeal and/or complaint has been made, this notification will include consequences as a result of NFPT’s findings.

Appendix D

NFPT Proctor Agreement

You have been chosen to administer the NFPT examination by standardized proxy. All of the following standards must be adhered to and appropriate documentation must be provided to NFPT supporting the understating of these requirements.

Documents/information needed to support basic requirements:

- A certification/license which provides proof of education (i.e. teaching license)
- Address, telephone number/s/, and email address (see *Proctor Information Document below*)
- Two professional references and one personal reference (see *Proctor Information Document below*)

At this time it is necessary to review the “NFPT Proctor Training Manual” from www.nfpt.com. This manual has been designed to give the test proctor information about the regulations and requirements for administering the NFPT examination. A summary of these requirements are as follows:

- Standardized testing conditions
- Supplies and materials
- Candidate admittance and check-in
- Quality control policies and procedures
- Exam material security and handling

When proctoring exams there is a step-by-step procedure that you will adhere to in order to ensure that the exam is delivered correctly. These instructions are implemented immediately following the receipt and approval of signed proctor agreement/information (these forms-**Appendix D**) and related documents. Step-by-step procedures are outlined in detail in the *Proctor Training Manual*. This manual is required reading and will be referred to again in the signature portion of this Agreement.

- It is necessary that if testing more than one person you list all of those who will be tested on the *Proctor Information Document* below as that exact number of tests and answers sheets will be sent. **NO DUPLICATION PERMITTED**
- NFPT will send the appropriate information to Schroeder Measurement Technologies (SMT), NFPT’s outsourced Human Resource Company, who will subsequently send the test/s/ and answer sheets to you within 5-7 days following the test material request. **NO CONTACT WITH SMT PERMITTED**
- The exam must be proctored within a reasonable time after its receipt. The test must be secured, protecting it from damage, misplacement, theft, and conditions that might reveal exam content
- You are responsible for collecting your \$20 (or, in the case of interim proctors, an assessed reasonable proctoring fee) upon the candidates’ arrival. If the test candidate does not have funds available on the test date, you reserve the right to refuse service. Administering the test without receipt of payment may result in unpaid service rendered. **NFPT is not responsible for proctor fee not paid.**

Appendix D (CONT)

- All of the following must be given to the test candidate:
 - ✓ The Test
 - ✓ Answer sheet
 - ✓ Test Candidate Information Form (Appendix A in *Proctor Training Manual*)
 - ✓ Rules of Conduct for NFPT Test/Test Appeals Form (Appendix C in *Proctor Training Manual*)
 - ✓ Envelope
 - When proctoring the NFPT Entry-Level exam, you will receive a postage paid return envelope (provided by SMT with test/s/)
 - When proctoring any Specialty Level exam, you are responsible for providing the candidate with the envelope. Your return address should be placed where appropriate
 - ✓ Test proctor should have #2 pencil on hand in the event that the test candidate forgets this item
- You will administer the test in accordance to the NFPT's Policies and Procedures as detailed in the *NFPT Proctor Training Manual*.
- It is required that the test proctor himself/herself begin the test administration and stay through the duration of test.
- You collect sealed envelope from test candidate. You ask test candidate if all necessary forms, as referenced above, have been placed in the envelope to assure that they in fact have. You write your return address on the envelope and **mail within 24 hours** of test administration.

The maximum examination time allotment is **two hours**. It is common for a fee to be accessed as payment for time spent proctoring the examination. This reasonable fee must be determined by you and/or testing center personnel (ex: NFPT permanent exam proctors receive \$20/exam.) It is your responsibility to collect this fee directly from the candidate. NFPT will make candidates aware that a reasonable fee will be accessed.

