

Recertification

A CB Certified Personal Trainer must not only pass their certification exam in order to work as a personal trainer. A CB Certified Personal Trainer must fulfill regular education requirements in order to ensure that they are keeping up with industry research, concepts, and applications, and to ensure that 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 two years, the CB CPT must provide proof of at least 24 CEC's (24 credit hours) or hours of specific learning, study, and research. The CB refers to all coursework in terms of CEC's or CEC credit hours.

Please note that CEC's and CEU's are often used interchangeably. A CEC refers to a continuing education credit (One hour of study or its equivalent = 1.0 CEC's). A CEU refers to a continuing education unit (One hour of study or its equivalent – 0.1 CEU's). 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.

CEC's should be reported only in the 90 days leading up to recertification deadline (2 years from the date of official CB Certification).

If the CB Certified Personal Trainer has not completed the required 24 CEC hours, they can apply for a 60 day extension at a fee of \$99. This extension will only be granted if the payment and request has been made within 30 days of the end of certification period. Failure to either submit CEC's before the recertification deadline, or to request a 60 day extension, will result in revocation of CB Certification and the former certified personal trainer will need to pay for and retake the CB Certification Exam as a new trainer would.

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

CEC's 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

CEC's must be obtained with a minimum of 0.4 CEC's through live workshops or live education content, with no more than 2.0 CEC's 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 CB CPT's knowledge in any one or more of the CB primary content domains (see page 11 of this Policies and Procedures Manual or page 18 of the Exam Candidate Handbook).

Please reserve continuing education credit (CEC) reporting until the period from 90 days until 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.

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).

If specific coursework taken is not specifically recognized by the CB at www.ptaglobalcb.com you will need to fulfill the CEC Approval Request form at www.ptaglobalcb.com at least 90 or more days prior to certification expiration in the event your coursework is not accepted for CEC credit so that you have sufficient time to take the required coursework prior to your certification expiration date.

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

Should coursework completed be denied for CEC approval, you may complete and submit the Appeals Form at: www.ptaglobalcb.com

Please allow for sufficient time to fulfill the 30 day appeals process as it is not the responsibility of the CB to respond in a manner that is conducive to your individual certification date.

Recertification Application

Please complete and submit this form within the last 90 days of your certification period, prior to the expiration of your PTAG CB Personal Trainer Certification.

For information regarding recertification, please read the section on Recertification in the Policies and Procedures Manual.

Live courses are any courses you attended in person. All other course(s)/program(s) are distance learning. At least 4 CEC's (4 hours) must be live education study, and no more than 20 CEC's (distance learning) can be claimed as CEC credit for recertification.

There are no fees for recertification as a PTAG CB CPT.

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

Mail, fax, or email complete recertification application to:

PTA Global Certification Board

1774 Platte Street

Denver, CO 80202

Fax: (720) 294-1337

Email: certificationboard@ptaglobal.com