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CHAPTER 1

About NFPT

Introduction
National Federation of Professional Trainers (NFPT) has been certifying fitness trainers since 1988 and offers a foundational education and credential to those who seek personal fitness trainer employment.

This *NFPT Personal Trainer Certification Handbook* describes policy relating to certification exam development, eligibility, maintenance, and security procedures. All exam candidates should read and be familiar with the information in this handbook prior to applying for certification. NFPT certified trainers are required to adhere to the requirements in this handbook.

The NFPT Certified Personal Trainer (CPT) certification program is designed to qualify personal fitness trainers working with apparently healthy individuals or in small group settings. These trainers are individuals who demonstrate the understanding of fundamental exercise science principles for safe and effective fitness program design.

NFPT-CPT certificants are those who have successfully completed the required certification process which includes eligibility requirements and an assessment, in the form of written examination that verifies professional knowledge, skills and abilities that are required of a Certified Personal Trainer. NFPT certificants are bound by codes of conduct established by the Certification Council. The NFPT Certification Council has adopted the policies contained herein in order that it may further the credibility of the certification program and enhance the viability of the NFPT certificant in the fitness training industry and marketplace.

NFPT also offers several continuing education programs. Please see [www.nfpt.com/continuing-education](http://www.nfpt.com/continuing-education) for more information.

Mission Statement
It is the NFPT’s mission 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 our intention to provide fitness trainers with the educational tools and health and fitness resources needed to develop and enhance performance skills for the safe and effective training of clients.

As an agency that offers a professional certification program, we will continue to establish quality standards for fitness professionals and encourage ongoing professional development through recertification requirements.
NFPT offers both education and certification for fitness professionals. NFPT educational programs are optional and are not a requirement to take the certification exam.

NFPT’s educational offerings are developed by the NFPT Board of Education. More information on NFPT’s optional training is available at www.nfpt.com/certification.

The NFPT-CPT certification program is developed by the NFPT Certification Council. The Certification Council operates independently from the NFPT Board of Education.

About NFPT-CPT Certification
NFPT-CPT Certification is bound by the mission of its Certification Council to provide an industry recognized credential that assures at least minimal competency to all who employ NFPT Certified Personal Trainers. NFPT Certification will continue to act in furthering its purpose to certify fitness trainers in a manner that strives to assure safety, competency, and professionalism.

The NFPT Certification Council acts independently of the NFPT Board of Education in that it specifically establishes assessment setting protocols and standards for certification and examination eligibility, development, administration, security, reporting, and maintenance. NFPT Bylaws prevent the undue influence of decision making between NFPT Certification and NFPT Education to ensure the integrity and independent functionality of these two departments.

The NFPT Certification Council is responsible for:

- Establishing policy for the CPT certification program.
- Developing the exam and testing procedures for the CPT certification program.
- Establishing standards for initial certification and recertification of fitness trainers including establishing eligibility standards; policies for the development, administration, and scoring of the examination; compliance standards; and recertification requirements.
- Operating independently of all NFPT education programs.

What is Certification?
Certification is a voluntary process used to formally recognize specialized knowledge, skills, and experience. Certification establishes minimum standards of competency and offers recognition to those who have met those standards.
CHAPTER 2

Certification at a Glance
Before you begin the certification process, be sure to:

1. **Read** the entire Certification Handbook. This handbook contains essential information you need to successfully navigate the application and certification process.
2. **Check** the eligibility requirements. You must meet all of the pre-requisite requirements **before** applying for certification.
3. **Submit** your application.
4. **Prepare** for the exam. The content outline in this handbook can be used to inform your study plans.
5. **Schedule** your exam.

Applying for Certification

**Eligibility**
All applicants must meet the following pre-requisites **before** applying to take the certification exam:

1. Applicant must be at least 18 years old
2. Applicant must have high school education or equivalent
3. Applicant must have 2+ years of practical experience in fitness and/or sports/athletic training
4. Applicant must agree to adhere to the NFPT Codes of Conduct

NFPT strongly recommends that all personal trainers, certified by any organization, acquire CPR Certification. Though it is not a requirement of NFPT Certification to provide verification of this, CPR Certification will be a requirement of personal trainer clients, personal trainer employers, and/or personal trainer liability insurance agency. NFPT recommends CPR Certification and liability insurance be obtained within the first 3 months of Personal Trainer Certification. For information about liability insurance, visit CPH & Associates at [http://www.wellfitins.com/lp5/](http://www.wellfitins.com/lp5/).

NFPT does not award certification to any individual who does not meet the eligibility requirements and does not successfully pass the exam.

*The Certification Council reserves the right to ask applicants to furnish such information and/or make such inquiries as may be deemed appropriate to identify the applicant’s compliance with the eligibility requirements. Failure to provide any required information may result in eligibility denial.*
Nondiscrimination
NFPT does not discriminate based on race, creed, gender, national origin, color, age, religion, or ancestry.

Eligibility Denial
NFPT reserves the right to deny an application based on unconfirmed or insufficient documentation of any certification program eligibility requirements. If your application is denied you may file an appeal. An appeal may be requested in accordance with Non-Disciplinary Appeals Policy included in this handbook.

Certification Fees
NFPT offers several options for individuals seeking NFPT certification and/or optional NFPT education. NFPT educational resources are available for purchase separately or as part of the packages listed below, but are not required.

<table>
<thead>
<tr>
<th>Package</th>
<th>What You Get</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT Exam Only</td>
<td>CPT Exam Voucher</td>
<td>$199</td>
</tr>
<tr>
<td>Standard</td>
<td>CPT Exam Voucher, NFPT Personal Trainer Manual (PDF), Study Guide (PDF), Online Learning Portal</td>
<td>$299</td>
</tr>
</tbody>
</table>

Discount Opportunities
Personal trainers who are employed by a health club/wellness facility at the time of application may be eligible for a discount. Staff members are required to provide employment verification at the time of application.

Discounts are also available for military personnel (active or veteran), as well as police, fire and other civil servants.

