National Council on Strength and Fitness
Board for Certification

Portfolio Review Handbook for
the Certified Personal Trainer Examination

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KEEP THIS PORTFOLIO REVIEW HANDBOOK FOR REFERENCE

NCSFBC Portfolio Review Handbook

This handbook outlines the eligibility requirements, examination and registration procedures, and credential maintenance process for the NCSF-CPT credential. It is critical that you comply with all the policies and procedures described in this handbook. If you have any questions about certification after reading this handbook please send correspondence to the National Council on Strength and Fitness Board for Certification (NCSFBC).

Summary of Portfolio Review Processing Steps

Mail all documents to:

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

♦ Your application will be processed by the NCSFBC within 48 hours. You will be mailed either an Eligibility Letter and examination directions or a Denial Letter. If you do not have an electronic mail account please allow up to 14 days for mailing.

♦ If deemed eligible, you will have up to one (1) year to take the examination from the date of purchase.

♦ Your Eligibility Letter and examination scheduling directions will contain important information about Prometric, the company that administers the NCSF-CPT exam on behalf of the NCSFBC. You will be provided with a toll free number and a web site to schedule an appointment to test. The exam is offered daily at most Prometric Testing Sites.

♦ If you receive a Denial Letter, a reason for the denial will be provided, as well as procedures for appealing.

♦ Certificates are mailed 2 weeks after candidates have successfully completed the National Certification Exam.

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Table of Contents

1. OVERVIEW OF THE NCSFBC 3
2. GENERAL INFORMATION ABOUT THE EXAMINATION 3
3. ELEGIBILITY REQUIREMENTS 4
4. APPLYING FOR THE EXAMINATION 4
5. FEES 5
6. INCOMPLETE APPLICATION AND DENIAL OF ELIGIBILITY 5
7. APPEAL OF DENIAL OF ELIGIBILITY 5
8. ACCOMODATIONS FOR CANDIDATES WITH DISABILITIES 6
9. TEST CENTERS AND DATES 6
10. MAKING YOUR EXAM RESERVATION 6
11. RESCHEDULING AN EXAM 7
12. FAILING TO APPEAR FOR A SCHEDULED EXAM 7
13. EXAMINATION REFUND POLICY 7
14. COMPUTER BASED TESTING 7
15. HOW TO PREPARE FOR THE EXAMINATION 7
16. EXAMINATION DAY 8
17. EXAM TAKING TIPS 9
18. EXAMINATION SCORING AND SCORE REPORTS 9
19. QUALIFICATION OF SCORE AND APPEALS 9
20. IF YOU FAIL THE EXAM 10
21. VALIDITY OF CERTIFICATION 10
22. RECERTIFICATION 10
23. NCSF WEBSITE 10
24. ONLINE APPLICATION PROCESS 10
25. CONTACTING STAFF 11
26. MOVING 11
EXAMINATION CONTENT OUTLINE 12
EXAMINATION SAMPLE QUESTIONS 14
REFERENCE LIST 17
CODE OF ETHICS 18
STANDARDS OF PRACTICE AND DISCIPLINARY PROCESS 22
NCSF-CPT APPLICATION 27

The NCSFBC recommends you keep this handbook for reference throughout the application and examination process.

This handbook contains information on how to become an NCSF Certified Personal Trainer (NCSF-CPT). To avoid problems processing your application, it is important that you follow the guidelines outlined in this handbook and comply with all policies and procedures. If you have any questions about the certification process or questions about any of the information presented within this handbook please contact the NCSFBC.
1. Overview of the NCSFBC

The mission of the National Council on Strength and Fitness Board for Certification is to establish, assess, and promote standards for fitness professionals in a continued effort to foster a high level of professional competency and ethical practice to serve the publics' interest.

National Council on Strength and Fitness certified Personal Trainers (NCSF-CPT's) distinguish themselves from others by having achieved a higher level of competency and knowledge and are more capable of handling the training considerations of diverse populations.

The Purpose of the NCSFBC:

- Advance uniform standards; provide a defined scope of practice and ethical conduct of personal trainers.
- Safeguard the public trust by upholding the NCSF Code of Ethics and Standards of Practice.
- Develop and maintain legally defensible examinations that cover a core body of knowledge for personal training.
- Offer a national certification through test facilities in every state in America.
- Promote and monitor continuing professional development and provide a recertification program so you can renew your credential.
- Publish updates about the credential and the profession.
- Promote the status and credibility of the personal training profession.

The NCSFBC is comprised of a nine member board, elected by the certificant population or appointed to represent a range of stakeholders, including individuals who represent the public interest. The board seeks to represent the diversity that exists within the personal training profession.

The board also serves as a voice to other stakeholders who have an interest in maintaining high standards within the profession.

The NCSFBC contracts Prometrics, an independent testing company, to develop and administer the NCSF-CPT examination. Experts at Prometric work closely with the NCSFBC to develop the exam forms that are used to evaluate the competency of personal trainers. Prometric also scores the exam and sends the results to the NCSFBC. The NCSFBC Board of Directors oversees Prometric's activities to assure that all components of the examination process meet the required standards.

2. General Information About the Examination

The Certification Exam Development Committee recruits practitioners and subject matter experts from across the country to help evaluate the level of knowledge, skills and abilities (KSA) that are expected of the minimally qualified certificant. The process called a job task analysis (JTA) provides a detailed description of relevant job responsibilities of the personal trainer. It also shows the different activities that are performed, their significance with regard to job performance and client protection, and how important they are for those entering the profession.

Part of the process is surveying a large sample of practitioners and stakeholders of the personal training profession to assist in determining the relevance of competency objectives identified in the JTA. The survey includes a list of objectives and asks practitioners to rate how relevant the objectives are to their daily practice of personal training.

The survey helps to ensure that the exam content is up-to-date and measures the most relevant KSAs. Additionally, to ensure exam fairness, all of the questions on the exam undergo an extensive review process by a group of subject matter experts (SME) and experts from Prometric. These experts ensure that the exam is actually measuring a person’s level of knowledge as it relates to personal training. After the SME and psychometricians review the exam, they make final recommendations for questions to use.
Once questions have been selected they are pre-tested using a standardized research process to ensure that only questions that accurately measure your knowledge are placed and scored on the exam. Writing, reviewing, and pre-testing questions is an on-going process. On each exam form a sample of research items are distributed across the content areas. They are unscored so they do not affect the exam results.

The exam does not cover any specific method of personal training. Instead it covers the KSA that are necessary in the personal training field. The exam is divided into ten sections. These can be found on pages 12-13. The exam is 150 questions. However, 25 of the items will not be counted when the exam is scored. These are the aforementioned research items that are randomly distributed throughout the exam. Candidates do not know which items will be scored and which will not. Therefore, candidates should answer all exam questions to the best of their ability. The passing score is determined by Modified Angoff and Beuk Relative-Absolute Compromise methodologies for standard-setting so the pass score is consistent with the current JTA. This makes the test fair to all candidates regardless of the form of the exam used for certification.

There are no “trick” questions, and there is no penalty for guessing. If you are not sure of an answer, make your best guess. You will have three hours to complete the exam. A computer then scores the exam. Scoring uses a pass or fail system, with an overall score, and sectional analysis provided.

