

Policies & Procedures Manual



This manual explains important policies and procedures of the PTA Global Personal Trainer Certification process, including expectations of Certification Board, Certified Personal Trainers, and information for obtaining continuing education and recertification. All of this information is of importance and will help in the process of both becoming and maintaining status as a qualified, competent certified personal trainer.

**PTA Global
Certification Board**

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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.

Notice on Grandfathering:

We want to thank all individuals who have attempted the PTA Global Personal Trainer (PT) Exam in the past four years. We are excited to now be seeking NCCA Accreditation to validate the efforts required to ensure that personal trainers who have achieved the PTA Global Certified Personal Trainer (CPT) designation will only be able to do so by completing the exam following the accreditation process.

To hold status as a Personal Training Academy (PTA) Global CPT you will need to take and pass the accredited exam. If you do not wish to take the accredited exam, you will be designated as a PTA Global Personal Trainer (PT).

Please feel free to reach out with any questions, concerns, or requests. We thank you for joining us in the effort to establish higher levels of competency in the field of personal training.

Sincerely,
The PTA Global Certification Board (CB)

PTA Global CB
1774 Platte Street
Denver, CO 80202
certificationboard@ptaglobal.com



Professionalism and Code of Ethics

Once an exam candidate becomes a CPT, it is expected that each trainer follow professional guidelines to ensure that the CPT is upholding the expectations of the CB, other professional certified personal trainers, and the needs and wants of the public who will seek to utilize the services of a certified personal trainer. It is therefore the expectation that each Personal Training Academy (PTA) Global Certification Board (CB) Certified Personal Trainer (CPT) should:

- Conduct oneself in a manner that merits the respect of the public, other industry colleagues, PTA Global and its employees and management staff.
- Treat each client and industry professionals inside and outside the fitness industry with respect and dignity at all times.
- Maintain the confidentiality and privacy of clients or other colleagues by not sharing conversations had with them.
- Use appropriate professional communication in all verbal, non-verbal, and written transactions. This includes contact with clients while training. Be sure to inform and get verbal approval from all clients in every situation before touching them in any place on their body.
- Provide and maintain an environment that ensures client safety at all times, every sessions, with focus on the client during the training session.
- Be on time for every session with a client, including non-paid assessments and consultations while maintaining proper hygiene.
- Refrain from cellular phone usage during any client session.
- Train only low risk clients or those who are cleared of medical concerns by a registered medical professional.
- Always stay focused on the client you are training and never lean on equipment or watch television during a session with a client.
- Maintain proper professional hygiene (clothing and physical appearance) at all times when present in the workplace.
- Treat every member, client, and colleague as well or better than you would want to be treated.

Failure to meet *all* of the guidelines within this code may result in CB disciplinary action.

Disciplinary Policy for Conduct Violations

Purchase of the CPT Exam and maintaining status as a CPT includes recognition, by the exam candidate, of the CB Code of Ethics for personal trainers. If any registration information or identification is found later to be falsified, in any way, the CB reserves the right to revoke or deny certification, without opportunity to take the exam again without appeal (see the Appeals section of this document).

Anyone who finds that an exam candidate for certification as a PTA Global PT has violated the CB Code of Ethics and anyone who observes a currently certified CPT violating any part of the CB Code of Ethics should complete and submit the Conduct Violations Form found at: www.ptaglobalcb.com. Conduct violations will not be reviewed by the CB without completion of this form along with evidence provided to support its claim.

All personal information, including name or contact information, will be held confidential unless required for purposes of determining facts or information in reviewing the case for conduct violation.

Specific evidence or information of CB Code of Ethics conduct violation must be found before any disciplinary action will be taken.

If an exam candidate or certified individual is found to be guilty of conduct violation, the accused individual will have 45 days to appeal the CB's decision in the matter. (Refer to the Appeals section of this document.)

The CB, in all discussions and decisions, will not discriminate, for any reason, based upon age, gender, sexual orientation, race, color, physical disability, medical condition, developmental disability, religion, creed, nationality, or ethnicity.

