

CERTIFICATION BOARD
POLICIES AND
PROCEDURES MANUAL



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PTA Global Certification Board (PTAG-CB):

MISSION AND OBJECTIVES

Mission

The PTAG-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 PTAG-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 Certified Personal Trainer (CPT) Exam and processes remain at the highest levels within the industry globally.

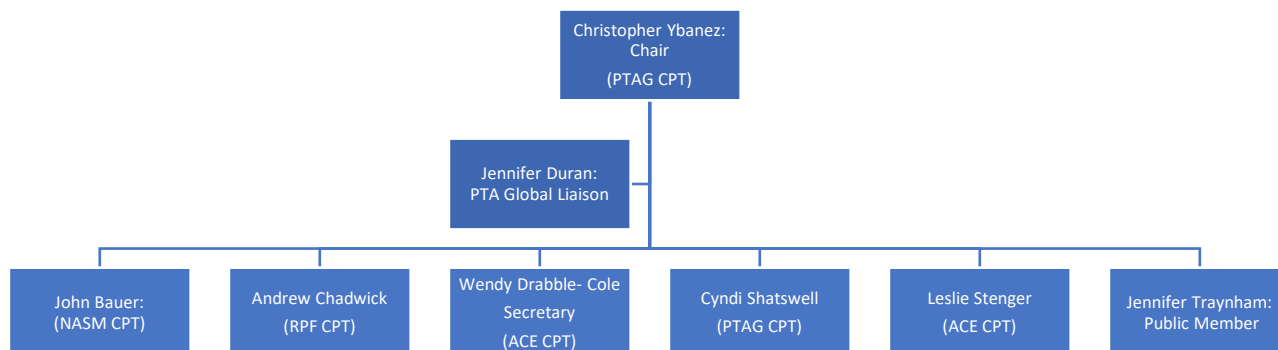
Ensure that anyone who is eligible can attempt the certification exam, and that the policies and procedures are clear and precise to enable ease of understanding and adequate completion of requirements.

CERTIFICATION BOARD: CONTACT INFORMATION

Mailing Address:

PTA Global Certification Board
32107 Lindero Canyon Rd. #233
Westlake Village, CA 91361
Fax: 805.435.1414
Email: certificationboard@ptaglobal.com
Website: www.ptaglobal.com

CERTIFICATION BOARD: MEMBERS AND STRUCTURE



<p>The CB Members are:</p> <ul style="list-style-type: none"> • Christopher Ybanez • John Bauer • Andrew Chadwick • Wendy Cole • Cyndi Shatswell • Jennifer Traynham • Leslie Stenger 	<p>The CB Committee Members are:</p> <ul style="list-style-type: none"> • Administrative Committee: <ul style="list-style-type: none"> ○ Wendy Cole ○ John Bauer ○ Christopher Ybanez • Exam Committee: <ul style="list-style-type: none"> ○ Andrew Chadwick ○ John Bauer ○ Leslie Stenger ○ Christopher Ybanez • Recertification Committee: <ul style="list-style-type: none"> ○ Wendy Cole ○ John Bauer ○ Cyndi Shatswell ○ Andrew Chadwick • Continuing Education Committee: <ul style="list-style-type: none"> ○ Cyndi Shatswell ○ Leslie Stenger ○ Wendy Cole
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CERTIFICATION BOARD (CB): 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 until agenda has been discussed and completed and will not go longer than 2 pm.
- 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 not 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 as needed.
- **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
 - Assist with review applications 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.

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 stop 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 confirm 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: 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: REFERNCES 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.

PTAG's Professional Code of Ethics

PTAG has established a code of ethics and guidelines in order to protect the public and the profession. Candidates are expected and Certified Professionals are required to agree to and follow the PTAG Professional Code of Ethics, stated below.

Professionalism. Each Certified Professional must provide optimal professional service and demonstrate excellent client care in their practice. Each Certified Professional must:

