

National Federation of Professional Trainers



Candidate/Affiliate Handbook **NFPT Personal Trainer Certification Course** **Policies and Procedures**

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Chapter 1 – The Application

Introduction

The National Federation of Professional Trainers was founded in 1988 and provides a certification credential that is amongst the most recognized in the industry. It is crucial to the integrity of the NFPT organization to adhere to policies and procedures which regulate this certification process. This *Handbook* will provide details on such policies and procedures.

Mission Statement

It is our organizational mission through vision and insight to lead the personal training industry, through quality education and credentialing, into a future of public and government respect, trust, and confidence. As a professional fitness organization it is clearly our intention to work in any way possible to provide fitness trainers with the educational tools and the appropriate credential needed to address failing health in America.

The NFPT Board of Education's position that the free provision of quality fitness education using advanced delivery systems will reach a larger cross-section of entry-level fitness professionals and have a more dramatic impact on the increased presence of available education as well as voluntary compliance with NFPT safe and effective client screening guidelines.

The NFPT Certification Council mission is to provide an industry recognized credential that assures an entry-level of competency to all who employ NFPT Certified Personal Trainers. The NFPT will continue to act in furthering its steadfast purpose which is and always will be the credentialing of fitness professionals in a manner that assures quality and competency.

Application Process

There are 4 ways to submit your NFPT application

- 1) Mail in the hard copy version
 - Simply complete the application found inside the brochure, enclose the appropriate fees, and send back in the postage paid envelope provided.
 - Download and print the application as found from www.nfpt.com and mail into NFPT Headquarters
- 2) Call NFPT directly at 800-729-6378 to apply over the telephone
 - Requires payment by credit/debit card
- 3) Complete the hard copy version of the application and fax to 765-47-7369
 - Requires payment by credit/debit card
- 4) Log onto www.nfpt.com and follow the application link to enroll online
 - Requires payment by credit/debit card

Pre-requisites

The NFPT offers a fundamental entry-level certification program, therefore, fewer pre-requisites exist as compared to advanced clinical certifications. The following are NFPT certification pre-requisites:

- Applicant must be of the age of 18 or older
- Applicant must have high school education or equivalent
- Applicant must have at least 2 years of practical hands-on experience in weight/resistance and/or cardio training

*NFPT strongly recommends that any currently certified NFPT affiliate acquire CPR Certification Though CPR Certification is not a requirement of NFPT Certification, the NFPT feels it necessary to obtain this as a practicing Personal Trainer.

CPR Certification will most likely be a requirement of one of the following:

- Personal Trainer Client
- Personal Trainer Employer
- Personal Trainer Liability Insurance Agency

The NFPT recommends CPR Certification be obtained in the first 3 months of Personal Trainer Certification.

*The NFPT does not discriminate based on race, creed, gender, national origin, color, age, religion, or ancestry

NFPT Education

The NFPT's Board of Education provides independently researched education that is exclusively offered by the NFPT Board of Education. This education is offered on CD ROM and through www.nfpt.com and is not a requirement of the certification credential. Per NFPT Code of Bylaws, the purpose of the NFPT's trainer education program shall be to provide educational opportunities and materials, utilizing various media, to prospective and current physical fitness trainers and interested members of the general public. The NFPT's trainer certification program availability shall not be limited to individuals seeking or having obtained trainer education from the NFPT Board of Education.

Certification Fees

All of the following fees are in U.S. dollars. If outside of the U.S., contact your local financial institution for current exchange rate.

The NFPT offers 3 enrollment options for pursuing Personal Trainer Certification. **It is important to note that a \$20 proctor fee will be payable to your NFPT State Representative upon the date of your paper/pencil test or a \$44 fee will be payable at the time of computer based testing registration regardless of the enrollment option.** These options include the following:

Standard Certification Option - \$425

This fee covers the entire certification course and is payable at the time of application. This cost represents the service of NFPT Certification and potential credential as a reflection of successfully completing NFPT's Assessment Instrument. The NFPT will include the following upon the submission of this application type:

- Hard copy *NFPT Education & Reference Manual* designed by NFPT's Board of Education with daily fitness trainer activities in mind. This material offers a comprehensive and fundamental education that the NFPT feels is essential to your knowledge as a Personal Trainer. This information is provided free of charge at www.nfpt.com by following the "Additional Resources" link. The above fee is a service fee for certification and does not pay for Education, as this is given at no charge to all NFPT website viewers. It is not necessary to obtain NFPT Education Material to successfully take the NFPT examination for the NFPT Certification credential.
- NFPT's *Back Care, Flexibility, and Exercise Demonstration CDROM* to allow for visualization of proper techniques as they directly relate to the written text. This presentation demonstrates proper back care, stretching techniques, and biomechanics as applied to resistance exercise. This CD includes all NFPT Education and Software functions, however this is information that is given to individuals who may request this from the NFPT website at no charge. Therefore, the CDROM is essentially a marketing tool and is only given to the applicant as an added benefit, not part of the Certification service and its related application cost.

- Welcome letter which includes the 5 closest testing sites to applicants location and subsequent test due date.
- Sitting for the NFPT examination at any one of NFPT’s testing sites or by local proxy allows for convenience in testing while maintaining the integrity of the examination. NFPT takes test security very seriously and has protocol in place for the delivery and administration of the NFPT exam. Refer to www.nfpt.com and follow the “Testing Information” link for test site locations, NFPT interim proctor option, and *NFPT Proctor Training Manual*.
- Upon successful completion of the NFPT examination, a certificate and wallet sized identification card for consumer recognition of competence. These credentials are subject to renewal and continuing education requirement policies.
- Upon successful completion of the NFPT examination, and continuous throughout the duration of your current certification status, NFPT on-line services which include:
 - Personal Trainer Today.com subscription.
 - Allows for continuing education provision. (Refer to Chapter 3 for details.)
 - Forum for communicating with thousands of Personal Trainers which promotes exchange of knowledge, ideas, and networking opportunities
 - Provides monthly industry updates and fact, relating to industry and health and fitness
 - Classified and Placement opportunities for job seekers and employers
 - Personal Trainer Database Listing *optional

Refer to Application Expiration section at the end of this chapter for policy on application time frame/usage

Reduced Rate “Additional Staff Member” Option - \$280

This option allows for individuals who are employed by a health club/gym to obtain certification through their particular place of employment. The pre-requisite for this enrollment option is that at least one other staff member must already be NFPT certified, or currently pursuing NFPT Certification, at the time of the applicant’s enrollment. This fee is payable upon submission of this application type. This cost represents the service of NFPT Certification and potential credential as a reflection of successfully completing NFPT’s Assessment Instrument.

- Because of the discounted cost of this enrollment option, all of the products and services as stated above are included with the exception of:
 - Hard copy *NFPT Education & Reference Manual*. This study manual may be downloaded and printed from www.nfpt.com by following the “Additional Resources” link to “Education Material.” There is no need for a password or any payment obligation to access this material as it is not necessary to obtain or review NFPT Education Material to successfully take the NFPT examination for the NFPT Certification credential.

Refer to Application Expiration section at the end of this chapter for policy on application time frame/usage.

Individual Membership Option - \$175

This option is for the individual who may have reason not to pursue certification at present (i.e. employment status and/or financial situation.) This option allows for the dispersion of certification fees through the course of an entire year, or within current membership status. After the entire \$425

certification fee obligation has been met, and if membership application is current, the NFPT examination for certification status may be taken. Payments towards the remaining balance of \$250 may be made in any dollar amount through the course of NFPT Membership. This Individual Membership option is not available to those who are eligible and applying as an Additional Staff Member.

The membership fee pays for one year with the option of renewal upon expiration. The NFPT will send the following information to the Individual Member applicant:

- Hard copy *NFPT Education & Reference Manual* designed by NFPT’s Board of Education with daily fitness trainer activities in mind. This material offers a comprehensive and fundamental education that the NFPT feels is essential to your knowledge as a Personal Trainer. This information is provided free of charge at www.nfpt.com by following the “Additional Resources” link. The above fee is a service fee for certification and does not pay for Education, as this is given at no charge to all NFPT website viewers. It is not necessary to obtain NFPT Education Material to successfully take the NFPT examination for the NFPT Certification credential.
- NFPT’s *Back Care, Flexibility, and Exercise Demonstration CDROM* to allow for visualization of proper techniques as they directly relate to the written text. This presentation demonstrates proper back care, stretching techniques, and biomechanics as applied to resistance exercise. This CD includes all NFPT Education and Software functions, however this is information that is given to individuals who may request this from the NFPT website at no charge. Therefore, the CDROM is essentially a marketing tool and is only given to the applicant as an added benefit, not part of the Certification service and its related application cost.
- Welcome letter which includes information detailing membership and subsequent membership expiration.

Refer to Application Expiration section at the end of this chapter for policy on application time frame/usage.

Payment Options

The NFPT allows for the following payment methods:

- Credit Card/Debit Card
 - American Express
 - MasterCard
 - Visa
 - Discover
- Personal Check
- Money Order

Shipping Methods/Material Delivery

The NFPT will charge an additional shipping/handling fee for the Standard or Individual Membership applicant if said person so chooses to receive the hard copy *NFPT Education & Reference Manual* directly from NFPT Headquarters. The NFPT will ship hard copy text and other materials via the following methods:

United State Postal Service (USPS)	5-7 days	\$4.50 (U.S. only)
Federal Express	1-2 days	\$25-\$40 (U.S. only- Refer to application)

*Rates vary outside of the United States, please contact NFPT directly for this information

Application Expiration/Related Fees

All NFPT applications, regardless of enrollment option, will expire due to inactivity. The NFPT will allow for test due date extensions up to one year following the initial application. A late test fee of \$50 will be charged for a test due date extension if the initial due date has past when the test request is made. This \$50 fee only applies to an applicant who is within the first year of initial application date. Any application which remains idle for 1 or more years, regardless of late test fee payment made, is considered inactive. The applicant must resubmit his/her application with the following payment, dependent on number of years inactive:

- 1-2 years inactive standard application: \$280
- 2 or more years inactive standard application: \$425
- 1-2 years inactive membership application: \$175 (with \$250 balance due before testing)
- 1-2 years inactive additional staff member application: \$280

If payment above \$175 is not feasible for the inactive applicant, he/she may re-apply as an Individual Member at the rate of \$175. In this case, the entire financial obligation of \$425 must be met before sitting for the NFPT certification examination. The Individual Membership option is not available to those applying as an Additional Staff Member (Refer to above Individual Membership section for details.)