Please visit [https://www.nfpt.com/certification-military](https://www.nfpt.com/certification-military) or [https://www.nfpt.com/certification-staff](https://www.nfpt.com/certification-staff) for more information.

Resources for ALL Certification Applicants
All certification applicants will receive access to NFPT’s “My Services” account which provides the following electronic documents and resources. Access will be given once your certification application has been processed and accepted.
- Instructions for accessing all NFPT testing site locations. The online registration portal is available for making an immediate CPT exam appointment.
• Trainer Pulse e-subscription
• Forum for communicating with thousands of Personal Trainers which promotes exchange of knowledge, ideas, and networking opportunities
• Monthly industry updates and facts, related to the health and fitness industry
• Personal Trainer Database Listing *upon successfully earning certification, may opt out
• Extended certified personal trainer discounts and resources
• Free 6 month IDEA Health & Fitness eMembership

NFPT Optional Education Resources

NFPT Personal Trainer Manual: Researched and developed by NFPT’s Board of Education with daily fitness trainer activities in mind. This material offers a comprehensive and fundamental education, essential to the knowledge, skills, and abilities of the successful Personal Trainer. It is not necessary to obtain NFPT Education Material to successfully complete the NFPT examination for the NFPT – CPT credential.

NFPT Study Guide: This guide breaks up the entire NFPT Personal Trainer Manual chapter by chapter with a summary of practice questions for each chapter.

Practice Tests: A practice test is available for applicants. Practice test items are developed by NFPT Subject Matter Experts using the same item development procedures as the NFPT CPT exam. No practice test questions are ever used on the CPT exam. The purpose of the practice exam is to allow applicants to experience the format of test questions and is not intended to provide diagnostic information.

For more information about NFPT’s optional educational resources please visit www.nfpt.com/certification.

How to Apply

Before you can take the exam you must:
1. Meet all of the eligibility requirements
2. Submit an application and examination fee
3. Receive confirmation that your application has been accepted
4. Schedule an exam session

Once you meet all of the eligibility requirements, visit the NFPT website at www.nfpt.com or contact us by phone at 800-729-6378 to apply for certification.

The NFPT certification application may also be printed and mailed to NFPT Headquarters, PO Box 4579, Lafayette, IN 47901. Application payment is accepted in the form of credit/debit card, personal or electronic check, and money order at the time the application is submitted. Applications without payment will not be processed.
You will receive email confirmation of your application within 24-28 hours of receipt of a completed application by NFPT. Written notification will also arrive by mail within about a week. If you have purchased optional printed study materials at the time of application an additional shipping and handling fee will apply and processing time will be extended by several days. Information on shipping fees and options are available online when you register or by contacting NFPT.

**Application Expiration**
All NFPT eligible applications, regardless of options, will expire due to inactivity. NFPT provides for a one year expiration following initial date of application. Upon expiration of the application, a one time opportunity is provided to extend this application expiration date by 60 days at a fee of $50. After more than 60 days past the original application expiration date, before contact with NFPT is made for an application extension, NFPT will provide a 20% discount off of any enrollment type only if contact is made prior to two years past the original application date.

**Refund Policy**
The NFPT has adopted a scheduled refund policy that allows a full refund minus a $50 processing fee within the first two weeks of the original application. This refund amount decreases by 25% with every two week period with no refund provided at the end of 8 weeks.
CHAPTER 3

Preparing for the Exam
NFPT offers four assessments. The NFPT–CPT is a professional assessment-based certification program that is developed based on a role delineation study and research of industry practice. NFPT also offers specialty course exams that provide continuing education opportunities. The information in this handbook applies only to the NFPT-CPT certification program. For information on the specialty course exams please visit www.nfpt.com.

Strategies for Taking Multiple Choice Exams
- Read each question carefully before choosing the single best response.
- Pace yourself; sometimes it helps to answer the easiest questions first.
- If you are not sure about an answer, make an educated guess. Your score is based on the total number of correct answers.
- Responses are in random order. Looking for patterns won’t help you.
- For paper exams: Be sure to mark your answers neatly, clearly, and in the correct space. Erase any stray pencil marks.
- For computer based exams: It is easy to see any questions you may have skipped and return to them.

Exam Description
The NFPT-CPT exam is comprised of 120 multiple choice questions. 100 of these questions are scored and 20 questions are un-scored pre-test items that will not impact your exam result. Pre-test items are used to collect statistical information which will determine the item’s validity and possible inclusion in a future NFPT examination. You will not know during the exam which questions will be scored and which will not. This examination is closed-book, proctored, and must be taken within a time limit of 2 hours (unless special accommodations are arranged in advance).

The successful completion of the NFPT exam requires 750 points out of a total possible 1000 points. The NFPT examination consists of 9 categories which are weighted based on the results of the NFPT role delineation study.

The exam includes questions from all of the following content domains. The percentages indicate amount of exam questions from each content area.
<table>
<thead>
<tr>
<th>Content Domain</th>
<th>% of Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Apply the basic principles of human anatomy</td>
<td>10%</td>
</tr>
<tr>
<td>2. Apply the basic principles of human physiology</td>
<td>15%</td>
</tr>
<tr>
<td>3. Apply the basic principles of exercise physiology</td>
<td>20%</td>
</tr>
<tr>
<td>4. Assess client and implement an exercise program</td>
<td>25%</td>
</tr>
<tr>
<td>5. Understand the characteristics of wellness</td>
<td>10%</td>
</tr>
<tr>
<td>6. Client programming and motivational aspects</td>
<td>5%</td>
</tr>
<tr>
<td>7. Communication skills</td>
<td>5%</td>
</tr>
<tr>
<td>8. Professional and legal practices</td>
<td>5%</td>
</tr>
<tr>
<td>9. Injury management and emergency medical plan</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**Studying for the Exam**

Candidates should prepare for the exam. Careful study should include review of the content domains and the content outline below. The NFPT Certification Council does not endorse any training programs and is not responsible for any misinformation provided in any educational program. Courses offered by NFPT are optional.

