



NETA Certification Board

Recertification Handbook



ACCREDITED
CERTIFICATION PROGRAM



The NETA-CB Group Exercise Instructor and Personal Trainer Certification programs are accredited by the National Commission for Certifying Agencies (NCCA).

Recertification Application Checklist:

- ☐ Completed the Renewal Application (see sample on page 8 of this Handbook).
- ☐ Include documentation (i.e., copy of certificates of completion) of all NETA-CB approved continuing education credits (CECs) earned totaling a minimum of twenty (20) credits.
- ☐ If necessary, include CEC Petition Application (see sample on page 9) for all continuing education activities (e.g., relevant college classes, seminars, courses, and workshops) not pre-approved by the NETA-CB (i.e., activities providing NETA, ACE, NASM, or AFAA CECs).
- ☐ Include a copy of the front and back of your adult CPR/AED* certification card for recertification of Personal Trainer, or a copy of the front and back of your adult CPR* certification card for recertification of Group Exercise Instructor.
- ☐ Include the appropriate recertification fee as indicated on the Renewal Application.
- ☐ Within 90 days prior to your designated expiration date, mail or fax a completed Renewal Application with supporting documents and payment to:

NETA
Attn: Recertification
12800 Industrial Park Blvd., Suite 220
Minneapolis MN 55441

Or complete the Renewal Application online at:

<https://www.netafit.org/product/primary-certification-renewal/>

*Effective January 1, 2016, NETA only accepts CPR and CPR/AED certifications that include a live hands-on practical skills evaluation, completed either in-person or virtually with a qualified and authorized instructor. **NETA does not accept CPR/AED certifications completed entirely online.** CPR/AED certification must be valid on and after the designated renewal date of the NETA certification to be renewed. NETA will only accept a copy of the official card (front and back) or e-certificate issued directly by a nationally recognized certification provider. **NETA will not accept a letter from the course instructor.** For more information about acceptable CPR/AED certifications, please see NETA's [CPR/AED Certification Provider Reference Guide](#) located on NETA's website.



Dear NETA-Certified Exercise Professional:

Enclosed you will find your Recertification Handbook and Application. The packet includes important information about recertification, guidelines for using this packet, and changes to recertification requirements.

Please note that the NETA website (www.netafit.org) has the most up-to-date information on recertification as well as many other key topics.

The website makes it easy to stay current with continuing education workshops and home study opportunities.

The purpose of the NETA-CB recertification policy is to enhance the continuing competence of certificants.

We choose a system that requires a minimum of twenty (20) continuing education credits (CECs) and maintenance of current cardiopulmonary resuscitation (CPR) certification (for both Group Exercise Instructors and Personal Trainers) and automated external defibrillation (AED) certification (for Personal Trainers only). NETA only accepts CPR and CPR/AED certifications that include a live hands-on skill assessment. The NETA-CB will automatically recognize and accept CECs that are pre-approved by the National Exercise Trainers Association (NETA), the American Council on Exercise (ACE), the National Academy of Sports Medicine (NASM), or the Athletics and Fitness Association of American (AFAA). We believe this system provides certificants with an incentive to pursue a program of individual professional development through continuing education activities (e.g., workshops, seminars, home study courses) that have already met minimum quality criteria. Activities of this nature enhance continuing competence by: 1) reinforcing basic principles; 2) communicating information about changes in the knowledge, skills, and techniques that are associated with best practices; and 3) educating certificants about future trends. Additionally, requiring current CPR/AED certification ensures that certificants have maintained competence in this important skill. Our Certification Board is satisfied that these requirements provide reasonable evidence of maintaining an acceptable level of continuing competence without placing an undue burden on the certificant.

In addition, NETA-CB noted that a 2004 NOCA (presently known as the Institute for Credentialing Excellence) poll question indicated that 51% of the respondents relied primarily on continuing education to recertify candidates. Until we find evidence of a more effective method for promoting continuing competence, we will rely upon this system embraced by our peers and most certification programs in other disciplines. The NETA-CB will periodically review this policy to ensure that our recertification procedure contributes to the desired outcome.

NETA Certified Exercise Professionals must recertify every two (2) years. This ensures that NETA-CB certified professionals are current with best practice guidelines and the specific knowledge, skills, and abilities described in the most recent job task analysis (i.e., role delineation) as well as rapidly evolving and advancing knowledge in the fitness industry.

I. Recertification

A. Rationale for Continuing Education and Recertification

A candidate's baseline knowledge at the time of initial certification may have a particular 'shelf life.' This is related to the erosion of knowledge (i.e., forgetting, knowledge decay, knowledge attrition, and 'disuse atrophy') due to lack of regular reinforcement. In addition, knowledge and skill possessed at the time of initial certification may also become outdated or even obsolete as industry guidelines, best practices, and the science of exercise evolve.

