



Personal Trainer Recertification Packet

Understanding policies and procedures for recertification.
NFPT-CPT recertification eligibility requires continuing education
credits through relevant and qualified learning activity
and membership renewal.

For: NFPT-CPT Certificants

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NFPT RECERTIFICATION PACKET

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APPENDIX A: RECERTIFICATION SUBMISSION INFORMATION

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Introduction

The information to follow is specific to the requirements for the recertification of your NFPT-CPT credential. This packet includes all information as it pertains to the requirements and processes for recertifying, and will be updated with any and all changes as they might occur within these requirements. A summary of this information with instruction is also available on NFPT's website at www.nfpt.com/faq/renew-certification

In order to maintain your NFPT-CPT credential you will recertify annually through a renewal process that includes demonstration of ongoing relevant learning. Continual professional development and learning activity is required for all industry recognized CPTs because it provides for skill set growth and maintaining relevancy in your profession.

Purpose of Recertification

Recertification requirements are designed to ensure that CPTs participate regularly in professional development activities in order to remain current in the health and fitness field and keep pace with a changing fitness industry. Though the foundational principles of exercise science, fitness components and the general methodologies of fitness training do not change with frequency or without new scientific discovery, it is still important to keep current with fitness industry trends and to not allow your foundational knowledge to grow stale over time.

The NFPT Certification Council requires annual recertification in order to verify continual involvement in professional development and learning by all NFPT certified fitness trainers.

By establishing an annual renewal time interval, the Council ensures that all NFPT-CPTs:

- participate in a professional development activity at least every 12 months,
- 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 fitness industry trends. As importantly, the NFPT Certification Council recognizes a philosophy for 'use it or lose it', meaning that it is important to assure that you are actively engaging in the knowledge base of your profession (e.g. anatomy, physiology, biomechanics, training methodologies, etc.) in order that you stay 'sharp' with these foundational skills.

Requirements Summary

For NFPT, specifically, you will not be required to show your participation in a related learning activity in your first year of certification; but, in the years to follow, your participation in health and fitness learning activity is necessary and part of the NFPT recertification process.

Recertification is a voluntary responsibility. You are not required to maintain your personal trainer certification; however, practicing as a personal trainer while using the NFPT-CPT credential as a qualifier for your practice, does require that you maintain your certification. Using your NFPT-CPT credential while it is expired, suspended or revoked will be grounds for disciplinary action taken by NFPT Certification against you as a violation of NFPT terms and conditions for the use of NFPT Branding, see www.nfpt.com/certification/terms-and-conditions. NFPT monitors the activity of its certificants as closely as possible. Please review this packet carefully to assure that you are in compliance with recertification requirements so that you may proudly display and promote your personal trainer services as a NFPT-CPT.

Your NFPT-CPT certification credential will require upkeep in two forms:

1. **Continuing Education Credits (CECs):** credits earned through health and fitness learning activities
2. **Annual Membership Renewal Fee (\$85):** membership fee supporting certification services

In order to be eligible to renew your certification, you must have the appropriate number of CECs required to become recertified and have no unresolved codes of conduct concerns in your personal NFPT record (see www.nfpt.com/resources/codes-of-conduct). Health and fitness learning activities are assigned credits (CECs) based on the type and participation time involved in the activity. There are many types, styles and methods for participating in these activities. For the purpose of applying an industry wide standard for measuring and assigning value to the activity, a unit of credit is assigned and applied. Continuing Education Credits, CECs, are the unit of measure for these activities. Also referred to, by other industry agencies, as Continuing Education Units, CEUs, these credits are applied toward your CPT credential as part of the recertification requirement. As soon as you have the number of CECs required (and no unresolved conduct history), you are eligible to renew your certification credential.

