National Academy of Sports Medicine®

Candidate Handbook

Certified Personal Trainer (CPT)

The NASM- CPT certification examination is accredited by The National Commission for Certifying Agencies ("NCCA").

ACCREDITED
CERTIFICATION PROGRAM
NCCA BY ICE

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Getting certified is simple! Follow these steps:

1. Read this Candidate Handbook
2. Check your eligibility, including CPR/AED certification
3. Prepare and study
4. Register and schedule your exam
5. Take and pass the certification exam
6. Receive and maintain your credential

INTRODUCTION

This Candidate Handbook provides information about the National Academy of Sports Medicine® (NASM) and the certification examination it offers to personal trainers and fitness professionals. This Handbook includes information concerning:

- NASM's CPT (Certified Personal Trainer) certification program and examination
- Eligibility requirements
- Applying and sitting for the NASM-CPT Exam
- Exam administration and results
- Rules of conduct and disciplinary action
- Awarding of credentials
- Maintaining credentials through recertification

This Handbook is written to provide essential information to candidates (those considering or preparing to sit for the NASM-CPT examination) and Certified Professionals (those who have successfully completed an NASM certification examination and have received NASM credentials). **All CPT candidates and all Certified Professionals are required to read this Candidate Handbook.** The policies, procedures, rules and obligations set forth in this Handbook and in NASM's website-published Terms & Conditions, are binding on all candidates and Certified Professionals.

NASM's Mission

Empower the world's fitness professionals to change the lives of their clients through scientifically sound, evidence-based fitness and wellness practices.

Personal Trainers: Scope of Practice

Personal Trainers are health and fitness professionals who perform individualized assessments, and design safe, effective and individualized exercise and conditioning programs. NASM-CPTs are prepared to design exercise and conditioning programs that are scientifically valid and based on clinical evidence. They provide the guidance to help clients achieve their personal health, fitness and performance goals via the implementation of exercise programs and suggested lifestyle modifications. Personal Trainers do not diagnose or treat areas of pain or disease and will always refer clients with such needs to health care professionals.

About the OPT™Model

The NASM Certified Personal Trainer Certification and Specializations are developed with NASM's exclusive Optimum Performance Training (OPT™) model, one of the industry's first comprehensive training system based on scientific, evidence-based research. It takes the guesswork out of program design and helps you produce consistent and remarkable results for your clients.

The OPT model was developed to concurrently improve all functional abilities, including flexibility, core stabilization, balance, strength, power, and cardiorespiratory endurance.

About NCCA Accreditation

The NASM-CPT certification program is accredited by the National Commission for Certifying Agencies ("NCCA"), a division of the Institute for Credentialing Excellence. NCCA accreditation provides impartial, third-party validation that a certification program has met recognized national and international credentialing industry standards for development, implementation, and maintenance of its certification program. NASM provides NCCA annual reports and is required to submit its CPT certification program for reaccreditation every five years.

About the NASM Certification Governing Board

The NASM Certification Governing Board (CGB) is an independent and autonomous board that is responsible for overseeing the NASM-CPT program. The Certification Board sets policy over essential certification activities and oversees certification and recertification decisions, including governance, eligibility standards, disciplinary and appeals actions, and the development, administration, and scoring of assessment examination.

NASM's Nondiscrimination Policy

NASM and its designated test vendors do not discriminate against any individual because of age, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any other protected class. NASM and its designated test vendors, endorse and adhere to the principles of equal opportunity.

NASM CPT Certification Prep Program Options

NASM's Certified Personal Trainer (CPT) certification program includes, at a minimum, a certification examination developed pursuant to psychometric and NCCA standards and an administration process that includes issuance of credentials, a recertification process and a code of professional conduct. Because the subject matter covered by the certification program is scientifically-based and challenging, NASM offers several options to assist candidates prepare to challenge the certification examinations. Please see the nasm.org website for the most current preparation options available.

Exam Only

The CPT Exam Only option allows the candidate to challenge the NCCA-accredited CPT certification examination. Purchase of NASM certification preparation materials is not required in order to become eligible to sit for the CPT exam, and does not guarantee a passing score on the exam. Candidates who pass the examination will be awarded the CPT credential. This option is most appropriate for candidates that have received formal education in related fields, such as athletic coaching or training, and have significant experience with exercise and fitness science.

Job Guarantee

NASM offers a Job Guarantee to candidates who have purchased and completed any of the CPT programs.

To be eligible for the Job Guarantee, you must meet all of the following criteria:

- You must pass my NASM CPT Certification exam with a score of 70% or higher
- You must apply to at least 3 employers of personal trainers within 50 miles of my primary residence.
- You must complete and submit the Job Guarantee Request form within 90 days of successfully completing my NASM CPT Certification Exam.
- If you qualify, you will be refunded only the amount that you paid for the Job Guarantee.

To be eligible for the Job Guarantee as part of the Gymternship program, you must meet all of the following criteria:

- You must complete 100% of the NASM Gymternship™ program.
- You must apply to at least 3 employers of personal trainers within 50 miles of my primary residence.
- You must complete and submit the Job Guarantee Request form within 90 days of my NASM Gymternship™ program completion.
- If you qualify, you will be refunded only the amount that you paid for the Job Guarantee portion of your program.

To claim your refund, you must complete the Job Guarantee Request Form and submit via email to studentsuccess@nasm.org. By submitting a request for the Job Guarantee, you consent to NASM contacting the employers to whom you submitted applications to confirm submission of an application, criteria for the posted position and non-selection. Your refund will be only for the job guarantee portion of your total purchase, adjusted for any discounts you may have received, and excluding any fees that were applicable at the time of purchase. The administration fee typically applied to refunds will be waived. Please allow 30 days for the refund to be issued. When possible, refunds are issued in the same form as the original payment. For example, if a credit card was used for the original purchase, the refund will be made back to that credit card.

Please note that the Exam Prep Guarantee program was discontinued on November 15, 2019. NASM will honor all purchases made before that date, including refunds as described in the above paragraph.

Gymternship™

Gymternship™ NASM requires passing of the accredited NASM CPT Exam prior to participation in the program, and you must complete your Gymternship™ course requirements in order to begin the program within 90 days of completing your NASM CPT Exam; if no completion of the course requirements or request to begin program is made within the 90 days following completion of the NASM CPT Exam, it will result in a loss of your Gymternship™ opportunity, and no refund or exchange will be available. Gymternship™ NASM will attempt to place you in the Gymternship™ within 45 days of your completion of the Gymternship™ course requirements. You acknowledge placement is contingent on factors including location, your availability, and the availability of the partner facility. You acknowledge and agree that an NASM partner health club may have prerequisites to placement that you must meet in order to be placed at such club for your

Gymternship™ experience. This may include an interview, a physical, and passing a background check and/or drug screen. Participation in the Gymternship™ requires individual health insurance coverage. In addition to the terms and conditions set forth herein, all Gymternship™ participants must sign an agreement setting forth additional terms, including a waiver of liability, as a prerequisite to placement.

NASM does not guarantee Gymternship™ placement at a specific NASM partner facility. You may suggest that NASM consider a facility that is not currently an NASM partner. NASM, at its own election, may invite such a facility that to become a NASM partner facility. Even if such facility elects to become a partner facility, NASM does not guarantee that you will receive a Gymternship™ placement with that facility. All placement opportunities provided by NASM will be within a 20 mile radius of the address you have provided to NASM. A refusal to accept a placement at a NASM partner facility that has offered you a placement will result in a loss of your Gymternship™ opportunity. No refund or exchange will be available if you refuse a qualified placement. In the event NASM is unable to place you, through no fault of your own, with an NASM partner facility within thirty (30) days of the date NASM confirmed as your placeby date, NASM will exchange your program for either the Corrective Exercise Specialization or the Performance Enhancement Specialization. Any such exchange must be requested from NASM within forty-five(45)days of NASM's confirmation of your place-by date.

Enrollment Period

The Enrollment Period for each of the CPT certification preparation programs typically is 180 days from the date of initial enrollment. In other words, candidates have 180 days from the date of purchase to complete their preparation, obtain their CPR/AED certification and successfully challenge the CPT certification examination. You may purchase a Program Extension by contacting NASM Member Services. All fees, including the Program Extension Fee, are subject to change and you should reference the NASM website to confirm the current fee structure. Please note that if you enrolled through a program offered by a NASM academic partner, the enrollment period is aligned with the term of your school's program.

Candidate Eligibility Requirements

Certification Eligibility

To be eligible to sit for the NASM-CPT certification exam and receive certification, each candidate must:

- Have obtained or be within no more than 90 days of successful completion of all requirements needed to obtain a high school diploma or the equivalent, such as the General Education Development test (GED) or other equivalency test recognized by the candidate's state of residency, or diploma and official transcript reflecting equivalent education as evaluated by the American Association of Collegiate Registrars and Admissions Officers for secondary education (if documents are not in English, a translation into English from a translation service

approved in the United States for legal or government documents must be available upon request).

- Obtain and maintain Adult Cardiopulminary Resuscitation (CPR) and Automated External Defibrillator (AED) certification. Candidates will be required to provide evidence of current CPR/AED certification prior to being admitted to sit for the NASM-CPT certification examination. Certified Professionals must have a current CPR/AED card when applying for recertification. Examples of approved providers include: American Heart Association, American Red Cross, American Safety and Health Institute. Before taking a CPR/AED program from a provider not listed here, please confirm that such provider has been approved by contacting Member Services.