Dating back to 1967, the National Advisory Committee on Health Manpower recommended that professional associations take steps to ensure the maintenance of competence in health professionals.¹ Continuing education (CE) provides a mechanism to maintain competence and prevent obsolescence. Therefore, NETA-certified exercise professionals must engage in regular continuing education activities in order to maintain a minimum level of acceptable competence and to advance their knowledge and skill beyond that of an entry-level practitioner.

A number of empirical studies have investigated the time course and magnitude of knowledge decay. In a review study of long-term retention of basic science knowledge, Custers (2010) concludes that approximately two-thirds to three-fourths of knowledge will be retained after one year, with a further decrease to slightly below fifty percent in the second year.² A more recent study conducted by Wilhelmsson and colleagues (2013) reveals similar findings. In this study, students' scores on a re-examination of basic sciences declined substantially over a period of three years, with scores averaging 60% of the initial exam score.³ In addition, if presented as a percentage of total score, the average follow-up exam score was just 39%, with only one student passing the re-examination.³ To date, no studies have specifically addressed the retention of baseline knowledge among exercise professionals; however, the overwhelming majority of scientific literature supports a non-linear decline (e.g., Ebbinghaus curve) with regard to retention of knowledge. Therefore, it is reasonable to conclude that similar knowledge decay affects exercise professionals.

The dynamic nature of the fitness industry is reflected by an ever-growing body of exercise science research, regularly-updated industry standards and guidelines, and evolving evidence-based best practices. For example, the 'gold-standard' publication, *ACSM's Guidelines to Exercise Testing and Prescription*, has been updated and re-published at regular intervals since the first edition was released in 1975 (e.g., 2nd, 1980; 3rd, 1986; 4th, 1991; 5th, 1995; 6th, 2000; 7th, 2005; 8th, 2010; 9th, 2014; 10th, 2018; 11th, 2022). In addition, in accordance with federal law, the *Dietary Guidelines for Americans* policy document has been updated and re-published every five years since 1980. Furthermore, countless position statements and consensus papers relevant to exercise professionals are updated and/or published frequently.

In consideration of the well-documented phenomenon of knowledge decay, and the expanding and evolving body of exercise science literature, it is both appropriate and practical to require recertification of NETA-CB credentials every two (2) years, during which time certificants must earn a minimum of twenty (20) continuing education credits (CECs) to substantiate learning activities. In addition, since the vast majority of CPR/AED certifications are valid for up to 2 years, a 2-year recertification cycle for NETA's certifications provides a formal and organized manner through which to ensure NETA-certified professionals maintain a valid and acceptable CPR/AED certification.

1. Institute of Medicine (US). Committee on Planning a Continuing Health Care Professional Education Institute. (2010). *Redesigning Continuing Education in the Health Professions*. Washington, DC: National Academies Press.

2. Custers, E.J. (2010). Long-term retention of basic science knowledge: A review study. *Advances in Health Sciences Education*, 15(1), 109-128.

3. Wilhelmsson, N., Bolander-Laksov, K., Dahlgren, L.O., Hult, H., Nilsson, G., Ponzer, S., ... & Josephson, A. (2013). Long-term understanding of basic science knowledge in senior medical students. *International Journal of Medical Education*, 4, 193-197.

B. Recertification Process

1. Both the NETA-CB's Group Exercise Instructor and Personal Trainer certifications are valid for two (2) years. To renew NETA-CB credential, certificants must complete a minimum of twenty (20) NETA-CB approved continuing education credits (CECs) between the certification 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 within which to complete recertification is provided should an extension beyond the designated expiration date be necessary; however, higher renewal fees will apply (see page 5). *Please note: although a 180-day 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, then the new expiration date will be established two years from the previous expiration date. If a certification remains at expired status beyond the 180-day grace period, then the candidate must retake and successfully pass the certification exam 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. If a continuing education activity is approved for NETA CECs as well as ACE, AFAA, and/or NASM CECs/CEUs, then *only* the NETA CECs may be applied toward recertification of a NETA credential.
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 ensure 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, completed either in-person or virtually with a qualified and authorized instructor. NETA will only accept copies of an official card or certificate issued directly by a nationally recognized 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?
 - 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 valid and acceptable cardiopulmonary resuscitation (CPR) certification and automated external defibrillator (AED) certification? When deemed necessary, NETA will verify authenticity of CPR/AED certification.
 - Does the applicant supply appropriate 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 and accepted, the application is then added into the candidate's account and the candidate will receive:
 - a confirmation letter delivered within 5-7 days via USPS mail informing the candidate of the recertification application acceptance,
 - a notification email delivered within 7-10 days informing the certificant that their NETA certification digital credentials have been issued or updated to reflect the new expiration date.
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, application does not include the proper payment, or application does not include a valid CPR/AED certification), then the applicant will receive an email and/or phone call from NETA informing them the application was not accepted and instructing them how to correct and re-submit the application.
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 reinstatement grace period are ineligible for recertification and the candidate must register for, retake, and pass the certification exam to regain their status as a NETA-certified professional.