NFPT Certification requires that you start to obtain CECs in year two (2) of your certification. Starting in year two (2) of your certification, you will need to obtain 2.0 CECs each certification year cycle. Here are the steps for how the renewal cycle works immediately after you pass your NFPT-CPT certification exam:

- ✓ NFPT sends your trainer certificate and ID card, it has a one-year expiration date on it
- ✓ NFPT notifies you when your certification is nearing expiration, pay your renewal fee of \$85
- ✓ NFPT sends your new certificate and ID card, it has an updated one-year expiration date on it
- ✓ Starting year two (2) of certification (after you have been certified for one year) you are responsible for obtaining CECs in order to be eligible for recertification
- ✓ Use NFPT's free online sources for CECs, or choose from other continuing education learning activities from NFPT and other approved continuing education providers
- ✓ Upon completion of your 2.0 credits worth of continuing education activity (and no unresolved conduct history in your personal NFPT record), you are eligible to renew your certification

This renewal and continuing education cycle is completed annually. In order that you are notified in advance of your recertification requirement, NFPT communicates your individual CEC need with recertification reminders throughout the certification year cycle, through the *Trainer Pulse* e-newsletter and direct emails. NFPT does not restrict continuing education learning activities, the choice is yours. NFPT offers several in-house methods for obtaining CECs; however, any learning activity which meets NFPT standards for continuing education will be awarded credit. CECs may come from one or more of the following:

- **NFPT Free Options:** biannual Self-Test, Trainer Refresher quiz, monthly Fitness Flops quiz
- **NFPT CE Courses:** Specialty and Standard CE courses
- **Approved CE Providers/Courses/Events**
- **Emergency Response Courses:** e.g. CPR/AED Certification
- **Other/Request for Approval:** submit proof of learning activity/course information for review and credit award via the NFPT Recertification Submission Form (Appendix B) or from your NFPT online account (www.nfpt.com/account)

All up to date information regarding the various learning activities for continuing education credits will be posted to the NFPT website at www.nfpt.com/continuing-education.

Expiration of Certification

Your NFPT-CPT credential will have a one (1) year expiration date printed on the lower right hand corner. For better handling of these expiration dates, NFPT uses the first day of every month for all certificants; in other words, the expiration date that is printed on your certificate will be adjusted to reflect the 1st of the closest subsequent month (the 15th of the month is the mid-point). For example, if your test date was March 12, 2016, then your certification expiration date would be March 1, 2017. However, if your test date was on March 15, 2016,

then your certification expiration date would be April 1, 2017). *NOTE: in this example, you would not be required to start obtaining CECs until after April 1, 2017.

NFPT will notify you of your certification expiration date starting 90 days prior expiration. These notifications will provide instructions for renewing for a new certification year cycle. The annual renewal fee, \$85, includes the maintenance and continued availability of NFPT certificant benefits through your NFPT online account as well as services extended to you by NFPT membership, see NFPT Certification Handbook (www.nfpt.com/certification/resources) for these details. You will also receive an updated Personal Trainer Certificate and Membership ID Card, each year upon recertification.

NOTE: The month and day of your NFPT credential will not change because of your payment date. Your recertification expiration date corresponds with the original expiration date and not the payment date. For example, if your certification expires on April 1, 2017 but you make your renewal payment late, i.e. in June 2017, you will still have an April 1st expiration date; in this example, your new certificate and ID card would reflect an expiration date of April 1, 2018, i.e. you will not receive extra months toward your certification if your payment is late.

Inactive Certification

Immediately upon the date of your expiration, if you have not recertified already, then your certification is considered inactive. At the time of your certification expiration, you are required to remove all NFPT Branding and other implications of certification from your marketing materials, online and in hardcopy (see www.nfpt.com/certification/terms-and-conditions).

Monitoring NFPT Brand Misuse

Inactive NFPT Certificants are those who are past their certification expiration date and have not met the requirements for recertification. Monthly, NFPT generates a report of all inactive certificants who are 30 days inactive, and randomly selects 15% of those in this report in order to monitor online activity specific to use of NFPT Branding and/or claims made regarding NFPT-CPT certification status.

An internal inactive status audit includes online research in an effort to monitor and police those who continue to use the NFPT-CPT title and/or other value statements which imply or specifically state an active certification status. These statements are misleading to the public, consumer and/or employer; it is the responsibility of NFPT Certification to pursue these matters immediately and act swiftly to correct.