3. Who Is Eligible To Take the Exam?

Personal Trainer Certification Examination candidates must be at least 18 years of age, and possess a high school diploma or equivalent.

Although not required, it is beneficial if you have a minimum level of practical experience working in the health and fitness field.

Certification candidates are not required to participate in an NCSF sponsored educational program to qualify to sit for the Board Examination. 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.

4. Applying for the Examination

Applying for the NCSF-CPT examination can be done by completing the application on page 27 or by completing the online application process located at www.ncsf.org.

If completing the application in this booklet, please send it to:

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

Within 48 hours of receipt of the application you will be issued both an Eligibility Confirmation Notice and corresponding Eligibility Number which signifies your application acceptance and authorizes you to set up an exam appointment at an exam center location of your choosing. If there is a problem with the application a denial of eligibility letter will be sent to you with instructions (see 6B).

**NCSFBC Policy on Confidentiality**

A candidate’s eligibility for, and performance on the NCSF-CPT exam shall remain confidential unless otherwise stipulated by the examinee or as stipulated by legal requirements.
5. Fees
Fees must be paid to the NCSFBC.

The following methods of payment are acceptable: money order, cashier's check, personal check, VISA, Master Card, American Express, Discover.

If paying by check, make checks payable to the NCSFBC. If paying by credit card, fill out all the information on the application form including the signature.

NCSF-CPT exam fee $299.00
This fee must be included with the submission of your application (electronic or otherwise). The fee entitles you to one exam registration, one copy of your results, one copy of your certificate, and one ID card, if you pass.

Non-sufficient funds fee: $25.00
If a check is returned for insufficient funds payment has been denied, we will accept payment by money order or certified check. If your personal check does not clear, a $25.00 charge will be added and we will only accept subsequent payment by money order or certified check.

NOTE: Fees are always subject to change. It is your responsibility to make sure you have the most current copy of the Review Handbook.

6. Incomplete Applications and Denial of Eligibility

A. Incomplete Applications
If your application is incomplete, you will be sent a letter indicating what items are missing. You will have 30 days to submit missing items. If you have not submitted the missing items or cancelled the application within the designated period, a 2nd letter will be sent indicating that the application is invalid and you may send a written request for a refund of your examination fee, minus a $75 processing fee.

You have 30 days from the date on the 2nd letter to request a refund. After that period, your application will be returned and you will forfeit all applicable fees. If you decide at a later date to reapply for eligibility, you will need to submit a new application and pay all current examination fees.

B. Denial of Eligibility
If you do not meet the criteria to become eligible for the NCSF-CPT exam, we will return your application packet along with a letter stating why you are not eligible. If you are denied eligibility to take the NCSF-CPT exam you may appeal the decision in writing, which must be postmarked less than 30 days from the post date of your Denial of Eligibility letter. If you decide not to appeal, you have 30 days, from the date your Denial of Eligibility letter was sent, to state that you do not wish to appeal the decision and to request a refund. Upon receipt of your written request for a refund, the NCSFBC will issue a refund, minus a $75 processing fee.

What are some reasons why you might not be eligible to take the NCSF-CPT exam?

- If your application shows you have not met the eligibility criteria.
- If the application is incomplete, illegible, not organized properly, or not signed.
- If you have not included the correct fees (made payable to the NCSFBC).
- If your application is not a current version.

7. Appeal of Denial of Eligibility
Candidates who have been denied eligibility can appeal the decision to the NCSFBC.

Candidates should contact the NCSFBC at 800-772-6273 for more information or follow the instructions on the website (www.ncsf.org) at certification exam policies and procedures.
8. Accommodations for Candidates with Disabilities

The NCSFBC pledged to comply with the provisions of the Americans with Disabilities Act (42 USC Section 12101, et. Seq.), and with Title VII of the Civil Rights Act, as amended (42 U.S.C. 2000e, et. seq.). If you need us to make special arrangements because of a disabling condition, you may ask for special testing services. This request must be included with your application.

All test sites have access for candidates with disabilities. However, a candidate who needs special testing arrangements due to impaired sensory, manual or speaking skills, or other disabilities must send the NCSFBC a letter from a licensed physician, optometrist, psychologist or other appropriate professional to validate the need.

The letter must be written on the healthcare professional’s letterhead and include the professional’s title, address and telephone number. The letter must also include a diagnosis of the disabling condition and explain why special testing arrangements are necessary. The letter must have an original signature from the professional. Faxes and photocopies will not be accepted.

If you need special accommodations because of a learning disability, you must contact the NCSFBC. Because it may take some time to make special arrangements, we recommend that candidates make their requests as soon as possible. We will make every effort to assist, except when it may alter the examination or results, or it causes an undue burden on the testing center.

Upon approval you will be notified as to the time and place of the specially arranged exam. All special arrangements are subject to the policies of the NCSFBC.

9. Test Centers and Dates

The NCSF contracted with Prometric to help develop, administer, and manage the NCSF-CPT exam. Prometric is the global leader in technology-enabled testing and assessment services. Test takers benefit from Prometric’s extensive test delivery network, which is the largest in the world. In addition, the NCSF-CPT will be available six days a week at any one of Prometric’s North American testing centers. By using Prometric, candidates are able to schedule an appointment to test 24 hours a day online at www.prometric.com/ncsf or by calling the Candidate Service Contact Center at (800)766-2539.

Candidates can locate exam centers by using the exam locator service on the NCSF web site (www.ncsf.org) or by calling the NCSFBC at (800)772-NCSF.

NOTE: Candidates cannot schedule an exam until the application located in this handbook has been submitted and approved by the NCSFBC. Upon approval each candidate will be issued an eligibility number which is used when making your exam appointment.

10. Making Your Exam Reservation

Eligible Candidates (all persons with an application approved by the NCSFBC) will be sent a Confirmation Notice and corresponding Eligibility Number which signifies your application acceptance and authorizes you to set up an exam appointment at an exam center location of your choosing.

When you receive the Confirmation Notice and corresponding Eligibility Number, you should call the Candidate Contact Center at Prometric (800-766-2539) as soon as possible to schedule your exam appointment. Be sure to plan your exam date well in advance. You should also pick alternate dates and times, just in case your first choice is not available. Exam appointments are subject to change if the test center is closed for some reason. Directions to the test center are provided when you make your reservation.

Policy on Non Discrimination
The NCSFBC does not discriminate against any person on the basis of race, color, ethnicity, national origin, religion, creed, age, gender, sexual orientation, marital status, medical condition, or physical disability.
Important Notice
Your exam confirmation number will be valid for one year. If you have not scheduled with Prometric within that time you must re-register with the NCSF. Your re-registration is subject to the same policies as the exam retake.

11. Rescheduling an Exam

If for any reason you are unable to take the exam on the date and time for which you registered, you must reschedule to avoid forfeiting your entire exam fee. You have up to 72 hours before your exam appointment to reschedule through your selected Prometric exam location without penalty. Your rescheduled exam date must still fall within your original one year eligibility period. The full exam fee from your first reservation will be applied to your new exam date. You will not be able to change your reservation if it’s less than 72 hours before your scheduled exam. This is a strict Prometric policy.

