

Exam Candidate Handbook



This handbook explains the policies and procedures of the PTA Global Certification Board and the Certified Personal Trainer process, how and why PTA Global created the exam, the breakdown of knowledge and skills content domains, eligibility for taking the certification exam, and much more.

PTA Global
Certification Board

TABLE OF CONTENTS

EXAM CANDIDATE HANDBOOK	1-32
INTRODUCTION	3
CERTIFICATION BOARD: MISSION AND OBJECTIVES	4
<i>Mission</i>	4
<i>Objectives</i>	4
CERTIFICATION BOARD: CONTACT INFORMATION	5
<i>Mailing Address</i>	5
<i>Phone Number</i>	5
<i>Email</i>	5
<i>Website</i>	5
CERTIFICATION BOARD: MEMBERS AND STRUCTURE	6
CERTIFICATION BOARD: RESPONSIBILITIES, POLICIES, AND PROCEDURES	7-9
<i>Responsibilities</i>	7
<i>Policies</i>	7-8
<i>Procedures</i>	8-9
CERTIFICATION BOARD: COMMITTEE TASKS AND RESPONSIBILITIES	10
CERTIFICATION BOARD: VOTING AND ELECTION	11
CERTIFICATION BOARD: AMERICANS WITH DISABILITIES (ADA) ACT	12
CPT EXAM: HOW DID THE CB DEVELOP THE CPT EXAM AND CONTENT DOMAINS?	13-15
CPT EXAM: GRAPHIC OVERVIEW OF THE DOMAIN AND EXAM PROCESS	16
CPT EXAM: WHAT CONTENT DOES AN EXAM CANDIDATE NEED TO KNOW BEFORE REGISTRATION?	17-19
CPT EXAM: RESOURCES FOR FOCUSED STUDY AND EXAM PREPARATION	20-21
CPT EXAM: REFERENCES FOR CREATION OF EXAM ITEMS AND QUESTIONS	22
CPT EXAM: EXAM ELIGIBILITY	23
CPT EXAM: PURCHASE AND ENROLLMENT	24
CPT EXAM: REGISTRATION AND SCHEDULING	25-27
CPT EXAM: ADMINISTRATION	28-31
<i>Testing Center Admission Requirements</i>	28
<i>Testing Center Protocols</i>	28
<i>Refund, Return, and Transfer Policies</i>	28
<i>Rescheduling or Cancellation of Exam Appointment</i>	29
<i>Exam Extensions</i>	29
<i>Exam Options for International Candidates or Scheduling Hardship</i>	29
<i>Exam Retakes</i>	29-30
<i>Request for Exam Copies or Correct/Incorrect Answers</i>	30
<i>Exam Passing Scores</i>	30
<i>Requests for Hand Scoring</i>	30-31
<i>Reception of Certification</i>	31
<i>Recertification</i>	31
<i>Certificants Prior to Accreditation</i>	31
CPT EXAM: SECURITY	32

INTRODUCTION

The Personal Training Academy Global (PTA Global) Certification Board (CB) is a division within the PTA Global company that acts independently from the education side of the company. The PTA Global Certification Board will be referred to, throughout this document, as the CB. The CB ensures that the process of certification, structure, policies, procedures, and administration are upheld to the highest standards, so as not to compromise the integrity of the certification process.

Think of the certification process as the components that make up the exam, continuing education required for recertification, and the recertification process to enable work as a professionally certified personal trainer. Education for obtaining knowledge and skills necessary to work as a personal trainer and the certification process are very different components that require different people, boards, policies, and procedures.

Without this CB and the policies and procedures followed, there is no way to ensure candidates are taking a well-validated exam, and that the exam has been created from the needs of the industry to help candidates with the tasks required to be a certified personal trainer.

PTA Global takes this process seriously, and has formed an experienced and talented CB that will oversee the entire process around certification with PTA Global.

We encourage you to read this handbook, as it explains the policies and procedures of the PTA Global CB and the Certified Personal Trainer process, how and why we created the exam, the breakdown of knowledge and skills content domains, eligibility for taking the certification exam, and much more.

We thank you for your time and dedication to the PTA Global Certification process.

The PTA Global Team

CERTIFICATION BOARD: MISSION AND OBJECTIVES

Mission:

The CB's mission is to recognize and credential individuals who prove competence and knowledge when creating personal training programs that involve movement and overall health to members of the public in a safe, enjoyable, empathetic, efficient, and professional manner.

Objectives:

The objectives of the CB are as follows:

- Maintain complete autonomy in the certification process to ensure the examination remains unbiased and fair for all individuals involved.
- Establish, administer, and regulate policies and procedures for resolving professional and ethical concerns as it relates to the certification graduates and the examination process.
- Ensure as the industry and needs of the industry change, the certification exam and processes change at the same pace.
- Develop and administer examinations which assess the knowledge and skills required for the role of a professionally certified personal trainer.
- Ensure the quality of the CB Certified Personal Trainer (CPT) Exam and processes remain at the highest levels within the industry globally.
- Ensure that anyone who is eligible can attempt the certification exam, and that the policies and procedures are clear and precise to enable ease of understanding and adequate completion of requirements.

CERTIFICATION BOARD: CONTACT INFORMATION

Mailing Address:

PTA Global Certification Board (PTA Global CB)
1774 Platte St.
Denver, CO 80202

Phone:

720.633.8712

Email:

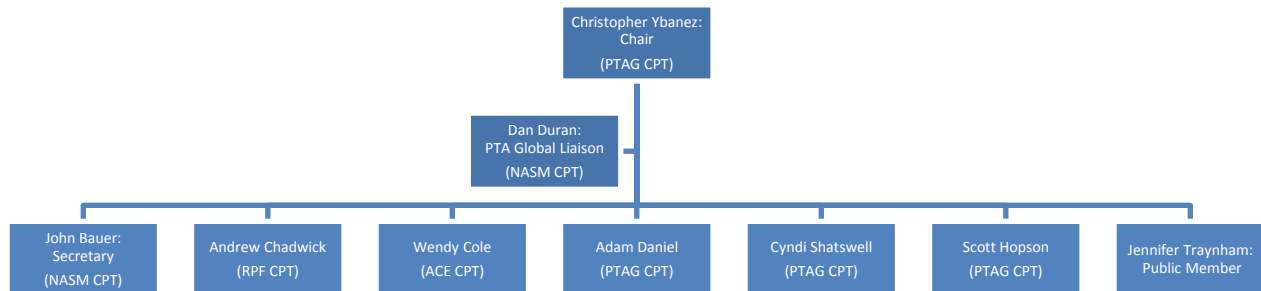
certificationboard@ptaglobal.com

Website:

www.ptaglobalcb.com



CERTIFICATION BOARD: MEMBERS AND STRUCTURE



The CB Members are:

