

Organization Name: NETA-CB (National Exercise Trainers Association Certification Board)

## **NCCA ACCREDITED CERTIFICATION PROGRAMS**

### **2010 ANNUAL REPORT FORM January 1-December 31, 2010**

Full Name of Organization: NETA-CB (National Exercise Trainers Association Certification Board)

Program(s) Currently Accredited: Personal Trainer Certification & Group Exercise Instructor Certification

Contact Person: Lu Herbeck

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## Annual Report Submission

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The National Commission for Certifying Agencies (NCCA) requires that each organization with an accredited certification program(s) complete an annual report form to enable the NCCA to monitor continuing compliance with the NCCA Standards. The annual report form is required to maintain accreditation for several reasons, including:

- To document compliance with NCCA Standard 21.
- To keep organizations with NCCA accredited programs continually aware of the *NCCA Standards*.
- To provide organizations the opportunity to receive feedback on any changes that may affect their accreditation status, and receive suggested actions to take to maintain compliance with NCCA Standards.
- In limited situations, the annual report may provide data leading to revocation of NCCA accreditation, if after NCCA review of an organization's annual report and communication with the certification program, the certification program then fails to respond or its response demonstrates intended lack of compliance with NCCA Standards.

Please be reminded that NCCA Accreditation Standard 21 states:

**The certification program must demonstrate continued compliance to maintain accreditation.**

*Essential Elements:*

- A. The certification program must annually complete and submit information requested on the current status of the certification agency and its programs.
- B. The certification program must report any change in purpose, structure, or activities of the certification program.
- C. The certification program must report any substantive change in examination administration procedures.
- D. The certification program must report any major change in examination techniques or in the scope or objectives of the examination.
- E. The certification program must submit any information it may require to investigate allegations of lack of compliance with NCCA Standards.

### Submission Requirements – PLEASE READ CAREFULLY

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- Data must be reported for each assessment instrument associated with your accredited certification program(s).
- **For items 1-31 with a “yes” response, attach a copy of supporting documentation to your annual report. This should include both the old and new documentation (appropriately labeled) with all changes highlighted.**
- For all items with a “yes” response, include a brief explanation of the change and what prompted it. This narrative may be included below each item on the form or attached and labeled appropriately.

### ELECTRONIC SUBMISSION REQUIREMENTS

All annual reports must be submitted **electronically** following the guidelines below:

- The annual report must be submitted via e-mail to [info@credentialingexcellence.org](mailto:info@credentialingexcellence.org).
- The annual report form and any attachments must be sent in **one** PDF file. Attachments must be appropriately labeled using the bookmark feature.

If your organization is unable to scan documents and/or create a PDF there are a number of vendors that provide scanning services to accommodate your programs' needs. Or, you may choose to send in one hard copy of your complete annual report and NCCA will create the PDF for an administrative fee of \$25 per 50 pages (i.e. all reports up to 50 pages cost \$25, reports of 51 – 100 pages cost \$50, etc).

### LATE FEES

The Commission will assess a fee for late annual reports. Reports that are received 5-9 business days after the due date will be assessed a \$100.00 late fee. Reports that are received 10-15 days after the due date will be assessed a \$500.00 late fee. If an organization/program annual report is not received within 15 business days of the report due date, accreditation may be suspended.

**All annual reports are due by June 1, 2011 to ICE headquarters at: [info@credentialingexcellence.org](mailto:info@credentialingexcellence.org).** The NCCA will review your report at their Summer meeting and responses will be provided by October 5th.

**Please call 202/367-1165 or e-mail [info@credentialingexcellence.org](mailto:info@credentialingexcellence.org) if you have any questions.**



## ANNUAL REPORT FORM – January 1 – December 31, 2010 NCCA ACCREDITED CERTIFICATION PROGRAMS

Please note that the following questions are related only to 2010 data. All questions are required.

	Yes	No
<b>During the reporting year, did your organization make any changes to its:</b>		
1. Bylaws?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Purpose/Mission/Vision?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Governance/Structure?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Relationship between the organization and any parent organization?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Examination scope, objectives, or assessment mechanism?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Examination development procedures?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Examination administration procedures?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Standard setting mechanism?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Recertification mechanisms/requirements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>In regard to your organization's certification programs, please answer the following questions:</b>		
10. Has your organization discontinued any certifications in the reporting year?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Has your organization offered any new certifications in the reporting year?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. Does your organization plan to add any new certifications in the next reporting year?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>During the reporting year, were there any changes to the following policies and procedures?</b>		
13. Eligibility criteria?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14. Application procedures?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15. Examination procedures?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Disciplinary policy and procedures?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Appeals policy and procedures?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18. Confidentiality or security procedures?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19. Compliance with applicable laws and regulations (e.g. non disclosure, ADA)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<hr style="border: 1px solid black;"/>		
20. During the reporting year, was there a legal judgment adverse to your organization relating to one or more of your certification programs? <i>(If so, please explain)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Are there any unfilled vacancies on your certification program's Board of Directors/governing body? <i>(If so, please explain)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
22. Has your Public Member changed? <i>(If so, please complete and attach a new "Public Member Declaration – Form 1 in the NCCA application.)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
23. Have candidates for certification appealed exam scores or pass/fail results? If yes, how many? What was the outcome (aggregate numbers)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
24. Have candidates for certification appealed eligibility decisions? If yes, how many? What was the outcome (aggregate numbers)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- |   | YES                      | NO                                  |
|---|--------------------------|-------------------------------------|
| 25. Have candidates for certification appealed recertification decisions? If yes, how many? What was the outcome (aggregate numbers)?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 26. (A) Have you received complaints from any source that raise questions about the competence or ethical behavior of certificants? If yes, how many? What types of allegations were involved?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| (B) Have any complaints you have received, or has your own policing of your certificants resulted in disciplinary actions? If yes, please provide information, including numbers of actions, types of allegations involved, and the nature of the disciplinary actions. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| (C) Do you report your disciplinary actions to licensing boards in your profession?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 27. Have you experienced cheating on an examination involving more than a single person (i.e., a collaborative effort)? If yes, please explain how you handled the situation.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 28. Have you experienced any loss of secure exam materials? Please explain what occurred and who was in possession of the materials at the time (e.g., you, your vendor, Federal Express, etc.)   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 29. Have you cancelled scores for a group of examinees? If yes, please explain the reason this occurred and how you handled the situation.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 30. During the reporting period, has your organization undertaken any quality assurance or quality improvement initiatives? If yes, please briefly describe.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 31. Do you have a process for monitoring or policing the use and potential misuse of your credential? If yes, please describe.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