Refund Policy

The NFPT has adopted a scheduled refund policy that allows you a full refund minus a \$50 processing fee within the first two weeks of your original application. This refund amount decreases by 25% with every two week period with no refund provided at the end of 8 weeks.

Refund Schedule:

\$450

Week	Days	%	Value Left	Processing Fee	Amount of Refund
1	1,2,3,4,5,6,7				
2	8,9,10,11,12,13,14	100%		\$50	\$400
3	15,16,17,18,19,20,21				
4	22,23,24,25,26,27,28	75%	\$337.50	\$50	\$287.50
5	29,30,31,32,33,34,35				
6	36,37,38,39,40,41,42	50%	\$225.0	\$50	\$175.0
7	43,44,45,46,47,48,49				
8	50,51,52,53,54,55,56	25%	\$112.50	\$50	\$62.50
9	More than 56 days	0		0	0

Chapter 2 – The Examination

Introduction to the Exam

The NFPT examination is comprised of 120 multiple choice questions with an associated time limit of 2 hours. This examination has been written under a legally defensible and strictly executed process. The successful completion of the NFPT exam requires 750 points out of a total possible 1000 points. The NFPT examination consists of 6 categories which are weighted according to NFPT job analysis studies. The following are the categories and respective weighted percentages of the NFPT examination:

- | | |
|----------------------------------------------------------------|-----|
| • Human Anatomy | 15% |
| • Human Physiology | 20% |
| • Exercise Physiology | 25% |
| • Identifying client's goals and implementing exercise program | 25% |
| • Understanding the characteristics of wellness | 10% |
| • Professional and legal practices | 5% |

Assessment Instrument Specifications are detailed in Appendix I of the complete Job Analysis Report found at www.nfpt.com/exam/janalysis.pdf. You may also review the process by which the cut scores were determined by following www.nfpt.com/exam/cutscore.pdf.

The examination will be evaluated on an annual basis per Job Analysis statistical data and its direct relation to candidate assessment performance. Test candidate performance will be represented in an annual Technical Report found at www.nfpt.com/exam/techreport.pdf.

Examination Development Process Summary

In June 2004, The National Federation of Professional Trainers (NFPT) set out to conduct a scientific research study to define the role of the Certified Personal Trainer (CPT). The mechanism for this study was a Job Analysis survey. The results of the study provided the basis for making a valid claim of appropriate test score inferences. In support of these efforts, NFPT contracted with Schroeder Measurement Technologies, Inc. (SMT) to develop and conduct a survey describing the important tasks and knowledge elements required for competent entry-level CPT practice.

NFPT appointed an Advisory Committee (AC) to provide content expertise. The AC was comprised of Certified Personal Trainers who represent a diverse array of practice settings, experience levels, geographic settings, education levels, and ethnic backgrounds. During the first phase of the study, SMT and NFPT reviewed job appraisals, curriculum, and assessment domains of the CPT. The goal of this was to develop a comprehensive and exhaustive list of elements of practice and knowledge that described the role of the CPT. SMT presented the element list to the AC for approval. SMT adopted a rating scale providing a mechanism for measuring the elements' importance and frequency of practice. The AC also approved a demographic questionnaire to gather confidential data describing the survey respondents. SMT then converted the element list and demographic questionnaire into a survey instrument that would later be administered over the Internet. The survey instrument can be found in Appendix A of the complete Job Analysis found at www.nfpt.com/exam/janalysis.pdf.

NFPT sent postcard survey invitations to approximately 2,800 Certified Personal Trainers nationwide via regular mail. NFPT estimated 6% (168) of the invitations were returned due to bad addresses, bringing the

number of invitations assumed delivered to 2,732. A total of 505 surveys were completed, resulting in a return rate of approximately 18.5%. Only complete responses were eligible for analysis. The standard error of ratings based on a sample size of 505 was approximately .044. In turn, the inferences from the survey were associated with minimal error due to the stable sample size.

Following the administration of the online survey, SMT conducted analysis on the survey data. SMT presented the results of the survey analysis to the AC for consideration at the June 2004 Job Analysis meeting conducted at SMT Headquarters in Dunedin, Florida. The goal of the meeting was to establish element exclusion criteria. Of the original 110 elements, five were slated for exclusion in accordance with the statistically-based decision rules. Of the five elements, one Advanced element and four Fundamental elements were slated for exclusion. Of the four Fundamental elements, the AC unanimously voted one into the exam specification.

The result of the June 2004 meeting was the removal of three elements from the CPT-Fundamentals examination and the removal of one Advanced Practice Element from the Advanced Practice outline. The AC reviewed the domains for both the CPT-Fundamentals examination and the Advanced Practice outline and determined the percent of questions specified to each domain. The final specifications for the CPT-Fundamentals exam and CPT-Advanced weighted outline can be found in Appendix I and J, respectively at www.nfpt.com/exam/janalysis.pdf.

Approximately 96% of the respondents indicated that the survey either completely or adequately covered the important elements of the CPT. Reliability estimates for both the instrument and respondents were calculated. The resulting reliability estimates were high. This suggested that the respondents felt that the survey adequately reflected practice across North America and among various work settings.

Job Analysis Survey Overview: The Content Validation Model

The foundation of a valid, reliable, and legally defensible professional certification program is the performance of a well-constructed Job Analysis study. The Job Analysis establishes the link between test scores and competency, supporting the inference that the scores achieved on the certification examinations are content valid. When evidence of validity based on examination content is presented for a specific professional role, it is critical to consider the relative frequency and importance of the elements. The NFPT will conduct this Job Analysis approximately every 5 years or less to assure its industry specific reliability. Future Job Analysis Surveys will be done in conjunction with SMT in the same manner as was this Job Analysis Survey, 2004.

The Joint Standards for Educational and Psychological Testing (AERA, APA, and NCME, 1999) state:

Standard 14.10

When evidence of validity on test content is presented, the rationale for defining and describing a specific job content domain in a particular way (e.g., tasks, knowledge, skills, abilities or other personal characteristics) should be stated clearly.

Standard 14.14

The content domain to be covered by a credentialing test should be defined clearly and justified in terms of importance of the content for the credential-worthy performance in an occupation or profession. A rationale should be provided to support a claim that the knowledge or skills being assessed are required for credential-worthy performance in an occupation and are consistent with the purpose for which the licensing or certification program was instituted.

To support the National Federation of Professional Trainers (NFPT) goal of maintaining a certification examination program that meets these standards, Schroeder Measurement Technologies, Inc. (SMT) conducted a full-scale Job Analysis in early 2004. NFPT enlisted the services of SMT to create a survey instrument

describing the elements of practice and knowledge required for competent entry-level practice. Professional standards suggest that Job Analysis research, conducted in support of the development of content for credentialing examinations, may be performed in a variety of ways. The model adopted for this study was a task survey querying relative importance and frequency data, and providing content validity support to the design of the certification examination program.

The first phase of the Job Analysis focused on the role of a Certified Personal Trainer (CPT). SMT used a comprehensive approach to develop an exhaustive list of elements of practice and knowledge to be evaluated by survey respondents. Job relevant materials were sent to the SMT Research & Development team by NFPT. These materials included job appraisals, curriculum, and literature related to assessment and practice. From the information at their disposal the SMT Research & Development team produced an exhaustive list of elements of practice and knowledge which described the role of the CPT.

In support of the Job Analysis performance, NFPT identified a committee of Subject Matter Expert (SME) recruits to act as an Advisory Committee (AC) to the SMT psychometric staff. The list below presents the Certified Personal Trainers who served as AC members. SMT is grateful for their critical involvement in the process.

NFPT Advisory Committee Members	
Member	Location
Fitzroy Bramble	Somerville, MA
Michael Brunson	Harlingen, TX
Frank Campitell	Medina, OH
Terry Gednalske	Richmond, TX
Jeremy J. Jackson	Jeffersonville, IN
Gene L. Kelly	Belling, WA
Tom Perkins	Portsmouth, NH
Beth Secord	Winter Park, FL
Eric Su	Hoffman Estates, IL

First, the AC evaluated which elements should be included on the survey. The focus of the element list review was to identify elements of practice and knowledge associated with current practice, to eliminate elements describing future professional issues that might not be readily measurable, and to remove arcane or obsolete content.

Elements of practice and knowledge that were beyond entry-level practice were identified by the AC as Advanced Practice Elements. A total of 29 Advanced Practice Elements were identified and included in the element listing. At the request of NFPT, these elements were evaluated by survey respondents and held to the same statistical criteria as those which were not identified for advanced practice. The goal of inclusion of these items in the survey was to lay a foundation for future advanced practice credentialing. Accordingly, these 29 items are not included in the CPT-Fundamentals exam specifications, but rather, make up a separate CPT-Advanced weighted outline.

After the AC approved the task listing and the demographic questionnaire, SMT converted it into an online survey format. The format of the rating scale included importance and frequency rating scale directions and information. The purpose of the demographic questionnaire was to establish a respondent profile. SMT staff and

AC members tested the survey and a protocol was established for the random sampling of Certified Personal Trainers to be asked to complete the survey. The survey instrument can be found in Appendix A at www.nfpt.com/exam/janalysis.pdf.

Lastly, SMT held an AC meeting in June 2004. SMT presented the results of the survey analysis for review and the AC established element exclusion criteria. Of the original 110 elements, five were slated for exclusion in accordance with the statistically-based decision rules. The five elements slated for exclusion consisted of one Advanced Practice and four Fundamental Practice elements. One of the four Fundamentals Elements was unanimously voted into the exam specifications by the AC. The AC reviewed the domains for both the CPT-Fundamentals examination and the Advanced Practice outline and determined the percent of questions specified to each domain. The final specifications for the CPT-Fundamentals exam and CPT-Advanced weighted outline can be found in Appendix I and J, respectively at www.nfpt.com/exam/janalysis.pdf.

Job Analysis Survey Methodology/Results

Content Review and Survey Development

In support of the development of the survey element listing, SMT performed a comprehensive literature search including a review of:

- Established Curriculum
- Established Domains of Assessment

When developing the exhaustive list of elements of practice and knowledge associated with the CPT certification examination, NFPT relied heavily on their own established Certification Domain areas. SMT worked with NFPT to accomplish the following tasks:

1. Provide background information about the profession
2. Review the element list
3. Develop a rating scale
4. Develop demographic questions
5. Develop a sampling plan

Rating Scale

SMT established the following rating scale for the survey:

Considering both the importance and frequency of a task, how important is this task in relation to the safe, effective, and competent performance of a Certified Professional Trainer? If you believe the task is never performed by a Certified Professional Trainer, please select the "Not Performed" rating.