NFPT-CPT test candidates must be familiar with the following content outline for successful CPT exam completion. The following exam content outline provides detailed subject matter and knowledge expectations for each of the content domains listed. We recommend that you review the list carefully and focus your studying accordingly.

1. **Apply the basic principles of Human Anatomy**
   
   **A. Identify the structure and types of muscle cell fibers**
   1) Skeletal
   2) Cardiac
   3) Smooth

   **B. Identify the components of the following systems**
   1) Nervous system
   2) Respiratory system
   3) Cardiovascular system
   4) Endocrine system
   5) Digestive system
   6) Skeletal system
   7) Muscular system

   **C. Identify types of joints**

2. **Apply the basic principles of Human Physiology**
   
   **A. Understand the functions of muscle cell fibers**
   1) Red fast twitch
   2) Red slow twitch
3) White fast twitch

B. Understand the functions of the following systems and how they interact
   1) Nervous system
   2) Respiratory system
   3) Cardiovascular system
   4) Endocrine system
   5) Digestive system
   6) Skeletal system
   7) Muscular system

C. Understand musculoskeletal biomechanics
   1) Planes of motion
   2) Anatomical positioning

D. Identify movements associated with joints
   1) Agonist
   2) Antagonist

E. Understand types of muscle contractions
   1) Concentric
   2) Eccentric
   3) Isometric

F. Understand digestion and metabolism of nutrients
   1) Macronutrients
      a. Carbohydrates
      b. Fats
      c. Proteins
      d. Water
   2) Micronutrients
      a. Vitamins
      b. Minerals
      c. Electrolytes

G. Understand energy systems
   1) Aerobic
   2) Metabolic oxidation
   3) Anaerobic

H. Understand cellular energy production
   1) Mitochondrial function
   2) Adenosine Tri-Phosphate (ATP)
   3) Lactic acid

I. Identify factors impacting metabolic rate
   1) Exogenous (External factors)
   2) Endogenous (Internal factors)

3. Apply the basic principles of Exercise Physiology
A. Apply training principles to the following activities
1) Muscular endurance  
2) Strength  
3) Flexibility  
4) Core stability  
5) Cardiorespiratory endurance  
6) Recovery  

B. Understand gender and age differences in training  
C. Understand training adaptations  
   1) Anaerobic (e.g., strength and power)  
   2) Aerobic (e.g., endurance and fatigue)  
   3) Sport specific (e.g., balance, speed, and functional)  
D. Apply fitness assessment techniques for the following fitness components  
   1) Muscular endurance  
   2) Strength  
   3) Flexibility  
   4) Body composition  
   5) Cardiovascular endurance  
E. Take heart rate and blood pressure measurements  
F. Understand caloric intake and expenditure/energy balance  
G. Understand the energy continuum in response to exercise intensity  
H. Educate clients on proper hydration and fluid replacement techniques  

4. Assess client and implement an exercise program  
A. Collect data using appropriate assessments  
B. Review data  
   1) Qualify client as an apparently healthy individual  
   2) Identify major risk factors  
C. Synthesize data to assist with developing routines  
D. Define training methods  
   1) Anaerobic (e.g., repetition ranges, recovery, and intensity)  
   2) Aerobic (e.g., duration, frequency, and intensity)  
E. Identify a realistic goal for the client  
F. Recognize physical limitations  
   1) Determine special exercise conditions  
   2) Identify contraindications to exercise  
G. Develop exercise plan  
H. Implement program  
I. Re-evaluate the client, program, and goals  

5. Understand the characteristics of wellness  
A. Define wellness – Absence of Illness and Disease  
B. Identify healthy lifestyle habits
C. Identify factors impacting lifestyle
D. Understand holistic health (e.g., mind, body, and spirit)
E. Educate client to be a knowledgeable consumer
F. Utilize health education resources
G. Educate client on consequences of negative choices
H. Understand health benefits of exercise and physical activity
I. Understand principles of weight management
   1) Exercise
   2) Nutrition
J. Understand the basics of the food pyramid
K. Educate client regarding sources of stress
   1) Physical
   2) Emotional
   3) Environmental

6. Client programming and motivational aspects
A. Understand human behavior and lifestyles in populations
B. Understand health prevention options
C. Understand steps in planning lifestyle change
D. Understand points and principles of goal setting
E. Evaluate progress
F. Understand intervention strategies
G. Implement motivational strategies
H. Emphasize exercise adherence
I. Optimize workout routine efficiency
J. Reinforce client self-responsibility

7. Communication skills
A. Understand the nature of communication
B. Use listening/attention skills
C. Use motivational verbal and nonverbal communication
D. Apply problem solving skills
E. Resolve conflicts professionally
F. Use industry-standard terminology
G. Interpret client body language

8. Professional and legal practices
A. Practice in an ethical manner
B. Participate in continuing education
C. Recognize professional limitations
D. Practice within legal limits
E. Collect required documentation (e.g., hold harmless/liability waiver and physician waivers)
F. Maintain client confidentiality/privacy
G. Practice within professional scope/boundaries
H. Maintain liability insurance

9. Injury management and emergency medical plan
   A. Understand injury prevention concepts
   B. Implement Protection, Rest, Ice, Compression, and Elevation (PRICE)
   C. Prepare for emergency medical response

How the Exam was Developed
The examination has been developed and is regularly updated under a carefully developed and
strictly executed process. This process is conducted under the approval and oversight of the
Certification Council.

The NFPT’s Board of Education provides optional, independently researched education that is
exclusively offered through NFPT. NFPT Education is offered to NFPT certification exam
candidates as one possible resource for training, but is not a requirement of successful
certification credentialing.

NFPT recommends a number of sources for obtaining successful skill sets and acquiring
foundational knowledge, but recognizes that no one book or resource will assure appropriate
skill sets of the personal training profession.

