NATIONAL ACADEMY OF SPORTS MEDICINE (NASM)

EXAMINATION:
Certified Personal Trainer (CPT)

ELIGIBILITY:
Candidates interested in taking the Certified Personal Trainer (CPT) examination should contact NASM for qualifications.

Candidates who do not have a High School Diploma/GED must provide the NASM or AFAA Academic Partner High School Verification document to the proctor at the time of testing.

National Academy of Sports Medicine (NASM)
The Reserve at San Tan, Building 6
355 East Germann Road, Suite 201
Gilbert, Arizona 85297
Toll-free 800-460-NASM (6276)
www.nasm.org

SCHEDULING YOUR EXAM

NASM Candidates can schedule their exam through the online self-service tool or by speaking with a PSI phone representative.

For the fastest and most convenient scheduling process, NASM recommends that candidates schedule their exam by accessing their NASM Student Portal at **www.nasm.org**. Online scheduling is available 24 hours a day.

Telephone Scheduling Process:

- The times of operation for live operators are as follows:

Time Zone	Monday - Friday	Saturday - Sunday
Eastern Time	7:30am - 10:00pm	9:00am - 5:30pm
Central Time	6:30am - 9:00pm	8:00am - 4:30pm
Mountain Time	5:30am - 8:00pm	7:00am - 3:30pm
Pacific Time	4:30am - 7:00pm	6:00am - 2:30pm

- Candidates in the US or Canada: call 833-537-1330.
- Candidates outside the US or Canada: call +1 702-939-6197.

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment any time up until 24 hours before the scheduled examination date.

Note: A voicemail message is not an acceptable form of cancellation. Please use the telephone system and speak to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid if you:

- Do not cancel your appointment 24 hours before the scheduled examination date.
- Do not appear for your examination appointment
- Arrive after the examination start time
- Do not present proper identification and/or CPR/AED certification.

In all the above scenarios, you will forfeit your examination fee.

Exam Entry Requirements

Required Identification:

- One form of ID is required.
    - Must be valid, non-expired government-issued ID
    - Must include a photo and signature
    - First and Last name on your ID must match the name in the PSI system
- Allowable forms of identification include:
    - A state issued driver's license
    - United States Department of State driver's license
    - A state issued identification card
    - A current United States military-issued identification (does not require signature.)
    - Any Government issued passport
    - A permanent resident card
    - Passport card (signature not required if card shows candidate name and photograph.)
    - Matrícula Consular Card

Additional required documentation:

- Candidates who do not have a High School Diploma/GED must present the NASM or AFAA Academic Partner High School Verification form (located at the bottom of this document) to the proctor at the time of testing.
- Candidates must have a **current Adult Cardiopulmonary Resuscitation (CPR) & Automated External Defibrillator (AED) Certification.**
    - Physical certificates and certificate cards that require a signature must be signed.
        - Photocopies and digital copies of current and valid CPR/AED cards are acceptable. Photocopies must include a copy of the front and back of the certification document.
    - Digital certificates without a signature are acceptable
    - Candidate can show a letter from the agency stating the successful completion of their CPR, CPR/AED, AED, EMT and/or BLS course. The letter must be presented on letterhead paper of the organization that authorized the instructor to teach the course. The letter must show the candidate's name, skills learned, date completed, expiration date, instructor's name, Instructor number, verification of hands-on evaluation.
    - National Safety Council cards using 'ECC' instead of 'AED' are acceptable.
    - AED is not included with CPR; both must be present unless First Aid card includes AED.
    - Other Certifications that meet this requirement:
        - EMT (Emergency Medical Technician) card
        - BLS (Basic Life Support) card
        - CPR for the Professional Rescuer

SECURITY PROCEDURES

This section will outline the security procedures for each Exam modality.

Testing Center:

- While at an examination site, you are considered to be a professional and shall be treated as such. In turn, you must conduct yourself in a professional manner at all times. While at the site, you shall not use words or take actions that are vulgar, obscene, libelous, or that would denigrate the staff or other candidates.
- No conversing or any other form of communication among candidates is permitted once you enter the examination area.
- Cell phones, mobile devices, and children are not allowed in the examination center. No personal items are to enter the testing center. Candidates are encouraged to leave all personal belongings except their keys in their car.
- No smoking, eating, or drinking will be allowed at the examination site.
- Copying or communicating examination content is a violation of security policy. Either one may result in the disqualification of examination results and may lead to legal action.
- You will be permitted to use the restroom within the testing building. Please note that your 2-hour exam time will continue to run during this time.

Remote Online Proctoring:

- During the examination, you are considered to be a professional and shall be treated as such. In turn, you must conduct yourself in a professional manner at all times. You shall not use words or take actions that are vulgar, obscene, libelous, or that would denigrate the staff or other candidates.
- You are required to be in a private testing space. There cannot be any other people in the testing space at any time.
- Your testing space must be clear and free of any items, including but not limited to: Cell phones, mobile devices, papers, textbooks, etc.
- You will be required to be on-camera with a live remote proctor for the full duration of your exam.
- No smoking, eating, or drinking will be allowed during the examination.
- Copying or communicating examination content is a violation of security policy. Either one may result in the disqualification of examination results and may lead to legal action.
- If you are testing via a Live Remote Proctor, there will be no breaks permitted. If you leave the testing space during your 2-hour exam, you will forfeit your exam attempt.

NASM|AFAA Academic Partner High School Verification

Date:

To whom it may concern:

This is verification that student (student name) has completed all coursework required and will graduate with their high school diploma from (Educational Institution Name) as of (date of graduation).

Verifying authorities:

_____ _____

Principal/Dean of verifying Institution Date

_____ _____

Course Instructor Date