- John Bauer
- Andrew Chadwick
- Wendy Cole
- Adam Daniel
- Cyndi Shatswell
- Scott Hopson
- Jennifer Traynham

The CB Committee Members are:

- Administrative Committee:
 - John Bauer
 - Christopher Ybanez
- Exam Committee:
 - Andrew Chadwick
 - Wendy Cole
 - Adam Daniel
 - Scott Hopson
 - Christopher Ybanez
- Recertification Committee:
 - John Bauer
 - Cyndi Shatswell
 - Adam Daniel
- Continuing Education Committee:
 - Wendy Cole
 - Cyndi Shatswell
 - Scott Hopson
 - Andrew Chadwick

CERTIFICATION BOARD: RESPONSIBILITIES, POLICIES, AND PROCEDURES

Responsibilities:

- The CB is required to meet two (2) times a year on May 31 and November 30.
- The CB is responsible for:
 - Direction of personal trainer certification examination content
 - The exam process, including reoccurring JTA (Job Task Analysis) and content changes and updates to the CB Certified Personal Trainer (CPT) Exam
 - Exam process changes and updates, as well as requirements for the skill sets for the job of a certified personal trainer
 - Determining curriculum changes when needed to stay in touch with the changing fitness/personal training industry's needs
 - Interacting with athletic club/gym facility directors to ensure the exam questions (also known as exam items) and the entirety of the exam process is creating a personal trainer that they would hire with the necessary and desired knowledge base and skills
 - Ensure the PTA Global Certification process is fair, balanced, and current to allow the company to remain at a world-class standard

Policies:

- All CB members are asked to attend meetings in-person when/where possible, but have the ability to conference call into the meetings if not able to attend in-person.
- Meetings run from 10am to 2pm, or until agenda has been discussed and completed.
- CB members need to be from a broad spectrum within the industry with one of more public member(s) from outside the industry, representing the public needs. Within the industry includes certified personal trainers, personal training managers, athletic club/gym owners, and education directors within a health club or chain. The public member is not a certified personal trainer but represents the wants and needs of the public interest for safe, enjoyable, efficient, and effective certified personal trainers. CB members, except for the public member, must carry one (1) valid and current personal training certification.
- The CB size is determined by its members but shall contain less than five (5) members and no more than nine (9) members.
- All members will serve a five-year term with a successive term available only with a majority share approval of the CB currently serving (there are no term limits for CB members).
- All CB members wishing to extend their term for a successive term must advise the committee, at least 30-days prior to the expiration of their current term, in writing to the secretary of the administrative committee.
- CB members must not be financially connected to, receive financial gain from, or be employed by the PTA Global company.
- The CB member position is a non-paid position.
- CB members will receive meals at meetings when present.

- Changes in exam questions and exam content can only be approved by the CB with a majority vote of all CB members. Non-attending committee members cannot be included in the voting process by proxy; they must be present either on conference call or in-person.
- In the case of a tie vote on any topic within the CB or within a committee of the CB, the chair will have the deciding vote.
- Any committee members who cannot make one of the annual meetings will need to notify the secretary of the administrative committee by phone or e-mail 48-hours prior to the meeting.
- If, at any time, the secretary of the administrative committee feels there will not be enough committee members available to hold one of the annual meetings, the secretary will notify all members and a new date will be organized by the secretary, confirmed by the chair of the CB.
- Any topics not covered within the meeting will be pushed to the next scheduled meeting's agenda.
- The secretary of the administrative committee will provide all CB members with a detailed agenda of all topics to be discussed or voted upon in the upcoming meeting at least 72-hours prior to the scheduled meeting.
- CB member who wish to add or comment on any agenda items must do so by contacting the secretary at least 24-hours prior to the scheduled meeting date.
- CB members that cannot make either of the annual scheduled meetings will not be permitted to extend their service for a successive term, and may be asked to withdraw from the CB, based on a majority vote by the remaining members of the CB.
- Each CB member is encouraged to read all agenda items before coming to the meeting or calling in for meetings.
- Conference call-in numbers will be supplied by the secretary 48-hours prior to the scheduled meeting.

Procedures:

1. Roll call will be taken for both present and conference-in committee members.
2. At the first meeting of each new year, CB members will be asked to introduce themselves, what role they play in or outside of the industry, how many years they have been in the industry, and their current position. This will apply for both present and conference-in CB members.
3. The secretary of the administrative committee will hand out the agenda and ask people on the phone to print off the agenda sent to them prior to the meeting.
4. Any leftover agenda items from the previous meeting will be discussed first.
5. The chair will start with agenda items. The chair will then recognize those who wish to speak on any particular agenda item before the chair will call for a verbal vote. Other CB members may also request a vote, but no vote shall be taken without the chair's consent. The CB may be called to vote, without the chair's consent, if the remaining CB members unanimously agree.
6. During the CB meeting any person wanting to speak who is present will state their name so all members attending by phone are aware of the person speaking and will be recognized by the chair before speaking.
7. The chair will bring any person wishing to speak into the meeting the his/her discretion and will have the ability to stop any person speaking too long or off-topic, as this role is to cover the agenda items and to keep the meeting on schedule, so all objectives are met.
8. At the end of the meeting, the chair will summarize the day's events, and the meeting minutes will note the stop time of the meeting and the meeting will be over.

9. Any CB members in attendance will be offered a lunch during a meeting lasting 4-hours or more.
10. CB meeting minutes will be dispersed to all members who were in attendance and any members who could not attend within 48-hours of the meeting. Minutes will include actionable items by the chair and represent the person(s) from the CB who is involved with that agenda item directly.

CERTIFICATION BOARD: COMMITTEE TASKS AND RESPONSIBILITIES

- Administrative Committee Tasks and Responsibilities
 - Shall include the chair and the secretary of the CB
 - The secretary shall take roll-call at each meeting
 - Lead meeting proceedings; confirm the bringing of propositions to a vote
 - Hear all complaints and testimonies (verbal or written, as decided by the committee on an individual basis), and make all decisions on disciplinary actions involving certification candidates or CPTs (this includes Appeals and Conduct Violations)
- Exam Committee Tasks and Responsibilities
 - Work with a psychometrician in forming the JTA and determination of exam domains at least one every 4-years
 - Approve exam items (as written by the Exam Committee or by individuals designated and approved by the Exam Committee)
 - Determine eligibility requirements and formalize process for certification candidates seeking to take the CPT Exam
 - Ensure exam items and exam candidate personal information are kept in a secure location
- Continuing Education Committee Tasks and Responsibilities
 - Determine and approve guidelines and processes for educators and those seeking approval as continuing education providers for CPTs
 - Ensure approved continuing education coursework fulfills at least one or more of the domains as designated from the JTA
 - Designate number of credit hours for each approved continuing education course or program
- Recertification Committee Tasks and Responsibilities
 - Determine and approve guidelines and processes for CPTs to maintain certification through PTA Global
 - Determine appropriate number of credit hours to maintain certification
 - Review applications for recertification and make final approvals for recertification

CERTIFICATION BOARD: VOTING AND ELECTION

A member of the CB may serve an unlimited number of terms.