Development of the CPT Exam
The NFPT-CPT exam is developed using an established exam development process guided by
nationally accepted best practices for certification programs. NFPT’s exam development
process is facilitated by the psychometric staff of Schroeder Measurement Technologies, SMT.
For detailed information regarding SMT business and test development practices, visit
www.smttest.com. The NFPT-CPT examination has been developed in accordance with the
following process:

1. Job Analysis/Role Delineation: In June 2004, National Federation of Professional Trainers set
   out to conduct a scientific research study to define the role of the Certified Personal Trainer
   (CPT). The mechanism for this study is a Job Analysis survey. The results of the study provide
   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 the survey describing the important tasks and knowledge elements required for
   competent entry-level CPT practice. This Job Analysis was again conducted in June 2009 with
   new exam content domains added as a result.

NFPT appoints an Advisory Committee (AC) to provide content expertise for the development
of the job analysis and the exam. The AC is made up of no less than 6 qualified Subject Matter
Experts (SMEs) comprised of Certified Personal Trainers and health professionals who represent a diverse array of practice settings, experience levels, geographic locations, education levels, and fitness backgrounds. During the first phase of this study, the Job Analysis survey development stage, SMT and NFPT review job appraisals, learning objectives, and assessment domains of the CPT. The goal of this is to develop a comprehensive and exhaustive practice and knowledge list of elements that describe the role of the CPT.

The Job Analysis process is repeated every five years to ensure that the CPT exam continues to accurately reflect the current practice of personal fitness trainers.

2. Validation of Job Analysis: SMT presents the Job Analysis elements list to the NFPT Advisory Committee for review and approval and adopts a rating scale providing a mechanism for measuring each element’s importance and frequency of practice. The AC also approves a demographic questionnaire to gather confidential data describing the survey respondents. The demographic data collected is used to ensure that the survey responses represent a diverse group of personal trainers that are representative of the field as a whole. SMT converts the elements list and demographic questionnaire into a survey instrument, the Job Analysis Survey, and administers this survey to a large national sample of participants/personal trainers who serve the health and fitness industry.

3. Item Writing: NFPT SMEs develop multiple choice exam questions, also referred to as exam “items,” that correspond to exam specifications (or content domains), derived from the Job Analysis survey results, and are referenced to acceptable educational resources. Each item is then validated by SMEs who were not involved in writing the question providing two layers of review.

4. Construction of the Exam: NFPT exam items are selected and approved by the NFPT AC. SMT reviews, edits, and assembles the final examination for delivery via paper and pencil and computer based testing networks. The final exam consists of 100 graded test items and 20 nongraded pre-test items. Pre-test items are used to collect statistical information which will determine the item’s validity and possible inclusion in a future NFPT examination.

5. Selecting a Passing Point: The passing score is determined based on the overall degree of test difficulty. NFPT SMEs rate each exam item based on an estimate of minimal competency of the Certified Personal Trainer. A passing point is determined for each version, or form, of the exam to adjust for any variations in difficulty between test forms and to ensure fairness for all candidates. This process helps ensure that all candidates are required to demonstrate the same level of knowledge regardless of which version of the exam they may take.

6. Exam/Item Monitoring: After the exam is administered, SMT prepares a NFPT Technical Test Report which provides statistical and diagnostic data for the final approved test form. Each exam item is monitored to validate effectiveness through the life of the item. Items may be replaced, revised, or retired based on item abnormalities or prolonged exposure.
7. Ongoing Examination Development: The NFPT examination is reviewed annually, or after about 1,000 test candidates have taken the exam using statistical item and test data which may indicate the need for revision based on both graded test items and non-graded pre-test items.

SMT facilitates the development of new NFPT test items, following appropriate protocol for examination development. Approximately 2 new forms, or versions, of the exam are developed and released each year from items which have been developed and approved based on the approved exam specifications. The passing point for each version of the exam is determined based on the difficulty of the items so that all versions of the exam are equivalent.

Every 5 years, a new NFPT Job Analysis is conducted and new NFPT test forms are derived from current professionally recognized knowledge, skill, and ability competency levels.

Taking the Exam

Exam Locations
NFPT has approximately 350 testing sites across the United States and abroad; including more than 300 computer based testing (CBT) locations and over 50 paper and pencil testing sites. Candidates are required to take the CPT exam at computer based testing site unless the nearest site is more than 50 miles away or if special accommodations are required that cannot be provided at the computer based testing site. (In most instances accommodations will be provided at the computer based testing site.) Regardless of testing location all candidates will be required to meet the same test-day rules and regulations.

Exam Day Requirements
All candidates must adhere to the following requirements on exam day. Candidates are advised to review these requirements carefully and to leave any unnecessary items at home. NFPT may require a test candidate to reschedule, re-take or may otherwise revoke future exam eligibility if incidents occur or observations are made which do not adhere to the following test candidate responsibilities or in any case where cheating is suspected or observed. NFPT reserves the right to cancel test scores based on actions that prohibit any test candidate’s rights to consistent and effective NFPT exam administration.

Arrive on day and time of test appointment. Arriving on time means arriving at least 15 minutes prior to your scheduled test appointment.
- Provide an acceptable photo ID and test eligibility confirmation letter to proctor. A valid photo ID must be government-issued, contain a photo and candidate’s signature, and cannot be expired. Examples include a current driver’s license, passport, state-issued identification card, or military identification card.
- Use #2 pencil for filling in bubbles on answer sheet (paper and pencil only)
- Fill in all bubbles on answer sheet for identifying yourself and your test form (paper and pencil only)
• No personal items or printed material, i.e. handbags, PDAs, cell phones, books, notes, dictionaries, etc., are allowed in the exam room.
• Test candidate must be seated at least 4 feet away from all other test candidates
• No assisting others through the impersonation of another test candidate, sharing information of any kind, giving or receiving advice or other help will be permitted.
• No disturbing or distracting others in any way during the exam process

NFPT enforces strict security procedures at all testing sites to ensure the secure, fair, and consistent administration of the exam.

**Computer Based Testing Sites**
Computer based tests (CBT) are administered at more than 350 locations via a network hosted by ISO Quality Testing (IQT), a division of Schroeder Measurement Technologies (SMT) NFPT’s test development and management partner.

