

National Council on Strength and Fitness Board for Certification

Portfolio Review Handbook *for*
the Certified Personal Trainer Examination



KEEP THIS PORTFOLIO REVIEW HANDBOOK FOR REFERENCE

NCSFBC Portfolio Review Handbook

This handbook outlines the eligibility requirements, examination and registration procedures, and credential maintenance process for the NCSF-CPT credential. It is critical that you comply with all the policies and procedures described in this handbook. If you have any questions about certification after reading this handbook please send correspondence to the National Council on Strength and Fitness Board for Certification (NCSFBC).

Summary of Portfolio Review Processing Steps

Mail all documents to:

NCSFBC
P.O. Box 163908
Miami, FL 33116-3908

- ◆ Your application will be processed by the NCSFBC within 48 hours and you will be mailed via USPS either an Eligibility Letter and examination directions or a Denial Letter. Please allow up to 14 days for mailing.
- ◆ If deemed eligible, you will have up to 1 year to take the examination.
- ◆ Your Eligibility Letter and examination scheduling directions, sent to you from the National Council on Strength and Fitness Board for Certification, will contain important information about Prometric, the company that administers the NCSF-CPT exam on behalf of the NCSFBC. You will be provided with a toll free number and a web site to schedule an appointment to test. The exam is offered daily at most Prometric Testing Sites.
- ◆ If you receive a Denial Letter, a reason for the denial will be provided, as well as procedures for appealing.
- ◆ Certificates are mailed 3 to 4 weeks after candidates have successfully completed the National Certification Exam.

Copyright ©2009 by the National Council on Strength and Fitness Board for Certification.

Permission is hereby granted to reproduce complete copies of all forms in this publication, with copyright notices, for instructional use only and not for resale.

All rights reserved. No part of this publication may be reproduced or transmitted by any means, electronic or mechanical, including photocopy, recording or any information storage and retrieval system, without permission in writing from the publisher.

Table of Contents

1. OVERVIEW OF THE NCSFBC	3	17. EXAM TAKING TIPS	8
2. GENERAL INFORMATION ABOUT THE EXAMINATION	3	18. EXAMINATION SCORING AND SCORE REPORTS	8
3. ELEGIBILITY REQUIREMENTS	4	19. IF YOU FAIL THE EXAM	9
4. APPLYING FOR THE EXAMINATION	4	20. VALIDITY OF CERTIFICATION	9
5. FEES	4	21. RECERTIFICATION	9
6. INCOMPLETE APPLICATION AND DENIAL OF ELIGIBILITY	4	22. NCSF WEB SITE	9
7. APPEAL OF DENIAL OF ELIGIBILITY	5	23. ONLINE APPLICATION PROCESS	9
8. ACCOMODATIONS FOR CANDIDIATES WITH DISABILITIES	5	24. CONTACTING STAFF	10
9. TEST CENTERS AND DATES	6	EXAMINATION CONTENT OUTLINE	11
10. MAKING YOUR EXAM RESERVATION	6	EXAMINATION SAMPLE QUESTIONS	13
11. RESCHEDULING AN EXAM	6	REFERENCE LIST	16
12. FAILING TO APPEAR FOR A SCHEDULED EXAM	6	CODE OF ETHICS	17
13. EXAMINATION REFUND POLICY	6	STANDARDS OF PRACTICE AND DISCIPLINARY PROCESS	21
14. COMPUTER BASED TESTING	7	NCSF-CPT APPLICATION	26
15. HOW TO PREPARE FOR THE EXAMINATION	7		
16. EXAMINATION DAY	7		

The NCSFBC recommends you keep this handbook for reference throughout the application and examination process

This handbook contains information on how to become an NCSF Certified Personal Trainer (NCSF-CPT). To avoid problems processing your application, it is important that you follow the guidelines outlined in this handbook and comply with all policies and procedures. If you have any questions about the certification process or questions about any of the information presented within this handbook please contact the NCSFBC.

1 Overview of the NCSFBC

The mission of the National Council on Strength and Fitness Board for Certification is to establish, assess and promote standards for fitness professionals in a continued effort to foster a high level of professional competency and ethical practice to serve the public's interest.

National Council on Strength and Fitness certified Personal Trainers (NCSF-CPT's) distinguish themselves from others by having achieved a higher level of competency and knowledge, have expanded delivery of service capabilities, and are more apt to handle special populations and related training considerations.

The Purpose of the NCSFBC:

- ◆ Promote the status and credibility of the personal training profession.
- ◆ Safeguard the public trust by upholding the NCSF Code of Ethics and Standards of Practice.
- ◆ Develops and maintains legally defensible examinations that cover a core body of knowledge for personal training.
- ◆ Advance uniform standards of practice and ethical conduct.
- ◆ Offer a national certification through test facilities in every state in America.
- ◆ Promote and monitor continuing professional development and has a recertification program so you can renew your credential.
- ◆ Allow practitioners to meet many other professionals within the industry.
- ◆ Publish updates about the credential and the profession.

The NCSFBC is comprised of a twelve member board elected by the certificant population and includes a wide range of practitioners, as well as individuals who represent the public interest. The board seeks to represent the diversity that

exists within the personal training profession. The board also serves as a voice to other stakeholders who have an interest in maintaining high standards within the profession.

Prometric is an independent testing company currently under contract with the NCSFBC to administer the NCSF-CPT examination. Experts at Prometric work closely with the NCSFBC to develop the exam that is used to evaluate the competency of personal trainers. Prometric also scores the exam and sends the results to the NCSFBC. The NCSFBC Board of Directors oversees Prometric's activities to assure that all components of the examination process meet the required standards.

2 General Information About The Examination

Certification exam development uses practitioners and subject matter experts from across the country to help evaluate the level of knowledge, skills and abilities (KSA) that are expected of the minimally qualified certificant. The process called a job task analysis (JTA) gives a detailed description of relevant job responsibilities of the personal trainer. It also shows the different activities that are performed, their significance with regard to job performance and client protection, and how important they are for those entering the profession.

A survey was then given to a large sample of practitioners of personal training to assist in determining the relevance of competency objectives identified in the JTA. The survey included a list of objectives and asked practitioners to rate how relevant the objectives were to their daily practice of personal training.

The JTA and blue print survey help to ensure that the exam content is up-to-date and measures the most relevant KSA. Additionally, to ensure exam fairness, all of the questions on the exam undergo an extensive review process by a group of subject matter experts (SME) and experts from Prometric. These experts ensure that the exam is actually measuring a person's level of knowledge as it relates to personal training. After the SME and psychometricians at Prometric review the exam, they make final recommendations for questions to use. Once

questions have been selected they are pre-tested (beta-testing) to ensure that only questions that accurately measure your knowledge are placed and scored on the exam. Writing, reviewing, and pre-testing questions is an on-going process.

The exam does not cover any specific method of personal training. Instead it covers the KSA that are necessary in the personal training field.

The exam is divided into nine sections. These can be found on pages 11-12. The exam is 150 questions. However, 25 of these will not be counted when the exam is scored. These are the research items that are randomly distributed throughout the exam. Candidates do not know which items will be scored and which will not. Therefore, candidates should answer all exam questions to the best of their ability.

There are no “trick” questions, and there is no penalty for guessing. If you are not sure of an answer, make your best guess. You will have three hours to complete the exam. A computer then scores the exam. Scoring uses a pass or fail system, with an overall score, and sectional analysis provided.

