

NCSF

Certified Personal Trainer

Examination Policies & Procedures



Certified Personal Trainer

NCSF CPT Credential

The NCSF-Certified Personal Trainer (NCSF-CPT) certification is designed for professionals who work with their clients in a variety of fitness training environments. The professional credential is offered to those candidates who meet the minimum requirements set forth by the NCSF Board for Certification. To qualify for the NCSF-CPT credential, you must be at least 18 years old, have a high school diploma or equivalent, and pass the NCSF-CPT examination. NCSF certification distinguishes highly qualified professionals in the field of personal health and fitness.

NCSF CPT Examination

To achieve certification as an NCSF-CPT, candidates are required to pass a challenging three-hour written examination that includes 150 multiple-choice questions developed from 10 content categories. The exam covers functional anatomy, exercise prescription, health screening and evaluation, nutrition, weight management, exercise programming, exercise training techniques, and considerations for special populations.

Preparation for the Exam

Certification candidates are not required to participate in an NCSF education program to qualify to sit for the Board examination. Although the organization offers education courses and preparation materials for the exam, 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. Some additionally recommended text can be found in the Portfolio Review Handbook for the Certified Personal Trainer Examination on page 16.

Identifying your Certified Status

Once you have successfully passed your examination and earned the distinction of a Certified Personal Trainer you can use the letters NCSF-CPT behind your name to signify your achievement and qualifications. Every NCSF-CPT receives a professional identification card to indicate and verify their certified status and a certificate suitable for framing. Both documents have your certification number and certification expiration date.



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Locating a Prometric Testing Center



NCSF-CPT exam candidates can locate a testing center by logging onto the Prometric exam website located at www.prometric.com/ncsf. Follow the outlined steps to locate an exam center in your area. Candidates can also use the exam center locator in the certification exam section of the NCSF website www.ncsf.org.



Exam candidates can also locate an exam center by contacting Prometric directly at 1-800-766-2539.

Scheduling your Examination Appointment



Exam appointments can be scheduled over the internet by using the Prometric online scheduling system. Simply log on to www.prometric.com/ncsf and follow the steps to schedule the exam date, time, and location.



Exam appointments can be scheduled over the phone by calling Prometric at 1-800-766-2539.



Exam appointments can also be scheduled in person at any Prometric testing center.

Candidates must take the exam within one year of the original exam registration. If you do not, you must re-register to take the examination. Re-registration is subject to the same policies as the exam retake. Remember, in order to schedule an examination appointment you will need to have your eligibility number available. You will then be issued an exam confirmation number from Prometric which is used to schedule your examination appointment.

Rescheduling an Examination Appointment (if needed)

If for any reason you are unable to take the exam on the date, time, or location for which you registered, you must reschedule to avoid forfeiting your entire exam registration fee. You have three business days before your exam appointment to reschedule.

Rescheduling can be done online, over the phone, or by visiting your local Prometric testing center. In order to reschedule you will need your confirmation number. This number was provided to you by Prometric upon your initial appointment scheduling.

If you cannot make your exam appointment and fail to contact your Prometric exam center within three business days of your scheduled appointment time, you must re-register under the exam retake policies.

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What to Bring to the Testing Center

The testing center will provide you with all of the required testing equipment and materials. The only two items you are required to bring to the testing center are your confirmation number that was issued to you by Prometric upon scheduling and a government issued, signature bearing, photo ID (i.e. drivers license, passport).

Your government issued identification must match the name as it appears on your exam registration.

What's on the Certification Exam

The NCSF-CPT exam is a 150 question multiple-choice formatted examination. Below is a breakdown of the examination content:

