



RECERTIFICATION HANDBOOK



Maintaining your Professional Status

NCSF

NATIONAL COUNCIL ON
STRENGTH & FITNESS



Introduction to Recertification

Recertification is an ongoing process designed to promote and demonstrate continued competency among NCSF certified professionals. The recertification process ensures NCSF board certified professionals maintain compliance with current practice standards and adhere to the ethical code of conduct. It demonstrates your commitment to competency and communicates professionalism to your clients, peers, employers, and the community you serve.

Part of the responsibility of being a certified professional is participating in continuing education, documenting the activities and submitting the necessary records to substantiate satisfactory compliance with the recertification program. The benefits of recertification include enhanced marketability, improved service offerings, demonstrating dedication to your profession and showing your commitment to providing safe and effective outcomes to stakeholders.

NCSF credentials are valid for two (2) years beginning on the day you pass the certification exam and ending on the last day of that same month two (2) years later. The NCSF Board for Certification requires the completion of ten (10) Continuing Education Units (CEUs) during that two-year period. This requirement reflects participation in no less than 20 hours of continued learning/professional development in that timeframe. Individuals that do not satisfy their recertification requirements will need to retake the certification exam and will be subject to the most current eligibility, test and fee requirements. As part of the 10 CEUs needed for credential renewal, two (2) must be earned from proof of current CPR certification, and one (1) must be earned in the category of Ethics and Professional Practice. Continued education comes in many forms and CEU values are assigned by the content, depth and breadth of the learning experience. All CEU's must have a documentable student learning outcome. Additionally, the content of the education must be in line with the professional role, fall within the scope of practice and be consistent with the practice domains of the profession.

Rationale for Recertification Interval

The NCSF Board determines the CEU values assigned to education and professional development as well as the interval for recertification. The complete rationale for the recertification requirements can be found on the organizations website, but is summarized below.

Exercise professions are dynamic and evolving with new research findings and technologies entering the field on a regular basis. Based on alignment with best practices of similar professions and research on the maintenance of professional competency, the Board determined it reasonable to expect certified professionals to participate in a minimum of 20 hours of continuing education over the two-year period. The interval assigned to the CEU requirement is long enough to allow the certified professionals to earn the appropriate credits, but short enough to promote regular engagement in education and training. Part of the determination is based on the data that standard setting organizations whom employ similar recertification periods find it promotes more learning-active professionals. Likewise, it harmonizes professional practice with a certain amount of time spent in professional development each year.

The information that follows will outline the required steps for renewing your credential(s) and will define the policies and procedures regarding the proper reporting and awarding of CEUs for recertification. The Recertification Application, located in the back of this handbook and available on the NCSF website, will need to be completed and submitted to the NCSF along with the required recertification fee and all necessary supporting CEU documentation.

Table of Contents

- 1 Introduction
- 1 Rationale for Interval
- 2 Recertification Options
- 2 Understanding CEUs
- 2 Accepted CEU Categories
- 3 Category Definitions
- 4 Qualifying Subject Matters
- 4 How to Submit
- 5 Application Sample
- 5 Policies and Procedures
- 6 Recertification Application

Recertification Options:

Option 1 – Recertification by Exam

Any individual who possesses an NCSF credential can renew their certification status by simply retaking and passing the respective exam associated with their credential. Individuals will need to comply with the current eligibility requirements, register to sit for the exam and pay the standard test fee. Once registered, an eligibility number will be issued which will allow you to schedule an exam appointment with the testing service for the date, time, and location of your choosing. Upon successful completion of the exam, the credential will be reinstated for a two (2) year period, beginning the day the exam is passed and expiring on the final day of that month two years later.

Option 2 – Recertification by CEUs

Single NCSF Credential Renewal (ex. CPT or CSC)
Recertification Fee: \$75

The recertification requirement for renewing a single NCSF credential is ten (10) CEUs every two (2) year reporting cycle. All CEUs applied toward recertification MUST be earned during the most recent two-year period of credential status in good standing and fall within the scope of the profession. Two (2) of the CEUs are required to be earned from proof of current CPR, and one (1) of the CEUs must be earned in Ethics and Professional Practice. The remaining seven (7) CEUs can be earned from coursework completed in the various defined categories associated with profession. Once all ten (10) CEUs have been earned, submit the Recertification Application, the required recertification fee, and all necessary supporting documents.

