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# Continuing Education Approved Provider Application

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National Council on Strength and Fitness  
P.O. Box 163908  
Miami, FL 33116  
800-772-NCSF(6273) • [www.NCSF.org](http://www.NCSF.org)

# Approved Provider Program

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## Introduction

Thank you for your interest in the National Council on Strength and Fitness (NCSF) and the Continuing Education Provider Program. The National Council on Strength and Fitness was established in 1995 to fulfill the need of producing highly qualified fitness professionals, sound in both theory and practice. Holding participants to a higher standard of professional competency, the NCSF-CPT credential identifies individuals who have been appropriately educated and evaluated in all areas of fitness assessment and exercise prescription. By providing a standardized, universally accepted process and holding each participant to stringent standards of knowledge and professional competencies, the NCSF ensures that each certified personal trainer has earned a valid and legally defensible credential. The NCSF-CPT credential has been accredited by the National Commission for Certifying Agencies (NCCA), the highest accreditation standard in the industry.

The Health and Fitness industry is in a constant state of evolution, where new research and techniques are continuously being updated and redefined. To accommodate the dynamics of the industry and provide quality and credible education outlets, the NCSF created the CEU Provider Program. This program was established to provide NCSF Certified Personal Trainers access to quality continuing education courses that will enhance their professional knowledge in pertinent subject areas.

## Conditions for CEU Approval

The NCSF accepts CEU Provider Applications from individuals, organizations, and institutions. In order to become an Approved NCSF CEU Provider, the following conditions are required:

- The program or subject matter must specifically address issues pertinent and relevant to the advancement of the health fitness professional. This covers a wide variety of topics and subject matters. A complete listing of acceptable subject areas recognized by the NCSF can be found in the application that follows.
- Workshops, lectures, and seminars offered independently, or in a convention or conference format may be eligible for NCSF CEUs. Each course will be evaluated separately to determine whether or not the content meets the qualification standards outlined in this booklet. It is possible that some of the event sessions offered at a conference or convention will not meet the requirements set forth by the NCSF for Continuing Education. It is therefore required that individual applications be submitted for each topic session to be

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- presented at a particular conference. If the event or program addresses a single subject matter, only one application is required.
- All subject matter must be directly related to the advancement of the NCSF Certified Personal Trainer. Training for professions such as Massage Therapy, Nursing, Athletic Training, or other professions not directly related to expanding a Personal Trainer's knowledge or skills will not be accepted as a valid CEU Provider Programs.

## Presenter Qualifications

- For quality control purposes, the NCSF has established minimum presenter qualifications. All presenters must meet the minimum requirements in order for course approval to be granted. Presenters must have related teaching experience and documented education pertaining to the subject area(s) that will be covered. Presenters must hold a minimum of a bachelor's degree (master's preferred) from an accredited university or college. Applicants offering lectures or practical education in eligible fitness related topics must hold current licenses, certifications, and/or degrees in the corresponding field(s). Presenters are also required to submit an updated resume outlining all relevant experience and education.

## Application Procedures

- This booklet provides you with an official NCSF CEU Provider Application. Separate NCSF CEU Provider Applications must be completed for each course that is being submitted for NCSF CEU approval. Multiple courses with different presenters will require individual applications for each program. An overall course description, including target audience, subject matters, and duration of the program (excluding breaks), must be submitted with each application. Course descriptions must be typed. Presenter resumes must outline formal education, relevant work experiences, and any current certifications and/or licensures.
- The processing fee for a single course, lecture, or program is \$100 and is required with the submission of the NCSF CEU Provider Application. For conferences, conventions, and multi-event programs, or Institution applications, a \$250 processing fee is required. This fee is non-refundable and is required prior to the NCSF reviewing an application for CEU approval.

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- An original copy of all applicable program brochures showing dates, times, and session titles must accompany each application. If you wish to include the NCSF Approved Provider logo and statement with your marketing brochures and advertising, contact the NCSF at 800-772-6273.
- If approved, a specific number of CEUs will be assigned by the NCSF Board for Certification Department of Continuing Education. The primary criteria used to assign CEU values include: the nature of the subject matter, the depth of the subject matter, teaching methodologies, instructor qualifications, and the amount of time a participant shall spend in the actual lecture/learning environment.
- NCSF Approved Provider status is valid until the end of the calendar year from the date of approval and is non-transferable. In order to maintain NCSF Approved Provider status, all providers must apply for a yearly renewal.

## **Promotional Assistance**

If approved, the National Council on Strength and Fitness will help promote the activity in the following ways:

- Use of the official NCSF logo in conjunction with the following Approved Provider Statement:

“This course is recognized by the National Council on Strength and Fitness to offer continuing education for all NCSF Certified Personal Trainers.”

Upon approval, the above NCSF logo and statement can be used on all promotional materials, including print media advertising. Having the Approved Provider logo and statement on your material will signify to health and fitness professionals that the activity has met the NCSF Board for Certification’s stringent standards for Continuing Education Course Approval. Contact the NCSF for complete details.

- The NCSF will allow rental of our official mailing list to all Approved Providers. The mailing list will enable Approved Providers to market the event to an audience of NCSF Certified Personal Trainers. The rental fee for the NCSF Certified Personal Trainer list is twelve cents/name for a one time use. Contact the NCSF for complete details regarding list rental.

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## Contact Information

Name of Individual or Organization: \_\_\_\_\_

Name of Contact Person (if different from above): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

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## Payment Information

### Status of Provider

- Individual Program - \$100 processing fee
- Multiple-Event/Conference/Clinic - \$250 processing fee
- Institution (College/University/Vocational School) - \$250 processing fee

### Method of Payment

- Check/Money Order (*payable to the NCSF*)
- Credit Card (Visa, MasterCard, American Express, Discover)

### Credit Card Information

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_

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## Course Information

Type of Course: \_\_\_\_\_  
*(Workshop, Home Study, Conference Etc)*

Title of Course: \_\_\_\_\_

Location: \_\_\_\_\_

Target Audience: \_\_\_\_\_

Topic Codes (circle all that apply):

- |  |                               |
|--|-------------------------------|
| WT – Weight Training                       | NT – Nutrition                |
| FL – Flexibility                           | FT – Functional Training      |
| PT – Physioball Training                   | SS – Sport Specific Training  |
| SM – Stress Management                     | SP – Special Population       |
| GE – Group Exercise                        | ET – Exercise Techniques      |
| EP – Exercise Programming                  | FA – Fitness Assessment       |
| ES – Exercise Science                      | KB – Kinesiology/Biomechanics |
| AQ – Aquatics                              | IP – Injury Prevention/Rehab  |
| AT – Anatomy                               | ST – Stability Training       |
| BM – Business Management (Fitness Related) |                               |
| OT – Other (Please describe): _____        |                               |

Method of Course Delivery: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## Instructor Qualifications

Name(s) and credentials of each presenter:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Previous Presentation Experience:

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Please submit, along with an updated resume for each Instructor, a statement describing how each Instructor's education and experience qualify him/her to deliver the course or educational program:

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## Submission Checklist

- ✓ Completed application for each course/lecture/activity being submitted for CEU Approved Provider.
- ✓ Separate Presenter resume for each lecturer.
- ✓ All applicable program brochures showing program description, date, time, and activity title.
- ✓ Application Fee:     \$100 for single event  
                              \$250 for multiple-event/conference/clinic  
                              \$250 for Institutions (college/university)

Mail the completed application and appropriate forms and fees to:

**National Council on Strength and Fitness**  
**Attn: Continuing Education**  
**P.O. Box 163908**  
**Miami, FL 33116**