

## How to Avoid Rejection

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### ● PLEASE READ – IMPORTANT INFORMATION ●

**Summary:** NETA's Group Exercise Instructor and Personal Trainer certifications must be renewed every two years. In some cases, Renewal Applications are rejected due to failure to comply with the requirements for recertification. To avoid rejection of your Renewal Application, be sure to (1) hold an acceptable adult CPR/AED certification including a live hands-on skills evaluation, (2) only submit CECs that have been pre-approved by NETA, ACE, AFAA, and/or NASM, and (3) submit a completed [Renewal Application](#) up to 90 days before the designated renewal date.

Earning and maintaining an accredited certification indicates to clients, employers, and the public that the exercise professional is at least minimally competent to deliver fitness services in a safe and effective manner. Both NETA's Group Exercise Instructor and Personal Trainer certification programs have earned accreditation from the National Commission for Certifying Agencies (NCCA), demonstrating compliance with the NCCA's twenty-four rigorous *Standards for the Accreditation of Certification Programs*. In accordance with NCCA accreditation standards, 'certification programs must require periodic recertification' (NCCA, 2014 - Standard 22).

As such, both NETA's Group Exercise Instructor (GEI) and Personal Trainer (CPT) certifications are valid for two years from the date of issue. The rationale supporting the duration and requirements for recertification of NETA's primary certifications is provided in NETA's [Recertification Handbook](#). To renew either NETA's GEI and/or CPT credential(s), certificants must complete a minimum of twenty NETA-approved continuing education credits (CECs) between the certification's date of issue and the designated expiration date. In addition, certificants must hold a valid adult CPR certification (for Group Exercise Instructors) or CPR/AED certification (for Personal Trainers) that included a live hands-on practical skills evaluation. To complete the recertification process, within 90 days prior to the designated expiration date the certificant must submit a completed [Renewal Application](#), documentation of CECs and CPR/AED certification, and the renewal fee. If all requirements are satisfied, then the certification will be re-issued for another two-year period.

Unfortunately, a small number of certificants are needlessly inconvenienced, and in some cases lose their NETA certification entirely, as the result of failure to comply with the requirements for recertification. Below are three of the most common reasons renewal applications are rejected. With these insights, you will be able to complete the recertification process without a glitch and retain your status as a NETA-certified exercise professional.

### **Acceptable CPR/AED Certification**

By far the most common issue resulting in the rejection of renewal applications is failure to comply with NETA's CPR/AED requirements. In March 2015, the NETA Certification Board (NETA-CB) approved an updated policy stating that NETA will only accept adult CPR/AED certifications that include a live hands-on practical skills evaluation. In other words, NETA will no longer accept CPR/AED certifications completed entirely online. Following communication to NETA certificants and exam candidates, this updated policy was implemented on January 1, 2016. The administration of CPR and use of an AED is a life-saving physical skill that requires hands-on instruction and practice. NETA's policy regarding CPR/AED certification is consistent with those of the vast majority of accredited fitness certifications, as well as standards established by other well-respected

organizations in the fitness industry. Exercise professionals have a legal duty to provide appropriate emergency care when adverse cardiovascular events occur in conjunction with their role. Holding an appropriate CPR/AED certification and delivering emergency care when the situation arises is an important aspect of risk management for both exercise professionals and their employers. More importantly, the appropriate delivery of emergency cardiac care can save the life of a client, class participant, or club member. **To avoid rejection of your NETA certification renewal application, be sure to hold an acceptable adult CPR/AED certification.** To learn more, please see NETA's [CPR/AED Certification Provider Reference Guide](#).

### ***Approved Continuing Education Credits***

The second most common issue resulting in a rejected renewal application is failure to submit NETA-approved continuing education credits (CECs). In addition to NETA CECs, NETA also automatically accepts any job-related CECs (also called continuing education units or CEUs) that are pre-approved by ACE, AFAA, or NASM. Please see NETA's [Recertification Handbook](#) regarding the conversion of ACE, AFAA, or NASM CECs/CEUs to NETA CECs. At the conclusion of each continuing education activity, the provider should issue a Certificate of Completion indicating the name of course, date of completion, organization(s) awarding the CECs, number of CECs awarded, course number assigned by CEC provider(s) (i.e., NETA, ACE, AFAA, and/or NASM), and the recipient's name. If you do not have a Certificate of Completion clearly indicating the number of CECs/CEUs provided by NETA, ACE, AFAA, and/or NASM, then you must submit a completed [Petition Application](#) and supporting documentation in order for NETA to consider the awarding of NETA CECs for that continuing education activity. **To avoid rejection of your NETA certification renewal application, be sure to only submit CECs that have been pre-approved by NETA, ACE, AFAA, and/or NASM.** To learn more about approved CECs and the continuing education petition process, please see NETA's [Recertification Handbook](#).

### ***Timely Submission of the Renewal Application***

Finally, another common reason a renewal application may be rejected is failure to apply for recertification in a timely manner. NETA will accept a completed [Renewal Application](#) up to 90 days before the designated renewal date. CECs must be earned between the certification's date of issue and the designated renewal date, and additional CECs earned beyond the twenty required for recertification do not carry over to the next certification period. Therefore, NETA does not accept renewal applications submitted greater than 90 days before the designated expiration date since doing so may create a gap of time during the current certification period within which any CECs earned will not be applicable toward the next two-year certification period.

A 180-day reinstatement grace period is automatically provided should an extension beyond the designated renewal date be necessary; however, higher renewal fees will apply during this grace period. Please note, although a 180-day grace period is provided, a certification that is allowed to lapse beyond the designated renewal date is considered expired and invalid. Therefore, NETA-certified professionals are strongly encouraged to complete the recertification process prior to the designated renewal date. If a certification is reinstated during the 180-day grace period, then the new expiration date will be established two years from the previous expiration date. If a certification remains at expired status beyond the 180-day grace period, then the candidate must retake and successfully pass the certification exam in order to regain their status as a NETA-certified professional. **To avoid rejection of your NETA certification renewal application, be sure to submit a completed [Renewal Application](#) up to 90 days before the designated renewal date.**

Maintaining your NCCA-accredited certification(s) issued by NETA does require some time and planning; however, staying organized and keeping track of your progress toward recertification will ensure you retain your status as a NETA-certified exercise professional. If you read this far, then you get *\$5 off* your *on-time* renewal (only available when mailing or faxing renewal application). Just send this letter back with your completed Renewal Application. If you have any questions about the recertification process, please feel free to contact NETA's Director of Certification at [michael@netafit.org](mailto:michael@netafit.org).