



NATIONAL COUNCIL ON
STRENGTH & FITNESS

re**CERTIFICATION**
HANDBOOK



Maintaining Your
Certified Status



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Introduction to Recertification

Your NCSF-CPT Credential is valid for a two (2) year period, beginning on the day that you successfully pass the NCSF-CPT Exam and ending at the end of the month in which you passed the exam two (2) years later. In order to maintain an active credential status, the NCSF Board for Certification requires the completion of ten (10) Continuing Education Units (CEUs) or the successful completion of the NCSF-CPT Exam every two (2) years.

The NCSF Board for Certification requires the completion of one (1) Ethics CEU as well as two (2) CEUs from CPR/AED/First Aid. Documentation will be provided with the NCSF Recertification Application in the form of a photocopy of your valid, current CPR/AED/First Aid card.

The information that follows in this handbook will outline the steps toward recertification and define the policies and procedures regarding the reporting and awarding of CEUs toward recertification. The NCSF Recertification Application is located in the back of this handbook and will need to be completed and submitted to the NCSF along with the required \$35 recertification fee and all necessary supporting CEU documentation.

Recertification Options

Option 1 – Recertification by Exam

NCSF-CPTs can recertify by taking and passing the NCSF-CPT Exam. You will be required to register and pay the current published testing fees for the NCSF-CPT Exam. Once registered, you will be issued an eligibility number from Prometric Testing. This allows you to schedule your exam appointment for the date, time, and location of your choice. The NCSF-CPT Exam must be passed prior to your NCSF-CPT Credential expiration date. After successfully passing the certification exam, you will be required to submit the NCSF Recertification Application along with the recertification fee and the supporting documentation for your Ethics and CPR CEUs. At that time your NCSF-CPT Credential will be renewed for another two (2) year period.

Option 2 – Recertification by CEUs

NCSF-CPTs can recertify by completing ten (10) CEUs approved by the NCSF Board for Certification. You will be required to complete approved coursework that is defined by the Continuing Education Categories outlined in this handbook during the two (2) year period in which your NCSF-CPT Credential is current. After completing the required ten (10) CEUs, you will need to submit the NCSF Recertification Application along with the recertification fee and the supporting documentation for your Ethics and CPR CEUs prior to your NCSF-CPT Credential expiration date. At that time your NCSF-CPT Credential will be renewed for another two (2) year period.



CEU QUALIFICATION PROCESS

NCSF Recertification Applications will be processed in the order in which they are received. The postmark date on the application envelope will be used to determine the status of the application as it pertains to CEU submission requirements. Unless the application requires a committee or special determination for completion, the processing time for Recertification Applications is 5-7 business days. Once processed, recertification packages will be sent to the applicant via standard first class mail. The package will include a new Certification ID card, updated diploma, and information regarding future continuing education courses. All NCSF-CPTs will be sent a recertification notice ninety (90) days prior to certification expiration.

Submission/Reporting of Qualified CEUs

The NCSF Board for Certification requires the completion and submission of ten (10) CEUs every two years in order to maintain an active credential status. The Recertification Application must be submitted prior to your NCSF-CPT credential expiration date. Included with the application must be the required \$35 recertification fee and all necessary supporting CEU documentation (certificates of completion, transcripts, etc). Recertification Applications are accepted and processed at any time during the current two (2) year period of certification.

Excess CEUs

Qualified CEUs that are submitted in excess of the CEU category maximum value or the recertification requirement do not get applied to the subsequent reporting cycle. Applicants are responsible for submitting the appropriate CEU in compliance with category and CEU recertification requirements. This policy is designed to ensure NCSF-CPTs maintain an ongoing and diversified continuing education program.