3 Who Is Eligible To Take the Exam?

- Personal Trainer Certification Examination candidates must be at least 18 years of age, and possess a high school diploma or equivalent.
- Although not required, it is beneficial if you have a minimum level of practical experience working in the health and fitness field.
- Certification candidates are not required to participate in an NCSF sponsored educational program to qualify to sit for the Board Examination. Candidates may choose to engage in primary education offered by other organizations, colleges or universities. In addition, the Board Exam is based on universally accepted exercise theory, principles and guidelines, which allow candidates the option to choose to utilize study materials not offered by the NCSF.

4 Applying for the Examination

Applying for the NCSF-CPT examination can be done by completing the application on page 26 or by completing the online application process located at www.ncsf.org.

If completing the application in this booklet send to:

NCSFBC
P.O. Box 163908
Miami, FL 33116-3908

Within 48 hours of the NCSFBC receiving your application you will be issued both an Eligibility Confirmation Notice and corresponding Eligibility Number which signifies your application acceptance and authorizes you to set up an exam appointment at an exam center location of your choosing; or a denial of eligibility letter (see 6B).

NCSFBC Policy on Confidentiality

A candidate's eligibility for, and performance on the NCSF-CPT exam shall remain confidential unless otherwise stipulated by the examinee.

5 Fees

Fees must be paid to the NCSFBC. The following methods of payment are acceptable: money order, cashier's check, personal check, VISA, Master Card, American Express, Discover.

If paying by check, make checks payable to the NCSFBC. If paying by credit card, fill out all the information on the application form including the signature.

NCSF-CPT exam fee \$199

This fee must be included with the submission of your application (electronic or otherwise). The fee entitles you to one exam registration, one copy of your results, one copy of your certificate, and one ID card, if you pass.

Non-sufficient funds fee: \$25

If you pay your fee by credit card and your credit card company refuses to approve the charge, a \$25.00 charge will be added to your total fee

payment. Once a credit card payment has been denied, we will accept payment by money order or certified check. If your personal check does not clear, a \$25.00 charge will be added and we will only accept subsequent payment by money order or certified check.

NOTE: Fees are always subject to change. It is your responsibility to make sure you have the most current copy of the Review Handbook.

6 Incomplete Applications And Denial of Eligibility

A. Incomplete Applications

If the NCSFBC receives an incomplete application, you will be sent a letter indicating what items are missing. You will have 45 days to submit missing items. If you have not submitted the missing items a 2nd letter will be sent indicating that the application is invalid and you may send a written request for a refund of your examination fee, minus a \$75 processing fee. You have 45 days from the date on the 2nd letter to request a refund. After that period, your application will be returned and you will forfeit all application fees. If you decide at a later date to reapply for eligibility, you will need to submit a new application and pay all current examination fees.

B. Denial of Eligibility

If you do not meet the criteria to become eligible for the NCSF-CPT exam, we will return your application packet along with a letter stating why you are not eligible. If you are denied eligibility to take the NCSF-CPT exam you may appeal in writing, which must be postmarked less than 30 days from the date your Denial of Eligibility letter was sent. If you decide not to appeal, you have 30 days, from the date your Denial of Eligibility letter was sent, to state that you do not wish to appeal the decision and to request a refund. Upon receipt of your written request for a refund, the NCSFBC will issue a refund, minus a \$75.00 processing fee.

NOTE: There is no appeal allowed on the basis of an incomplete application.

What are some reasons why you might not be eligible to take the NCSF-CPT exam?

- ◆ If your application shows you have not met the eligibility criteria.
- ◆ If any part of the application is incomplete, illegible, not organized properly, or not signed.
- ◆ If you have not included the correct fees (made payable to the NCSFBC).
- ◆ If your application is not the most current version.

7 Appeal of Denial of Eligibility

Candidates who have been denied eligibility can appeal the decision to the NCSFBC.

Candidates should contact the NCSFBC at (305) 255-2111 for more information.

8 Accommodations for Candidates with Disabilities

The NCSFBC pledged to comply with the provisions of the Americans with Disabilities Act (42 USCG Section 12101, et. Seq.), and with Title VII of the Civil Rights Act, as amended (42 U.S.C. 2000e, et. seq.). If you need us to make special arrangements because of a disabling condition, you may ask for special testing services. This request must be included with your application.

All test sites have access for candidates with disabilities. However, if a candidate needs special testing arrangements due to impaired sensory, manual or speaking skills, or other disabilities you must send the NCSFBC a letter from a licensed physician, optometrist, social worker, psychologist or other appropriate professional.

The letter must be written on the healthcare professional's letterhead and include the professional's title, address and telephone number. The letter must also include a diagnosis of the disabling condition and explain why special testing arrangements are necessary. The letter must have an original

signature from the professional. Faxes and photocopies will not be accepted.

If you need special accommodations because of a learning disability, you must contact the NCSFBC. Because it may take some time to make special arrangements, we recommend that candidates make their requests as soon as possible. We will make every effort to assist, except when it may alter the examination or results, or it causes an undue burden on the testing center.

Upon approval you will be notified as to the time and place of the specially arranged exam. All special arrangements are subject to the policies of the NCSFBC.

Policy on Non Discrimination

The NCSFBC does not discriminate against any person on the basis of race, color, ethnicity, national origin, religion, creed, age, gender, sexual orientation, marital status, medical condition, or physical disability.

9 Test Centers and Dates

The NCSF contracted with Prometric to help develop, administer, and manage the NCSF-CPT exam. Prometric is the global leader in technology-enabled testing and assessment services. Test takers benefit from Prometric's extensive test delivery network, which is the largest in the world. In addition, the NCSF-CPT will be available six days a week at any one of Prometric's North American testing centers. By using Prometric, candidates are able to schedule an appointment to test 24 hours a day online at www.2test.com or by calling the Candidate Service Contact Center at (800)766-2539.

Candidates can locate exam centers by using the exam locator service on the NCSF web site (www.ncsf.org) or by calling the NCSFBC at (800)772-NCSF.

NOTE: Candidates cannot schedule an exam until the application located in this handbook has been submitted and approved by the NCSFBC. Upon approval each candidate will be issued an eligibility number which is used when making your exam appointment.

10 Making Your Exam Reservation

Eligible Candidates (all persons with an application approved by the NCSFBC) will be sent a Confirmation Notice and corresponding Eligibility Number which signifies your application acceptance and authorizes you to set up an exam appointment at an exam center location of your choosing.

When you receive the Confirmation Notice and corresponding Eligibility Number, you should call the Candidate Contact Center at Prometric (800-766-2539) as soon as possible to schedule your exam appointment. Be sure to plan your exam date well in advance. You should also pick alternate dates and times, just in case your first choice is not available. Exam appointments are subject to change if the test center is closed for some reason. Directions to the test center are provided when you make your reservation.

Important Notice

Your exam confirmation number will be valid for one year. If you have not scheduled and tested with Prometric you must re-register with the NCSF. Your re-registration is subject to the same policies as the exam retake.

11 Rescheduling an Exam

If for any reason you are unable to take the exam on the date and time for which you registered, you must reschedule to avoid forfeiting your entire exam fee. You have up to 48 hours before your exam appointment to reschedule through your Prometric exam location without penalty. Your rescheduled exam date must still fall within your original one year eligibility period. The full exam fee from your first reservation will be applied to your new exam date. You will not be able to change your reservation if it's less than 48 hours before your scheduled exam.

