



# NETA Certification Board

## Recertification Handbook



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

## Recertification Application Checklist:

- Completed the Renewal Application found on page 7 of this Handbook.
- Include documentation (i.e., copy of certificates of completion) of all NETA-CB approved continuing education credits (CECs) earned totaling a minimum of twenty (20) credits.
- If necessary, include CEC Petition Application (see page 8) for all continuing education activities (e.g., relevant college classes, seminars, courses, and workshops) not pre-approved by the NETA-CB (i.e., activities providing NETA, ACE, NASM, or AFAA CECs).
- Include a copy of the front and back of your adult CPR/AED\* certification card for recertification of Personal Trainer, or a copy of the front and back of your adult CPR\* certification card for recertification of Group Exercise Instructor.
- Include the appropriate recertification fee as indicated on the Recertification Application.
- Within 90 days prior to your designated expiration date, mail, fax, or email to a recertification documents to:

NETA  
Attn: Recertification  
12800 Industrial Park Blvd., Suite 220  
Minneapolis MN 55441  
  
Fax: 1-763.545-2524  
  
Email: [neta@netafit.org](mailto:neta@netafit.org)

\*Effective 1/1/16, NETA only accepts CPR and CPR/AED certifications that include a live hands-on skills assessment. For more information about acceptable CPR/AED certifications, please see NETA's [CPR/AED Certification Provider Reference Guide](#) located on NETA's website.



Dear NETA-Certified Exercise Professional:

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

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

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

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

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

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

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

## I. Recertification

### A. Rationale for Continuing Education and Recertification

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

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

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

The dynamic nature of the fitness industry is reflected by an ever-growing body of exercise science research, regularly-updated industry standards and guidelines, and evolving evidence-based best practices. For example, the 'gold-standard' publication, *ACSM's Guidelines to Exercise Testing and Prescription*, has been updated and re-published at regular intervals since the first edition was released in 1975 (e.g., 2<sup>nd</sup>, 1980; 3<sup>rd</sup>, 1986; 4<sup>th</sup>, 1991; 5<sup>th</sup>, 1995; 6<sup>th</sup>, 2000; 7<sup>th</sup>, 2005; 8<sup>th</sup>, 2010, 9<sup>th</sup>, 2014, 10<sup>th</sup>, 2017). In addition, in accordance with federal law, the *Dietary Guidelines for Americans* policy document has been updated and re-published every five years since 1980. Furthermore, countless position statement and consensus papers relevant to exercise professionals are updated and/or published frequently.

In consideration of the well-documented phenomenon of knowledge decay, and the expanding and evolving body of exercise science literature, it is both appropriate and practical to require recertification of NETA-CB credentials every two (2) years, during which time certificants must earn a minimum of twenty (20) continuing education credits (CECs) to substantiate learning activities.

