



NETA Certification Board

2011 Candidate Handbook



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I. Mission Statement

The NETA (National Exercise Trainers Association) Certification Board (NETA-CB) is committed to elevating and maintaining the acceptable level of competence of health/fitness professionals. NETA-CB ensures reliable and legally defensible testing on the knowledge and skills required to provide the general public with safe and effective exercise programming for apparently healthy adults. NETA-CB's primary concern is public safety in the context of exercise and fitness endeavors.

II. Introduction

The NETA-CB is a division of NETA (National Exercise Trainers Association) located in Minneapolis, Minnesota. The NETA-CB utilizes NETA's customer service and office support staff for all of its candidate communications. If you have any questions please feel free to contact one of the friendly NETA customer service representatives with questions regarding the NETA-CB Certification Exams. NETA can be reached by calling 1-800-237-6242 or by email at neta@netafit.org.

NETA-CB is wholly committed to providing entry level credentialing for individuals who seek entry into the health/fitness industry. The NETA-CB credential is a scientifically based and psychometrically sound certification exam designed to ensure an appropriate level of knowledge and skills to individuals who may not possess a related degree in the exercise sciences and / or who may have little or no prior fitness related experience. NETA-CB Certification Exam Candidates can successfully prepare to enter the health/fitness field via adequate study time and exposure to health and fitness.

NETA-CB recommends that a prospective candidate achieve exposure to health and fitness by attending group exercise classes taught by a certified exercise instructor at a local fitness facility or utilize the services of a certified personal trainer depending on the certification desired. These are recommendations and should not be construed as eligibility requirements.

NETA-CB Certified Group Exercise Instructors are health/fitness professionals who lead apparently healthy individuals through safe and effective exercise classes according to recognized industry standards. NETA-CB Certified Personal Trainers are health/fitness professionals who perform client assessments and design safe, effective exercise and conditioning programs for apparently healthy individuals according to recognized industry standards. NETA-CB Certified health/fitness professionals provide leadership to help the public achieve their personal health, fitness and performance goals. They hold a current emergency cardiac care (CPR) certification and respond appropriately in emergency situations. Certified health/fitness professionals do not diagnose and / or treat areas of pain or disease and will refer clients to other health care professionals / practitioners when appropriate. They abide by NETA-CB Code of Ethics at all times.

The NETA-CB serves independently to uphold the stringent standards of professional certification and monitor the integrity of the NETA-CB credentials, and to implement the standards, guidelines and policy created by the Certification Advisory Council regarding obtaining, (and/or maintaining), the NETA-CB credential.

Although NETA-CB is an affiliate of NETA, which provides educational materials and training to prepare potential candidates for the NETA-CB certification exams, it does not require purchase of any such materials to be eligible to sit for the exams.

For a certified professional to remain in good standing with the NETA-CB, they must submit the required number of continuing education credits (CEC's) during the required time period. Each NETA-CB credential must be recertified independently.

III. Exam Information

A. Non-Discrimination Policy

NETA-CB does not discriminate among candidates on the basis of race, color, creed, gender, age, religion, national origin, ancestry, disability, military discharge status, sexual orientation, or marital status. NETA-CB strives to adhere to all federal, state, and local regulations pertaining to non-discriminatory practices.

B. Eligibility Requirements

1. Candidates must be at least 18 years of age.
Candidates who do not meet the minimum 18 years of age requirement, and wish to sit for the NETA-CB Certification Exam must complete a NETA-CB Minor Waiver and Permission Form
2. The NETA Minor Waiver and Permission Form can be downloaded off the NETA web site www.netafit.org or by contacting NETA customer service at 1-800-237-6242. The completed NETA Minor Waiver and Permission Form must be returned to NETA and approved by the NETA-CB Certification Director prior to receiving authorization to schedule a date to sit for the certification exam proctored by one of NETA-CB's independent testing sites.
3. No prior fitness related experience, training or certification is required to complete the NETA-CB Certification Exam process.
4. Exam candidates must show proof of current CPR certification and valid photo identification at the exam site in order to be admitted into the exam.
5. Official exam results and certificate will be sent to individuals who successfully complete and pass the certification exam, within 45 days of exam completion. Exam results or certificate will NOT be sent to individuals who do not provide NETA-CB with a copy (front and back) of a valid CPR certification.
6. Please Note: There are no required materials or training to be eligible to sit for the NETA-CB exams.

C. Exam Application (NETA-CB)

1. Prospective candidates who meet the appropriate prerequisites (as detailed above) can register and pay for the NETA-CB exams as follows:

- Via USPS – send:

a completed Registration Form (see page 24 or download off the web at www.netafit.org)

a signed “Candidate Compliance Statement” (see page 27 or download off the web at www.netafit.org) or found in the NETA Brochure,

a check, money order or credit card information (VISA or MasterCard)

a copy (front & back) of a current CPR certification to:

NETA-CB
5955 Golden Valley Rd, Suite 240
Minneapolis MN 55422

- Via phone - (1-800-237-6242) using a credit card (VISA or MasterCard). Please note that a copy of a current CPR Certificate (front & back) and a copy of the Candidate Compliance Statement must be mailed, faxed or scanned and emailed (neta@netafit.org) to complete eligibility requirements.
- Fax a completed application form, credit card information (VISA or MasterCard), a copy (front & back) of a current CPR certificate and a copy of the Candidate Compliance Statement to 763-545-2524.
- Online at www.netafit.org. Please note that a copy of a current CPR Certificate (front & back) and a copy of the Candidate Compliance Statement must be mailed, faxed or scanned and emailed (neta@netafit.org) to complete eligibility requirements.