Eligibility Exception Requests

Candidates may request an exception to eligibility requirements to sit for the certification exam by completing the Exception Request/Appeal form and submitting supporting documentation. The exception request will be reviewed and decided upon by the Disciplinary & Appeals Committee, a committee of the Certification Governing Board. The Committee's decision will be provided to the candidate in writing. Decisions of the Committee may be submitted to the NASM Certification Governing Board for reconsideration. Such reconsideration will not occur until the next regularly scheduled meeting of the Board, which meets approximately three times each year. Decisions of the Board are final. See the "Appeals" section of this Candidate Handbook for more information. NASM reserves the right to uphold eligibility requirements as established by the Certification Governing Board.

Potential Practice Eligibility Requirements

The NASM eligibility requirements described above pertain only to NASM certifications and are separate and distinct from any eligibility to practice requirements set forth under state law, regulation, or rule or the law or regulation of any other government or oversight body. The laws and regulations governing the practice of fitness or personal training, if any, may vary by state.

Candidates are solely responsible for knowing and understanding the requirements, if any, which govern the practice of their profession in their particular state, including those concerning certification requirements. NASM certification does not guarantee any candidate's ability to meet any or all regulatory requirements pertaining to their profession.

Please note: Although NASM does not require candidates to be 18 years of age when they sit for the NASM certification examination, most employers require personal trainers to carry liability insurance. Most insurance companies require the insured to be at least 18 years of age.

Development of the NASM-CPT Exam

NASM is committed to providing the highest quality certification examinations through continuous development and psychometric review. The examination development process begins with a job analysis. This is an industry-accepted process for determining the competencies that are required for safe and effective practice in the tested field. Subject matter experts representing both practitioners and educators work with NASM's psychometricians to define the knowledge, skills, and abilities required for safe and effective practice in the field covered by the exam. The results of this job analysis are then used to form the examination blueprint; every question written for the examination must address one of the specified tasks on this blueprint. Regular assessment of the profession and the conduct of the job analyses allow the examination to remain a current assessment of the competencies a practitioner in the field must possess. Prior to the implementation of a new examination test plan, it is reviewed and approved by the Certification Governing Board. Once an exam form is implemented, the psychometric team evaluates the statistical properties throughout the life of the test items used on that exam form, as well as the quality of pretest items used to develop future exam forms. All examination items used to build forms are reviewed and continuously monitored by the psychometric team to ensure the statistical properties meet the appropriate specifications.

Exam Blueprint

The exam blueprint is made available on the NASM website, at www.nasm.org and in the Appendix to this Handbook. The exam blueprint provides information about the domains (broad topics) that are covered by the exam and the number of questions allocated to each domain. It also provides sub-topics for each domain. Because the questions are randomly distributed within each domain, not all sub-topics will be tested on each exam form. Candidates may refer to the exam blueprint during their self-study and exam preparation.

Cut Scores

A cut score is the minimum score needed to pass an examination. Criterion-referenced cut scores are set to establish minimum levels of competency for the NASM-CPT examination. A modified version of the standard setting method presented by Angoff (1971) is used to establish cut scores for each assessment. These cut scores are established by panels of subject matter experts who evaluate whether a minimally qualified candidate would correctly respond to each item on the examination, rating those items accordingly.

Scoring

When an updated exam is released, NASM employs a pilot scoring period. During the pilot scoring period, the new test is released but there is a brief delay in the release scores or pass/fail results. This allows NASM's psychometricians to ensure candidates are scored appropriately and pass/fail scores are set fairly when compared to the prior version of the exam, to make any necessary scoring adjustments, and to conduct cut score studies. Once the scoring adjustments are complete and the pass/fail scores are set, NASM progresses to full release and candidates receive their results upon initial scoring.

Getting Started and Exam Registration

Getting Started

Candidate Profiles are created at the time of purchase. Candidates can access their online self-study program by logging into the online student portal.

It is essential that you provide and confirm that the following information is always current and accurate:

1. **Name**. Your name must match the name you use on government-issued identification. You should not use nicknames or other substitute names. Your certification and credentials will be issued under the name in your candidate profile. You will not be allowed to sit for your certification examination unless you present a current and valid government-issued photo ID. Accordingly, you must be sure to register for your exam using the exact same name that appears in your candidate profile and on your government-issued identification. If your name changes due to a change in marital status or a legal name change, you must be sure to have the name change reflected in your candidate profile but only after you have arranged for government-issued identification using your new name.
    a. To change your name with NASM, you will need to provide an official duplicate of the legal document reflecting the change of name. This document must contain the official seal of the government entity issuing the document. NASM cannot accept a photocopy of the official document. Along with the document, you must provide your previous name, current mailing address, telephone number at which you can be reached and current personal email address. NASM may need to request additional documentation to confirm your identity before processing the name change in its systems.
2. **Contact Information**. You are advised to provide and keep your contact information current at all times. It is important that NASM be able to provide you with information concerning your certification and credentials. You are encouraged to provide a personal email address when you create your candidate profile rather than an email address associated with a school or employer so that NASM is able to contact you even after you have changed schools or employers.
3. **Attestations.** You are required to read and agree to the Attestations in the Getting Started section of the Online Self-Study and at the administration of the certification examination. See the "Attestation" section of the Candidate Handbook for more information.

Attestations

Candidates are required to attest to understanding and agreeing to certain conditions when starting a CPT program and before taking their certification examination. All candidates will be bound by the Attestations made at the Getting Started and/or at the test site. Below are the Attestations that each candidate must make:

Attestations for Online Study Programs: Getting Started

Please read the following statements carefully. You must attest to the following statements to use the CPT course:

I acknowledge and agree to the following statements:

- I have been advised that the Candidate Handbook is available for my review at www.nasm.org and I agree to abide by policies and rules found therein.

- I understand that the information contained in this program is the copyrighted property of NASM and its parent company, Assessment Technologies Institute, LLC. Any attempt to use this material, in whole or in part, other than for personal use as set forth in the "License Terms" found in the Terms and Conditions posted on www.nasm.org is forbidden under copyright law, and violations can result in civil and criminal penalties.

- I have read and agree to abide by the Terms and Conditions posted on www.nasm.org and, if on a payment plan, agree to fulfill the terms of the Retail Installment Agreement I executed.

Additional Attestations for the Gymternship™

I further acknowledge and agree to the following conditions in order to be eligible for the Job Guarantee offered as part of the Gymternship™:

- I must complete 100% of the Gymternship™ course and placement requirements;
- I must have successfully passed the CPT certification examination and received my certification;
- I must have applied to at least 3 employers within 50 miles of my primary residence who (a) are personal trainers, and (b) had, at the time of application, open positions for personal trainers;
- I must complete and submit the Job Guarantee Request Form within 90 days of my Gymternship™ completion; and
- If I qualify, I will be refunded only the amount that I paid for the Job Guarantee portion of my purchase (excluding shipping fees).

Please note: If you do not or cannot agree with the Attestations for Online Study Programs, you will be placed in contingent status and your access to the program will be blocked. Under these circumstances, you immediately should quit the program and seek a refund (see the Refund section of the Terms and Conditions at www.nasm.org.)

Attestations for Certification Examination

Please read carefully. You MUST attest to the following statements in order to sit for the NASM-CPT certification examination:

- I am the actual candidate who will take the certification exam and no other person is completing this attestation on my behalf.
- I possess either a high school diploma or the equivalent or will have within 90 days and I have and will maintain my CPR/AED certification.
  [PLEASE NOTE: If you do NOT meet this requirement, you must receive an official waiver from the NASM Disciplinary & Appeals Committee that specifically allows you to sit for this exam. Answer "I do NOT agree" below and submit and Appeal form which can be found at www.nasm.org .]

- I have read the Candidate Handbook for this examination and attest that I meet all of this examination's eligibility requirements and I agree to abide by the NASM Code of Professional Conduct, the Testing Rules of Conduct and all other rules and policies described in the Candidate Handbook.

- I have read the Terms and Conditions found on the NASM website and, if on a payment plan, the terms set forth in the Retail Installment Agreement I executed, and I acknowledge and agree to be bound by the terms, conditions and obligations thereunder.

- I understand that all assessment questions are the copyrighted property of NASM and its parent company, Assessment Technologies Institute®, LLC. The removal or attempt to remove questions or other assessment material from the test site is prohibited. It is forbidden under federal copyright law to copy, reproduce, record, distribute, or disclose these assessment questions by any means, in whole or in part. A violation of this type can result in civil and criminal penalties.

- I certify that I will not cheat or violate the confidentiality of the examination. Cheating or violation of confidentiality may be defined as, but not necessarily limited to the following:

    - obtaining help from any other person during the examination,
    - communicating with or giving help to another candidate during the examination,
    - using notes, books, or any other sources of information during the examination,
    - using electronic programmable devices, such as calculators, cell phones and PDAs during the examination,
    - reproducing or making copies of an NASM examination or test questions by any means,
    - memorizing and reproducing test questions,
    - soliciting test questions from previous candidates,
    - discussing or disclosing the contents of the examination by any means, or
    - providing false or purposely misleading information when applying for, registering for, or completing the exam.

- I understand that NASM will publish a list of certified professionals and that my employer and state regulatory board, if any, may be notified if my certification expires, is revoked or if NASM determines that I am "Not in Good Standing".