After each 5-year term, a CB public member may elect to remain on the board and can be elected for another 5-year term with approval of at least 2/3 or greater vote of the entire current CB.

Certified CB members must be approved by a majority vote of the entire population of current CPTs at the end of each 5-year term. If a certified CB member vacates a seat, for any reason, at any time, any current certified personal trainers are eligible to become a board member if they receive a majority vote of current CPTs.

All voting will be done by email.

CB public member(s) must be at least 18-years of age and cannot be a current certified personal trainer.

Certified CB members must have a current, valid personal trainer certification and a minimum of 2-years work experience as a certified personal trainer.

Any CB member may be removed from the board by a 2/3 majority vote of the CB.

Each board member term shall begin the day of their first CB meeting following election to the position and end 5-years from that same date.

CERTIFICATION BOARD: AMERICANS WITH DISABILITIES ACT (ADA) GUIDELINES

The CB shall:

- a) Be responsible for processing, reviewing, and approval of all ADA accommodations
- b) Transmit approvals to PSI's ADA Coordinator
- c) Be responsible for all costs to administer approved accommodations including, but not limited to additional testing time, readers, and sign language interpreters
- d) Direct ADA approved candidates to schedule with PSI's ADA Coordinator to ensure approved accommodations are provided in accordance with the Americans with Disabilities Act of 1990

The PSI Candidate Information Bulletin contains a section that informs candidates, who may have difficulty in taking the examination, of the procedures to request the accommodations. PSI headquarters will contact the Proctor for the requested test center to arrange specific accommodations and schedule the exam.

Candidates who arrive at the test center for a scheduled examination who have not made a prior request for a special accommodation should be offered the opportunity to take the exam without the accommodation and informed that they should contact PSI if this is not acceptable.

The accommodations offered are unique to the special needs of each candidate. Possible accommodations include, but are not limited to:

- Extended time for the examination
- An oral examination by PSI authorized personnel only
- A paper and pencil examination
- A magnifying screen
- An elevated monitor
- A dedicated proctor

Candidates with blood sugar disorders are not required to get prior authorization for small hard candy items at the examination station. Candidates will be asked to remove the items from plastic wrappers, as this could cause a distraction to other candidates.

PSI and PTA Global comply with the standards set forth within ADA. Proctors will make every effort to assist in the accommodation of examination needs of candidates with disabilities.

If a candidate appears to be having difficulty taking an examination, the proctor will inquire if there is anything that can be done to improve the candidate's examination experience. Actions such as adjusting the contrast of the monitor, adjusting the chair height, or adjusting the screen angle will be undertaken immediately.

CPT EXAM: HOW DID THE CB DEVELOP THE CPT EXAM AND CONTENT DOMAINS?

The process of developing the CPT Exam and the domains that make up the exam started in 2007.

A group called the International Fitness Leaders (IFL) was formed by health club chains and single health clubs, athletic clubs, and gym facility directors from around the world. The purpose of the group was to come together collectively to share ideas, concepts, concerns, and problems as an industry.

One of the tasks of this group was to give the International Health, Racquet, and Sports Association (IHRSA), one of the fitness industry's leading representative bodies, an overview of how and why the industry needed to be accredited to ensure protection of public interest with personal training and sure the greatest likelihood of certifying competent, skilled, and knowledgeable personal trainers. The group had been approached by IHRSA President Jeff Dyer to research the process so it could be presented to the IHRSA committee to see how they could start the accreditation process.

The recommendation was to bring the certifying bodies together within the industry and jointly obtain the National Commission of Certifying Agencies (NCCA) accreditation.

PTA Global then conducted an informal, verbal global survey of many managers and owners of major health clubs (i.e. 24 Hour Fitness, Lifestyle Family Fitness, Town Sports International, and Spectrum Athletic Clubs) asking the following questions:

1. Do the personal trainers currently applying for employment at your facilities have the skill set and knowledge to be successful in the athletic club or gym facility environment?
2. What skills and abilities does a personal trainer need in order to be successful at your athletic club or gym facility?
3. What skills or knowledge are still needed for the benefit of your customers, members, and clients?

The most common and overwhelming response was the following:

The trainers are not coming into the industry with the full set of skills or knowledge necessary to be successful as a trainer in the club environment. The skill set and knowledge trainers are missing:

- Applying program design
- Human Behavior
- Communication and business skills
- Liability
- Understanding and meeting special populations needs

This list of domain was designed to be consistent with the feedback from meetings and discussions with all athletic club/gym facility owners and managers when addressing the issue of what skills and knowledge were important for a trainer to possess to be successful.

The next step for PTA Global and subject matter experts was to validate this informal process by conducting a short survey based on the content domains to show what a successful and professional certified personal trainer

does to see if it aligns with the domains that the clubs had revealed were missing in the trainers who are unsuccessful and leave the industry.

For this survey, CB appointed subject matter experts and CB members focused on the fitness and personal training managers (those who supervise the trainers at their respective athletic clubs/gym facilities) and had them conduct an observational survey of their top performing personal trainers as to whether they were implementing or using any of the knowledge or skills consistent with the domains.

Following the initial informal verbal survey with the health clubs and the formal observational survey with the fitness and personal training managers, subject matter experts and the CB then looked at the more commonly needed content areas of human sciences (kinesiology), nutrition, and workplace practices that are necessary for the job of any certified personal trainer.

This allowed the CB to create the initial list of exam content domains. These domains were:

- Program Design
- Human Behavior
- Human Sciences
- Workplace Practices
- Nutrition
- Special Populations
- Liability

The next step in the process was to start the JTA in order to have a greater number of professional viewpoints. This ensured adequate representation of evaluation of personal training skills and abilities through the CPT Exam.

This process began by gathering subject matter experts with at least one (1) full year of professional certified personal training experience.