Exams are administered by Comira Testing Services with over 500 locations, at regional airports, across the U.S. Comira locations are conveniently located in and around large and small cities.

A workshop, scheduled in your area, may be offered in conjunction with select testing sites. Attendance at this workshop is not mandatory and is not an eligibility requirement to sit for the NETA-CB certification exams.

Study materials (textbook, workbook and sample questions) can be purchased online, by phone or mail. Purchase of the study materials is not mandatory and is not an eligibility requirement to sit for the NETA-CB certification exams.

D. Special Examination Arrangements for Candidates with Disabilities

NETA-CB complies with the Americans with Disabilities Act (ADA). We strive to ensure that no individual with a qualified disability is deprived of the opportunity to take our examination solely by reason of that disability. NETA-CB will provide reasonable accommodations for candidates with disabilities.

To request accommodations, please:

Complete the Candidate Accommodation Form.

(see page 25 or download off the web at www.netafit.org)

Have a qualified health care provider submit the Health Care Professional Authorization Form (see page 26 or download off the web at www.netafit.org).

Provide all of this documentation with your completed application and fees at least 45 business days prior to your desired examination date. We also request that applicants inform NETA-CB of requests for special accommodations when calling to schedule examinations.

E. Special Examination Accommodations Other Than Disability

If you have a special testing need, we will try our best to accommodate you. If your special need is not listed here, please call or write to NETA-CB. Please submit the information listed below to NETA-CB:

1. International Military Personnel and Dependents: You may be able to take the exam at an international DANTES military test center, however you must check with the center first. You must include a letter from the DANTES Test Control Officer (TCO) on military letterhead with your registration. This letter should include the following information: (1) your name, (2) exam date, (3) type of exam, (4) DANTES four-digit test center code, (5) address where materials are to be shipped, and (6) phone, fax, and email where NETA-CB may reach the TCO. NETA-CB must receive this information at least 60 days prior to the exam date.
2. Religious Obligations: If attendance conflicts with a candidate's religious obligations, NETA-CB will try to arrange a special examination date. Candidates must include a letter from a clergy stating the nature of the obligation and the conflict presented to NETA-CB with a completed Special Training Needs request Form and Registration Form. NETA-CB must receive this information at least 60 days prior to the exam date.
3. Limited English Proficiency: At this time, NETA-CB certification exams are only offered in English. If English is not your first language and you wish to have additional time to take the exam, submit a copy of your birth certificate, visa or passport to NETA-CB with your registration. NETA-CB must receive this information at least 60 days prior to the exam date.

F. Examination Fees

1. Registration for the Certified Group Exercise Instructor exam = \$169.00
2. Registration for the Certified Personal Trainer exam = \$269.00
3. A candidate may choose to attend a NETA Group Exercise Instructor workshop for \$219.00 (early registration) or a Personal Trainers Certification workshop for \$369.00, which includes the workshop and the certification exam. Please note that attendance at a NETA workshop is NOT required to sit for the NETA exams.
4. All books and other study aids are sold separately regardless if taking the workshop or the test only. Purchase of study materials is NOT required to sit for the NETA-CB exams.

G. Exam Confirmation

Upon successful completion of the application process the candidate will be notified by postal mail or email of the exact dates, times, contacts and location for the exam (and workshop if applicable) when applicable.

H. NETA-CB Cancellation Policy

1. In the event of inclement weather or other unforeseen situations, candidates will be notified by phone, email or postal mail (in that order) of the cancellation by the Friday before the certification exam is to take place. As time allows notifications will be made sooner than Friday.
2. Candidates, who must travel a large distance, who may incur travel and lodging expenses, are advised to call NETA customer service to confirm if a certification exam is on as scheduled.
3. NETA-CB will make every effort to reschedule or make other reasonable accommodations, at no cost to the candidate, to ensure candidates have the opportunity to complete the certification process in a timely manner.
4. A candidate may also request a full refund if NETA-CB initiates the cancellation.

I. Candidate Cancellation / Rescheduling Policy

A candidate may reschedule his or her attendance at workshop and/or certification exam by calling NETA customer service at 1-800-237-6242. A \$25 administrative fee will be charged for the rescheduling.

J. Failure to Appear

1. If a candidate fails to appear for his or her scheduled workshop/certification exam:
 - There will be no refunds
 - A \$25 administrative fee will be charged to reschedule
2. NETA-CB recognizes the following situations as situations in which the \$25 administrative fee may be waived:
 - Serious illness (candidate or family member)
 - Death in the immediate family
 - Disabling accident
 - Court appearance or other mandated court duties (i.e. jury duty)
 - Unexpected military deployment
3. To obtain a fee waiver, a candidate must send a written letter within 10 days after the scheduled exam date, detailing the reason(s) for the request. Candidates are advised to include any documentation (towing bill after a car accident or doctor's bill for a serious illness) with the letter requesting a fee waiver to substantiate the occurrence.