- 0 = Not performed
- 1 = Minimal importance
- 2 = Below average or low importance
- 3 = Average or medium importance
- 4 = Above average or high importance
- 5 = Extreme or critical importance

Survey Questionnaire

In order to provide insight into respondent professional experience levels, age, gender, practice settings, and credentials, SMT included a detailed demographic questionnaire, approved by the AC, which gathered the following information:

1. Years Experience
2. Geographic Region
3. Practice Setting
4. Education Level
5. Age
6. Gender
7. Ethnicity
8. Area of Specialty
9. Certifications

The results provided a means of evaluating the representativeness and adequacy of the sample, as well as framing a rubric in which respondent subgroup data could be further evaluated. The AC reviewed these data and determined that the sample was representative. Questions One (Years Experience), Two (Geographic Region), and Three (Practice Setting) were used to conduct subsequent subgroup analyses. A copy of the questionnaire can be found in Appendix A; the raw frequency data for the demographic questions are presented in Appendix B.

Data Review

After administering the survey, SMT collected the data and transferred it into SPSS[®], a computer-based statistical software program. After establishing that the data met quality requirements, SMT analyzed the survey data. SMT presented the data to the AC for review and the performance of the following tasks:

1. Review of the demographic data
2. Development of the element exclusion criteria for frequency
3. Development of the element exclusion criteria for importance
4. Development of the element exclusion criteria for subgroup analyses
5. Development of final content outline
6. Development of weights for test specifications

Survey Results

Return Rate

NFPT sent postcard survey invitations to approximately 2,800 Certified Personal Trainers nationwide via regular mail. NFPT estimated 6% (168) of the invitations were returned due to bad addresses, bringing the number of delivered invitations to 2,732. A total of 505 surveys were completed, resulting in a return rate of approximately 18.5%. Only complete responses were eligible for analysis. The standard error of ratings based on a sample size of 505 was approximately .044. In turn, the inferences from the survey were associated with minimal error due to the stable sample size.

Survey Adequacy

At the end of the survey, respondents were asked, “How well did this survey cover the tasks performed by the competent Professional Trainer?” Of the 505 respondents, 73 did not answer this question. Approximately 96% of the respondents indicated that the survey either adequately or completely covered the important elements of the CPT. Figure 1 presents this data.

Survey Adequacy

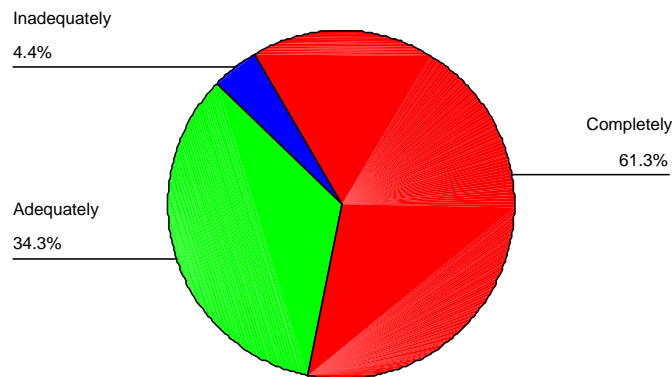


Figure 1. Survey Adequacy

Scale and Respondent Reliability Estimates

SMT calculated two reliability estimates to evaluate the amount of error associated with the survey as well as the agreement among the respondents. These calculations provided a measure of the internal consistency of the survey. To evaluate the instrument, SMT calculated a statistic known as coefficient alpha (KR20). These estimates are affected by the number of questions and the number of respondents. Higher values (e.g., greater than .90) reflect lower error, with a maximum theoretical value of 1.0. For this survey, the individual content domains each had KR20 reliability estimates greater than .89, which suggested limited error and supported homogeneity of the data. A separate analysis of the KR20 estimate for the total survey was higher, .98, indicating very limited error.

SMT also calculated a second reliability statistic to establish reliability estimates for the respondent group. This statistic is known as an intraclass correlation (ANOVA) and is based on Hoyt's analysis of variance. Each of the eight domains had reliability estimates .91 or greater, indicating reliability. Separate analysis of the total scale was .99, further sustaining confidence in the overall reliability. Table 1 outlines these calculations.

Table 1. Reliability Estimates

Domain	Number of Elements	Number Respond.*	Instrument (KR20)	Rater (ANOVA)
1. Human Anatomy	9	478	.89	.99
2. Human Physiology	29	386	.96	.99
3. Exercise Physiology	19	412	.95	.97
4. Exercise Programs	10	443	.96	.95
5. Wellness	14	428	.93	.98
6. Client Assessment	11	441	.95	.99
7. Communication Skills	9	439	.93	.98
8. Professional/Legal	8	446	.93	.91
Total Survey	110	273	.98	.99

* To be included in the calculations for each content area, judgments must have been recorded for each element within the content area. 273 respondents provided judgments for all 110 elements on the survey.

Summary Information of Respondent Group

To assist the AC with interpreting the results of the survey, various demographic questions were asked. In addition to describing the sample, the AC used these questions to evaluate the generalizability of the results. For example, is the element of practice and knowledge important across various practice settings?

The typical respondent was a Caucasian male, between 21 and 35 years old. He worked in a health and fitness center in the Mid-Atlantic region of the U.S. and specialized in personal training. With an average of less than five years of experience, he held the NFPT-CPT certification and had a minimum two years of college education. Frequency data for each demographic question can be found in Appendix B.

Years Experience

To better understand how long the respondents had been in the field of Professional Training, NFPT asked the question listed below about experience. Of the 505 respondents, eight did not answer this question. Approximately 59% (294 respondents) indicated having one to three years of experience as a Personal Trainer. The average was 4.7 years of experience. Figure 2 presents the data.

1. How many years have you been a Professional Trainer?

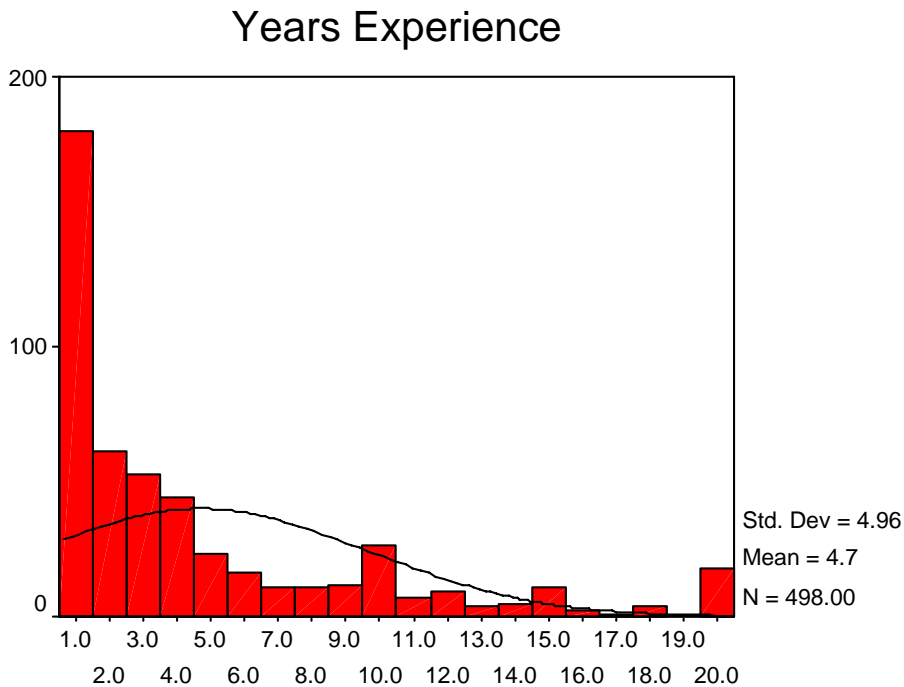


Figure 2, Years Experience

Geographic Region

To better understand where the respondents worked, NFPT asked the question listed below. Of the 505 respondents, three did not answer this question. The Mid-Atlantic region was the most regularly indicated with 25.5% (128 respondents) of the sample practicing in this region. Figure 3 presents the data.

2. In which geographic region do you practice?

- New England (CT, MA, ME, NH, RI, VT)
- Mid-Atlantic (DE, DC, MD, NJ, NY, PA, VA, WV)
- Southeastern (AL, FL, GA, KY, NC, SC, TN)
- Southwestern (NM, TX, OK)
- Great Lakes (IN, IL, MI, MN, OH, WI)
- South Central (AR, MS, LA)
- Midwestern (CO, IA, KS, MO, MT, NE, ND, SD, WY)
- Western (AK, AZ, CA, HI, ID, NV, OR, UT, WA)
- Outside US

Geographic Region

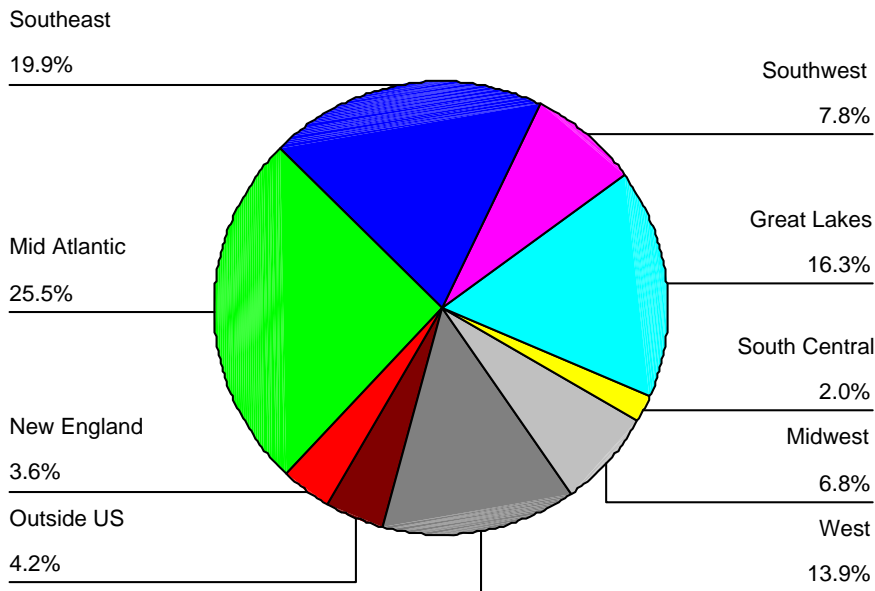


Figure 3, Geographic Region

Practice Setting

To evaluate how well the sample represented the range of professional practice settings, NFPT asked the question listed below. Of the 505 respondents, six did not answer this demographic question. Well over half (55.1%) of the population practiced in Health and Fitness Centers, and Private Fitness comprised just over one third of the respondents' practice setting. Figure 4 presents the data.