12. Failing To Appear for a Scheduled Exam

If on the day you are scheduled to take the exam, you do not appear, and you have not rescheduled or cancelled your exam you will forfeit your right to test and you are required to re-apply. Re-application fees are discounted for a missed exam to $99.00.

13. Examination 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 NCSFBC in writing within 30 days (electronic stamped or postmarked) of the original exam registration. If the request is received within the 30 days of the original registration, refunds will be 50% of the exam registration fee. There are no refunds after 30 days of the original exam registration. Candidates are required to understand and comply with this policy.

These instances, candidates must submit their refund request no later than 30 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 three weeks of your request. All examination registrations are non-transferable.

14. Computer Based Testing

You will take your examination using computer based technology (CBT). You do not need extensive computer experience to take the NCSF-CPT exam. At the beginning of your examination, a tutorial will be provided on how to take the test. You will be instructed on how to navigate through the assessment as well as how to provide responses to the 150 items that appear on the NCSF-CPT exam. Once you begin your test you will not be allowed to go back to the tutorial section. Representatives at the test center will be able to answer questions that you might have about CBT operations. Your exam will be scored as soon as you have completed and submitted the test or the time limit is reached. You will know your unofficial results before you leave the test center.

15. How to Prepare for the Exam

The NCSF exam evaluates the knowledge and skills of personal training professionals. It is not something for which you can “cram” for and pass. It is also not meant to judge “academic excellence.” It is designed to measure your degree of knowledge and skill. The reference list and Examination Content Outline in this handbook are provided as guides for those areas in which you may need additional review.

The following may be helpful as you prepare for the exam:

- The major subjects that will be included on the exam can be found in the Content Outline on Pages 12-13.

- Sample exam questions are on Pages 14-16. The sample questions are arranged in content code order. On the exam they will be scrambled.

- Answer all of the sample questions to see if there are any subjects you have difficulty answering. You should review those subjects.
National Council on Strength & Fitness Board for Certification

- Study the format of the sample questions. The exam questions will follow the same format. All of the questions are multiple choice.

- Page 17 lists some of the reference books and courses. These can be especially helpful for those with limited background and experience or for those needing additional preparation in certain subject areas.

- Before the exam, make sure you know the exact location of the test center. Know the best way to get there, where parking can be found and be on time.

16. Examination Day

A. What You Need to Bring on Exam Day

All candidates need to bring two forms of identification, one of which must be a current (not expired) government issue I.D. and contain a recent recognizable photograph and your signature. The following are some examples of acceptable ID forms:

- Passport
- Military ID
- Driver’s license
- Other federal/state/county issued ID
- Canadian Provincial Citizenship Card

The identification must be issued by the national government in the country where you are testing, or if using a driver’s license, by a state/province of the country in which you are testing.

If your government issued identification is from a country other than the country in which you are testing, you must present your passport for identification. The passport must be current (not expired).

If the Test Center Administrator questions the ID presented, you may be asked for additional proof of identity. You may be refused access to an examination if the test center staff believes you have not proven your identity. However, admittance to the test center and examination does not imply that your identification is valid or that your scores will be reported.

IMPORTANT: If you do not have the required items with you on your scheduled exam day, or your identification is expired you will not be allowed to take the exam. You will be considered absent and will forfeit your full application fee. You will be required to re-apply for the exam and pay all applicable fees.

NOTE: Visitors are not allowed in the test center. Childcare is NOT provided.

B. Reporting Time

You should arrive at the testing center at least 30 minutes before your scheduled examination time.

C. Late Arrival

Candidates who arrive late for their exam will lose their reservation. They will be considered absent, and the policy in item #12, “Failing to Appear for a Scheduled Exam” will apply. There are no exceptions to this rule.

D. Bad Weather

The exam will be delayed or cancelled only in weather emergencies. If severe weather or a natural disaster makes the testing center inaccessible or unsafe, the exam will be canceled. Exams that are canceled due to bad weather will be rescheduled as soon as possible, without additional charge. In the event of bad weather, candidates should call the Prometric testing center during normal business hours to verify any delays or cancellations or to find out when the exam has been rescheduled.

E. Exam Security

Any candidate who gives (or receives) help during the exam will be asked to leave the center. Anyone involved in such behavior will be reported to the National Council on Strength and Fitness Board for Certification and his/her exam will not be scored. Examination fees will not be refunded and the candidate may be prohibited from taking the NCSF-CPT exam in the future.

The performance of all candidates is monitored and may be analyzed to detect fraud. This data is given to the NCSFBC. Candidates who violate security measures will have their exam scores invalidated.

All exam materials, including all questions and all forms of the exam, are copyrighted and property of the NCSFBC. Any distribution of these materials through reproduction, or oral or written
communication, is strictly prohibited and punishable by law.

17. Exam Taking Tips

Relax. This will help you be more alert and reduce your physiological stress.

Find the right work pace. Don't rush or go too slowly. Find a pace that is comfortable.

Follow the directions and work carefully.

Read all of the options for each question before you mark your answer.

Skip difficult questions and mark them for review to answer later.

If you are unsure of an answer, make an informed guess. There is no penalty for guessing.*

* Both the questions that you don't answer and wrong answers are counted as incorrect responses. Passing is based on the total number of correct responses.

18. Results and Score Reports

Once you have finished taking the exam, the computer will score your performance on the test. An ‘unofficial score report’ will be issued to you. The score report will list:

- Minimum passing score of 70
- Your total score
- Sectional evaluation scores

The sectional evaluation is useful in providing the candidate with analytic information for each section of the exam and helps you to identify any areas of weakness.

The score report is automatically forwarded to the NCSFBC. If no irregularities are found, you will be issued official NCSF-CPT credential documentation within five (5) business days (please allow up to 14 days for mailing). Credential verification is available within 48 hours.

A candidate’s performance on the NCSF-CPT exam shall remain confidential unless otherwise stipulated by the examinee or by legal requirements of a court of law.

Test candidate records shall be retained and preserved indefinitely, including candidate application information and the full record of candidate exam responses and scoring.

NCSFBC Policy for Challenging Results:
As a quality control measure, each candidate’s performance is reviewed by the NCSF Board for Certification before official results are sent to the candidate. Although the examination has already been reviewed, a candidate may request an administrator review of his or her performance by submitting a written request and a $35.00 payment to the NCSFBC. You may submit this payment to NCSF, 5915 Ponce de Leon Blvd., Suite 60 Coral Gables, FL, 33146.

19. Qualification of Scores and Appeals

All NCSF Personal Trainer Certification Exam Score Reports are reviewed by an authorized NCSFBC representative for problems or irregularities including, but not limited to, computer errors, suspicion of cheating, suspicion of security breach, exam proctor reports, questions of candidate identity or eligibility and questions of conduct. A score report that does not show any problems or irregularities will become an official score report and used to approve or deny certification. If a problem or irregularity is identified in any part of the score report, the score report will be investigated. The NCSFBC will contact the test center for information in connection with the irregularity or problem. The NCSFBC reserves the right to disqualify any certification exam score that has been determined as invalid by just cause.