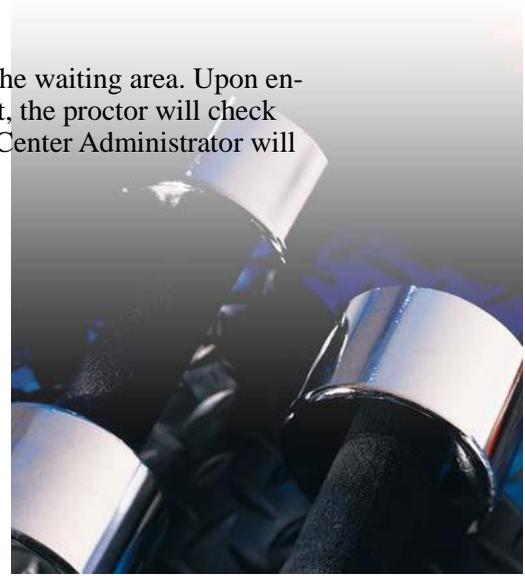
<u>Domains</u>	<u>Percentage of Exam</u>
Functional Anatomy	15%
Exercise Physiology	10%
Physical Activity and Health Promotion	6%
Screening, Evaluation and Professional Practice	11%
Nutrition	11%
Weight Management	7%
Exercise Prescription and Programming Considerations	19%
Training Instruction	16%
Considerations for Special Populations	5%
Professionalism and Risk Management	3%

Exam Score Information

Prometric uses state-of-the-art testing and scoring to administer and evaluate your responses. During the exam check-out process, the test taker will be provided with a score report. Your exam results will automatically be sent to the NCSF.

Taking the Certification Exam

The first room you will visit when entering a Prometric Testing Center is usually the waiting area. Upon entering, you will be asked to sign-in. You will then begin the check-in process. First, the proctor will check your ID, either a license or another government issued picture ID. Next, the Test Center Administrator will provide you with all appropriate items prior to the beginning of the exam.



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The Test Center Administrator will then lead you to a test workstation. Each workstation has a computer, monitor, mouse, and an adjustable chair so that test takers can be as comfortable as possible. The computer format is as easy to use as the traditional paper-and-pencil exam. You will be given a short tutorial at the outset of the exam explaining when to press a key or when to click a mouse. Think of it this way, with the traditional exam you fill in the blanks with a pencil, while with a computer-based exam you click on the appropriate key or click the mouse.

You will have three hours (3) to complete the 150 question multiple-choice exam. Technical assistance will also be provided during the examination itself if any problems should arise.

Once you have completed the exam, the proctor will escort you out of the room, where the check-out process will begin. This process includes signing out and the collection of any exhibits and scratch paper. At this time, you will be provided with a score report. In the event you do not meet the minimum passing score you must contact the NCSF to register for another examination. Retake fees are \$99.00 (see Retake Policy).

Your government issued identification must match the name as it appears on your exam registration.

Retake Policies

If you do not meet the minimum passing score on the exam you may re-apply to take the exam again. Retake Exam fees are \$99.00.

To re-apply to take the exam contact the NCSF directly at 1-800-772-NCSF(6273). A \$99 Retake Exam fee will be payable to the NCSF. After your request has been processed, you will receive another eligibility number. No refunds are given for re-take exam applications.

You are eligible for the Retake Exam fee for a period of one year after you have taken your first exam. After this one-year period, you must submit the first-time candidate exam fee. There is no limit as to the amount of time you may take the exam.