NFPT-CPT test candidates are provided login information for a “My Services” account once their exam application has been accepted. “My Services” online portal allows the test candidate to view and locate a nearby CBT location. From this portal, NFPT test candidates are able to schedule the CBT appointment, which should be done at least 2 weeks in advance to assure test date options which may better accommodate the test candidate’s schedule.

For verification purposes, test candidates are required to bring a valid, government issued picture ID and confirmation letter on the day of testing appointment.

**Paper & Pencil Testing Sites**
Paper and pencil examination administrations must be pre-approved by NFPT and are only available in limited circumstances, including situations in which the candidate is more than 50 miles from the nearest CBT test site.

Paper and Pencil examinations are administered by approved, qualified NFPT proctors who are appropriately credentialed and appointed to securely deliver the NFPT–CPT and specialty exams. Paper and pencil proctors must provide NFPT with all documentation as listed at [www.nfpt.com/proctors](http://www.nfpt.com/proctors) at least 15 business days prior to the test candidate’s exam appointment. Appointments with paper and pencil proctors must be made at the mutual convenience of the test candidate and proctor. A $20 proctoring fee is recommended as an honorarium for the administrator of the paper and pencil exam.

**International Testing Sites**
NFPT examinations are delivered worldwide with a growing network that expands outside the United States and North America. International exams are administered via the paper and pencil method for those who do not live in an area where computer based testing locations exists. Policies for international paper and pencil test administration are identical to policies for paper and pencil testing inside the United States.
Special Accommodations
NFPT is committed to equal access for all certification candidates and complies with the Americans with Disabilities Act. Reasonable examination accommodations will be made at no extra charge to individuals with documented disabilities. Documentation from a qualified professional must be submitted by candidates and must include a written list of the requested exam accommodations.

Requests for special accommodations must be made to NFPT Certification, in writing and with supporting documents, at least 30 days prior to testing. Examples of special accommodations may include test candidates who have limited English language capacity or candidates who have a sensory or physical impairment. The Americans with Disabilities Act (ADA) provides for stipulations that require the test candidate to first submit documentation of the disability as diagnosed by a qualified professional.

Requests for any such special accommodation must be made in writing, with proper supporting evidence, and specific description of the accommodation being requested. NFPT reserves the right to accept or deny the accommodation request based on reasonable expectations of the test candidate.

Rescheduling an Exam
Exam rescheduling due to personal scheduling conflicts may only occur if the test candidate is still within the one year eligibility time restriction (see Application Expiration). The test candidate must contact NFPT or IQT by email or phone within 5 days of exam appointment to avoid penalty. Notice of less than 5 days will result in a non-refundable/non-transferable $69 fee.

Cheating
NFPT takes implications and suspicions of cheating very seriously. If NFPT, SMT, IQT or any examination proctor or witness has informed or provided evidence of cheating, NFPT will research and act on this allegation immediately. If NFPT or an affiliated proctor and/or colleague observes any form of dishonest test taking, the test candidate will be notified and given the opportunity to dispute such claims, but must do so within the requirements of the NFPT Certification Council Disciplinary and Complaints policy. If SMT/IQT provides NFPT with an incident report that describes identical response string data in detail as it relates to another test candidate who tested with the candidate in question, NFPT will notify all test candidates involved and reserves the right to immediately cancel scores and disqualify test candidates from future program eligibility. Allegations of cheating and any subsequent disciplinary actions will be investigated and decided in compliance with the NFPT Certification Council Disciplinary and Complaints policy. The full policy is available on the NFPT web site at http://www.nfpt.com/docs or by contacting NFPT.
Serious Incidents
NFPT may require a test candidate to reschedule, re-take or may otherwise revoke future exam eligibility if incidents occur or observations are made which do not adhere to the test candidate responsibilities. NFPT reserves the right to cancel test scores based on actions that prohibit any test candidate’s rights to consistent and effective NFPT exam administration. If cancellation of test scores occurs as the direct or indirect result of the test candidate, NFPT will provide no refund and will require administrative re-test fees if re-testing is permitted. If an exam re-take is necessary as the result of the actions of another test candidate, NFPT will waive administrative re-test fees only if the incident is documented and reported to NFPT within 48 hours of exam administration.

After the Exam

Test Results
Test results are delivered to candidates testing at CBT sites immediately after the exam session. Paper and pencil candidates will receive their results approximately 2-3 weeks after their exam session.

Candidates that receive a passing score will also receive an NFPT Certificate and membership ID card along with the score report letter.

Information about candidates and their examination results is not released to any third party without consent of the candidates. Even with written consent, candidate test scores are not released by telephone or via email. For more information on NFPTs confidentiality policy see the NFPT Certification Council Policies section in this handbook.

Candidates that do not pass the exam will receive a detailed score report that includes information on the candidates performance on the exam in each of the content domains. Candidates are encouraged to use this feedback to guide their studies.

Delays in test results may occasionally occur due to:

- NFPT Certification fee 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
- A test discrepancy exists

Understanding Your Score
The established passing score for the exam reflects the minimum amount of knowledge a committee of subject matter experts have determined to be appropriate for certification. This review and determination was made by a committee of CPT experts under the guidance of SMT testing experts and under the oversight of the NFPT Certification Council. Each candidate is evaluated against the established passing point. In other words, a candidate’s ability to pass the
The exam depends on the amount of knowledge he/she displays and not on the performance of any other individuals taking the exam. Exams are not graded “on a curve.” The exam is not intended to distinguish among scores above the passing point.

Re-Testing
NFPT allows for any test candidate who has failed the examination the option to re-test, with exception of those who are found to have cheated or in any way have dishonestly taken the NFPT Certification or Specialty examinations.

The NFPT-CPT examination can be taken three times within the candidate’s one year eligibility period. A $119 re-test fee is required for exam re-eligibility. Failure to successfully pass any NFPT examination upon the third attempt will require the candidate to re-apply to the NFPT program after a required one year has passed from the last examination attempt.

