



NETA-PTCB

Recertification Handbook,
Application &
CEC Petition Form



Recertification Application Checklist:

- ✓ Completed Recertification Application (page 9 of this packet) addressed to:
NETA Recertification
5955 Golden Valley Rd Suite 240
Minneapolis MN 55422
- ✓ Includes documentation of all NETA-PTCB approved continuing education courses (e.g., copies of CEC certificates of completion) totaling a minimum of 20 contact hours (CECs).
- ✓ Includes CEC petition form for all courses not pre-approved by NETA-PTCB (i.e. relevant college courses, seminars and workshops not NETA-PTCB approved)
- ✓ Includes a copy of the front and back of your adult CPR certification.
- ✓ Includes the appropriate recertification fee as stated on the application.

January 2006



Dear NETA - Certified Personal Trainer:

Enclosed you will find your Recertification Handbook and Application. The packet includes important information about recertification, guidelines for using this packet, and changes to recertification requirements.

Please note that the NETA website (www.netafit.org) has the most up-to-date information on recertification as well as many other key topics.

The website makes it easy to stay current with continuing education workshop and home study opportunities.

The purpose of the NETA-PTCB recertification policy is to enhance the continuing competence of certificants.

We choose a system that requires a minimum of 20 continuing education credits (CECs) and maintenance of current CPR certification. CECs must be obtained from American Council on Exercise approved or NETA courses. We believe this system provides certificants with an incentive to pursue a program of individual professional development with courses that have already met minimum quality criteria. These courses enhance continuing competence by: 1) reinforcing basic principles; 2) communicating information about changes in the knowledge, skills and techniques that are associated with best practices; and 3) educating certificants about future trends. Additionally, requiring current CPR certification ensures that certificants have maintained competence in this important skill. Our Board is satisfied that these requirements provide reasonable evidence of maintaining an acceptable level of continuing competence without placing an undue burden on the certificant.

In addition, NETA-PTCB noted that a 2004 NOCA poll question indicated that 51% of the respondents relied primarily on continuing education to recertify candidates. Until we find evidence of a more effective method or promoting continuing competence, we will rely upon this system embraced by our peers and most certification programs in other disciplines. The NETA-PTCB will periodically review this policy to ensure that our recertification procedure contributes to the desired outcome.

NETA Certified Personal Trainers must recertify every two (2) years. This ensures that NETA-PTCB certified professionals are current with best practice guidelines and the specific knowledge, skills, and abilities described in the most recent practice analysis.

Recertification Process

- To renew your certification, you must complete a minimum of 20 Continuing Education Credits (CECs) between the date your certification begins and its expiration. There is a 6 month grace period in which to complete your recertification should you need an extension beyond your expiration date. Higher renewal fees apply to all recertification applications past the renewal date. If your certification expires beyond the 6 month grace period, you must retake the PT Certification exam.
- In addition to NETA approved CECs, NETA-PTCB accepts any job related course CECs that are American Council on Exercise approved. (American Council on Exercise CEC credits are preceded by a decimal point. 3 NETA CECs are equivalent to .3 American Council on Exercise CECs).
- Job related health fitness college courses can be evaluated on a petition basis for CEC approval by submitting a course outline and transcript to NETA. With the exception of the NETA Personal Trainer Certification workshop, which is listed as 4 separate courses, certification workshops are not American Council on Exercise approved for CECs.
- If more than the minimum required (20) CECs are accumulated within a 2-year certification period, those additional credits are not applicable towards a future certificate.
- To insure that you maintain a current certification, please mail your renewal application, fee, and copy of current CPR card (front and back) two months prior to your expiration date. Please send all of the renewal information in one packet. Do not send forms singularly. If you have a change in your mailing address, or if you receive duplicate brochures at the same address, please call NETA at (763) 545-2505
- The NETA-PTCB STAFF accepts recertification applications up to 90 days before certification expiration. The designated staff person reviews all packets utilizing the checklist below:
 - ✓ Is the application complete?
 - ✓ Is correct payment included?
 - ✓ Does the applicant report the correct number of CECs?
 - ✓ Are the CECs supplied from the list of approved providers?
 - ✓ Does the applicant supply a copy of a current emergency cardiac care (CPR) certification?
 - ✓ Does the applicant supply verification of CEC completion?
 - ✓ Is there a petition included in the application packet?
- All continuing education activities must provide above entry-level knowledge, skills and abilities and fall within the performance domains as defined by the most recent Job Analysis Study.