- I understand that any claim I may have related to the good-faith enforcement of these policies or the unintentional damage or loss of my exam records will not exceed the amount of my application fee for the examination.

- I attest that by clicking on "I agree", I have read and understand the above, that the information I have provided is complete and accurate to the best of my knowledge and belief, and I further understand that NASM may revoke certification if I provided any false or incomplete information.

Please note: If you will not be able to agree with the Attestations for Certification Examination, described above, you will not be permitted to sit for the examination. You will need to submit an exception request, which is reviewed by the Disciplinary & Appeals Committee. You should submit this request well in advance of your exam date in order to increase the likelihood that your appeal will be heard, and you will receive a response in time for your exam. NASM cannot guarantee a

timeframe by which the Committee will hear and make a decision on any appeal request. To file an exception request, you must complete an Appeals Form found at http://www.nasm.org/become-a-personal-trainer/personal-trainer-certification-exam , attach any supporting documentation that explains why you cannot agree with the Attestations and email, fax, or mail the package to the address on the Appeals Form. The candidate will be notified in writing of the decision of the Appeals Committee. For more information, see the "Appeals" section of the Candidate Handbook.

Audit of Attestation Responses. NASM reserves the right to audit candidate responses to attestations.

Accommodations

Accommodations may be available to individuals with documented disabilities pursuant to the Americans with Disabilities Act (ADA). NASM provides reasonable testing accommodations to candidates whose documented disabilities or other qualifying medical conditions hinder their ability to take the examination under standard conditions. Examples of requests for special testing accommodations that may be granted include modification of seating or other physical arrangements in the testing facility, or providing for the examination to be taken in an accessible location, providing for a reasonable extension of testing time, providing a sign language interpreter (to assist with audio or spoken components, if any), reader, or other auxiliary aid.

NASM recommends that you submit an accommodation request and obtain approval before registering for an exam date. Often, the provision of an accommodation will require NASM's test administration site to make arrangements that will impact on scheduling. NASM will provide notice of an approved accommodation to the test administration providers and the specific accommodations will then be taken into consideration in setting an exam date.

Requests for accommodations will be processed as quickly as possible. Candidates should allow for a minimum of thirty (30) days for processing, with the understanding that some cases may take longer. Candidates should include all of the required documentation (see instructions below for what is required) with their initial request.

Candidates will be notified in writing of the decision regarding their request for an accommodation. Candidates who receive a testing accommodation are subject to the same policies and procedures described in this Handbook as apply to all other exam takers. NASM's determination about the approval of an accommodation request is final.

Requesting Accommodations

To be considered for special accommodations, a candidate must complete the NASM Request for Accommodations Form, located at http://www.nasm.org/become-a-personal-trainer/personal-trainer-certification-exam in its entirety.

Please be aware that submission of a request for an accommodation does not guarantee testing accommodations. Decisions will be made on a case-by-case basis considering the information submitted and in accordance with the law. Once a decision has been made, you will receive communication from the Compliance Team.

Requests for accommodations must include either:

- A letter, written no more than two years earlier than the date of the request, from an objective physician or healthcare professional qualified to diagnose the disability or medical condition and render an opinion as to the need for an accommodation. An "objective" professional cannot be the candidate requesting the accommodation or a relative of the candidate.

- If the candidate is a high school student, or is within two years of his/her high school graduation, an Individual Educational Plan (IEP) may be used in lieu of the letter provided that the IEP is actively in place, or was actively in place at the time of graduation. Older IEPs will be considered, if provided, in any accommodation determination, but cannot be used in lieu of a letter from a qualified healthcare professional.

The letter from your qualified professional or the IEP MUST include the following:

- The specific disability/diagnosis. Mental/emotional disabilities must be accompanied by a numerical DSM-IV classification code.

- A brief explanation of how this condition limits the candidate's ability to take the exam under standard conditions.

- If this is not a permanent disability or diagnosis, include date first diagnosed, approximate duration, and method used to make the diagnosis.

- State specifically the accommodation(s) required. Requested accommodations should be adequate to address the candidate's specific disability or diagnosis without creating an unfair advantage. Please note that candidates who require extra time to complete the exam will be given 150% (or 1 1/2 times) the standard allotted time. If more time is needed, the letter or IEP must specifically state how much time is needed and why that amount of time is required.

Accommodations are provided to qualified candidates with disabilities to the extent that such accommodation does not fundamentally alter the examination or cause an undue burden to NASM or the test administration site. The cost of excessive accommodation requirements is to be borne by the candidate (i.e., electronic communication equipment, etc.).

Please note: The exam is written and administered in English and Spanish. A lack of facility with either language is not considered a disability. Exams will not be translated into other foreign languages, and interpreters are not permitted inside the exam room for the purpose of translating the examination into other languages for a candidate.

Registering for an Exam

When you are ready to take the certification exam, you will need to register for an exam date. You should register for an examination date well in advance, but no later than 24 hours before your preferred date, because availability for both in person and live remote proctor is subject to demand.

The NASM-CPT certification exams are administered by PSI, an independent testing vendor. Candidates can take the NASM-CPT exam at an in person testing location or via Live Remote Proctor.

Please note that you will not be able to sit for the examination if:

1) You are not registered to take the examination on that date and time

2) Your identity cannot be confirmed with a current and valid government-issued photo ID.

3) You do not present a current CPR/AED certification card.

Examination registrations, including registrations from bulk purchases, are nontransferable.

You will be eligible to schedule your exam typically within 1-2 business days after signing up with NASM. You can schedule your exam and choose your testing method (in-person or remote) by following the instructions below:

1. Log into your Student Portal and access the ""Proctored Exams"" menu option
2. Within the ""Unscheduled"" tab, choose the exam you wish to schedule for and click the ""Schedule"" button
3. You will be redirected to the Proctor Candidate website where you will be able to begin the scheduling process. Note: You will be required to schedule your exam appointment at least 24 hours in advance.

    For in person testing outside of the US: If the country in which you are looking to schedule your in-person exam is unavailable for registration online, please contact NASM Member Services at 800-460-6276 option 3 for assistance. Please note this process can take between 4-6 weeks.

4. After successfully booking your exam appointment, you will receive a Confirmation Email with the examination date, time and location (if applicable) directly from PSI.

Exam Check-in

At the time of your exam, you are required to show proof of a **valid, current government-issued Photo ID** and current and valid **CPR/AED certification**. Only the individual named on the exam registration roster will be permitted to take the certification examination. No substitutions are permitted. Accordingly, **the name on your government-issued photo identification must match the name on file with NASM and the name provided at the time of the exam registration.**

Both credentials will be verified by the proctor before you are permitted to begin the exam.

You may only sit for the certification exam at the specific date, time and location (if applicable) for which you registered.

For candidates testing via live remote proctor, you will need a functioning web camera and microphone. NASM recommends completing a systems compatibility check prior to your examination time.

Rescheduling or Cancellation of an Exam

If you need to cancel or reschedule your exam appointment, you must make those changes 24 hours in advance to your scheduled appointment date/time. If you do not meet this deadline, you will be unable to modify your appointment.

To modify your appointment, follow the steps outlined below:
1. Log into your Student Portal and accessing the ""Proctored Exams"" menu option.
2. Within the ""Scheduled"" tab, choose the exam appointment you wish to modify and click the ""Modify"" Button.
3. You will be redirected to the Proctor Candidate website where you will be able to make the necessary changes. Note: If you are rescheduling your exam, you will be required to schedule your exam appointment at least 24 hours in advance.
4. After successfully rescheduling or cancelling your exam appointment, you will receive a Confirmation Email with the details of the change.

If you do not cancel or reschedule your exam in advance, or fail to sit for the rescheduled exam, the cost of the exam is forfeited, and you must re-register and purchase a retest.

Exam Cancellation by NASM or PSI
If an exam date is cancelled by NASM or PSI the candidate can reschedule an examination date within 180 days of the original examination date, without having to pay the rescheduling fee. In the event that severe weather or other emergency that forces the closure of a PSI test site on a scheduled examination date, the examination will be rescheduled by PSI at no additional charge. PSI personnel will attempt to contact candidates who are in this situation. However, candidates may also check the status of their examination schedules by logging into their student portal. Every effort will be made to reschedule the examination at a convenient time. If the exam cancellation was due to the closure of the PSI testing site, please notify NASM so we can investigate the circumstances for the unanticipated closure. There are no circumstances under which refunds are offered due to a cancellation by NASM or one of its test administration providers.

NASM is not liable for expenses (e.g. travel) that may be incurred by the candidate during the course of the examination process.

Late Arrival or Failure to Appear for an Exam

If you arrive late for the certification exam, you will not be permitted to take the examination at that time. You will be required to reschedule your exam within 180 days of the original exam date and you will be charged the Late Cancellation Fee. You are not entitled to a refund.

If you fail to appear for a scheduled certification exam, it will be treated as a failed attempt and you will need to follow NASM's Retest procedures (see the "Exam Retest" section of this Handbook for more information). You are not entitled to a refund.

Under certain circumstances, NASM, at its sole discretion, may waive the Late Cancellation Fee for a late arrival or forgive the failure to appear. NASM will consider the following circumstances: serious illness suffered by you or an immediate family member; death of an immediate family member; disabling traffic accident, court appearance or jury duty; or unexpected military call-up. In order to receive a waiver, you must send a letter describing the circumstances and provide supporting documentation. The letter must be postmarked within ten (10) business days of the registered exam date.