Rescoring or Score Cancellation Requests
NFPT will allow a test candidate to either cancel a test score or request a rescoring of the exam. Cancellation requests must be submitted to NFPT (info@nfpt.com) within 5 days of exam date. No refund will be granted as the result of a test cancellation request.

Rescoring requests must be made within 4 weeks of receipt of exam scores. A rescoring fee of $49 is payable to NFPT upon this request. Rescoring will be done by hand with an approximate 2 week turn around period.

Exam Appeals
Test candidates that fail the exam may appeal their exam score if they believe their exam was negatively impacted by improper test administration in violation of NFPT policies, significant environmental conditions, or other significantly disruptive conditions. The test candidate should inform the proctor immediately as the incident occurs so that the proctor may identify the issue, take corrective measures, and inform NFPT of the incident. It is not a requirement that the proctor be informed; however it is in the benefit of the appeal that this be documented immediately.

Appeals procedures are included in the Non-Disciplinary Appeals section in this handbook.
CHAPTER 4

NFPT Codes of Conduct
NFPT certified fitness trainers and candidates for certification are required to adhere to professional ethics and safety standards when working with clients and/or other health and fitness enthusiasts.

NFPT exam candidates and certificants agree to uphold these ethics and safety compliance standards. NFPT may revoke or take other action against certificate holders in violation of these standards in accordance with the Certification Council’s disciplinary and complaints policy. NFPT Certification Council will ensure that information pertaining to these codes of conduct and administrative procedures, as they pertain to complaint processes for reporting violations of these codes, will be published and available from appropriate NFPT website locations to consumers, certificant employers and fitness consumers.

CPT certificants and candidates agree to:

- Provide safe and effective fitness program design through appropriate screening, consultation, and evaluation of the apparently healthy client’s physical fitness goals and limitations
- Uphold professional courtesy and consistency by implementing standards for client confidentiality, client to trainer relationships, and allied health professional references
- Maintain clear business standards and an understanding of limitations and responsibilities as they pertain to best business practices, client and public safety, and legal and professional liabilities
- Comply fully with all certification renewal requirements and continuing education requirements for trainer maintenance and advancement
- Represent the certification credential, organization, and industry in a way which furthers health and fitness efforts and initiatives
- Complete all documents, applications, or declarations made to NFPT truthfully
- Protect the confidentiality of NFPT certification material including, but not limited to, certification exam material, exam questions, and score reporting documentation
- Follow NFPT policy for the appropriate use of the CPT certificate, certification mark or other logos
• Never knowingly provide trainer services to individuals who are at risk and/or not apparently healthy, or without proper medical release and/or without the performance of proper screening and evaluation procedures

• Refrain from the performance of unethical and/or negligent activities to include lewd and immoral conduct, inappropriate sexual advances or abuses, misuse of trainer/client confidence, reckless exercise instruction, unprofessional behavior which mentally or physically harms the client or general public

• Refrain from any substance that may cause mental or physical impairment that impedes trainer’s ability to safely and effectively evaluate, implement, and perform an appropriate fitness training program

• Refrain from any liable, slanderous, or damaging remarks or literature that discredits the personal trainer profession and/or certification organizations who appropriately certify the personal fitness training professional

In addition, candidates and certificants must report any conviction of a felony. Reports of felonies will be investigated under the disciplinary and complaints policy.

NFPT will investigate any evidence which is brought before NFPT that provides confirmation of potential or actual harm to public safety and/or the mental or physical well-being of another person.

Offenses which occur, or are brought to NFPT’s attention, at any point before or after application eligibility or certification award which are grounds for ineligibility will include, but are not limited to, all sexually based crimes and/or the intent or actual use of a weapon to cause or threaten harm to another person. Offenses which occur after application eligibility or certification award which are grounds for ineligibility are the involvement in the illegal use, sale, or distribution of anabolic or controlled substances.

Investigation and disciplinary action will occur in compliance with the Certification Council’s Discipline and Complaints policy.

**Complaints & Disciplinary Action**

The NFPT Certification Council will review and take appropriate action on all such complaints and/or potential codes of conduct breaches of that of its certified personal fitness trainers and test candidates. NFPT Certification will serve to protect the interests of fitness training consumers who receive service from NFPT certified trainers. NFPT test candidates and certified trainers are expected to be representative of NFPT professional and ethical standards as expressed directly in NFPT Codes of Conduct.
All complaints must be submitted in writing via the NFPT Complaint Form that is published on the NFPT web site at www.nfpt.com/contact-us. The Complaint Form may also be provided in PDF or mailed in hardcopy by request. NFPT Certification Council will maintain full confidentiality of all personal and contact information of complainant (including first and last name, address, phone number/s/, email, employer information.) Anonymous complaints are accepted, however these are more difficult to substantiate and may not allow Certification Council investigations to proceed effectively and conclusively. Complaint Forms are sent to NFPT Certification Coordinator for verification of complete and accurate information, additional information may be required. NFPT Certification will notify the complainant within 5 business days of receipt of Complaint Form to inform complainant of acceptance, rejection, or a request for more information regarding complaint. This notification will include a complete copy of the Discipline and Complaints policy.

The full Discipline and Complaints policy may be requested by contacting the NFPT office. The policy is also available online at www.nfpt.com/docs.

**Appeals**

Within thirty (30) days from receipt of notice of a determination by the NFPT Certification Council that a candidate/certificant has been found in violation and disciplinary action will be taken, the affected candidate/certificant may submit to the NFPT Certification Council in writing a request for an appeal. Complete appeals procedures are included in the Discipline and Complaints policy.
CHAPTER 5

Maintaining NFPT-CPT Certification

Purpose of NFPT-CPT Recertification
Individuals who have earned the CPT certification are required to recertify annually through a renewal process that requires the continual professional development through ongoing continuing education activities. The renewal requirements are designed to ensure that all CPTs participate regularly in professional development activities to remain current in the health and fitness field and keep pace with a changing fitness industry.

In order to provide a continuing education program that supports these goals all continuing education credits are required to have relevant subject matter as defined by the exam content outline, be presented by a qualified instructor or developer, and require an acceptable amount of participation and/or completion time. The NFPT Certification Council requires annual recertification in order to verify continual involvement in professional development and learning by all CPT certified fitness trainers.