- Once the candidate recertification application packet is reviewed for content, the application is then added into the applicants account. The Recertification Coordinator then deposits the payment and prints out:
 - ✓ Congratulations letter to candidate informing them of the recertification application acceptance;
 - ✓ Current certification;
 - ✓ New recertification packet.
- If applications are incomplete, applicant does not have the correct number of CECs, CECs are not from our accepted provider list or applications do not contain the proper payment amounts, the applicant will receive a phone call and a letter via mail from the NETA-PTCB informing them of their status. Applicants are given 30 days to re-apply before they are assessed a late charge.
- Applicants who did not obtain CECs from an approved provider will be sent a course petition application.
- Late recertification applications are accepted up to 6 months post expiration and applicants are assessed a late fee. All those past the 6 month grace period shall no longer hold valid certification through the NETA-PTCB and must complete the testing process again to obtain the NETA-CPT credential.

Continuing Education Course Petition Process

Certified professionals who do not receive their continuing education (CECs) from the NETA-PTCB approved provider list are required to submit a petition application (see page 10) for each course they want considered for CECs. A petition fee is assessed for each course being petitioned.

Each petition must include:

- Copy of the course materials (workshop/lecture) or if a home study, copy of the table of contents, outline of the course and course objectives.
- Complete course instructor resume including educational history
- Certificate of course/workshop completion

NETA-PTCB Petition Review Process:

- The petition process takes 7-14 days upon receipt. Once received, petition applications are reviewed for the following:
 - ✓ Is the application complete with all documentation necessary?
 - ✓ Is the correct payment included?
- After initial review, the Recertification Coordinator reviews the course information to evaluate whether or not the course represents the relevant knowledge, skills and abilities as provided by the most recent Job Analysis Study.
- Course instructors are reviewed as well. Course instructors must have at least one of the following for their course to be accepted:
 - ✓ Bachelor's degree; or
 - ✓ Current nationally recognized fitness related certification in good standing.

- Petitioned courses that do not meet the standards as stated above will not be accepted for recertification.

Notice of Acceptance or Denial:

NETA-PTCB certified professionals will be contacted via phone and postal letter announcing the outcome of the petition. Professionals whose petitioned courses are accepted will have their application processed and information added to their accounts. NETA-PTCB certified professionals who are denied will be granted 30 days without late fee to acquire the necessary CECs for recertification.

Recertification CEC Petition Denial Appeals Process

Candidates who are denied a petitioned continuing education course application and wish to appeal may do so within 30 days of notice of a denied application. Those who appeal a denied application will be assessed an administrative fee. Appeals are forwarded to the Certification Director and Certification Board Appeals Committee. This process requires 60 days during which the applicant appealing the decision is granted a grace period and is not assessed a late fee for recertification. Each course may only be appealed once.

The Certification Board Appeals Committee shall be comprised of the three certified professional representatives and shall meet as deemed necessary either by phone, person or electronic means. Each committee member shall receive a copy of the appeals application, petition application, and administrative review form. Once a decision is determined, the applicant will be notified via phone and mail. All decisions handed down from the Appeals Committee are deemed final and cannot be appealed again.

Certification Board Appeals Committee

The Certification Advisory Council Appeals Committee shall be a non-standing committee, formed upon necessity but governed by the NETA-PTCB Bylaws for standards and procedures of meetings and actions. The committee shall be comprised of three certified professional Representatives, each representative of the individual educational tracks. Upon meeting, the Appeals Committee shall review the appeals application and all relevant material for consideration. Once reviewed, a majority vote in favor of acceptance is required for approval. If a majority vote does not exist, the appeal will be denied. All decisions handed down from the Certification Advisory Committee Appeals Committee are deemed final.

NETA-PTCB Professional Code of Ethics

The following code of conduct is designed to assist certified members of the National Exercise Trainer Association to maintain—both as individuals and as an industry—the highest levels of professional and ethical conduct. This Code of Professional Conduct reflects the level of commitment and integrity necessary to ensure that all NETA-PT certified members provide the highest level of service and respect for all colleagues, allied professionals and the general public.