If non-compliance with NFPT Branding use and/or other forms of breach conduct are discovered as the result of these monitoring efforts, action will be taken in accordance with

NFPT Complaints & Disciplinary Action policy as stated in the NFPT Certification Handbook (www.nfpt.com/certification/resources).

Late Recertification

NFPT understands that life situations and circumstances can challenge your intentions for being timely, therefore we extend a grace period for renewing your certification. You are still eligible to renew your certification up to two (2) years past your expiration date. However, you are NOT permitted to use or otherwise imply that you are currently certified until which time you have received approval and confirmation of your recertification with your new certificate and ID card. If you do not meet the requirements for continuing education credits nor submit payment for your renewal fees on or before two years have passed from your expiration date, your certification will be permanently expired and a re-application required in order to receive the NFPT-CPT credential. No exceptions to this requirement will be accepted – your NFPT-CPT credential must be maintained every year and/or no later than two (2) years past your current expiration date. If you need this recertification grace period, then you must still provide documentation of continuing education learning activities equivalent to the number of years passed (i.e. this may be a required 2.0 or 4.0 CECs depending on the time which has passed since expiration) and submit missed renewal fee payments within the two (2) year timeframe in order to be eligible for recertification. Continuing education credits must be verified as being completed in those years of certification inactivity, or must be obtained to equal the credits required for those years of inactivity in order to be eligible for recertification.

There is NO LATE FEE with recertification. However, you are required to pay the membership fee, \$85, for each certification year that has passed since your last recertification (only up to two (2) years. After two (2) years passed your certification's expiration, you will no longer be eligible to recertify).

Defining Terms: Inactive, Expired and Pending

These terms are used to describe the certification status of the individual who is outside of their certification period and/or who needs to complete certain responsibilities of the certification before officially becoming recertified. Here are the terms that you should be familiar with, including examples.

INACTIVE: this status occurs immediately upon your certificate's expiration date. If your status is 'Inactive', you still have time to recertify but you are no longer able to use the NFPT-CPT credential as a professional certificate on the job. You have up to two (2) years of 'Inactive' status before your certificate is 'Expired'.

Example1: Jane Trainer took her exam on March 12, 2016 and has an expiration date of March 1, 2017. It is now April 2017 and she has not yet renewed her certification. Her certificate is Inactive. In order for Jane to renew her certification, she needs to submit her renewal fee payment of \$85, no CECs are required at this time because she is renewing her certification for the first time (her first certification year cycle does NOT require CECs). Upon her \$85 payment, she will receive a new certificate and ID card with an expiration date of March 1, 2018.

Example2: Joe Trainer is now in year two (2) of his NFPT-CPT certification. His original expiration date was April 1, 2016; he paid his first year renewal fee (\$85) and received a new certificate and membership card with a new expiration date of April 1, 2017. It is now June 2017, he is past his expiration date and he hasn't sent in his renewal payment or submitted documentation for CEC awards. His certification is Inactive and he must remove all NFPT logo/branding from his social media and other marketing. But, he still has time to recertify. In order to recertify, he must submit 2.0 CECs worth of learning activity and his \$85 renewal fee payment. If he submits his payment and his CECs in July 2017, for example, his recertification will be processed and he will receive a new certificate and ID card with an expiration date of April 1, 2018 (even though he renewed in July, his expiration date will be for the month of April. Additional months are not added to the certificate because the payment was submitted late).

Example3: Dave Trainer has a certification expiration date of February 1, 2015. He did not renew his certification before February 1, 2015 and is now 'Inactive'. If, in January 2016 (one year and one month late/after his expiration date), Dave decides to renew his certification, he will have to submit 2.0 CECs for the period of Feb 2014 to Feb 2015 (if it was not his first certification year period) and make his renewal fee payment of \$85. This will bring his certification expiration date up to February 1, 2016. Then, in order to renew from Feb 2016 to Feb 2017, he will have to submit credit awards for another 2.0 credits and renewal payment of another \$85 for the certification cycle of Feb 2015 to Feb 2016. These renewal fee payments and CEC submissions may be batched, i.e. submission of a renewal fee of \$170 and CEC awards in the amount of 4.0 CECs would be accepted for recertification and will cover an expiration date period of February 1, 2015 to a new expiration date of February 1, 2017.