CEU Audit

Recertification Applications are reviewed for compliance with the NCSF Board for Certification's policies and CEU qualification criteria. An application may be audited at any time to verify the information or documentation included with the application. It is the responsibility of the applicant to address any questions regarding compliance. Audits that identify possible non-compliance will be documented. A letter addressing the issue will be sent to the applicant within fourteen (14) days of the audit. Applicants must address each

item listed to be non-compliant. It is the responsibility of the applicant to return the requested information, verification, or proof of compliance in a timely manner to avoid a change in certification status.

Returned Applications or Review Denial

Applications may be denied review if they are non-compliant with NCSF Board for Certification recertification requirements. Applications that are incomplete, illegible, do not meet the minimum CEU value, are submitted without appropriate recertification fees, or are postmarked after the certification expiration date will not be reviewed. The application will be returned to the applicant within fourteen (14) day of the application denial. Applicants may reapply in accordance with the NCSF recertification policies and procedures.

Non-Qualifying CEU & Insufficient Quantity

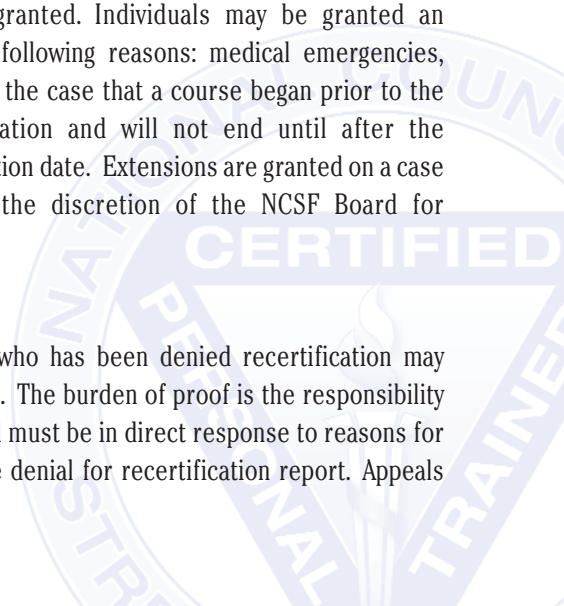
CEUs that do not meet the minimum qualification criteria will not be counted toward recertification. Denied applications will be sent to the applicant within fourteen (14) days of the application denial. Applicants may reapply once they have accumulated the appropriate CEUs necessary for recertification. Recertification Applications that do not meet the ten (10) CEU requirement will be denied for recertification. The application will be classified as incomplete and returned to the applicant. Applicants may reapply once they have accumulated all ten (10) required CEUs necessary for recertification.

Application Extensions

An application extension of up to ninety (90) days will be granted to individuals with valid cause. Written documentation with acceptable justification is required for an application extension to be granted. Individuals may be granted an extension for the following reasons: medical emergencies, bereavement, or in the case that a course began prior to the certification expiration and will not end until after the certification expiration date. Extensions are granted on a case by case basis at the discretion of the NCSF Board for Certification.

Appeals

Any applicant who has been denied recertification may appeal the decision. The burden of proof is the responsibility of the applicant and must be in direct response to reasons for denial listed on the denial for recertification report. Appeals



must be submitted in writing to the NCSF Board for Certification within thirty (30) days of the postmark date on the denial for recertification report. Appeals are handled on a case by case basis.

Notice of Recertification

Recertification will be granted for all valid applications that successfully meet the CEU criteria outlined by the NCSF Board for Certification. Certification status will be applied to the applicant on the date of approval and extended for an additional two (2) year period from the previous expiration date. The applicant will receive a recertification package including a new Certification ID card, updated diploma, and information regarding future continuing education opportunities within fourteen (14) days of application approval.

QUALIFYING CEUs

Continuing Education Units (CEUs) must meet the criteria set by the NCSF Board for Certification (NCSFBC) to be accepted as qualifying units. A CEU can qualify toward recertification under any one of the qualifying categories. Any CEU submitted toward recertification must fully satisfy the criteria established by at least one of the categories. Once an application has reached a maximum CEU value for a particular category, no additional CEUs can be submitted under that category during the current reporting cycle. It is the responsibility of the NCSF-CPT to submit 10 qualified CEUs that are correctly distributed within the category requirements. CEUs that do not comply with the category distribution requirements may not be applied toward recertification.