Applicants may appeal a decision of exam score disqualification. Applicants must submit an appeal in writing within 30 days of the post mark on the official score report. An appeal may be denied if sufficient evidence has already been collected during the investigation that led to invalidate the report. Appeals that are accepted will be reviewed by a board administrator. Applicants must respond with appropriate evidence to the reported allegations or reasons for invalidation within 30 days of the committee request. The NCSFBC reserves the right to accept or deny appeals based on just cause.
Appeals of a failed exam attempt may be made under the following circumstances: 1) The test facility was unable to provide a suitable test environment, 2) the exam administration failed due to technical problems during the scheduled exam time. A candidate must submit an appeal request to the NCSFBC within fourteen (14) days of the date of the examination.

An NCSFBC administrator will review the test report and contact the test facility to determine if any irregularities existed. If an irregularity is identified the NCSFBC administrator will communicate with the Executive Director, who may consult with the NCSFBC, to invalidate the assessment score and approve a retest for the candidate. The Executive Director has the discretion to accept or reject the appeal based on the allowable circumstances for appeal.

20. Passing or Failing the Exam

Test candidates with qualified passing scores will earn the certification. A certification packet is issued within fourteen (14) business days of the passing score verification date. The certification packet will include a new certificate with a certification number and expiration date, certification identification card, and a continued education handbook. If you fail the NCSF-CPT exam and wish to take it again, you must reapply. The retest fee is discounted to $99. You may contact the NCSF at anytime within one year to retest. If paying by mail please submit this payment and application to NCSFBC, 5915 Ponce de Leon Blvd., Suite 60 Coral Gables, FL 33146.

Once the NCSF receives your application and fee, you will be given another 12 month window within which to schedule and take your exam. This procedure must be followed anytime a candidate fails the exam and wishes to take it again.

21. Validity of Certification

Your NCSF-CPT credential is valid for two (2) years. During that time, use the designation "NCSF-CPT" (National Council on Strength and Fitness Certified Personal Trainer) after your name to show you are certified. You will receive a certificate that you can frame, as well as a professional ID card. Your certification is verifiable within 48 hours of passing the exam.

22. Recertification

To keep your NCSF-CPT status, you must recertify every 2 years. The Recertification Program employs a comprehensive continuing education process. It supports your ongoing personal and professional development so that your competency is maintained at a level appropriate to safely serve the public.

Recertification does not require that you pass the NCSF-CPT exam every two years, though that is one option to recertify. The other way is to participate in the Continuing Education Program and accumulate ten (10) continuing education units (CEU). This value reflects at least 20 contact hours every two years.

NCSF-CPT’s can accumulate CEUs in a variety of ways, however the majority are derived from participation in fitness industry related conferences, clinics and education programs. All acceptable programs must align with the content from the JTA – see content outline.

More information about acceptable CEU coursework/programs and the NCSF Continuing Education Program will be mailed to you after you pass the examination (within 5 business days). You may download a Recertification Handbook at any time by visiting the continuing education section of the NCSF website (www.ncsf.org).

23. NCSF Website

The NCSF website is a valuable tool for everyone. It contains useful information, downloadable forms, and a comprehensive Trainer’s Tools section. Candidates are encouraged to utilize the website to find out the latest organization information and expand their delivery of service. The official NCSF website is located at: www.NCSF.org

24. Online Application Process

Candidates may now apply online for the NCSF-CPT examination by visiting the website above. Candidates must use a credit card to utilize this service. The online application process will shorten the processing time for an application for certification by about one week.
25. Contacting Staff

You can reach a staff member of the National Council on Strength and Fitness Monday through Friday between 9:00am and 5:00pm EST by calling (800) 772-NCSF. You may also send an email to info@ncsf.org or use the Chat tool on the website. Send all written correspondence to:

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

26. Moving?
The NCSFBC makes every effort to keep the most updated mailing addresses of all its certificants. If you move or change your mailing address please contact the NCSFBC as soon as possible to ensure you stay connected and receive the following important information:

♦ Membership Renewal Notices
♦ CEU Status Information
♦ Course Announcements
♦ NCSF Quarterly Newsletter
♦ NCSFBC Updates

Please call NCSFBC at 800-772-6273 or email info@ncsf.org with address changes.
Examination Content Outline
With Percentage Weights of Major Content Areas

I. Functional Anatomy (15%)
   A. Major musculoskeletal structures
   B. Basic skeletal anatomy
   C. Bone types
   D. Primary muscle(s) involved in human locomotion
   E. Muscles that affect pelvic position
   F. Basic cardiac, circulatory, and respiratory anatomy
   G. Joint classifications and associated structures
   H. Basic spinal anatomy
   I. Components and interactions within the kinetic chain
   J. Features and functions of joint biomechanics

II. Exercise Physiology (10%)
   A. Anaerobic metabolism
   B. Aerobic metabolism
   C. Physiological mechanics of a muscle contraction
   D. Physiological effects and adaptation responses of exercise

III. Physical Activity and Health Promotion (6%)
   A. Factors and obstacles that affect health, wellness and total fitness
   B. Cause/effect relationship between lifestyle behaviors, diet, physical activity, and disease
   C. Behavior modification techniques
   D. Goal Setting

IV. Screening and Evaluation (11%)
   A. Risk factors for exercise testing and participation
   B. Medication impact on exercise assessment and program
   C. Common screening and assessment tools and implementation protocols
   D. Fitness screening and evaluation data for exercise programming
   E. Proper record keeping, file management, tracking systems, and re-evaluation requirements

V. Nutrition (10%)
   A. Dietary reference intakes (DRIs), and dietary guidelines
   B. Carbohydrates, fats, and proteins and their functions
   C. Vitamins and minerals and their functions
   D. Role of water in diet and exercise
   E. Risks associated with supplementation

VI. Weight Management (6%)
   A. Methods of body composition analysis and assessment techniques
   B. Relevance of body fat percentage, distribution, and risk for disease
   C. Effective strategies for weight management

VII. Exercise Prescription and Programming Considerations (18%)
   A. Design, implement, modify, track and update training programs based on individual need as determined by screening, evaluation, personal capabilities, and training goals
   B. Program specific components and systems, and use of principles to elicit the desired response from structured exercise
   C. Exercise program considerations for different populations and applicable modifications in an exercise prescription
D. Professional practices with regards to conduct, risk management, documentation, program tracking, exercise adherence, goal setting criteria, and business activity

E. Factors that affect the aerobic training program prescription

F. Factors that affect the anaerobic training program prescription

G. Factors that affect the flexibility training program prescription

VIII. Training Instruction (16%)
   A. Safe training environments
   B. Signs and symptoms that require training modifications or termination
   C. Contraindicated movements and specific factors for concern during physical activity participation
   D. Proper training techniques using appropriate cues

IX. Considerations for Special Populations (5%)
   A. Considerations and training modifications for special populations
   B. Characteristics, signs, and symptoms of common diseases and their effect on exercise prescription

X. Professionalism and Risk Management (3%)
   A. Regulations (e.g., state and federal law, scope of practice, governing body laws, antidoping)
   B. Professional conduct and risk management procedures in activity areas including emergency procedures and steps to a safety plan (e.g., documentation of injury, incident report)
Examination Sample Questions

The following questions are representative of the type of questions which will appear on the NCSF-CPT examination. The Roman numeral and letter designation at the top of each question indicates which content areas on the content outline apply to this question. The first number refers to the sub–content area within that major category. For example, question 1. (content I.D. covers I. Functional Anatomy, D. Primary muscle(s) involved in human locomotion). These content references will not appear on the examination.