K. Exam Preparation Strategies

1. Textbook
NETA's Fitness Professional's Manual includes subjects related to safe and effective exercise programming and implementation. It includes essential exercise related sciences, basic nutrition, injury prevention and management, leadership, legal issues and more. It is pertinent information for any fitness professional. The purchase of this or any other NETA materials is NOT required to sit for the NETA-CB exams.
2. Workshops
NETA offers optional intensive review workshops for any NETA-CB candidate who chooses to attend. Call NETA @ 1-800-237-6242 or go on-line at www.netafit.org for a location near you. The participation at a workshop or purchase of any other NETA materials is NOT required to sit for the NETA-CB exams.
3. Study Workbook
NETA offers an optional study workbook that includes more than 100 activities including sample exam questions, labeling muscles and bones, matching, fill-in-the-blanks and math problems designed to help you master the necessary knowledge to successfully complete the NETA-CB exams. The purchase of this or any other NETA materials is NOT required to sit for the NETA-CB exams.
4. Exam content includes 100 multiple choice questions using four options (A-D).

L. Job Analysis/Role Delineation

Personal Trainer Certification

The Job Analysis Study defines the current knowledge, skill and abilities that must be demonstrated by entry-level credential holders to safely and successfully practice. They are validated according to their frequency and criticality of usage. This study also serves as a “blueprint” for determining the content (performance domains) for the certification exam(s). The complete study can be obtained by written request.

NETA-CB conducted a practice analysis utilizing highly qualified subject matter experts to determine the necessary skills and knowledge that an entry level Personal Trainer should possess. The result is a certification exam that is comprehensive, legally defensible and accurately measures competency.

The NETA-CB upholds stringent guidelines for the construction, implementation and delivery of the certification testing process.

Certified Personal Trainer Exam Content

Performance Domain	# of Questions
1. Initial Client Intake and Assessment	20
2. Program Design	35
3. Program Implementation	30
4. Reassessment	10
5. Ethics and Professional Issues	5
Total Exam Questions	100

The following information is provided to acquaint an exam candidate with the scope of information included in the NETA-CB Certification Exam.

Domain 1

Initial Client Intake and Assessment (20%)

1. Interview client/administer questionnaire(s) to obtain a health and exercise/activity history. The successful performance of this task requires knowledge of:
 - Elements of a health history
 - Elements of an exercise/activity history and current activity level
 - Communication styles
 - Active listening skills
 - Risk factors
 - Elements of an informed consent
2. Interview client/administer questionnaire(s) to obtain information about current state of health, lifestyle, and exercise/activity level. The successful performance of this task requires knowledge of:
 - Elements of a health history
 - Elements of an exercise/activity history and current activity level
 - Communication styles
 - Active listening skills

3. Take physical measurements* of client to gather objective data about current health, risk factors, and baselines for measuring future progress. The successful performance of this task requires knowledge of:
 - Risk factors
 - Fitness-related physical measurements and the procedures for obtaining them and appropriate measurement tools
 - Normal ranges of physical measurements
 - Test/measurement-specific contraindications and precautions
* (e.g. vital signs, anthropometrics, body composition, postural analysis, range of motion, strength, and cardiovascular endurance)
4. Assess client level of motivation and reasons for seeking an exercise program. The successful performance of this task requires knowledge of:
 - Communication styles
 - Active listening skills
5. Consult with and/or refer client to appropriate health care professional(s) to obtain additional health information, pre- participation and medical clearance. The successful performance of this task requires knowledge of:
 - Elements of a health history
 - Elements of an exercise/activity history and current activity level
 - Risk factors
 - Normal ranges of physical measurements
 - ACSM Recommendations for Medical Examination and Exercise Testing

Domain 2

Program Design (35%)

1. Integrate assessment information to define, set, and clarify safe and realistic client goals. The successful performance of this task requires knowledge of:
 - Risk factors
 - Normal ranges of physical measurements
2. Select exercise program duration, activities, times, intensities, and frequencies based on client health, activity level, interim and long- term goals, and motivation. The successful performance of this task requires knowledge of:
 - Elements of a health history
 - Elements of an exercise/activity history and current activity level
 - Risk factors
 - Normal ranges of physical measurements
 - Exercise-related anatomy, kinesiology, basic nutrition and physiology
 - Principles of behavior change
 - Training principles and ACSM guidelines for exercise prescription and their application
 - Activity/exercise-specific benefits, indications, contraindications, risks, and precautions
 - Guidelines, contraindications, and precautions for special populations (e.g. pre and post-natal, adolescents, older adults, and clients with chronic medical considerations)

3. Present the exercise program to client to gauge acceptance and identify barriers to meeting goals. The successful performance of this task requires knowledge of:
 - Communication styles
 - Active listening skills
 - Principles of behavior change

Domain 3

Program Implementation (30%)

1. Teach exercise techniques to maximize program benefits and effectiveness and minimize health and safety risks. The successful performance of this task requires knowledge of:
 - Communication styles
 - Exercise-related anatomy, kinesiology, basic nutrition and physiology
 - Training principles and ACSM guidelines for exercise prescription and their application
 - Activity/exercise-specific benefits, indications, contraindications, risks, and precautions
 - Guidelines, contraindications, and precautions for special populations (e.g. pre and post-natal, adolescents, older adults)
 - Common exercise-related injuries
 - Teaching techniques/learning styles
 - Biomechanics and kinesiology
2. Observe and evaluate client performance to assess learning and determine need for modification of types, intensities, frequencies, and/or times of activities. The successful performance of this task requires knowledge of:
 - Communication styles
 - Active listening skills
 - Training principles and ACSM guidelines for exercise prescription and their application
 - Activity/exercise-specific benefits, indications, contraindications, risks, and precautions
 - Common exercise-related injuries
 - Biomechanics and kinesiology
 - Exercise techniques
3. Evaluate on-going client progress toward goals by observing performance, mood, satisfaction, etc. to determine if program adjustments are required. The successful performance of this task requires knowledge of:
 - Communication styles
 - Active listening skills
 - Principles of behavior change
 - Training principles and ACSM guidelines for exercise prescription and their application
 - Common exercise-related injuries
 - Exercise techniques
 - Overtraining syndrome