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

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

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

## B. Recertification Process

1. Both the NETA-CB's Group Exercise Instructor and Personal Trainer certifications are valid for two (2) years. To renew NETA-CB credential, certificants must complete a minimum of twenty (20) NETA-CB approved continuing education credits (CECs) between the certification date of issue and the designated expiration date.
2. A 180-day reinstatement grace period within which to complete recertification is provided should an extension beyond the designated expiration date be necessary; however, higher renewal fees will apply (see page 4). **Please note: although a 180-day grace period is provided, a certification that is allowed to lapse beyond the designated expiration date is considered expired and invalid.** Therefore, NETA-certified professionals are strongly encouraged to complete the recertification process prior to the designated expiration date. If a certification remains at expired status beyond the 180-day grace period, then the candidate must retake and successfully pass the certification exam in order to regain their status as a NETA-certified professional.
3. In addition to NETA-approved CECs, the NETA-CB accepts any job-related CECs that are pre-approved by the American Council on Exercise (ACE), the National Academy of Sports Medicine (NASM), or the Aerobics and Fitness Association of American (AFAA). Note: ACE CECs and NASM CEUs are preceded by a decimal point. For example, 0.3 ACE CECs or 0.3 NASM CEUs are equivalent to 3.0 NETA CECs. The certificate of completion for each course must include at minimum: the name of course, date of completion, organization(s) awarding the CECs, number of CECs awarded, course number assigned by CEC provider(s) (i.e., ACE, NASM, and/or AFAA), and the recipient's name.
4. If more than the minimum required twenty (20) CECs are accumulated within a 2-year recertification period, those additional credits may NOT be carried over and applied toward a future recertification cycle.
5. To insure that you maintain a valid certification, please mail your renewal application, renewal fee, documentation of CECs earned, and a copy of valid adult CPR (for Group Exercise Instructors) or CPR/AED (for Personal Trainers) card (front & back) or certificate at least 30 days prior to your designated expiration date. NETA only accepts CPR and CPR/AED certifications that include a live hands-on practical skills evaluation. CPR/AED certification does *not* provide CECs toward renewal of your NETA-CB certification(s). Please send all of the renewal information in one packet. Do not send forms singularly. If you have a change in your mailing address, or if you receive duplicate correspondence at the same address, please call NETA at 1-800-237-6242.
6. NETA staff accepts recertification applications up to 90 days before certification expiration. The designated staff person reviews all recertification packets utilizing the checklist below:
  - Is the application complete?
  - Is correct payment included?
  - Does the applicant report the correct number of CECs?
  - Are the CECs supplied from the list of approved providers?
  - Does the applicant supply a copy of a current cardiopulmonary resuscitation (CPR) certification and automated external defibrillator (AED) certification (Personal Trainers only)?
  - Does the applicant supply verification of CECs completed?
  - Is there a petition included in the application packet?

7. All continuing education activities must provide knowledge, skills, and abilities beyond an entry-level, and fall within the performance domains as defined by the most recent Job Task Analysis / Role Delineation Study for the applicable credential.
8. Once the candidate's recertification application packet is reviewed for content, the application is then added into the applicant's account. The Recertification Coordinator then deposits the payment and prints and mails:
  - a congratulatory letter to candidate informing them of the recertification application acceptance,
  - an updated certification, and
  - a new recertification packet.
9. If applications are incomplete (e.g., applicant does not have the correct number of CECs, CECs are not from the NETA-CB accepted provider list, applications do not contain the proper payment amounts, or applications do not include current CPR/AED certification), then the applicant will receive a phone call and a letter via mail from the NETA-CB informing them of their status. Applicants are given 30 days to re-apply before they are assessed a late charge.
10. Applicants who did not obtain CECs from an approved provider will be sent a course petition application.
11. Late recertification applications are accepted up to 180-days post expiration and applicants are assessed a late fee. Certifications allowed to lapse past the 180-day grace period are ineligible for recertification. Candidates must complete the eligibility application process, retake, and pass the certification exam in order to regain their status as a NETA-certified professional.

## **B. Continuing Education Course Petition Process**

1. Certified health/fitness professionals who do not earn continuing education credits (CECs) from NETA or the NETA-CB approved provider list (ACE, NASM, AFAA) must submit a petition application including required documentation and petition fee for each job-related course they would like considered for CEC approval.
2. Job-related health/fitness college-level courses may be petitioned and will be evaluated on a case-by-case basis for CEC approval. As a general rule, health- or fitness-related college and university courses completed with a grade of 'C' or higher will be awarded 5 NETA CECs per class credit. For example: a 3-credit college/university class equals 15 NETA CECs.
3. The CEC Petition Application may be found on page 8 or downloaded from NETA's website at [www.netafit.org](http://www.netafit.org). Each petition must include:
  - a completed NETA-CB CEC Petition Application,
  - a \$15.00 non-refundable petition processing fee for each course,
  - a certificate of completion the name of course, date of completion, organization(s) awarding the CECs, number of CECs awarded, course number assigned by CEC provider(s), and the recipient's name,
  - detailed outline or course syllabus listing times and topics covered,
  - if a home study course, a copy of the table of contents, outline of the course, and course objectives, and
  - the course instructor's resume including educational history and other relevant credentials.