The subject matter experts and the CB then went into discussion to form an agreement on the current domains created. This was performed with a formal committee meeting with the group, minutes, all comments, decisions, and feedback recorded. The group was able to get a clear, documented majority vote that the domains chosen were the correct ones based on what a personal trainer needs to know and understand in order to be successful.

The next step in the process was to create two (2) focus groups of 8-10 people who would look at a survey from the CB to see if these two groups support the use of the domains with the purpose again of creating a successful certified personal trainer.

The same survey was then released to a much larger population of industry people from very different areas within the industry. From this feedback, six (6) domains were confirmed as the correct domains for a certified personal trainer to have the skills and knowledge to be successful in the industry.

Therefore, from the complete process - the original IFL group to the final JTA and the surveys - the PTA Global Exam Content domains for the CPT Exam are:

- Program Design
- Human Behavior
- Exercise Sciences
- Workplace Practices
- Nutrition
- Special Populations

From the focus groups and the larger survey, the CB and subject experts used the information to confirm the importance of each knowledge domain, with importance based on a total of 100% involving all areas of knowledge and skill a certified personal trainer should possess, which was then confirmed by the JTA to be:

- Program Design (19%)
- Human Sciences (22%)
- Human Behavior (18%)
- Workplace Practices (15%)
- Nutrition (15%)
- Special Populations (15%)

Exam items are made up of questions from each of these main domains being weighted to support the percentages that were determined by the JTA.

The next step was to ensure the exam items or questions follow the recommended guidelines to ensure the questions are fair and equal assessment of personal training skills and knowledge for anyone taking the exam. This includes the way questions are asked, the style and type of questions, the manner in which the questions are written, and the number of questions within the exam.

Results were then tabulated from exam candidates who had completed the exam by a psychometrician who analyzed the data to ensure that the questions were neither too easy nor too difficult and that the exam is consistent with the expectations for a professional qualified and competent certified personal trainer.

The exam was then modified if any of the questions needed to be changed, deleted, or added. This then serves as the final check point for the exam and the domains that will be used in the exam.

The final step is having a testing center deliver the exam at convenient locations around the country. The exam needs to be accessible to all. This can include having the exam candidates assisted with aides who can translate if needed, give extra time for anyone needing it due to any form of disability, and ensuring that the exam can be taken by all in a fair and equal environment.

CPT EXAM: GRAPHIC OVERVIEW OF THE DOMAIN AND EXAM PROCESS

• IFL created recommendation for IHRSA to create industry-wide accreditation with certifying bodies.

• IHRSA started meetings to bring certification bodies together and decided NCCA was their choice of accreditation bodies.

• Information verbal survey was done, asking clubs what skills and knowledge were necessary to create successful trainers.

• Baseline of domains came from this informal survey.

• Formal, observational survey done with fitness managers asking them to observe what skills and knowledge were shown and practiced by their top trainers.

• Committee on content agree on the domains chosen from the formal survey as to which will make trainers successful.

• More common domains of Human Sciences, Nutrition added into the domains and compared with other NCCA accredited bodies' domains.

• Creation of the JTA through meetings with Exam Content Committee and consultants.

• Two focus groups created from inside the different areas of the industry and some outside of the industry. Focus groups gave feedback on the domains chosen.

• From this focus group, domains restructured. Then large scale groups looked at the survey of the domains and their relevance to making a successful trainer.

• Domains confirmed as the ones to achieve the best outcome.

• Exam questions created under those domains and created following guidelines ensuring the exam is fair and equal for all attempting it.

• After a large number of exam candidates completing exam, the exam results are researched by the psychometrician and questions adjusted for any inconsistencies in results.

• Testing center set up and exam made available for all disabilities and mental or physical concerns to ensure all can take the exam.

• The exam is available to take.

CPT EXAM: WHAT CONTENT DOES AN EXAM CANDIDATE NEED TO KNOW BEFORE REGISTRATION?

What content does an exam candidate need to know before registering for the CPT Exam?

Exam candidates eligible to take the CPT Exam, you may choose to take the exam only or may choose one of the study preparation options available at: www.ptaglobal.com

Although exam candidates are not required to purchase study materials from PTA Global, PTA Global education programming is specifically formulated to help be successful as a personal trainer and aid in passing the CPT Exam. Whether an exam candidate purchases PTA Global educational programming or chooses the exam only option, they must be certain that they have adequate knowledge in the following areas prior to taking the CPT Exam:

Program Design (19 exam items/questions)

- Discern the various principles and acute variables of exercise prescription and periodization (Frequency, Intensity, Time, Type)
- Develop safe and effective client programming strategies using the principles and acute variables of exercise prescription for different goals and ability levels
- Deliver a client needs analysis assessment following initial and ongoing client consultations
- Demonstrate exercise modification strategies to meet the client abilities and goals
- Demonstrate and apply various forms of exercise and equipment utilization for different clients
- Knowledge of exercise technique and application
- Knowledge of elemental physiological processes and outcomes
- Knowledge of program design, sequencing, progression and regression, and maintenance
- Conduct a client intake review
- Obtain Health History Form from new clients
- Establish goals with clients collaboratively
- Create a timeline and schedule with frequencies and durations of training sessions
- Match movement to client style and personality

Human Behavior (18 exam items/questions)

- Discuss and discern the neurophysiological process of behavioral change in humans
- Differentiate various types of questions and their importance in establishing client rapport and trust
- Deliver appropriate client prospecting techniques and ways to overcome objections
- Detail strategies to work with difficult clients
- Deliver practical strategies for stimulating healthy client behavior change
- Knowledge of basic human behavior and communication
- Knowledge of effective interview techniques
- Knowledge of client motivation and behavioral roadblocks that may prevent client progress
- Knowledge of active listening techniques
- Knowledge of basic techniques to increase adherence

Exercise Sciences (22 exam items/questions)

- Differentiate the various systems in the body and how they function as a unit/organism
- Detail the physiological processes that produce human movement
- Detail the physiological responses to movement of different intensities
- Discern and apply the various forces that the body deals with during movement
- Knowledge of the basic anatomy principles as they relate to exercise
- Knowledge of the basic principles of physical sciences as they relate to exercise
- Knowledge of acceptable ranges of heart rate, levels of exertion, levels of hydration
- Knowledge of muscle origins and insertions and overall musculoskeletal function
- Knowledge regarding acceptable energy intake requirements versus output of exertion
- Knowledge of a client's potential to over-train or over-exercise
- Detail how posture effects movement
- Target specific energy systems toward client goals and needs
- Apply appropriate acute training variables
- Consider client adaptation to exercise (SAID)
- Monitor for client daily adaptations or failure to adapt to stress
- Build in appropriate recovery and rest periods
- Incorporate multi-planar movements when appropriate
- Select proper order of exercise appropriate for the client
- Conduct proper exercise progression and/or regression of exercise

