NETA Certification Board

Candidate Handbook

The NETA-CB Group Exercise Instructor and Personal Trainer Certification exams are accredited by the National Commission for Certifying Agencies (NCCA).
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Founded by Michael Wollman in 1977, the National Exercise Trainer Association (NETA) is a non-profit organization that has been recognized as a leader in the fitness industry for over 35 years. NETA was originally known as the National Dance-Exercise Instructors Training Association (NDEITA), officially becoming NETA in 2004. Since their inception, NETA has provided education, training, and certification for over 130,000 fitness professionals nationwide. NETA offers professional certification and continuing education workshops in Group Exercise, Personal Training, Pilates, Indoor Cycle, Kettlebells, and Yoga, which are recognized at over 18,000 fitness facilities. Both NETA’s Group Exercise Instructor and Personal Trainer certifications are accredited by the National Commission for Certifying Agencies (NCCA). In fact, NETA is proud to be one of just two organizations that have earned NCCA-accreditation for Group Exercise Instructor certification. NETA educators present a comprehensive classroom and hands-on practical experience to ensure that fitness professionals are prepared with both the theoretical knowledge and the practical skills essential for the safe and effective delivery of fitness programming. NETA is proud to be among the industry leaders in fitness education.
I. Vision and Mission Statements

NETA’s vision is to achieve optimal health for society facilitated by both access to and guidance from a network of well-qualified fitness professionals.

NETA’s mission is to support and inspire the development of well-qualified fitness professionals. We accomplish this through the delivery of quality education programs incorporating evidence-based research and practical application. NETA is committed to guiding fitness professionals throughout their career by offering affordable and accessible educational opportunities.

The NETA-Certification Board (NETA-CB) is committed to elevating and maintaining the acceptable level of competence among health/fitness professionals. NETA-CB 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-CB’s primary concern is public safety in the context of exercise and fitness endeavors.

II. Introduction

The NETA-CB is a division of NETA (National Exercise Trainers Association) located in Minneapolis, Minnesota. The NETA-CB 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-CB Certification Exams. NETA can be reached by calling 1-800-237-6242 or by email at neta@netafit.org.

NETA-CB is wholly committed to providing entry-level credentialing for individuals who seek entry into the health/fitness industry. The NETA-CB credential is a scientifically based and psychometrically sound certification exam designed to ensure an appropriate level of knowledge and skill to individuals who may not necessarily have formal education in a health- or fitness-related field of study and/or who may have little or no prior professional fitness-related experience. NETA-CB Certification Exam Candidates can successfully prepare to enter the health/fitness industry via adequate study time and exposure to health and fitness programming.

NETA-CB recommends that prospective candidates seek exposure to health and fitness programming through attendance at group exercise classes led by a certified and experienced group exercise instructor at a local fitness facility or to utilize the services of a certified and experienced personal trainer depending on the certification desired. These are recommendations and should not be construed as eligibility requirements.

NETA-CB Certified Group Exercise Instructors are fitness professionals who promote enhanced health and increased fitness. They accomplish this by developing and leading group fitness classes designed to safely and effectively meet the unique goals of the individuals they serve. Group Fitness Instructors apply knowledge and skill to facilitate positive health and fitness outcomes among diverse populations using a variety of class formats and exercise modalities. NETA-CB Certified Personal Trainers are fitness professionals who perform client assessments and design safe, effective exercise and conditioning programs for apparently healthy individuals according to
recognized industry standards. NETA-CB Certified health/fitness professionals provide leadership to help the public achieve their personal health, fitness, and performance goals. They hold a current emergency cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) certification, and respond appropriately to emergencies. Certified health/fitness professionals 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-CB Code of Ethics at all times.

The NETA-CB serves independently to uphold the stringent standards of professional certification and monitor the integrity of the NETA-CB credentials, and to implement the standards, guidelines, and policies with regard to obtaining and maintaining NETA-CB credentials.

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

For a NETA-CB certified professional to remain in good standing with the NETA-CB, they must submit the required number of continuing education credits (CECs) during the required time period. Each NETA-CB credential must be recertified independently. Please refer to pages 26-30 for more detailed information regarding recertification requirements and procedures.
III. Exam Information

A. Non-Discrimination Policy

NETA-CB 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-CB 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 old or hold a high school diploma or General Educational Development (GED) diploma. Candidates younger than 18 years of age, yet have earned a high school or GED diploma, must complete a NETA-CB Minor Waiver and Permission Form in order to sit for NETA-CB certification exam. See page 40.

2. The NETA-CB Minor Waiver and Permission Form can also be downloaded from the NETA web site www.netafit.org or a copy may be obtained by contacting NETA customer service at 1-800-237-6242. The completed NETA-CB Minor Waiver and Permission Form must be returned to NETA and approved by the NETA-CB Certification Director prior to receiving authorization to schedule a date to sit for the certification exam proctored by one of NETA-CB’s independent testing sites.

3. No prior fitness-related experience, training, formalized education, or certification is required to complete the NETA-CB Certification Exam process.

4. Candidates for the NETA-CB Group Exercise Instructor certification and recertification must hold valid adult CPR certification from a nationally-recognized provider (e.g., ARC, AHA, ASHI, NSC). Candidates for the NETA-CB Personal Trainer certification and recertification must hold a valid adult cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) certification from a nationally-recognized provider (e.g., ARC, AHA, ASHI, NSC). The NETA-CB will only accept CPR & AED certifications that include a live hands-on practical skills evaluation. Candidates must submit documentation (e.g., copy of official certification card (front & back) or certificate) of valid CPR (for Group Exercise Instructors) or CPR/AED (for Personal Trainers) to NETA prior to the examination. NETA will not accept a letter in lieu of an official card or certificate. For more information about acceptable CPR certifications, please see NETA’s CPR/AED Certification Provider Reference Guide.

5. Please Note: There are no materials or educational services required to be eligible to sit for the NETA-CB exams. However, candidates must dedicate an appropriate amount of time and effort preparing for the examination utilizing appropriate up-to-date resources containing subject matter consistent with the exam content outline (i.e., Job Task Analysis, Role Delineation) for the NETA-CB credential being pursued. NETA strongly recommends a minimum of 30 to 45 days of self-guided study prior to a NETA-CB certification exam. The amount of time necessary to prepare for a NETA-CB exam varies based on the educational background and professional experience of the exam candidate.
C. Exam Application (NETA-CB)

Prospective candidates who meet the appropriate eligibility requirements (as detailed on page 3) can register and pay for the NETA-CB exams as follows:

- **Via USPS**, send:
  - a completed Registration Form (download from NETA’s website at www.netafit.org),
  - a signed “Candidate Compliance Statement” (see page 37 or download from NETA’s website at www.netafit.org),
  - a check, money order, or credit card information (VISA, MasterCard, American Express, or Discover)
  - a copy of valid adult CPR (for Group Exercise Instructors) or CPR/AED (for Personal Trainers) card (front & back) or certificate to:
    
    NETA-CB  
    12800 Industrial Park Blvd., Suite 220  
    Minneapolis MN 55441  

- **Via phone**, call 1-800-237-6242 using a credit card (VISA, MasterCard, American Express, or Discover). Please note that a copy of valid adult CPR (for Group Exercise Instructors) or CPR/AED (for Personal Trainers) card (front & back) or certificate, and a copy of the Candidate Compliance Statement must be mailed, faxed, or scanned and emailed (neta@netafit.org) to complete eligibility requirements.

- **Fax** a completed application form, credit card information (VISA, MasterCard, American Express, or Discover), a copy of valid adult CPR (for Group Exercise Instructors) or CPR/AED (for Personal Trainers) card (front & back) or certificate, and a copy of the Candidate Compliance Statement to 1-763-545-2524.

- **Online**, visit www.netafit.org. Please note that a copy of valid adult CPR (for Group Exercise Instructors) or CPR/AED (for Personal Trainers) card (front & back) or certificate and a copy of the Candidate Compliance Statement must be mailed, faxed, or scanned and emailed (neta@netafit.org) to complete eligibility requirements.

Computer-based exams are administered online via the Internet and supervised via remote online proctoring services provided by ProctorU. Candidates registering for a computer-based exam must schedule the exam within one year from the date of registration.

Paper/pencil exams are administered by an independent proctor at the conclusion of live review workshops hosted throughout the United States. Attendance at the workshop is not mandatory and is not an eligibility requirement to register or sit for the exam; however, candidates must register for the exam in advance of the exam date.

Candidates may select either exam delivery method based on their personal preference.

Study materials (e.g., textbook, workbook, sample questions, online modules) can be purchased online, by phone, or via mail. Purchase of the study materials is not mandatory and is not an eligibility requirement to sit for the NETA-CB certification exams.
D. Special Examination Arrangements for Candidates with Disabilities

NETA-CB 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 by reason of that disability. NETA-CB will provide reasonable accommodations for candidates with disabilities.

To request accommodations, please:

- Complete the Request for Special Accommodations Form. (see page 35 or download from NETA’s website at www.netafit.org)
- Have a qualified health care provider submit the Health Care Professional Authorization Form (see page 36 or download from NETA’s website at www.netafit.org).
- Provide all of this documentation with your completed application and registration fees at least 30 business days prior to your desired examination date. The NETA-CB also request that applicants inform NETA of requests for special accommodations when calling to register for certification 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 the NETACB. Please submit the information listed below to the NETACB:

1. International Military Personnel and Dependents: Candidates may be able to take the exam at an international DANTES military test center. Candidates must check with the center first and NETA must receive a letter from the DANTES Test Control Officer (TCO) on military letterhead and a completed registration form. The letter should include the following information: (1) candidate’s name, (2) preferred exam date, (3) name 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 can reach the TCO. NETA-CB must receive this information at least 60 days prior to the requested exam date.

2. Religious Obligations: If attendance conflicts with a candidate’s religious obligations, NETA-CB will attempt to arrange a special examination date. Candidates must include a letter from a clergy stating the nature of the obligation and the conflict presented. The NETA-CB must receive this information at least 30 days prior to the exam date.