Appendix D (CONT)

Interim Proctor Information Document

(proctor name)

(business/test center name)

(physical street address-location of exam administration) (city) (state/cntry) (zip)

(phone) (fax) (email)

(exam candidate/s/ name/s/ -use additional page if needed) (test date)

2 Professional References:

(name/phone) (name/phone)

1 Personal Reference:

(name/phone)

PLEASE CHECK EXAM TO BE PROCTORED

- Standard Personal Trainer Exam Advanced Endurance Specialist Exam
 Advanced Weight Training Specialist Exam
 Advanced Nutrition Specialist Exam

As indicated by my below signature, I am willing to comply with the NFPT examination requirements as stated in the “*NFPT Proctor Training Manual*.” I understand that it is my responsibility to ensure proper management of the NFPT operations according to this manual as well as adherence to the NFPT Proctor Agreement. I have read and understand these responsibilities and realize that the consequence of noncompliance is an invalid examination. I have completed this Proctor Information Document and have provided the NFPT with appropriate credential information.

x _____
(signature) (date)

Fax this Proctor Information Document and teaching license or equivalent to: 765-471-7369 or mail to: NFPT Headquarters-PO Box 4579-Lafayette, IN 47903

Any questions call 800-729-6378

The NFPT thanks you for your participation

Appendix E

NFPT Permanent Proctor (State Representative) Application

(NFPT State Representative Applicant name)

(business name/test facility)

(street address-must be location of above named business)

*_____
(mailing address-if different)

(city) (state) (zip)

(city) (state) (zip)

(phone)

(fax)

(email)

(name/s/ of primary certification/s/)

*If you are not NFPT certified, please attach a copy of your certification with this application

2 Professional References:

(name/phone)

(name/phone)

1 Personal Reference:

(name/phone)

- An NFPT State Representative must be able to speak intelligently to test candidates concerning all aspects of not only NFPT test proctoring, but also on topics covered in the NFPT brochure concerning certification course procedures. It is essential that all NFPT Representatives be able to answer test candidates' basic questions. When confronted with a question where the answer is uncertain, please contact NFPT directly at 800-729-6378, refer to www.nfpt.com, and/or refer to the NFPT brochure.
- An NFPT State Representative must assure that the NFPT has current contact information at all times. This includes address, phone numbers, fax number, and email address. Contact NFPT immediately with any of these changes.
- An NFPT State Representative must inform NFPT of any long periods of time that they may not be able to proctor the exam. Situations where this may occur could be vacation or emergency situations.

- An NFPT State Representative will inform NFPT immediately if a decision has been made to no longer be an NFPT State Representative and proctor the NFPT test.
- An NFPT State Representative understands that the main reasons for compliance to standardized test conditions are:
 - Providing testing conditions that are standardized, safe, and professional
 - Offering a test where the candidate’s information and NFPT test information is secure
 - Offering a test where the integrity is intact and unquestionable
 - Providing a valuable and respectful certification that is held up in the industry

The NFPT State Representative holds these policies and procedures up to the highest regard as to protect the credentials of the NFPT test candidate and prospective Certified Personal Fitness Trainer

- An NFPT State Representative can be a proctor for the hands-on practical if he/she so chooses. When proctoring the practical all additional requirements as outlined in Chapter 4 of the *NFPT Proctor Training Manual*, must be adhered to.

Indicate at this time by checking the appropriate box if you will provide this type of service at your facility:

Test Proctor for **only**:
 Entry-Level Certification Program &
 3 Specialty-Level Certification Programs

Test Proctor for **all** tests to include:
 Practical

As indicated by my below signature, I am willing to comply with the NFPT examination requirements as stated in the “*NFPT Proctor Training Manual*.” I understand that it is my responsibility to ensure proper management of the NFPT operations according to this manual as well as adherence to the NFPT State Representative Application and its outlined responsibilities. I have read and understand these responsibilities and realize that the consequence of non-compliance to the individual test candidate is an invalid examination. I also understand the remedies and consequences of non-compliance as detailed in the “*NFPT Proctor Training Manual*” and that I am subject to such. I have completed this NFPT State Representative Application and have provided the NFPT with all appropriate information and documentation.

x _____ (signature) _____ (date)

Fax this NFPT State Representative Application and copy of PT Certificate (if not certified by NFPT) to: 765-471-7369 or mail to: NFPT Headquarters-PO Box 4579-Lafayette, IN 47903
Any questions call 800-729-6378
The NFPT thanks you for your participation