Multiple NCSF Credential Renewal (ex. CPT and CSC)
Recertification Fee: \$100

The recertification requirement for renewing multiple NCSF credentials is ten (10) CEUs every two year reporting cycle. All CEUs applied toward recertification MUST be earned during the most recent two-year period of credential status in good standing and fall within the scope of the profession. All other requirements are the same as those of a single credential renewal.

The Steps to Recertify

1 Understanding CEUs

Continuing Education is defined as engagement in ongoing learning that results in the acquisition of new knowledge, skills, or abilities related to professional practice. Continuing Education Units (CEUs) are measured by specific student learning outcomes and education or professional development contact time. For most home study and seminar based coursework, 1 CEU equals two hours of educational learning (0.5 CEUs per educational hour). College credits are accepted as 1 CEU value per successfully earned college credit.

2 Accepted CEU Categories (Educational Formats)

Continuing Education Units (CEUs) must meet the criteria set by the NCSF Board for Certification to be accepted as qualifying units. A CEU can qualify toward recertification under a number of different categories. Once the maximum CEU value for a particular category has been met during a two year reporting cycle, no additional CEUs can be earned from that particular category in that cycle. It is the responsibility of the NCSF professional to submit 10 qualified CEUs that are in compliance with the recertification requirements. CEUs not in compliance with the defined qualifying criteria will not be applied toward recertification.

Continuing Education Unit (CEU) Categories

Category	Maximum Value
REQUIRED	
CPR*	2 CEUs
Ethics and Professional Practice*	3 CEUs (1 CEU required)
<i>*Denotes a mandatory requirement for recertification</i>	
NCSF CEU Library (Quizzes & Courses)	7 CEUs
College & University Courses	7 CEUs
Professional Development	5 CEUs
Non Pre-Approved Coursework (Seminar/Home Study)	7 CEUs

Category Definitions

CPR (REQUIRED)

All NCSF professionals are required to submit proof of current CPR certification. A photocopy of the CPR card showing that CPR is current at the time of application for recertification is required from each NCSF professional. The CPR certification must have been earned during the current two (2) year period of certification. The NCSF does not denote a particular CPR provider; any valid CPR credential is acceptable. ***Individuals who do not complete this requirement will be denied recertification.**

Ethics and Professional Practice (REQUIRED)

All NCSF professionals are required to earn a minimum of one (1) CEU from this category. Acceptable topics include Ethical Business Practices, Sexual Harassment Policies, Client/Trainer relationship, Understanding Scope of Practice, etc. CEUs can be earned from employer based training, college/university coursework, seminar based learning, or NCSF courses or quizzes. ***Individuals who do not complete this requirement will be denied recertification.**

NCSF CEU Library (Quizzes & Courses)

This includes coursework that has a pre-defined CEU value by the NCSF Board for Certification. It includes structured, home study based courses, workshop seminars, and CEU quizzes (found in the NCSF quarterly newsletter and monthly E-news and archived on the NCSF website). NCSF professionals can earn up to 7 CEUs from coursework completed in this category. Examples include: attending the NCSF Personal Trainer Workshop Course (7 CEUs), completing the Championship Triathlon Training home study course (5 CEUs), or completing an NCSF CEU quiz (0.5 CEUs).

College & University Courses

Credit-bearing coursework offered by accredited colleges and universities will earn NCSF professionals CEUs if the subject matter qualifies. Examples of qualifying subject matters can be found in the **Qualifying Subject Matter Chart** and may include: Exercise Physiology, Nutrition, Sports Medicine, Assessment and Technique, or Exercise Prescription. A copy of a transcript must be submitted demonstrating that a passing grade was earned during the most recent two year period of certification. Professionals will receive one (1) CEU per college credit, up to a maximum of 7 CEUs.