3. Limited English Proficiency: At this time, NETA-CB certification exams are only offered in English. If English is not a candidate’s first language and the candidate wishes to have additional time to take the exam, then the candidate may submit a request for additional time, along with a copy of their birth certificate, visa, or passport to the NETA-CB. NETA-CB must receive this information at least 30 days prior to the exam date.
F. Examination Fees (effective September 1, 2019)

<table>
<thead>
<tr>
<th></th>
<th>Workshop* &amp; Exam</th>
<th>Exam-Only***</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Early Bird**</td>
<td>Standard</td>
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<tr>
<td>Group Exercise Instructor</td>
<td>$299</td>
<td>$349</td>
</tr>
<tr>
<td>Personal Trainer</td>
<td>$449</td>
<td>$499</td>
</tr>
</tbody>
</table>

* Please note that attendance at a NETA workshop is NOT required to sit for the NETA-CB exam(s)
** Registrations received ≥ 30 days prior to workshop/examination date
*** Exam must be scheduled within one year from the date of registration.

All study materials (e.g., textbook, workbook, practice exam, online modules) are sold separately regardless if taking the workshop or the test-only. Purchase of study materials is NOT required to sit for the NETA-CB exam(s).

G. Exam Confirmation

Upon successful completion of the application process the candidate will be notified by postal mail and/or email regarding pertinent details related to the exam (and workshop if applicable). Candidates selecting the computer-based ‘test-only’ option may schedule their examination date/time with ProctorU upon receipt of the email invitation from ProctorU.

H. NETA-CB Cancellation Policy

1. In the event of inclement weather, low enrollment, 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 scheduled to take place. As time allows, notifications will be made sooner than Friday.

2. Candidates who must travel a great distance and who may incur travel and lodging expenses are advised to call NETA customer service to confirm if a certification exam will proceed as scheduled.

3. NETA-CB will make every effort to reschedule or make other reasonable accommodations, at no additional 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 or the NETA-CB 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 $59 re-registration fee* will be charged for the rescheduling to a future workshop and/or a paper/pencil exam. Candidates will be charged an $99 re-registration fee* for no-shows or cancellations received within less than 24 hours of a scheduled computer-based exam.

* Note: Effective September 1, 2019 the re-registration fee to reschedule to a future workshop and/or the paper/pencil exam will increase to $59 (from $49 prior to September 1, 2019). The re-registration fee for a no-show or late cancellation of a computer-based exam, or to reschedule from a paper/pencil exam to a computer-based exam will increase to $99 (from $89 prior to September 1, 2019).
J. Failure to Appear

1. If a candidate fails to appear for his or her scheduled certification exam:
   • Review workshop and certification exam fees are non-refundable.
   • A $59 re-registration fee* will be charged to reschedule paper/pencil exams to a future date.
   • An $99 re-registration fee* will be charged to reschedule computer-based exams to a future date.

2. NETA-CB recognizes the following situations as instances in which the re-registration fee may be waived:
   • Serious illness (candidate or family member)
   • Death in the immediate family
   • Disabling accident
   • Court appearance or other mandated court duties (e.g., jury duty)
   • Unexpected military deployment

3. To obtain a fee waiver, a candidate must send a written letter within 10 days after the scheduled workshop/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

There are no materials or educational services required to be eligible to sit for the NETA-CB exams. However, candidates must dedicate an appropriate amount of time and effort preparing for the examination utilizing appropriate up-to-date resources containing subject matter consistent with the exam content outline (i.e., Job Task Analysis, Role Delineation) for the NETA-CB credential being pursued. NETA strongly recommends a minimum of 30 to 45 days of self-guided study prior to a NETA-CB certification exam. The amount of time necessary to prepare for a NETA-CB exam varies based on the educational background and professional experience of the exam candidate. The use of NETA study materials and/or attendance at a live NETA certification review workshop does NOT guarantee a candidate will pass the exam. The following study materials and educational services are recommended:

1. Textbook
   *The Fitness Professional’s Manual* (5th edition) is NETA’s most comprehensive resource for candidates preparing to earn certification as a Group Exercise Instructor or Personal Trainer. The updated fifth edition includes 27 chapters and over 380 pages covering topics including communication skills, theories of behavior change, exercise science, nutrition and weight management, preparticipation health screening, fitness assessments, fundamentals of group exercise, guidelines for exercise program design, and much more. This manual is sure to be an excellent reference throughout the exercise professional’s career.

2. Study Workbook(s)
   NETA’s *The Fitness Professional’s Workbook for Personal Trainers* and *The Fitness Professional’s Workbook for Group Exercise Instructors* each contain more than 100 activities including a 50-question practice exam, labeling muscle and bones, matching, fill-in-the-blank, and math problems designed to help you master the material in NETA’s *The Fitness Professional’s Manual.*
3. **Online Review Modules**
NETA’s Personal Trainer Certification and Group Exercise Instructor online review each consist of six modules covering a wide variety of topics. To learn more about the online review modules, please visit NETA’s website at [https://www.netafit.org/product-category/study-materials/](https://www.netafit.org/product-category/study-materials/).

4. **Live Review Workshops**
NETA offers optional live review workshops for any NETA-CB exam candidate who chooses to register and attend. Call NETA at 1-800-237-6242 or visit NETA’s website at www.netafit.org to locate a live review workshop near you. Participation at a workshop or the purchase of any other NETA study materials is NOT required to sit for the NETA-CB exams.

**L. Exam Format and Cut Score**

1. **Group Exercise Instructor Certification Exam**
The NETA-CB Group Exercise Instructor certification exam includes 120 multiple-choice questions using four response options (A-D), of which 100 questions are scored and 20 questions are experimental (i.e., ‘pre-test’). The experimental questions are undergoing a pre-testing process to evaluate performance and validity of each item before introduction on future exams as scored questions. The experimental questions are randomly placed throughout the exam so candidates are blinded as to which are among the 100 scored and the 20 experimental questions. Candidate responses to experimental questions do NOT affect the score or pass/fail status of their exam. Candidates will indicate their response to each exam question using a Scantron® answer sheet for paper/pencil exams, or on a computer for computer-based exams. To earn the NETA-CB Group Exercise Instructor certification, a minimum score of 68% (of the 100 scored questions) must be obtained on exam forms administered on or after August 1, 2017. Candidates are permitted a maximum of 120 minutes (i.e., 2 hours) to complete the Group Exercise Instructor exam.

2. **Personal Trainer Certification Exam**
The NETA-CB Personal Trainer certification exam includes 120 multiple-choice questions using four response options (A-D), of which 100 questions are scored and 20 questions are experimental (i.e., ‘pre-test’). The experimental questions are undergoing a pre-testing process to evaluate performance and validity of each item before introduction on future exams as scored questions. The experimental questions are randomly placed throughout the exam so candidates are blinded as to which are among the 100 scored and the 20 experimental questions. Candidate responses to experimental questions do NOT affect the score or pass/fail status of their exam. Candidates will indicate their response to each exam question using a Scantron® answer sheet for paper/pencil exams or on a computer for computer-based exams. To earn the NETA-CB Personal Trainer certification, a minimum score of 72% (of the 100 scored questions) must be obtained on exam forms administered on or after September 15, 2016. Candidates are permitted a maximum of 120 minutes (i.e., 2 hours) to complete the Personal Trainer exam.

Please contact NETA’s Director of Certification at 1-800-237-6242 with questions regarding determination of the passing point (i.e., cut score) for the Group Exercise Instructor and/or Personal Trainer certification exams.
M. Job Task Analysis / Role Delineation Study

The Job Task Analysis (i.e., Role Delineation 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. The Job Task Analysis also serves as a “blueprint” for determining the content (performance domains) of the certification exam(s). The complete study can be obtained by written request.

NETA-CB conducted a practice analysis utilizing highly qualified subject matter experts to determine the necessary skills and knowledge that an entry-level Group Exercise Instructor or a Personal Trainer should possess. The result is a certification exam that is comprehensive, legally defensible, and accurately measures competency.

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

1. Group Exercise Instructor Certification

Group Exercise Instructors are fitness professionals who promote enhanced health and increased fitness. They accomplish this by developing and leading group fitness classes designed to safely and effectively meet the unique goals of the individuals they serve. Group Fitness Instructors apply knowledge and skill to facilitate positive health and fitness outcomes among diverse populations using a variety of class formats and exercise modalities.

<table>
<thead>
<tr>
<th>Group Exercise Instructor Certification Exam Content</th>
<th># of Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Group Fitness Class Development and Design</td>
<td>32</td>
</tr>
<tr>
<td>II. Implementation of Group Fitness Class</td>
<td>35</td>
</tr>
<tr>
<td>III. Engagement and Leadership of Group Fitness Participants</td>
<td>20</td>
</tr>
<tr>
<td>IV. Professional Responsibilities and Conduct</td>
<td>13</td>
</tr>
<tr>
<td>Total Exam Questions</td>
<td>100</td>
</tr>
</tbody>
</table>

The following information is provided to acquaint exam candidates with the scope of information included in the NETA-CB Group Exercise Instructor Certification Exam.

Domain I Group Fitness Class Development and Design (32%)

Task 1: Design a group fitness class specific to the achievement of a desired health or fitness outcome.

The successful performance of this task requires knowledge of:

K-1 Exercise-related anatomy, kinesiology, biomechanics, and exercise physiology

K-3 Principles of exercise training (e.g., overload, specificity, progression, variation) and ACSM guidelines for exercise program design (cardiorespiratory, resistance, and flexibility training)

K-4 Physical activity recommendations (e.g., Physical Activity Guidelines for Americans, ACSM/AHA/CDC Consensus Statements) for improving overall health

K-5 Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions
Task 2: Select appropriate equipment, music, and movements consistent with the class format and objectives.