Domain 4

Evaluation (10%)

1. Assess client's long-term progress toward goals by taking physical measurements and assessing continuing motivation and program acceptance. The successful performance of this task requires knowledge of:
 - Communication styles
 - Active listening skills
 - Risk factors
 - Fitness-related physical measurements and the procedures for obtaining them and appropriate measurement tools
 - Normal ranges of physical measurements
 - Test/measurement-specific contraindications and precautions
 - Principles of behavior change
2. Determine if goals have changed and re-define, set, clarify and expand as appropriate. The successful performance of this task requires knowledge of:
 - Communication styles
 - Active listening skills
 - Risk factors
 - Normal ranges of physical measurements
 - Principles of behavior change
3. Integrate evaluation data to redesign the program to safely and effectively meet new and/or revised goals. The successful performance of this task requires knowledge of:
 - Elements of a health history
 - Elements of an exercise/activity history and current activity level
 - Risk factors
 - Normal ranges of physical measurements
 - Exercise-related anatomy, kinesiology, basic nutrition and physiology
 - Principles of behavior change
 - Training principles and ACSM guidelines for exercise prescription and their application
 - Activity/exercise-specific benefits, indications, contraindications, risks, and precautions
 - Guidelines, contraindications, and precautions for special populations (e.g. pre and post-natal, adolescents, older adults)

Domain 5

Ethics and Professional Issues (5%)

1. The work of the Personal Trainer is performed in a manner consistent with the NETA-CB Code of Ethics. The successful performance of this task requires knowledge of:
 - NETA-CB Code of Ethics
2. Personal trainers ensure that clients are fully informed of program benefits and risks and that they understand that they may cease participation at any time. The successful performance of this task requires knowledge of:
 - Activity/exercise-specific benefits, indications, contraindications, risks, and precautions
 - Elements of an Informed Consent
3. Personal trainers maintain a safe environment for clients. The successful performance of this task requires knowledge of:
 - ACSM Facilities Guidelines
4. Personal Trainers maintain accurate and comprehensive client records. The successful performance of the task requires knowledge of:
 - Documentation Guidelines

Group Exercise Instructor

The Job Analysis Study defines the current knowledge, skill and abilities that must be demonstrated by entry-level credential holders to safely and successfully practice. They are validated according to their frequency and criticality of usage. This study also serves as a “blueprint” for determining the content (performance domains) for the certification exam(s). The complete study can be obtained by writer request.

NETA-CB conducted a practice analysis utilizing highly qualified subject matter experts to determine the necessary skills and knowledge that an entry level Group Exercise Instructor should possess. The result is a certification exam that is comprehensive, legally defensible and accurately measures competency.

The NETA-CB upholds stringent guidelines for the construction, implementation and delivery of the certification testing process.

Certified Group Exercise Instructor Exam Content

Performance Domain	# of Questions
1. Exercise Science	30
2. Class Design	25
3. Instructor Skills	25
4. Interpersonal Skills	14
5. Legal Issues	6
Total Exam Questions	100

The following information is provided to acquaint an exam candidate with the scope of information included in the NETA-CB Certification Exam.

Domain 1

Comprehend And Apply Exercise Science As It Relates To Group Exercise (30%)

- Exercise-related Anatomy, Physiology, Kinesiology, Biomechanics and Nutrition
- Weight Management
- Exercise-related Injuries
- Exercise Intensity
- Medical Considerations
- Appropriate Warm up and Cool Down Activities
- Appropriate Muscle Endurance / Strength and Cardio-Respiratory Endurance (CRE) Activities
- Fitness Components and ACSM Training Guidelines & Principles
- Activity / Exercise-Specific Benefits, Indications, Contraindications, Risks and Precautions
- Correct Exercise Technique
- Signs and Symptoms of Overtraining and Overuse Syndromes
- Emergency Response Procedures
- Signs and Symptoms of Overtraining and Overuse Syndromes
- Guidelines, Contraindications and Precautions for Special Populations (pre- and post-natal, children, older adults and participants with chronic medical considerations)
- Appropriate and Correct Use of Common Group Exercise Equipment

Domain 2Class Design (25%)

- Exercise-related Anatomy, Physiology, Kinesiology, Biomechanics and Nutrition
- Exercise-related Injuries
- Exercise Intensity
- Cueing Skills
- Medical Considerations
- Appropriate Warm up and Cool down Activities
- Appropriate Muscle Endurance / Strength and Cardio-Respiratory Endurance (CRE) Activities
- Fitness Components and ACSM Training Guidelines & Principles
- Activity / Exercise-Specific Benefits, Indications, Contraindications, Risks and Precautions
- Correct Exercise Technique
- Communication Styles and Techniques
- Signs and Symptoms of Overtraining and Overuse Syndromes
- Guidelines, Contraindications and Precautions for Special Populations (pre- and post-natal, children, older adults and participants with chronic medical considerations)
- Choreography Development
- Appropriate and Correct Use of Common Group Exercise Equipment
- Music Structure, Style, and Tempo

