



# **NETA-GECB**

## 2008 Candidate Handbook



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## I. Mission Statement

The NETA (National Exercise Trainers Association) Group Exercise Certification Board (NETA-GECB) is committed to elevating and maintaining the acceptable level of competence of Group Exercise Instructors. NETA-GECB 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-GECB's primary concern is public safety in the context of exercise and fitness endeavors.

## II. Introduction

The NETA (National Exercise Trainers Association) Group Exercise Certification Board (NETA-GECB) is committed to elevating and maintaining the acceptable level of competence of Group Exercise Instructors. NETA-GECB 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-GECB's primary concern is public safety in the context of exercise and fitness endeavors.

The NETA-GECB is a division of NETA (National Exercise Trainers Association) located in Minneapolis, Minnesota. The NETA-GECB 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-GECB Group Exercise Instructor Certification Exam. NETA can be reached by calling 1-800-237-6242 or by email at [neta@netafit.org](mailto:neta@netafit.org).

NETA-GECB is wholly committed to providing entry level credentialing for individuals who seek entry into the Group Exercise industry. The NETA-GECB 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-GECB-CGEI Certification Exam Candidates can successfully prepare to enter the Group Exercise Instructor field via adequate study time and exposure to Group Exercise.

NETA-GECB recommends that a prospective candidate achieve exposure to Group Exercise by attending Group Exercise Classes taught by a certified exercise instructor at a local fitness facility. These are recommendations and should not be construed as eligibility requirements.

NETA-GECB Certified Group Exercise Instructors are fitness professionals who lead apparently healthy individuals through a safe and effective exercise class according to recognized industry standards. They provide group exercise leadership to help class participants achieve their personal health, fitness and performance goals. They hold a current emergency cardiac care (CPR) certification and respond appropriately in emergency situations. Certified Group Exercise Instructors 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-GECB Code of Ethics at all times.

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

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

For a certified professional to remain in good standing with the NETA-GECB, they must submit the required number of continuing education units (CECs) during the required time period. Each NETA-GECB-CGEI credential must be recertified independently.

### III. Exam Information

#### A. Non-Discrimination Policy

NETA-GECB 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-GECB 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-GECB Certification Exam must complete a NETA-GECB Minor Waiver and Permission Form*
2. The NETA Minor Waiver and Permission Form can be downloaded off the NETA web site [www.netafit.org](http://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-GECB Certification Director prior to receiving authorization to schedule a date to sit for the certification exam proctored one of NETA-GECB's independent testing sites.
3. No prior fitness related experience, training or certification is required to complete the NETA-GECB Group Exercise Instructor 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-GECB 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-GECB-CGEI exam.**

## C. Exam Application (NETA-GECB)

I. Prospective candidates who meet the appropriate prerequisites (as detailed above) can register and pay for the NETA-GECB-CGEI exam as follows:

- Via USPS – send:
  - ✓ a completed Registration Form (see page 20 or download off the web at [www.netafit.org](http://www.netafit.org))
  - ✓ a signed “Candidate Compliance Statement” (see page 23 or download off the web at [www.netafit.org](http://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-GECB  
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](mailto: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](http://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](mailto: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-GECB certification exam.**

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-GECB certification exam.**

## D. Special Examination Arrangements for Candidates with Disabilities

NETA-GECB 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 because of that disability. NETA-GECB will provide reasonable accommodations for candidates with disabilities.

To request accommodations, please:

- ✓ complete the Candidate Accommodation Form (see page 21 or download off the web at [www.netafit.org](http://www.netafit.org))
- ✓ have a qualified health care provider submit the Health Care Professional Authorization Form (see page 22 or download off the web at [www.netafit.org](http://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-GECB 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-GECB. Please submit the information listed below to NETA-GECB:

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-GECB may reach the TCO. NETA-GECB must receive this information at least 60 days prior to the exam date.
2. Religious Obligations: Group Exercise Instructor Certification exams are administered on Sundays, 1 – 3 pm. If Sunday attendance conflicts with your religious obligations, NETA-GECB will try to arrange a special exam day for you. Please include a letter from your clergy to NETA-GECB with your registration indicating your need for a special exam day. NETA-GECB must receive this information at least 60 days prior to the exam date.
3. Limited English Proficiency: At this time, NETA-GECB 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-GECB with your registration. NETA-GECB must receive this information at least 60 days prior to the exam date.