The successful performance of this task requires knowledge of:

K-1 Exercise-related anatomy, kinesiology, biomechanics, and exercise physiology
K-3 Principles of exercise training (e.g., overload, specificity, progression, variation) and ACSM guidelines for exercise program design (cardiorespiratory, resistance, and flexibility training)
K-5 Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions
K-7 Safe and effective exercise technique (e.g., joint alignment, range of motion)
K-12 Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis)
K-15 Components of an exercise class (e.g., warm-up, conditioning, cool-down)
K-16 Appropriate selection and use of group fitness equipment
K-17 Music structure, genre, and tempo
K-19 Choreography development
K-21 Teaching methods (e.g., linear progression, add-on) and learning styles (e.g., visual, auditory, kinesthetic)

Task 3: Develop appropriate modifications to accommodate various abilities, fitness levels, special populations, and medical considerations.

The successful performance of this task requires knowledge of:

K-1 Exercise-related anatomy, kinesiology, biomechanics, and exercise physiology
K-2 Methods for measuring and monitoring exercise intensity (e.g., target heart rate, rating of perceived exertion)
K-3 Principles of exercise training (e.g., overload, specificity, progression, variation) and ACSM guidelines for exercise program design (cardiorespiratory, resistance, and flexibility training)
K-4 Physical activity recommendations (e.g., Physical Activity Guidelines for Americans, ACSM/AHA/CDC Consensus Statements) for improving overall health
K-5 Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions
K-7 Safe and effective exercise technique (e.g., joint alignment, range of motion)
Domain II  Implementation of Group Fitness Class (35%)

Task 1: Instruct safe and effective movement.

The successful performance of this task requires knowledge of:

K-1   Exercise-related anatomy, kinesiology, biomechanics, and exercise physiology
K-2   Methods for measuring and monitoring exercise intensity (e.g., target heart rate, rating of perceived exertion)
K-3   Principles of exercise training (e.g., overload, specificity, progression, variation) and ACSM guidelines for exercise program design (cardiorespiratory, resistance, and flexibility training)
K-4   Physical activity recommendations (e.g., Physical Activity Guidelines for Americans, ACSM/AHA/CDC Consensus Statements) for improving overall health
K-5   Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions
K-6   Signs and Symptoms of Overtraining and Overuse Syndromes
K-7   Safe and effective exercise technique (e.g., joint alignment, range of motion)
K-12  Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis)
K-14  Effective verbal and nonverbal cueing skills
K-15  Components of an exercise class (e.g., warm-up, conditioning, cool-down)
K-16  Appropriate selection and use of group fitness equipment
K-17  Music structure, genre, and tempo
K-19  Choreography development
K-20  Interpersonal communication skills and techniques
K-21  Teaching methods (e.g., linear progression, add-on) and learning styles (e.g., visual, auditory, kinesthetic)
K-24  Applicable facility guidelines (e.g., music volume, room temperature, room capacity, equipment/participant spacing)

Task 2: Educate class participants regarding appropriate exercise intensity and methods to monitor intensity.

The successful performance of this task requires knowledge of:

K-1   Exercise-related anatomy, kinesiology, biomechanics, and exercise physiology
K-2   Methods for measuring and monitoring exercise intensity (e.g., target heart rate, rating of perceived exertion)
Task 3: Lead class participants using effective cueing techniques and musicality.
The successful performance of this task requires knowledge of:
- K-14 Effective verbal and nonverbal cueing skills
- K-15 Components of an exercise class (e.g., warm-up, conditioning, cool-down)
- K-16 Appropriate selection and use of group fitness equipment
- K-17 Music structure, genre, and tempo
- K-19 Choreography development

Task 4: Observe class participants to identify and correct improper exercise techniques.
The successful performance of this task requires knowledge of:
- K-1 Exercise-related anatomy, kinesiology, biomechanics, and exercise physiology
- K-5 Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions
- K-7 Safe and effective exercise technique (e.g., joint alignment, range of motion)
- K-12 Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis)
- K-14 Effective verbal and nonverbal cueing skills
- K-16 Appropriate selection and use of group fitness equipment
- K-20 Interpersonal communication skills and techniques
- K-21 Teaching methods (e.g., linear progression, add-on) and learning styles (e.g., visual, auditory, kinesthetic)
Domain III  Engagement and Leadership of Group Fitness Participants (20%)

Task 1:  Facilitate a welcoming and inclusive exercise environment.

The successful performance of this task requires knowledge of:

- K-11 Theoretical models of behavioral change (e.g., transtheoretical model)
- K-12 Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis)
- K-14 Effective verbal and nonverbal cueing skills
- K-17 Music structure, genre, and tempo
- K-19 Choreography development
- K-20 Interpersonal communication skills and techniques
- K-21 Teaching methods (e.g., linear progression, add-on) and learning styles (e.g., visual, auditory, kinesthetic)
- K-22 NETA Code of Ethics and requirements for the renewal of professional certification(s)

Task 2:  Apply motivational strategies to promote class participation and exercise adherence.

The successful performance of this task requires knowledge of:

- K-11 Theoretical models of behavioral change (e.g., transtheoretical model)
- K-14 Effective verbal and nonverbal cueing skills
- K-17 Music structure, genre, and tempo
- K-19 Choreography development
- K-20 Interpersonal communication skills and techniques

Task 3:  Engage class participants utilizing effective communication skills to establish rapport and group cohesiveness.

The successful performance of this task requires knowledge of:

- K-11 Theoretical models of behavioral change (e.g., transtheoretical model)
- K-14 Effective verbal and nonverbal cueing skills
- K-17 Music structure, genre, and tempo
- K-19 Choreography development
- K-20 Interpersonal communication skills and techniques
- K-21 Teaching methods (e.g., linear progression, add-on) and learning styles (e.g., visual, auditory, kinesthetic)

Task 4:  Educate class participants with regard to fitness and principles of healthy living.

The successful performance of this task requires knowledge of:

- K-1 Exercise-related anatomy, kinesiology, biomechanics, and exercise physiology
- K-2 Methods for measuring and monitoring exercise intensity (e.g., target heart rate, rating of perceived exertion)
- K-3 Principles of exercise training (e.g., overload, specificity, progression, variation) and ACSM guidelines for exercise program design (cardiorespiratory, resistance, and flexibility training)
- K-4 Physical activity recommendations (e.g., Physical Activity Guidelines for Americans, ACSM/AHA/CDC Consensus Statements) for improving overall health
- K-5 Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions
K-6 Signs and Symptoms of Overtraining and Overuse Syndromes
K-7 Safe and effective exercise technique (e.g., joint alignment, range of motion)
K-8 Basic principles of nutrition, Dietary Guidelines for Americans, recommended healthy eating patterns (USDA food guidance system, DASH eating plan, Mediterranean eating style) and food guidance graphics (e.g., MyPlate, MyPyramid)
K-9 Principles and guidelines (e.g., ACSM, Academy of Nutrition and Dietetics, NWCR) of safe and effective weight management.
K-12 Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis)
K-13 Signs and symptoms of and immediate care (e.g., P.R.I.C.E) for acute exercise-related injuries (e.g., sprain, strain, fractures)
K-15 Components of an exercise class (e.g., warm-up, conditioning, cool-down)
K-16 Appropriate selection and use of group fitness equipment
K-20 Interpersonal communication skills and techniques
K-21 Teaching methods (e.g., linear progression, add-on) and learning styles (e.g., visual, auditory, kinesthetic)
K-25 Credible sources of information, education providers, and professional organizations

**Domain IV  Professional Responsibilities and Conduct (13%)**

**Task 1:** Adhere to industry guidelines to protect the interest of participants and to minimize risk exposures.
The successful performance of this task requires knowledge of:
K-22 NETA Code of Ethics and requirements for the renewal of professional certification(s)
K-23 Music licensing and copyright laws
K-24 Applicable facility guidelines (e.g., music volume, room temperature, room capacity, equipment/participant spacing)

**Task 2:** Prepare for and respond to medical emergencies.
The successful performance of this task requires knowledge of:
K-10 Recognition of and appropriate response to exercise-related medical conditions and emergencies (e.g., myocardial infarction, stroke, heat-related illness)
K-12 Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis)
K-13 Signs and symptoms of and immediate care (e.g., P.R.I.C.E) for acute exercise-related injuries (e.g., sprain, strain, fractures)
K-18 Written emergency response procedures (e.g., activation of emergency medical services (i.e., 911), facility emergency response plan, pre-emergency preparation strategies

**Task 3:** Engage in professional development through appropriate continued education.
The successful performance of this task requires knowledge of:
K-22 NETA Code of Ethics and requirements for the renewal of professional certification(s)
K-25 Credible sources of information, education providers, and professional organizations
2. **Personal Trainer Certification Exam**

Personal trainers are fitness professionals who promote health. They accomplish this by developing and implementing exercise programs designed to safely and effectively meet the unique goals of the clients they serve. This practice takes place in the context of their unwavering commitment to client safety and service and their adherence to the highest principles of ethical behavior.

A practice analysis is conducted every five to seven years to ensure the certification examination continues to represent the current role of a personal trainer as well as updated industry guidelines, best practices, and evolving knowledge of exercise science research.

As such, NETA began an updated practice analysis study in August 2015, which resulted in a new Personal Trainer Practice Analysis reflecting updated content domains, task statements, and knowledge statements. In addition, an updated exam content outline was established to serve as the ‘blueprint’ for the certification exam.

The test blueprint and Practice Analysis provided on pages 15-20 are the basis for all Personal Trainer certification exams administered after September 15, 2016. Please also refer to Appendix A (pages 32-34) for the Definition of Terms corresponding to the updated Personal Trainer Practice Analysis.

**Personal Trainer Exam Content Outline**

*(for exams administered on or after 9/15/16)*

<table>
<thead>
<tr>
<th>Domain</th>
<th>Weight</th>
<th>Number of scored items on 100-item test form*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domain I: Initial Client Intake and Assessment</td>
<td>20%</td>
<td>20</td>
</tr>
<tr>
<td>Domain II: Initial Program Design</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>Domain III: Program Implementation</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>Domain IV: Reassessment</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>Domain V: Ethics and Professional Issues</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>Domain VI: Communication, Rapport, and Client Relationship</td>
<td>20%</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

* Does not include ‘pre-test’ (i.e., experimental) items included on a test form.

