



NASM-CPT Recertification Application

How to recertify:

1. Mail the completed Recertification Application (pages 8–9 of this packet).
2. Include documentation of continuing education courses (e.g., copies of CEU certificates of completion). A total of 2.0 NASM-approved CEU's are required.
3. Include a copy of the front and back of your adult CPR and AED certification.
4. Include the recertification fee of \$99 plus a \$30 late fee if the application is up to three months past the certification expiration date.
5. Mail all items prior to your certification expiration date to the NASM-BOC.



The NASM-CPT certification is proudly accredited by the NCCA.

The Global Leader in Health & Fitness Solutions.

Dear NASM-Certified Personal Trainer:

The packet includes important information and guidelines about recertification. The two-page Recertification Application that you must complete and submit to the NASM BOC and the Continuing Education Petition (if a petition is needed) are located in the back of this packet.

Please note that the NASM website (www.nasm.org) has the most up-to-date listings of approved continuing education providers, approved continuing education courses, and guidelines regarding your certification. The website makes it easy to stay current with recertification announcements, upcoming conferences and workshops, and home study opportunities. To view information regarding your certification, including your certification expiration date, and to maintain your current contact information, please login to your Member Page at our website.

The purpose of the recertification program is to ensure that qualified professionals maintain entry level guidelines by participating in approved continuing education programs. Continuing education programs are intended to promote continued competence, development of knowledge and skills, and enhancement of professional skills and judgment beyond the levels required for entry-level practice. Continuing education activities must focus on increasing knowledge, skills and abilities as defined in the Job Analysis Study, 1st edition (2004).

- Domains of performance are: *Assessment; Exercise Technique; Program Design; Nutrition; Client Relations & Administration; and Professional Practice & Responsibility.*

To support NASM's commitment to protect health and safety, the NASM CPT credential must be recertified every two (2) years. This ensures that NASM CPT professionals are current with best practice guidelines and the specific knowledge, skills, and abilities described in the most recent job analysis study.

Please review the entire packet carefully. For the most current information about continuing education and recertification, please refer to NASM's website (www.nasm.org). If you cannot find an answer to your question, please feel free to contact the Board of Certification (NASM BOC) at 800.460.6276 Option 3.

Sincerely,
NASM-Board of Certification

Recertification Guidelines

NASM Code of Professional Conduct

NASM CPT credential holders are expected to comply at all times to the NASM Code of Professional Conduct. A copy of this document can be obtained at NASM's website (www.nasm.org).

Recertification Fee

Every NASM CPT credential holder is required to submit a recertification fee to NASM. This fee, paid every two years, is an administrative fee that supports activities required of the Board of Certification. The recertification fee for the NASM CPT credential is \$99. The late recertification fee (applications received up to 90-days post-expiration) for the NASM CPT is \$129 (\$99 + \$30).

Expiration of Credential

The NASM CPT credential will expire if all recertification requirements have not been met by the certification expiration date. Recertification Applications can be submitted up to one year late *if all continuing education courses have been completed before or within 90 days of the certification expiration date*. Additional fees will apply.

Continuing Education

Continuing education requirements are intended to promote continued competence, development of knowledge and skills, and enhancement of professional skills and judgment beyond the levels required for entry-level practice. Continuing education activities must focus on increasing knowledge, skills and abilities defined in the Job Analysis Study, 1st edition (2004).

Petition Policy for Continuing Education

Non-NASM-approved continuing education courses can be reviewed by petition only. A \$25 non-refundable administrative fee is required for each course/event petitioned.

CEU Requirement

The number of CEU's required is 2.0.

- CEU's are based on contact hours. *Contact hours* are defined as the number of clock hours spent in direct participation in a structured educational format.
- One (1) contact hour is equivalent to point-one (0.1) CEU.

Documenting and Reporting Continuing Education Information

It is the sole responsibility of the NASM CPT credential holder to document CEU activities.

The completed Recertification Application must be submitted to the NASM BOC before the previously described deadline.

How to List and Report CEU's

- Information should be recorded directly on the Recertification Application.
- Proof of appropriate documentation must be submitted with the Recertification Application. The type of documentation required for an activity is described in this packet.
- In providing the date of an activity, the month, day and year must be included.
- CEU's will be awarded only for activities that are completed within the two (2) year recertification period, or within three months of the certification expiration date.
- CEU's in excess of the amount required for the two-year continuing education reporting period **cannot** be carried over for credit in subsequent reporting periods.
- A photocopy of the front and back of the card(s) verifying **current** CPR and AED certification must be included with the Recertification Application.
- The Recertification Application must be signed to be recognized as valid.