EXPIRED: this status occurs immediately after two (2) years of an 'Inactive' status. Once your certification is 'Expired', you are required to re-apply and re-test in order to achieve and obtain the NFPT-CPT credential.

Example: If, using the example above, Dave Trainer waits until February 2017 before deciding to recertify, it would be too late. Since his original certification expiration date was February 1, 2015, his final date for completing all recertification requirements in order to gain back his certification credential is February 1, 2017. His 'Inactive' status changes to 'Expired' on February 1, 2017 and he will be required to re-apply and re-take the NFPT-CPT examination for certification.

PENDING: this status occurs if only part of the recertification requirement is met, i.e. the continuing education credits are complete but your renewal fee is not paid, or vice versa. Your certificate is on hold in this case, it is 'Pending', until you have met the other part of your recertification requirement.

Example: Sandy Trainer has an expiration date of March 1, 2016. This is her second year of certification, so she has to submit CECs prior to getting recertified. On March 1, 2016, Sandy pays her \$85 renewal fee on NFPT's website, but her certificate is not released. Sandy has no CECs recorded in her NFPT trainer file, and therefore will not receive her certificate. Sandy is notified by NFPT with CEC information and submission instructions. Sandy completes 2 NFPT self-tests and the Trainer Refresher quiz (for example) and earns her 2.0 CECs required to renew. Sandy's new certificate and ID card are released. Her certification expiration date is March 1, 2017. She will need 2.0 more credits before March 1, 2017 in order to recertify again at this time.

CECs can be obtained via innumerable methods, as long as the CEC learning activity is in-line with NFPT CEC requirements.

Continuing Education Credit Requirements

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

NFPT CEC requirements take effect after the first certification year cycle. In order to recertify for the first time, pay your renewal membership fee of \$85, on or before the date of your first certification expiration, and receive your updated certificate and ID card. Following your first certification year renewal, you will be required to get CECs.

Starting in year two (2) of your certification, you must receive 2.0 CECs towards your NFPT-CPT credential in order to recertify.

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

NFPT self-tests (.50 CECs):	Available each June and December, based on continuing education articles published via NFPT’s continuing education section of the NFPT Blog.
NFPT CE Activity/Events:	NFPT offers continuing education activities that reinforce your knowledge and that place emphasis on proper training technique and form. (e.g. NFPT Trainer Refresher and Fitness Flops quizzes)
NFPT Specialty or CEC program offering (.5 – 2.0 CECs):	NFPT’s continuing education course catalog provides specialty credentials and continuing education programs that meet qualifications for CEC maintenance.
NFPT CEC Approved Provider program title (.5 – 2.0 CECs):	Specialty credentials and continuing education programs available through qualifying organizations/instructors that have met NFPT CEC qualifications for approval.
Special Events/Educational Sessions (.25 – 2.0 CECs):	One-time sessions or special events that have been pre-qualified and approved for NFPT credit award.
CPR verification (.50 CECs):	Certificant may submit current CPR certificate/verification for this award
First Aid/Emergency Response Training/AED (.50 CECs):	Certificant may submit current First Aid certificate /verification for this award
Other/Non Approved Activities (.25 – 2.0 CECs):	Activities that have not been pre-approved will be considered for NFPT credit award. This may also include contributions to the NFPT blog and/or other trainer support resources and contributions

NFPT certificants are encouraged to get credits from multiple sources and through a variety of learning activity. **No rollover credit or advance credit will be awarded.**

NFPT Certification will consider all forms of continuing education activity in the field of health, fitness or business and communications for a credit award. Submission of your documentation for credit awards will be done through your online account at www.nfpt.com/account or may be done in hardcopy submission as well (see Appendix B: *Recertification Submission Form* at the end of this packet).