Appeals

All appeals or concerns regarding the accuracy or validity of exam scoring or in response to disciplinary actions from the CB should be completed using the Appeals Form found at: www.ptaglobalcb.com along with payment of the necessary fee.

Appeals may also be submitted in response to any decision made by the CB to an exam candidate or current CPT who can provide new evidence or information, that was not previously available, that would alter a previous CB decision.

Appeals will not be considered or reviewed after 45 days from a CB decision to deny or revoke certification or beyond 45 days from the date of examination.

Appeals will not be considered or reviewed regarding the accuracy or validity of exam questions for purpose of rescoring exams. Appeals and concerns over specific exam items will only be considered or reviewed for research purposes for future exams.

Submission of an appeal is only a review of the previous decision. This appeal submission should include new evidence or supporting documentation that would be sufficient to form a new decision, or the appeal submission should refer to specific procedural errors that were made within the certification process.

To submit an appeal, complete the Appeals Form found at: www.ptaglobalcb.com. Provide any supporting documentation or written evidence and submit all information, including the fee of \$25.

The CB will review submissions of appeal and provide responses within 45 days of appeal reception. All decision from the CB will come by written mail.

Appeals may include requests to have an in-person meeting in situations involving the revocation or denial of certification. If such a meeting is accepted, a time and date will be provided for appearance with at least three (3) CB members. A formal decision from the in-person meeting will be made within 45 days of this hearing. CB members present at the hearing may consult with other CB members for further information or clarification in making their decision.

As with the original appeal, if the first appeal is denied, a second appeal may be made if new evidence or information that was not previously available is now available for submission with the new appeal.

Extensions, Transfers, or Refunds

Once purchase of the CPT Exam or PTA Global online educational course(s) has been made, there are no refunds. Exam candidates may change their scheduled exam date through PSI at least 48 hours in advance (<https://candidate.psiexams.com>).

All exam candidates will have one opportunity to take and pass the CPT Exam with purchase. Retake attempts are subject to fee separate from original purchase.

All purchases of the CPT Exam are non-transferable to any other person, at any time, following purchase.

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 another sixty (60) days to take the exam. This exam sitting cannot be extended beyond 365 days 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 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 PTAG CB.

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

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

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

Proctor Training Qualifications

Individuals who will be responsible for proctoring tests will be required to adhere to the following guidelines established by PTA Global and the CB:

- Proctors should be reliable, punctual, and detail-oriented.
- To administer the exam, the proctor must be able to read and speak English.
- Proctors must be familiar with the relevant exam administration protocols and understand the concepts of standardized testing.
- Proctors must have knowledge of all exam security procedures; understand the importance of test security and the implications of testing irregularities.
- Proctors must follow all ADA guidelines for examination and all instructions sent by the CB.
- Proctors must be familiar with the exam facility, including emergency exits and protocols.
- Proctors may not be related to, employed by, employer of, not have any vested interest in any of the candidates.
- Proctors may not have a personal interest in the outcome of the candidate(s).
- Proctors must complete and submit:
 - Proctor Application Form and Proctor Agreement Form
 - A detailed explanation of their qualifications for being a proctor
 - A current resume
 - Note: These forms and submission information can be found at: www.ptaglobalcb.com

Proctor Responsibilities

The proctor's responsibilities are to:

- Provide a secure environment for candidate(s) to take the exam.
- Follow and provide all guidelines of the exam process.
- Deter cheating attempts.
- Ensure there are no unnecessary distractions.
- Accommodate candidate(s) with disabilities or special needs.
- Guarantee the security of the exam and its content.

Proctor Responsibilities Prior to Examination

The proctor will familiarize themselves with the relevant exam administration and security procedures. Prior to accepting candidate(s) for examination, proctors will:

- Prepare the room/space.
- Check the roster for the number of candidates.
 - Confirm the correct number of exam booklets and answer forms are available.
 - Ensure pencils and pencil sharpener are available.
 - Place all seats five feet apart and facing in the same direction.
- Ensure the room temperature is reasonable.
- Verify no subject-related information is displayed on the walls, video, etc.
- Place a working clock in a visible location for all candidates.
- Contact PTAG if there is a discrepancy.