12 Failing To Appear For a Scheduled Exam

If on the day you are scheduled to take the exam, you do not appear, and you have not rescheduled or cancelled your exam you will

forfeit your right to test and you are required to re-apply. Re-application fees for a missed exam are \$99.00.

13 Examination Refund Policy

If you decide for any reason you cannot or do not wish to take the exam after registering, you may request a refund in lieu of rescheduling. To request a refund you must contact the NCSF in writing within 30 days (electronically date-stamped or postmarked) of original exam registration. If the request is received within the 30 days of original registration, refunds will be 50% of your exam registration fee. There are no refunds after 30 days of original exam registration.

Exceptions to the refund deadline will be considered on a case-by-case basis for documented cases of medical, bereavement, or other emergencies. In these instances, candidates must electronically date-stamp or postmark their refund request no later than 60 days after the exam date and provide any and all supporting documentation.

No refunds will be given for rescheduled examinations. You can expect to receive your refund or notice of denial within six weeks of your request.

All examination registrations are non-transferable.

14 Computer Based Testing

You will take your examination using Computer Based Training (CBT) technology. You do not need extensive computer experience to take the NCSF-CPT exam. At the beginning of your examination, a tutorial will be provided on how to take the test. You will be instructed on how to provide responses to the 150 items that appear on the NCSF-CPT exam. Once you begin your test you will not be allowed to go back to the tutorial section. People at the test center will be able to answer questions that you might have about CBT only. Your exam will be scored as soon as you are finished. You will know your unofficial results before you leave the test center.

15 How to Prepare For the Examination

The exam evaluates the knowledge and skills of personal training professionals. It is not something for which you can study or “cram”. It is also not meant to judge “academic excellence.” It is designed to measure your degree of skills and knowledge. The reference list and Examination Content Outline in this handbook are provided as guides for those areas in which you may need extra review.

The following may be helpful as you prepare for the exam:

- ◆ The major subjects that will be included on the exam can be found in the Content Outline on Pages 11-12.
- ◆ Sample exam questions are on Pages 13 – 15. The sample questions are arranged in content code order. On the exam they will be scrambled.
- ◆ Answer all of the sample questions to see if there are any subjects you have difficulty answering. You should review those subjects.
- ◆ Study the format of the sample questions. The exam questions will follow the same format. All of the questions are multiple choice.
- ◆ Page 16 lists some of the reference books and courses. These can be especially helpful for those with limited background and experience or for those needing additional studying in certain subject areas.
- ◆ Before the exam, make sure you know the exact location of the center. Know the best way to get there, where parking can be found and the actual location of the testing room.

16 Examination Day

A. What You Need to Bring on Exam Day

All candidates need to bring two forms of identification, one of which must be a current form (not expired) government issue and contain a recent recognizable photograph and your signature. The following are some examples of acceptable ID forms:

- ◆ Passport
- ◆ Military ID
- ◆ Driver's license
- ◆ Other federal/state/county issued ID
- ◆ Canadian Provincial Citizenship Card

The identification must be issued by the national government in the country where you are testing, or if using a driver's license, by a state/province of the country in which you are testing.

If your government issued identification is from a country other than the country in which you are testing, you must present your passport for identification. The passport must be current (not expired).

If the Test Center Administrator questions the ID presented, you may be asked for additional proof of identity. You may be refused access to an examination if the test center staff believes you have not proven your identity. However, admittance to the test center and examination does not imply that your identification is valid or that your scores will be reported.

If you do not have the required items with you on your scheduled exam day, you will not be allowed to take the exam. You will be considered absent and will forfeit your full application fee. You will be required to re-apply for the exam and pay all applicable fees.

<p>NOTE: Visitors are not allowed in the test center. Childcare is NOT provided.</p>

B. Reporting Time

You should arrive at the testing center at least 30 minutes before your scheduled examination time.

C. Late Arrival

Candidates who arrive late for their exam will lose their reservation. They will be considered absent, and the policy in item #12 "Failing to Appear For a Scheduled Exam" will apply. **There are no exceptions to this rule.**

D. Bad Weather

The exam will be delayed or cancelled only in weather emergencies. If severe weather or a natural disaster makes the testing center inaccessible or unsafe, the exam will be canceled. Exams that are canceled due to bad weather will be rescheduled as soon as possible, without additional charge. In the event of bad weather, candidates should call the Prometric testing center during normal business hours to verify any delays or cancellations or to find out when the exam has been rescheduled.

E. Exam Security

Any candidate who gives (or receives) help during the exam will be asked to leave the center. Anyone involved in such behavior will be reported to the National Council on Strength and Fitness Board for Certification and his/her exam will not be scored. Examination fees will not be refunded and the candidate may be prohibited from taking the NCSF-CPT exam again.

The performance of all candidates is monitored and may be analyzed to detect fraud. This data is given to the NCSFBC. Candidates who violate security measures will not have their exam scored.

All exam materials, including all questions and all forms of the exam, are copyrighted and property of the NCSFBC. Any distribution of these materials through reproduction, or oral or written communication, is strictly prohibited and punishable by law.

17 Exam Taking Tips

Relax. This will help you be more alert and reduce your physiological stress.

Find the right work pace. Don't rush or go too slowly. Find a pace that is comfortable.

Follow the directions and work carefully.

Read all of the options for each question before you mark your answer.

Skip difficult questions and mark them for review to answer later.

If you are unsure of an answer, *make an informed guess.* There is no penalty for guessing.*

* Both the questions that you don't answer and wrong answers are counted as incorrect responses. Passing is based on the total number of correct responses.

18 Results and Score Reports

Once you have finished taking the exam, the computer will score your performance on the test. An 'unofficial score report' will be issued to you. The score report will list:

- ◆ Minimum passing score of 62%
- ◆ Your total score
- ◆ Sectional evaluation scores

The sectional evaluation is useful in providing the candidate with diagnostic information for each section of the exam and helps you to identify any areas of weakness.

The score report is automatically forwarded to the NCSFBC. If no irregularities are found, you will be issued official NCSF-CPT credential documentation within 5 business days (please allow up to 14 days for mailing).

A candidate's performance on the NCSF-CPT exam shall remain confidential unless otherwise stipulated by the examinee.

Test candidate records shall be retained and preserved indefinitely, including candidate

application information and the full record of candidate exam responses and scoring.

NCSFBC Policy for Challenging Results:

As a quality control measure, each candidate's performance is reviewed and rescored by the NCSF Board for Certification before official results are sent to the candidate within 5 business days of the exam's administration. Although the examination has already been rescored, a candidate may request an additional hand scoring of his or her performance by submitting a written request and a \$35.00 payment to the NCSFBC. You may submit this payment to NCSF, P.O. Box 163908, Miami, FL, 33116-3908.

19 Awarding the Certification

Test candidates with qualified passing scores will be issued certification status. A certification packet is issued within fourteen (14) business days of the passing score verification date. The certification packet will include a new certificate with a certification expiration date, certification identification card, and a continued education handbook.

20 If You Fail the Exam

If you fail the NCSF-CPT exam and wish to take it again, you must submit a copy of your failed score report, which will be given to you before you leave the test center; an application with "retest" check marked; and a retest fee of \$99 payable to the NCSF. You may submit this payment to NCSF, P.O. Box 163908, Miami, FL 33116-3908.

