

## 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):**

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Certified personal trainer applicants **must** submit the following documentation/information with this application when applying for CEC approval credits 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.
- If submitting a college course for consideration, please include the items below to the CB with this application:
  - 1) proof of completing the course via transcript with year and grade
  - 2) detailed course outline and or syllabus
  - 3) hourly distribution: course days and time frame

Submit your **request with the above required documents** by email to:

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

## Certified Personal Trainer (CPT) CEC Approval Request

How will you be paying the \$25 per Course/Program Fee?  
(Please highlight or circle your selection)

VISA      Mastercard      American Express

Name on Card \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp \_\_\_\_\_ CVV \_\_\_\_\_

Please include the following to complete your application:

- Complete Certified Personal Trainer CEC Approval Request Form
- Payment information
- Course/Program Information
- Complete lesson plans, syllabus and or outline
- 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, signed instructor letter stating you attended the course, and or transcripts

Email complete application to:

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