Workplace Practices (15 exam items/questions)

- Detail strategies to gain and sustain a clientele
- Detail strategies for objectively assessing a client's capabilities to participate in exercise
- Detail strategies for working with other professional industries
- Knowledge of basic accounting, scheduling, record-keeping, and bookkeeping
- Knowledge of employer/workplace policies regarding facility safety
- Knowledge of acceptable workplace behaviors
- Knowledge of recruitment and retention of clients
- Knowledge of personal liability insurance availability and amounts
- Identify a health issue and advise client to seek reference
- Elicit client feedback on exercise performance
- Check with client at appropriate times throughout the workout
- Communicate and demonstrate safe and proper exercise form
- Set up safe workout environment prior to session
- Present a professional appearance and conduct
- Focus on and pay attention to client throughout session
- Time-manage own schedule and client sessions

Nutrition (15 exam items/questions)

- Differentiate between various macro- and micro-nutrients
- Detail the importance/influence of food to the human body before, during, and after exercise
- Detail the effect of food and eating behaviors on body composition and health
- Differentiate between various eating strategies for different types of people
- Knowledge of how to discuss and create awareness of the overall quality of a client's diet
- Knowledge regarding the nutritional content/components/composition of common foods and drinks
- Knowledge of the limitations of trainers to recommend/plan dietary programs for clients
- Advise clients on basic nutrition principles relating to energy systems utilized
- Communicate basic principles of hydration, blood-sugar, and macro-nutrition to clients
- Recognize and adhere to boundaries of scope of practice with regard to nutrition
- Recognize signs and symptoms of low blood-sugar and dehydration

Special Populations (11 exam items/questions)

- Deliver safe and effective exercise strategies specific to older adults needs
- Differentiate the various types of behavioral strategies necessary for safe and effective exercise in the youth population
- Detail the physiological responses of the human body to pregnancy
- Deliver safe and effective exercise for pregnant mothers
- Knowledge of special factors which may affect the exercise program and/or ability of youth
- Knowledge of special factors which may affect the exercise program and/or ability of seniors and older populations
- Knowledge of special factors which may affect the exercise program and/or ability of people who are overweight or obese
- Knowledge of special factors which may affect the exercise program and/or ability of people with chronic pain or injuries
- Recognize signs and symptoms of low blood pressure, insulin shock, and diabetic coma
- Recognize special conditions based on medical and health history (e.g. pregnancy)
- Obtain physician release forms as necessary
- Recognize and adhere to boundaries of scope of practice with regard to medical and health concerns
- Adjust measurements and interpretations for clients with special limitations
- Identify past injuries and risk of injury
- Identify exercise contraindication based on injuries and limitations
- Recognize limitations and make adjustments for youth and aging populations

If an exam candidate feels they can adequately meet the information content in the six (6) domains listed above, then they should be confident in their ability to take the CPT Exam without the purchase of education. However, if they wish to either brush up on their skills and knowledge in these areas, or would like to increase their current understanding, PTA Global highly recommends the various study options found at www.ptaglobal.com to aid in their pursuit of excellence as a professional certified personal trainer.

CPT EXAM: RESOURCES FOR FOCUSED STUDY AND EXAM PREPARATION

Program Design

- PTA Global. Exercise Programming & Equipment A & B. Online course, 2009.
- PTA Global. Program Design Part 1 & 2. Online Course, 2009.
- Bompa, Tudor, and Gregory Haff. Periodization: Theory and Methodology of Training, 5th Ed. Champaign: Human Kinetics, 2009.
- Fleck, Steven J. Designing Resistance Training Programs. Champaign: Human Kinetics, 2004.
- American College of Sports Medicine. ACSM's Guidelines for Exercise Testing and Prescription. 8th edition. Baltimore: Lippincott, Williams, and Wilkins, 2010. Chapters 7-8.

Human Behavior

- PTA Global. Clients and Operations: Client Orientation. Online Course, 2009.
- PTA Global. Workshop Practices: Behavior Change. Online Course, 2009.
- PTA Global. Workplace Practices: Motivational Interviewing. Online Course, 2009.
- Rollnick, Stephen, Miller, William, and Butler, Christopher. Motivational Interviewing in Health Care: Helping Patients Change Behavior. 1st edition. New York: Guilford Publishing Inc., 2008. Chapters 1-7.
- Sugarman, Roy. Motivation for Coaches and Personal Trainers: Engaging and Refining People in Positive Behavioral Change. 2nd edition. Australia: Heart Space Publications, 2013.

Exercise Sciences

- PTA Global. Human Body & Basic Exercise Science A & B. Online Course, 2009.
- Myers, Thomas. Anatomy Trains: Myofascial Meridians for Manual and Movement Therapists. Philadelphia: Elsevier, 2009.
- Neumann, Donald. A Kinesiology of the Musculoskeletal System. 2nd edition. St Louis: Moseby Elsevier, 2010.
- Kenney, W. Larry, Jack Wilmore and David L. Costill. Physiology of Sport and Exercise, 5th edition. Champaign: Human Kinetics: 2011.

Nutrition

- PTA Global. Nutrition. Online Course, 2009.
- PTA Global. Nutrition and Body Fat Management. Online Course, 2009.
- Berardi, John and Andrews, Ryan. The Essentials of Sport and Exercise Nutrition. Canada: Precision Nutrition, Inc., 2010.
- Chek, Paul. How to Eat, Move, and Be Healthy! San Diego, C.H.E.K. Institute, 2006.

Professional Workplace Practices

- PTA Global. Clients and Operations: Fitness Markers. Online Course, 2009.
- PTA Global. Workplace Practices: The Personal Training Business. Online Course, 2009.
- PTA Global. Workplace Practices: Marketing & Advertisement. Online Course, 2009.

- American College of Sports Medicine. ACSM's Guidelines for Exercise Testing and Prescription. 8th edition. Baltimore: Lippincott Williams & Wilkins, 2010. Chapters 1-6.

Social Populations

- PTA Global. Exercise for Special Groups: Older Adults. Online Course, 2009.
- PTA Global. Exercise for Special Groups: Women (Pregnancy). Online Course, 2009.
- PTA Global. Exercise for Special Groups: Children. Online Course, 2009.
- American College of Sports Medicine. ACSM's Resource Manual for Guidelines for Exercise Testing and Prescription. 7th edition. Baltimore: Lippincott Williams & Wilkins, 2013.