By establishing an annual renewal time interval, the Council ensures that all CPTs:
- participate in professional development activities at least every 12 months,
- that by doing so they remain current in regard to developments in health, training, and recent advancements as they relate to fitness training,
- demonstrate an ongoing personal commitment to their own professional development and the health and safety of their clients, and
- are provided a consistent and conventional time interval for recertification activities.

The Certification Council has established the annual renewal time interval to achieve the goals listed above based on the constantly evolving nature of the fitness industry.

Recertification Requirements
All NFPT-CPT certificants are required to renew their certification annually. NFPT Certification requires each certificant to obtain two (2) Continuing Education Credits (CECs) per each certification year, starting one year after the initial certification date. No roll-over or advanced credits will apply; all credit awards must be obtained within the respective year for credit requirement.

Notification of certification expiration will be provided by email and/or mail approximately 60 days before certification expires with instructions for renewing through the following year. An annual renewal fee includes the maintenance and continued availability of NFPT certificant benefits and services as well as an updated Personal Trainer Certificate and Membership ID Card.
The annual renewal fee is $85. The NFPT renewal fee covers a 12 month period of time, starting from the original date of certification and expiring one year from this date (for better handling of these expiration dates, NFPT chooses to use the first of every month, therefore the expiration date that is printed on each certificate will be adjusted to reflect the 1st of the closest subsequent month.)

The NFPT expiration month and day will not change regardless of payment date as the certification expiration date corresponds with the original expiration date and not payment date.

**Continuing Education Requirements**

No Continuing Education Credits (CECs) are required within the first year of certification. NFPT CEC requirements take effect after the first year renewal fee has been paid; renewal eligibility in year two is contingent upon continuing education maintenance in certification year two.

The NFPT certificate will include an expiration date which indicates the start date for continuing education maintenance. The certification is renewed on an annual basis. Notification of recertification requirements will be delivered by email to all expiring certificants at least 60 days in advance of credit and renewal requirement. Certificants may renew their certification immediately upon receipt and/or confirmation of two (2) continuing education credits obtained.

Continuing Education Credits (CECs) may be obtained by one of the following:

<table>
<thead>
<tr>
<th>Continuing Education Credits (CECs)</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NFPT self-tests (.50 CECs):</strong></td>
<td>Posted each June and December, based on continuing education articles published via NFPT’s continuing education section of the NFPT Blog. <em>(completion time is approximately 3+ hours)</em></td>
</tr>
<tr>
<td><strong>NFPT Specialty or CEC program offering (.5 – 1.5 CECs):</strong></td>
<td>NFPT’s continuing education course catalog provides specialty credentials and continuing education programs that meet qualifications for CEC maintenance.</td>
</tr>
<tr>
<td><strong>NFPT CEC Approved Provider program title (.5 – 1.5 CECs):</strong></td>
<td>Specialty credentials and continuing education programs available through qualifying organizations/instructors that have met NFPT CEC qualifications for approval.</td>
</tr>
<tr>
<td><strong>Special Events/Educational Sessions (.25 – 1 CECs):</strong></td>
<td>One-time sessions or special events that have been pre-qualified and approved for NFPT credit award.</td>
</tr>
</tbody>
</table>
CPR/AED verification (.25 CECs): Certificant may submit current CPR/AED certificate verification to receive this credit award.

Non-approved programs/events Petition (.25 – 1 CECs potential): Programs/events that have not been pre-approved may be considered for NFPT credit award by means of certificant petition.

No one method for obtaining Continuing Education Credits is required. NFPT certificants are reminded at least 4 times per year, using various forms of media (i.e. monthly continuing education eSubscription from NFPT’s Continuing Education publication containing newly approved Continuing Education provider information, NFPT direct email notices to all certificants which promote continuing education, at least annually). These reminders are intended to reinforce the need for continuing education and necessary credits for recertification eligibility.

Credits/petition for credit award review may be submitted via the NFPT certificants’ online My Service account, or by fax, email, or hardcopy mailing. NFPT petitions for credit award may be requested in hardcopy. No rollover credit or advance credit will be awarded.

All certificant petitions for credit award approval will be based on the 3 Continuing Education approval qualifications below.

**Continuing Education Approval Qualifications**

1- **Subject Matter:** must be specific and relevant to fitness related concepts in the fitness industry or business of personal training. Course name, description, and learning outcomes will be requested when submitting petition. Course content/objectives must speak to personal trainer development in one of the following disciplines:

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

2- **Instructor/Developer:** Must be qualified to teach to the topic and possess sufficient knowledge of the content area.
   a. Certificant must submit Continuing Education company’s name and event/course description, including all relevant contact information of the course provider, the
Instructor’s name and how the experience is applicable to the profession to NFPT Certification for review.

b. Instructor/s/ (either Presenters for specific event/s/ or Developers of respective course content) must have an accredited certification or a related degree and 3 or more years of experience in the field of study; OR, the course developer must be a reputable industry organization known for education delivery and support, as determined by NFPT Certification.

3- Prep/Completion Time: Course completion time may refer to both the preparation time as well as the assessment time involved and actively participated in by the NFPT certificant. Time considerations for credit award are as follows:

<table>
<thead>
<tr>
<th>Potential CEC Award</th>
<th># of Prep/Completion Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.25</td>
<td>&lt;3 hours</td>
</tr>
<tr>
<td>0.50</td>
<td>&gt;3 hours to &lt;6 hours</td>
</tr>
<tr>
<td>1.00</td>
<td>&gt;6 hours to &lt;9 hours</td>
</tr>
<tr>
<td>1.50</td>
<td>&gt;9 hours</td>
</tr>
</tbody>
</table>

Earning CECs with NFPT “Self-Tests”
To ensure the quality of ongoing education and conveniently available sources for NFPT credit awards, open-book self-tests are published for credit every 6 months; available in the months of June and December through certificant’s My Service account as well as via an email link found in the notification which is sent immediately following the self-test post. Self-tests are a compilation of continuing education articles from the prior 6 months of NFPT’s e-newsletter Trainer Pulse, also located in the NFPT Blog section “Continuing Education”. No additional fee is required for this continuing education service. NFPT certified trainers are provided an automatic subscription and detailed instructions for CEC maintenance through this online resource.