Domain 3Group Instructor Skills (25%)

- Exercise-related Kinesiology
- Exercise-related Biomechanics
- Exercise-related Injuries
- Exercise Intensity
- Cueing Skills
- Appropriate Warm up Activities
- Appropriate Cool down Activities
- Appropriate Muscle Endurance / Strength Activities
- Cardio-Respiratory Endurance (CRE) Activities
- Fitness Components and Guidelines
- ACSM Training Guidelines & Principles
- Activity / Exercise-Specific Benefits, Indications, Contraindications, Risks and Precautions
- Correct Exercise Technique
- Communication Styles and Techniques
- Signs and Symptoms of Overtraining and Overuse Syndromes
- Principles of Behavior Change
- Guidelines, Contraindications and Precautions for Special Populations (pre- and post-natal, children, older adults and participants with chronic medical considerations)
- Choreography Development
- Appropriate and Correct Use of Common Group Exercise Equipment
- Music Structure, Style, and Tempo
- Teaching Methods

Domain 4

Interpersonal Skills (14%)

- Exercise-related Nutrition and Weight Management
- Exercise-related Injuries
- Exercise Intensity
- Cueing Skills
- Fitness Components and ACSM Training Guidelines & Principles
- Activity / Exercise-Specific Benefits, Indications, Contraindications, Risks and Precautions
- Communication Styles and Techniques
- Principles of Behavior Change
- NETA Code of Ethics
- Choreography Development
- Music Structure, Style, and Tempo
- Teaching Methods

Domain 5

Legal Issues (6%)

- Exercise-related Injuries
- Medical Considerations
- Fitness Components and ACSM Training Guidelines & Principles
- Activity / Exercise-Specific Benefits, Indications, Contraindications, Risks and Precautions
- Elements of Informed Consent
- NETA Code of Ethics
- ACSM Facilities Guidelines
- Guidelines, Contraindications and Precautions for Special Populations (pre- and post-natal, children, older adults and participants with chronic medical considerations)
- Appropriate and Correct Use of Common Group Exercise Equipment
- Music Structure, Style, and Tempo
- Music Licensing and Copyright
- Emergency Response Procedures

Ethics and Professional Issues

1. The work of the Group Exercise Instructor is performed in a manner consistent with the NETA-CB Code of Ethics. The successful performance of this task requires knowledge of:
 - NETA-CB Code of Ethics
2. Group Exercise Instructors ensure that clients are fully informed of program benefits and risks and that they understand that they may cease participation at any time. The successful performance of this task requires knowledge of:
 - Activity/exercise-specific benefits, indications, contraindications, risks, and precautions
 - Elements of an Informed Consent
3. Group Exercise Instructors maintain a safe environment for clients. The successful performance of this task requires knowledge of:
 - ACSM Facilities Guidelines

M. Taking the Certification Exam

1. What to bring to the exam:
 - Two forms of identification, including a photo ID with your signature
 - Two soft lead (#2) pencils and an eraser
 - Extra layers of clothing for comfort in the exam center

N. Exam Day Rules

1. You'll have a maximum of one and one half (1-1/2) hours to complete the 100 multiple choice question exam.
2. Exam candidates must report to the exam site at the assigned time.
3. You must arrive on time as no one will be admitted after the exam has begun.
4. No visitors are allowed at the exam center (including children).
5. All work must be performed by you alone. Sharing information or disturbing others is cause for dismissal with no refund.
 - Impersonating another candidate, giving or receiving help on the exam, or removing exam materials or notes from the exam site are also causes for dismissal with no refund.
6. Only the individual named on the registration form will be admitted to the exam. No dictionaries, calculators, paper or other supplies are allowed during the exam.
7. Candidates may not bring:
 - Coats
 - Books
 - Electronic devices (PDAs and Blackberries)
 - Cell phones
 - Pagers
 - Luggage
 - Book bags
 - Any personal items to the examination area.
8. Should the candidate inform the Test Site Administrator that he/she does not wish to continue taking the exam, that candidate will not be able to complete the exam for the remainder of the day.
9. Disruptive behavior is cause for immediate dismissal by the Test Site Administrator.
10. NETA-CB will prosecute violators of these rules.

O. Environmental Distracters

Every attempt within reason is made to ensure a quiet and comfortable testing environment for all candidates. However, last-minute needs and emergencies by building operators cannot be anticipated. We suggest that you bring appropriate clothing with you (i.e., sweatshirt) to help you adapt to a cooler or warmer climate in the exam center. Bring ear plugs if you are very sensitive to noise distracters.

P. Score Reporting and Verification of Certification Status

1. NETA-CB will inform candidates of the official results of their examination within 45 days.
2. All official examination results and scores will be mailed to candidates. No examination results information will be provided by telephone, fax or other electronic methods.
3. All examination results are confidential and will only be released to the candidates. Permission must be received in writing from a candidate to release examination results to any third party.
4. NETA-CB will however, confirm whether an individual is currently certified, in response to inquiries from the public and other interested stakeholders.

Q. Confidentiality

No information regarding a candidates exam score, or other personal information submitted to NETA-CB will be released to a third party without authorization from the appropriate candidate.

R. Disclosure

To maintain the integrity and security of the NETA-CB exams, exam questions, answer sheets, answers or other source materials will not be released to candidates under any circumstances.

