

## HOW TO KEEP YOUR NETA PRIMARY CERTIFICATION CURRENT

**NETA's Group Exercise Instructor and Personal Trainer certifications are valid for two years from the date of issue.** To renew your certification(s), you must complete twenty (20) continuing education credits (CECs) between the date your certification was issued and the designated expiration. Certificants are provided with a 180-day reinstatement grace period if the certification is allowed to lapse past the designated expiration date; however, a late renewal fee applies (see below). Please note, the official status of your certification is "expired" during this grace period. If your certification is not renewed by the end of the 180-day grace period, then you must retake and pass the certification exam to reinstate your credential.

NETA automatically accepts CECs that are NETA, ACE, NASM, or AFAA approved. ACE CECs and NASM CEUs are preceded by a decimal point such that 0.1 ACE CEC or 0.1 NASM CEU is equivalent to 1.0 NETA CEC. 1.0 AFAA CEC is equivalent to 1.0 NETA CEC. Health- or fitness-related college/university courses for which a grade of "C" or higher was earned and completed within your recertification period will be evaluated on a case-by-case basis for CEC approval by submitting a completed Petition Application, required documentation (e.g., course syllabus college/university transcript), and a \$15.00 petition fee for each course. All NETA courses provide CECs. If you accumulate more than the required twenty (20) CECs, extra credits are **not** applicable towards a future recertification period.

To ensure you maintain your certification in good standing, please mail your completed Renewal Application, documentation of CECs earned, and renewal fee two months prior to your expiration date. Send all of the renewal information in one packet. Never send forms singularly. If your mailing address has changed, or if you receive duplicate brochures at the same address, please call NETA at 1 (800) 237-6242 to update your customer record.

### CERTIFICATION RENEWAL PROCEDURE

- 1. Complete the Renewal Application.** Your NETA customer ID number is listed on the certificate wallet card and NETA brochures that are mailed directly to you. If you are unable to locate the Renewal Application, call NETA at 1 (800) 237-6242 or download the form at [www.netafit.org](http://www.netafit.org).
- 2. Submit photocopies of Certificate of Completion for all CECs earned,** totaling no less than twenty (20) CECs from accepted providers (NETA, ACE, NASM, AFAA, or petition-approved courses). (Please do NOT send originals).
- 3. Submit a photocopy of your Adult CPR/AED certification card (front and back) or certificate earned from a recognized provider (e.g., AHA, ARC, ASHI, NSC).** NETA will only accept CPR/AED certifications that include a live hands-on practical skills assessment.
- 4. The renewal fee must accompany the application.** NETA accepts checks, money orders, and Visa, Master Card, American Express, or Discover.

Renewal fees:	Postmarked prior to expiration date:	\$55.00
	Postmarked 1-90 days past expiration:	\$70.00
	Postmarked 91-180 days past expiration:	\$85.00

If the 180-day reinstatement grace period lapses, then you must retake and pass the certification exam to once again earn the certification.

**Mail applications to: NETA • 12800 Industrial Park Blvd., Suite 220 • Minneapolis, MN 55441**

**Fax applications to: 1 (763) 545-2524** (for credit card payments only)

**Incomplete applications will be returned to sender. Please allow 30 days to receive your new certificate.**



# Primary Certification Renewal Application

### To renew your certification(s):

- Complete the Primary Certification Renewal Application.
- Submit a photocopy of your Adult CPR/AED certification card (front and back) or certificate. NETA will only accept CPR/AED certifications that include a live hands-on skills evaluation.
- Submit photocopies of continuing education credits (CECs) earned totaling a minimum of twenty\* (20) CECs.
- Include the appropriate renewal fee as listed below and mail or fax to NETA.

Today's Date		Customer #		Certification Exp. Date	
Name			Street Address		
City		State	Zip		Phone (    )
Email					

### CECs Completed\*\*

Course #	Completion Date	# of CECs Awarded	Provider (NETA, ACE, NASM, or AFAA)

\*\* You must include photocopies of the Certificate of Completion for all CECs earned with this Renewal Application.

### Certification Renewal Fees\*\*\* (check one):

**Group Exercise Instructor**

**Personal Trainer**

- Prior to expiration \$55.00
- 1-90 days past expiration \$70.00
- 91-180 days past expiration \$85.00

\*\*\*Please note: If your 180-day reinstatement grace period lapses then you must retake and pass the certification test to once again earn a NETA Primary Certification.

Method of Payment:      Amount Enclosed \$ \_\_\_\_\_

Check # \_\_\_\_\_ *Made payable to NETA*

Visa, MasterCard, American Express, or Discover

Money Order

Card # \_\_\_\_\_ Exp Date: \_\_\_\_/\_\_\_\_

CVC #: \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

I certify that the information provided above is accurate and documentation of completion for the above-listed continuing education activities is attached to this renewal application. I understand that my certification may be revoked if any of the above information is found to be false and no refund will be issued.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Mail completed Renewal Application, supporting documentation, and renewal fee to:

**NETA • 12800 Industrial Park Blvd., Suite 220 • Minneapolis, MN 55441 -OR- Fax to: 1 (763) 545-2524**