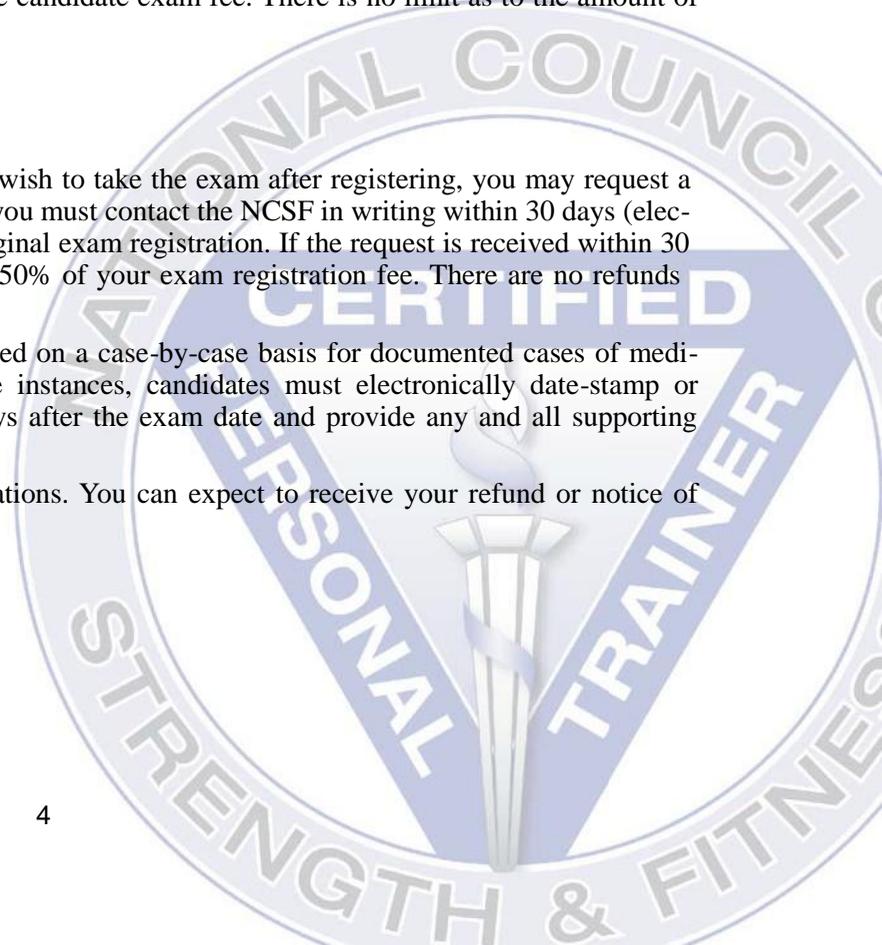
Refund Policy

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 your original exam registration. If the request is received within 30 days of your original registration, refunds will be 50% of your exam registration fee. There are no refunds after thirty days of your 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.



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Disqualification

You may be disqualified from taking NCSF-CPT exam or from receiving exam results, if the NCSF and/or Prometric (the organization administering the exam on behalf of the NCSF) have determined through either examiner observation or statistical analysis that you were engaged in collaborative, disruptive, or other unacceptable behavior before, during, or following the administration of the NCSF exam.

General Policies and Procedures

Confidentiality: No information submitted to the NCSF and Prometric will be released to a third party without authorization from the candidate.

Disclosure: To maintain the integrity and security of the NCSF exams, exam questions, answer sheets, answers, or other source materials will not be released to candidates under any circumstances.

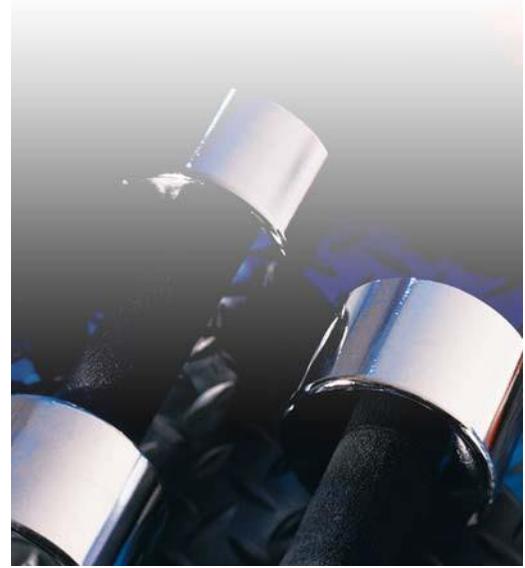
Fair and Equal Treatment of NCSF Candidates: NCSF does not discriminate against any individual on the basis of religion, gender, ethnic background, age, national origin, or physical disability.

Awarding of NCSF-CPT Certification

Only candidates who achieve the minimum passing will be awarded the NCSF-CPT certification. Should you meet the minimum passing requirements, your certificate and ID card will be sent to you within two (2) weeks of passing the examination. If you fail to meet the minimum passing requirements you may retake the exam (see retake policy).

Marketing Your Certification Status

You may only market yourself as NCSF certified during the two years that your certification is current. If you do not renew your certification by earning the necessary continuing education credits and paying the appropriate renewal fees, or by retaking and passing the NCSF certification exam, you may not claim to be NCSF certified. False certification claims may prohibit your ability to renew your certification or retake an NCSF certification exam.