1. Abide fully by PTAG Professional Ethics; Conduct oneself in a manner that merits the respect of the public, other industry colleagues, PTA Global and its employees and management staff;
2. Treat each client and industry professionals inside and outside the fitness industry with respect and dignity at all times;
3. Maintain the confidentiality and privacy of clients or other colleagues by not sharing conversations had with them;
4. 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;
5. Provide and maintain an environment that ensures client safety at all; times, every session, with focus on the client during the training session;
6. Be on time for every session with a client, including non-paid assessments and consultations while maintaining proper hygiene;
7. Refrain from cellular phone usage during any client session;
8. Train only low risk clients or those who are cleared of medical concerns by a registered medical professional;
9. Always stay focused on the client you are training and never lean on equipment or watch television during a session with a client;
10. Refer the client to the appropriate medical practitioner when, at a minimum, the Certified Professional:
 - a. Becomes aware of any change in the client's health status or medication;
 - b. Becomes aware of an undiagnosed illness, injury, or risk factor; or
 - c. Becomes aware of any unusual client pain and/or discomfort during the course of the training session that warrants professional care, in which case the Certified Professional will immediately discontinue the session.
11. Refer the client to other healthcare professional when nutritional and supplemental advice is requested unless the Certified Professional has been specifically trained to do so or holds a credential to do so and is acting in that capacity at that time;
12. Maintain proper professional hygiene (clothing and physical appearance) at all times when present in the workplace;
13. Treat every member, client, and colleague as well or better than you would want to be treated;
14. Remain in good standing and maintain current certification status by acquiring all necessary continuing education requirements.

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:

<http://www.ptaglobalcb.com/cb-policies-forms.html>.

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

As described above in the Due Process Section in the Exam Candidate Handbook, the first recourse for a disciplined candidate or Certified Professional who disagrees with the findings leading to disciplinary action or the imposed action itself, can file a request for appeal with the Administrative Committee. The Committee will consider any new information provided by the affected individual and will either reverse or uphold the earlier determination. Although the Committee may uphold the original finding, the Committee may determine to reduce or affirm the earlier imposed disciplinary action. The individual is then allowed to seek review of the Committee's appeal decision by the Certification Board. A separate request for review by the Board must be submitted. The Board will review the appeal at the next scheduled board meeting. The Board typically meets three times a year. Decisions of the Board are final. All decisions of the Committee or the Board are communicated in writing only.

Exception Requests

As noted in the "Eligibility" and "Recertification" sections of this Candidate Handbook, candidates must meet certain requirements in order to be eligible to sit for a certification exam or to obtain recertification. Candidates seeking exceptions to these requirements may do so as described below.

Eligibility Exception Requests

Candidates may request an exception to eligibility requirements to sit for the certification exam by completing the appropriate Appeals/Exceptions request form. PTAG reserves the right to uphold eligibility requirements as established by the appropriate Certification Board. Decisions concerning exception requests will be communicated in writing only. Candidates may appeal the exception request decision to the appropriate Board. The Board will review the appeal at their next scheduled board meeting. Decisions of the Board are final.

Recertification Exception Requests

Certified Professionals may request an exception to attestations required for recertification by completing the appropriate PTAG Appeals/Exceptions request form. PTAG reserves the right to uphold recertification requirements as established by the applicable Certification Board. Decisions concerning exception requests will be communicated in writing only. Certified Professionals may appeal the exception request decision to the Board. The Board will review the appeal at their next scheduled appropriate Board meeting. Decisions of the Board are final.

Precedent-based Exception

Candidates/certified members may appeal a precedent-based determination, as described in the Due Process section above, to the Certification Board within thirty (30) days of receiving the decision letter. The Board will hear the appeal at the next scheduled meeting. Decisions of the Board are final.

Exam Only

The CPT Exam Only option allows the candidate to take the NCCA-accredited CPT certification examination only. Purchase of PTA global certification preparation materials is not required in order to become eligible to sit for the CPT exam, and does not guarantee a passing score on the exam. Candidates who pass the examination will be awarded the CPT credential. This option is most appropriate for candidates that have received formal education in related fields, such as athletic coaching or training, and have significant experience with exercise and fitness science.

Exam Period

The Exam Enrollment Period for the CPT certification preparation programs is 180 days from the date of initial enrollment. In other words, candidates have 180 days from the date of purchase to complete their preparation, obtain their CPR/AED certification and successfully take the CPT certification examination. You may purchase a Program Extension of ninety (90) days by contacting PTAG at info@ptaglobal.com or 1-877-647-0690. Only two (2) extensions may be purchased, for a total of 180 days. All fees, including the Program Extension Fee, are subject to change and you should reference the PTAG website to confirm the current fee structure. Please note that if you enrolled through a program offered by a PTAG academic partner, the enrollment period may be adjusted to coincide with the term of your work and or school's program.