CONTINUING EDUCATION CATEGORIES

Action Code	Category	Maximum CEU Value
A	NCSF CEU LIBRARY	10
B	NCSF APPROVED COURSES AND PROGRAMS	10
C	NCSF ARTICLE QUIZZES	10
D	NCSF EXAM PREPARATION COURSES	7
E	ETHICS*	3
F	COLLEGE COURSES	10
G	NON-APPROVED COURSES AND PROGRAMS	6
H	PERSONAL DEVELOPMENT	5
I	CPR/AED/FIRSTAID*	2
J	AUTHORING/EDITING/PUBLISHING	7

**Required for Recertification*

CATEGORY DEFINITIONS

Category A – NCSF CEU LIBRARY

MAX VALUE: 10

The NCSF offers continuing education courses through the NCSF CEU Library. Completion of CEU coursework will earn NCSF-CPTs up to a maximum of ten (10) CEUs toward recertification from this category. Each course has been assigned a specific CEU value. To receive CEUs, all specific course requirements must be met. Participants will not receive partial credit for incomplete coursework.

Category B – NCSF APPROVED COURSES AND PROGRAMS

MAX VALUE: 10

Courses and Programs either sponsored by the NCSF or that have been reviewed by the NCSF Board for Certification and met the continuing education provider requirements are approved for CEUs. NCSF-CPTs can earn up to a maximum of ten (10) CEUs toward recertification from this category. Participants will receive 0.5 CEUs per contact hour of attendance/participation in these pre-approved events. A certificate of completion or certificate of participation provided by the event sponsor is required with the NCSF Recertification Application for each course submitted in this category. A complete listing of NCSF Approved CEU providers is available on the NCSF website under the heading of Continuing Education.



Category C – NCSF ARTICLE QUIZZES *MAX VALUE: 10*

Every edition of the quarterly NCSF Newsletter and monthly E-News contains a featured article and an associated CEU quiz. Each quiz is then archived on the NCSF website at www.NCSF.org. The successful completion of each quiz will earn you 0.5 CEUs toward recertification, with a maximum of up to ten (10) CEUs earned through this category. Participants must complete the quiz and achieve a score of 80% or greater to earn the CEUs. Quizzes cannot be submitted more than once.

Category D – NCSF EXAM PREPARATION COURSES *MAX VALUE: 7*

NCSF-CPTs may participate in either the NCSF Workshop Course or the NCSF Home Study Course and earn 7 CEUs toward recertification. Individuals must attend and participate in the two-day NCSF Workshop Course to receive a certificate of participation denoting the 7 CEUs. Individuals using the NCSF Home Study Course for CEUs must complete the lab submission forms contained in the NCSF Lab Manual and achieve a minimum score of 80% on each lab to earn the 7 CEUs.

Category E – ETHICS* (Required) *MAX VALUE: 3*

Every two (2) year reporting cycle, NCSF-CPTs are required to complete a minimum of one (1) CEU from an NCSF Ethics course, mandated by the NCSF Board for Certification. NCSF-CPTs may choose any two (2) Ethics articles and associated quizzes to complete and submit for review. Individuals must achieve a minimum score of 80% on each quiz to earn the CEUs. A maximum of three (3) CEUs can be earned in this category. ***Individuals who do not complete the required Ethics CEUs will be denied recertification.**

Category F – COLLEGE COURSES *MAX VALUE: 10*

Courses offered by accredited colleges and universities may qualify for CEUs if the subject matter is directly related to the profession of Personal Training. Examples of qualifying subjects are: Anatomy & Physiology, Exercise Physiology, Nutrition, Sports Medicine, and Assessment and Technique. Students must successfully pass each course and submit an official transcript denoting the course was completed during the current two (2) year period of certification as an NCSF-CPT. Individuals will earn one (1) CEU per credit, up to a maximum of ten (10) CEUs toward recertification.