3. Which of the following best describes your practice setting?

- Health & Fitness Center
- Rehabilitation Center
- Private Studio/Independent Contractor
- Athletic Performance Center
- Hotel/Resort/Spa
- Corporate/Industrial

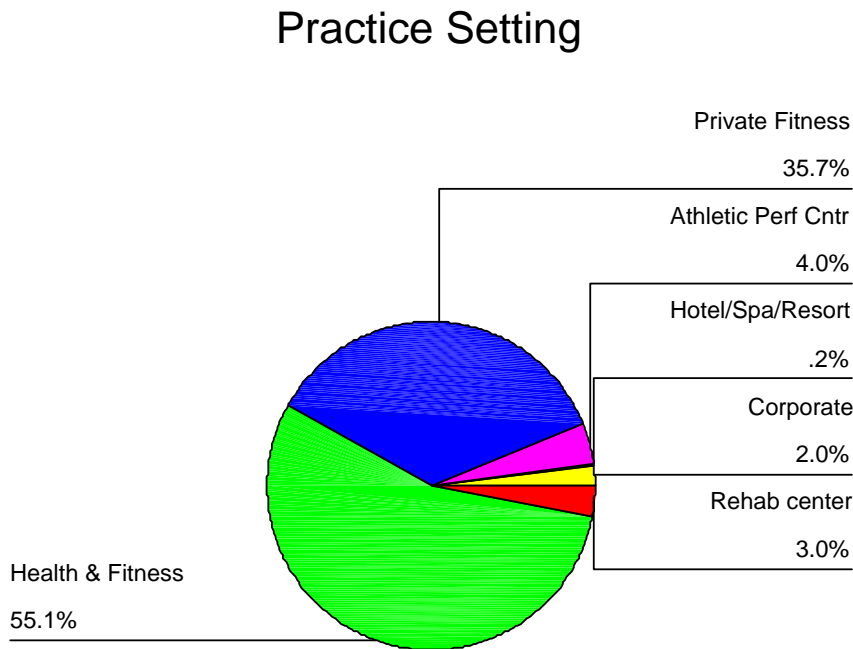


Figure 4, Practice Setting

Education Level

To evaluate the educational background of the sample, NFPT asked the question listed below. Of the 505 respondents, two did not answer this question. Approximately 48% (235) of the respondents indicated they had achieved degrees beyond an Associate Degree. Figure 5 presents the data.

4. Which of the following best describes your highest level of formal education?

- High school or equivalent
- Associate Degree
- Bachelor's Degree
- Master's Degree
- Doctorate Degree

Education Level

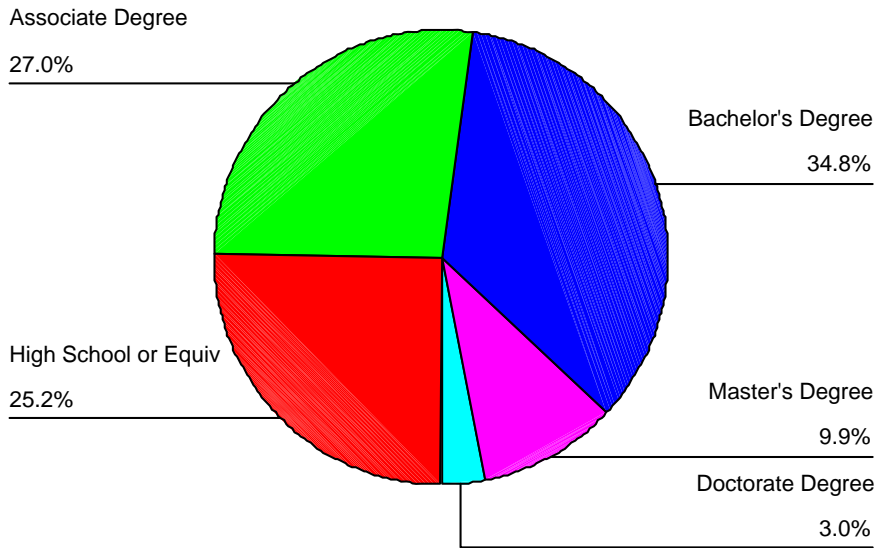


Figure 5, Education Level

Age Range

To evaluate how well the sample represented the population of professionals, NFPT asked the respondents their age. Of the 505 respondents, three did not answer this question. Approximately 44% (224) indicated that their age was between 21 and 35. Figure 6 provides the breakdown of responses.

5. Which of the following ranges includes your age?

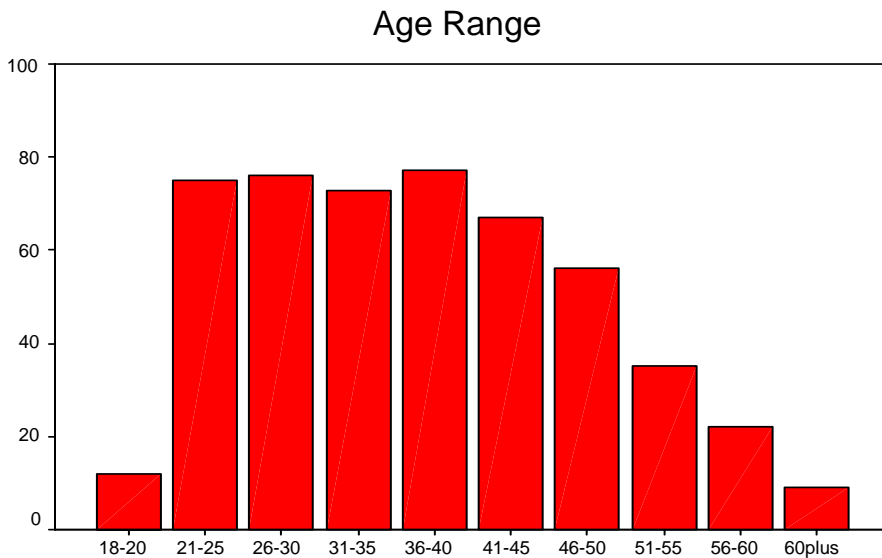


Figure 6, Age Range

Gender

Gender was the next question asked on the survey. Of the 505 respondents, twelve did not answer this optional question. Approximately 65% of the respondents were male. Figure 7 presents this data.

6. What is your gender? (Optional)

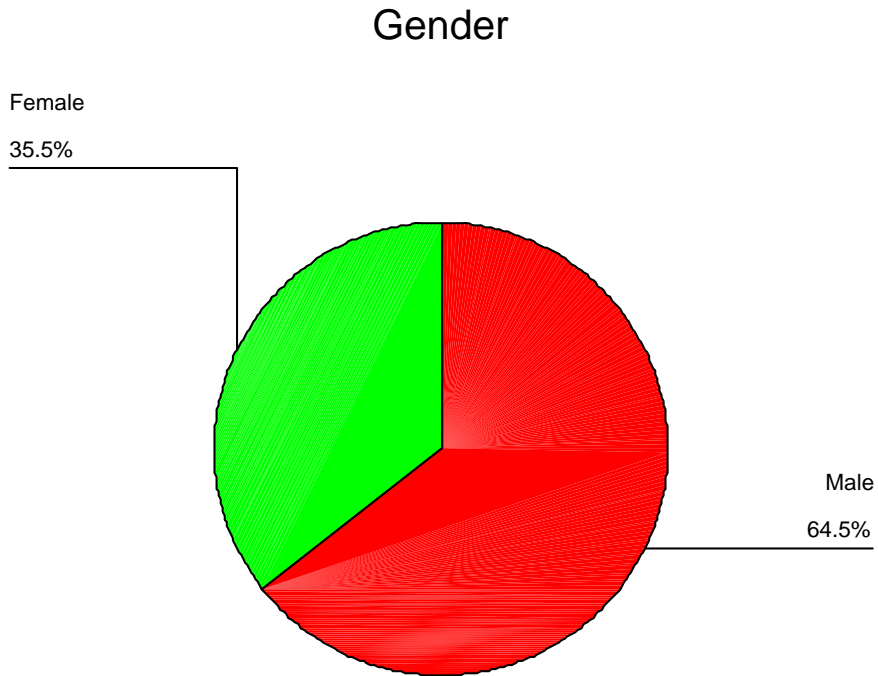


Figure 7, Gender

Ethnicity

To evaluate the ethnic make-up of the sample, NFPT asked the question listed below. Of the 505 respondents, 33 did not answer this optional question. Over three-quarters of the respondents indicated they were Caucasian, while close to 10% indicated African American ethnicity. Figure 8 presents this data.