CPT EXAM: REFERENCES FOR CREATION OF EXAM ITEMS AND QUESTIONS

- Exercise Physiology: Human Bioenergetics and Its Applications
by George Brooks, Thomas Fahey, Kenneth Baldwin. McGraw-Hill Education, 2005.
- Exercise Physiology: Nutrition, Energy, and Human Performance
by William D. McArdle, Frank I. Katch, Victor L. Katch. Lippincott Williams & Wilkins, 2010.
- Anatomy Trains: Myofascial Meridians for Manual and Movement Therapists
by Thomas W. Myers (LMT). Elsevier, 2009.
- Designing Resistance Training Programs
by Steven J. Fleck. Human Kinetics, 2004.
- Periodization of Strength: The New Wave in Strength Training
by TO Bompa. Veritas Publishing Inc., 1993.
- Motivational Interviewing in Health Care: Helping Patients Change Behavior
by Stephen Rollnick, William R. Miller, Christopher C. Butler. Guilford Publishing Inc., 2007.
- ACE Personal Trainer Manual: The Ultimate Resource for Fitness Professionals, 4th edition
by American Council on Exercise (ACE), 2010.
- ACSM's Health-Related Physical Fitness Assessment Manual
by American College of Sports Medicine (ACSM). Lippincott Williams & Wilkins, 2010.
- ACSM's Guidelines for Exercise Testing and Prescription
by American College of Sports Medicine (ACSM). Lippincott Williams & Wilkins, 2010.
- ACSM's Health/Fitness Facility Standards and Guidelines
by American College of Sports Medicine (ACSM). Human Kinetics, 2007
- NASM Essentials of Personal Fitness Training, 3rd edition
by National Academy of Sports Medicine (NASM). Lippincott Williams & Wilkins, 2008
- NSCA's Essentials of Personal Training
by National Strength and Conditioning Association. Human Kinetics, 2004.

CPT EXAM: EXAM ELIGIBILITY

Who is eligible to take the CPT Exam?

Any individual wishing to take the CPT Exam must be:

- At least 18-years of age before registering for the CPT Exam
- Have obtained a high school diploma or equivalent (GED) before registering for the CPT Exam
- Be CPR/AED Certified at the time of exam registration

CPT EXAM: PURCHASE AND ENROLLMENT

How do exam candidates register and take the CPT Exam?

Exam candidates may either register online or by phone:

- Online registration: www.ptaglobal.com
- Phone registration: 720.633.8712

Following the paid registration, exam candidates will receive a confirmation email that will contain the candidate confirmation code and scheduling instructions.

Exam candidates are instructed to review the information in the six (6) content domains of the CPT Exam and have an adequate knowledge base to ensure the greatest likelihood of passing the CPT Exam prior to scheduling the exam appointment.

Exam candidates will schedule the CPT Exam appointment through PSI. PSI is a computer-based testing provider with numerous faculties throughout North America. The confirmation email will include contact information to schedule the exam appointment.

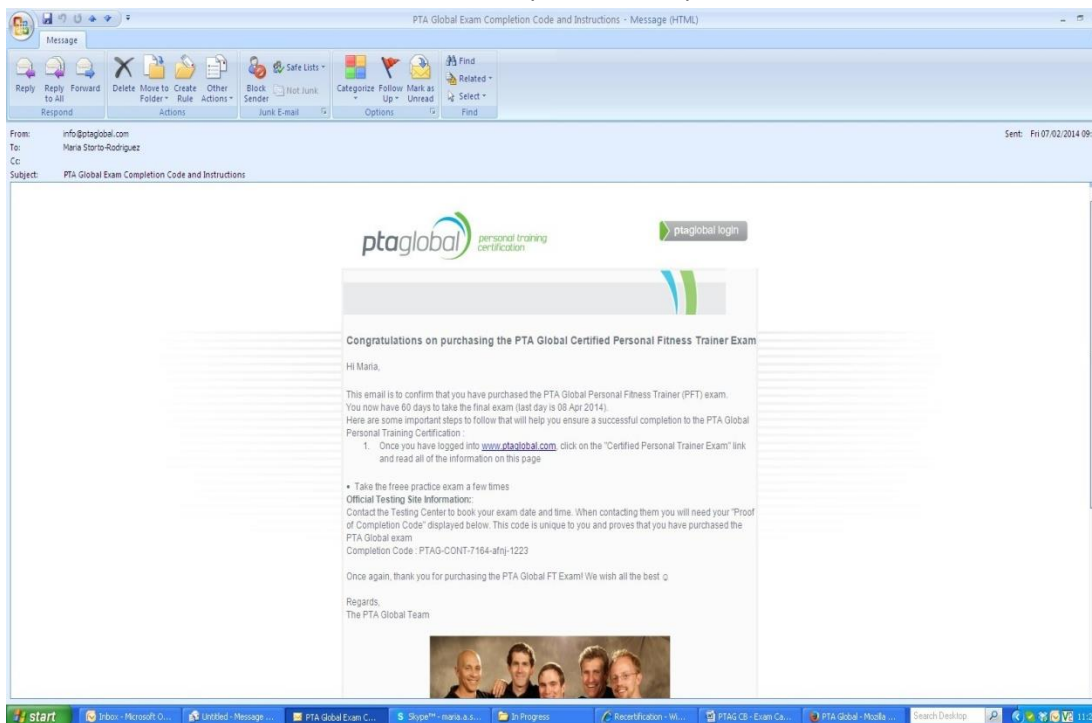
The CPT Exam must be taken within 180-days from the date of purchase. If an exam candidate fails to schedule and take the exam within 180-days from the date of purchase, they will need to repurchase the CPT Exam.

The purchase will need to be made using credit or debit card (i.e. Visa, MasterCard, or American Express) or by cashier's check or money order if submitting payment via mail.

CPT EXAM: REGISTRATION AND SCHEDULING

How does an exam candidate schedule a CPT Exam?

1. Once the exam candidate has purchased the CPT Exam, an email is sent to the address they provided during purchase with their login information to their PTA Global profile, instructions for scheduling the CPT Exam, deadline information for the CPT Exam, and proof of completion code.



2. Concurrently, notification is sent alerting PTA Global Administration an exam candidate has purchased the exam; a completion code has been assigned, and deadline information for the exam candidate.