1. Content Area I.D.
During the upward movement phase of a free weight squat, the muscles of the quadriceps are contracting ____________.
   A. Eccentrically  
   B. Concentrically  
   C. Isometrically  
   D. Statically

2. Content Area I.E.
A ________ pelvic tilt should precede the concentric contraction of the rectus abdominis in supine abdominal exercises.
   A. Posterior  
   B. Anterior  
   C. Neutral  
   D. Inferior

3. Content Area I.I.
During ballistic movements, such as the arm movement during throwing, the fast moving body segment is decelerated throughout the recovery phase by the ____________.
   A. Concentric contraction of the agonist  
   B. Eccentric contraction of the agonist  
   C. Concentric contraction of the antagonist  
   D. Eccentric contraction of the antagonist

4. Content Area I.J.
Scapular retraction occurs during the concentric phase of which of the following movements:
   A. Shoulder press  
   B. Seated cable row  
   C. Bench press  
   D. Upright row

5. Content Area II.A.
What is the predominant energy source being utilized during the performance of a 1RM bench press?
   A. Stored ATP in the muscle  
   B. Glycolysis  
   C. Aerobic production of ATP  
   D. Stored adipose tissue

6. Content Area II.C.
For a skeletal muscle to contract, the thick contractile protein ________ must bind to actin and generate cross-bridge movement.
   A. Myosin  
   B. Tropomyosin  
   C. Troponin  
   D. Creatine phosphate

7. Content Area III.B.
Which condition is characterized by high triglycerides?
   A. Hypertension  
   B. Hyperinsulinemia  
   C. Hyperglycemia  
   D. Hyperlipidemia
8. Content Area IV.B.

Upon review of your client’s Health Status Questionnaire you notice that they are currently taking a prescription β-blocker medication. How would this affect the cardiovascular exercise prescription?

A. It would reduce their maximum heart rate but increase VO₂ max allowing them to train for longer periods of time
B. It would reduce the heart rate and vigor of myocardial contractions and produce a lower cardiac output
C. It would increase the heart rate and vigor of myocardial contractions allowing for higher intensities to be reached during training
D. It would raise the client’s blood pressure during exercise

9. Content Area IV.D.

Which is the recommended sequence for getting a prospective client engaged in a regular exercise program?

A. Health history questionnaire, screening, informed consent, exercise testing
B. Screening, health history questionnaire, exercise testing, informed consent
C. Informed consent, health history questionnaire, screening, exercise testing
D. Informed consent, exercise testing, health history questionnaire, screening

10. Content Area V.A.

For a normal, apparently healthy individual, what is the recommended percentile range for the consumption of calories from fats, carbohydrates, and proteins, respectively?

A. ≤ 20%, 45-50%, 15-20%
B. ≤ 30%, 55-60%, 10-15%
C. ≤ 15%, 45-50%, 20-25%
D. ≤ 10%, 55-60%, 20-25%

11. Content Area V.B.

After reviewing a 3-Day dietary log of a new male client you notice that he is deficient in fiber intake. Of the food selections listed below, which would you recommend as a quality source to increase his fiber intake?

A. Fruit juice
B. Broccoli
C. Low fat cheese
D. Salmon

12. Content Area VI.B.

What is the recommended maximum pound(s) per week for safe weight loss?

A. ½
B. 2
C. 4
D. 10

13. Content Area VI.C.

Aerobic exercise is important for weight control because:

A. Fat cell numbers can be reduced
B. Fat is the only fuel used in aerobic metabolism
C. Caloric expenditure can help create a negative caloric balance
D. It causes more weight loss from sweat

14. Content Area VII. B.

_______ is a systematic process of planned variations in the training program over a period of time.

A. Frequency
B. Overload
C. Multi-set
D. Periodization

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Page 15
15. Content Area VII. C.

_____________ is the system of strength training that consists of performing two exercises in sequence without full recovery.

A. High Intensity Training (HIT)
B. Circuit training
C. Superset Training
D. Pre-Exhaustion Training

16. Content Area VII. C.

What is the correct resistance training system for a previously sedentary, apparently healthy, 42-year-old female with a goal to lose five pounds and improve muscle definition?

A. Circuit Training System
B. Pyramid System
C. Pre-Exhaustion System
D. Negative Training System

17. Content Area VII. E.

During the performance of the Bent-Over Row exercise, the muscles of the lower back should be:

A. Isometrically contracted
B. Ballistically contracted
C. Eccentrically contracted
D. Isolaterally contracted

18. Content Area VIII. C.

ROM deficiencies in which of the following muscles can cause a posterior pelvic tilt position and lead to Low Back Pain?

A. Psoas major
B. Biceps femoris
C. Rectus femoris
D. Vastus medialis

19. Content Area VIII. D.

When fitting a stability ball to a client for activities in the seated position:

A. The feet should be together to maximize stability
B. The hip and knees should maintain 90 degrees of flexion
C. The ankles should be dorsi flexed
D. The hips should be positioned slightly forward of the ball’s center position.

20. Content Area IX. A.

Which of the following situations should be avoided with regards to children and exercise?

A. Exercises performed to the point of momentary muscle fatigue
B. Performing overhead lifting movements
C. Utilizing free-weight resistance training
D. Lifting resistance training loads greater than 6 RM

Correct Answers

1-B 6-A 11-B 16-A
2-A 7-D 12-B 17-A
3-D 8-B 13-C 18-B
4-B 9-C 14-D 19-B
5-A 10-B 15-C 20-D
The following reference list is an example of books that may be of use to candidates preparing for the National Council on Strength and Fitness Certified Personal Trainer examination. Individuals may wish to review texts such as these along with participating in NCSF workshop and training school coursework to assist in preparation for the NCSF-CPT examination. Additionally, the content contained in this handbook on pages 12-13 has been provided as a guide for areas in which you will be tested.

Bouchard, Claude, Blair, Steven, Haskell, William, *Physical Activity and Health*; Champaign: Human Kinetics 2012


National Council on Strength & Fitness Board for Certification

Code of Ethics

The Code of Ethics of the National Council on Strength and Fitness Board for Certification (NCSFBC) requires certificants to uphold professional standards of behavior that allow for the proper application of their responsibilities to those served, that protect the integrity of the profession, and that safeguard the interest of individual clients. NCSF Certified Personal Trainers (NCSF-CPT), as members of the Health and Fitness profession, have ethical responsibilities to their clients, society, as well as to other health professionals. The following ethical foundations for professional activities in the field of personal training and health promotion serve as a Code of Conduct for practicing professionals. The Code implements many of these foundations in the form of rules of ethical conduct. Noncompliance with the Code may affect an individual’s initial or continuing status as a recognized certified professional by the National Council on Strength & Fitness Board for Certification.