C. 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. For all other continuing education activities, one hour of education contact time is equivalent to one NETA CEC.

3. The CEC Petition Application may be found on page 8 or downloaded from NETA's website at www.neta-fit.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.

D. 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 Recertification Coordinator evaluates the course information to determine whether the course represents the relevant knowledge, skills, and abilities* as outlined by the most recent Practice 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.

E. Notice of Acceptance or Denial

The applicant will be notified in writing (USPS mail and/or email) within 7-10 days following the receipt of the Petition Application. The notification will indicate the status (approved, denied, pending additional information) of the application and, in the case of approved petitions, the number of CECs awarded. The outcome of the Petition Application will be noted in the certificant's record. If the Petition Application is

denied, the certificant must resubmit a completed application with the necessary amendments and/or additional information.

F. Recertification CEC Petition Denial Appeals Process

Negative decisions (i.e., denied Recertification or CE Petition Application) may be appealed in writing within 30 days following notification of a denied application. Those who appeal a denied application may be assessed an administrative fee. Appeals are reviewed by NETA's Director of Certification and/or the Appeals Committee. The appeal review process may require up to 30 days during which time the applicant appealing the decision is granted a grace period extension, if necessary. Each application may only be appealed once.

G. Certification Board Appeals Committee

The 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 certificant members of the NETA-CB. Each committee member will receive a copy of the original Recertification or Petition Application, corresponding documentation, outcome notification correspondence, and the written appeal. Upon meeting, the Appeals Committee shall review the appealed 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 Appeals Committee are deemed final.

H. Recertification Fees

Prior to certification expiration date:	\$75.00
1 to 90 days past the certification expiration date:	\$90.00
91 to 180 days past the certification expiration date:	\$105.00

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

I. 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. Candidates 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.

II. 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 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. Code of Ethics violations should be reported to the attention of NETA's Director of Certification via email at neta@netafit.org or USPS mail at NETA • 12800 Industrial Park Blvd., Suite 220 • Minneapolis, MN 55441.



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.

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

CECs Completed**

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

** 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 \$65
- ☐ 1-90 days past expiration \$80
- ☐ 91+ days past expiration *** \$100

***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: Amount Enclosed \$ _____

☐ Check # _____ made payable to NETA ☐ Money Order

☐ Visa, MasterCard, American Express, or Discover Card # _____

Exp Date: ____/____/____ CVC #: _____ Cardholder's Signature _____

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.

Signature _____ Date _____

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

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

GEI & CPT Renewal Application – September 2019

Download this form at: <https://www.netafit.org/wp-content/uploads/NETA-GEI-PT-Renewal-Procedures-Oct-2016.pdf>
 Renew Online at: <https://www.netafit.org/product/primary-certification-renewal/>



Continuing Education Petition Application

NETA Certificant Information

Name: _____ NETA Customer ID: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Email: _____ Phone: _____

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, # of Credits & Grade Earned: _____ / _____
 Instructor: _____ # of NETA CECs Requested: _____
 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 current two-year certification period (i.e., after certification date of issue and before designated expiration date).
- Course learning objectives and subject matter must be relevant to the NETA certification held, as reflected by the practice analysis/role delineation for a specific certification.*
- NETA automatically accepts CECs/CEUs pre-approved by ACE, AFSA, and/or NASM. Courses pre-approved for CECs/CEUs by one or more of these organizations *do not* require a Petition Application.
- CPR, AED, and First Aid courses are not eligible for NETA continuing education credits (CECs).
- Incomplete applications will not be processed and will be returned to the applicant.
- The \$25 application fee (per course) is non-refundable and does not guarantee that NETA CECs will be awarded.

CEC Petition Application – January 2020

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Please Enclose:

- Copy of detailed course outline or syllabus.
- Certificate of Completion or copy of unofficial college/university transcript.
- Petition Application fee of \$25.00 (for each course). NETA accepts payment via check, money order, or credit card. Please make checks payable to NETA.

Method of Payment:

Total Amount Enclosed: \$ _____

- ☐ Check # _____
☐ Money Order
☐ Credit Card Credit Card Type: Visa / MasterCard / Discover / American Express

Card Number: _____ Exp. Date: _____ CVC# _____

Cardholder Signature: _____

I understand that the \$25.00 application fee (per course) is non-refundable and does not guarantee that NETA continuing education credits (CECs) will be awarded. I attest that the information provided in and with this application is true and accurate. I understand that this application may be rejected if any of the information is found to be false, and no refund will be issued.

Applicant Signature: _____ Date: _____

Mail To:

NETA
 12800 Industrial Park Boulevard, Suite 220
 Minneapolis, MN 55441

or

Fax To: 1-763-545-2524

* 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.

For more information regarding NETA certification renewal policies and procedures please refer to NETA's website at www.netafit.org or the NETA Certification Board's [Recertification Handbook](#).

CEC Petition Application – January 2020

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Download this form at: <https://www.netafit.org/wp-content/uploads/CEC-Petition-Application.pdf>