Once the NCSF receives your report, application and fee, you will be given another 12 month window within which to schedule and take your exam. This procedure must be followed anytime a candidate fails the exam and wishes to take it again.

21 Validity of Certification

Your NCSF-CPT credential is valid for two (2) years. During that time, use the designation "NCSF-CPT" (National Council on Strength and Fitness Certified Personal Trainer) after your name to show you are certified. You will receive a certificate that you can frame, as well as a professional ID card.

22 Recertification

To keep your NCSF-CPT status, you must recertify every 2 years. The Recertification Program is a comprehensive continuing education program. It supports your on-going personal and professional development.

Recertification does not require that you pass the NCSF-CPT exam every two years, though that is one way to become recertified. The other way is to participate in the Continuing Education Program and accumulate ten (10) continuing education units (CEU).

NCSF-CPT's can accumulate CEU in a variety of ways, however the majority are derived from participation in fitness industry related conferences, clinics and education programs. More information about acceptable CEU coursework/programs and the NCSF Continuing Education Program will be mailed to you after you pass the examination (within 5 business days). You may download a Recertification Handbook at any time by visiting the continuing education section of the NCSF web site (www.ncsf.org).

23 NCSF Web Site

The NCSF web site is a valuable tool for everyone. It contains useful information, downloadable forms, and a comprehensive Trainer's Tools section. Candidates are encouraged to utilize the web site to find out the latest organization information and expand their delivery of service. The official NCSF web site is located at:

www.NCSF.org

24 Online Application Process

Candidates may now apply online for the NCSF-CPT examination by visiting the web site above. Candidates must use a credit card to utilize this service. The online application process will shorten the processing time for an application for certification by about one week.

25 Contacting Staff

You can reach a staff member of the National Council on Strength and Fitness Monday – Friday between 9:00am and 5:00pm EST by calling (800) 772-NCSF. You may also send an email to info@ncsf.org. Send all written correspondence to:

NCSF
P.O. Box 163908
Miami, FL 33116-3908

Moving?

The NCSFBC makes every effort to keep the most updated mailing addresses of all its certificants. If you move or change your mailing address please contact the NCSFBC as soon as possible to ensure you stay connected and receive the following important information:

- ◆ Membership Renewal Notices
- ◆ CEU Status Information
- ◆ Course Announcements
- ◆ NCSF Quarterly Newsletter
- ◆ NCSFBC Updates

Please call NCSFBC at (305) 255-2111 or email info@ncsf.org with address changes.

Examination Content Outline

With Percentage Weights of Major Content Areas

I. Functional Anatomy (13%)

- A. Major musculoskeletal structures
- B. Basic skeletal anatomy
- C. Bone types
- D. Primary muscle(s) involved in human locomotion
- E. Muscles that affect pelvic position
- F. Basic cardiac, circulatory, and respiratory anatomy
- G. Joint classifications and associated joint structures
- H. Basic spinal anatomy
- I. Components and interactions within the kinetic chain
- J. Features and functions of joint biomechanics

II. Exercise Physiology (11%)

- A. Anaerobic metabolism
- B. Aerobic metabolism
- C. Physiological mechanics of a muscle contraction
- D. Physiological effects and adaptation responses of exercise

III. Health and Physical Fitness (11%)

- A. Factors and obstacles that affect health, wellness and total fitness
- B. Cause / effect relationship between lifestyle behaviors, diet, physical activity, and disease
- C. Behavior modification techniques
- D. Goal Setting

IV. Screening and Evaluation (12%)

- A. Risk factors for exercise testing and participation
- B. Common classification of medications
- C. Medication impact on exercise assessment and program

- D. Common screening and assessment tools and implementation protocols
- E. Fitness screening and evaluation data for exercise programming.
- F. Proper record keeping, file management, tracking systems, and re-evaluation requirements

V. Nutrition (10%)

- A. Relationships between food labels, dietary reference intakes (DRIs), dietary guidelines, and the food pyramid
- B. Carbohydrates, fats, and proteins and their functions
- C. Vitamins and minerals and their functions
- D. Role of water in diet and exercise
- E. Risks associated with supplementation

VI. Weight Management (8%)

- A. Methods of body composition analysis and assessment techniques
- B. Relevance of body fat percentage, distribution, and risk for disease
- C. Effective strategies for weight management

VII. Exercise Prescription and Programming Considerations (14%)

- A. Design, implement, modify, track and update training programs based on individual need as determined by screening, evaluation, personal capabilities, and training goals
- B. Appropriate program components and principles to elicit the desired response from structured exercise
- C. Exercise program considerations and explain how to apply them in an exercise prescription

- D. Professional practices with regards to conduct, risk management, documentation, program tracking, exercise adherence, goal setting criteria, and business activity
- E. Factors that affect the aerobic training program prescription
- F. Factors that affect the anaerobic training program prescription
- G. Factors that affect the flexibility training program prescription
- B. Characteristics, signs, and symptoms of common diseases and their effect on exercise prescription

VIII. Training Instruction (15%)

- A. Safe training environments
- B. Signs and symptoms that require training modifications
- C. Contraindicated movements and specific factors for concern during physical activity participation
- D. Proper training techniques using appropriate cues

IX. Considerations for Special Populations (5%)

- A. Considerations and training modifications for special populations

Examination Sample Questions

The following questions are representative of the type which will appear on the NCSF-CPT examination. The Roman numeral and letter designation at the top of each question indicates which content areas on the content outline apply to this question. The first number refers to the sub-content area within that major category. For example, question 1 (content I.D. covers I. Functional Anatomy, D. Primary muscle(s) involved in human locomotion). These content references will not appear on the examination.

1. Content Area I.D.

During the upward movement phase of a free weight squat, the muscles of the quadriceps are contracting _____.

- A. Eccentrically
- B. Concentrically
- C. Isometrically
- D. Statically

2. Content Area I.E.

A _____ pelvic tilt should precede the concentric contraction of the rectus abdominis in supine abdominal exercises.

- A. Posterior
- B. Anterior
- C. Neutral
- D. Inferior

3. Content Area I.I.

During ballistic movements, such as the arm movement during throwing, the fast moving body segment is decelerated throughout the recovery phase by the _____.

- A. Concentric contraction of the agonist
- B. Eccentric contraction of the agonist
- C. Concentric contraction of the antagonist
- D. Eccentric contraction of the antagonist

4. Content Area I.J.

Scapular retraction occurs during the concentric phase of which of the following movements:

- A. Shoulder press
- B. Seated cable row
- C. Bench press
- D. Upright row

5. Content Area II.A.

What is the predominant energy source being utilized during the performance of a 1RM bench press?

- A. Stored ATP in the muscle
- B. Glycolysis
- C. Aerobic production of ATP
- D. Stored adipose tissue

6. Content Area II.C.

For a skeletal muscle to contract, the thick contractile protein _____ must bind to actin and generate cross-bridge movement.

- A. Myosin
- B. Tropomyosin
- C. Troponin
- D. Creatine phosphate

7. Content Area III.B.

Which of the following adverse health effects is a potential outcome from excessive weight loss?

- A. Infertility
- B. Depression
- C. Impaired temperature regulation
- D. All of the above

8. Content Area IV.B.

Upon review of your client's Health Status Questionnaire you notice that they are currently taking a prescription β -blocker medication. How would this affect the cardiovascular exercise prescription?