S. Appeals Policy of Exam Results

Candidates may appeal a negative determination within 30 days of the date postmarked on the notification letter informing the candidate of a negative determination regarding the eligibility for certification or a failed examination, by submitting a written explanation of the reason for refuting the negative determination.

1. All appeals materials must be submitted in writing to:

NETA-CB – Certification Director
5955 Golden Valley Rd, Suite 240
Minneapolis MN 55422
2. Candidates will be notified in writing of the receipt of the appeal and of the decision on the appeal. All appeals decisions will be made within 90 days. Appeal results are not provided by telephone, fax or other electronic methods.

T. Hand Scoring

Candidates receiving failing scores may request a hand scoring of the answer sheet from exam delivery partner. An additional fee may apply. Information about hand scoring will be included with the candidate's score report. Requests for re-scoring of answer sheets must be received by exam delivery partner no later than 60 days following the release of examination results. Requests received later than 60 days will not be processed. The NETA-CB does not encourage hand scoring for those candidates whose score is close to passing. As a result of the procedures that are used to score and verify scores it is extremely doubtful that any examination results will change from "fail" to "pass" when re-scored.

U. Acceptable Reasons for Appeal of Exam Results

Improper behavior by a model, examiners, room proctors and/or violations of stated examination procedures are acceptable reasons for appealing results. At the time of the exam, the candidate must inform the Test Site Administrator of any exam-related incident that had a negative impact on their performance. Following the exam, the candidate must submit written notification of the incident to the NETA-CB. This written statement must indicate why the incident negatively affected the candidate's performance. The appeal must be received by the NETA-CB no later than 30 days following the release of examination results.

V. Retake Policy

1. In the event a candidate does not successfully pass the NETA-CB exam, the candidate is eligible to re-take the exam for a period of one year after having taken the initial exam.
2. After this one-year period, you must initiate the entire candidate eligibility and application process.
3. An administrative fee of \$99 is assessed for all re-take exam applications.

IV. Recertification

A. Recertification Process

1. To renew your certification, you must complete a minimum of 20 Continuing Education Credits (CEC's) between the date your certification begins and its expiration. There is a 6 month grace period in which to complete your re-certification should you need an extension beyond your expiration date. Higher renewal fees apply. If your certification expires, beyond the 6 month grace period, you must retake the certification exam.
2. In addition to NETA approved CEC's, NETA-CB accepts any job related course CEC's that are American Council on Exercise or AFAA approved. (American Council on Exercise CEC credits are preceded by a decimal point. 3 NETA CEC's are equivalent to .3 American Council on Exercise CEC's).
3. Job related health fitness college courses can be evaluated on a petition basis for CEC approval by submitting a course outline and transcript to NETA.
4. If more than the minimum required (20) CECs are accumulated within a 2-year certification period, those additional credits are not applicable towards a future certificate.
5. To insure that you maintain a current certification, please mail your renewal application, fee, and copy of current CPR card (front and back) two months prior to your expiration date. Please send all of the renewal information in one packet. Do not send forms singularly. If you have a change in your mailing address, or if you receive duplicate correspondence at the same address, please call NETA at (800) 237-6242.
6. The NETA staff accepts recertification applications up to 90 days before certification expiration. The designated staff person reviews all packets utilizing the checklist below:
 - Is the application complete?
 - Is correct payment included?
 - Does the applicant report the correct number of CEC's?
 - Are the CEC's supplied from the list of approved providers?
 - Does the applicant supply a copy of a current emergency cardiac care (CPR) certification?
 - Does the applicant supply verification of CEC completion?
 - Is there a petition included in the application packet?
7. All continuing education activities must provide above entry-level knowledge, skills and abilities and fall within the performance domains as defined by the most recent Job Analysis Study.
8. Once the candidate recertification application packet is reviewed for content, the application is then added into the applicants account. The Recertification Coordinator then deposits the payment and prints out:
 - Congratulations letter to candidate informing them of the recertification application acceptance;
 - Current certification;
 - New recertification packet

9. If applications are incomplete, applicant does not have the correct number of CEC's, CEC's are not from our accepted provider list or applications do not contain the proper payment amounts, the applicant will receive a phone call and a letter via mail from the NETA-CB informing them of their status. Applicants are given 30 days to re-apply before they are assessed a late charge.
10. Applicants who did not obtain CEC's from an approved provider will be sent a course petition application.
11. Late recertification applications are accepted up to 6 months post expiration and applicants are assessed a late fee. All those past the 6 month grace period shall no longer hold valid certification through the NETA-CB and must complete the eligibility and testing processes again to obtain the NETA-CB credential.

B. Continuing Education Course Petition Process

1. Certified health/fitness professionals who do not receive their continuing education (CEC's) from the NETA or the NETA-CB approved provider list (NETA, American Council on Exercise and AFAA) are required to submit a petition application (see page 28 or download off the web at www.netafit.org) for each job related course they want considered for CEC's.
2. Each petition must include:
 - Copy of the course materials (workshop/lecture) or if a home study, copy of the table of contents, outline of the course and course objectives.
 - Complete course instructor resume including educational history
 - Certificate of course/workshop completion

C. NETA-CB Petition Review Process

1. The petition process takes 7-14 days upon receipt. Once received, petition applications are reviewed for the following:
 - Is the application complete with all documentation necessary?
 - Is the correct payment included?
2. After initial review, the Recertification Coordinator reviews the course information to evaluate whether or not the course represents the relevant knowledge, skills and abilities as provided by the most recent Job Analysis Study.
3. Course instructors are reviewed as well. Course instructors must have at least one of the following for their course to be accepted:
 - Bachelor's degree; or
 - Current nationally recognized fitness related certification in good standing.
4. Petitioned courses that do not meet the standards as stated above will not be accepted for recertification.