7. Which of the following best describes your ethnic background? (Optional)

- African American
- Asian or Pacific Islander
- Hispanic
- Native American
- Caucasian
- Multiethnic

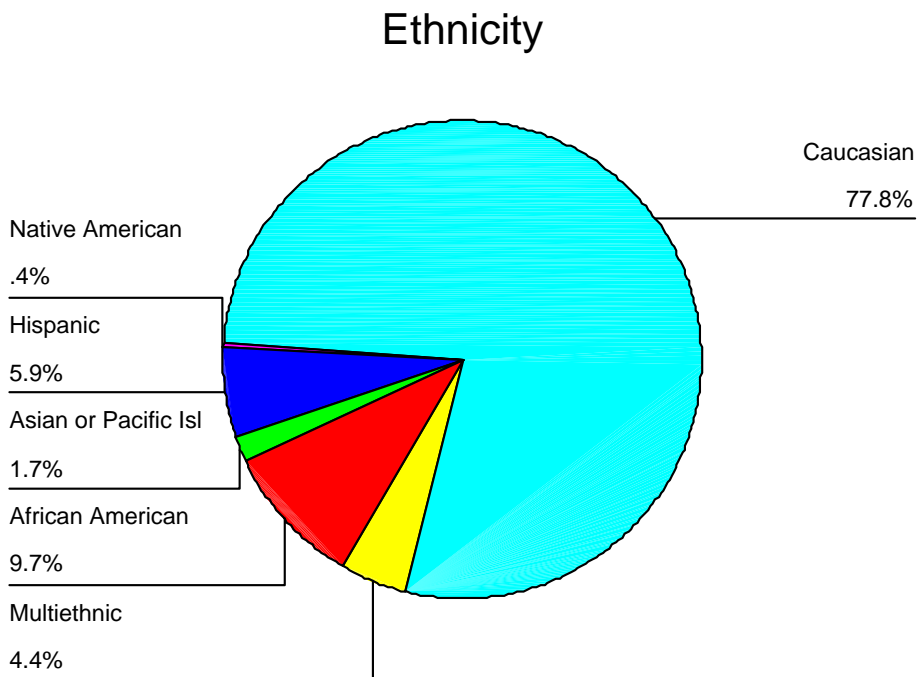


Figure 8, Ethnicity

Area of Specialty

To evaluate the range of practice in which the respondents were specialized, NFPT asked the question listed below. Nine respondents failed to answer this question. The majority of the respondents 77.6% (385 respondents) indicated they specialized in Personal Training. Figure 9 presents this data.

8. Which of the following best describes your area of specialty?

- Personal Training
- Sport-specific group exercise
- Injury prevention group exercise
- Cardiovascular-focused group exercise
- Muscle conditioning-focused group exercise
- Flexibility group exercise
- Pilates
- Other

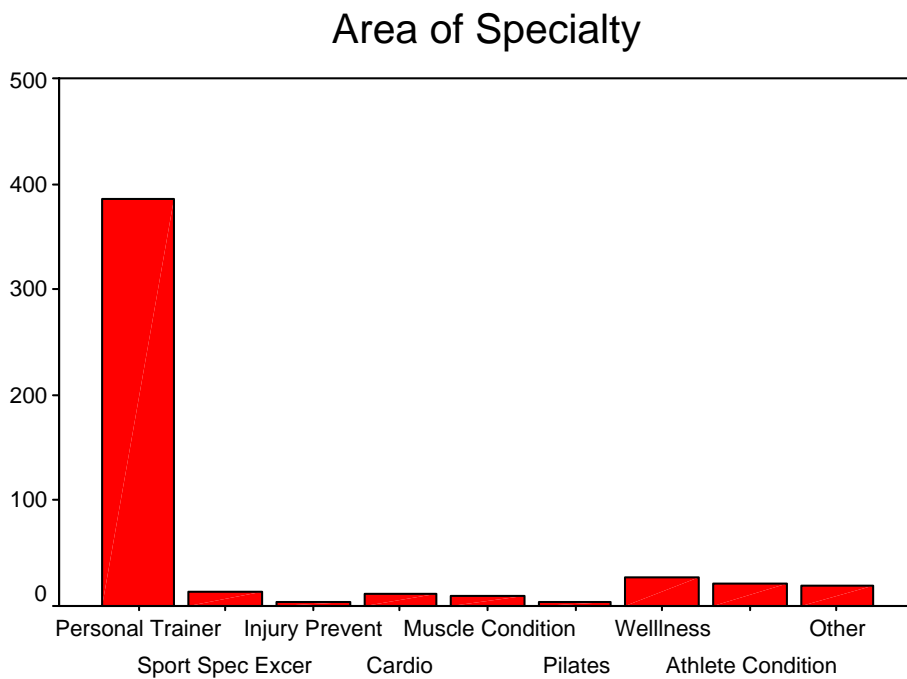


Figure 9, Specialty

Certifications

To better understand the respondent group’s credentials in the health and fitness profession, NFPT asked the question listed below regarding certifications. The frequency table below presents the data.

9. What certifications do you hold?

Certifications

	NFPT	NSCA	AFAA	ACE	NASM	COOPER	ACSM	ISSA
N YES	358	42	6	11	16	30	21	4

Decision Criteria for Element Exclusion

Summary data calculated by SMT for all 110 elements can be found in Appendix C at www.nfpt.com/exam/janalysis.pdf. These data include performance frequencies and mean importance ratings. SMT provided the AC with five separate analyses to determine what content would be excluded from assessment. The analyses were:

1. Percent Not Performed
2. Mean Importance Rating
3. Subgroup Analysis by Years Experience
4. Subgroup Analysis by Geographic Region
5. Subgroup Analysis by Practice Setting

Rule 1. Percent Not Performed

The first decision rule was based upon the percentage of respondents who indicated that they did not perform the element. The AC decided that the final content should only contain items that at least 95% of the population performed. This led to the exclusion of the two elements listed in Table 2. Appendix D at www.nfpt.com/exam/janalysis.pdf presents all elements of practice and knowledge sorted in descending order of Percent Not Performed (FREQ).

Table 2. Elements Excluded by Percent Not Performed

Element	Element Description	N	Mean	STD	FREQ
T1	ID struct&type Cell	433	2.90	1.30	13.23%
T10	unstand type&funct of cells	467	3.01	1.15	6.41%

Rule 2. Mean Importance Rating

The second decision rule required that the mean importance rating be greater than 3.5. As a result, the two elements listed in Table 3 were eliminated (Element 6 (T6) was identified as an Advanced Practice Element and therefore was excluded from CPT-Advanced assessment). Appendix E provides elements of practice and knowledge sorted by mean importance ratings.

Table 3. Elements Excluded by Mean Importance Rating

Element	Element Description	N	Mean	STD	Freq
T3	name&define nerv syst	485	3.32	1.15	3.96%
T6	name&define endocrine syst	479	3.40	1.09	4.58%

*Shaded Cell represents **Advanced Practice Element**

Rule 3. Mean Importance by Years Experience

To evaluate whether practice was viewed differently by practitioners of varying levels of experience, the data were evaluated in relation to respondent years of professional experience. The evaluation results supported the content validation model claim that CPT practice is similar regardless of years of experience. Four groups were created based on years experience in the field. To meet criteria for element inclusion in the final content outline, three of the four Years Experience Groups had to have a mean rating of 3.5 or higher. Applying this criterion, no additional elements of practice and knowledge were eliminated.

Years Experience Groups:

1. 1 year of experience
2. 2 to 4 years of experience
3. 5 to 9 years of experience
4. 10+ years of experience

Rule 4. Mean Importance by Geographic Region

To evaluate whether practice was viewed differently across geographic regions, the data were evaluated by geographic region. Based on the sample size, the SMT psychometric staff decided that there was not sufficient volume for eight categories. SMT reformed the eight groups (New England, Mid-Atlantic, Southeastern, Southwestern, Great Lakes, South Central, and Midwestern) into four groups; Northeast, Southeast, Midwest, and West. SMT explained this reformation during the June 2004 AC meeting, and the AC decided that the four Geographic Groups sufficiently represented the population of Certified Personal Trainers. The AC determined that for this analysis, three of the four Geographic Groups had to have a mean importance of 3.5 or greater. Applying this criterion, one element was eliminated. Table 4 presents the data.

Table 4. Elements Excluded by Geographic Region

Element	Element Description	North East			South East			Midwest			West		
		N	Mean	STD	N	Mean	STD	N	Mean	STD	N	Mean	STD
T17	unstand struct&funct of endocrine syst	128	3.45	1.09	95	3.46	1.10	121	3.71	1.03	103	3.63	1.08

Geographic Groups:

Region	Sub-Regions included
North East	New England, Mid-Atlantic
South East	Southeastern
Midwest	Great Lakes, South Central Midwest
West	Southwestern, West
Sub-Regions	States Included
New England	(CT, MA, ME, NH, RI, VT)
Mid-Atlantic	(DE, DC, MD, NJ, NY, PA, VA, WV)
Southeastern	(AL, FL, GA, KY, NC, SC, TN)
Southwestern	(NM, TX, OK)
Great Lakes	(IN, IL, MI, MN, OH, WI)
South Central	(AR, MS, LA)
Midwestern	(CO, IA, KS, MO, MT, NE, ND, SD, WY)
Western	(AK, AZ, CA, HI, ID, NV, OR, UT, WA)

Rule 5. Mean Importance by Practice Setting

To evaluate whether practice was viewed differently by practitioners in various settings, the data were evaluated by practice setting. The evaluation results supported the content validation model claim that CPT practice is

similar regardless of practice setting. After the results of the survey were calculated, the six groups were reformed into two Practice Setting Groups, Health and Fitness Center and Other by the SMT psychometric staff. This reformation was explained during the June 2004 AC meeting and was agreed upon that the two Practice Setting Groups sufficiently represented the population of Certified Personal Trainers. Both Practice Setting Groups had to have a mean importance rating above 3.50 to be included in the final content outline. Applying this criterion, no additional elements of practice and knowledge were eliminated. Appendix B shows the breakdown of the frequency of responses for the five categories which comprised the “Other” group. Appendix B shows the breakdown of the eight queried demographics and the frequency of responses. The table below summarizes the composition of the Practice Setting Groups. Appendix H presents the analysis by practice setting. Find these Appendixes at www.nfpt.com/exam/janalysis.pdf.

Practice Setting Groups:

	Settings Included in Practice Settings Group
1. Health & Fitness Center	Health & Fitness Center
2. Other	Rehab Center, Private fitness, Athletic Performance Center, Hotel Spa Resort, Corporate, Other

Rule 6. Advisory Committee Decision

Elements of practice and knowledge that fell short of the minimum statistical criterion for inclusion were initially removed. Following the review of the analyses, the AC discussed each excluded item. Data for *Task 17 Understand the structure and function of the endocrine system*, which was excluded by Exclusion Rule 4 (Geographic Region), indicated particular significance in the Midwest Region. According to the AC, endocrine related diseases, such as Type II Diabetes, are more common in this region. After discussion and deliberation, the AC unanimously voted Task 17 for inclusion in the final content. Table 5 presents the data.

Table 5. Elements Included by Advisory Committee Decision

Element	Element Description	North East			South East			Midwest			West		
		N	Mean	STD	N	Mean	STD	N	Mean	STD	N	Mean	STD
T17	unstand struct&funct of endocrine syst	128	3.45	1.09	95	3.46	1.10	121	3.71	1.03	103	3.63	1.08

Final Specifications

As the result of applying the six exclusion rules aforementioned, four of the original 110 elements of practice and knowledge were removed. After deliberating over all of the information and analysis, the AC developed a blueprint, also known as a specification, for the CPT-Fundamentals exam. The results of this study led to a strong content validation model for the CPT-Fundamentals examination. The resulting exam specification is comprised of 78 elements.