- A. It would raise their maximum heart rate allowing them to train at higher intensities
- B. It would reduce the heart rate and vigor of myocardial contractions and produce a lower cardiac output
- C. It would increase the heart rate and vigor of myocardial contractions allowing for higher intensities to be reached during training
- D. It would raise the client's blood pressure during exercise

9. Content Area IV.D.

Which is the recommended sequence for getting a prospective client engaged in a regular exercise program?

- A. Health history questionnaire, screening, informed consent, exercise testing
- B. Screening, health history questionnaire, exercise testing, informed consent
- C. Informed consent, health history questionnaire, screening, exercise testing
- D. Informed consent, exercise testing, health history questionnaire, screening

10. Content Area V.A.

For a normal, apparently healthy individual, what is the recommended percentile range for the consumption of calories from fats, carbohydrates, and proteins, respectively?

- A. $\leq 20\%$, 45-50%, 15-20%
- B. $\leq 30\%$, 55-60%, 10-15%
- C. $\leq 15\%$, 45-50%, 20-25%
- D. $\leq 10\%$, 55-60%, 20-25%

11. Content Area V.B.

After reviewing a 3-Day dietary log of a new male client you notice that he is deficient in his fiber intake. Of the food selections listed below, which would you recommend to him to increase his fiber intake?

- A. Flank steak
- B. Broccoli
- C. Low fat cheese
- D. Salmon

12. Content Area VI.B.

For safe weight loss to occur, it is recommended that weight loss not exceed _____ pound(s) per week.

- A. $\frac{1}{2}$
- B. 2
- C. 4
- D. 10

13. Content Area VI.C.

Aerobic exercise is important for weight control because:

- A. Fat cell numbers can be reduced
- B. Fat is the only fuel used in aerobic metabolism
- C. Caloric expenditure can help create a negative caloric balance
- D. All the above

14. Content Area VII. B.

_____ is a systematic process of planned variations in the training program over a period of time.

- A. Frequency
- B. Overload
- C. Multi-set
- D. Periodization

15. Content Area VII. C.

_____ is the system of strength training that consists of performing a single set of predetermined number of repetitions until performance failure.

- A. High Intensity Training (HIT)
- B. Multi-set
- C. Circuit Training
- D. Pre-Exhaustion

16. Content Area VII. C.

What is the correct resistance training system for a previously sedentary, apparently healthy, 42-year-old female that wants to lose 5 pounds and tone her muscles?

- A. Circuit Training System
- B. Pyramid System
- C. Pre-Exhaustion System
- D. Assisted Training System

17. Content Area VII. E.

During the performance of the Bent-Over Row exercise, the muscles of the lower back should be:

- A. Isometrically contracted
- B. Dynamically contracted
- C. Eccentrically contracted
- D. Isolaterally contracted

18. Content Area VIII. C.

ROM deficiencies in which of the following muscles can affect pelvic position and lead to Low Back Pain?

- A. Psoas major
- B. Biceps femoris
- C. Semitendinosus
- D. All the above

19. Content Area VIII. D.

When fitting a stability ball to a client for activities in the seated position:

- A. The feet should be together to maximize stability
- B. The hip and knees should maintain 90 degrees of flexion
- C. The ankles should be dorsi flexed
- D. The hips should be positioned slightly forward of the ball's center position.

20. Content Area IX. A.

Which of the following situations should be avoided with regards to children and exercise?

- A. Exercises performed to the point of momentary muscle fatigue
- B. Lifting resistance training loads greater than 10 RM
- C. Utilizing free-weight resistance training
- D. Performing overhead lifting movements

Correct Answers

- | | | | |
|-----|------|------|------|
| 1-B | 6-A | 11-B | 16-A |
| 2-A | 7-D | 12-B | 17-A |
| 3-D | 8-B | 13-C | 18-D |
| 4-B | 9-C | 14-D | 19-B |
| 5-A | 10-B | 15-A | 20-B |

NCSFBC Portfolio Review Handbook Reference List

The following reference list is an example of books that may be of use to candidates preparing for the National Council on Strength and Fitness Certified Personal Trainer examination. Individuals may wish to review texts such as these along with participating in NCSF workshop and training school coursework to assist in preparation for the NCSF-CPT examination. Additionally, the content contained in this handbook on pages 11 -12 has been provided as a guide for areas in which you will be tested.

Alter, M. Science of Flexibility 3rd ed. Champaign: Human Kinetics. 2004.

Bouchard, Claude, Blair, Steven, Haskell, William, Physical Activity and Health; Champaign: Human Kinetics 2006

Delavier, Frederic, Strength Training Anatomy 2nd ed.; Champaign: Human Kinetics. 2006

Fleck, Steven J, Kraemer, William J, Designing Resistance Training Programs 3rd ed; Champaign: Human Kinetics. 2004

Floyd, R.T. Manual of Structural Kinesiology 17th ed. McGraw Hill New York. 2009

Franks, D.B. Howley E. Health Fitness Instructor Handbook 5th ed. Champlaign: Human Kinetics. 2007.

Martini, F.H. Fundamentals of Anatomy and Physiology 7th ed. Benjamin Cummings. 2005

McArdle, W. Katch, F. & Katch, V. Exercise Physiology: Energy, Nutrition, and Human Performance. Baltimore; Lippincott Williams & Wilkins; 6th Edition. 2006

McArdle, W. Katch, F. & Katch, V. Sports Exercise Nutrition. Baltimore; Lippincott Williams & Wilkins; 3rd Edition 2008

NCSF, Advanced Concepts of Personal Training 1st ed. Miami: Executive Press. 2008

NCSF, Advanced Concepts of Personal Training Reference Guide 2th ed. Miami: Executive Press. 2008

NCSF, Advanced Concepts of Personal Training Lab Manual 1st ed. Miami: Executive Press. 2008

NCSF, Advanced Concepts of Personal Training Study Guide 1st ed. Miami: Executive Press. 2008

NCSF. Personal Training Technique and Assessment: DVD. Miami: Dubb House Press. 2003

Heyward, Vivian H. Advanced Fitness Assessment and Exercise Prescription 5th ed.; Champaign: Human Kinetics. 2006

Nieman, D. Exercise Testing and Prescription. Boston: McGraw Hill. 2003.

Physical Activity and Health. A Report By The Surgeon General.
<http://www.cdc.gov/nccdphp/sgr/prerep.htm>

Primal, Essentials of Interactive Functional Anatomy DVD, Champaign: Human Kinetics. 2006

Summerfield, L. Nutrition, Exercise, and Behavior. Belmont, CA. Wadsworth. 2001

Whitney, Ellie, Rady Rolfes, Sharon, Understanding Nutrition 11th ed. Wadsworth Publishing; 2007.

Code of Ethics

The Code of Ethics of the National Council on Strength and Fitness Board for Certification (NCSFBC) requires certificants to uphold professional standards that allow for the proper application of their responsibilities to those served, that protect the integrity of the profession, and that safeguard the interest of individual clients. NCSF Certified Personal Trainers (NCSF-CPT) - as members of the Health and Fitness profession, have ethical responsibilities to their clients, society, as well as to other health professionals. The following ethical foundations for professional activities in the field of personal training and health promotion serve as a Code of Conduct for practicing professionals. The Code implements many of these foundations in the form of rules of ethical conduct. Noncompliance with the Code may affect an individual's initial or continuing status as a recognized certified professional in the National Council on Strength & Fitness.