**Domain I. Initial Client Intake and Assessment**

Task 1: Perform initial consultation with prospective client to discuss desired health and fitness outcomes.

- **K-1** Elements of health, lifestyle, exercise, and physical activity history and current states
- **K-2** Active listening techniques
- **K-3** Nonverbal communication and interpretation of body language
- **K-4** Coaching methods and learning styles
- **K-5** Risk factors for prevalent chronic diseases
- **K-30** Basic methods to engage, establish rapport, and demonstrate empathy in a non-judgmental manner
- **K-35** Credible sources of information, education providers, and professional organizations

Task 2: Interview client and administer questionnaire(s) to obtain a health, lifestyle, exercise, and physical activity history.

- **K-1** Elements of health, lifestyle, exercise, and physical activity history and current states
- **K-2** Active listening techniques
Task 3: Interview client and administer questionnaire(s) to obtain information about current state of health, lifestyle, exercise, and physical activity level.

K-1 Elements of health, lifestyle, exercise, and physical activity history and current states
K-2 Active listening techniques
K-3 Nonverbal communication and interpretation of body language
K-4 Coaching methods and learning styles
K-5 Risk factors for prevalent chronic diseases
K-9 ACSM pre-participation screening guidelines and risk stratification
K-36 Pre-participation screening tools and components of a health and lifestyle questionnaire

Task 4: Conduct health screening and fitness assessments to gather objective data about the client's current health, risk factors, and baselines for measuring future progress.

K-3 Nonverbal communication and interpretation of body language
K-4 Coaching methods and learning styles
K-5 Risk factors for prevalent chronic diseases
K-6 Health screening and fitness assessment protocols
K-8 Contraindications and precautions in health screening and fitness assessment
K-9 ACSM pre-participation screening guidelines and risk stratification
K-10 Exercise-related anatomy, kinesiology, biomechanics, and physiology
K-14 Methods for measuring and monitoring exercise intensity (e.g., target heart rate, rating of perceived exertion, METs)
K-17 Signs and symptoms of and immediate care (i.e., P.R.I.C.E) for exercise-related injuries
K-18 Safe and effective exercise technique
K-21 Elements of an Informed Consent
K-25 Static and dynamic postural assessment and corrective exercises
K-33 Recognition of and appropriate response to exercise-related medical conditions and emergencies (e.g., myocardial infarction, stroke, heat-related illness)
K-34 Written emergency response procedures (e.g., activation of emergency medical services (i.e., 911), facility emergency response plan, pre-emergency preparation strategies

Task 5: Consult with and/or refer client to appropriate health care professional(s) to obtain additional health information and medical clearance, as needed.

K-5 Risk factors for prevalent chronic diseases
K-7 Interpretive guidelines of health screening and fitness assessment objective data
K-9 ACSM pre-participation screening guidelines and risk stratification
K-27 Legal considerations, risk management, and scope of practice

Domain II. Initial Program Design

Task 1: Review and interpret initial client intake and assessment information.

K-1 Elements of health, lifestyle, exercise, and physical activity history and current states
K-5 Risk factors for prevalent chronic diseases
K-7 Interpretive guidelines of health screening and fitness assessment objective data
K-9 ACSM pre-participation screening guidelines and risk stratification
K-25 Static and dynamic postural assessment and corrective exercises
Task 2: Define, establish, and clarify safe and realistic client goals, based on the initial client intake and assessment information.

- K-4 Coaching methods and learning styles
- K-11 Aspects of motivation and techniques to enhance motivation (e.g., intrinsic, extrinsic) and promote adherence to healthy lifestyle behaviors
- K-26 Types of goals and goal-setting strategies
- K-28 Basic principles of nutrition, Dietary Guidelines for Americans, recommended healthy eating patterns (USDA food guidance system, DASH eating plan, Mediterranean eating style), and food guidance graphics
- K-31 Physical activity recommendations (e.g., Physical Activity Guidelines for Americans, ACSM/AHA/CDC Consensus Statements) for improving overall health
- K-32 Principles and guidelines (e.g., ACSM, Academy of Nutrition and Dietetics, NWCR) of safe and effective weight management

Task 3: Select exercises and physical activities to achieve the established goals, based on the initial client intake and assessment information.

- K-10 Exercise-related anatomy, kinesiology, biomechanics, and physiology
- K-13 Principles of exercise training and ACSM guidelines for exercise program design
- K-15 Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions
- K-16 Exercise guidelines, contraindications, considerations, and precautions for special populations and medical conditions
- K-25 Static and dynamic postural assessment and corrective exercises
- K-26 Types of goals and goal-setting strategies

Task 4: Select acute training variables to achieve the established goals, based on the initial client intake and assessment information

- K-13 Principles of exercise training and ACSM guidelines for exercise program design
- K-14 Methods for measuring and monitoring exercise intensity (e.g., target heart rate, rating of perceived exertion, METs)
- K-16 Exercise guidelines, contraindications, considerations, and precautions for special populations and medical conditions
- K-18 Safe and effective exercise technique
- K-31 Physical activity recommendations (e.g., Physical Activity Guidelines for Americans, ACSM/AHA/CDC Consensus Statements) for improving overall health
- K-32 Principles and guidelines (e.g., ACSM, Academy of Nutrition and Dietetics, NWCR) of safe and effective weight management

Task 5: Review and discuss the proposed exercise program with client to determine client acceptance and identify barriers to achieving established goals.

- K-2 Active listening techniques
- K-3 Nonverbal communication and interpretation of body language
- K-4 Coaching methods and learning styles
- K-12 Theoretical models of behavioral change
- K-13 Principles of exercise training and ACSM guidelines for exercise program design
- K-15 Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions
- K-26 Types of goals and goal-setting strategies
- K-30 Basic methods to engage, establish rapport, and demonstrate empathy in a non-judgmental manner
Domain III. Program Implementation

Task 1: Provide ongoing instruction and feedback to the client on execution of selected exercises and physical activities to achieve established goals, while minimizing health and safety risks.

K-2 Active listening techniques
K-3 Nonverbal communication and interpretation of body language
K-4 Coaching methods and learning styles
K-14 Methods for measuring and monitoring exercise intensity (e.g., target heart rate, rating of perceived exertion, METs)
K-18 Safe and effective exercise technique
K-30 Basic methods to engage, establish rapport, and demonstrate empathy in a non-judgmental manner

Task 2: Observe and evaluate client performance to assess learning and determine need for modification of training variables.

K-2 Active listening techniques
K-3 Nonverbal communication and interpretation of body language
K-4 Coaching methods and learning styles
K-14 Methods for measuring and monitoring exercise intensity (e.g., target heart rate, rating of perceived exertion, METs)
K-17 Signs and symptoms of and immediate care (i.e., P.R.I.C.E) for exercise-related injuries
K-18 Safe and effective exercise technique
K-19 Signs and symptoms of overtraining and overuse syndromes
K-29 Elements of and guidelines for writing progress notes (i.e., SOAP notes)
K-30 Basic methods to engage, establish rapport, and demonstrate empathy in a non-judgmental manner
K-33 Recognition of and appropriate response to exercise-related medical conditions and emergencies (e.g., myocardial infarction, stroke, heat-related illness)
K-34 Written emergency response procedures (e.g., activation of emergency medical services (i.e., 911), facility emergency response plan, pre-emergency preparation strategies

Task 3: Provide ongoing instruction and guidance to the client on self-regulation of training variables to achieve established goals.

K-2 Active listening techniques
K-3 Nonverbal communication and interpretation of body language
K-4 Coaching methods and learning styles
K-12 Theoretical models of behavioral change
K-14 Methods for measuring and monitoring exercise intensity (e.g., target heart rate, rating of perceived exertion, METs)
K-17 Signs and symptoms of and immediate care (i.e., P.R.I.C.E) for exercise-related injuries
K-18 Safe and effective exercise technique
K-19 Signs and symptoms of overtraining and overuse syndromes
K-30 Basic methods to engage, establish rapport, and demonstrate empathy in a non-judgmental manner

Domain IV. Reassessment

Task 1: Monitor and evaluate ongoing client progress toward established goals.

K-7 Interpretive guidelines of health screening and fitness assessment objective data
K-11 Aspects of motivation and techniques to enhance motivation (e.g., intrinsic, extrinsic) and promote adherence to healthy lifestyle behaviors
K-15 Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions
K-26 Types of goals and goal-setting strategies
K-28 Basic principles of nutrition, Dietary Guidelines for Americans, recommended healthy eating patterns (USDA food guidance system, DASH eating plan, Mediterranean eating style), and food guidance graphics
K-29 Elements of and guidelines for writing progress notes (i.e., SOAP notes)
K-31 Physical activity recommendations (e.g., Physical Activity Guidelines for Americans, ACSM/AHA/CDC Consensus Statements) for improving overall health
K-32 Principles and guidelines (e.g., ACSM, Academy of Nutrition and Dietetics, NWCR) of safe and effective weight management

Task 2: Assess the client’s continuing motivation and program adherence.
K-2 Active listening techniques
K-3 Nonverbal communication and interpretation of body language
K-4 Coaching methods and learning styles
K-11 Aspects of motivation and techniques to enhance motivation (e.g., intrinsic, extrinsic) and promote adherence to healthy lifestyle behaviors
K-12 Theoretical models of behavioral change
K-30 Basic methods to engage, establish rapport, and demonstrate empathy in a non-judgmental manner

Task 3: Review established goals with client, revising and/or adding goals as needed.
K-2 Active listening techniques
K-3 Nonverbal communication and interpretation of body language
K-4 Coaching methods and learning styles
K-11 Aspects of motivation and techniques to enhance motivation (e.g., intrinsic, extrinsic) and promote adherence to healthy lifestyle behaviors
K-26 Types of goals and goal-setting strategies
K-28 Basic principles of nutrition, Dietary Guidelines for Americans, recommended healthy eating patterns (USDA food guidance system, DASH eating plan, Mediterranean eating style), and food guidance graphics
K-31 Physical activity recommendations (e.g., Physical Activity Guidelines for Americans, ACSM/AHA/CDC Consensus Statements) for improving overall health
K-32 Principles and guidelines (e.g., ACSM, Academy of Nutrition and Dietetics, NWCR) of safe and effective weight management