Example: Anatomy and Physiology (3 credits) = 3 CEUs

Professional Development

NCSF professionals can earn CEUs by engaging in activities that result in acquisition of new knowledge or skills that don't fall within the other defined categories. Qualifying activities include new discipline specific course development including professional presentations, research participation, or industry committee work. In addition, professionals who engage in authoring or chapter contributions to discipline specific texts can earn CEUs for their work. CEUs will also be awarded for published articles in edited industry publications or peer-reviewed academic journals. NCSF Professionals will earn 1 CEU for every four (4) hours of documented work up to a maximum of 5 CEUs from this category.

Example: 12 hours of research = 3 CEUs

Non Pre-Approved Coursework (Seminar/Home Study)

Coursework and programs offered by organizations that have not applied to the NCSF for provider status can provide NCSF professionals with CEUs toward recertification. Seminar or home study courses must be taught/developed by properly credentialed instructors, have a quantifiable outcome or method of competency measurement, and be of appropriate subject matter. NCSF professionals will earn 0.5 CEUs per documented contact hour (defined by hour of course participation) up to a maximum of 7 CEUs from this category.

*Example: 8 hour seminar with 1 hour lunch break
(7 contact hours) = 3.5 CEUs*





3 Qualifying Subject Matters*

- Anatomy
- Biomechanics
- Health Promotion
- Exercise Physiology
- Kinesiology
- Screening and Evaluation
- Testing and Assessment
- Nutritional Sciences
- Weight Management
- Endurance Training
- Exercise Prescription and Programming
- Training Instruction (e.g. Kettlebell, Suspension Training, etc.)
- Sport Specific Training
- Flexibility Programming
- Training Considerations for Special Populations
- Yoga
- Pilates
- Small Group Instruction
- Business Practice and Management
- Injury Prevention
- Ethics and Professional Practice

**Professionals completing coursework in categories not listed above can contact the NCSF for verification of qualification.*

4 How to Submit

Recertification Application Submission & Processing

NCSF Recertification Applications will be processed in the order in which they are received, generally within 3-5 business days. Exceptions to this timeline may occur in cases where the application requires a Committee or Board review for completion. The postmark date on the application envelope will be used to determine the status of the application as it pertains to any credential expiration dates.

1. The Recertification Application must be postmarked prior to your credential expiration date.
2. The appropriate recertification fee and all required CEU supporting documentation must accompany the application. (One payment can be made for multiple items, e.g. quizzes and recertification fee.)
3. Recertification Applications will only be accepted within the 6 month period prior to the certification expiration date.
4. Once processed, a package containing a new ID card, updated certificate, and information regarding future CEU opportunities will mail via standard first class mail.
5. All NCSF professionals will receive a recertification reminder notice ninety (90) days prior to credential expiration.

Use this sample as a reference when submitting continuing education coursework to the National Council on Strength & Fitness Board for Certification.

Activity Category	Date	Activity Provider	Contact Hours	Documentation Enclosed	CEUs Reported
CPR (Required)	10/16/13	Red Cross	N/A	✓	2
Ethics & Professional Practice (Required)	5/17/13	NCSF	2	✓	1
<i>Approved Courses and Programs</i>	2/4/14	Kettlebell Concepts	8	✓	4
<i>NCSF CEU Library</i>	3/11/14	NCSF	Set Value	✓	3
CEU TOTAL					10

Policies and Procedures

Excess CEUs

Any CEUs earned during the most recent two year reporting cycle in excess of the required ten (10) required for recertification will not carry over to the next reporting cycle. All CEUs for recertification must be earned during the most recent two year period of active credential status. This policy is designed to ensure NCSF professionals maintain an ongoing and diversified continuing education program and continue to enhance their professional competency.

CEU Audit

Recertification Applications are reviewed for compliance with the NCSF Board for Certification’s policies and CEU qualification criteria. An application and accompanying CEU documentation may be audited at any time to verify the information and/or documentation included is accurate. 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 credential status.

Returned/Denied Applications

Applications may be denied review and returned to applicant if they are non-compliant with NCSF Board for Certification recertification requirements. Applications that are incomplete, illegible, do not fulfill the required CEU value, are submitted without appropriate recertification fees, or are postmarked after the credential expiration

date will not be reviewed. These applications will be returned to the applicant within fourteen (14) days of the application denial. Applicants may reapply in accordance with the NCSF recertification policies and procedures.