Ethical Foundations

I. The Trainer-Client relationship: The welfare of the client is central to all considerations in the trainer-client relationship. Included in this relationship is the obligation of trainer to respect the rights of clients, colleagues, and other health professionals. The respect for the right of individual clients to make their own choices about their health care (autonomy) is fundamental. The principle of justice requires strict avoidance of discrimination on the basis of race, color, religion, national origin, or any other basis that would constitute illegal discrimination.

II. Trainer conduct and practice: The personal trainer should deal honestly with clients and colleagues. This includes not misrepresenting himself or herself through any form of communication in an untruthful, misleading, or deceptive manner. Furthermore, maintenance of professional competence through study, application, and enhancement of health and fitness knowledge and skills is an obligation of the practicing personal trainer. All personal trainers certified by the NCSFBC are obligated to respond to evidence of questionable conduct or unethical behavior by any other NCSF-CPT through appropriate procedures established by the NCSFBC.

III. Avoiding conflicts of interest: Potential conflicts of interest are inherent in the practice of the personal trainer. Personal trainers are expected to recognize such situations and deal with them in accordance with the best interest of the client.

IV. Professional relations: The personal trainer should respect and cooperate with other personal trainers, fitness instructors and allied health professionals.

V. Societal responsibilities: The personal trainer has a continuing responsibility to society as a whole and should support and participate in activities that enhance the community. As a member of society, the personal trainer must respect the laws of that society. As professionals and representatives of the NCSF, personal trainers are required to uphold the dignity and honor of the profession.

Code of Conduct

I. Client-Trainer Relationship

1. The Client-Trainer relationship is the central focus of all ethical concerns, and the welfare of the client should form the basis of all training protocol judgments.

2. The Trainer should serve the clients by exercising all reasonable means to ensure that the most appropriate training and fitness recommendations are provided to the client.

3. The Client-Trainer relationship has an ethical basis and is built on confidentiality, trust, and honesty. The trainer must adhere to all applicable legal or contractual constraints while in the client-trainer relationship.
4. Sexual misconduct on the part of the trainer is an abuse of professional power and a violation of client trust. Sexual contact or a romantic relationship between a trainer and a current client is always unethical.
5. The trainer has an obligation to obtain the informed consent of each client. In obtaining informed consent for any course of physical measurement or activity, the trainer should present to the client, or to the person legally responsible for the client, in understandable terms, pertinent facts and recommendations consistent with good professional practice. Such information should include alternate modes of testing or physical activity and the objectives, risks, benefits, possible complications, and anticipated results of such activities or testing protocols.
6. It is unethical to prescribe, provide, or seek compensation for therapies or products that are of no benefit to the client.
7. The trainer should respect the rights of clients, colleagues, and others and safeguard client information and confidences within the limits of the law. If during the process of providing information for consent it is known that results of a particular test or other information must be given to governmental authorities or other third parties, that should be explained to the client.
8. The trainer should not discriminate against clients based on race, color, national origin, religion, or on any other basis that would constitute illegal discrimination.

II. Trainer Conduct and Practice

1. The trainer should recognize the boundaries of his or her particular competencies and expertise, and provide only those services and use only those techniques for which he or she is qualified by education, training, or experience.
2. The trainer should participate in continuing education activities to maintain current scientific and professional knowledge relevant to the professional services he or she renders. The trainer should provide services involving new therapies or training techniques only after undertaking appropriate training and study.
3. In any training environment, the trainer should exercise careful judgment and take appropriate precautions to protect the client's welfare with regards to equipment, facilities and environmental factors.
4. The trainer should not publicize or represent himself or herself in any untruthful, misleading, or deceptive manner to clients, colleagues, other health-care professionals, or the public.
5. The trainer who has reason to believe that he or she is infected with the human immunodeficiency virus or other serious infectious agents that might be communicated to clients should voluntarily be tested for the protection of his or her clients. In making decisions about client testing and training activities, a trainer infected with such an agent should adhere to the fundamental professional obligation to avoid harm to clients.
6. The trainer should not practice or attempt to provide professional services while impaired by alcohol, drugs, or physical or mental disability. The trainer who experiences substance abuse problems or who is physically or emotionally impaired should seek appropriate assistance to address these problems and limit his or her professional practice until the impairment no longer affects the quality of client service.

7. The trainer may not imply NCSF endorsement for commercial venture. Disclosure of affiliation and/or use of the initials NCSF are not to be made as part of a firm, partnership or corporate name. Disclosure in violation of this article may be grounds for disciplinary or lawful action.

III. Conflicts of Interest

1. Potential conflicts of interest are inherent in the field of health and fitness. Conflicts of interest should be resolved in accordance with the best interest of the client. If there is concern about a possibly significant conflict of interest, the trainer should disclose his or her concerns to the client. If a conflict of interest cannot be resolved, the trainer should take steps to withdraw as a service provider for the client. If conflicts of interest are unresolved, the trainer should seek consultation with colleagues or an institutional ethics committee.

2. Commercial promotions of fitness or health related products and services may generate bias unrelated to product merit, creating, or appearing to create, inappropriate undue influence. The trainer should be aware of this potential conflict of interest and offer fitness advice that is as accurate, balanced, complete, and devoid of bias as possible.

3. The trainer should recommend nutritional modifications based solely upon health considerations and client needs, regardless of any direct or indirect interests in or benefit from a supplement company or other supplier.

4. When the trainer receives anything of substantial value, including royalties, from companies in the health-care industry, such as a manufacturer of supplements and fitness devices, this fact should be disclosed to clients and colleagues when material.

IV. Professional Relations

1. The trainer's relationships with other trainers, fitness directors, physicians, physical therapists, and other health-care professionals should reflect fairness, honesty, and integrity, sharing a mutual respect and concern for the client.

2. The trainer should consult, refer, or cooperate with other trainers, health professionals, and institutions to the extent necessary to serve the best interests of their clients.

3. The trainer should respect all laws, uphold the dignity and honor of the profession, and accept the profession's self-imposed discipline. The professional competence and conduct of trainers is best examined by professional associations and peer-review committees; active professionals should remain in good standing with these groups. These groups deserve the full participation and cooperation of the personal trainer.

4. The trainer should strive to address, through the appropriate procedures, the status of those trainers who demonstrate questionable competence, impairment, or unethical or illegal behavior. In addition, the trainer should cooperate with appropriate authorities to prevent the continuation of such behavior.

V. Societal Responsibilities

1. The trainer should support and participate in those health programs, practices, and activities that contribute positively, in a meaningful and effective way, to the welfare of individual clients, the health fitness community, or the public good.

2. Trainers who provide expert testimony in courts of law recognize their duty to testify truthfully. The trainer should not testify concerning matters about which he or she is not knowledgeable. The trainer should be prepared to have testimony, given in any judicial proceeding, subjected to peer review by an institution or professional organization to which he or she belongs. It is unethical for a trainer to accept compensation that is contingent upon the outcome of litigation.

Standards of Practice and Disciplinary Process

Mission Statement

The mission of the National Council on Strength and Fitness Board for Certification is to establish, assess and promote standards for fitness professionals in a continued effort to foster a high level of professional competency and ethical practice to serve the public's interest.