Task 4: Modify and implement program changes to safely and effectively meet new and/or revised goals.
K-10 Exercise-related anatomy, kinesiology, biomechanics, and physiology
K-13 Principles of exercise training and ACSM guidelines for exercise program design
K-14 Methods for measuring and monitoring exercise intensity (e.g., target heart rate, rating of perceived exertion, METs)
K-15 Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions
K-16 Exercise guidelines, contraindications, considerations, and precautions for special populations and medical conditions
K-18 Safe and effective exercise technique
K-19 Signs and symptoms of overtraining and overuse syndromes
K-25 Static and dynamic postural assessment and corrective exercises
K-26 Types of goals and goal-setting strategies
K-31 Physical activity recommendations (e.g., Physical Activity Guidelines for Americans, ACSM/AHA/CDC Consensus Statements) for improving overall health
K-32 Principles and guidelines (e.g., ACSM, Academy of Nutrition and Dietetics, NWCR) of safe and effective weight management

Domain V. Ethics and Professional Issues

Task 1: Perform duties and responsibilities in a manner consistent with the NETA Code of Ethics.
K-20 NETA Code of Ethics
K-24 Rules, regulations, and guidelines regarding privacy of personal health information (i.e., HIPAA) and personally identifiable information (PII)
K-27 Legal considerations, risk management, and scope of practice
Task 2: Educate clients on their rights and responsibilities and program benefits and risks.
   K-15 Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions
   K-21 Elements of an Informed Consent
   K-27 Legal considerations, risk management, and scope of practice
   K-35 Credible sources of information, education providers, and professional organizations

Task 3: Maintain a safe physical environment for clients.
   K-17 Signs and symptoms of and immediate care (i.e., P.R.I.C.E) for exercise-related injuries
   K-22 ACSM Health/Fitness Facility Standards and Guidelines
   K-27 Legal considerations, risk management, and scope of practice
   K-33 Recognition of and appropriate response to exercise-related medical conditions and emergencies
      (e.g., myocardial infarction, stroke, heat-related illness)
   K-34 Written emergency response procedures (e.g., activation of emergency medical services (i.e., 911),
      facility emergency response plan, pre-emergency preparation strategies

Task 4: Maintain accurate and comprehensive client records.
   K-23 Elements of and guidelines for maintaining client records
   K-24 Rules, regulations, and guidelines regarding privacy of personal health information (i.e., HIPAA) and
      personally identifiable information (PII)
   K-27 Legal considerations, risk management, and scope of practice
   K-29 Elements of and guidelines for writing progress notes (i.e., SOAP notes)

**Domain VI. Communication, Rapport, and Client Relationship**

Task 1: Establish rapport and build professional relationships with clients.
   K-2 Active listening techniques
   K-3 Nonverbal communication and interpretation of body language
   K-4 Coaching methods and learning styles
   K-20 NETA Code of Ethics
   K-30 Basic methods to engage, establish rapport, and demonstrate empathy in a non-judgmental manner

Task 2: Create a welcoming and trusting environment.
   K-2 Active listening techniques
   K-4 Coaching methods and learning styles
   K-30 Basic methods to engage, establish rapport, and demonstrate empathy in a non-judgmental manner

Task 3: Utilize effective communications and coaching skills.
   K-2 Active listening techniques
   K-3 Nonverbal communication and interpretation of body language
   K-4 Coaching methods and learning styles
   K-30 Basic methods to engage, establish rapport, and demonstrate empathy in a non-judgmental manner

N. Taking the Certification Exam
   1. Paper/pencil exam:
      - Candidates must report to the exam site at the assigned time. You must arrive on time! No one will be admitted after the exam has started.
      - No visitors are allowed at the exam site or in the room during the exam (including children).
      - Only the individual named on the registration form will be admitted to the exam. Impersonating another candidate is cause for dismissal with no refund.
• Bring a government-issued photo ID, two soft lead (#2) pencils and an eraser, and a standard, basic-function calculator (PDA’s, Blackberries, and Smart Phones are NOT permitted).

2. Computer-based exam:
   • Prior to your exam, visit the ProctorU Resource Center to view the system requirements and to test your computer equipment to ensure compatibility for remote online proctoring.
   • Visit the ProctorU Resource Center to learn what to expect before and during your exam. Please view the short videos Live+ Student Walkthrough and 10 Steps for Test-Takers to Get Started with ProctorU.
   • Set-up your exam space in a private, well-lit area, free of noise and distractions. Clear the workspace of all reference materials, notes, papers, etc.
   • Candidates are permitted to use a standard, basic-function calculator (PDA’s, Blackberries, and Smart Phones are NOT permitted) and one sheet of blank scratch paper during the exam.
   • Login to your ProctorU account at least 5 minutes before the scheduled start time. Have your government-issued photo ID available.
   • When it’s time to begin, your identify will be verified, the physical and virtual environments secured, and then you will compete your exam.
   • You should expect the start-up process with the proctor to take about 10-15 minutes; however, this will not affect your exam time.

O. Exam Day Rules
   1. Candidates will have a maximum of 120 minutes (i.e., 2 hours) to complete the 120 multiple-choice questions on the Group Exercise Instructor exam, and 120 minutes (i.e., 2 hours) to complete the 120 questions on the Personal Trainer exam.
   2. All work must be performed independently. Sharing information or disturbing other exam candidates is cause for dismissal with no refund.
   3. Candidates may NOT use or bring study materials, notes, manuals, books, cell phones, pagers, electronic devices (e.g., PDA’s, Blackberries, iPads), luggage, backpacks, book bags, or other personal items, unless otherwise specified, into the examination area.
   4. Candidates are permitted to use a standard, basic-function calculator (PDA’s, Blackberries, and Smart Phones are NOT permitted) and one sheet of blank scratch paper during the exam.
   5. Should the candidate inform the proctor that he/she does not wish to continue taking the exam, the candidate will not be able to complete the exam for the remainder of the day and a mandatory 30-day retake wait period will apply.
   6. Disruptive behavior is cause for immediate dismissal by the proctor.
   7. NETA-CB will prosecute violators of these rules.

P. 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 candidates bring appropriate clothing with you (e.g., 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.
Q. Score Reporting and Verification of Certification Status

1. NETA-CB will inform candidates of the official results of their examination within 30 days of the examination date.
2. All official examination results and scores will be mailed via USPS 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 candidate. Permission must be received in writing from a candidate to release examination results to any third party.
4. However, NETA-CB will confirm whether an individual is currently certified, in response to inquiries from the public and other interested stakeholders.

R. Understanding Exam Results

The pass/fail outcome is determined by the overall score, which represents the number of correct responses provided on the scored exam questions. To successfully pass the exam a candidate’s overall score must be equal to or greater than the cut score (i.e., passing point) established for the certification exam. The score report also provides candidate performance for each content domain on the certification exam, indicated as the number answered correctly out of the total number of scored questions within each content domain, or the percentage of items answered correctly within each content domain. The domain-level information provided on the score report is not used to determine pass-fail decision outcomes. This information is only provided to offer a general indication regarding candidate performance in each content domain. The examination is designed to provide a consistent and precise determination of a candidate’s overall performance and is not designed to provide complete information regarding a candidate’s performance in each content domain. Candidates should remember that areas with a larger number of items (i.e., questions) will affect the overall score more than areas with a fewer number of items. The precision and consistency of scores diminishes with fewer items, and therefore, domain-level performance should be interpreted with caution, especially those that correspond to content domains with very few items.

S. Confidentiality and Non-Disclosure

No information regarding a candidate’s exam score, or other personal information submitted to NETA-CB will be released to a third party without authorization from the candidate. To maintain the integrity and security of the NETA-CB exams, exam questions, answer sheets, answers, or other source materials will not be released to candidates under any circumstances.

Prior to a certification exam, all candidates will be required to read and accept a confidentiality and non-disclosure agreement. This agreement states:

“The content of the National Exercise Trainers Association - Certification Board’s (NETA-CB) [Name of Credential] Certification Exam is proprietary and strictly confidential. This examination and its content are made available to you, as a certification candidate, for the sole purpose of becoming certified as a [Name of Credential] by the National Exercise Trainers Association. You are strictly prohibited from disclosing, discussing, publishing, reproducing, or transmitting the contents of this exam, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose. Certification candidates are expressly forbidden from requesting or discussing specific exam questions or content before, during, or after the examination with any individuals including, but not limited to, those having previously
attempted the NETA-CB [Name of Credential] Certification Exam. Violations of this confidentiality and non-disclosure agreement, both suspected and confirmed, may result in denial, suspension, or revocation of the NETA-CB [Name of Credential] Certification for all parties involved.

By providing your signature below, you acknowledge your understanding and acceptance of this confidentiality and non-disclosure agreement.”

T. Appeal of Exam Results Policy

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-CB – Director of Certification
   12800 Industrial Park Blvd., Suite 220
   Minneapolis MN 55441

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 30 days. Appeal results are not provided by telephone, fax, or other electronic methods.

U. Hand Scoring

Candidates receiving a failing score may request a hand scoring of the answer sheet. An additional fee may apply. Requests for re-scoring of answer sheets must be received by NETA no later than 60 days following the release of examination results. Requests received later than 60 days will not be processed. The NETA-CB 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.

V. 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-CB. This written statement must indicate why the incident negatively affected the candidate’s performance. The appeal must be received by the NETA-CB no later than 30 days following the release of examination results.