Change of Address

Changes in mailing address must be provided to NASM BOC or suspension or revocation of the NASM CPT credential may occur. You can keep your member information current by logging onto your member page from our website.

How to recertify your NASM CPT certification:

1. Complete the Recertification Application (pages 8–9 of this packet).
2. Include documentation of continuing education courses (e.g., copies of CEU certificates of completion). A total of 2.0 **NASM-approved** CEU's are required.
3. Include a copy of the front and back of your adult CPR and AED certification.
4. Include the recertification fee of \$99 plus a \$30 late fee if the application is up to three months past the certification expiration date.
5. Mail all items prior to your certification expiration date to:

NASM BOC
 1750 E. Northrop Blvd., Suite 200
 Chandler, AZ 85286-1744

Category Requirements

Maximum Number of CEU's Accepted Per Category

Total Required	Category A Maximum	Category B Maximum	Category C Maximum	Category D Maximum
2.0 CEU's	1.9	1.5	1.5	0.1

Category A – NASM Approved Provider Offerings

Activities in this category are available through NASM-Approved providers and include:

Possible Activities	Number of CEU's	Required Documentation
Workshops	As awarded by NASM	Certificate of attendance
Conferences	As awarded by NASM	Certificate of attendance
Symposiums	As awarded by NASM	Certificate of attendance
Home-study Courses	As awarded by NASM	Certificate of completion
NASM-Credential Courses	As awarded by NASM	Certificate of completion
Other Approved Certifications	As awarded by NASM	Certificate of completion

A maximum of 1.9 CEU's can be obtained in Category A.

- NASM will determine the number of CEU's awarded for activities in this category.
- All conferences, workshops and symposiums must be intended for an audience of health and fitness professionals.
- A list of current NASM-approved providers is available on NASM's website.

Category B – Industry Contributions

Activities in this category have been defined by NASM.

- Speaking engagements can be counted only once per topic.
- Topic must be related to health and fitness.

A maximum of 1.5 CEU's can be obtained in Category B.

Possible Activities	Number of CEU's	Required Documentation
Speaker at a conference	0.1 CEU/ contact hour	Letter of acknowledgement (include description of topic and length of time), Outline of notes
Panelist at a conference	0.1 CEU/ contact hour	Letter of acknowledgement (include description of topic and length of time), Outline of notes
Primary author in a peer-reviewed publication ¹	0.5 CEU's	Copy of article; writer guidelines
Primary author in a textbook	0.5 CEU's	Copy of cover, table of contents, 500-word summary of contribution to industry

Category C – Post-Certification Collegiate Coursework

CEU's are awarded for successful completion of college or university courses, if the content falls within the Performance Domains defined by the most current Job Analysis Study, 1st edition.

- In order for a course to be eligible, it must be assigned credit hours and be listed on the official university transcript.
- Point-one CEU credit hour (0.1) is awarded for each semester credit hour (e.g., a 3 credit course receives 0.3 CEU's).

A maximum of 1.5 CEU's can be obtained in Category C.

Possible Activities	Number of CEU's	Required Documentation
College/official university course	0.1 CEU per official credit hour	Official university transcript

- Acceptable courses include those specifically included in the following degree programs: Athletic Training, Biology, Biomechanics, Community Health, Emergency Medical Technician, Ergonomics, Exercise Physiology, Exercise Science, Health Science, Human Movement Science, Kinesiology, Massage Therapy, Nursing, Nutrition, Physical Education, Physical Therapy, and Sport Science.

¹ A peer-reviewed publication is one that has been reviewed by an editor and one (or more) specialists prior to its publication.

- General Education requirements are accepted only with relevance to the health & fitness industry (e.g. Biology, Biomechanics, Business Administration, Communications, Exercise Physiology, Human Anatomy, and Human Physiology).
- In order for Massage Therapy courses to be accepted, they must be part of an ACCET-accredited program in good standing.
- Practicum courses, internship experiences and laboratory-format courses are **not** acceptable for CEU credit.
- Non-NASM weight training and/or conditioning courses are **not** acceptable for CEU credit.

Category D – Emergency Cardiac Care (CPR) and Automated Defibrillator (AED) Certification: **REQUIRED**

CEU's earned in this category are **REQUIRED**.