Preamble

The Standards of Practice and Disciplinary Process of the NCSF Board for Certification (NCSFBC) is intended to assist and inform the public, certifiants, and candidates for certification, of the NCSFBC Standards of Professional Practice and the Disciplinary Process relative to professional conduct and disciplinary procedures.

The NCSFBC conducts a certification program for personal trainers and has established a recertification requirement for NCSF certified personal trainers (NCSF-CPT). The NCSFBC affirms that, after a candidate has successfully passed the certification examination, the Standards of Professional Practice for entry into the profession of personal training have been satisfied. It is expected that a certificant or candidate for certification agrees to comply at all times to the following Standards of Professional Practice.

Standards of Professional Practice

A. Standards of Professional Practice for Personal Training – Direct Service

The following are minimal standards. Each one is essential for the practice of personal training.

Standard 1: Role

The personal trainer renders service to clients as an independent agent or under the direction of a personal training services coordinator.

Standard 2: On-Going Care Services

All services and program prescriptions should be documented in writing by the personal trainer

and shall become part of the client's permanent records.

Standard 3: Documentation

The personal trainer shall accept responsibility for recording details of the client's health status.

Documentation shall include:

- 1) Client's name, emergency contact information and any other identifying information.
- 2) Informed Consent, screening and participation determinations
- 3) Medical referrals and restrictions or limitations , if applicable
- 4) Evaluation data including date, assessments used, results and relevant findings.
- 5) Program goals and estimated length.
- 6) Program methods, results and revisions.
- 7) Date(s) of assessment and training.
- 8) Re-evaluation criteria
- 9) Personal trainer's signature on documentation.

Standard 4: Confidentiality

The personal trainer shall maintain confidentiality as determined by law and shall accept responsibility for appropriately communicating assessment results, program plans, and progress with other persons involved in the client's program.

Standard 5: Health Screening

Prior to program participation, the personal trainer shall fully assess the client's level of function as it pertains to health and fitness. The client's input shall be considered an integral part of the initial assessment.

Standard 6: Program Planning

The personal training program objectives shall include long and short-term goals based on evaluative criteria. Goals shall be achievable and used to guide the program. Assessment measures to determine effectiveness of the program shall be incorporated into the plan. Additionally, a contingency or emergency plan should be included as applicable.

B. Standards of Professional Practice for Personal Training – Service Programs

Standard 1: Objectives

Basic to the development of any program are its intended purposes. Objectives and protocols specific to goal attainment should be premeditated and clearly outlined for each goal, including: rationale, exercise prescriptions, timeline, re-evaluations and supportive services.

Standard 2: Programming

Each objective should be supported by detailed plans for its implementation including specific protocols and plan for revisions as necessary.

Standard 3: Evaluation

Objective methods of data collection and analysis should be used in relation to each component of the program to determine the effectiveness of the service. If the evaluation indicates a need for change, appropriate revisions or modifications should be made.

Standard 4: Types of Services Offered

Personal training services must be appropriate for the identified need and stay within the scope of the profession. In general the service should aim at an overall enhancement of an individual's health and fitness status.

Standard 5: Personnel

The service program should be directed by a National Council on Strength and Fitness Board for Certification (NCSFBC) Certified Personal Trainer who has met the qualifications established by the NCSFBC. Education, qualifications and experience of all other personnel should meet existing standards and should be appropriate to their duties.

Standard 6: Facilities and Budget

Appropriate resources should be secured and used to facilitate the safest and most effective implementation of the service program.

Standard 7: Records

Objective, permanent records of each aspect of the service program should (1) indicate initial screening, evaluation and assessment protocols and findings; (2) client goals, exercises prescription(s) and lifestyle modification recommendations (3) dates of subsequent follow-up evaluations.

Disciplinary Process

A. Standards of Professional Practice — Revocation of Certification

The NCSFBC may revoke or otherwise take action with regard to the application or certification of an individual in the case of:

- 1) Ineligibility for certification.
- 2) Irregularity in connection with any certification application or examination.
- 3) Unauthorized possession, use, access, or distribution of certification examinations, score reports, answer sheets, certificates, certificant or applicant files, documents or other material.
- 4) Material misrepresentation or fraud in any statement to the Board for Certification or in any statement to the public in connection with personal training, including, but not limited to, statements made to assist the applicant, certificant, or another to apply for, obtain, or retain certification.
- 5) Negligence or malpractice in professional work, which includes, but is not limited to, the release of confidential information of clients or others with whom the certificant or applicant has a professional relationship.
- 6) The conviction of, plea of guilty or plea of nolo contendere (no contest) to a felony or misdemeanor which is directly related to public health, personal training services, or education. This includes but is not limited to rape, sexual abuse of a child or client, actual or threatened use of a weapon of violence; the prohibited sale or distribution of controlled substance, or its possession with the intent to distribute.
- 7) Not adhering to the eligibility requirements for certification candidacy or the continuing education requirements.
- 8) Not adhering to the Standards of Professional Practice.
- 9) Not cooperating with NCSFBC investigations into alleged illegal or unethical activities. This would include but is not limited to, not cooperating with appropriate committees by withholding information, not responding to requests for information in a timely fashion, or providing misleading information to a NCSFBC committee or individual member.
- 10) Engaging in conduct that includes, but is not limited to, unauthorized use of the NCSFBC

name to endorse any products or services without proper authority, or exploitation of a patient for financial gain.

B. Disciplinary Committee and Panels

- 1) The NCSFBC, by a majority vote, shall appoint three persons who are certified personal trainers to the Professional Practice and Discipline Committee. When necessary, the NCSFBC, by a majority vote, shall appoint three persons who are certified personal trainers (i) a Hearing Panel, and/or (ii) an Appeals Panel, to consider alleged violations of any Application or Certification Standard set forth in Section I C (1)-(7) after review and decision by the Professional Practice and Discipline Committee. These Panels may be established as standing Panels. The Hearing and Appeals Panels shall be composed of three full-voting members and up to four non-voting (substitute) members.
- 2) A quorum of either the Committee or a Panel consists of three full-voting members, and Committee and Panel action shall be determined by a majority vote. Committee and Panel members may serve in only one capacity at a time. Committee and Panel members may not consider any matter that came before them prior to their service on the Committee or Panel. Committee and Panel members may not serve in any situation where their impartiality or the presence of actual or apparent conflict of interest might reasonably be questioned.
- 3) When a vacancy of a full-voting member occurs in any of the panels as a result of resignation, unavailability, or disqualification, the Chairman of the NCSFBC shall designate a full-voting member from the substitute members.

C. Review Process

Whenever the NCSFBC Chairman receives allegations, which raise an issue under A (1)-(10), Standards of Professional Practice of the Profession, he or she shall transmit such allegations to the Chair of the Professional Practice and Discipline Committee. If the Committee determines that no good cause exists to question eligibility or compliance with the Standards of Professional Practice, no further action shall be taken. However, if the Committee determines by majority vote that

good cause does exist, it shall direct the transmittal to the applicant or certificant by certified mail or tracked courier, return receipt requested, of a letter containing a statement of the factual allegations constituting the alleged violation and the disciplinary standard allegedly violated. The letter shall also include the following recitation of rights and procedures: (1) the applicant or certificant shall have fifteen (15) days in which to respond to the allegations, provide comments regarding appropriate sanctions, and request an oral hearing if he or she disputes the allegations; (2) sanctions may be imposed if the allegations are determined to be true by the Committee or a Disciplinary Panel, or if the applicant or certificant fails to submit a timely response; (3) the applicant or certificant will be deemed to consent to the imposition of sanctions by the Committee if he or she does not dispute the truthfulness of the allegations; (4) the applicant or certificant must appear in person if he or she requests a hearing; (5) the applicant or certificant may be represented by counsel at the hearing, may present evidence on his or her own behalf, and may examine or cross-examine any witness under oath.