A score of 80% or greater must be achieved on self-tests in order to earn the necessary .50 credit award (per each successfully completed self-test).

These self-tests are a free CEC maintenance opportunity for certificants, and will provide for one (1) total credit per certification year when taken bi-annually per availability. However, two (2) total credits are required per certification year, therefore NFPT provides for CECs to be obtained through a number of other sources as well. Approved Continuing Education Credit sources are determined based on required criteria for course relevance, course length, and course presenter (in the same manner and determining factors as credit award is approved via certificant petition). See NFPT CEC Provider criteria at [http://www.nfpt.com/continuing-education-provider](http://www.nfpt.com/continuing-education-provider)
Lapsed Certification
Individuals who fail to renew by the deadline may not use the CPT certification after the expiration date. NFPT allows for the renewal of CPT certification up to two years past the expiration date, however, payment of past due fees will be due for certification renewal in the case where more than one year has passed since renewing. Continuing education requirements apply. Continuing education credits must be verified as being completed in those years of certification expiration, or CECs must be obtained to equal two years of required credits. Expired certificants must provide NFPT with CEC verification per continuing education submission requirements. An expiration date that is two or more years expired will require re-application, at full price, and re-testing. No exceptions are made to this policy.

Additional CEC Options
There are many options for pursuing credits outside the NFPT self-test CEC provision. NFPT approves and recommends a number of sources from http://www.nfpt.com/continuing-education as well as from NFPT My Services account.
CHAPTER 6

NFPT Certification Council Policies and Services

Non-Disciplinary Appeals
An appeal may be made by a certification candidate or certificant to the Certification Council regarding:

1. The NFPTs interpretation of policies, including candidate eligibility determination or certificant renewal determination
2. Alleged examination scoring/grading errors or discrepancies
3. Alleged inappropriate exam administration procedures
4. Alleged testing conditions severe enough to cause a major disruption of the examination process (including proctor error, environmental conditions, or disruption caused by other candidates)

The appeal must be submitted in writing within thirty (30) days of receipt of notification of an adverse decision of the Board. Any incident occurring during exam administration (as noted in item 4 above) should be reported to the on-site proctor immediately, however failure to do so will not impact the ability to appeal.

The Certification Council reviews information by telephone, email, mail, or teleconference within thirty (30) days of receipt of the appeal. Appeals regarding disciplinary issues are subject to the Certification Council’s Disciplinary and Complaints policy and procedures.

Notice of the final determination shall be provided to the appellant within ten (10) business days of the decision. The determination of the Certification Council shall be final.

Confidentiality
Confidential information includes, but is not limited to: examination materials; personnel records; applicant and certificant records; applicant status; exam scores; disciplinary matters; contracts and agreements; information discussed or disclosed during Certification Council and committee meetings; and any other information that NFPT is required to keep confidential.

NFPT protects the confidential information of candidates, applicants and certificants. In addition to personal information submitted in the application (address, phone number, email address, payment information, birth date, employment status) each individual’s application status and exam results are also considered confidential. Confidential information will only be released to the individual candidate/certificant unless a signed release is provided or unless otherwise required by law. The name; city, state, and zip code of residence; and current certification status of NFPT certificants are not considered confidential and may be published by NFPT in an online, searchable database. CPT trainers may opt out of this listing through the “My Services” portal on the web site. CPT trainers may also voluntarily opt to provide additional
personal and contact information through the “My Services” portal, this information is optional and each trainer decides what to include.

NFPT does not sell its mailing list but may partner with organizations who share a common interest for health and fitness awareness whereby NFPT will facilitate communication between organizational partner and NFPT trainer. NFPT may engage in activities with industry partners that allow for monitoring and increased exposure of NFPT certificants.

NFPT will not release confidential information of any certificant to any third party except as required by law; but can release name, city, state, zip and certification status in order that it may assist in the accomplishment of effectively policing certificants. Potential employment opportunities for NFPT certificants are a residual benefit of this monitoring measure. Trainers may opt out of email or snail mail communications at any time by opting-out via email or calling 800-729-6378.

Confidentiality of Exam Results
In order to protect the confidentiality of candidate/certificant records, information about candidates/certificants and their examination results is released to third parties only under the following circumstances:

- Upon the written or oral request of any third party, NFPT will verify current certification status, the date of initial or recertification and certification expiration date of a certificant. A list of currently certified individuals will also be posted on the NFPT website.
- NFPT will disclose information that is required to be in compliance with state and federal laws, court orders and military deployment information requirements without certificant authorization.
- Any additional information requested by a third party will be released only after certificant’s signed authorization.

Questions?
Please contact NFPT for additional information.

NFPT Professional Services
NFPT offers professional services for both trainer business and trainer skill set proficiency. NFPT encourages its trainers to access My Services for benefits that include:

- Listing and Networking Opportunities
- Liability Insurance (learn more at http://www.wellfitins.com/lp5/)
- Online renewal and CEC maintenance
- Fitness Program Design Software
- Exercise Demonstration Videos
- Access to all NFPT education material
- Discounted trainer tools and resources
Constant improvement to NFPT trainer benefits and resources is a crucial factor to NFPT Certification business development. NFPT will continue to expand its benefit and resource offerings to a growing certified member base.

**NFPT Administrative Operations**
NFPT administrative staff is dedicated to the satisfaction, achievement, and certification maintenance of its members. NFPT staff assists in the evaluation of trainer policies and procedures as they are the most qualified with regard to the knowledge and experience of one on one handling of trainer concerns and/or suggestions.

NFPT’s hours of operation are 9am to 5pm Eastern Standard Time.

**Holidays Observed:**
New Years Eve/Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas (5 days)

**Contact Us**
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**web:** www.nfpt.com

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