At the request of NFPT, the CPT-Advanced content outline was created by the addition of the Advanced Practice Elements and weighted by AC consensus. The CPT-Advanced weighted outline, which can be found in Appendix J, is comprised of 106 elements. www.nfpt.com/exam/janalysis.pdf offers the entire Job Analysis Report for review.

Examination Revision

The NFPT examination will be revised approximately every year, or at about 1,000 test candidates. This will require an annual meeting with NFPT’s Subject Matter Experts (SME’s), Advisory Committee (AC) to SMT. The meeting/s/ will be conducted at SMT Headquarters with no less than 6 SME’s. The AC will be determined

by NFPT's current SME's in conjunction with NFPT Certification Coordinator. There may be overlap in the AC, meaning that if the members of the AC have maintained education and/or experience requirements and are determined to be adequate representations of the fitness training industry, then they may be used as part of the revision to the examination, or be part of the newly appointed AC. The NFPT Certification Coordinator, with the cooperation of existing SME's, will determine who qualifies as members of the AC and will appoint new members to this group as needed and within 4 months of the examination revision schedule.

Technical Report Development

The NFPT Technical Report will be conducted approximately every 12 months, or at about 1,000 test candidates. This report will be done by SMT using statistical data accumulated by SMT over this time period. The Technical Report can be found at www.nfpt.com/exam/techreport.pdf.

Exam Security Processes

There are many requirements that encompass the NFPT testing procedure. NFPT Testing Proctors and Independent Credentialed Teachers/Testing Centers must comply with the standards set forth in *NFPT's Proctor Training Manual* to ensure the credibility and integrity of the NFPT Assessment Instrument. This *Proctor Training Manual* has been designed to give test center personnel information regarding the regulations and requirements for administering the NFPT examination. The NFPT strongly recommends the understanding of test security and delivery measures and therefore publishes this document at www.nfpt.com by following the "Additional Resources" link to "Test Proctor Information."

NFPT Test Delivery

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

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

ENTRY LEVEL CERTIFICATION *The Fundamentals*

When proctoring exams there is a step-by-step procedure that the NFPT proctor will adhere to in order to ensure that the exam is delivered correctly. The NFPT also allows for Computer Based Testing (CBT) as a method for taking your examination. Below are processes for both paper/pencil and computer based test methods. For details on NFPT test security and delivery, please see *NFPT Proctor Training Manual*, find this document from www.nfpt.com by following the "Additional Resources" link to "Test Proctor Information."

Paper/Pencil Examination Process

- The test candidate (you) will call or email to set up a mutually convenient date and time for the examination with your NFPT proctor. You contact your NFPT proctor at least two weeks before you are ready to take the test to allow for mailing time and to avoid scheduling conflicts.
- The NFPT proctor will **email** or fax the proper agreement document to NFPT with **your** name and address for test candidate verification.
- NFPT will forward the email (or, in the case of interim proctors, send the appropriate information via email or fax) 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 by Federal Express to arrive the day or (2) days before the test date.

- The exam must be proctored within 48 hours of the examination delivery to the NFPT proctor. The test must be secured, protecting it from damage, misplacement, theft, and conditions that might reveal exam content, refer to *NFPT Proctor Training Manual*.
- You are responsible for payment to your proctor of \$20 (or, in the case of interim proctors, an assessed reasonable proctoring fee) upon your arrival to the NFPT test site location. If you do not have funds available on the test date, the NFPT proctor reserves the right to refuse service. **NFPT is not responsible for payment to proctor for test administration services.**
- The test will be proctored in accordance to the **NFPT's Test Security and Delivery processes as outlined 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.
- The NFPT test proctor will collect the completed examination material from test candidate (you). The examination must be returned by the NFPT test proctor to SMT via Federal Express within 48 hours.

Computer Based Testing (CBT)

- The test candidate (you) will log onto www.SMTtesting.com to register to take your examination. Follow the instructions given on this website to register successfully.
- Based on your input (your contact information) you will be given options of the locations and available appointments for the CompUSA testing sites near you. A registration fee of \$44 is payable at the time that you complete this on-line registration process.
- Bring your picture ID and NFPT sign-up confirmation letter with you on the day of your test for verification purposes. The test will be proctored in accordance to the NFPT's Test Security and Delivery processes as outlined in the *NFPT Proctor Training Manual*.
- Computer Based Testing sites allow for instant test results. You will be given an overall score report directly following the completion of your examination.

Exam Due Date

The NFPT provides the applicant with an approximate 60 day test due date which starts the day of application (NFPT accounts for shipping time when calculating this date.) The examination must be received on or before this date to avoid penalty. The applicants test due date will be provided with the respective welcome letter approximately 5-7 days after application submission (depending on preferred shipment method.) Refer to Due Date Extension section below.

Due Date Extension

The NFPT allows for test due date extensions. To avoid penalty, a due date extension must be made to the NFPT before applicant's test due date. This extension may be in 30 day increments up to one year following initial application date. Extensions may be made by email to nfpt@nfpt.com or by calling 800-729-6378. Submissions of test due date extensions by email will result in a written email response as confirmation of new test due date. All other means for requests of test due date extensions will be verbally confirmed. Extensions that are past one year from the initial application date will not be granted as this requires re-application to include related fee.

Late Test Fee

A late test fee (\$50) applies only when an applicant does not request a test due date extension and is within the first year of initial application.

No-Show Penalty

As stated previously, a \$20 proctor fee exists the day that a test candidate sits for the exam at any paper/pencil test site, payable directly to NFPT proctor. As the test candidate, you will be charged \$20 for any no-show appointment in addition to the \$20 that will be payable the day that you take the exam. For example, the fee to the NFPT Test Proctor after one no-show is \$40. It is at the discretion of the NFPT Proctor to collect this fee and/or to reschedule the appointment. *The \$44 fee paid at the time of registration to any CBT site is non-refundable.

NFPT Testing Sites

The NFPT has approximately 300 testing sites across the United States and abroad. The NFPT test candidate/applicant has the option of testing at one of these sites or by locating an appropriate proctor. It is necessary that the proctor meet standards and requirements as outlined in the *NFPT Proctor Training Manual* as found at www.nfpt.com by following the “Testing Information” link. The test candidate is required to compensate the NFPT appointed proctor \$20 at the time of paper/pencil exam administration. Compensation provided to any interim proctor is determined at test candidate and proctor’s discretion.

NFPT appointed proctor or interim proctor must be contacted at least two weeks before the test is administered.

A test date appointment is determined at the **mutual** convenience of test candidate and proctor.

The NFPT proctor, whether interim or permanently appointed, has the right to refuse service under conditions as outlined in the *NFPT Proctor Training Manual* (i.e. unpaid proctor fee or indication of cheating.)

Test Administration

Refer to NFPT Proctor Training Manual, found at www.nfpt.com by following “Testing Information” link, for details regarding test administration. This manual outlines instructions on test security and delivery processes.

Test Results/Delivery

The NFPT will provide test results to you by mail within 2-3 weeks after paper/pencil test administration. If the exam has been taken by the CBT method, your test results will be provided to you instantly at the CBT test facility. These test results will include pass or fail scores and, if passing score is achieved, the NFPT Certificate with Membership card will be mailed to you with a detailed score report within 2-3 weeks of test date. Delays in test results may be as a result of one of the following:

- NFPT Certification fee is not paid in full
- Test audit is being performed as a result of suspected cheating
- Test audit is being performed as a result of improper testing administration
- Any test discrepancy exists

Example Pass Letter

Date
Joe Smith
1234 Main Street
Lafayette, IN 47903

Dear Mr. Smith,

Congratulations on your successful completion of the NFPT examination. For verification purposes, you will find your NFPT Certificate and Membership Card to accompany this letter. The scaled score required to pass this examination is 71. Your score is 87.

Below are the 6 content categories of the exam with a percentage that represents the test weight of that content area and a ranking numeral that indicates your relative performance in answering the questions for that area. The numeral 6 indicates your highest ranking and the numeral 1 your lowest scoring content area.

Professional & Legal Practices	5%	6
Exercise Physiology	25%	5
Identify Client's Goals & Implement Exercise Program	25%	4
Human Anatomy	15%	3
Human Physiology	20%	2
Understand Characteristics of Wellness	10%	1

It is of the utmost importance that you review and comply with the NFPT policies and procedures as outlined in the *Candidate Handbook* found from www.nfpt.com. Market your services enthusiastically paying special attention to educating your clients while adhering to NFPT guidelines.

The NFPT will require the completion of Continuing Education Credits (CEC's) **after** you have been certified for one entire year, refer to the enclosed certificate for your expiration date. These credits can be obtained through NFPT's web-magazine by taking self-tests found in the months of June and December by following the magazine link at www.nfpt.com. NFPT recognizes other sources of continuing education credits as well, please refer to our website to link to these recognized courses. Continuing education is not a recommendation; it is a requirement.

Visit our website today at www.nfpt.com! The NFPT offers many support products and services to include, software for developing training programs, job placement opportunities, specialty certificate programs, clothing for your NFPT professional athletic apparel, business coaching books, and more!!! We look forward to providing you with the best in Personal Trainer services and industry recognition. Please call directly at 800-729-6378 with any questions. Thank you and again, congratulations!

Cordially,

April M. Pattee
Director of Human Resources
National Federation of Professional Trainers, NFPT, Inc.

Example Fail Letter

Date
Joe Smith
1234 Main Street
Lafayette, IN 47903

Dear Mr. Smith,

We regret to inform you that you have not successfully completed the NFPT examination. The scaled score required to pass the examination is 71. Your score is 70.

Below are the 6 content categories of the exam with a percentage that represents the test weight of that content area and a ranking numeral that indicates your relative performance in answering the questions for that area. The numeral 6 indicates your highest ranking and the numeral 1 your lowest scoring content area.