Candidate Eligibility Requirements

Certification Eligibility

To be eligible to sit for the PTAG-CPT certification exam and receive certification, each candidate must:

- Have obtained or be within no more than 90 days of successful completion of all requirements needed to obtain a high school diploma or the equivalent, such as the General Education Development test (GED) or other equivalency test recognized by the candidate's state of residency, or diploma and official transcript reflecting equivalent education as evaluated by the American Association of Collegiate Registrars and Admissions Officers for secondary education (if documents are not in English, a translation into English from a translation service approved in the United States for legal or government documents must be available upon request).
- Obtain and maintain Adult CPR and AED certifications. Candidates will be required to provide evidence of current CPR/AED certification prior to being admitted to sit for the PTAG -CPT certification examination. Certified Professionals must have a current CPR/AED card when applying for recertification. All CPR/AED courses must have a hands-on training component. Examples of approved providers include: American Heart Association and American Red Cross. Before taking a CPR/AED program from a provider not listed here, please confirm that such provider has been approved by contacting info@ptaglobal.com. PTAG will not accept a CPR/AED certification card from an online only provider.

Eligibility Exception Requests

Candidates may request an exception to eligibility requirements to sit for the certification exam by completing the Exception Request/Appeal form and submitting supporting documentation. The exception request will be reviewed and decided upon by the Administrative Committee, a committee of the Certification Board. The Committee's decision will be provided to the candidate in writing. Decisions of the Committee may be submitted to the PTAG Certification Board for reconsideration. Such reconsideration will not occur until the next regularly scheduled meeting of the Board, which meets approximately two times each year. Decisions of the Board are final.

See the "Appeals" section of this Candidate Handbook for more information.

PTAG reserves the right to uphold eligibility requirements as established by the Certification Board.

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

It is important that PTAG always have current name and contact information about you. It is important that you advise PTAG of changes to your name, address and other contact information as soon as possible but at the very least before undertaking the recertification process. If your name has changed and you wish to have your new certificate to match your current name, PTAG will need to update your records. Additionally, the name on the CPR/AED card submitted with your recertification application will need to match the most current name in PTAG's records.

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 results indefinitely. Certificates for PTA Global Certified Personal Trainers and PTA Global Trainers will be available for a period of 36 months from the date of initial certification or recertification. Following this time candidates will need to successfully pass the CPT Exam again to receive an updated Certificate.

Recertification and Obtaining Continuing Education Credits (CECs)

PTAG Certified Professionals are required to keep their certification current through fulfilling at least 20 CEC's (approximately 20 hours of CB approved credit study every two (2) years. This is referred to as "recertification." The purpose of recertification is to assure that Certified Professionals holding PTAG credentials stay current with best practices in the personal trainer and fitness fields and demonstrate a continued investment in their profession.

Recertification Requirements

A certification is valid for two (2) years following the issuance date of the certification. In order to recertify, you must complete continuing education, complete the recertification application and pay the recertification fee, as follows:

Continuing Education: Certified Professionals must complete 20 continuing education credits (CEC), the equivalent of 20 contact hours of training, every two years.

- PTAG offers a **one time**, ninety (90) day grace period with an extension fee. This extension allows a Certified Professional an extra 90 days beyond the expiration date to complete the 20 CECs.
- CECs earned after the 90- day grace period will not count toward recertification. If a Certified Professional has not completed all the required CECs before the end of the 90-day grace period, he/she will be required to retake the certification examination in order to maintain his/her credentials.
- The "Recertification Period" is the two-year period before your current certification expires plus, if you pay the Extension Fee, an additional 90 days.
- CECs can be obtained from PTAG-approved continuing education providers. Continuing education opportunities can be found on the PTAG website under the "My Education" tab, at www.ptaglobal.com. The cost, length and CECs awarded for continuing education courses vary, so you should review carefully the information available about each course before enrolling.
- The PTAG Provider Program allows outside organizations to submit their course content to be considered for review and approval of CECs. Once approved, these courses will be designated as PTAG approved offerings and will meet the approved requirements
- If there is a continuing education course that has not yet been approved by the CB, you must submit a CEC Approval Request Form and associated fees. As with all PTAG-approved CECs, PTAG will evaluate the course to ensure that it (a) promotes continued competence, develops knowledge and skills, and enhances professional skills and judgment beyond that required for entry-level practice and (b) that the number of awarded CECs is appropriate. PTAG reserves the right to withhold approval of a submitted course or to limit the number of CECs awarded. Until the course is approved by PTAG, it cannot be used towards recertification so you should be sure to submit the course well in advance of the end of the Recertification Period.
- PTAG offers courses and credentials, which can count for as much as 19 CECs. Please see the PTAG website to learn more about these opportunities.