Exam Administration

Testing Format

The NASM-CPT certification exam is in four-answer, multiple choice format. The exam includes 120 questions and candidates are provided two (2) hours to complete the exam.

Exam proctors will adhere to the time limit set for the CPT certification examination. If an accommodation for additional time has been requested and approved, proctors will adhere to the time limit set in the approved accommodation.

Security at Test Sites and during Live Remote Proctor Exams

All candidates must present their identification verified with a valid and current government-issued photo-ID before beginning the examination. Proctors are required to verify the candidate's identity as a condition of candidate admittance to the exam.

For candidates testing in person:

The proctor will confirm that the candidate is registered to take the exam at that specific location, date and time. Proctors are supplied with a registration roster and only candidates listed on the roster will be permitted to take the examination. After the verification process is complete, candidates are required to initial the roster next to their name. After the exam, proctors are required to return the roster to NASM, which indicates that all identifications were verified according to policy.

For candidates testing through live remote proctor:

The proctor will need to verify the security of the testing area/room. They will ask for a scan of the room to ensure that there is no additional documentation present (on the desk, walls, etc..) and no other persons are in the room. Please see the Testing Rules of Conduct for all additional rules regarding the examination.

Confidentiality

Confidential information (non-public information including, but not limited to, social security number, financial account numbers, or medical information, etc.) is protected by federal, state and local laws or regulations. To protect the privacy of our candidates and Certified Professionals, NASM's database of personal information is accessible only by authorized staff and authorized contractors operating under a nondisclosure agreement. Please see NASM's privacy policy, posted on its website, www.nasm.org, for more information about data collected by NASM and the use of such data by NASM.

Exam scores are considered confidential information and will not be disclosed without the written consent of the person in question, unless NASM is required to do so by law or court order. Unless required by law to be provided to a regulating agency, score results are provided only to the candidate and only if the candidate did not pass the exam.

Information that is not considered confidential and may be shared with schools, employers, inquiring clients of Certified Professionals, regulatory or licensure body, and other concerned third-parties includes general exam results (whether a candidate passed an exam), certification

status, certification number, the current status of a previously-certified individual's credential and whether the individual is in a "Not in Good Standing" status with NASM. NASM allows any member of the public to verify credentials of Certified Professionals through a web application.

Information in the NASM database, such as pass rates, number of Certified Professionals, score trends, etc., may be used in the aggregate (summarized across a group of individuals) for the purpose of research reports, marketing, partner relations and other published data. Additionally, schools, employers or NASM partners may be provided aggregated data (e.g., summarized across all students of an institution, all employees of an employer, or other grouping, provided that there are enough included individuals to assure that data pertaining to any one individual cannot be deduced) reflecting the Pass/Fail percentage, recertification rates and other data points collected by NASM.

Exam Conduct

NASM does not tolerate cheating or any breach of academic or professional ethics. NASM also does not tolerate activity or conduct that jeopardizes the security or integrity of its certification exams. Accordingly, all candidates are required to (i) provide accurate and truthful information when they register, including responding to the attestations, (ii) abide by the Testing Rules of Conduct described below, and (iii) adhere to the NASM Code of Professional Conduct, which is provided in the "Suspension or Revocation of Credentials (Disciplinary Action)"section of this Handbook. Failure to do so is considered Misconduct for which the candidate may be disciplined.

Testing Rules of Conduct

Each candidate must abide by the following NASM Testing Rules of Conduct:

- All exams must be completed within a single, continuous session. Candidates may not stop their exam administration and return to review their answers or continue the exam(s) at a later date or time.
- No reference books are allowed during any NASM examination administration. Such material or any other papers may not be brought into the examination room or the room where a live remote proctored exam is administered.
- Telephones, personal computers, electronic tablets, electronic readers, cameras, MP3 players, pagers, radios, watches, electronic translators, calculators, and all other electronic devices are prohibited in the examination room or in the room where a live remote proctored exam is administered, except to the extent the electronic device is approved pursuant to an accommodation request. Such approved devices are subject to inspection.
- The proctor will not answer any questions pertaining to the examination content.
- Once the candidate has entered the exam room or the room where a live remote proctored exam is administered, referencing written materials, using electronic devices, or discussing or reviewing any aspect of the exam with other individuals is strictly prohibited, even during scheduled breaks, if any, until the exam is completed. Where an accommodation has been granted, and such accommodation requires the use of written materials, electronic devices, or the assistance of another person, the

accommodation will be provided by the proctor (and not the candidate) or, with respect to certain electronic devices that must be supplied by the candidate, the device will be subject to inspection by the proctor. People providing assistance, such as sign language interpreters and test readers, may not assist the candidate with answering the examination and also are subject to these Testing Rules of Conduct and is strictly prohibited using live remote proctoring.

- Eating or drinking in the examination room or the room where a live remote proctored exam is administered is not be allowed unless deemed necessary due to a documented medical condition and the candidate sought and received approval for the accommodation prior to the examination date.
- Leaving the examination room at any time during a proctored exam, other than at a scheduled break, if any, is not allowed. The proctor is permitted to make an exception to this rule only under specific conditions, which include: (i) a determination by the proctor that the break is reasonably necessary; (ii) only one examinee may be absent from the examination room at any time; (iii) the candidate may not engage in conversation, may not reference any written materials, and may not use any electronic devices while outside of the examination room; (iv) the time for taking the exam will not be extended or altered (in other words, break time is counted as test taking time); and (v) any other condition the proctor determines is necessary to protect the integrity of the examination process and the security of the exam.
- Leaving the room where the live remote proctored exam is being administered is not allowed during the exam unless an approved accommodation has been provided.
- Removal of exam content from the examination room or the room where a live remote proctored exam is administered is prohibited. Any act to retain exam content for use after the completion of the exam will be deemed a breach of the confidentiality policy and considered theft of NASM's intellectual property. This includes any effort to copy, photograph, record, or memorize exam content.
- Candidates are honor-bound to report any and all suspected cheating or attempts to steal examination content by others that he/she witnesses, hears about, or is asked by another to participate in. Failure to alert the proctor or NASM to such activity will be deemed a violation of the Testing Rules of Conduct.

Disciplinary Actions for Exam Misconduct

Any misrepresentation of a candidate's eligibility, false attestation, violation of the NASM Code of Professional Conduct is considered Misconduct for which NASM may take disciplinary action. Any candidate engaging in any activity that may compromise the security, validity, or integrity of the NASM-CPT exam will be subject to disciplinary action, which can include the invalidation of exam scores, revocation of credentials, and imposition of a ban from retaking the examination or any other examination offered by NASM.

In addition to the disciplinary action described herein, NASM reserves the right to discipline a candidate or Certified Professional who engages in illegal, threatening or unprofessional behavior or activity, even if not specifically described in this Handbook. NASM also reserves the right to report disciplinary actions to concerned third parties, which may include the employers, schools, inquiring customers of the Certified Professional, regulatory, licensing or oversight bodies, or law enforcement.

Candidates and Certified Professionals are entitled to Due Process and have a right to appeal disciplinary action, as described more fully in the "Due Process" and "Appeals" sections of this Candidate Handbook.

Misrepresentation of Eligibility/False Attestation

If a candidate provides inaccurate or false information concerning Eligibility requirements or falsely completes the Attestations, NASM has the right to:

- If discovered before the exam is administered, disallow the candidate from sitting for the exam. No refund will be provided.
- If discovered after the exam was administered but before the exam is scored or before a credential is issued, invalidate the score and/or withhold the certification credential. No refund will be provided. At NASM's sole discretion, NASM has the right to determine that the candidate is ineligible to retake the exam or sit for other NASM exams, such as those offered for the CES and PES specialties.
- If discovered after the credential was issued, suspend or revoke certification credential. No refund will be provided. At NASM's sole discretion, NASM has the right to determine that the candidate is ineligible to retake the exam or sit for other NASM exams, such as those offered for the CES and PES specialties.

Suspicion of Misconduct Arising at or During the Examination

- If the proctor is unable to verify the identity of the person appearing to sit for an exam, the proctor must deny access to the examination. NASM reserves the right to determine that the candidate is ineligible to take the exam at a future date in cases of misrepresentation, fraud, or other circumstances indicating attempted cheating or exam content theft.
- Proctors are permitted, on NASM's behalf, to enforce the Testing Rules of Conduct. If a candidate violates any of the Rules, the proctor can terminate the exam and/or remove the candidate from the examination room. The proctor will file a report with NASM, and NASM will determine if any further discipline is warranted. No refund will be provided unless it is determined that the proctor's concerns were unfounded.

Violations of Certain Testing Rules of Conduct

- Violations amounting to cheating: All allegations of cheating will be investigated. NASM has the right to invalidate test scores, suspend or revoke certification credentials, and deem a candidate ineligible to retake the exam or sit for other NASM exams, such as those offered for the CES and PES specialties.
- Violations amounting to theft of exam content: All allegations concerning the security of the exam and NASM's intellectual property will be investigated. NASM has the right to invalidate test scores, suspend or revoke certification credentials, and deem a candidate ineligible to retake the exam or sit for other NASM exams, such as those offered for the CES and PES specialties.

- NASM reserves the right to report violations of these Rules to concerned third parties, which may include the candidate's school or employer, any regulatory or licensing body, or law enforcement.