All submissions for credit award approval will be based on the three (3) Continuing Education approval qualifications, as follows:

Continuing Education Approval Qualifications

All continuing education credits are required to have relevant subject matter, be presented by a qualified instructor or developer, and require an acceptable amount of participation and/or completion time. These qualifications are reviewed by NFPT Certification staff upon submission of your learning activity documentation.

1- Subject Matter: must be specific and relevant to fitness related concepts in the fitness industry or business of personal training. Course provider name, title, and brief description of the learning activity will be requested when submitting non pre-approved coursework.

Course content/objectives must speak to personal trainer development in one of the following disciplines:

Anatomy and/or Physiology
Kinesiology/Biomechanics
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
Interpersonal Communications
Nutrition Concepts
Wellness

2- Instructor/Developer: Must be qualified to teach to the topic and possess sufficient knowledge of the content area. The instructor/developer must have an accredited or industry recognized/accepted 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.

- ✓ Submit Continuing Education company's name and event/course title with brief description. See Appendix B: *Recertification Submission Form*

3- Prep/Completion Time: Course completion time may refer to both the preparation time as well as the assessment time that it took to complete the activity. NFPT defines this as 'Participation Time'. The CEC Award to Participation Time ratio is as follows:

CEC Award	Participation Time
0.25	1 to 2 hours
0.50	>2 hours to 3 hours
0.75	>3 hours to 4 hours
1.00	>4 hours to 6 hours
1.25	>6 hours to 7 hours
1.50	>7 hours to 9 hours
1.75	>9 hours to 10 hours
2.00	>10 hours+

There are many options for getting credits. Whether using the NFPT Free or other methods for CECs, approved or non-approved options, your learning activity will be reviewed and awarded credit per the qualifications described above. For this and more information regarding the submission process and approved forms of credit, see www.nfpt.com/continuing-education.

Continuing Education Categories

For organizational, reporting and management purposes, NFPT categorizes CE activity which allows for maximum CEC values per category. All categories have a maximum of 2.0 CECs allowed, meaning that you could receive all 2.0 credits from one type of learning activity category. For example, you could attend health and fitness workshops, totaling more than 10 hours worth of participation, and you would earn all of your credits for that certification year period. However, you will not get double credit for submitting the same thing twice. For example, do not submit the same CPR/AED certification card more than one time for credit. You may submit your CPR certificate card again after each renewal of your CPR certificate, but not the same card two times. There are many classes/courses for Emergency Response that go beyond your initial CPR certification, you will get credit for all additional courses/classes that you take in this category; but, you will only receive credit one time for the initial CPR learning activity. Remember, your credit for any activity is based on the number of hours that you participated in the activity. For CPR, specifically, you will receive credits based on the number of

participation hours that you completed the initial activity of becoming CPR certified; then, following your initial CPR Certification, you may submit a renewed CPR certificate to receive credit for the renewal activity that you participated in (e.g. online vs. face to face workshop). Generally speaking, CPR Certificate renewal requires less participation hours and is therefore not valued at the same initial CEC award amount. Here are the categories and their 2.0 maximum values stated:

Category	CEC Max Value (per annual cert cycle)
Emergency Response	2.00
Self-Test	2.00
Seminar/Event	2.00
NFPT CE Activity/Course	2.00
NFPT Approved Course	2.00
Other	2.00

Steps for Recertification

NFPT wants to make your recertification process as convenient and affordable as possible. We work to streamline submissions and provide you options that work best for you. Options for submitting CECs include both online and hardcopy. There are two (2) steps for recertification, you may complete these online, by mail or phone (or a combination thereof):

1. **Submit your documentation/supporting evidence of CE learning activity.**
2. **Pay your annual renewal fee**

✓ **STEP 1. Submit your documentation:**

- **By Mail:** See Appendix B: ‘*Recertification Submission Form*’, provided at the end of this packet. Fill out this form and submit it to the contact information provided along with your documentation which supports your attendance and/or participation in the learning activity. Supporting documentation which demonstrates your participation in a relevant learning activity may include (but is not limited to):

- **Certificate of Completion**
- **Participation Letter or Class Transcript**
- **Credential, Degree or License**

BY MAIL, SEND TO: NFPT Headquarters - ATTN: Recertification - PO Box 4579 - Lafayette, IN 47903