D. Notice of Acceptance or Denial

NETA-CB certified health/fitness professionals will be contacted via phone and postal letter announcing the outcome of the petition. Health/fitness professionals whose petitioned courses are accepted will have their application processed and information added to their accounts. NETA-CB certified health/fitness professionals who are denied will be granted 30 days without late fee to acquire the necessary CEC's for recertification.

E. Recertification CEC Petition Denial Appeals Process

Candidates who are denied a petitioned continuing education course application and wish to appeal may do so within 30 days of notice of a denied application. Those who appeal a denied application will be assessed an administrative fee. Appeals are forwarded to the Certification Director and Certification Board Appeals Committee. This process requires 60 days during which the applicant appealing the decision is granted a grace period and is not assessed a late fee for recertification. Each course may only be appealed once. The Certification Board Appeals Committee shall be comprised of three certified professional representatives and shall meet as deemed necessary either by phone, person or electronic means. Each committee member shall receive a copy of the appeals application, petition application, and administrative review form. Once a decision is determined, the applicant will be notified via phone and mail. All decisions handed down from the Appeals Committee are deemed final and cannot be appealed again.

F. Certification Board Appeals Committee

The Certification Advisory Council Appeals Committee shall be a non-standing committee, formed upon necessity but governed by the NETA-CB Bylaws for standards and procedures of meetings and actions. The committee shall be comprised of three certified professional representatives, each representative of the individual educational tracks. Upon meeting, the Appeals Committee shall review the appeals application and all relevant material for consideration. Once reviewed, a majority vote in favor of acceptance is required for approval. If a majority vote does not exist, the appeal will be denied. All decisions handed down from the Certification Advisory Committee Appeals Committee are deemed final.

V. NETA-CB Professional Code of Ethics

The following code of conduct is designed to assist certified health fitness professionals of the National Exercise Trainer Association to maintain - both as individuals and as an industry - the highest levels of professional and ethical conduct. This Code of Professional Conduct reflects the level of commitment and integrity necessary to ensure that all NETA-CB certified health/fitness professionals provide the highest level of service and respect for all colleagues, allied professionals and the general public.

A. Professional Code of Ethics

The NETA-CB health/fitness professional must be aware of and practice the standards of ethical behavior of their profession as follows:

1. Respect the rights, welfare, privacy and dignity of clients, co-workers and the public at large.
2. Provide and maintain a safe and effective training environment.
3. Provide equal, fair and reasonable treatment for all individuals.
4. Comply with all applicable laws governing business practices, employment and property usage.
5. Respect and maintain the confidentiality of all client information.
6. Do Not Diagnose an injury or medical condition; refer clients to a more qualified health, fitness or medical professional when appropriate.
7. Strive to remain up-to-date with current practical and theoretical fitness/health research through continuing education, conferences, home studies and networking with other fitness professionals.
8. Maintain a current CPR Certification.
9. Establish and practice clear professional boundaries.
10. Avoid engaging with any behavior or conduct that could be construed as a conflict of interest or adversely reflects on the fitness profession or NETA-CB.
11. Strive to protect the public from those who misrepresent the health and fitness professions or are in direct violation of these codes of ethics by communicating concerns with NETA-CB's Board.

B. Professional Practices and Disciplinary Policies

The NETA-CB has approved the following circumstances, if clearly proven, as grounds for certification revocation or rendering an applicant ineligible for certification:

1. Any irregularity in connection with the administration of a certification exam, exam materials or interfering with an exam applicant.
2. Unauthorized use or possession of copyrighted NETA-CB certification exam materials, logo, educational materials or other NETA-CB materials.
3. Any health condition (including but not limited to substance abuse) that renders the certified professional from performing his or her function in a competent, professional manner.
4. Failure to accumulate sufficient continuing education credits (CEC's) or pay the appropriate recertification fees within the time period allowed.
5. A conviction of a felony directly related to public health, fitness training or competent professional performance. Such crimes may include but are not limited to; any weapons charges, deviant sexual behavior and possession, use or sale of illegal controlled substance.
6. Negligence or intentional misconduct, such as sexual harassment, unauthorized release of confidential information or failure to maintain a safe training environment, while performing professional duties.

C. Failure To Abide By the NETA-CB Professional Code of Ethics

If an individual knows that an NETA-CB certificant has not abided by one or more provisions of the NETA-CB Professional Code of Ethics (page 22 in this Candidate Handbook), he/she may submit a complaint in writing outlining which provision(s) were violated along with documentation of the claim.



Candidate Accommodation Form

For Special NETA Testing Accommodations

This form, along with the Health Care Professional Accommodation Form and all supporting documentation, must be mailed to:

NETA, 5955 Golden Valley Rd Suite 240, Minneapolis, MN 55422

TO BE COMPLETED BY CANDIDATE (Please PRINT or TYPE all responses): To request an examination accommodation for a disability, please submit this form with your application. NETA must receive this completed Candidate Accommodation Form and Health Care Professional Authorization Form (and related required evaluation of your disability and the appropriate accommodation) completed by a physician or other health care provider or relevant authority.