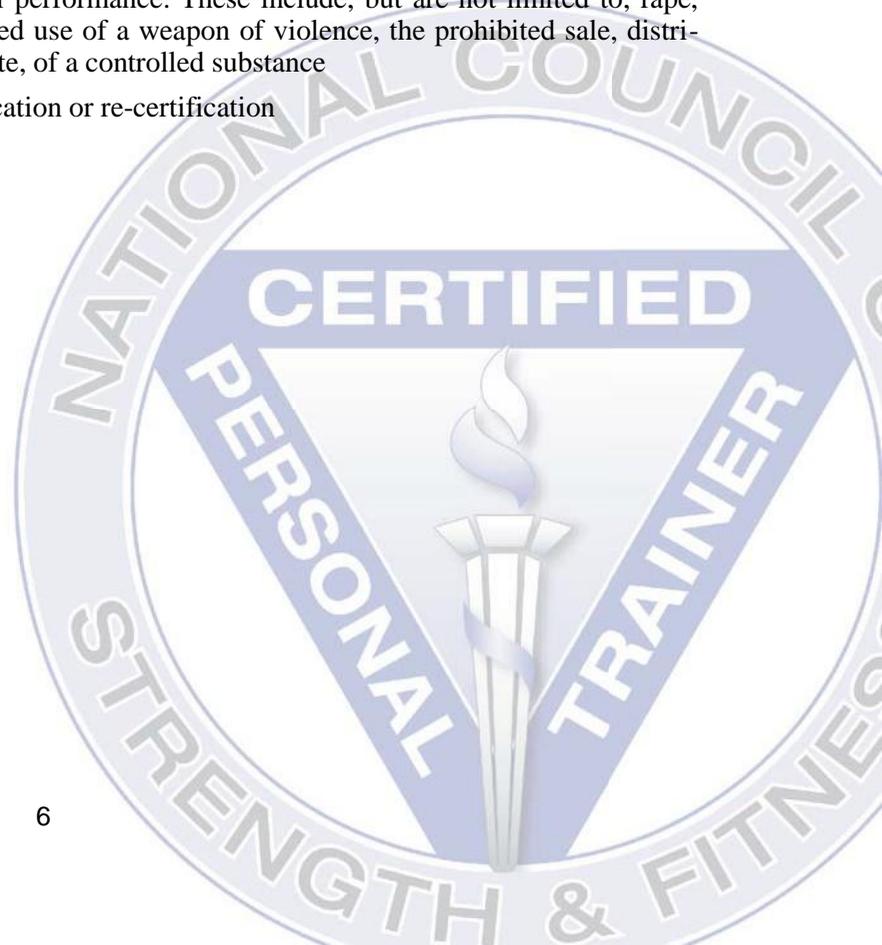


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NCSF Professional Practices and Disciplinary Procedures

The professional practices and disciplinary procedures of the National Council on Strength and Fitness (NCSF) are intended to assist and inform certificants, candidates for certification, and the public of the NCSF Application and Certification Standards relative to professional conduct and disciplinary procedures. The NCSF may revoke or otherwise take action with regard to the application or certification of an individual in the case of:

- Ineligibility for certification
- Irregularity in connection with any certification examination
- Unauthorized possession, use, access, or distribution of certification examinations, score reports, trademarks, logos, answer sheets, certificates, certificant or applicant files, or other confidential or proprietary NCSF documents or materials (copyrighted or otherwise)
- Material misrepresentation or fraud in any statement to the NCSF or to the public, including but not limited to statements made to assist the applicant, certificant, or another to apply for, obtain, or retain certification
- Any physical, mental or emotional condition of either temporary or permanent nature, including, but not limited to substance abuse, which impairs or has the potential to impair competent and objective professional performance
- Negligent and/or intentional misconduct in professional work, including, but not limited to, physical or emotional abuse, disregard for safety, or the unauthorized release of confidential information
- The timely conviction, plea of guilty, or plea of nolo contrende in connection with a felony or misdemeanor, which is directly related to public health and/or fitness instruction or education, which impairs competent and objective professional performance. These include, but are not limited to, rape, sexual abuse of a client, actual or threatened use of a weapon of violence, the prohibited sale, distribution, or possession with intent to distribute, of a controlled substance
- Failure to meet the requirements for certification or re-certification



National Council on Strength & Fitness



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

Phone 800.772.NCSF
Fax 305 666.3482
E-Mail info@ncsf.org

Mission Statement

It is the mission of the National Council on Strength and Fitness to provide students with advanced scholarship that embodies the principles of lifetime health and fitness. Through visionary leadership and academic integrity, the organization is devoted to empowering students with the knowledge and skills to deliver unsurpassed professional practices within the health and fitness profession.