Proctor Responsibilities During Candidate(s) Check-In

As candidates arrive, the proctor will:

- Verify candidate(s) identification with an approved photo ID (State Driver's License, State Issued ID, Military ID, Passport, etc.)
- Have candidate(s) sign-in.
- Assign seats (no candidate will be allowed to choose their own seat).

Once all candidates are admitted and seated the proctor will:

- Post "Exam In-Progress" sign on all doors.
- Read the Proctored Exam Rules and Instructions aloud (provided below and found at: www.ptaglobalcb.com)

Proctored Exam Rules and Instructions (To be read aloud to all exam candidates)

- During the exam, candidates will not be permitted to have the following:
- Cell phone, smart phone, laptop, portable listening or recording device, camera or other photographic equipment, devices that can access the internet, other electronic communication device, or any other electronic equipment.
- Watches that beep or have an alarm.
- Food or drink.
- Purses and backpacks are to be placed at the back of the room.
- All phones/mobile devices must be silenced and put away (including the proctor's).
- There will be no questions once the exam begins. The proctor cannot answer any questions, therefore candidates are advised to listen closely and read all directions.
- Candidates are instructed to write their name as it is shown on their approved photo ID, address, and email contact on the answer form.
- Candidates will have only a No. 2 pencil at their desk (provided by the proctor).
- Candidates are to choose only one correct answer for each question.
- Answers must be chosen by filling in the corresponding bubble completely. If a candidate needs to change their response, erase markings carefully and completely.
- Candidates may be dismissed from the exam for any of the following reasons:
- Candidates are instructed to keep their eyes on their own exam or they will forfeit the opportunity to complete the exam, at any time.
- If the candidate's admission to the exam is unauthorized.
- If a candidate creates a disturbance, is abusive, or otherwise uncooperative.
- If a candidate gives or receives help, or is suspected of doing so.
- If a candidate attempts to remove exam materials or notes from the test center.
- If a candidate attempts to take the exam on behalf of someone else.
- Candidates are instructed NOT to write on the exam booklet.
- During the exam, no talking is permitted.
- Should a candidate need a break, they must raise their hand. The exam booklet and answer form will be collected and given back to them upon their return to the seat. No additional time will be given for the break.
- No exam materials, documents, or memoranda of any kind are to be taken from the exam room.
- Candidates will be given ninety (90) minutes to complete the exam.
- Results will be provided by email within three (3) weeks from PTA Global.
- If the exam is passed, Certificates of Certification will be mailed within three (3) weeks from receiving the exam results.
- A thirty (30) day waiting period is required before retaking the exam, if needed.

Proctor Responsibilities During the Exam

Proctor's will observe the candidates without being obtrusive. This is done to guard against attempts at cheating. The proctor will maintain security of the exam materials. A proctor will NEVER leave the exam room unsupervised.

The proctor will not eat, drink, read, engage in conversation, answer questions, provide responses, correct papers, use a computer/laptop/phone/mobile/electronic device, or perform any activity not related to the exam administration. The use of a phone/mobile device is only permitted during emergency situations.

The proctor will distribute and collect all exam materials individually. It is the proctor's responsibility to report and handle any irregularities. The proctor will be responsible to ensure the accurate timing of the exam.

Proctor Responsibilities Following the Exam

At the end of the allotted time, the proctor will secure all exam materials and count items before dismissing the candidate(s). The proctor will prepare the paperwork and arrange for the shipping of all exam material as needed. This is in accordance with PTA Global and CB specifications.

Proctored Exam Location Guidelines

The room/space the proctored exam is administered in will have:

- Pencils and pencil sharpener available.
- Enough seats, desks, space to comfortably accommodate all candidates.
- All seats five feet apart and facing in the same direction.
- A reasonable room temperature.
- No subject-related information in view or on display.
- A working clock in a visible location for all candidates.
- "Exam In-Progress" sign posted on all doors.
- Accommodations for approved special requests or needs.

Retaking the Exam

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 thirty (30) day waiting period from the date of exam failure before the exam candidate can schedule and retake the exam again. This mandatory thirty (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 sixty (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 (1) 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.