- **Via Online:** go to www.nfpt.com/account, log in with your personal log in information. Locate the 'Quick Links' section click on 'Submit Documents for Credit', fill out the form and submit your documents. **Note: You do NOT need to submit documentation for NFPT branded CE activities or courses, those will be automatically credited to your account.** Here is a screenshot of what you will see to illustrate how you will submit credits via your NFPT online account:

Submit Credits

Quick Links

Profile

- [My NFPT Dashboard](#)
- [Update Contact Info](#)
- [Change Email Address](#)
- [Change Password](#)
- [Update your Database Listing](#)

Trainer Resources:

- [Get FREE CECs](#)
 - Self Tests
 - Fitness Flops
 - Refresher Course
- [Submit Documents For Credit](#)
 - Certification Credentials
 - Education Courses
 - Seminars
 - Workshops
 - AND MORE
- [Continuing Education](#)
 - Specialty Certificates
 - Continuing Education Courses
- [Exercise Animations](#)
- [Trainer Software](#)
- [Promoting Your Certification](#)

Policy & Procedures

- [Codes of Conduct](#)
- [Disciplinary Policy & Appeals](#)
- [NFPT Administrative Information](#)
- [Recertification Requirements](#)
- [Certification Handbook](#)

Your CE Status
Free Self-Test
About CE
Approved Providers
Submit Credits

Did You Know?

You can take a picture of your CPR/AED card or additional coursework with your smart phone and email it to info@nfpt.com or complete the form below and attach your coursework. We will send an email confirmation once the credits have been processed. Thank you for continuing to educate yourself for the betterment of your clients!

Fields with a * are required.

NFPT ID *

Name *

First Name Last Name

Email *

Your Address *

City State/Province ZIP / Postal

Country

Start date / time of Course *

:

End date /time of Course *

:

Course Provider *

Course Title *

Tell us what you learned in this Course *

Upload documentation of completion *

No file chosen

After you have submitted your documentation for credit awards you will receive an email from NFPT, within 48 business hours of submission. This email includes confirmation of NFPT’s receipt of your CE submission and any request for additional information (if needed) and/or confirmation of the award amount that has been credited toward your certification (based on the CE documentation submitted). Your full CEC report is available in your NFPT online account at www.nfpt.com/account. Once you have 2.0 CECs recorded in your account, for the respective certification period that you need credit, you will be eligible for recertification.

Current CEC Info
Shows current certification period and past periods that still need CECs.

2016-2017 Certification Period

Category	Credit Description	Credit Date	My Credit	Credit Max
Emergency Response			1.00	2.00
-	CPR/AEX	Jan 13th, 2016	0.50	2.00
-	CPR/AEX	Jan 13th, 2016	0.50	2.00
Self-Test			0.50	2.00
-	Self-Test 2016 June	Jun 29th, 2016	0.50	2.00
Seminar			0.00	2.00
NFPT Approved			0.00	2.00
NFPT Courses			1.00	2.00
-	Cancer Recovery Test	Apr 28th, 2016	1.00	2.00
Other			0.50	2.00
-	Fitness Flops 2016-03	Mar 1st, 2016	0.10	2.00
-	Fitness Flops 2016-04	Apr 1st, 2016	0.10	2.00
-	Fitness Flops 2015-01	May 3rd, 2016	0.10	2.00
-	Fitness Flops 2016-06	Jun 1st, 2016	0.10	2.00
-	Fitness Flops 2016-07	Jul 6th, 2016	0.10	2.00
Total			3.00	2.00

***Note:** in this screenshot example, this individual has obtained 3.00 CECs for the certification year cycle of 2016-2017. However, the maximum credit allowed for each one (1) year certification cycle is 2.0 CECs. The additional/overage of this 1.0 CEC, in this example, will not be credited toward the next subsequent year, no advance credit is provided.