Exam Results

Scoring

Certification exams are scored immediately upon completion by web-based testing software. Candidates are given a preliminary result indicating whether or not they passed. Although the scores are not made official until verified by NASM and any proctor or exam incident reports have been reviewed (within approximately two weeks after the exam date), candidates may use this preliminary report to provide evidence to employers of a passing score. Accordingly, **please note** that although scores may be released immediately, all data subsequently will be analyzed for anomalies. If anomalies are found that impact the scoring, the exam will be rescored and the candidate will be advised if the rescore impacts whether he/she passed or failed the exam. In some cases, an anomaly will be determined to be the result of an administrative error or, possibly, misconduct. NASM reserves the right to require candidates to retake exams when an administrative error occurs that impacts exam scores or if it determines that misconduct by others may have impacted the scores of all examinees. Individuals involved in misconduct are subject to disciplinary action described

NASM examinations are scored using a scaled score method. Scaled scores can range from 0 to 100 and represent a conversion of the candidate's raw score to allow for comparison between different forms of the same examination. The use of a scaled score provides consistency in reporting passing standards by accounting for the difficulty level of the examination form. The same level of performance is required to meet the scaled passing score of 70 regardless of which form of the exam a candidate takes. A candidate must achieve a scaled score of 70 or higher in order to pass the examinations covered in this Handbook.

Each exam includes 20 "pretest questions." These are questions that are being tested for future examinations as part of the continuous exam development process at NASM as required by NASM's accreditor. Pretest questions are excluded from the scoring process and are scattered throughout the exam. Pretest items are not identifiable; therefore, all candidates should answer all questions to the best of his or her ability.

Disclosure of Scores to Candidates. Candidates who pass the exam are not given their actual score. Candidates who fail the exam are provided with their score along with a content breakdown to help focus the candidate's preparation for a retest. Exam scores are never provided over the phone.

Disclosure of Scores to Third-Parties. Although NASM may share successful exam results (a pass without a score) with third parties, NASM does not disclose exam scores or failed attempts to others unless required by law to

provide results to regulating agencies, or if permission has been granted by the candidate.

Candidates who, after verification, pass the exam will receive a formal certificate indicating that they are a Certified Professional. NASM credentials can be verified by members of the general public on the NASM website, www.nasm.org.

Score Report

The Score Report provides whether a candidate has passed or failed the exam. If you did not pass the exam additional information is provided including (a) your scaled score on the entire exam, (b) the required scaled score to achieve a passing score, and (c) performance indicators on each of the Domains covered on the examination which includes the number of questions on the exam, the percentage of the overall questions devoted to this Domain, and your Domain Percentage scores for each Domain. This is to help prepare for a retest. To learn more about the Domains, including the knowledge and task statements for each Domain, please review the NASM-CPT Test Plan posted on the NASM website. For more on how to prepare for a retest please refer to your score report and see the "How to Use the Score Report to Prepare for a Retest" section below.

Understanding the Information Presented on the Score Report
If you did not pass the exam, the Score Report will include a table which lists the six primary Domains covered on the exam, the number of questions for each Domain and the percentage of correct answers you had for each Domain under the title Domain Percentage.

Limitations of Interpretation
While the Domain Percentage is provided to give feedback and study guidance to those that fail the exam, a Domain Percentage score by itself is an inconsistent indicator of your comprehensive performance on the overall NASM CPT examination and it should not be the sole component of a retest study plan. When you retest you will likely encounter a different exam form. In other words, your next exam will have different questions. In addition, the allocation of questions by Domain will vary in difficulties from one exam form to the next.

Accordingly, a Domain in which your Domain Percentage was high on the first test, may vary on the retest. That is why we recommend that you use the Domain Percentage score to determine where to place extra focus when studying while refreshing your understanding with respect to all Domains because your performance on all questions in all domains is a reliable indicator of your performance on the NASM CPT examination.

The Domain Percentage a candidate receives in each of the Domains on one exam will not guarantee that the candidate will receive the same (or higher) Domain Percentage on any retest. Each exam administration uses a different exam form, which in turn may result in an adjustment in the allocation of varying difficult questions between Domains. In other words, it is unlikely that your performance on retaking the exam will be the same as the prior exam.

It is also important to know that the Domain Percentages cannot be added together to become the overall score of the exam.

How To Use The Score Report To Prepare For A Retest:
If you are preparing to retake the exam, you should review the NASM-CPT Test Plan and the Knowledge Task Statements listed for each Domain in the Test Plan. You should then focus extra study time reviewing the Tasks covered in the Domains for which you received a lower Domain Percentage score. Make certain you understand all of the Tasks associated with each Domain that is the focus of your study for the retest.

While it is clear that you should spend study time reviewing the Domains where you received lower Domain Percentage scores, you should not assume that areas where you received a high Domain Percentage score can be excluded from your study plan. A different exam form will be used for your retest, which in turn may result in an adjustment in the allocation of varying difficult questions between the Domains. Accordingly, you should also devote study time to refresh and strengthen your understanding with respect to all Domains.

While NASM cannot require a candidate to use NASM's study material or practice exams, you may be able to better prepare to retake the exam by using these materials to study and to measure your understanding of the Tasks associated with these Domains in which you received lower Domain Percentage scores.

Exam Challenges

Rescoring requests. Candidates may request a hand scoring of their exam by submitting a written request. NASM has the right to assess a fee for any rescoring requests. Scoring requests must be received within thirty (30) days of the examination date. All rescoring determinations are final.

Appeals. Candidates may request an appeal of their final exam score. Requests must be received in writing on the official NASM Appeals form, which can be found under on the NASM website within thirty (30) days of the examination date. Decisions will be communicated in writing only. All decisions are final. For more information about the Appeals process, please see the Appeals section of this Handbook.

Retaking the Exam

Candidates who do not pass the certification exam on the first attempt and wish to retake the exam will be allowed to retake the exam after a one-week waiting period. If the candidate is unsuccessful after the second attempt, he/she will be required to wait thirty (30) days before retaking the exam. For each repeated failure after the third attempt, candidates will be required to wait a full year before attempting to take the exam again. Eligibility to retake an exam, under extraordinary circumstances, can be reviewed by the Disciplinary and Appeals Committee. Please see the Appeals section of this Candidate Handbook for more information.

Except for candidates who had purchased the CPT All Inclusive option, candidates must pay the Retest Fee (see website for current fee amount) for each retake attempt. For candidates who had purchased the CPT All Inclusive options and who are current

with their payment plan, if any, may take a first retest without paying an additional fee. Any subsequent retests will require the payment of the Retest Fee.

Certification Credentials

Awarding of Credential

Only candidates who achieve a passing score on the exam will be allowed to use the certification program credential. The minimum score needed to pass the exam is published on NASM's website, at www.nasm.org. NASM will issue an official certificate to individuals who earn their certification. Certifications are valid for two (2) years and expire on the date provided on the certificate.

Credential Use

Candidates who achieve a passing score on the exam and have a current valid credential are allowed to include the certification credential "NASM-CPT" behind their name and the title "NASM Certified Personal Trainer". The use of the certification credential should always be in a context and using media consistent with demonstrating professional credentialing, including but not limited to: office signage, resumes, websites, business cards, presentations, introductions, and electronic signatures. NASM credentials may not be used to endorse any product, service, or company; or as a company, product, or brand name.

Recertification

Recertification

NASM Certified Professionals are required to keep their certification current through fulfilling continuing education requirements every two (2) years. This is referred to as "recertification." The purpose of recertification is to assure that Certified Professionals holding NASM credentials stay current with best practices in the personal trainer and fitness fields and demonstrate a continued investment in their profession.

Updating Your Contact Information

As noted in the Getting Started section of this Handbook, it is important that NASM always have current name and contact information about you. It is important that you advise NASM of changes to your name, address and other contact information as soon as possible but at the very least before undertaking the recertification process. If your name has changed and you wish to have your new certificate to match your current name, NASM will need to update your records. Additionally, the

name on the CPR/AED card submitted with your recertification application will need to match the most current name in NASM's records.

Recertification Requirements.

A certification is valid for two (2) years following the issuance date of the certification. Your certification expiration date can be found on your certificate. In order to recertify, you must complete continuing education, complete the recertification application and pay the recertification fee, as follows:

- Continuing Education. Certified Professionals must complete 2.0 continuing education units (CEUs), the equivalent of 20 contact hours of training, every two years.
    - NASM offers a ninety (90) day grace period; this allows a Certified Professional an extra 90 days beyond the expiration date shown on their certificate to complete the 2.0 CEUs. CEUs earned after the 90-day grace period will not count toward recertification. If a Certified Professional has not completed all of the required CEUs before the end of the 90-day grace period, he/she will be required to retake the certification examination in order to maintain his/her credentials.
    - The "Recertification Period" is the two-year period before your current certification expires plus, if you pay the Extension Fee, an additional 90 days.

  CEUs can be obtained from NASM-approved continuing education providers. Continuing education opportunities can be found on the NASM website, at www.nasm.org. The cost, length and CEUs awarded for continuing education courses vary, so you should review carefully the information available about each course before enrolling.