Student completed PTA Global certification course content

info@ptaglobal.com

Sent: Fri 24/01/2014 11:17

To: info

The following student has completed the PTA Global certification course material:

Name: Maria Storto

Email: maria.s@ptaglobal.com

Completion Code: PTAG-CONT-6564-xidd-8966

Last date for exam: 3/25/2014

3. Exam candidates may access their PTA Global profile to review instructions on *How to Take the Exam* at any

The screenshot shows a web browser window with the URL www.ptaglobal.com/howToTakeExam.aspx?CE=KEMEN46RQ2NQW-BTFL3qbWVhWwEwVGSPTD. The page content is as follows:

How To Take The Exam

Practice Exam Information:
Now that you have purchased the PTA Global Exam, we suggest that you use the practice exams to prepare for your test at the testing center. There are 300 test questions compiled for the practice exams, and every time you do the exam it will be a different combination of those questions, but in a 100 question format only. We strongly recommend you keep doing the practice exams until you consistently score over 85%. The final Exam has a pass score of 70%.

[Click here](#) for the Version 1 Practice Exam (PSI Testing Center)

Information and Instructions for Scheduling the exam:

- You will receive an email to the address listed on your PTA Global account, with your code of completion
- Wait at least 24 hours from the time you receive this email to contact the PSI testing center
- Select a date/time that you want to take the exam, keep in mind:
 - you have 60 days from the time of your purchase date to schedule an exam
 - you must call at least 2 days prior to the date you wish to take the final exam
- Contact PSI Testing Center:
 - phone by calling 1-800-733-9267
 - tell them you would like to schedule a time to take the Personal Training Academy/ Global Certification Exam
- On the day of the exam appointment you will need to provide the following items at the test center:
 - the confirmation code supplied to you via email (printed version)
 - a valid form of ID (valid US state driver's license, US state ID card, US passport, US military ID card)
 - any student without valid ID or without the confirmation code will not be allowed to sit for the PTA Global Final Exam

Exam Guidelines and Policies

The purchase of the PTA Global Certified Personal Fitness Trainer (PFT) Exam for \$350.00 includes a one-time attempt of the exam at a PSI Testing Center. If a student does not pass the exam they may opt for a retake. A student is eligible to retake the exam after a two-week waiting period by contacting info@ptaglobal.com. The cost is \$150.00 paid to PTA Global. Once payment has been received, PTA Global will send instructions for scheduling the retake to the email associated with the student's PTA Global profile. There is a limit of three attempts for the PFT Exam.

After passing the PFT Exam, students are can maintain their Certification by completing 24 Continuing Education Credits (CECs) every two years. Completed CECs are logged with the "Career Pathway" that is located under the course enrollments/purchases. If a CEC course or event is not listed in the "Career Pathway" choices contact: info@ptaglobal.com

Additional Notes:
PTA Global STRONGLY suggests that all persons going through the PTA Global Certification Course get his or her CPR/AED Certification as well. It is EXTREMELY important as many trainers have test clients that, colleges, pass-out and/or have heart attacks. Knowing how to deal with these issues will be vitally important for ethical and safe practice. Also, most organizations / employers will want you to have this in order to work in their facilities.

time.

4. The PTA Global profile also provides the exam candidate with free practice exams. The practice exams can be taken as many times as needed during the 180-day period from the date of purchase. The practice exam questions are taken from a database of 300 questions and are presented in a random 100 question multi-

The screenshot shows the PTA Global website interface. At the top left is the logo for PTA Global, "Leader In Professional Fitness Development". At the top right, it says "Logged in as: Maria Storto" with a "LOGOUT" button. The main heading is "Certification Course Practise Exam". Below this, it says "Question 1".

During an intense 45 minute workout energy is supplied through the conversion of macronutrients to which molecule?

Answer:

- Adenosine Triphosphate
- Pyruvate
- Adenosine Diphosphate
- Fatty acids

Please supply an answer to this question, click NEXT when ready. Please do not use the BACK button, this may corrupt your exam.

NEXT

Time remaining : 11:57

IMPORTANT: If you stay on this page for more than 20 minutes, the page will time-out and your session will be cancelled in order to free up valuable system resources for other users. This is a constraint of our hosting environment and is outside our control. Should this happen, any exam questions you have answered will be lost, so please ensure that you do not stay on the one question for longer than 20 minutes.

choice format.

5. Once an exam candidate is ready to schedule an exam appointment, they are to follow these instructions:
- Wait at least 24-hours from the time you receive the email to contact PSI.

- Online Scheduling Option:
 - Go to www.psiexams.com and follow the instructions. Set up an account; then choose the best location, date, and time to take your exam.
- Phone Scheduling Option:
 - Call PSI Services at: 1.800.733.9267
 - Tell them you would like to schedule time for the Personal Training Academy Global (PTA Global) Certification exam.
 - Keep in mind that you must call at least 2-days prior to the date you wish to take the final exam.
- After scheduling your examination appointment you will receive an email confirmation from no-reply@psiexams.com. This will contain the test date, time, site address, and directions.
- On the day of your scheduled exam, be sure to bring:
 - Valid photo identification.
 - Printed “Proof of Completion Code”

CPT EXAM: ADMINISTRATION

Testing Center Admission Requirements

All exam candidates are required to present one (1) form of valid, non-expired government issued identification bearing their signature and photo for admittance to the test center. The name shown on the identification must match the name used for purchase and registration of the CPT Exam.

Acceptable forms of identification include:

- U.S. Drivers License
- U.S. State-Issued Identification Card
- U.S. Passport
- U.S. Military Identification Card

The testing center reserves the right to ask for additional identification for verification purposes. If there is any doubt to an individual's identity, the candidate will be turned away from the test center and report will be filed with the CB.

Testing Center Protocols

Permitted materials at the testing site include:

- Two sheets of paper to be collected at the end of examination
- Pencil
- Non-programmable calculator

Prohibited materials at the testing site include (but are not limited to):

- No personal belongings, such as: hats, coats, purses, backpacks, cell phones, pagers, etc.

Refund, Return, and Transfer Policies

There are no refunds or returns for PTA Global education programs or purchase of the CPT Exam, whether purchased separately, or together. Once you have purchased the CPT Exam or PTA Global study materials/programs, there are no refunds or returns, at any time, for any reason, following the point of purchase.

Examinations are not transferable. You may not change the name of the purchaser of the exam. Once purchase has been made, the personal purchasing the exam must be the one to take the exam, without exception.

Rescheduling or Cancellation of Exam Appointment

Exam candidates must register and take their exam within 180-days of the date of purchase. PSI requires at least 48-hours notice to cancel or reschedule your scheduled exam (which you will schedule at the available day and time of your choosing for your selected testing center). Failure to reschedule or cancel an examination appointment at least 48-hours in advance will result in a loss of examination opportunity and a forfeiture of your prepaid examination fees. There is no limit to the number of times you reschedule or change your exam appointment, as long as the exam is completed within 180-days from your date of purchase.