Ethical Foundations

I. The Trainer-Client relationship: The welfare of the client is central to all considerations in the trainer-client relationship. Included in this relationship is the obligation of trainer to respect the rights of clients, colleagues, and other health professionals. The respect for the right of individual clients to make their own choices about their health care (autonomy) is fundamental. The principle of justice requires strict avoidance of discrimination on the basis of race, color, religion, national origin, or any other basis that would constitute illegal discrimination.

II. Trainer conduct and practice: The personal trainer should deal honestly with clients and colleagues. This includes not misrepresenting himself or herself through any form of communication in an untruthful, misleading, or deceptive manner. Furthermore, maintenance of professional competence through study, application, and enhancement of health and fitness knowledge and skills is an obligation of the practicing personal trainer. All personal trainers certified by the NCSFBC are obligated to respond to evidence of questionable conduct or unethical behavior by any stakeholder through appropriate procedures established by the NCSFBC.

III. Avoiding conflicts of interest: Potential conflicts of interest are inherent in the practice of the personal trainer. Personal trainers are expected to recognize such situations and deal with them in accordance with the best interest of the client.

IV. Professional relations: The personal trainer should respect and cooperate with other personal trainers, fitness instructors and allied health professionals.

V. Societal responsibilities: The personal trainer has a continuing responsibility to society as a whole and should support and participate in activities that enhance the community. As a member of society, the personal trainer must respect the laws of that society. As professionals and representatives of the NCSF, personal trainers are required to uphold the dignity and honor of the profession.

Code of Conduct

I. Client-Trainer Relationship

1. The Client-Trainer relationship is the central focus of all ethical concerns, and the welfare of the client should form the basis of all training protocol judgments.

2. The Trainer should serve clients by exercising all reasonable means to ensure that the most appropriate training, health, and fitness recommendations are provided to the client.
3. The Client-Trainer relationship has an ethical basis and is built on confidentiality, trust, and honesty. The trainer must adhere to all applicable legal or contractual constraints while in the client-trainer relationship.

4. Sexual misconduct on the part of the trainer is an abuse of professional power and a violation of client trust. Sexual contact or a romantic relationship between a trainer and a current client is always unethical.

5. The trainer has an obligation to obtain the informed consent of each client. In obtaining informed consent for any course of physical measurement or activity, the trainer should present to the client, or to the person legally responsible for the client, in understandable terms, pertinent facts, information and recommendations consistent with good professional practice. Such information should include alternate modes of testing or physical activity and the objectives, risks, benefits, possible complications, and anticipated results of such activities or testing protocols.

6. It is unethical to prescribe, provide, or seek compensation for therapies or products that are of no benefit to the client or which are outside the professional scope of the personal trainer.

7. The trainer should respect the rights of clients, colleagues, and others and safeguard client information and confidences within the limits of the law. If during the process of providing information for consent it is known that results of a particular test or other information must be given to governmental authorities or other third parties, the client must be notified.

8. The trainer should not discriminate against any client based on race, color, national origin, religion, or on any other basis that would constitute illegal discrimination.

II. Trainer Conduct and Practice

1. The trainer should recognize the boundaries of his or her particular competencies and expertise, and provide only those services, and use only those techniques, for which he or she is qualified by education, training, or experience.

2. The trainer should participate in continuing education activities to maintain current scientific and professional knowledge relevant to the professional services he or she renders. The trainer should provide services involving new therapies or training techniques only after undertaking appropriate training and study.

3. In any training environment, the trainer should exercise careful judgment and take appropriate precautions to protect the client’s welfare with regards to equipment, facilities and environmental factors.

4. The trainer should not publicize or represent himself or herself in any untruthful, misleading, or deceptive manner to clients, colleagues, other health-care professionals, or the public.

5. The trainer who has reason to believe that he or she is infected with the human immunodeficiency virus or other serious infectious agents that might be communicated to clients should voluntarily be tested for the protection of his or her clients. In making decisions about client testing and training activities, a trainer infected with such an agent should adhere to the fundamental professional obligation to avoid harm to clients.

6. The trainer should not practice or attempt to provide professional services while impaired by alcohol, drugs, or physical or mental disability. The trainer who experiences substance abuse problems or who is physically or emotionally impaired should seek appropriate assistance to address these problems and limit his or her professional practice until the impairment no longer affects the quality of client service.
7. The trainer may not imply NCSF endorsement for commercial venture. Disclosure of affiliation and/or use of the initials NCSF are not to be made as part of a firm, partnership or corporate name. Disclosure in violation of this article may be grounds for disciplinary or lawful action.

III. Conflicts of Interest

1. Potential conflicts of interest are inherent in the field of health and fitness. Conflicts of interest should be resolved in accordance with the best interest of the client. If there is concern about a possibly significant conflict of interest, the trainer should disclose his or her concerns to the client. If a conflict of interest cannot be resolved, the trainer should take steps to withdraw as a service provider for the client. If conflicts of interest are unresolved, the trainer should seek consultation with colleagues or an institutional ethics committee.

2. Commercial promotions of fitness or health related products and services may generate bias unrelated to product merit, creating, or appearing to create, inappropriate undue influence. The trainer should be aware of this potential conflict of interest and offer fitness advice that is as accurate, balanced, complete, and devoid of bias as possible.

3. The trainer should recommend nutritional modifications based solely upon health considerations and client needs, regardless of any direct or indirect interests in or benefit from a supplement company or other supplier.

4. When the trainer receives anything of substantial value, including royalties, from companies in the health-care industry, such as a manufacturer of supplements and fitness devices, this fact should be disclosed to clients and colleagues when material.

IV. Professional Relations

1. The trainer's relationships with other trainers, fitness directors, physicians, physical therapists, and other health-care professionals should reflect fairness, honesty, and integrity; sharing a mutual respect and concern for the client.

2. The trainer should consult, refer, or cooperate with other trainers, health professionals, and institutions to the extent necessary to serve the best interests of their clients.

3. The trainer should respect all laws, uphold the dignity and honor of the profession, and accept the profession's self-imposed discipline. The professional competence and conduct of trainers is best examined by professional associations and peer-review committees; active professionals should remain in good standing with these groups. These groups deserve the full participation and cooperation of the personal trainer.

4. The trainer should strive to address, through the appropriate procedures, the status of those trainers who demonstrate questionable competence, impairment, or unethical or illegal behavior. In addition, the trainer should cooperate with appropriate authorities to prevent the continuation of such behavior.

V. Societal Responsibilities

1. The trainer should support and participate in those health programs, practices, and activities that contribute positively, in a meaningful and effective way, to the welfare of individual clients, the health fitness community, or the public good.
2. Trainers who provide expert testimony in courts of law recognize their duty to testify truthfully. The trainer should not testify concerning matters about which he or she is not knowledgeable. The trainer should be prepared to have testimony, given in any judicial proceeding, subjected to peer review by an institution or professional organization to which he or she belongs. It is unethical for a trainer to accept compensation that is contingent upon the outcome of litigation.
Standards of Practice and Disciplinary Process

Mission Statement

The mission of the National Council on Strength and Fitness Board for Certification is to establish, assess and promote standards for fitness professionals in a continued effort to foster a high level of professional competency and ethical practice to serve the public’s interest.

