

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 (Circle all that apply):

Workshop *Lecture* *Seminar* *Home Study*

Convention *Conference* *University Course*

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

Program Design *Professional Workplace Practices* *Human Behavior*

Special Populations *Exercise Sciences* *Nutrition*

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):

Continuing education provider applicants must submit the following documentation/information when applying for CEC providership 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

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How will you be paying the \$25 per Course/Program Fee?

(Please highlight or circle your selection)

VISA Mastercard American Express

Credit Card Number: _____ Expiration Date: _____

Please include the following to complete your application:

- Complete Certified Personal Trainer CEC Approval Request Form
- Payment information
- Course/Program Information
- 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.

Email complete application to:

PTA Global Certification Board
Email: certificationboard@ptaglobal.com