Confidentiality of Personal Information

Your personal information (name, address, phone, email, exam score(s)) will not be made accessible to anyone, for any reason, barring a conduct violation requiring legal intervention as determined by the CB and law enforcement officials.

Anyone may inquire if an exam candidate has passed the CPT Exam, but no other information will be given. Whether or not an exam candidate has passed the exam is public information for the purpose of protecting those who would seek the services of a qualified, competent certified personal trainer.

Address Change / Change of Personal Information

If an exam candidate or CPT needs to make an address change or change of personal information, please complete and submit the Address Change / Change of Personal Information Form found at: www.ptaglobalcb.com.

Expect at least ten (10) days from the date of change request for the change of address or personal information to be properly updated and stored securely in our database for future contact information.

Consent for Personal Information Release

PTA Global and the CB will not release any information other than whether an exam candidate has taken the CPT Exam and whether or not that exam candidate has passed the exam and is, or is not, a current CPT.

For any other purpose, such as releasing personal information to a potential employer, or for any other purpose of the exam candidate or CPT's choosing alone, personal information such as email, phone number, address, or exam score may be authorized to be released within ten (10) day by the completion and submission of the Consent for Information Release Form found at: www.ptaglobalcb.com to the individual(s) or group(s) of the consenting exam candidate or CPT's discretion.

Personal Information Security

All exam candidate information is kept in a SQL Server 2008 R2 database that is housed in a data center in Kentucky.

This database is behind a firewall and is not directly accessible from the internet. No staff (other than developers) has direct access to the data.

User access to personal information is by a SSL-secured, password controlled web application. At no time can any user see anything other than their personal details.

PTA Global staff has access to an administration application that is password secured. Only administration staff can see all student information and exam results.

All access points are video recorded and archived for one year.

Security glass, reinforced door frames, walls, and ceilings at all entry points. Very few data centers are designed with this extra measure of safety.

Records Retention

PTA Global and PSI will retain assessment result records indefinitely.

Recertification and Obtaining Continuing Education Credits (CECs)

A CPT must not only pass their CPT Exam in order to work as a personal trainer, a CPT must fulfill regular education requirements in order to ensure that they are keeping up with industry research, concepts, and applications. This is to ensure that their personal training skills and abilities are constantly improved. This is not only for the professional development of the CPT, but to protect the needs and wants of the general public, who will seek out the professional help of the trainer.

Every two (2) years, the CPT must provide proof of at least 24 CECs of specific learning, study, and research. The CB refers to all continuing education in terms of Continuing Education Credit (CEC).

Please note that CECs and CEUs are often used interchangeable. A CEC refers to a continuing education credit (one hour of study or its equivalent = 1.0 CEC). A CEU refers to a continuing education unit (one hour of study or its equivalent = 0.1 CEU). Thus a CEC and CEU refer to a similar concept, but measure study hours and their equivalency slightly different.

CEC and CEU are determined based both on the equivalent hours of study or preparation for the live course or home study option, and the content of the study itself. The CB will determine, based on application(s) by those who offer CEC and/or CEU credits, how many CEC hours the course will be worth. Many courses may be worth different CEC or CEU hours, depending on the organization recognizing the course for credit.

CECs should be reported only in the ninety (90) days leading up to recertification deadline.

If the CPT has not completed the required 24 CEC hours, they can apply for a sixty (60) day extension at a fee of \$99. This extension will only be granted if the payment and request has been made within thirty (30) days of the end of the certification period.

Failure to either submit CECs before the recertification deadline, or to request a sixty (60) day extension, will result in revocation of the CPT Certification and the former CPT will need to pay for and retake the CPT Exam as a new trainer would.

There is no fee for recertification, only to fulfill the CEC requirements in a timely manner.

CECs will only be approved if the education content covered specifically improves knowledge or skills in any one of the CB primary content domains:

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

CECs must be obtained with a minimum of 4.0 CECs through live workshops or live education content, with no more than 20.0 CECs being obtained through home or distance study education content.