Exam Extensions

If the exam candidate wishes to extend the exam beyond the 180-day deadline from the date of purchase, for any reason, the cost will be \$59. This extension, once granted, will allow for additional 60-days to take the exam. The exam sitting cannot be extended beyond a 365-day period from the date of original purchase.

Exam Options for International Candidates or Scheduling Hardship

For those who are taking the exam outside North America, are more than 150 miles from a PSI testing center location, are active duty military, or have a specific disability making it impossible to travel to a PSI testing center, may submit a detailed explanation outlining the reasons the candidate is requesting the exam to be proctored outside of a PSI testing location to the PTA Global CB.

If approved by the PTA Global CB, have the proctor complete and submit the Proctor Agreement Form for special accommodations testing, found at: www.ptaglobalcb.com

The Proctor Agreement Form must be completed and submitted to the PTA Global CB for review before a special accommodations proctoring can be scheduled. Individuals requiring special accommodations proctoring, who have completed and submitted the Proctor Agreement Form, should allow for 30-days before receiving the PTA Global CB's decision to allow or deny the proctoring arrangement.

Please review the information in the Policies and Procedures Manual for further details on special accommodations testing.

Exam Retakes

If the exam candidate misses a scheduled exam appointment or fails the exam, the exam may be retaken for a fee of \$150.

The retake fee may be made at any time following the exam failure, or missed appointment. However, there is a mandatory 30-day waiting period from the date of exam failure before the exam candidate can schedule and retake the exam again. This mandatory 30-day period is set to ensure that the exam candidate is improving

knowledge and skills toward work as a personal trainer, not merely learning the exam questions by taking the exam too frequently or too often.

Exam retakes must be taken within 60-days of exam purchase.

The CPT Exam may not be taken more than five (5) times. Failure to pass the CPT Exam after five (5) attempts will result in a loss of privilege to take the exam again.

All exam candidates should be aware that there is more than one version of the CPT Exam, and exam candidates should therefore be prepared to learn and understand the job knowledge and skill sets required of a personal trainer in order to pass the CPT Exam.

Request for Exam Copies or Correct/Incorrect Answers

As exam questions/items for the exam are used frequently, on different exam forms, for a period of up to 4-years, actual exam questions or their correct or incorrect answers will not be made available following the exam, for any reason, without exception. Exam candidates will only receive an exam score, with a breakdown of specific performance in each of the six (6) content domains.

Exam Passing Scores

There are 100 graded multiple-choice questions on the exam. Exam candidates must correctly answer at least 72 of those questions (72%) to receive a passing score. The score received following the PSI exam sitting is unofficial until results and information have been reviewed by the CB. There are also twenty (20) additional research questions on the exam, for a total of 120 exam questions. Exam candidates will not know which exam items/questions will be graded so are urged to answer each question correctly. The twenty (20) non-graded, evaluative research questions will be used as information for creating future exams.

Requests for Hand Scoring

If, for any reason, the exam candidate feels their exam has been improperly scored, the exam candidate should complete and submit the Hand Scored Exam Request Form, found at: www.ptaglobalcb.com, along with a payment of the \$25 fee.

The CB will review and score the exam candidate's exam by hand, without computerized evaluation (the normal grading process for all exams taken at testing sites).

Whether the exam is scored the same, or a different score is determined, the hand scoring fee is non-refundable. Completing the Hand Scoring Request Form and payment of fees does not, by any means, guarantee a different score. Once the exam has been hand scored by one or more members of the CB, the score determination is final.

Notification of the hand scored exam requests will be made, by email, with the official, final results within thirty (30) days of both the reception of the Hand Scored Exam Request Form and clearance of fee payment.

Reception of Certification

You should expect to receive your certification, if you have met all examination requirements, within thirty (30) days of your examination date. You will receive notification of your official results by email and your official results and certification will be mailed to you within thirty (30) days of your exam.

If for some reason you have not received your official score of certification within thirty (30) days, please contact the CB either by phone or email to inquire about your results.

Recertification

All exam candidates who pass their CPT Exam must complete at least 24 CECs (approximately 24 hours of CB approved credit study) every two (2) years in order to maintain personal trainer certification with the CB.

Please review the information in the Policies and Procedures section for how to obtain recertification or recognition for education coursework completed toward recertification.

Certificants Prior to Accreditation

Individuals who received the non-accredited version of the Certification Exam will be referred to as “PTA Global Personal Trainer” (PT).

Upon accreditation, PTA Global will send out a notification to all non-accredited PTs regarding our Notice on Grandfathering. PTA Global will not require candidates who were certified prior to accreditation to take the CPT Exam. Any candidate unwilling to take or pass the CPT Exam will hold the designation of PTA Global Personal Trainer (PT).

PTA Global PTs will have the opportunity to take and pass the accredited exam to become a Certified Personal Trainer (CPT). Once a PT has passed the accredited exam they will be classified as a CPT and will follow the CPT policies and procedures as stated.

If an individual does not wish to take the accredited exam or fails the CPT Exam, they will be referred to as a PTA Global Personal Trainer (PT). Per policy, they will be required to complete and log 24 Continuing Education Credits (CECs) every two (2) years to maintain this status. They will not be classified as a CPT until they take and pass the CPT Exam.

CPT EXAM: SECURITY

Exam Security

- Test and examination security include protection of the integrity of item pools and test forms on PSI's examination server.
- As a second level of security, PSI manages this system and separates it from communications servers.
- Only key personnel at the PSI office have access to the examination server and communications room.
- Candidate scheduling is completed on a separate server, again with limited access.
- Only key PSI corporate personnel have access to the software that makes any content changes.
- PSI's authorized test centers and their certified proctors are permitted password protected access to the PSI's communications server to upload and download candidate schedules, send test results data, and receive scheduled examinations. Without PSI's software and passwords, the communication server will act as a firewall, blocking unauthorized access and alerting the IT staff to take action.
- At PSI's test centers, security continues to be emphasized. Encrypted examinations are electronically delivered to the proctor's workstation from PSI's central office.
- When a candidate takes an examination it is sent to the workstation still in an encrypted format one question at a time.
- Security functions encrypt all sensitive information decrypting only one question at a time as it is displayed on the screen, with all other questions remaining encrypted until necessary for official access. The ability to print screens or copy files on portable media is also disabled so that an applicant may not take a copy of the question with them.
- Pre-test introduction screens, post-test questionnaire screens, and the printed test reports are easily individualized for each customer event for each test a customer offers.
- At the end of the examination, or if the exam candidate is a no-show for an examination, the examination content is overwritten using a secure algorithm.