Preamble

The Standards of Practice and Disciplinary Process of the NCSF Board for Certification (NCSFBC) is intended to assist and inform the public, certificants, and candidates for certification, of the NCSFBC Standards of Professional Practice and the Disciplinary Process related to professional conduct and disciplinary procedures.

The NCSFBC conducts a certification program for personal trainers and has established a recertification requirement for NCSF certified personal trainers (NCSF-CPT). The NCSFBC affirms that, after a candidate has successfully passed the certification examination, the Standards of Professional Practice for entry into the profession of personal training have been satisfied. It is expected that a certificant or candidate for certification agrees to comply at all times to the following Standards of Professional Practice.

Standards of Professional Practice

A. Standards of Professional Practice for Personal Training – Direct Service

The following are minimal standards. Each one is considered essential to the practice of personal training.

Standard 1: Role

The personal trainer renders service to clients as an independent agent or under the direction of a personal training supervisor.

Standard 2: On-Going Care Services

All services and program prescriptions should be documented in writing by the personal trainer and shall become part of the client’s permanent records.

Standard 3: Documentation

The personal trainer shall accept responsibility for recording details of the client’s health status.

Documentation shall include:
1) Client's name, emergency contact information and any other identifying information.
2) Informed Consent, screening and participation determinations
3) Medical referrals and restrictions or limitations, if applicable
4) Evaluation data including date, assessments used, results and relevant findings.
5) Program goals and estimated length.
6) Program methods, results and revisions.
7) Date(s) of assessment and training.
8) Re-evaluation criteria
9) Personal trainer's signature on documentation.

Standard 4: Confidentiality

The personal trainer shall maintain confidentiality as determined by law and shall accept responsibility for appropriately communicating assessment results, program plans, and progress with other persons involved in the client's program.

Standard 5: Health Screening and Program Participation.

Prior to a decision for any program participation, the personal trainer shall fully assess the client's level of function as it pertains to health and fitness. The client's input shall be considered an integral part of the initial assessment and function in the decision process for level of participation. All clients must be cleared for exercise consistent with the guidelines for required medical referral before engaging in personal training activities.

Standard 6: Program Planning

The personal training program objectives shall include long and short-term goals based on evaluative criteria. Goals shall be achievable and used to guide the program. Assessment measures to determine effectiveness of the program shall be incorporated into the plan. Additionally, a contingency or emergency plan should be included as applicable.
B. Standards of Professional Practice for Personal Training – Service Programs

Standard 1: Objectives
Basic to the development of any program are its intended purposes. Objectives and protocols specific to goal attainment should be premeditated and clearly outlined for each goal, including: rationale, exercise prescriptions, timeline, re-evaluations and supportive services.

Standard 2: Programming
Each objective should be supported by detailed plans for its implementation including specific protocols and plan for revisions as necessary.

Standard 3: Evaluation
Objective methods of data collection and analysis should be used in relation to each component of the program to determine the effectiveness of the service. If the evaluation indicates a need for change, appropriate revisions or modifications should be made.

Standard 4: Types of Services Offered
Personal training services must be appropriate for the identified need and stay within the scope of the profession. In general the service should aim at an overall enhancement of an individual’s health and fitness status.

Standard 5: Personnel
The service program should be directed by a National Council on Strength and Fitness Board for Certification (NCSFBC) Certified Personal Trainer who has met the qualifications established by the NCSFBC. Education, qualifications and experience of all other personnel should meet existing standards and should be appropriate to their duties.

Standard 6: Facilities and Budget
Appropriate resources should be secured and used to facilitate the safest and most effective implementation of the service program.

Standard 7: Records
Objective, permanent records of each aspect of the service program should (1) indicate initial screening, evaluation and assessment protocols and findings; (2) client goals, exercises prescription(s) and lifestyle modification recommendations (3) dates of subsequent follow-up evaluations.

Disciplinary Process

A. Standards of Professional Practice — Revocation of Certification

The NCSFBC may revoke or otherwise take action with regard to the application or certification of an individual in the case of:

1) Ineligibility for certification.
2) Irregularity in connection with any certification application or examination.
3) Unauthorized possession, use, access, or distribution of certification examinations, score reports, answer sheets, certificates, certificant or applicant files, documents or other material.
4) Material misrepresentation or fraud in any statement to the Board for Certification or in any statement to the public in connection with personal training, including, but not limited to, statements made to assist the applicant, certificant, or another to apply for, obtain, or retain certification.
5) Negligence or malpractice in professional work, which includes, but is not limited to, the release of confidential information of clients or others with whom the certificant or applicant has a professional relationship.
6) The conviction of, plea of guilty or plea of nolo contendere (no contest) to a felony or misdemeanor which is directly related to public health, personal training services, or education. This includes but is not limited to rape, sexual abuse of a child or client, actual or threatened use of a weapon of violence; the prohibited sale or distribution of controlled substance, or its possession with the intent to distribute.
7) Not adhering to the eligibility requirements for certification candidacy or the continuing education requirements.
8) Not adhering to the Standards of Professional Practice.
9) Not cooperating with NCSFBC investigations into alleged illegal or unethical activities. This would include but is not limited to, not cooperating with appropriate committees by withholding information, not responding to requests for information in a timely fashion, or providing misleading information to a NCSFBC committee or individual member.
10) Engaging in conduct that includes, but is not limited to, unauthorized use of the NCSFBC
name to endorse any products or services without proper authority, or exploitation of a patient for financial gain.

B. Disciplinary Committee and Panels

1) The NCSFBC shall appoint three board members to the Professional Practice and Discipline Committee, one being the Executive Director, in accordance with the bylaws. When necessary, the NCSFBC, may appoint three persons who are certified personal trainers to a (i) Disciplinary Panel, and/or (ii) an Appeals Panel, to consider alleged violations of any Ethics or Practice Standard following review and decision by the Professional Practice and Discipline Committee. The Panels shall be composed of three full-voting members and up to four non-voting (substitute) members.

2) A quorum of either the Committee or a Panel consists of three full-voting members, and Committee and Panel action shall be determined by a majority vote. Committee and Panel members may serve in only one capacity at a time. Committee and Panel members may not serve in any situation where their impartiality or the presence of actual or apparent conflict of interest might reasonably be questioned.

C. Review Process

Whenever an NCSFBC administrator receives allegations, which raise an issue under the Standards of Professional Practice of the profession, he or she shall transmit such allegations to the Chair of the Professional Practice and Discipline Committee. If the Committee determines that no good cause exists to question eligibility or compliance with the Standards of Professional Practice, no further action shall be taken. However, if the Committee determines by majority vote finds that good cause does exist, it shall direct the transmittal to the applicant or certificant by certified mail or tracked courier, return receipt requested, of a letter containing a statement of the factual allegations constituting the alleged violation and the disciplinary standard allegedly violated. The letter shall also include the following recitation of rights and procedures: (1) the applicant or certificant shall have fifteen (15) days in which to respond to the allegations, provide comments regarding appropriate sanctions, and request oral testimony if he or she disputes the allegations; (2) sanctions may be imposed if the allegations are determined to be true by the Committee or a Disciplinary Panel, or if the applicant or certificant fails to submit a timely response; (3) the applicant or certificant will be deemed to consent to the imposition of sanctions by the Committee if he or she does not dispute the truthfulness of the allegations; (4) the applicant or certificant must appear in person if he or she requests a hearing; (5) the applicant or certificant may be represented by counsel at the hearing, may present evidence on his or her own behalf, and may examine or cross-examine any witness under oath.