    - The NASM Provider Program allows outside organizations to submit their course content to be considered for review and approval of CEUs. Once approved, these courses will be designated as NASM approved offerings and will meet Category A requirements. A list of current approved provider courses is located on the website at: http://www.nasm.org/continuing-education/course-providers
    - If there is a continuing education course that has not yet been approved by NASM, you must submit a CEU Petition Application form and information about the course for NASM's review and a Petition Fee see website for current fee amount) to cover NASM's evaluation costs (all fees, including the Petition Fee, are subject to change and you should reference the NASM website to confirm the current fee structure). As with all NASM-approved CEUs, NASM will evaluate the course to ensure that it (a) promotes continued competence, develops knowledge and skills, and enhances professional skills and judgment beyond that required for entry-level practice and (b) that the number of awarded CEUs is appropriate. NASM reserves the right to withhold approval of a submitted course or to limit the number of CEUs awarded. Until the course is approved by NASM, it cannot be used towards recertification so you should be sure to submit the course well in advance of the end of the Recertification Period.

- NASM offers Specializations, which can count for as much as 1.9 CEUs. Please see the NASM website to learn more about Specializations.
- All recertification applications must demonstrate that the applicant has a valid and current CPR/AED certification. You will receive 0.1 CEUs for obtaining a current CPR/AED certification. Please note that the name on the CPR/AED card submitted with your recertification application will need to match the most current name in NASM's records. NASM will not accept a CPR/AED certification card from an online only provider.

Excess CEUs earned in one Recertification Period cannot be applied to the next Recertification Period.

- Recertification Application. With each recertification you will need to follow the online recertification application process through the NASM Recertification Portal. You will be required to provide documentation verifying the completion of 2.0 CEUs. You are responsible for obtaining a certificate of completion or other official document from each continuing education course you attended. This includes the front and back of your mandatory CPR/AED certification. There will be a random audit performed on all recertification applications submitted. If your application is chosen for audit and you do not meet the requirement, you will have 30 days to submit all supporting documentation to the NASM Recertification Department.
- Recertification Fees. Unless the Certified Professional has purchased the "Recertify for Life" package, see below, a fee must be paid with each recertification application (the "Recertification Fee"). If you timely recertify – before the expiration date on your certificate –you will be charged the Recertification Fee (see website for current fee amount). If you use the 90-day grace period to complete your CEU requirements, you will be required to pay the normal Recertification Fee plus an additional "Extension Fee" (see website for current fee amount). All fees, including the Recertification Fee and the Extension Fee, are subject to change and you should reference the NASM website to confirm the current fee structure. CEU costs are separate and apart from the recertification fees and are paid at the time of purchase of each continuing education course.
    - "Recertify for Life" is an opportunity to pay all recertification fees at one time and never have to pay the normal recertification fee again. Because fees, including the recertification fee, are subject to change, this allows you to avoid price increases over the course of your career.
        - The Recertify for Life fee is an in-full, one-time payment (see website for current fee amount). Previously paid recertification fees cannot be applied against the Recertify for Life fee.
        - The Recertify for Life program will apply to all current AFAA/NASM certifications that require recertification.
        - One Recertify for Life payment will waive all future recertification fees for the following certifications: NASM-

CPT, NASM CNC, AFAA- CGFI, AFAA PGE, AFAA PFT, and AFAA CICI.

- Recertify for Life only concerns the recertification fee. **You <u>still must complete</u> all other recertification requirements every two years:**
    - **Purchase and complete 2.0 CEUs;**
    - **Submit the Recertification Application and proof of CEU completion; and**
    - **Provide a valid and current CPR/AED certification.**
- If in the future you use the 90-day grace period to complete your CEU requirements, you will not have to pay the recertification fee but you still will be required to pay the late fee (see Recertification Fees section above).
- NASM reserves the right to discontinue offering Recertify for Life or change the terms offered to new purchasers of Recertify for Life at any time and without prior notice. All fees, including the Recertify for Life fee, are subject to change and you should reference the NASM website to confirm the current fee structure.

Restoring Certification

Should a certification expire, you may restore your certification after the three month grace period within one year of the expiration date. In order to restore your certification, you must submit:

- evidence of 2.0 continuing education credits (the credits must have been earned prior to the original expiration date or within the 90 day grace period)
- a copy of the front and back of your CPR/AED certification card that shows the certification was continuously current from the original certification period;
- a statement that you have read the Code of Professional Conduct and agree to continue to abide by the Code; and
- payment of applicable fees, including the Recertification Fee and the Late Fee. If you have purchased the Recertify for Life package, you will still be required to pay a Late Fee.

You may not restore your certification after the one year anniversary date of the expiration date or if the above-listed requirements cannot be satisfied. Under such circumstances, you must register and successfully retake the examination to become certified. You are not permitted to use the NASM-CPT credential following your name or on office signage, your resumes, any websites, your business cards, presentations you give, introductions, or electronic signatures if you have let your certification lapse.

Suspension or Revocation of Credentials (Disciplinary Action)

NASM reserves the right to reprimand a Certified Professional or suspend or revoke his/her credentials for violating the NASM Code of Professional Conduct (provided earlier in this Handbook), engaging in unprofessional conduct as described below:

NASM's Code of Professional Conduct

NASM has established a code of ethics and guidelines in order to protect the public and the profession. Candidates are expected and Certified Professionals are required to agree to and follow the NASM Code of Professional Conduct, stated below.

Professionalism. Each Certified Professional must provide optimal professional service and demonstrate excellent client care in their practice. Each Certified Professional must:

1. Abide fully by the NASM Code of Professional Conduct;

   Conduct themselves in a manner that merits the respect of the public, other colleagues and NASM;
2. Treat each colleague and client with the utmost respect and dignity;
3. Not make false or derogatory assumptions concerning the practices of colleagues and clients;
4. Use appropriate professional communication in all verbal, non-verbal, and written transactions;
5. Provide and maintain an environment that ensures client safety that, at a minimum, requires that the Certified Professional must:
   a. Not diagnose or treat illness or injury unless for basic first aid or if the Certified Professional is legally licensed to do so and is working in that capacity at that time;
   b. Not train clients with a diagnosed health condition unless the Certified Professional has been specifically trained to do so, is following procedures prescribed and supervised by a valid licensed medical professional, or if the Certified Professional is legally licensed to do so and is working in that capacity at that time;
   c. Not begin to train a client prior to receiving and reviewing a current health-history questionnaire signed by the client; and
   d. Hold a current cardio pulmonary resuscitation (CPR) and automated external defibrillator (AED) certification from an NASM-approved provider at all times
6. Refer the client to the appropriate medical practitioner when, at a minimum, the Certified Professional:
   a. Becomes aware of any change in the client's health status or medication;
   b. Becomes aware of an undiagnosed illness, injury, or risk factor; or
   c. Becomes aware of any unusual client pain and/or discomfort during the course of the training session that warrants professional care, in which case the Certified Professional will immediately discontinue the session.

7. Refer the client to other healthcare professionals when nutritional and supplemental advice is requested unless the Certified Professional has been specifically trained to do so or holds a credential to do so and is acting in that capacity at the time;
8. Maintain a level of personal hygiene appropriate for a health and fitness setting;
9. Wear clothing that is clean, modest and professional; and
10. Remaining in good standing and maintain current certification status by acquiring all necessary continuing education requirements.

Confidentiality. Each Certified Professional must respect the confidentiality of all client information. In his/her professional role, the Certified Professional must:

1. Protect the client's confidentiality in conversations, advertisement and any other arena unless otherwise agreed upon by the client in writing or, when necessary due to a medical occurrence or when legally required;
2. Protect the interest of clients who are minors by law or unable to give voluntary consent by securing the legal permission of the appropriate third party or guardian; and
3. Store and dispose of client records in a secure manner.

Legal and Ethical. Each Certified Professional must comply with all legal requirements within the applicable jurisdiction. In his/her professional role, the Certified Professional must:

1. Obey all local, state, federal, and provincial laws, regulations and professional rules;
2. Accept complete responsibility for his/her actions;
3. Maintain accurate and truthful records; and
4. Respect and uphold all existing copyright, trademark and intellectual property right laws.

NASM may revoke or otherwise take action with regard to the certification of an individual who is or has been convicted of, plead guilty to, or plead nolo contendere (no contest) to a felony or misdemeanor or has been found through legal process to have been negligent or responsible for injury or harm in performing in his/her professional capacity or have misrepresented his/her qualifications to provide services, including opinions or advice, to the public.

Business Practice. Each Certified Professional must practice with honesty, integrity, and lawfulness. In his/her professional role, the Certified Professional must:

1. Maintain adequate liability insurance;
2. Maintain adequate and truthful progress notes for each client;
3. Accurately and truthfully inform the public of services rendered and his/her qualification to render such services;
4. Honestly and truthfully represent all professional qualifications and affiliations;
5. Advertise in a manner that is honest, dignified and representation of services that can be delivered without the use of provocative and/or sexual language and/or pictures;
6. Maintain accurate financial, contract, appointment, and tax records including original receipts for a minimum of four years; and
7. Comply with all local, state, federal, and providence laws and employer rules regarding harassment and discrimination, including sexual harassment.