Name: _____

Street Address: _____

City, State, Zip Code, Country: _____

E-mail Address: _____

Telephone: Day (____) _____ Evening (____) _____

Social Security Number: ____ - ____ - _____

Exam Repeater: Yes No

If yes, were you previously accommodated on NETA exam? Yes No

Description of Disability: _____

Date of Diagnosis of Disability: _____

Previous Accommodation(s) (if any), including the type of accommodation provided, the date(s) of the accommodation, and the institution or organization providing the accommodation:

Requested Accommodation: _____

I understand that NETA will use the information obtained by this authorization to determine eligibility for a reasonable accommodation in regard to this examination by reason of my disability. I understand that NETA reserves the right to make additional inquiries regarding my disability and previous accommodations before making a determination whether to provide the accommodations I have requested.

Candidate's Signature

Date

Download this form at NETAfit.org



Health Care Professional Authorization Form For Special NETA Testing Accommodations

This form, along with the Candidate Accommodation Form
and all supporting documentation, must be mailed to:
NETA, 5955 Golden Valley Rd, Suite 240, Minneapolis, MN 55422

I, _____ (printed name of candidate),
hereby authorize and request the health care professional identified below to release the information
requested by NETA relating to my disability and the accommodation appropriate to my disability to sit for
the NETA examination.

Candidate's Signature Date

TO BE COMPLETED BY A HEALTH CARE PROFESSIONAL (Please PRINT or TYPE all responses): To request an examination accommodation for a disability, please submit this form with your application. NETA must receive this completed Health Care Professional Authorization and the Candidate Accommodation Form (and related required evaluation of your disability and the appropriate accommodation) completed by a physician or other health care provider or relevant authority.

The candidate/patient identified above is requesting accommodation to sit for the National Exercise Trainers Association examination. The accommodation policy requires candidates requesting accommodation to submit current documentation of the disability from an individual qualified to assess the disability. The candidate is requesting that you provide such documentation; you should submit your evaluation on your professional letterhead and complete this form.

Your evaluation should include your assessment of the candidate's disability as well as an accommodation plan. The documentation should identify the candidate's diagnosis, explain the candidate's disability, and explain how the proposed accommodation affects the disability.

The documentation should also include the following information:

1. The month, day, and year the candidate/patient first consulted you;
2. The month, day, and year the candidate/patient was last seen by you;
3. The diagnosis of the candidate/patient's disability (including the DSM-IV-TR classification for any diagnosis of a learning disability);
4. The name of the test(s) used, test scores and their interpretation;
5. The length of the condition; and
6. Recommended test accommodations.

If the candidate received no accommodations during higher education, you must provide a written explanation for why accommodation is being requested now for this examination.

Finally, please sign the statement below and transmit it with your evaluation. Please send your completed evaluation form to: NETA, 5955 Golden Valley Rd, Suite 240, Minneapolis MN 55422

TO BE COMPLETED BY HEALTH CARE PROFESSIONAL (Please PRINT or TYPE all responses).

Recommended Accommodation: _____

Health Care Professional's Signature Date

Download this form at NETAfit.org



5955 Golden Valley Road, Suite 240 | Minneapolis, MN 55422 | 800-237-6242

**NETA-CB Certification Exam Application
and
Compliance Statement**

Please fill in the required fields below to be registered for the
Group Exercise Instructor Certification Exam.

NETA I.D. #: _____

Name: _____

Street Address: _____

City, State, Zip Code: _____

E-mail Address: _____

Telephone: Day (____) _____ Evening (____) _____

I have read and agree to abide by the NETA examination policies as stated in the NETA-
CB Candidate Handbook available for download at www.netafit.org

Signed: _____ Date: _____

Download these forms at
www.NETAfit.org



5955 Golden Valley Road, Suite 240 | Minneapolis, MN 55422 | 800-237-6242

**NETA-CB Certification Exam Application
and
Compliance Statement**

Please fill in the required fields below to be registered for the
Personal Trainer Certification Exam.

NETA I.D. #: _____

Name: _____

Street Address: _____

City, State, Zip Code: _____

E-mail Address: _____

Telephone: Day (____) _____ Evening (____) _____

I have read and agree to abide by the NETA examination policies as stated in the NETA-
CB Candidate Handbook available for download at www.netafit.org

Signed: _____ Date: _____



CEC Petition Application
NETA Applicant Information

Name: _____

Customer #: _____

Address: _____

Certification Expiration Date: _____

Course Information

Title of Course(s) Being Petitioned for NETA Credits	Organization/Instructor	# of Contact Hours

Please Enclose:

- Check or Money Order in the amount of \$15 payable to NETA (for each course being petitioned)
- Certificate or course completion of transcript

Please Note:

- All coursework must be completed within your current two-year certification period.
- All coursework must be directly related to health and / or fitness.
- This application will not be process without all the required information.
- The \$15 administrative fee (per course) is non-refundable and does not guarantee that credits will be awarded.
Please make checks payable to NETA.

Number of courses being petitioned: _____ Total \$ Enclosed: _____

Check# _____

Visa/Mastercard # _____ Exp Date: _____

Cardholder Signature _____

I understand that the \$15 administrative fee (per course) is non-refundable and does not guarantee that credits will be awarded.

Applicant Signature: _____ Date: _____

Mail To:
NETA, 5955 Golden Valley Road, Suite 240, Minneapolis, MN 55422
Phone: 1-800-237-6242 or 763-545-2505 • Fax: 763-545-2524

Download this form at NETAfit.org