D. Hearing

If an applicant or certificant disputes the allegations and requests a hearing:

- 1) The Chair shall: (a) forward the allegations and response of the applicant or certificant to the Hearing Panel; (b) schedule a hearing before the Hearing Panel after the request is received; (c) send by certified mail or tracked courier, return receipt requested, a Notice of Hearing to the applicant or certificant. The Notice of Hearing shall include a statement of the time and place of the hearing as selected by the Executive Director after consultation with the Chair of the Hearing Panel.
- 2) The Hearing Panel shall maintain an audiotaped or written transcript of the proceedings.
- 3) The NCSFBC and the applicant or certificant may make opening statements, present documents and testimony, examine and cross-examine witnesses under oath, make closing statements, and present written briefs as schedule by the Hearing Panel.
- 4) The Hearing Panel shall determine all matters relating to the hearing. The hearing

and related matters shall be determined on the record by majority vote. Formal rules of evidence shall not apply. Relevant evidence may be admitted. Disputed questions shall be determined by majority vote of the Panel.

E. Appeal

The applicant or certificant may appeal to the Appeals Panel a decision by the Hearing Panel regarding the truthfulness of the allegations and may appeal a decision by either the Committee or the Hearing Panel regarding the imposition of sanctions. An appeal must be filed within thirty (30) days of the applicant or certificant's receipt of the decision through the submission of a written appeals statement to the Executive Director of the NCSFBC. The NCSFBC may file a written response to the appeals statement of the applicant or certificant. The Appeals Panel shall render a decision on the record without oral hearing, although written briefing may be submitted.

F. Decision

The decisions of the Committee, Hearing, and Appeals Panels shall be rendered in writing. A decision by the Hearing or Appeals panels shall contain factual findings, conclusions of law, and any sanctions applied. It shall be transmitted to the applicant or certificant by certified mail or tracked courier, return receipt requested.

G. Sanctions

Sanctions for violation of any NCSFBC Standard may include one or more of the following:

- 1) Denial or suspension of eligibility;
- 2) Revocation;
- 3) Non-renewal;
- 4) Censure;
- 5) Reprimand;
- 6) Suspension;
- 7) Training or other corrective action;
- 8) Delinquent status;
- 9) Reports; and Conditions relating to the above.

H. Emergency Procedures

Whenever the Committee determines that there is cause to believe that a threat of immediate and irreparable injury to the health of the public exists, the Committee shall forward the

allegations to the Hearing Panel. The Hearing Panel shall hear the matter by immediate telephone or other expedited notice and hearing procedure. If the Hearing Panel determines that a threat of immediate and irreparable injury to the public exists, certification may be suspended for up to 60 days pending full hearing under the procedure described above.

I. Release of Information

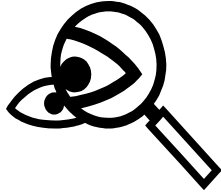
The individual applicant or certificant authorizes the NCSFBC and its agents to communicate any information relating to the NCSFBC application and/or certification, to state and federal authorities, employers, other applicants and certificants, educational programs, and others by means of newsletter or otherwise.

J. Waiver and Release

The individual releases, discharges, and exonerates the NCSFBC, its officers, directors, employees, committee members, agents, and any person furnishing documents, records, and other information relating to the individual's eligibility, certification, or recertification from any and all liability of any nature and kind, arising out of the furnishing or inspection of such documents, records, or other information, and any investigation, evaluation, and communication regarding the individual's eligibility, certification, or recertification, made by the NCSFBC.

K. Submission of Information to the NCSFBC

Persons concerned with possible violations of the NCSFBC Standards of Professional Practice shall identify the persons alleged to be involved and the facts concerning the alleged conduct in as much detail and specificity as possible with available documentation, in a written statement addressed to the Chairman of the NCSFBC. The statement should include the name, address, and telephone number of the person making the statement and others who may have knowledge or facts concerning the alleged violation.



Registration and Test Procedures at a Glance

- 1) Prepare for the exam. See NCSFBC Reference List on Page 16.
- 2) Submit an exam application. This can be done by:
 - Completing the application in this handbook and mailing it to the address indicated
 - Completing the online exam application process on the NCSF web site (www.ncsf.org)
 - Calling the NCSFBC at (305) 255 2111 or NCSF at (800) 772-NCSF
- 3) Receive application approval and become an “Eligible Candidate”.
- 4) Locate a convenient exam center and schedule your exam appointment.
- 5) Take your exam.



Application for National Council on Strength and Fitness Certified Personal Trainer Examination

1 Personal

Name _____
Last First Middle Initial

Address _____ Apt. _____

City _____ State _____ Zip Code _____

Phone (H) _____ (W) _____

Email _____ Website _____

Date of Birth: _____ / _____ / 19____ (you must be at least 18 years of age or older to participate in any offered NCSF program)

Are you a high school graduate or equivalent? YES NO year completed _____

2 Fees

NCSF-CPT Examination registration fee \$199.00

NCSF-CPT Examination registration retake fee \$99.00
Must include copy of failed score report from previous exam

3 Payment Information

The NCSF accepts several forms of payment. Please indicate payment type.

- Check/Money order (U.S. funds only) payable to NCSF
 American Express Visa MasterCard Discover


Name on the card used _____


Account # _____ Exp date _____


Signature _____

Billing address if different than address in step 1 _____

4 Submitting Your Application

 To register through the mail candidates must complete the registration form and mail it to the NCSF with method of payment. Mail to: **NCSF, P.O. Box 163908 Miami, FL 33116.**

 Candidates can register through the organization's web site located at www.ncsf.org. The NCSF accepts all major credit cards.

 Orders can be made over the telephone using any major credit card. Contact the NCSF toll free at (800)772-NCSF to speak with a representative.

You may fax your registration form to the NCSF. The NCSF fax no. is (305) 256 7722.

Mail Applications to
NCSF, P.O. Box 163908
Miami, FL 33116.

5 Professional Experience and Credentialing

Please indicate the highest level of formal education completed.

- High School Associates Masters Doctorate

Please list any formal health and or fitness education course works you have completed or certifications you have obtained.

Taking an NCSF certification exam is not dependent on purchasing NCSF study items or enrolling in an NCSF educational course

Please indicate how you prepared for the NCSF-CPT exam.

- Completed NCSF Home Study Course
 Participated in NCSF Workshop or Training School
 Reviewed Materials on Portfolio Reference List
 Other: Please describe _____

6 Statement of Understanding

The information I have provided is accurate, true, and correct to the best of my knowledge. I have read, understood and agree to be bound by the policies, procedures, and Code of Ethics of the NCSFBC. I understand that the NCSFBC reserves the right to verify and all information in this application or in connection with my certification. Therefore, I understand and agree that failure to provide accurate, true, and correct information, respond to authorized NCSFBC requests for additional information, or abide by NCSFBC policies, procedures, or Code of Ethics shall constitute grounds for rejection of my application.

Signature Date