- All recertification applications must demonstrate the applicant has a valid and current CPR/AED certification. You will receive 2.0 CECs for obtaining a current CPR/AED certification. Please note that the name on the CPR/AED card submitted with your recertification application will need to match the most current name in PTAG's records.
- Excess CECs earned in one Recertification Period cannot be applied to the next Recertification Period.

Recertification Application:

With each recertification you will need to follow the recertification application process. You will be required to provide documentation verifying the completion of 20 CECs, 4 of which need to be live, in-person training. You are responsible for obtaining a certificate of completion or other official document from each continuing education course you attended. This includes the front and back of your mandatory CPR/AED certification. There will be a random audit performed on all recertification applications submitted. If your application is chosen for audit and you do not meet the requirement, you will have 30 days to submit all supporting documentation to the PTAG Recertification Department.

Recertification Fees:

Unless the Certified Professional has purchased the "Lifetime Certification" package: (see below), a fee must be paid with each recertification application (the "Recertification Fee"). If you timely recertify before the expiration date on your certificate, you will be charged the Recertification Fee (see website for current fee amount). If you use the 90- day extension period to complete your CEC requirements, you will be required to pay the normal Recertification Fee, plus an additional "Extension Fee". All fees, including the Recertification Fee and the Extension Fee, are subject to change and you should reference the PTAG-CB website to confirm the current fee structure. Only one (1), ninety (90) day extension may be granted. CEC costs are separate and apart from the recertification fees and are paid at the time of purchase of each continuing education course.

Lifetime Certification

"Lifetime Certification" is an opportunity to pay all recertification fees at one time and never have to pay the normal recertification fee again. Because fees, including the recertification fee, are subject to change, this allows you to avoid price increases over the course of your career.

- The Lifetime Certification fee is an in-full, one-time payment. Previously paid recertification fees cannot be applied against the Lifetime Certification fee.
- Lifetime Certification only concerns the recertification fee. You still must complete all other recertification requirements every two years:
 - Purchase and complete 20 CECs;
 - Submit the Recertification Application and proof of CEC completion; and
 - Provide a valid and current CPR/AED certification.
- If, in the future, you use the 90-day grace period to complete your CEC requirements, you will not have to pay the recertification fee, but you still will be required to pay the Extension Fee (see Recertification Fees section above).
- PTAG reserves the right to discontinue offering Lifetime Certification or change the terms offered to new purchasers of Lifetime Certification at any time and without prior notice. All fees,

including the Lifetime Certification fee, are subject to change and you should reference the PTAG website to confirm the current fee structure.

Restoring Certification

Should a certification expire, you may restore your certification after the three (3)-month extension period but, within one (1) year of the expiration date. In order to restore your certification, you must submit:

- evidence of 20 continuing education credits (the credits must have been earned prior to the original expiration date or within the ninety (90)-day extension period)
- a copy of the front and back of your CPR/AED certification card that shows the certification was continuously current from the original certification period;
- payment of applicable fees, including the Recertification Fee, Recertification Extension Fee and the Recertification Restoration Fee. If you have purchased the Lifetime Certification package, you will still be required to pay the Recertification Extension and or Recertification Restoration Fees depending upon certification date.

You may not restore your certification after the one-year anniversary date of the expiration date or if the above-listed requirements cannot be satisfied. Under such circumstances, you must register and successfully retake the examination to become certified. You are not permitted to use the PTAG-CPT credential following your name or on office signage, your resumes, any websites, your business cards, presentations you give, introductions, or electronic signatures if you have let your certification lapse.

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.

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 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
 - 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):

CEC Approval Fees are non-refundable

First Time Approval	\$150/course or program
Each Additional Approval within 12 months	\$ 50/course or program
Annual Maximum	\$500

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)

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 (30) 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.

CPT FEE SCHEDULE

All fees are non-refundable

LIFETIME CERTIFICATION	\$299
RECERTIFICATION	\$ 99 every 2 yrs.
RECERTIFICATION EXTENSION FEE (applications received up to 90-days post expiration)	\$30 (1x fee)
RECERTIFICATION RESTORATION FEE (application received after 90-day expiration and before one (1) year after credential expiration)	\$50 (1x fee)
CPT CEC APPROVAL REQUEST FORM	\$25 per course/program