

## Certified Personal Trainer (CPT) CEC Approval Request Form

If your intended or previously completed course (taken during your PTA GLOBAL personal trainer certification period only) is not on the approved provider list, you will need to complete this form. Your completed course or program will not be accepted for continuing education credit until it is approved by the certification board. Your request will be reviewed, and you will receive notice by email within 30 days of reception of this completed form.

There is a \$25 non-refundable fee for the CPT CEC Approval Request Form per course.

### Contact Information

Name: \_\_\_\_\_

Date of PTAG-CPT Certification: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Course/Program Information

Name of Course/Program: \_\_\_\_\_

Type of Course/Program (Check all that apply):

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> <i>Workshop</i>   | <input type="checkbox"/> <i>Lecture</i>    | <input type="checkbox"/> <i>Seminar</i>           | <input type="checkbox"/> <i>Home Study</i> |
| <input type="checkbox"/> <i>Convention</i> | <input type="checkbox"/> <i>Conference</i> | <input type="checkbox"/> <i>University Course</i> |  |

Advanced Content Covered Specific to PTAG Domains (Check all that apply):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <i>Program Design</i>      | <input type="checkbox"/> <i>Professional Workplace Practices</i> | <input type="checkbox"/> <i>Human Behavior</i> |
| <input type="checkbox"/> <i>Special Populations</i> | <input type="checkbox"/> <i>Exercise Sciences</i>                | <input type="checkbox"/> <i>Nutrition</i>      |

Contact Hours: (Number of hours of required study or attendance): \_\_\_\_\_

**Contact Information for Course/Program Provider**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Course/Program Description: (Please describe, in detail, the specific content covered as it relates to one or more of the PTAG-CPT expected knowledge domains, the qualifications of the instructor(s), writer(s), and/or creator(s) of the program/course and attach additional sheets if necessary):

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Continuing education approval request applicants must submit the following documentation/information when applying for CEC CPT requests with the CB:

- Complete lesson plans
- Course material that are necessary for the personal trainer to purchase and review to achieve CEC credit
- Resume(s) or Curriculum Vitae (CV) of instructor(s) and/or creator(s) of the course(s), program(s), or event(s)
- Attach a Copy of Certificate of Completion or signed Instructor letter stating you attended the course.

Submit your **request and certificate of course completion (if applicable)** by email to:

**PTA Global Certification Board**  
**Email: [certificationboard@ptaglobal.com](mailto:certificationboard@ptaglobal.com)**

Once approved you will get an email requesting payment via phone: **720-938-5814**