- Candidates must maintain and provide proof of current emergency cardiac care (CPR) certification and automated external defibrillator (AED) certification that meet the following criteria:
 - Must have a hands-on training component (online CPR/AED courses are not accepted)
 - Must include a skills demonstration evaluation from a trained instructor
 - Must require the passing of a standardized exam
- Preferred providers include:
 - American Heart Association
 - American Red Cross
 - American Safety and Health Institute
 - National Safety Council
 - St. John Ambulance
 - Emergency Medical Technician

Only 0.1 CEU's can be obtained in Category D.

Possible Activities	Number of CEU's	Required Documentation
Courses providing required CPR/AED certification	0.1 CEU	Front & back copies of current certification card(s)

Recertification Guidelines

CEU's are based on contact hours.

- *Contact hours* are defined as the number of clock hours spent in direct participation in a **structured educational format**.
- One (1) contact hour is equivalent to point-one (0.1) Continuing Education Unit.
- 2.0 CEU's are required to recertify and may be earned through any combination of the categories below.

Recert. Fee	Total Required	Category A Maximum	Category B Maximum	Category C Maximum	Category D Maximum
\$99	2.0 CEU's	1.9	1.5	1.5	0.1

Category	Description	# of CEU's	Documentation Requirements
A	NASM-Approved Provider Offerings (pre-approved)	1.9	
	▪ Workshops	~	Certificate of attendance
	▪ Conferences	~	Certificate of attendance
	▪ Symposiums	~	Certificate of attendance
	▪ Home-study courses	~	Document of completion
	▪ NASM Certifications	~	Copy of certificate
	▪ Other Certifications	~	Copy of certificate
B	Industry Contributions	1.5	
	▪ Speaker at a conference	0.1/CH	Letter of acknowledgement Outline notes
	▪ Panelist at a conference	0.1/CH	Letter of acknowledgement Outline notes
	▪ Primary author in a peer-reviewed publication	0.5	Copy of article
	▪ Primary author of a textbook	0.5	Copy of cover, TOC, 500-word summary
C	Post-Certification Collegiate Coursework	1.5	
	▪ Collegiate course work (each semester)	0.1/CH	Official university transcript
D	CPR & AED Certification (required)	0.1	
	▪ CPR/AED Certification	0.1	Front/back copy of card
	▪ Emergency Medical Technician Certification	0.1	Front/back copy of card

~ NASM and/or the individual approved course provider determines the number of CEU's

CH = Contact Hour

NASM CPT™ Recertification Application

Name:		Home Phone:		Email:	
Mailing Address:					
	Street		City/State/Zip		
Billing Address:					
<input type="checkbox"/> Same as above	Street		City/State/Zip		
Fees		Payment			
Recertification	\$99	<input type="checkbox"/> Check/Money Order (payable to NASM)			
Late Fee (up to 3 months late)	\$30	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express	
		Card Number:			
TOTAL RECERTIFICATION FEE \$		Name on Card:			
		Expiration Date:			
		Security Code:			
		Signature (req)			
Application Checklist					
<input type="checkbox"/> Complete the Recertification Application					
<input type="checkbox"/> Make a copy of all required information for each course (e.g., copy of CEU certificates & CPR/AED card)					
<input type="checkbox"/> Include check or credit card information					
<input type="checkbox"/> Mail all items to:					
NASM-Board of Certification 1750 E. Northrop Blvd., Suite 200 Chandler, AZ 85286-1744					
<p>Allow 30 days for processing of your application. Incomplete applications will be returned for resubmission.</p> <p><i>If you have questions about recertification, please contact the NASM BOC at 800.460.6276 Option 3</i></p>					

Category A: NASM-Approved Provider Offerings			Maximum of 1.9 CEU's in Category A
Date of Activity	Title of Course/Activity	Provider Name	# of CEU's

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Category B: Industry Contributions

Maximum of 1.5 CEU's in Category B

Date of Activity	Title of Course/Activity	Provider Name	# of CEU's

Category C: Post-Certification Collegiate Coursework

Maximum of 1.5 CEU's in Category C

Date of Activity	Title of Course/Activity	Provider Name	# of CEU's

Category D: CPR and AED Certification

Maximum of 0.1 CEU (MANDATORY)

Date of Activity	Title of Course/Activity	Provider Name (online CPR/AED not accepted)	# of CEU's
	CPR/AED		0.1

- I have conducted myself as an NASM CPT in accordance with the NASM Code of Professional Conduct.
- The information contained on this report is a true and accurate statement of my continuing education activities.
- I am aware that falsification of this report may result in the revocation of my NASM CPT certification.

Date: _____ Signature: _____