Identify Client's Goals & Implement Exercise Program	25%	6
Exercise Physiology	25%	5
Human Physiology	20%	4
Professional & Legal Practices	5%	3
Human Anatomy	15%	2
Understand Characteristics of Wellness	10%	1

You may choose to re-take the NFPT examination at a cost of \$80 + proctoring fee. The \$80 re-test fee is payable to NFPT by way of check, money order, or credit card. If an NFPT State Representative is proctoring your examination, a \$20 administrative fee will be payable to this person directly. If a teacher (whom you have chosen and who has submitted appropriate proctor agreement information) will be administering this exam to you, it will be at this persons discretion to determine this fee. NFPT's policy on re-tests does not allow for any one person to take the examination more than two times in one year. Please refer to NFPT's *Candidate Handbook* at www.nfpt.com for more detailed information regarding these and other policies.

We look forward to serving your Personal Trainer Certification needs and encourage you to take this examination again for this certification credential. NFPT Certified Trainers receive benefits far beyond their credential, and we wish for you to take advantage of these services as well. Please contact us at 800-729-6378 with any questions. Thank you and have a great day.

Cordially,

April M. Pattee
Director of Human Resources
National Federation of Professional Trainers, NFPT, Inc.

Examination Confidentiality

NFPT takes the confidentiality of the test candidate's examination results very seriously. The NFPT will not give test results over the phone or by email. Personal Trainer certificate and detailed test results are delivered to the test candidate/affiliate by US mail.

Re-Test Process

The NFPT allows for any test candidate who has failed the examination, with exception of those who are found to have cheated on the NFPT test, the option to re-take the examination. The exam taken the second time will not be the same test, however the weighted percentages as listed above will remain the same. The re-test will be set up in the same way as the initial examination, refer to above section. (Test Administration) The re-test cannot be taken until 2 weeks after the last examination attempt.

The NFPT examination can be taken three times within the applicant's active one year application period. (Refer to section below for details on related fees and time frame restrictions.) If re-test candidate fails the NFPT examination for a third time, that person's application is considered inactive regardless of time past from initial application date. The candidate is required to wait one year past the last examination attempt before re-applying to the program.

Re-Test Fee

The re-test fee consists of \$60 payable to the NFPT in addition to the test processing fee of either \$20 (paper/pencil method) or \$44 (CBT method). *The test administrative fee may vary if interim proctor is used for test administration.*

Re-Test Option Expiration

After payment of re-test fee has been made to NFPT, the test candidate will receive a new test due date of 60 days after payment, as long as this 60 days does not exceed one year after initial application date. The re-test option and its expiration applies directly to the initial application date. The following conditions apply to re-test option:

- If applicant has taken the examination within the first year of application:
 - The \$60 re-test fee (portion payable to NFPT) applies to the test candidate as long as this person is within the first year of the initial application.
 - Re-test candidate will receive a 60 day due date not to exceed one year from initial application date.
- The NFPT examination must be successfully completed within one year of the initial application date. A re-test is not permitted if taken after the test candidate's one year application deadline. Re-application fee will apply as stated in "Application Expiration/Related Fees" section of this handbook if the NFPT examination is not successfully completed one year from the initial application date.

Policy on Cheating

The NFPT takes implications and suspicions of cheating very seriously. All NFPT test proctors are informed, through the *NFPT Proctor Training Manual*, of policies and procedures related to cheating. The NFPT proctor will inform NFPT directly with test appeals and discrepancy information that will describe in detail the situation surrounding the incident. The test candidate will be informed and given the opportunity to refute the claims made. Test discrepancies as provided by proctor and contestments made by test candidate must be received in writing within 15 days of NFPT's receipt of test.

- If test candidate does not respond within 15 days of discrepancy notice, it will be found by the NFPT that this individual does not contest allegations and in fact did cheat on the exam.
- It is at the discretion of NFPT, through test discrepancy information as provided by proctor and contestment information as provided by test candidate, to determine validity of allegations.
- If it is determined that an individual has cheated in any way shape or form on the NFPT test, the NFPT has the right to deny any opportunity for taking the test in the future, no refund will be given.

NFPT's Certification Council will be notified and a meeting will adjourn within 2 weeks of written notification of test discrepancy. See Chapter 5 for Certification Council Review process.

Test Appeals Process

The applicant may appeal their examination if it is suspected that the proper test protocol has not been adhered to. Refer to *NFPT Proctor Training Manual* for policies and procedures related to the administration of the NFPT exam. A test appeals document (**APPENDIX F**) must be filled out and sent in with the examination or within 5 business days after exam administration. This document will be reviewed by the NFPT and the opportunity to refute these claims will be given to the NFPT test proctor. A decision will be made within 15 days of receipt of all documentation as provided by the test candidate and the NFPT proctor. Refer to *NFPT Proctor Training Manual* for non-compliance disciplinary actions.

A test appeals may be filed if the test candidate has any concerns regarding the test directly (i.e. test questions.) This appeal must be provided to the NFPT in writing within 5 business days of the test administration. NFPT Subject Matter Experts will review this information and make a determination without providing the test candidate a response in regard to this concern.

Questions concerning a candidate test score report may be brought to NFPT's attention within 10 days of test score delivery. The candidate may challenge the test scores provided to him/her and an immediate test audit will be performed. The NFPT will contact SMT with the test candidate's request for a test score review and the examination will be thoroughly reviewed by SMT staff. The test candidate will receive notification of the test review findings within 15 days of test challenge.

Chapter 3 – The Certification

Renewal Process/Fees

It is required of all certified affiliates and members to renew on a yearly basis at a fee of \$75.

Certified Affiliates:

You will receive notification of your certifications expiration date approximately 30 days before your certification expires and will be prompted to make payment for the following year. The renewal fee will pay for the following:

- Personal Trainer Today.com subscription. This allows for continuing education protocol. Refer to *CEC's* section below for details
- Personal Trainer Software
- Personal Trainer Database Listing *optional
- Updated Personal Trainer Certificate and Membership Card

NFPT Member (does not apply to those who have tested):

You will receive notification of your membership expiration date approximately 30 days before your membership expires and will be prompted to make payment for the following year. Renewal fee will apply to individuals pursuing certification past the membership expiration date. The renewal fee will pay for the following:

- Personal Trainer Software
- Membership renewal for exam/certification availability

Renewal fee, for certified affiliate or member, covers a 12 month period of time, starting from your certificate expiration date. For example; Expiration date of 1-1-05 and not renewed until 5-1-05, will still result in a new expiration date of 1-1-06. You are allowed to renew the NFPT Certification up to two years past your expiration date, however, payment of \$150 (\$75 + \$75) will be due for certification renewal. **Two years past your expiration date will require re-application process – no exceptions.**

*Continuing Education Credits (CEC) must be up to date before any renewal is granted to certified affiliates.

Continuing Education Credits (CEC's)

The NFPT requires continuing education as this acts to measure continued competency in the field of health and fitness. NFPT Certified Trainers are provided ongoing education through NFPT's Web-Magazine, Personal Trainer Today.com. No need for a password or subscription payment, simply go to www.nfpt.com, follow the "Continuing Education" link and review the publication and/or download and print the educational material for hard copy review. This publication allows for your input; the NFPT supports its affiliates by publishing our Personal Trainers' article contributions, valuable experiences, classified ad sections, etc.

Semi-Annual "Self-Tests" – CEC requirement

To ensure the quality of ongoing education, open-book self-tests are **required** every 6 months (self-test can be replaced by other continuing education provisions-Refer to "Alternative Continuing Education Credits" section.) You will find the self-test posted inside the web-magazine every June and December, these self-tests will remain available from www.nfpt.com for a period of two years. Renewal of certification will require that self-tests, or other CEC provisions, be current for renewal acceptance.

FOR FIRST YEAR AFFILIATES:

No Continuing Education Credits are required within the first year of certification.

The self-tests asks questions from the previous 6 issues of the NFPT Magazine. Links will be provided back to the appropriate issues where the answers can be found to these questions. Your self-test will be scored instantly

with the ability for answer corrections. After the successful completion of your self-test, click submit and you are automatically credited.

Alternative Continuing Education Credits (CEC's)

There are many other avenues for pursuing CEC's to include specialty level courses and/or correspondence certificate courses which you can find at www.nfpt.com by following the "Continuing Education" link. Most continuing education, that is fitness related, and requires 2 or more hours of preparation will be considered as CEC obligation meeting one self-test requirement, or (1) credit. You will not be allowed additional/advanced credit. Your certification will only be credited on a semi-annual basis.

Specialty Courses Acceptable as CEC's

These courses enhance the candidate's KSA's in any one or all of the following program areas. Advanced Sports Nutrition; Advanced Weight Training; Advanced Endurance Training. Upon completion of these closed-book proctored assessments, the candidate is awarded the appropriate certificate of completion and designation. In addition, candidates who successfully complete all three of these "Specialty" programs are as well presented with a "Master Trainer Certificate" designation. Each "Specialty" program is the equivalent of (1) credit as identified above.

Alternative CEC's as Presented to and approved by the Certification Council Coordinator

As continuing education providers present themselves, or as they are presented by the Candidates/Affiliate, program acceptance will be determined by the Certification Council Coordinator.

Chapter 4 – NFPT Staff, Boards, and Council

Description of NFPT Division of Education and Certification Boards

The Board of Directors, as held accountable in Corporate Bylaws, is prevented from having any undue influence over the decision making of the Board of Education or the decision making of the Certification Council. Moreover, these Bylaws require the separation of the independent Board of Education and independent Certification Council to ensure the integrity of these autonomous organizational departments and to prevent any undue influence over each others decision making. The Board of Education provides education to any and all interested parties totally unrelated to certification and the Certification Council delivers assessments to any and all interested parties totally unrelated to and without the involvement of the NFPT Board of Education.

Functions of the Board of Directors

The Board of Directors and officers shall set policy and make decisions regarding fees charged by the Corporation, expenses incurred by the Corporation, and establishment of the Corporation's budget, including the operation of the Corporation's Board of Education and Certification Council without undue influence over these independent departments.

Functions of Board of Education

The purpose of the Corporation's Board of Education is to provide educational opportunities and materials, utilizing various media, to prospective and current physical fitness trainers and interested members of the general public. The Director of the Board of Education is appointed by the Corporation's President, and is responsible for planning, developing, and implementing the Corporation's Trainer Education Programs.

Functions of Certification Council

The purpose of the Corporation's Certification Council is to establish standards and testing procedures for the certification of physical fitness trainers by the Corporation. Certification Council shall be responsible for establishing the Corporation's standards for initial and continuing certification of physical fitness trainers by the Corporation, including but not limited to eligibility standards and continuing education requirements.