W. Retake Policy

In the event a candidate does not successfully pass either the NETA-CB Group Exercise Instructor or Personal Trainer exam, the candidate is eligible to retake the exam for a period of one year following the initial exam. A mandatory 30-day wait period must elapse from the most recent exam attempt before the candidate is eligible to retake the exam. Candidates are limited to a maximum of three (3) attempts (initial attempt plus two retakes) per 12-month period.
A $129 registration fee must be paid for each retake attempt for both the Group Exercise Instructor and Personal Trainer certification examinations.

If the candidate does not retake the exam within one year of the initial attempt, then the candidate must initiate the entire application and registration process, and standard first-time examination fees apply.

X. Accreditation

The NETA-CB’s Group Exercise Instructor and Personal Trainer certifications are accredited by the National Commission for Certifying Agencies (NCCA). The NCCA is an independent non-government agency and serves as the accreditation body of the Institute for Credentialing Excellence (ICE), formerly known as the National Organization for Competency Assurance (NOCA). ICE, established in 1977, is the leader in setting quality standards for credentialing organizations. Through its annual conference, regional seminars, and publications, ICE serves its membership as a clearinghouse for information on the latest trends and issues of concern to practitioners and organizations focused on certification, licensure, and human resource development.

Certification programs may apply and be accredited by the NCCA if they demonstrate compliance with each of the twenty-four rigorous accreditation standards. The standards are designed to assure that the certifying agency can accurately and fairly measure a certified-professional’s competence through standardized testing.

One critical goal of accreditation is to provide the general public with reasonable assurance that the fitness professional (e.g., personal trainer, group exercise instructor) they employ is deemed competent and professional by a reputable, accredited certifying organization. Accreditation of a credentialing organization by the NCCA is the standard for a large majority of well-respected allied healthcare professionals and other professions (e.g., nursing, nutrition, athletic training, etc.).

The International Health, Racquet and Sportsclub Association (IHRSA) recommends that health clubs only hire fitness professionals holding certifications that are accredited by the NCCA or an equivalent accrediting organization. As such, over the last decade, IHRSA’s recommendation statement has paved the way for recognition of ‘well-qualified’ fitness professionals as those having earned an NCCA-accredited certification. By earning an NCCA-accredited certification, fitness professionals demonstrate that they are qualified to perform within their defined scope of practice and take a legitimate place on the healthcare continuum, advancing the health and fitness of those they serve.

For more information about the National Commission for Certifying Agencies, please visit the NCCA website at: www.credentialingexcellence.org/ncca.

Y. Proper Use of NETA-Certified Designations

Certificants earning and maintaining NETA’s Group Exercise Instructor and/or Personal Trainer certification(s), you may represent themselves using the designation “NETA-Certified Group Exercise Instructor” (abbreviated “NETA-CGEI”) and/or “NETA-Certified Personal Trainer” (abbreviated “NETA-CPT”). Certificants are encouraged to use the appropriate designation(s) in electronic formats (e.g., email signature, internet website, etc.) and printed materials (e.g., business cards, brochures, etc.). Certificants are only permitted to use the approved designation(s) if certifications are maintained in good standing. If a NETA certification is allowed
to expire, then the individual must immediately discontinue the use of the designation until such time that the certification has been reinstated via continuing education and renewal, or re-testing. Please note, although NETA provides a 180-day grace period during which an expired certification may be reinstated, once a certification has lapsed into the grace period it is officially expired. During this time, individuals are not permitted to represent themselves as a NETA-Certified Group Exercise Instructor and/or Personal Trainer. Below are examples of how to properly display NETA certification(s) following a certificant’s name:

Sally Jones, NETA-CGEI
William Smith, MS, NETA-CPT

To report misuse of NETA-certified distinctions, please contact NETA at neta@netafit.org to the attention of the Director of Certification.

Z. Digital Credentials

Digital credentials (certificates and/or badges) are electronic (digital) versions of a certification or credential, which replace traditional paper certificates. A digital credential includes information such as who earned the credential, what the credential represents, how it was earned, who issued it, when it was issued, and when it expires.

NETA has partnered with Accredible to issue digital credentials to those who have earned NETA’s NCCA-accredited Group Exercise Instructor or Personal Trainer certification. Secured by blockchain technology, digital credentials provide consumers and employers with the ability to quickly and confidently verify the authenticity and status of a certification. Digital credentials also allow the recipient to easily share and showcase their achievement on a variety of social media platforms like LinkedIn, Twitter, and Facebook, as well as inclusion in email signatures and personal or company websites.

Candidates passing the Group Exercise Instructor or Personal Trainer certification exam, and satisfying the CPR/AED requirement, will receive digital credentials via an email sent by Accredible. This email will include a "call to action" button to view their digital certificate and badge. At any point after establishing a unique password, candidates may also login to their credential using their email address and password at https://www.credential.net/welcome.

Individuals who have earned or renewed a NETA Group Exercise Instructor and/or Personal Trainer certification after January 1, 2019, may obtain the unique URL to access their digital credentials through their password protected customer account on NETA’s website at https://www.netafit.org/my-account/.

To learn more about digital credentials issued by NETA visit the Digital Credentials page on NETA’s website at https://www.netafit.org/about/digital-credentials/.
IV. Recertification

A. Recertification Process

1. Both the NETA-CB’s Group Exercise Instructor and Personal Trainer certifications are valid for two (2) years. To renew your certification, you must complete a minimum of twenty (20) NETA-approved continuing education credits (CECs) between the date of issue and the designated expiration date. The certification’s original date of issue is the date on which the candidate passed the certification exam. The designated expiration (i.e., renewal) date is two (2) years from the original date of issue. During subsequent 2-year recertification cycles, the new date of issue is the date corresponding to the previous expiration date, and the new expiration date is two (2) years from the new date of issue.

2. A 180-day reinstatement grace period is provided should an extension beyond the designated expiration date be necessary; however, higher renewal fees will apply (see page 29). Please note: although a 180-day reinstatement grace period is provided, a certification that is allowed to lapse beyond the designated expiration date is considered expired and invalid. Therefore, NETA-certified professionals are strongly encouraged to complete the recertification process prior to the designated expiration date. If a certification is reinstated during the 180-day grace period, 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 candidates must retake and pass the certification exam in order to regain their status as a NETA-certified professional.

3. In addition to NETA-approved CECs, the NETA-CB accepts any job-related CECs that are pre-approved by the American Council on Exercise (ACE), the National Academy of Sports Medicine (NASM), or the Athletics and Fitness Association of American (AFAA). Note: ACE CECs and NASM CEUs are preceded by a decimal point. For example, 0.3 ACE CECs or 0.3 NASM CEUs are equivalent to 3.0 NETA CECs. The certificate of completion for each course must include at minimum: 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., ACE, NASM, and/or AFAA), and the recipient’s name.

4. If more than the minimum required twenty (20) CECs are accumulated within a 2-year recertification period, those additional credits may NOT be carried over and applied toward a future recertification cycle.

5. To insure that you maintain a valid certification, please mail your renewal application, renewal fee, documentation of CECs earned, and a copy of valid adult CPR (for Group Exercise Instructors) or CPR/AED (for Personal Trainers) card (front & back) or certificate at least 30 days prior to your designated expiration date. NETA only accepts CPR and CPR/AED certifications that include a live hands-on practical skills evaluation. NETA will only accept copies of an official card or certificate issued directly by the CPR/AED provider. NETA will not accept a letter in lieu of an official card or certificate. CPR/AED certification does not provide CECs toward renewal of your NETA-CB certification(s). CPR/AED certification must be valid on and after the designated renewal date of the NETA certification to be renewed. 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 correspondence at the same address, please call NETA at 1-800-237-6242.
6. NETA staff accepts recertification applications up to 90 days before certification expiration. The designated staff person reviews all recertification packets utilizing the checklist below:
   • Is the application complete (see Renewal Application on page 39)?
   • 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 cardiopulmonary resuscitation (CPR) certification and automated external defibrillator (AED) certification (Personal Trainers only)?
   • Does the applicant supply verification of CECs completed?
   • Is there a petition included in the application packet?

7. All continuing education activities must provide knowledge, skills, and abilities beyond an entry-level, and fall within the performance domains as defined by the most recent Job Task Analysis / Role Delineation Study for the applicable credential.

8. Once the candidate’s recertification application packet is reviewed for content, the application is then added into the applicant’s account. The Recertification Coordinator then deposits the payment and prints and mails:
   • a congratulatory letter to candidate informing them of the recertification application acceptance,
   • an updated certification, and
   • a new recertification packet.

9. If applications are incomplete (e.g., applicant does not have the correct number of CECs, CECs are not from the NETA-CB accepted provider list, applications do not contain the proper payment amounts, or applications do not include current CPR/AED certification), then the applicant will receive a phone call and a letter via USPS mail from the NETA-CB informing them of their status. Applicants are given 30 days to re-apply before they are assessed a late charge.

10. Applicants who did not obtain CECs from an approved provider will be sent a course petition application.

11. Late recertification applications are accepted up to 180 days post-expiration and applicants are assessed a late fee. Certifications allowed to lapse past the 180-day grace period are ineligible for recertification. Candidates must complete the eligibility application process, retake, and pass the certification exam in order to regain their status as a NETA-certified professional.

B. Continuing Education Course Petition Process

1. Certified health/fitness professionals who do not earn continuing education credits (CECs) from NETA or the NETA-CB approved provider list (ACE, NASM, AFAA) must submit a petition application including required documentation and petition fee for each job-related* course they would like considered for CEC approval.

2. Job-related* health/fitness college-level courses may be petitioned and will be evaluated on a case-by-case basis for CEC approval. As a general rule, health- or fitness-related college
and university courses completed with a grade of ‘C’ or higher will be awarded 5 NETA CECs per class credit. For example: a 3-credit college/university class equals 15 NETA CECs.