Notice of Recertification

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

Application Appeals/Extensions

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 of recertification report. An application extension of up to ninety (90) days may be granted, at the full discretion of the NCSF Board for Certification, 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, military deployment, or in a case where a CEU course began prior the certification expiration date but will not end until after the certification expiration date. Appeals and extensions are handled on a case by case basis.



NATIONAL COUNCIL ON STRENGTH & FITNESS

RECERTIFICATION APPLICATION

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

RE-CERTIFICATION FEE ENCLOSED _____ (Single Credential: \$75 / Two or More Credentials: \$100)

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

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

SIGNATURE _____ DATE _____

Table with 6 columns: Activity Category, Date, Activity Provider, Contact Hours, Documentation Enclosed, CEUs Reported. Includes rows for CPR (Required) and Ethics & Professional Practice (Required), and a CEU TOTAL row.

This form and proper documentation must be submitted for CEU reporting. The NCSF continuing education department will assign a CEU value based on the aforementioned polices within this Recertification Handbook.

Submit to:

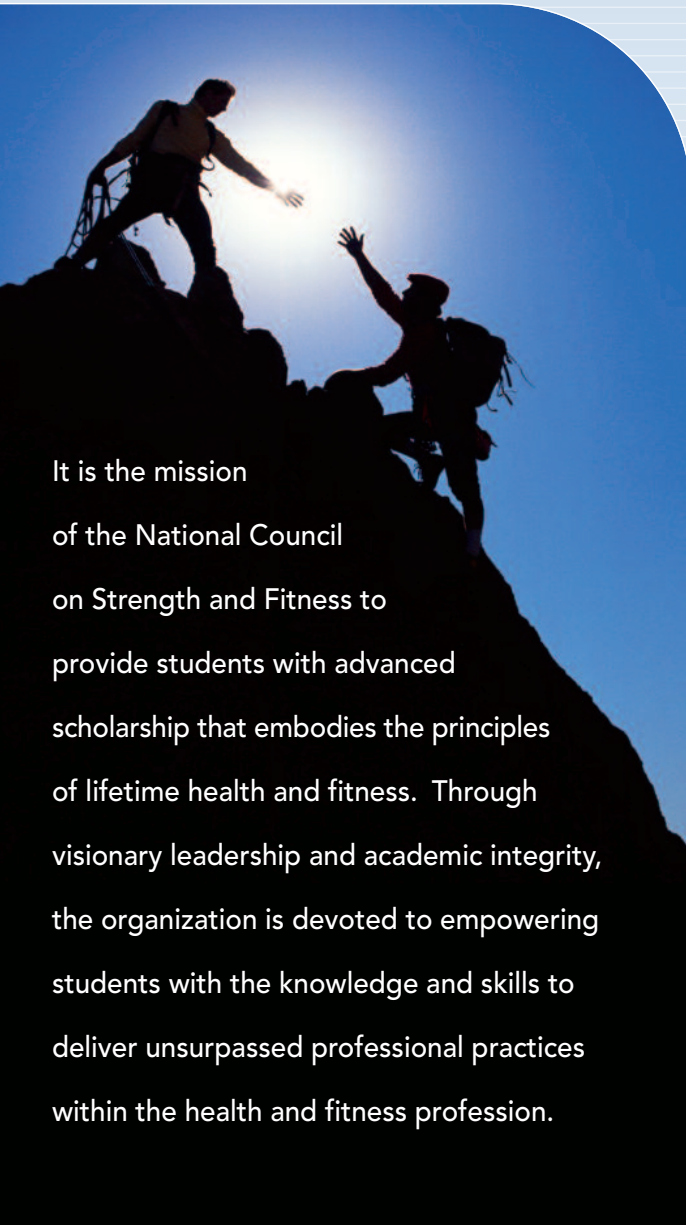
NCSF Board for Certification
5915 Ponce de Leon Blvd., Suite 60, Coral Gables, FL 33146

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5915 Ponce de Leon Blvd, Suite 60
Coral Gables, FL 33146

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scholarship that embodies the principles
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the organization is devoted to empowering
students with the knowledge and skills to
deliver unsurpassed professional practices
within the health and fitness profession.

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