

# Recertification Application Packet

A PTA Global Certified Personal Trainer (PTAG-CPT) must not only pass their certification exam in order to work as a personal trainer. A PTAG-CPT must also fulfill regular, continuing education requirements to ensure they are keeping up with industry research, concepts, and applications, and ensure their personal training skills and abilities are constantly improved. This is not only for the professional development of the certified personal trainer, but to protect the needs and wants of the general public, who will seek out the professional help of the trainer.

Every PTAG-CPT is required to submit a recertification application and fee to PTA Global. This fee, paid every two (2) years, is an administrative fee that supports activities required of the PTA Global Certification Board (CB) processes. The recertification fee for the PTAG-CPT credential is \$99. The **one-time (1x)** recertification extension/restoration fees are: \$30 for applications received up to 90-days post-expiration and an additional \$50 for applications received after their grace period and before one year after credential expiration.

The Lifetime Certification program is a one-time fee of \$299. This will eliminate the \$99 payment every two years. Submission of CECs along with the completion of the recertification application every 2 years will still be required. **Late fees are applicable if recertification is submitted after credential expiration.**

Every two years, the PTAG-CPT must provide proof of at least 20 CECs (20 credit hours) of specific learning, study, and research.

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

CEC and CEU credits 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 credit 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 90 days leading up to recertification deadline (2 years from the date of official PTAG-CPT Certification or recertification).

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

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

Please reserve submitting this application until the period 90 days prior to your recertification deadline (90-day window). As an example, if certified as a personal trainer on 12/31/14, the certification expiration deadline for recertification and CEC reporting is 12/31/16. You should report your CEC/CEU credits for coursework completed between 12/31/14-12/31/16 between 10/1/16-12/31/16. In the event your coursework is not accepted for CEC credit the ninety (90) day window will allow for sufficient time to take the other required coursework prior to your CPT certification expiration date.

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

Applications can be submitted up to one year late if all continuing education courses have been completed before or within 90 days of the certification date. Additional fees will apply.

If specific coursework taken is not pre-approved for CEC's by PTAG, you will need to complete and submit the Certified Personal Trainer (CPT) CEC Approval Request form at [www.ptaglobalcb.com](http://www.ptaglobalcb.com) along with the \$25 fee per course within the 90 or more days prior to certification expiration. -

**Should continuing education completed be denied for CEC approval, the coursework may be reviewed by appeal only. You may complete and submit the Appeals Form found at: [www.ptaglobalcb.com](http://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.**

**You will NOT receive CECs for obtaining a current CPR/AED certification because this is a requirement for the certification.**

## Recertification Application

Please complete and submit this form **within the last 90 days** of your certification period, prior to the expiration of your PTAG-CPT.

For information regarding recertification, please read the section on Recertification in the Exam Candidate Handbook.

Highlight or circle: \$99 Recertification or \$299 Lifetime member

Additional fees may apply if application is not in compliance at time of filing.

**Copy of valid CPR/AED card is required with this application**

### Contact Information

Today's Date: \_\_\_\_\_

Date of Certification (2 years before your certification expiration): \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Live Course Title Completed	Provider Name	Date of Completion	CEC's Awarded

Distance Learning Course Title Completed	Provider Name	Date of Completion	CEC's Awarded

**Please provide all certificates of completion for all course work you are submitting on this application.**

Email complete recertification application and certificates of completion to:

**PTA Global Certification Board Email:**

[certificationboard@ptaglobal.com](mailto:certificationboard@ptaglobal.com)

## Recertification or Lifetime Certification Payment

How will you be paying the \$99 Recertification Fee or \$299 Lifetime Fee?

(Please highlight your selection)

VISA          *Mastercard*          *American Express*

Credit Card Number: \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVV Code: \_\_\_\_\_

Please include the following to complete your application:

- Completed Certified Personal Trainer Recertification Form
- Payment information
- All CECs entered into your PTAG student profile page, in CEC History
- Copy of your valid CPR/AED card
- All certificates of completion for all course work

Email complete application to:

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