Approved live education content shall be any college/university coursework or industry conference workshop or seminar that furthers the CPT's knowledge in any one or more of the CB primary content domains.

Please reserve CEC reporting until the period from ninety (90) days until your recertification deadline. As an example, if certified as a CPT on 12/31/14, the certification expiration deadline for recertification and CEC reporting is 12/31/16. The CPT should report completed CECs between 10/01/16 – 12/31/16.

Failure to report CECs and complete the recertification documentation before certification expiration will result in a loss of certification status, and the former CPT will need to take the exam at full price (not the retake price).

If specific continuing education taken is not recognized by the CB, CPTs will need to complete and submit the CEC Approval Request Form, found at www.ptaglobalcb.com at least ninety (90) or more days prior to certification expiration. In the event continuing education is not accepted for CEC credit, the ninety (90) day window will allow for sufficient time to take the other required continuing education prior to the CPT certification expiration date.

The Recertification & Continuing Education Credit Reporting Form can be found at: www.ptaglobalcb.com.

Should continuing education completed be denied for CEC approval, you may complete and submit the Appeals Form, found at: www.ptaglobalcb.com. Please allow for sufficient time to fulfill the thirty (30) day appeals process, as it is not the responsibility of the CB to respond in a manner that is conducive to a CPT's individual certification date.

Continuing Education Provider Information

CEC coursework should be composed of content specific to the abilities and skills required to be a certified personal trainer. In order for a program or course to be considered for continuing education credits by the CB, coursework must provide: advanced knowledge, understanding, or skill development for the CPT in one or more of the following areas:

- Program Design
 - 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 consultation
 - 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, regression, and maintenance
 - Conduct a client intake review
 - Obtain a 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 or personality
- Human Behavior
 - 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 interviewing 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
 - 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 deal 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 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
- Professional Workplace Practices
 - 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 book-keeping
 - 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 available and amounts
 - Identify a health issue and advise client to seek reference
 - Elicit client feedback on exercise performance
 - Check in 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
 - 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 regarding how to discuss nutrition with clients
 - Knowledge of the limitations of trainers to recommend/plan dietary programs for clients
 - Advise client on basic nutrition principles relating to energy systems utilized
 - Communicate basic principles of hydration, blood-sugar, and macronutrition 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
 - Deliver safe and effective exercise strategies specific to older adult 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/ability of youth
 - Knowledge of special factors which may affect the exercise program/ability of seniors and older populations
 - Knowledge of special factors which may affect the exercise program/ability of people who are overweight or obese
 - Knowledge of special factors which may affect the exercise program/ability of people with chronic pain or injuries
 - 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 contraindications based on injuries and limitations
 - Recognize limitations and make adjustments for youth and aging populations

To qualify for continuing education credit (CEC) with the CB, coursework must exceed basic understanding and skill development in one or more of the six domain areas mentioned above.

To apply for CEC approval with the CB, please complete and submit the CEC Approval Request Form, found at: www.ptaglobalcb.com along with the necessary fee(s) (\$250 per course, program, or event).

Continuing education provider applicants should expect to 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)
- Annual continuing education credit application fee of \$250 per course, program, or event

If your course/program/event is accepted as CECs for CPTs, the CB will grant CEC award credit for twelve (12) months from the date of acceptance. All continuing education provider courses/programs/events must reapply for CEC credit annually, at least thirty (30) days before the expiration of CEC approval.

Accepted continuing education provider coursework for CECs will receive an official confirmation email acknowledging the assigned number of CECs by the CB within thirty (3) days of the application for continuing education credits, unless the CB requires further evidence or documentation of course/program/event content. If further content or information is requested by the CB to accept the course/program/event for CECs, the CEC provider applicant should expect an additional thirty (30) days for approval or denial status from the date of reception of the additional material/information.

Any course/program/event that is not accepted by the CB for CECs to CPTs can be appeal. Please complete and submit the Appeals Form, after reviewing the appeals policy for full understanding of what is necessary for an appeal to be considered, and pay the applicable \$25 appeals fee, allowing thirty (30) days for review of the appeal.