Functions of the Certification Council Coordinator & Staff

The Certification Council Coordinator is responsible for establishing the Corporation's Certification Council. The Certification Coordinator employs "Staff" members to include subject-matter experts, other necessary employees, as well as independent and ongoing psychometric services provided by Schroeder Measurement Technologies (SMT) as needed to accomplish the Council's objectives including development of certification tests and validation of certification test and testing procedures. The Certification Council Coordinator requires SMT to hold confidential the developed test instrument, adhere to secure test delivery and grading protocols. The Certification Council Coordinator shall have authority in establishing the standards for the Corporation's Certification Council, the Certification Council may make recommendations on such standards.

Chapter 5 – Ethic and Safety Standards and Compliance

Description of Ethics and Safety Standards

The following activities engaged in by NFPT Affiliates will be considered grounds for credential revocation:

- a. Conviction of a felony offense at any time after initial relationship between Affiliate and National Federation of Professional Trainers.
- b. An affiliate convicted of having been involved in the illegal use, sale, or distribution of anabolic substances and/or any other controlled substance.
- c. Performance of unethical activities or any activity to include but not limited to lewd and immoral conduct, disrespectfulness, unprofessional behavior and conduct, grossly reckless exercise instruction, inappropriate sexual advances, excessive profane language, may all be considered.
- d. Allowing personal appearance (manner of dress or hygiene) to deteriorate to such an extent that while associating with persons as an Affiliate of the National Federation of Professional Trainers, discredits the organization.
- e. Knowingly providing services to those who are flagrantly at risk without proper medical release and/or client not being apparently healthy and/or without the use of screening procedures consistent with NFPT Guidelines.
- f. Liable, slanderous, or damaging remarks or literature presented by an Affiliate to any individual or group of individuals that discredits the National Federation of Professional Trainers.

Review Process for Non-compliance

If behavior is consistent with Chapter 5 (a.), (b.) above, credential revocation requires only the procurement and review by the Certification Council Coordinator, of supporting criminal and/or legal documentation. Complete authority to revoke a credential under the above circumstances rests solely with the Certification Council Coordinator with notification provided in the form of a “certified” letter of remedy.

If an original complaint is presented to the Certification Council Coordinator reporting behavior consistent with Chapter 5 (c.), (d.), (e.), (f.), and is deemed worthy of review, at the discretion of the Certification Council Coordinator, the Coordinator will initiate the below Certification Council review process.

1. Complainant is made aware that accusatory material and/or testimony will be made available to the Council Coordinator, Certification Council Members, as well as the Personal Trainer being accused.
2. Complainant will, at minimum, be required to provide a signed and notarized statement as well as all additional relative supporting documentation within (15) working days from the date of original notification by complainant. This is a strict requirement and failure to provide information in accordance with this policy will nullify the complaint.
3. When detailed complaint is provided in compliance with (2.) above the Certification Council Coordinator considers whether or not the complaint has merit. If it does not, the Council Coordinator will contact the complainant and inform him/her that no action will be taken at that time in the form of a “certified” letter of remedy. However, if the complaint has merit, the Personal Trainer in question will be contacted by the Coordinator, provided the details of the complaint and give the accused trainer (15) working days to respond with documentation similar to that required by the complainant (2.) above. If the Trainer fails to respond in this time period, the credential will immediately be revoked with written notification through a “certified” letter of remedy requiring the removal of any and all documents that publicly imply a relationship between NFPT and that personal trainer.
4. If Trainer complies with (3.), then the Certification Council Coordinator will closely review the complaint and the trainer’s response to the complaint and make the following decision depending upon the severity of the offense:
 - a. If the complaint has insufficient merit according to the Council Coordinator to consider

- revocation, both parties will be notified through a “certified” letter of remedy, within (5) working days from the date of last received documentation, that no action will be taken along with notification to the complainant of the appeal process (discussed below.)
- b. If the complaint has merit as determined by the Certification Council Coordinator, a random appointment made by the Certification Council Coordinator, of any (2) of the possible (7) Certification Council Members along with the participation of the Certification Council Coordinator will review all documentation and deliberate privately for (5) days. At the end of these (5) days, these (2) Certification Council Members and the Certification Council Coordinator will once again meet, have a brief discussion, and revoke the trainer’s credential only by unanimous decision.
 - c. Both parties will be notified of the Certification Council’s decision by the Certification Council Coordinator within (15) working days from the date of this meeting in the form of a “certified” letter of remedy. In any event, the respective parties will be informed of the appeals process.

Non-compliance Remedy and/or Action

Upon the above described unanimous decision to revoke a credential the trainer will immediately be provided a “certified” letter of remedy notification of revocation. That trainer will be required to immediately remove any and all documents or literature that publicly implies a relationship between NFPT and that personal trainer.

Disciplinary Action Appeal Process

An Appeal must be received by “certified” letter from either party within (5) working days from the date of the mailing of the Certification Council Coordinator’s “certified” “letter of remedy” notification. Upon receipt of a request for appeal by either party, made to the Certification Council Coordinator, the other party is immediately notified. Both parties are provided (5) days after this notification date to present any additional documentation. In the event additional supporting documentation is provided by either party, the Certification Council Coordinator will share and exchange any and all unseen documentation to the opposing parties and provide a final (5) workday period for final information provision from both parties.

Immediately upon receiving this complete documentation from both parties the Certification Council Coordinator will provide this information to ALL (5) Certification Council Members. A formal meeting will be scheduled by the Certification Council Coordinator of all of the Certification Council Members, on a date not to exceed (15) days from the date of information provision by the Certification Council Coordinator to all of the Certification Council Members. A brief but thorough discussion of the issues will be moderated by the Certification Council Coordinator after which time a vote will be cast on whether or not to overturn a previous ruling. This vote to overturn a ruling would require a majority vote of all (5) of the Certification Council Members with the Certification Council Coordinator having NO voting rights in the appeal proceedings. The Certification Council Coordinator can however participate in the discussions leading up to the final vote.

Confidentiality Policy

The NFPT maintains a strict confidentiality policy. This policy provides that no information of a personal nature where compliance issues are concerned, shall be given expressly or in writing to any third party, not to include Certification staff, unless at the request of the affiliate.

The NFPT Personal Trainer Database, located at www.nfpt.com, will provide the NFPT's list of Certified Personal Trainers. However, this list does not include a physical address but instead only the city, state, and zip code for searching purposes. This is an optional listing, the NFPT will remove such listing upon the request of the NFPT affiliate.

The NFPT will not provide personal information in any situation via the telephone. Any individual looking for a Personal Trainer in a particular area will be directed to the online Personal Trainer Database.

Annual Updates and/or Sustaining of NFPT Policy & Procedure

Certification Policy & Procedural Review

On or about January 1st of each new year, the Coordinator of the Certification Council alerts all of the Certification Council members to the “review for edit” of this candidate handbook contingent primarily upon industry changes, business operational changes occurring in the previous year, organizational mission changes, etc. Certification Council Coordinator communicates with the “Staff” consisting of SMT Representatives as well as “subject matter experts” with inquiries concerning assessment review and periodic new item writing requirements as they relate to NFPT's independent Job Analysis performed approximately every 5 years in cooperation with the Certification “Staff”. The Certification Council Coordinator compiles extensive notes from these discussions. On or about the 15th of January, the Coordinator of the Certification Council chairs a meeting of the entire Certification Council for the purpose of discussing necessary Certification Council regulated policy changes. The discussion of compiled notes from the Coordinator's most recently conducted “Staff” meeting as they effect the operation of the Certification Council. The Certification Council Coordinator compiles extensive notes from this meeting.

Education Program Review & Updates

On or about January 1st of each new year, the Chairman of the Board of Education alerts the Research and Development Director to conduct a 2 week Industry investigation for the purpose of identifying Industry trends, as well as the introduction of new credible fitness studies, research, and new technologies, for the purpose of updating education programs. Moreover, research into the changing public sector need for education and instruction for the purpose of possible new education program development. On or about January 15th, the Director of Education will call a meeting of the Board of Education for discussions regarding the revision of existing programs and possible new program development. In addition, education delivery review and change may be discussed.

Annual Report to the Board of Directors

On or about January 30th, both the Director of the Board of Education and the Certification Council Coordinator hold a formal meeting with the NFPT President for the purpose of discussing their reports, conclusions and recommendations. Prior to this January meeting the NFPT President will have conducted his own administrative and operational policy study and review resulting in reports and recommendations. Within (5) days from this meeting, the NFPT President presents all of these reports and recommendations to the Board of Directors for review, consideration and project assignments and approvals. Once projects are assigned by the Board of Directors to the NFPT President, Director of the Board of Education, and to the Certification Council Coordinator, the autonomy of decision making and operations are of course observed and respected as required in the organizational Bylaws.

Monthly Updates in Industry News and Facts

E-Magazine

All Affiliates are responsible for providing the Headquarters Staff with a valid email address. The e-magazine presents topics for discussions, special offers, Industry news lead-ins, links to discussion board forums where supportive dialogue can be found, educational content lead-in linking to the web-based www.personaltrainertoday.com magazine is provided as well. On this magazine is an “Industry Update” and educational library keeping the members informed and abreast of latest information and any related new research.

Member Discussion Boards

All Affiliates are made aware of access to over 3,500 other fitness professionals for networking, discussion of industry news, ideas, business support, information exchange, etc. NFPT Headquarters Staff have the ability to instantly “post” fresh new research topics, industry information with the intention being to keep Affiliates abreast of the latest fitness and/or industry trends.

Semi-Annual Updates/Postcard Mailings

The NFPT will inform all certified affiliates through postcard mailings in the months of May and November as a reminder of continuing education requirements. This postcard will provide instructions on the process by which the affiliate goes to and completes the self-test. This postcard will also inform the affiliate of the option of alternate continuing education avenues.

Annual Report to NFPT Stakeholders

At the beginning of each new year, generally at the end of the first quarter, a memo is sent to all NFPT affiliates. This memo will be a reminder of assessment revisions, certification policy and procedure adjustments (if applicable), and will guide affiliates to the appropriate places to locate new Technical Reports and policy and procedure documents. This memo allows the affiliate to contact the NFPT to request any and all information in hard copy if online access is not available.

NFPT Administrative Operation

The NFPT’s hours of operation are 9am to 5pm

Months of March to October: Central Standard Time

Months of November to February: Eastern Standard Time

Holidays Observed:

New Years Eve/Day

Memorial Day

Labor Day

Thanksgiving

Christmas (5 days)

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