## F. Examination Fees (January 2008)

1. Registration for the exam = \$149.00
2. A candidate may choose to attend a NETA Group Exercise Instructor workshop for \$259.00 (early registration), which includes the 1-day workshop and the certification exam. **Please note that attendance at a NETA Group Exercise Instructor workshop is NOT required to sit for the NETA-GECB-CGEI exam.**
3. 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-GECB-CGEI exam.**

## 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-GECB 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-GECB 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-GECB 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-GECB 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 Resource 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-GECB-CGEI exam.**
2. **Workshops**

NETA offers an optional 1-day intensive review workshop for any NETA-GECB candidate who chooses to attend. Call NETA @ 1-800-237-6242 or go on-line at [www.netafit.org](http://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-GECB-CGEI exam.**
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-GECB-CGEI exam. **The purchase of this or any other NETA materials is NOT required to sit for the NETA-GECB-CGEI exam.**
4. Exam content includes 100 multiple choice questions using four options (A-D).

## L. Job Analysis/Role Delineation:

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

### **Certified Group Exercise Instructor (NETA-CGEI) Exam Content**

| Performance Domain         | # Questions |
|----------------------------|-------------|
| Exercise Science           | 30          |
| Class Design               | 25          |
| Instructor Skills          | 25          |
| Interpersonal Skills       | 14          |
| Legal Issues               | 6           |
| <hr/> Total Exam Questions | <hr/> 100   |

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

### **Domain Key**

#### **Domain I - 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 2 - Class 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 3 - Group 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  
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-GECB code of Ethics. The successful performance of this task requires knowledge of:
  - NETA-GECB 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. Group Exercise Instructor candidates must report to the exam site no later than 12:30 p.m on the scheduled certification date. Exam instructions will begin no later than 1:00 p.m.
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-GECEB 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 distractions.

## **P. Score Reporting and Verification of Certification Status**

1. NETA-GECB 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-GECB 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 candidate's exam score, or other personal information submitted to NETA-GECB will be released to a third party without authorization from the appropriate candidate.

## **R. Disclosure**

To maintain the integrity and security of the NETA-GECB 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-GECB – 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-GECB 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-GECB. This written statement must indicate why the incident negatively affected the candidate's performance. The appeal must be received by the NETA-GECB 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-GECB-CGEI exam, the candidate is eligible to re-take the CGEI 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 CGEI Certification exam.
2. In addition to NETA approved CEC's, NETA-GECB 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 you accumulate more than the required (20) CEC's, those credits are not applicable towards a future recertification.
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 brochures at the same address, please call NETA at (763) 545-2505.
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 CECs?
  - ✓ Are the CECs 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. If applications are incomplete, applicant does not have the correct number of CECs, CECS 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-GECB informing them of their status. Applicants are given 30 days to re-apply before they are assessed a late charge.
9. Applicants who did not obtain CECs from an approved provider will be sent a course petition application.
10. 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-GECB and must complete the eligibility and testing processes again to obtain the NETA-CGEI credential.

## **B. Continuing Education Course Petition Process**

1. Certified professionals who do not receive their continuing education (CECs) from the NETA or the NETA-GECB approved provider list (NETA, American Council on Exercise and AFAA) are required to submit a petition application (see page 24 or download off the web at [www.netafit.org](http://www.netafit.org)) for each job related course they want considered for CECs. A petition fee is assessed for each course being petitioned.
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-GECB 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-GECB certified professionals will be contacted via phone and postal letter announcing the outcome of the petition. Professionals whose petitioned courses are accepted will have their application processed and information added to their accounts. NETA-GECB certified professionals who are denied will be granted 30 days without late fee to acquire the necessary CECs 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 the 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-GECB 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-CGEI Professional Code of Ethics

The following code of conduct is designed to assist certified members 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-CGEI certified members provide the highest level of service and respect for all colleagues, allied professionals and the general public.

### A. Professional Code of Ethics

The NETA-GECB Certified Group Exercise Instructor 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-GECB.
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-GECB's Board.

## **B. Professional Practices and Disciplinary Policies**

The NETA-GECB 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-GECB certification exam materials, logo, educational materials or other NETA-GECB 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-GECB Professional Code of Ethics**

If an individual knows that an NETA-GECB certificant has not abided by one or more provisions of the NETA-GECB Professional Code of Ethics (page 18 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](http://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 Certified Group Exercise Instructor ("NETA-CGEI") 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](http://NETAfit.org)



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

## **NETA-GECB 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-GECB Candidate Handbook available for download at [www.netafit.org](http://www.netafit.org)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Download this form at [NETAfit.org](http://NETAfit.org)



## CEC Petition Application

### NETA Applicant Information

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

Customer #: \_\_\_\_\_

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

Certification Expiration Date: \_\_\_\_\_

### Course Information

| Title of Course(s)<br>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](http://NETAfit.org)