### Examination Data – Personal Trainer Certification

Using the table below, please report the number of candidates tested, percent passing, passing point, average score, standard deviation, standard error of measurement, and reliability statistics for each form of a certification examination during the reporting year.

<b>Total # of candidates tested for each form of a certification exam in the reporting year</b>	<b>% of Candidates Passing in 2010</b>	<b>Passing Point<sup>1</sup></b> (Raw Score)	<b>Average Score<sup>1</sup></b> (Raw Score)	<b>Standard Deviation<sup>1</sup></b> (Raw Score)	<b>Standard Error of Measurement<sup>1</sup></b> (Raw Score)	<b>Reliability Estimate<sup>2</sup></b> (KR <sub>20</sub> )	<b>Total Number of Items on Exam<sup>3</sup></b>
<b>1050</b>	<b>73</b>	<b>70</b>	<b>75.25</b>	<b>11.29</b>	<b>3.90</b>	<b>0.88</b>	<b>100</b>

Cut-score SEM = 4.27

Decision Consistency (Livingston) = 0.90

<sup>1</sup>*Please indicate metric used e.g., scaled score, percent correct, raw scores. If scaled score is used, please provide definition. All four values should be reported on the same scale.*

<sup>2</sup>*For the reliability estimate, please provide the numeric value in the table and identify whether it is a decision consistency reliability estimate or the standard error of measurement at the cut-score.*

<sup>3</sup>*If variable length, please provide range and maximum number of items.*

**Examination Data – Group Exercise Instructor Certification**

Using the table below, please report the number of candidates tested, percent passing, passing point, average score, standard deviation, standard error of measurement, and reliability statistics for each form of a certification examination during the reporting year.

<b>Total # of candidates tested for each form of a certification exam in the reporting year</b>	<b>% of Candidates Passing in 2010</b>	<b>Passing Point<sup>1</sup> (Raw Score)</b>	<b>Average Score<sup>1</sup> (Raw Score)</b>	<b>Standard Deviation<sup>1</sup> (Raw Score)</b>	<b>Standard Error of Measurement<sup>1</sup> (Raw Score)</b>	<b>Reliability Estimate<sup>2</sup> (KR<sub>20</sub>)</b>	<b>Total Number of Items on Exam<sup>3</sup></b>
<b>1115</b>	<b>90</b>	<b>70</b>	<b>83.24</b>	<b>7.53</b>	<b>3.35</b>	<b>0.80</b>	<b>100</b>

Cut-score SEM = 4.28

Decision Consistency (Livingston) = 0.95

<sup>1</sup>*Please indicate metric used e.g., scaled score, percent correct, raw scores. If scaled score is used, please provide definition. All four values should be reported on the same scale.*

<sup>2</sup>*For the reliability estimate, please provide the numeric value in the table and identify whether it is a decision consistency reliability estimate or the standard error of measurement at the cut-score.*

<sup>3</sup>*If variable length, please provide range and maximum number of items.*

**Certification/Recertification Data**

Using the table below, list the number of candidates certified for the first time, the number recertified, and the percentage of certifications due for renewal that were renewed during the past year.

<b>Name of Exam</b>	<b>Total Number of Certificants as of Dec. 31, 2010</b>	<b>Number 1<sup>st</sup> Time Certified in 2010</b>	<b>How Often are Certificants Required to Recertify?</b>	<b>Number Due for Recertification in 2010</b>	<b>Percent of those due to recertify who did recertify in 2010</b>
NETA-CPT	11,608	1,050	Biannually	1,351	55
NETA-CGEI	113,481*	1,115	Biannually	2,201	62

\*This is an approximation since the organization was founded in 1977

**Other Information**

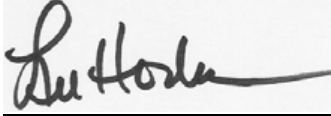
Is there any other information that your organization would like to submit to keep the NCCA informed? If so, please attach the information to this report.

**Attestation and Signature**

*I state that I have read the NCCA Accreditation Standards and that, to the best of my knowledge and belief, my certification program(s) continue to comply with these Standards. (Must be **signed** by the organization's chief administrative staff member or chief elected officer.)*

Lu Herbeck  
Name

Certification Director  
Title



April 15, 2011

Signature

Date

**Thank you for completing this annual report form.**

**This report must be received by NCCA by June 1, 2011.**

Annual reports received by NCCA after this deadline will be subject to penalties that range from assessment of a late fee to the suspension of NCCA accreditation.

**Annual Reports must be submitted electronically as a single PDF to [info@credentialingexcellence.org](mailto:info@credentialingexcellence.org).**

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