➤ **STEP 2. Pay your annual renewal fee:**

After you have completed 2.0 CECs worth of qualified learning activity, you may submit your membership renewal payment to recertify for the next subsequent certification year. Upon your submission of payment, NFPT Certification staff will verify that you have the number of CECs needed to recertify and no unresolved codes of conduct history; once confirmed, your certificate will be released and mailed to you directly. You can pay your renewal fee (\$85) in one of three (3) ways:

1. **By Phone:** call 800-729-6378 to use a credit card by phone
2. **By Mail:** use the payment form in this packet to submit by mail
3. **Online:** go to www.nfpt.com/certification/renew



RECERTIFICATION SUBMISSION INFORMATION

Steps for Recertification Submission

1. **Submit your CE documentation:** fill out the following form or go to your online account (www.nfpt.com/account) to submit and get your credit

2. **Pay your annual renewal fee:** fill out the payment form here and submit by mail or call NFPT to make a credit card payment, or go to www.nfpt.com/certification/renew to make your renewal payment online - \$85

NFPT Contact/Address Information for Form Submission and/or Questions:

NFPT Headquarters
 ATTN: Recertification
 PO Box 4579
 Lafayette, IN 47903
 800-729-6378
info@nfpt.com
 765-471-7369 (fax)

You are awarded credits by category of activity. You do **NOT** have to obtain credits from each of these categories, these are all optional CE categories which represent hundreds of options for continued learning activities (of your choice) and can be mixed/matched in whatever way earns you the 2.0 CECs required for recertification. Your online CEC report will reflect the number of CECs that you have earned in the respective category. Your CEC report will also show you the number of CECs that you still need to renew.

Category	CEC Max Value (per annual cert cycle)
Emergency Response	2.00
Self-Test	2.00
Seminar/Event	2.00
NFPT CE Activity/Course	2.00
NFPT Approved Course	2.00
Other	2.00



RECERTIFICATION SUBMISSION FORM

NFPT ID#: _____

NAME (First, Last): _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP/POSTAL: _____

COUNTRY (if outside the U.S.): _____

EMAIL: _____

PRIMARY PHONE: _____

By my signature herein I attest to my understanding that my NFPT Certified Personal Trainer status is contingent upon my continued learning activities, in the form of Continuing Education Credits (CECs) and also by my continued adherence to NFPT Codes of Conduct, found at www.nfpt.com/resources/codes-of-conduct. I agree to these professional codes and I understand that I may request a physical copy of these codes at any time upon my request. I also understand that my NFPT-CPT recertification is voluntary and that, in order to become recertified, I must adhere to the NFPT Codes of Conduct as well as by the NFPT CEC requirements set forth by NFPT Certification.

SIGNATURE: _____ **DATE:** _____

CEC submission is organized by category. Please fill out the table/s/ below and submit with your supporting documentation (i.e. cert of completion, CPR card, etc). You are NOT required to submit supporting documents for the CE Categories 'Self-Test' and 'NFPT CE Activity/Course' (NFPT has internal records of all NFPT branded CE activity that you have completed).

CE CATEGORY (check one): Emergency Response Seminar/Event NFPT Approved Course Other

COURSE PROVIDER	TITLE OF COURSE	COURSE VENUE (Online, Hands-on or Both)	START & END DATE OF COURSE	TOTAL # OF PARTICIPATION HOURS

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COURSE PROVIDER	TITLE OF COURSE	COURSE VENUE (Online, Hands-on or Both)	START & END DATE OF COURSE	TOTAL # OF PARTICIPATION HOURS

For each of the Course Titles that you have listed in the table/s/, provide a brief explanation (i.e. a short paragraph, 3-4 sentences) describing what you learned from this activity (attach additional pages if needed)

Payment Information

Method of Payment (check one):

- Personal Check (enclosed) Money Order (enclosed)
 Visa Discover MasterCard Amex

Credit Card Information

Payment Amount = \$85

Name on Card: _____

Cardholder Signature: _____ **Payment Date:** _____

Card Number: _____ **Exp. Date:** _____

CC Security Code: _____

SEND TO:
NFPT Headquarters – ATTN: Recertification – PO Box 4579 – Lafayette – IN – 47903
765-471-7369 (fax)
QUESTIONS? 800-729-6378 or info@nfpt.com