Unprofessional Conduct

Certified Professionals who hold NASM credentials serve the public and are entrusted with the care, safety and privacy of their clients. NASM requires all of its Certified Professionals to behave professionally at all times and reserves the right to suspend or revokes credentials for any of the following reasons:

- Acts of dishonesty, misrepresentation, or fraud.
- Behavior that disregards the dignity, safety, or privacy of the client or anyone under the Certified Professional's fitness or training oversight.
- Unlawful activity, particularly such activity that jeopardizes the life, safety or health of others or calls into question the Certified Professional's ability to practice as a competent fitness professional.
- Conduct that is discriminatory or harassing, including acts of sexual harassment.
- Denial or revocation of licensure, registration, or approval by a state board or agency or membership organization with oversight responsibilities for the profession on grounds of gross misconduct, gross negligence of duties, misrepresentation or fraud.
- Unauthorized use of NASM's proprietary content or materials or any infringement activities with regards to any of NASM's intellectual property rights, including its copyrighted materials, its trademarks, its trade names, including those of any of its products, whether in long name, short name or acronym form, its logos, its trade dress or its science, including the OPT™Model.
- Material misrepresentation or fraud in any statement to NASM, including, but not limited to, statements made to assist oneself or another candidate or Certified Professional to apply for, obtain, or retain certification or in applying for, entering into or failing to meet the obligations of a payment plan with NASM.
- Violation of the Testing Rules of Conduct, even if not discovered until after the issuance of NASM certification credentials.

NASM reserves the right to discipline a Certified Professional who engages in illegal, threatening or unprofessional behavior or activity not specifically described above. NASM also reserves the right to report disciplinary actions to concerned third parties, including employers, inquiring customers of the Certified Professional, school, any regulatory or licensing body or law enforcement.

"Not in Good Standing" Status

We reserve the right to place customers in a "Not in Good Standing" status when a customer fails to meet his or her obligations to NASM, AFAA or members of the fitness community. As an example, this status could apply, among other reasons, because the customer has violated the Code of Professional Conduct leading to a temporary suspension or because the customer has failed to meet his or her payment obligations.

The opportunity to purchase our products and services using a payment plan is a privilege and not a right. If you have an outstanding balance on a payment plan, you are required to make timely payments pursuant to your payment plan agreement even if you have completed your program or have stopped using the products or services. Without waiving any of our rights set forth in the Retail Install Agreement (RIC), if your account remains past due for more than 90 days during the Term of the RIC, whether consecutively or cumulatively, we reserve the right to place you in the "Not in Good Standing" status.

While in a "Not in Good Standing" status, you will no longer have access to your account, products or services; you will not be permitted to purchase additional materials from NASM or AFAA; you will not be permitted to recertify or renew your credentials and your NASM and AFAA credentials will be publicly noted as suspended. We reserve the right to report your "Not in Good Standing" status to concerned third parties, including employers, your customers who inquire about you, your school, credit bureaus, or any regulatory or licensing body. If you remain in a "Not in Good Standing" status for a total of ninety (90) days, even if not consecutive, your credentials will be subject to revocation.

Both NASM and AFAA have an online credential verification tool, which allows employers and the general public to verify the status of a fitness professional's credentials. We reserve the right to indicate a "Not in Good Standing" status for any credentials reported in the NASM/AFAA online credential verification tools and on any badges held by you. Because your account access will be discontinued, you will not have the ability to access your digital certificates and badges.

To clear a "Not in Good Standing" status, you must contact Member Services to resolve your obligation under the RIC.

Due Process

Due process is afforded to any individual involved in Misconduct, violation of the NASM Code of Professional Conduct, or other prohibited activity described in the Unprofessional Conduct section above.

1. Determining the existence of a possible violation;
2. Investigating the suspected violation;
3. Communicating the findings and sanctions imposed, if any, to the affected parties.

If a proctor, candidate, consumer, or other party has a complaint, they can fill out the Report of Conduct Violation form, found at www.nasm.org .The charged person will be notified of the complaint by traceable mail, such as registered mail or Federal Express. Where NASM deems it to be appropriate, to protect the person who made the complaint from retaliatory action, NASM reserves the right to withhold such person's name.

A written response concerning the complaint will be considered if submitted within ten (10) days following the delivery of the complaint to the accused

individual. The complaint and response, if any, will be reviewed by a three-member Disciplinary & Appeals Committee.

Upon completion of its investigation of the reported conducted, including the written response and any materials provided by the accused individual, NASM will make a determination and, if appropriate impose disciplinary action. If the Disciplinary & Appeals Committee has considered substantially similar case(s) in the past, their decision in those prior cases will be considered precedent for future cases and NASM staff will apply the prior decision where appropriate. Under those circumstances, NASM staff will send a decision letter that is consistent with the Committee's earlier decisions. If the Committee has not considered substantially similar cases and there is no determinative precedent, the request and supporting evidence will be reviewed by the Committee.

Upon review of the complaint and the evidence, the Disciplinary & Appeals Committee will determine if a further investigation is warranted. Based on its review of the gathered information, including the written response and any materials provided by the accused individual, and after deliberations, the Committee will take a vote. Upon an affirmative vote of two-thirds of the Committee, this Committee shall determine whether any disciplinary action already taken by NASM needs to be revised or enhanced and, in cases where disciplinary action has been taken, whether grounds for additional disciplinary action exists and, if so, what additional disciplinary action should be taken. The Committee shall notify the charged candidate or Certified Professional of their decision within thirty (30) business days by traceable mail.

Appeals

As described above in the Due Process Section, the first recourse for a disciplined candidate or Certified Professional who disagrees with the findings leading to disciplinary action or the imposed action itself, can file a request for appeal with the Disciplinary & Appeals Committee. The Committee will consider any new information provided by the affected individual and will either reverse or uphold the earlier determination. Although the Committee may uphold the original finding, the Committee may determine to reduce or affirm the earlier imposed disciplinary action. The individual is then allowed to seek review of the Committee's appeal decision by the Certification Governing Board. A separate request for review by the Board must be submitted. The Board will review the appeal at the next scheduled board meeting. The Board typically meets three times a year. Decisions of the Board are final. All decisions of the Committee or the Board are communicated in writing only.

Exception Requests

As noted in the "Eligibility" and "Recertification" sections of this Candidate Handbook, candidates must meet certain requirements in order to be eligible to sit for a certification exam or to obtain recertification. Candidates seeking exceptions to these requirements may do so as described below.

Eligibility Exception Requests

Candidates may request an exception to eligibility requirements to sit for the certification exam by completing the appropriate Appeals/Exceptions request form. NASM reserves the right to uphold eligibility requirements as established by the appropriate Certification Governing Board. Decisions concerning exception requests will be communicated in writing only. Candidates may appeal the

exception request decision to the appropriate Board. The Board will review the appeal at their next scheduled board meeting. Decisions of the Board are final.

Recertification Exception Requests

Certified Professionals may request an exception to attestations required for recertification by completing the appropriate appeal form. NASM reserves the right to uphold recertification requirements as established by the applicable Certification Governing Board. Decisions concerning exception requests will be communicated in writing only. Certified Professionals may appeal the exception request decision to the Board. The Board will review the appeal at their next scheduled appropriate Board meeting. Decisions of the Board are final.

Precedent-based Exception

Candidates/certified members may appeal a precedent-based determination, as described in the Due Process section above, to the Certification Governing Board within thirty (30) days of receiving the decision letter. The Board will hear the appeal at the next scheduled meeting. Decisions of the Board are final.

EXAM BLUEPRINT

The National Academy of Sports Medicine (NASM) contracted with ACT ProExam to conduct a practice analysis of Certified Personal Trainers (CPTs) in 2019.

This practice analysis study defines the current knowledge, skills and abilities that must be demonstrated by entry-level credential holders to safely and successfully practice. This study also serves as the "blueprint" for determining the content (performance domains) for the certification exam(s).

Performance Domains as validated by the 2019 Job Analysis Study include the information below:

Domain 1: Basic and Applied Sciences and Nutritional Concepts	**15%**
Domain 2: Client Relations and Behavioral Coaching	**15%**
Domain 3: Assessment	**16%**
Domain 4: Program Design	**20%**
Domain 5: Exercise Technique and Training Instruction	**24%**
Domain 6: Professional Development and Responsibility	**10%**

Domain 1: Basic and Applied Sciences and Nutritional Concepts

Knowledge of:

K1. Concepts and structures of anatomy, including the nervous system, muscular system, skeletal system, cardiorespiratory system, and endocrine system

K2. Functions of exercise physiology related to:

a. nervous system

b. muscular system

c. skeletal system

d. endocrine system

e. cardiorespiratory system

f. digestive system

g. bioenergetics and exercise metabolism

K3. Functional biomechanics (such as levers, force, torque)

K4. Principles of human movement science related to:

a. planes of motion (sagittal, frontal, and transverse)

b. muscle action spectrum (isometric, concentric, and eccentric)

c. force-couple relationships (agonist, antagonist, synergist, and stabilizer)

d. length-tension relationship

e. stretch-shortening cycle

f. reciprocal inhibition and autogenic inhibition

g. joint actions (such as rotation, flexion, extension)

h. integrated muscle system (global and local systems, including deep longitudinal subsystem, anterior oblique subsystem, and posterior oblique subsystem)

K5. Principles of motor development (motor learning, motor control, and motor behavior)

K6. Macronutrients (carbohydrates, protein, and fat)

K7. Micronutrients (vitamins and minerals)

K8. Hydration concepts and guidelines

K9. Recommendations and guidelines for caloric intake and expenditure

K10. Energy systems (ATP-PC System, glycolytic, and oxidative)

K11. Exercise post-oxygen consumption [EPOC]

K12. Units of energy measurement (kcals and calories)

K13. Dietary reference intakes

K14. Portion sizes, meal timing, and meal frequency

K15. Nutrient and energy density

K16. Crash/fad/myth diets

K17. Common nutritional supplements including possible risks, benefits, uses, and effects

K18. Food and supplement label reading

K19. Factors that can influence weight management physiology (such as the law of thermodynamics, poor sleep, endocrine abnormalities, medications, metabolism

Domain 2: Client Relations and Behavioral Coaching

Tasks

1. Establish and maintain professional client-trainer relationship using techniques such as rapport building, active listening, and communication strategies.
2. Develop and continuously re-evaluate realistic short- and long-term goals in collaboration with the client based on the outcome of assessments.
3. Facilitate lifestyle and behavioral change through education, monitoring, and communication strategies.