Professional Code of Ethics

The NETA-PTCB certified Personal Trainer must be aware of and practice the standards of ethical behavior of their profession as follows:

- Respect the rights, welfare, privacy and dignity of clients, co-workers and the public at large.
- Provide and maintain a safe and effective training environment.
- Provide equal, fair and reasonable treatment for all individuals.
- Comply with all applicable laws governing business practices, employment and property usage.
- Keep appropriate documentation (e.g. informed consent, health & lifestyle questionnaire, health history).
- Respect and maintain the confidentiality of all client information.
- Do Not Diagnose and an injury or medical condition; refer clients to a more qualified health, fitness or medical professional when appropriate.
- Strive to remain up-to-date with current practical and theoretical fitness / health research through continuing education, conferences, home studies and networking with other fitness professionals.
- Maintain a current CPR Certification.
- Establish and practice clear professional boundaries.
- Avoid engaging with any behavior or conduct that could be construed as a conflict of interest or adversely reflects on the fitness profession or NETA.
- Strive to protect the public from those who misrepresent the health and fitness professions or are in direct violation of these codes of ethics by communicating concerns with the NETA-PTCB Board.

Professional Practices and Disciplinary Policies

The NETA-PTCB has approved the following circumstances, if clearly proven, as grounds for certification revocation or rendering an applicant ineligible for certification:

- Any irregularity in connection with the administration of a certification exam, exam materials or interfering with an exam applicant.
- Unauthorized use or possession of copyrighted NETA-PTCB certification exam materials, logo, educational materials or other NETA-PTCB materials.
- Any health condition (including but not limited to substance abuse) that renders the certified professional from performing his or her function in a competent, professional manner.
- Failure to accumulate sufficient continuing education credits (CECs) or pay the appropriate recertification fees within the time period allowed.
- A conviction of a felony directly related to public health, fitness training or competent professional performance. Such crimes may include but are not limited to; any weapons charges, deviant sexual behavior and possession, use or sale of illegal controlled substance.
- Negligence or intentional misconduct, such as sexual harassment, unauthorized release of confidential information or failure to maintain a safe training environment, while performing professional duties.

Failure to abide by the NETA-PTCB Professional Code of Ethics

If an individual knows that a NETA-PTCB certificant has not abided by one or more provisions of the NETA-PTCB Professional Code of Ethics (page 19 in the NETA-PTCB Candidate Handbook), he/she may submit a complaint in writing outlining which provision(s) were violated along with documentation of the claim.



Certification Renewal Application

To renew your certification:

- Fill out this form completely
- Submit proof of current CPR (Attach a copy of your CPR certification, front and back)
- Include the appropriate renewal fee as listed below and mail to NETA
- Submit copies of a minimum of *20 CEC credits. (.1 ACE = 1 NETA)

Today's Date		Member #		Certification Exp. Date	
Name			Street Address		
City		State	Zip	Phone ()	

CEC Credits Awarded*

Course #	Completion Date	# of CEC's Awarded	Provider

* You must provide copies of your CEC certificates of completion with this renewal form.

Certification Renewal Fees (check one):**

Group Exercise Instructor Personal Trainer Pilates Instructor Other _____

- Prior to expiration \$45.00
- 1-90 days past expiration \$60.00
- 91-180 days past expiration \$75.00

****Please note:**
After 180 days past expiration of your certification, you must retake the primary certification test.

Method of Payment: Amount Enclosed \$ _____

- Check # _____ *Made payable to NETA*
- Money Order
- Visa or MasterCard
- Card # _____ Exp Date _____
- Cardholder's Signature _____

Please Sign

I certify that the above information is accurate and proof of completion of the above-listed CEC workshops and CPR courses is attached to this renewal application. This renewal of certification will be revoked if any of the above information is false and no refund will be issued.	
Signature _____	Date _____

Mail application, proof of CEC awards, CPR certification, and your payment to:

NETA, 5955 Golden Valley Road, Suite 240, Minneapolis, MN 55422
 1-800-237-6242 or (763) 545-2505 fax: (763) 545-2524
 h:\users\forms\renewal.doc

CEC Petition Application

NETA Applicant Information

Name: _____ Customer #: _____

Address: _____

Certification Expiration Date: _____

Course Information

Title of Course(s) <small>(Being petitioned for NETA credits)</small>	Organization / Instructor	# of Contact Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please Enclose:

Check or Money order in the amount of \$10 (for each course being petitioned)
 Certificate or course completion of transcript

Please Note:

- All coursework must be completed within your current two-year certification period
- All coursework must be directly related to health and / or fitness
- This application will not be processed without all the required information indicated by the (✓)
- The \$10 administrative fee (per course) is non-refundable and does not guarantee that credits will be awarded.

Number of courses being petitioned: _____ **Total \$ Enclosed:** _____

I understand that the \$10 administrative fee (per course) is non-refundable and does not guarantee that credits will be awarded.

Applicant Signature: _____ **Date:** _____