D. Hearing

If an applicant or certificant disputes the allegations and requests a hearing:

1) The Chair shall: (a) Form an Investigation panel and forward the allegations and response of the applicant or certificant to the panel; (b) schedule a hearing before the panel after the request is received; (c) send by certified mail or tracked courier, return receipt requested, a Notice of Hearing to the applicant or certificant. The Notice of Hearing shall include a statement of the time and place of the hearing as selected by the Executive Director after consultation with the Chair.

2) The panel shall maintain an audiotaped or written transcript of the proceedings.

3) The NCSFBC and complaintant may make opening statements, present documents and testimony, examine and cross-examine witnesses under oath, make closing statements, and present written briefs as schedule by the disciplinary panel.

4) The panel shall determine all matters relating to the hearing. The hearing and related matters shall be determined on the record by majority vote. Formal rules of evidence shall not apply. Relevant evidence may be admitted. Disputed questions shall be determined by majority vote of the Panel.
E. Appeal

The complainant may appeal to the a decision by the Panel regarding the truthfulness of the allegations and may appeal a decision by either the Committee or the Panel regarding the imposition of sanctions. The NCSFBC Chair will form an Appeals panel of three members. An appeal must be filed within thirty (30) days of the complainant’s receipt of the decision through the submission of a written appeals statement to the Executive Director of the NCSFBC. The NCSFBC may file a written response to the appeals statement of the applicant. The Appeals Panel shall render a decision on the record without oral hearing, although written briefing may be submitted.

F. Decision

The decisions of the Committee and Panels shall be rendered in writing. A decision by the panels shall contain factual findings, conclusions of law, and any sanctions applied. It shall be transmitted to the applicant or certificant by certified mail or tracked courier, return receipt requested.

G. Sanctions

Sanctions for violation of any NCSFBC Standard may include one or more of the following:

1) Denial or suspension of eligibility;
2) Revocation;
3) Non-renewal;
4) Censure;
5) Reprimand;
6) Suspension;
7) Training or other corrective action;
8) Delinquent status;
9) Reports; and Conditions relating to the above.

H. Release of Information

The NCSFBC and its agents may communicate any information relating to the NCSFBC application and/or certification, to state and federal authorities, employers, other applicants and certificants, educational programs, and others by means of newsletter or otherwise.

I. Waiver and Release

The individual releases, discharges, and exonerates the NCSFBC, its officers, directors, employees, committee members, agents, and any person furnishing documents, records, and other information relating to the individual’s eligibility, certification, or recertification from any and all liability of any nature and kind, arising out of the furnishing or inspection of such documents, records, or other information, and any investigation, evaluation, and communication regarding the individual’s eligibility, certification, or recertification, made by the NCSFBC.

J. Submission of Information to the NCSFBC

Persons concerned with possible violations of the NCSFBC Standards of Professional Practice shall identify the persons alleged to be involved and the facts concerning the alleged conduct in as much detail and specificity as possible with available documentation, in a written statement addressed to the Chairman of the NCSFBC. The statement should include the name, address, and telephone number of the person making the statement and others who may have knowledge or facts concerning the alleged violation. Complaint forms can be found on the organization’s website www.NCSF.org
Registration and Test Procedures at a Glance

1) Prepare for the exam. See NCSFBC reference list on Page 16.

2) Submit an exam application. This can be done by:
   - Completing the application in this handbook and mailing it to the address indicated
   - Completing the online exam application process on the NCSF website (www.ncsf.org)
   - Calling the NCSFBC at (305) 666 3945 or NCSF at (800) 772-NCSF

3) Receive application approval and become an “Eligible Candidate”.

4) Locate a convenient exam center and schedule your exam appointment.

5) Take your exam.
Application for National Council on Strength and Fitness
Certified Personal Trainer Examination

1. **Personal**

Name________________________________________________________________________________________

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Address___________________________________________________________ Apt. _______________________

City _______________________________________ State _____________  Zip Code _______________________

Phone (H)_______________________________________ (W)__________________________________________

Email____________________________________________Website______________________________________

Date of Birth:________/_______/19______ (you must be at least 18 years of age or older to participate in any offered NCSF program)

Are you a high school graduate or equivalent? □ YES □ NO  year completed ____________

2. **Fees**

☐ NCSF-CPT Examination registration fee $299.00

☐ NCSF-CPT Examination registration retake fee $99.00

Must include copy of failed score report from previous exam

3. **Payment Information**

The NCSF accepts several forms of payment. Please indicate payment type.

☐ Check/Money order (U.S. funds only) payable to NCSF

☐ American Express  ☐ Visa  ☐ MasterCard  ☐ Discover

Name on the card used____________________________

Account #__________________________Exp date______

Signature_______________________________________

Billing address if different than address in step 1_________

________________________________________________

______________________________________________

4. **Submitting Your Application**

To register through the mail candidates must complete the registration form and mail it to the NCSF with method of payment. Mail to: NCSF, 5915 Ponce de Leon Blvd., #60 Coral Gables, FL 33146.

Candidates can register through the organization’s web site located at www.ncsf.org. The NCSF accepts all major credit cards.

Orders can be made over the telephone using any major credit card. Contact the NCSF toll free at (800)772-NCSF to speak with a representative.

You may fax your registration form to the NCSF. The NCSF fax no. is (305) 666 3482.

5. **Professional Experience and Credentialing**

Please indicate the highest level of formal education completed.

☐ High School  ☐ Associates  ☐ Masters  ☐ Doctorate

Please list any formal health and or fitness education course works you have completed or certifications you have obtained.

________________________________________________

________________________________________________

________________________________________________

Taking an NCSF certification exam is not dependent on purchasing NCSF study items or enrolling in an NCSF educational course

Please indicate how you prepared for the NCSF-CPT exam.

☐ Completed NCSF Home Study Course

☐ Participated in NCSF Workshop or Training School

☐ Reviewed Materials on Portfolio Reference List

☐ Other: Please describe_________________________

_______________________________________________

_______________________________________________

_______________________________________________

6. **Statement of Understanding**

The information I have provided is accurate, true, and correct to the best of my knowledge. I have read, understood and agree to be bound by the policies, procedures, and Code of Ethics of the NCSFBC. I understand that the NCSFBC reserves the right to verify all information in this application or in connection with my certification. Therefore, I understand and agree that failure to provide accurate, true, and correct information, respond to authorized NCSFBC requests for additional information, or abide by NCSFBC policies, procedures, or Code of Ethics shall constitute grounds for rejection of my application.

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

Signature                       Date