3. The CEC Petition Application may be found on page 38 or downloaded from NETA’s website at www.netafit.org. Each petition must include:
   - a completed NETA-CB CEC Petition Application,
   - a $25.00 non-refundable petition processing fee for each course,
   - a certificate of completion including: the name of course, date of completion, organization(s) awarding the CECs, number of CECs awarded, course number assigned by CEC provider(s), and the recipient’s name.
   - detailed class outline or course syllabus listing times and topics covered,
   - copy of college/university transcript indicated date (e.g., semester, quarter) of class and final grade, and
   - if a home study course, a copy of the table of contents, outline of the course, and course objectives, and
   - the course instructor’s resume including educational history and other relevant credentials.

C. NETA-CB Petition Review Process

1. The petition process may take up to 7-14 days upon receipt. Once received, petition applications are reviewed for the following:
   - Is the application complete with all necessary documentation?
   - Is the correct payment included?

2. After initial review, the Director of Certification evaluates the course information to determine whether or not the course represents the relevant knowledge, skills, and abilities* as outlined by the most recent Job Task Analysis / Role Delineation Study.

3. Course instructor qualifications are reviewed as well. Course instructors must have at least one of the following for their course to be accepted:
   - Bachelor’s degree or higher in a health/fitness related field (e.g., exercise science, kinesiology, exercise physiology), or
   - Current nationally-recognized and NCCA-accredited fitness certification in good standing.

4. Petitioned courses that do not meet the standards as stated above will not be approved or recognized for CECs.

* NETA continuing education credits (CECs) will only be awarded for continuing education activities that cover subject matter within the scope of practice for an exercise professional (e.g., group exercise instructor, personal trainer) and are relevant to the practice analysis/role delineation for NETA’s Group Exercise Instructor or Personal Trainer certification exam. Examples of topics that will not be awarded NETA CECs include, but are not limited to: kinesio taping, diagnosing, massage therapy, counseling, hypnosis, chiropractic or physical therapy techniques (e.g., ultrasound, manual tissue/joint manipulation, acupuncture), and medically oriented dietary interventions.
D. Notice of Acceptance or Denial

NETA-CB certified health/fitness professionals will be contacted via phone and postal letter announcing the outcome of the petition. Health/fitness professionals whose petitioned courses are accepted will have their application processed and information added to their accounts. NETA-CB certified health/fitness professionals who are denied will be granted 30 days without late fee to acquire the necessary CEC’s 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 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-CB 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.

G. Recertification Fees

Effective September 1, 2019

| Prior to certification expiration date: | $65.00 |
| 1 to 90 days past the certification expiration date: | $80.00 |
| 91 to 180 days past the certification expiration date: | $95.00 |

Note: Greater than 180 days past the certification expiration date: candidate must retake and successfully pass the certification exam in order to reinstate their NETA certification.

H. Continuing Education Credit (CEC) Limitations

The continuing education credits (CECs) earned for a specific activity (e.g., workshop or course as identified by a unique course or item number) may be applied only toward the renewal of a specific NETA credential (e.g., Group Exercise Instructor, Personal Trainer) once during a candidate’s lifetime. Certificants are welcome to repeat specific continuing education activities as desired, but the CECs earned from a specific workshop or course may be applied only once
toward the renewal of a particular certification. It is permissible to apply CECs earned from a specific continuing education activity toward the renewal of both the NETA Personal Trainer and Group Exercise Instructor certifications; however, again a specific course or item number may be applied only once toward renewal of a particular certification.

The continuing education credits (CECs) granted for completion of NETA’s Group Exercise Instructor or Personal Trainer certification review workshops, whether attended prior to or after the initial date of certification, cannot be applied toward the renewal of the same certification. For example, the six (6) NETA CECs granted for attending the Group Exercise Instructor certification review workshop are not applicable toward the renewal of the Group Exercise Instructor certification. Similarly, the fourteen (14) NETA CECs granted for attending the Personal Trainer certification review workshop are not applicable toward the renewal of the Personal Trainer certification.

V. NETA-CB Professional Code of Ethics

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

A. Professional Code of Ethics

The NETA-CB health/fitness professional 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 and exercise programming.
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. Maintain appropriate documentation (e.g., informed consent, PAR-Q, health & lifestyle questionnaire, progress notes, training logs, etc.).
7. Recognize and abide by the recognized scope of practice consistent with exercise certification(s) held; avoid actions or behaviors restricted to the scope practice for adjacent health care professionals.
8. Do not diagnose illness, injury, or medical conditions; refer clients to a more qualified health, fitness, or medical professional when appropriate.
9. 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.
10. Maintain a current appropriate first-responder emergency certification. Group exercise instructors must maintain a valid adult CPR certification; personal trainers must maintain a valid adult CPR/AED Certification. CPR/AED certification must include a hands-on practical skills evaluation.
11. Establish and practice clear professional boundaries.
12. Avoid engaging with any behavior or conduct that could be construed as a conflict of interest or reflects adversely on the fitness profession, NETA, or the NETA-CB.
13. Represent credentials and certifications in an honest, accurate, and appropriate manner.
14. Strive to protect the public from those who misrepresent the health and fitness professions or are in direct violation of this code of ethics by communicating concerns with the NETA-CB.

B. Professional Practices and Disciplinary Policies

The NETA-CB 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 NETA-CB certification exam, exam materials, or interfering with an exam applicant.
2. Unauthorized use or possession of copyrighted NETA-CB certification exam, logo, educational materials, or other NETA-CB 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 earn sufficient continuing education credits (CECs) 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-CB Professional Code of Ethics

If an individual knows that a NETA-CB certified-professional has not abided by one or more provisions of the NETA-CB Professional Code of Ethics, he/she may submit a complaint in writing outlining which provision(s) were violated along with documentation of the claim.
Appendix A: Personal Trainer Practice Analysis Definition of Terms

The following list defines and/or describes key terms, concepts, and acronyms that appear in NETA’s Personal Trainer Practice Analysis. Candidates should refer to this list of terms to gain greater understanding of the Practice Analysis and subject matter that may appear on the Personal Trainer Certification Exam.

ACSM – American College of Sports Medicine. Establishes industry standards and guidelines (e.g., ACSM’s Guidelines to Exercise Testing and Prescription, ACSM’s Health/Fitness Facility Standards and Guidelines), as well as position stands and consensus statements. http://www.acsm.org/public-information/position-stands

Active listening techniques: A set of verbal techniques representing a mode of listening in which the listener is engaged in the conversation to gain greater understanding of the content, motivation, and feelings associated with the message being communicated. Active listening techniques include asking open-ended questions and the use of minimal encouragers, summarizing statements, and reflections of content, feeling, and meaning.

Acute training variables: Refers to the fundamental components that may be manipulated for an exercise or within an exercise program to elicit a desired adaptation. These variables may include: intensity (i.e., workload), repetitions, sets, rest periods, tempo (i.e., speed of movement), and volume.

Coaching methods: Refers to a collaborative conversation through which one empowers an individual to discover their own solutions, encouraging and supporting them toward the adoption and maintenance of health lifestyles, using techniques such as motivational interviewing and appreciative inquiry.

DASH Eating Plan: Dietary Approaches to Stop Hypertension is a flexible and balanced eating plan that is based on research studies sponsored by the National Heart, Lung, and Blood Institute (NHLBI). https://www.nhlbi.nih.gov/health/health-topics/topics/dash

Dietary Guidelines for Americans: Evidence-based food and beverage recommendations for Americans ages 2 years and older, published every five years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA). http://health.gov/dietaryguidelines/

Exercise-related injuries: Includes both acute and chronic conditions such as sprains, strains, fractures, tendonitis, and wounds (e.g., lacerations, abrasions).

Exercise technique: The manner in which an exercise is performed. Includes considerations such as posture, joint alignment, range of motion, base of support, tempo, and breathing.

Fitness assessments: refers to various methods and protocols to quantify and/or qualify health-related components of physical fitness (e.g., cardiorespiratory endurance, body composition, flexibility, muscular strength and endurance).
**Health screening**: Refers to non-diagnostic assessments and measurements (e.g., resting heart rate, resting blood pressure, body mass index, waist-to-hip ratio) used to identify indicators of increased risk for disease that may require additional evaluation and treatment by a health care provider.


**Interpretive guidelines**: Refers to classification criteria and normative charts used to interpret information and data obtained from health screening and fitness assessments.

**Learning styles**: Refers to the various methods through which people take-in, process, and retain information including visual, auditory, read/write, and kinesthetic learners (i.e., VARK). May also refer to learning styles identified as converging, diverging, assimilating, and accommodating (Kolb & Fry).

**Legal considerations**: Refers to concepts such as liability, negligence, standard of care, liability exposures, scope of practice, and professional liability insurance.

**Medical conditions**: Refers to common diseases and chronic conditions often encountered with personal training clients including asthma, arthritis, diabetes, hypertension, cardiovascular disease, and osteoporosis.


**PAR-Q**: The *Physical Activity Readiness Questionnaire* is a 1-page form to see if you should check with your doctor before becoming much more physically active. [http://www.csep.ca/view.asp?ccid=517](http://www.csep.ca/view.asp?ccid=517)

**Personally identifiable information (PII)**: Any representation of information (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.) that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means.

**Physical activity**: Any movement of the body that increases energy expenditure above resting levels. Includes domestic physical activity, transportation physical activity, occupational physical activity and leisure time physical activity. In the context of personal training, the focus is most often on leisure-time physical activities including structured exercise, recreation, and sports.

**Physical Activity Guidelines for Americans**: The U.S. Department of Health and Human Services (HHS) issues the *Physical Activity Guidelines for Americans*. The 2008 *Physical Activity Guidelines for Americans* provides science-based guidance to help Americans aged 6 and older improve their health through appropriate physical activity. [http://health.gov/paguidelines/](http://health.gov/paguidelines/)

**Prevalent chronic diseases**: Includes cardiometabolic diseases including cardiovascular disease (e.g., heart disease, stroke) and type 2 diabetes.

**P.R.I.C.E.**: An acronym representing protection, rest, ice, compression, and elevation, used in reference to immediate care of exercise-related injuries.
**Principles of exercise training:** Refers to the principles of overload, specificity (i.e., SAID-specific adaptations to imposed demands), progression, reversibility, and variation.