Category G – NON-APPROVED COURSES AND PROGRAMS *MAX VALUE: 6*

Courses and Programs offered by organizations that have not completed an NCSF CEU provider application can provide CEUs toward recertification, so long as proper documentation is submitted supporting that the conference or clinic meets the qualification criteria. Courses that fall under this category must be taught by instructors with reputable credentials, have a quantifiable outcome or method of competency measurement, and be of appropriate subject matter that contributes to and is related to the

profession of Personal Training. NCSF-CPTs can earn 0.5 CEUs per contact hour up to a maximum of six (6) CEUs from this category. See CEU QUALIFICATION Criteria for specific requirements.

Category H – PERSONAL DEVELOPMENT *MAX VALUE: 5*

NCSF-CPTs who engage in activities that enhance new knowledge or skills in personal training that is not defined under any other category can still earn CEU's toward recertification. Activities that qualify include formal and documented internship with a qualified site supervisor, volunteer work where new experience/skill development is attained and can be qualified (volunteer supervisor information required), new discipline specific course development (professional presentation/college) must include location of presentation, research participation (documented by research title/content, lead researcher signature), industry committee or task work that contributes to advancement of the profession (chair signature required). For an activity to be considered for CEU's it must be discipline appropriate, properly documented and approved by the NCSF Board for Certification. Contact the organization with questions on qualifying criteria.

Category I – CPR/AED/FIRST AID* (Required) *MAX VALUE: 2*

All NCSF-CPTs are required to complete a CPR certification course that includes either AED or FIRST AID in order to recertify, as mandated by the NCSF Board for Certification. One (1) CEU is awarded for CPR and one (1) CEU is awarded for either AED or FIRST AID. A photocopy of your current card is required with your NCSF Recertification Application. The CPR/AED/FIRST AID certification must have been earned during the current two (2) year period of certification as an NCSF-CPT. ***Individuals who do not complete the two (2) CEU requirement from this category will be denied recertification.**

Category J – AUTHORING/EDITING/PUBLISHING *MAX VALUE: 7*

Individuals who participate in activities related to text, article, and manuscript development can earn one (1) CEU per four (4) hours of activity. NCSF-CPT's who engage in authoring or chapter contribution to discipline specific text will earn continued education units based on documented hours of activity. These activities may include data collection and analysis, review of literature, and reference editing. In addition those individuals who publish articles in an edited industry publication or produce a manuscript for a peer-reviewed journal will earn CEU's in the same format. Appropriate documentation is required including the hours and type of work, publication title and content area, publication name and/or publishing company.





RECERTIFICATION APPLICATION

FIRST NAME _____ LAST NAME _____ M.I. _____
 ADDRESS _____ APT. _____
 ADDRESS CONT. _____
 CITY _____ STATE _____ ZIP _____
 COUNTRY _____ POSTAL CODE _____
 CERTIFICATION NO. _____ CERTIFICATION EXP. DATE ____/____/____

\$35 RE-CERTIFICATION FEE ENCLOSED _____

PAYMENT METHOD: *(Circle one)* Check/Money Order Visa MasterCard Discover Amex

ACCOUNT NO. _____ EXP. DATE ____/____ SECURITY CODE _____

SIGNATURE _____ DATE _____

Action Code	Activity Category	Date	Activity Sponsor	Contact Hours	Documentation Enclosed	CEUs Reported
E	ETHICS (Required)					
I	CPR & FIRST AID (Required)					
CEU TOTAL						

The above form as well as copy of verification must be submitted for CEU reporting. The NCSF continuing education department will assign a CEU value based on the aforementioned polices with this Recertification Handbook.

Submit to: **NCSF Board for Certification**
 P.O. Box 163908, Miami, FL 33116