



# Certification Renewal Application

### To renew your certification:

- Fill out this form completely
- Submit proof of current Adult CPR (Attach a copy of your CPR certification, front and back)
- Submit copies of a minimum of \*20 CEC's. (6 CEC's must be from NETA workshops or home study courses)
- Include the appropriate renewal fee as listed below and mail or fax to NETA

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

### CEC Credits Awarded\*

| Course # | Completion Date | # of CEC's Awarded | Provider (NETA, ACE or AFAA) |
|----------|-----------------|--------------------|------------------------------|
|          |                 |                    |                              |
|          |                 |                    |                              |
|          |                 |                    |                              |
|          |                 |                    |                              |
|          |                 |                    |                              |
|          |                 |                    |                              |

\* You must provide copies of your CEC certificates of completion with this renewal form.

### Certification Renewal Fees\*\* (check one):

Group Exercise

Personal Trainer

- Prior to expiration \$45.00
- 1-90 days past expiration \$60.00
- 91-180 days past expiration \$75.00

#### \*\*Please note:

After 180 days past expiration of your certification, you must retake the primary certification test.

**Method of Payment:** Amount Enclosed \$ \_\_\_\_\_

Check # \_\_\_\_\_ Made payable to NETA

Visa, MasterCard or Discover

Money Order

Card # \_\_\_\_\_ Exp Date \_\_\_\_\_

CVC: (last 3 digits on back of cc) \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

### Please Sign

I certify that the above information is accurate and proof of completion of the above-listed CEC workshops and CPR courses is attached to this renewal application. This renewal of certification will be revoked if any of the above information is false and no refund will be issued.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Mail application, proof of CEC awards, CPR certification, and your payment to:

NETA, 5955 Golden Valley Road, Suite 240, Minneapolis, MN 55422 or fax: (763) 545-2524  
Renewal V3

## HOW TO KEEP YOUR NETA CERTIFICATION CURRENT

**All certifications are valid for two years.** To renew your certification, you must complete \*20 Continuing Education Credits (CEC's) between the date your certification begins and its expiration. **\*\*Six of the 20 CEC's must be from NETA workshops or NETA home study courses.** Temporary extensions may be granted beyond the actual expiration date, but a higher renewal fee applies (see below). If your certification expires you must retake the Primary Certification Workshop and the written test.

NETA accepts CEC's that are NETA, ACE or AFAA approved. Health fitness related College courses can be evaluated on a case-by-case basis for CEC approval by submitting a course outline and transcript to NETA. A \$15.00 petition fee is applicable. (ACE CEC credits are preceded by a decimal point. .3 ACE or 3 AFAA CEC's are equivalent to 3 NETA). All NETA courses provide CEC's. If you accumulate more than the required (20) CEC's, those credits are **not** applicable towards a future certificate.

To insure that you have a current certificate, please mail your renewal application, fee, and current Adult CPR two months prior to your expiration date. Send all of the renewal information in one packet. Never send forms singularly. If you have a change in your mailing address, or if you receive duplicate brochures at the same address, please call NETA at (800) 237-6242

## CERTIFICATION RENEWAL PROCEDURE

- 1. Fill out the enclosed Application for Renewal.** Your member number is listed on the certificate wallet card and the brochure that is mailed directly to you. If you are unable to locate the application, call NETA at (800) 237-6242 or download the form at [www.netafit.org](http://www.netafit.org).
- 2. Submit photocopies of all applicable CEC forms,** totaling no less than 20 CEC's from acknowledged providers (NETA, ACE, AFAA or Petitioned Approved Courses). **Six (6) of the 20 CEC's must be NETA workshops or home study courses. (Please Do Not Send Originals).**
- 3. Submit proof of current Adult CPR** certification from the American Red Cross, American Heart Association, any of their affiliates, Medic First Aid or Emergency Medical Technician. **PHOTOCOPY BOTH SIDES OF CARD.**
- 4. The renewal fee must accompany the application.** NETA accepts checks, money orders and Visa, Master Card or Discover.  
Renewal fees: Postmarked prior to expiration: \$45.00  
Postmarked 1-90 days past expiration: \$60.00  
Postmarked 91-180 days past expiration: \$75.00  
If the 180-day deadline expires, you will need to re-take the Certification Exam.

**Mail applications to:**

NETA  
5955 Golden Valley Road – Suite 240  
Minneapolis, MN 55422

**Or Fax Applications** (Visa/Master Card/Discover Users only) (763) 545-2524

**Incomplete applications will be returned to sender. Please allow 30 days to receive your new certificate.**

Your renewed certification will be valid for an additional two years from your expiration date, and will require 20 CEC's (6 must be from NETA workshops or home study courses) to renew using these same procedures.