**Risk management:** A proactive approach to minimize liability exposures that may affect exercise professionals and their employers.

**SOAP notes:** An acronym representing subjective, objective, assessment, and plan, used as an organized method of documenting client response to and progress with exercise sessions and programs.

**Special Populations:** Refers to sub-groups including women who are pregnant, older adults, and youth and adolescents.

**Theoretical models of behavioral change:** Any number of theories or models used to describe behavioral change, the most common of which is the Transtheoretical Model (Prochaska & DiClemente). Others include the Self-Efficacy Theory (Bandura), the Self-Determination Theory (Deci & Ryan), and the Health Belief Model (Hochbaum et al.)

**USDA Food Guidance System:** Provides practical information to individuals, health professionals, nutrition educators, and the food industry to help consumers build healthier diets with resources (e.g., MyPlate) and tools for dietary assessment, nutrition education, and other user-friendly nutrition information. [http://www.choosemyplate.gov/about](http://www.choosemyplate.gov/about)
Appendix B: Request for Special Accommodations

Request for Special Accommodations
For NETA Certification Exam

The NETA Certification Board (NETA-CB) complies with the Americans with Disabilities Act (ADA). The NETA-CB strives to ensure that no individual with a qualified disability shall be deprived of the opportunity to take a NETA-CB certification examination solely by reason of that disability.

Please refer to the Exam Candidate Handbook for complete information regarding special accommodations for NETA-CB certification exams. Candidates with a qualifying disability may be eligible for special accommodations. To request special accommodations for a NETA-CB examination, the candidate must complete and submit this form, accompanied by a completed Health Care Professional Authorization form and supporting documentation. All requests for special accommodations must be received by NETA at least 30 business days prior to the scheduled exam date.

TO BE COMPLETED BY EXAM CANDIDATE

Name: ___________________________ NETA Customer ID: ___________________________
Address: ___________________________ ___________________________
City: ___________________________ State: ______________ Zip: ______________
Email: ___________________________ Phone: ___________________________

Exam Location: ___________________________ Exam Date: ___________________________
Is this a retake of the exam? Yes ☐ No ☐
If yes, have you received special accommodations for a prior NETA certification exam? Yes ☐ No ☐

Description of Disability: ______________________________________________________

Special Accommodation(s) Required:
___________________________________________________________________________
___________________________________________________________________________

I understand that all the information disclosed in this Request for Special Accommodations and the accompanying Health Care Professional Authorization form to determine eligibility for reasonable accommodations for a NETA-CB certification examination by reason of a qualified 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. I understand that NETA is unable to grant accommodations that may compromise the validity and/or security of the exam.

Candidate’s Signature ___________________________ Date ___________________________

Send this form, along with the Health Care Professional Authorization form and all supporting documentation, to:

NETA ● 12800 Industrial Park Blvd., Suite 220 ● Minneapolis, MN 55441
Fax: 1-763-545-2524

Download this form at: https://www.netafit.org/wp-content/uploads/2017/07/Request-for-Special-Accommodations.pdf
Appendix C: Health Care Professional Authorization Form

Health Care Professional Authorization Form
For NETA Certification Exam Special Accommodations

TO BE COMPLETED BY EXAM CANDIDATE

I, ______________________ (printed name of candidate), hereby authorize the health care professional identified below to release the information requested by NETA relating to my disability and the request for special accommodations appropriate to my qualified disability to take the NETA Certification Board’s (NETA-CB) certification examination.

(Candidate’s Signature) (Date)

TO BE COMPLETED BY A HEALTH CARE PROFESSIONAL

The candidate/patient identified above is requesting special accommodations to sit for National Exercise Trainers Association (NETA) certification examination. The NETA Certification Board’s (NETA-CB) policies require candidates requesting special accommodations to submit documentation of their disability from a qualified health care professional. The candidate is requesting that you provide such documentation. Please submit your report describing the need for special accommodations on official letterhead to accompany this completed form. Please include:

- an explanation of the candidate’s disability
- the disability diagnosis (including the DSM classification for any diagnosis of a learning disability),
- types of tests/evaluations used and interpretation of test scores leading to the diagnosis, and
- the rationale for special accommodations necessitated by this disability.

If the candidate did not receive special accommodations during higher education, then please provide an explanation regarding why accommodation are being requested at this time for this examination.

Finally, please indicate your special accommodation recommendation(s) for this candidate in the space provided below.

Recommended Special Accommodation(s):


Health Care Professional’s Signature Date

Send this completed form, corresponding report, and the candidate’s Request for Special Accommodations to:

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

Request for Special Accommodations & Health Care Professional Authorization Form – October 2016

Download this form at: https://www.netafit.org/wp-content/uploads/2017/07/Request-for-Special-Accommodations.pdf
Appendix D: Exam Application and Compliance Statement

Download this form at:

Download this form at:
Appendix E: CEC Petition Application

Continuing Education Petition Application

NETA Certificate Information

Name: ____________________________
Address: ___________________________
City: ____________________________ State: __________ Zip: __________
Email: ____________________________

NETA Certification: ____________________________  Expiration Date: __________

Course Information

Complete a separate application for each course.

Course Title: ____________________________ Date of Completion: __________
Course Provider: ____________________________ # of Contact Hours: __________
College or University Course? Yes ☐ No ☐ If Yes, what credits & grade earned? __________
Instructor’s Qualifications (e.g., degree, certification, or other credentials): ____________________________

List the primary learning objectives for this course: ____________________________

Please Note:

- Eligible courses must be completed within the current two-year certification period (i.e., after certification date of issue and before designated expiration date).
- Course learning objectives and evaluation must be relevant to the NETA certification holder, as reflected by the practice analysis/role definition specific to the certification.
- NETA automatically accepts CEC/CEUs pre-approved by AOC, AAM, and NETA. Courses pre-approved by CEC/CEUs by other organizations do not require a Petition Application.
- CPR, ACLS, and first aid courses are not eligible for NETA continuing education credits (CEUs).
- Incomplete applications will not be processed and will be returned to the applicant.
- The CEU application for each course is non-refundable and does not guarantee that NETA CEUs will be awarded.

Printed and Fillable Form:

Name:
Address:
City:
State:
Zip:
Email:

Certification:
Expiration Date:

Course Title:
Date of Completion:
Course Provider:
# of Contact Hours:
College or University Course?:
If Yes, what credits & grade earned?:
Instructor’s Qualifications:

List the primary learning objectives for this course:

Please Note:

- Eligible courses must be completed within the current two-year certification period (i.e., after certification date of issue and before designated expiration date).
- Course learning objectives and evaluation must be relevant to the NETA certification holder, as reflected by the practice analysis/role definition specific to the certification.
- NETA automatically accepts CEC/CEUs pre-approved by AOC, AAM, and NETA. Courses pre-approved by CEC/CEUs by other organizations do not require a Petition Application.
- CPR, ACLS, and first aid courses are not eligible for NETA continuing education credits (CEUs).
- Incomplete applications will not be processed and will be returned to the applicant.
- The CEU application for each course is non-refundable and does not guarantee that NETA CEUs will be awarded.

Mail To:
NETA
12800 Industrial Park Boulevard, Suite 230
Chaska, MN 55318

Download this form at: https://www.netafit.org/wp-content/uploads/CEC-Petition-Application.pdf
Appendix F: Primary Certification Renewal Application

### 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. NETA will not accept CPR/AED certifications completed entirely online.
- Submit photocopies of continuing education credits (CECs) earned totaling a minimum of twenty* (20) CECs. (*6 CEC’s must be directly from NETA workshops or home study courses)
- Include the appropriate renewal fee as listed below and mail or fax to NETA.

<table>
<thead>
<tr>
<th>Today’s Date</th>
<th>Customer #</th>
<th>Certification Exp. Date</th>
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**CECs Completed**

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<th>Course #</th>
<th>Completion Date</th>
<th># of CECs Awarded</th>
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**Photocopies of the Certificate of Completion for all CECs earned must be enclosed with this Renewal Application.**

### Certification Renewal Fees:

- [ ] Group Exercise Instructor
- [ ] Personal Trainer

**Effective September 1, 2019**

- [ ] Prior to expiration $60
- [ ] 1-90 days past expiration $80
- [ ] 91-180 days past expiration $95

- [ ] 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. Please refer to NETA’s Recertification Handbook located on NETA’s website.

### Method of Payment:

- [ ] Check # ______ Made payable to NETA
- [ ] Money Order
- [ ] Visa, MasterCard, American Express, or Discover

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<th>Card #</th>
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<th>CVC #: _______</th>
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I affirm the information provided in conjunction with this application is accurate. Documentation of the continuing education activities listed above and a valid CPR/AED certification is enclosed with this renewal application. I understand that my certification may be revoked if any information is found to be false and no refund will be issued.

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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


Renew Online at: https://www.netafit.org/product/primary-certification-renewal/
Appendix G: Minor Waiver and Permission Form

NETA Minor Waiver and Permission Form

Workshop City: __________________________
Workshop Date(s): ______________________
Workshop Facility: _______________________

Dear Student,

Please read this form carefully. Also, have your guardian read this waiver/permission form carefully. You and your parent/guardian must sign in the space provided and return this form (keep a copy for your files) to NETA*. 

I agree that NETA, its affiliates and co-sponsors are exempt from liability or disability that might be incurred as a result of dance/expressive movement instruction. If a medical problem exists, permission to attend the workshop will be obtained from a registered medical doctor (M.D.).

Workshop Student’s Signature: ___________________________ Today’s Date: __________ Date of Birth: __________

Have you earned a high school diploma or GED? ☐ Yes ☐ No

Name of school: ___________________________ Graduation Date: ___________________________

I, as parent/guardian of ___________________________ (minor’s full name) give my permission for him/her to attend the above-mentioned workshop.

Parent/Guardian Signature: ___________________________ Date: __________

* Note: This form must be returned with your workshop registration.

10/17/14

Download this form at: https://www.netafit.org/wp-content/uploads/2017/07/minor_waiver.pdf