



National Commission for Certifying Agencies

The Accreditation Body of the National Organization for Competency Assurance

*2025 M Street, N.W., Suite 800, Washington, DC 20036-3309
PH. (202) 367-1165 FAX (202) 367-2165*

NCCA ACCREDITED CERTIFICATION PROGRAMS

2007 ANNUAL REPORT FORM

Full Name of Organization: NETA-PTCB (National Exercise Trainers Association – Personal Trainer Certification Board)

Programs Currently Accredited: Personal Trainer Certification

Contact Person: Lu Herbeck **Title:** Certification Director

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Annual Report Submission

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

GENERAL REQUIREMENTS

- Data must be reported for each assessment instrument associated with your accredited certification program(s).
- For items 1-19 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@noca.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 2, 2008 to NOCA headquarters at: info@noca.org.

The NCCA will review your response at their Summer meeting and responses will be provided by October 5th.

Please call 202/367-1165 or e-mail info@noca.org if you have any questions.



ANNUAL REPORT FORM – 2007 REPORTING YEAR NCCA ACCREDITED CERTIFICATION PROGRAMS

	Yes	No
During the reporting year, did your organization make any changes to its:		
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"/>
In regard to your organization's certification programs, please answer the following questions:		
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"/>
During the reporting year, were there any changes to the following policies and procedures?		
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/>		
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"/>

Examination Data

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 administration of a certification examination during the reporting year.

Candidates Tested in 2007	% of Candidates Passing in 2007	Passing Point (Raw Score Units)	Average Score (Raw Score Units)	Standard Deviation (Raw Score Units)	Standard Error of Measurement (Raw Score Units)	Reliability Estimate (KR20)	Total Number of Items on Exam
1024	81.7	70	75.06	10.73	3.81	0.87	100

Notes:

- The examination was administered 117 times to small groups of varying sizes. Hence, the data across administrations have been accrued for the purpose of this report.
- Decision consistency coefficient (Livingston) = 0.89

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.

Total Number of Certificants as of this Date	Number 1 st Time Certified In 2007	How Often are Certificants Required to Recertify?	Number Due for Recertification in 2007	Percent of those Due to Recertify who did recertify in 2007
9070	837	Biannually	1277	47%

Other Information

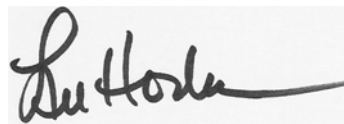
Is there any other information that your organization would like to submit to keep the NCCA informed? If so, please attach the information to this report.

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

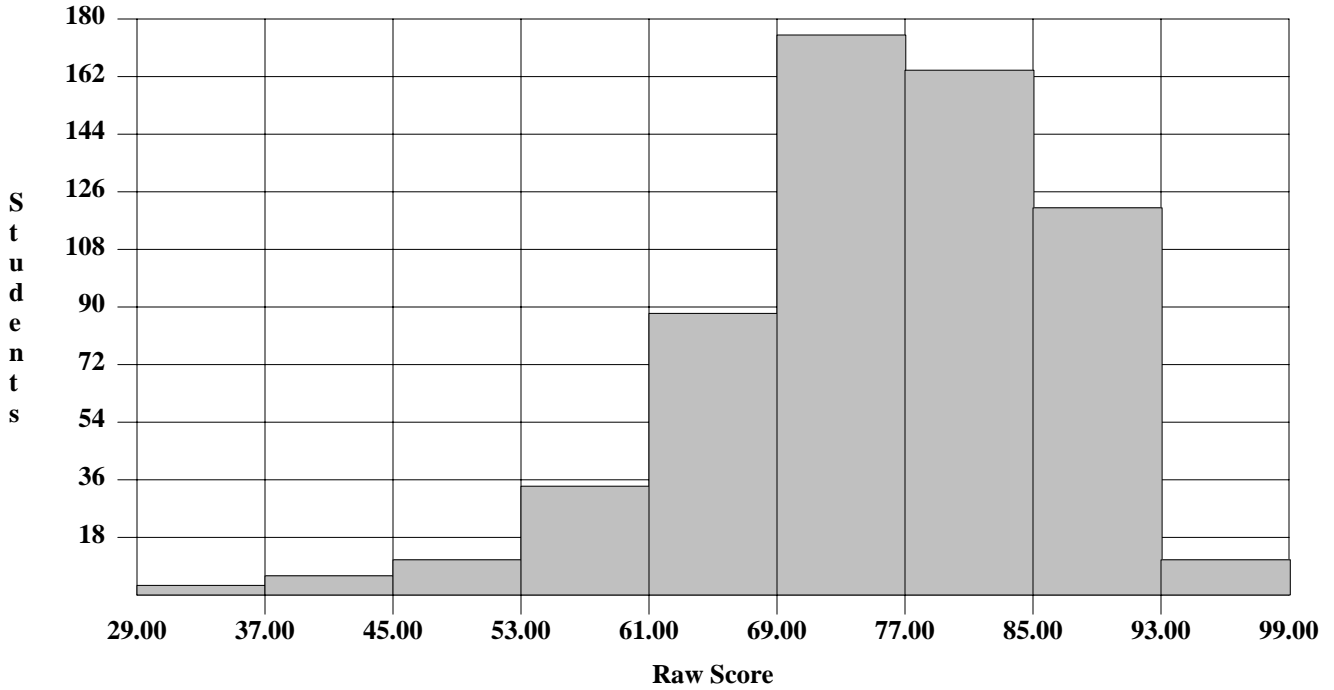


Signature

5/22/08
Date

Thank you for completing this annual report form.
This report must be received by NCCA by June 2, 2008.
Annual Reports must be submitted electronically to info@noca.org.
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.

TEST STATISTICS REPORT
for NetaForm01 from NETA2007NCCASCORES



Test Name:	NetaForm01
Test Date:	1/1/2007
Number of Examinees:	613
Number of Items:	100
Maximum Possible Points:	100.00
Highest Score:	99.00 (99.00)
Lowest Score:	29.00 (29.00)
Median:	76.00 (76.00)
Mean:	75.06 (75.06)
Standard Deviation:	10.73
Test Reliability:	0.87
Standard Error of Measurement:	3.81