Knowledge of:

K20. Communication methods and strategies (such as verbal and nonverbal communication, active listening, rapport building)

K21. Goal types (such as SMART, short-term, long-term, lifetime, process, outcome)

K22. Client expectation management related to client-trainer relationship and overall training goals

K23. Transtheoretical Model of Behavior Change (or Stages of Change)

K24. Behavioral coaching methods (such as motivational coaching, reinforcements)

K25. Behavior change strategies (such as habit stacking, stress reduction, time management)

K26. Barriers to behavior change (such as social influences, environmental factors)

K27. Psychological responses to exercise (such as stress relief, improved self-esteem, positive self-image)

Domain 3: Assessment

Tasks

1. Select, perform, document, and interpret results of subjective assessments using tools and techniques (such as questionnaires and interviews) to assess client's medical history, needs, and readiness for fitness program.
2. Select, perform, document, and interpret results of:

   a. static postural assessments of upper and lower extremities and lumbo-pelvic-hip complex in order to evaluate muscle imbalances.

   b. movement assessments (such as overhead squat, push/pull, single leg squat) in order to evaluate proper versus improper movement patterns.

   c. strength, muscular endurance, and power assessments (such as 1-repetition maximum strength tests, push-up test, vertical jump test).

   d. speed, agility, and quickness assessments (such as 40-yard dash, 5-10-5 drill, box drills).

   e. cardiorespiratory assessments (such as 3-minute step test, Rockport Walk Test, VO2MAX test, rate of perceived exertion [RPE]).

   f. physiological assessments (such as resting heart rate, blood pressure, and waist-to-hip ratio).

   g. body composition assessments (such as skinfold, circumference measurements, and bioelectric impedance).

Knowledge of:

K28. Physical Activity Readiness Questionnaire (PAR-Q) assessment

K29. Essential elements of personal, occupational, and family medical history

K30. Medical risk factors (such as pregnancy, eating disorders, hypertension, age of the client)

K31. Elements of a lifestyle questionnaire (such as sleep, stress level, tobacco and alcohol use)

K32. Cardiorespiratory assessments (such as 3-minute step test, Rockport Walk Test, VO2MAX test, rate of perceived exertion [RPE]).

K33. Physiological assessments relevant to CPTs (such as resting heart rate, blood pressure, waist-to-hip ratio)

K34. Kinetic chain checkpoints (ankles, knees, lumbo-pelvic-hip complex, shoulders, and head)

K35. Applicability of assessments from other health professionals (such as blood pressure, cholesterol, glucose, BMI)

K36. Body composition assessments and calculations (such as skin fold calipers, circumference, bioelectrical impedance, fat mass, lean mass)

K37. Static postural assessment

K38. Performance assessments (such as 1-repetition maximum, vertical jump, long [broad] jump)

K39. Types of movement assessments (such as overhead squat, single-leg squat, push, pull, gait)

K40. Considerations for selection of assessment(s) to administer based on client's goals, fitness level, and contraindications

K41. Considerations and modifications for performing assessments with special populations (such as youth; seniors; prenatal, clinical, and obese clients)

K42. Standards for assessments and outcome expectations for special populations (such as youth; seniors; prenatal, clinical, and obese clients)

K43. Indicators that a client's condition requires a medical release/clearance or is out of scope and requires referral to another professional

K44. Criteria for reassessment (such as time lapsed, client plateau, change in goals, change in health, change in phase, weight loss or gain

Domain 4: Program Design

Tasks

1. Design client-specific program, based on assessment results and client abilities, including:
    a. Flexibility training
    b. Resistance training
    c. Cardiorespiratory training
    d. Core training
    e. Balance training
    f. Reactive training, including plyometrics.
    g. Speed Agility Quickness (SAQ) training
2. Modify program as needed based on variables such as modalities, space, time, and client's current condition.

Knowledge of:

K45. Periodization concepts, programming, and methods, including:

a. macro-, meso-, and microcycles

b. levels (such as stabilization, strength, power)

c. phases (such as stabilization endurance, strength endurance, hypertrophy, maximal strength, power)

d. approaches (linear and undulating)

K46. Principles of specificity, variation, and overload

K47. General adaptation syndrome

K48. Flexibility training methods (such as self-myofascial release (SMR), static, active-isolated, dynamic stretching)

K49. Resistance training systems (such as single set, multiple set, super set, pyramid set, circuit training, vertical loading, horizontal loading)

K50. Resistance training modalities (such as machines, body weight, free weights)

K51. Cardiorespiratory training methods (such as zone/stage training, interval training, steady state)

K52. Core training exercises for core-stabilization (such as plank, bird dog, bridge), core-strength (such as reverse crunches, ball crunches, cable rotations) and core-power (such as soccer throw, rotation chest pass, medicine ball pullover throw)

K53. Balance training exercises for balance-stabilization (such as single-leg balance, single-leg balance and reach, single-leg windmill), balance-strength (such as single-leg squat, single-leg deadlift, lunge to balance) and balance-power (such as single-leg box hop-up, single-leg box hop-down, multiplanar single-leg hop)

K54. Proprioceptive progression and regression (such as closing or opening eyes, single-leg stand, sitting)

K55. Reactive training exercises for reactive stabilization (such as squat jump with stabilization, box jump-up to stabilization, multiplanar jumps with stabilization), reactive strength (such as butt kicks, tuck jump, squat jump) and reactive power (such as box run steps, ice skaters, proprioceptive plyometrics)

K56. Speed, agility, and quickness (SAQ) training exercises (such as resisted sprints, cone drills, agility ladder drills)

K57. Exercise progression/regression

K58. Acute variables (such as sets, repetitions, exercise selection, progressions, FITTE principle)

K59. Risk versus reward of different modalities and exercises

K60. Overtraining, rest, and recovery

K61. Current trends and their applicability to individual training programs

K62. Types of fitness technology (such as heart rate monitors, performance trackers, nutrition trackers, applications) and their uses and benefits

K63. Considerations for selection of exercises based on client's assessment results, goals, fitness level, and contraindications

K64. Considerations for exercise program design for special populations (such as youth; seniors; prenatal, clinical, and obese clients)

Domain 5: Exercise Technique and Training Instruction

Tasks

1. Provide instruction and demonstrate proper exercise technique for clients
2. Observe, analyze, and provide feedback on client's exercise technique to ensure safe and effective movement
3. Identify need for and implement appropriate exercise progressions and regressions.
4. Administer safe, effective, and professional spotting techniques when needed.

Knowledge of:

K65. Proper set-up and technique of:

a. flexibility training methods

b. core exercises

c. balance exercises

d. reactive exercises, including plyometrics

e. speed, agility, and quickness (SAQ) exercises

f. resistance training exercises

g. warm-up protocol

h. cool-down protocol

K66. Kinesthetic, auditory, and visual cueing techniques

K67. Safe training practices (such as maintaining a safe environment, monitoring exercise intensity, proper equipment setup)

K68. Physical signs or symptoms that indicate need for training modification or discontinuation

K69. Application and modalities of exercise regressions and progressions

K70. Safe, effective, and professional spotting techniques

K71. Proper breathing techniques during exercise

K72. Kinetic chain checkpoints (ankles, knees, lumbo-pelvic-hip complex, shoulders, and head)

Domain 6: Professional Development & Responsibility

Tasks

1. Adhere to applicable professional standards, guidelines, regulations, and codes of conduct
2. Act within CPT scope of practice (such as respecting occupational limitations, referring clients to other professionals when necessary).
3. Develop and grow business (such as lead generation; client acquisition, retention, and ascension; marketing; networking; financial planning).
4. Follow proper safety procedures (such as reporting equipment malfunction, hazards, damages, dangers).
5. Follow proper emergency protocols (such as activate EMS, implement facility emergency action plan).
6. Engage in continuing education and professional development in order to remain current, grow expertise, and increase credibility.

Knowledge of:

K73. Professional and ethical guidelines, standards, and codes of conduct (such as record keeping, client medical clearance, physical appearance and attire, punctuality)

K74. Scope of practice and professional limitations of personal trainer (such as psychological counseling, meal planning, diagnosing injury)

K75. Requirements for maintaining professional credentials

K76. Resources regarding rules and regulations applicable to CPTs

K77. Marketing concepts and techniques (such as branding, business-to-business [B2B] and business-to-consumer [B2C] networking, sponsoring, use of social media, community involvement, video blogging)

K78. Techniques for client acquisition, retention, and ascension (such as professional and timely communications, obtaining client feedback, events, promotions, social media campaigns, email campaigns)

K79. Sales concepts and techniques (such as lead generation, presenting, prehandling, and overcoming objections)

K80. Equipment maintenance and safety considerations

K81. Emergency protocols (such as activating EMS, implementing facility emergency action plan)

K82. Credible resources of information regarding health and fitness education (such as scholarly articles, peer-reviewed articles, conferences, workshops)

K83. Opportunities for professional development through education and other professional experiences