### C. NETA-CB Petition Review Process

1. The petition process may take up to 7-14 days upon receipt. Once received, petition applications are reviewed for the following:
  - Is the application complete with all necessary documentation?
  - Is the correct payment included?
2. After initial review, the Recertification Coordinator evaluates the course information to determine whether or not the course represents the relevant knowledge, skills, and abilities as outlined by the most recent Practice Analysis / Role Delineation Study.
3. Course instructor qualifications are reviewed as well. Course instructors must have at least one of the following for their course to be accepted:
  - Bachelor's degree or higher in a health/fitness related field (e.g., exercise science, kinesiology, exercise physiology), or
  - Current nationally-recognized and NCCA-accredited fitness certification in good standing.
4. Petitioned courses that do not meet the standards as stated above will not be approved or recognized for CECs.

### D. Notice of Acceptance or Denial

NETA-CB certified health/fitness professionals will be contacted via phone and postal letter announcing the outcome of the petition. Health/fitness professionals whose petitioned courses are accepted will have their application processed and information added to their accounts. NETA-CB certified health/fitness professionals who are denied will be granted 30 days without late fee to acquire the necessary CEC's for recertification.

### E. Recertification CEC Petition Denial Appeals Process

Candidates who are denied a petitioned continuing education course application and wish to appeal may do so within 30 days of notice of a denied application. Those who appeal a denied application will be assessed an administrative fee. Appeals are forwarded to the Certification Director and Certification Board Appeals Committee. This process requires 60 days during which the applicant appealing the decision is granted a grace period and is not assessed a late fee for recertification. Each course may only be appealed once. The Certification Board Appeals Committee shall be comprised of three certified professional representatives and shall meet as deemed necessary either by phone, person or electronic means. Each committee member shall receive a copy of the appeals application, petition application, and administrative review form. Once a decision is determined, the applicant will be notified via phone and mail. All decisions handed down from the Appeals Committee are deemed final and cannot be appealed again.

### F. Certification Board Appeals Committee

The Certification Advisory Council Appeals Committee shall be a non-standing committee, formed upon necessity but governed by the NETA-CB Bylaws for standards and procedures of meetings and actions. The committee shall be comprised of three certified professional representatives, each representative of the individual educational tracks. Upon meeting, the Appeals Committee shall review the appeals application and all relevant material for consideration. Once reviewed, a majority vote in favor of

acceptance is required for approval. If a majority vote does not exist, the appeal will be denied. All decisions handed down from the Certification Advisory Committee Appeals Committee are deemed final.

### G. Recertification Fees

Prior to certification expiration date:	\$55.00
1 to 90 days past the certification expiration date:	\$70.00
91 to 180 days past the certification expiration date:	\$85.00

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

### H. Continuing Education Credit (CEC) Limitations

The continuing education credits (CECs) earned for a specific activity (e.g., workshop or course as identified by a unique course or item number) may be applied only toward the renewal of a specific NETA credential (e.g., Group Exercise Instructor, Personal Trainer) once during a candidate's lifetime. Candidates are welcome to repeat specific continuing education activities as desired, but the CECs earned from a specific workshop or course may be applied only once toward the renewal of a particular certification. It is permissible to apply CECs earned from a specific continuing education activity toward the renewal of both the NETA Personal Trainer and Group Exercise Instructor certifications; however, again a specific course or item number may be applied only once toward renewal of a particular certification.

The continuing education credits (CECs) granted for completion of NETA's Group Exercise Instructor or Personal Trainer certification review workshops, whether attended prior to or after the initial date of certification, cannot be applied toward the renewal of the same certification. For example, the six (6) NETA CECs granted for attending the Group Exercise Instructor certification review workshop are not applicable toward the renewal of the Group Exercise Instructor certification. Similarly, the fourteen (14) NETA CECs granted for attending the Personal Trainer certification review workshop are not applicable toward the renewal of the Personal Trainer certification.

## II. NETA-CB Professional Code of Ethics

The following code of conduct is designed to assist certified health fitness professionals of the National Exercise Trainer Association to maintain - both as individuals and as an industry - the highest levels of professional and ethical conduct. This Code of Professional Conduct reflects the level of commitment and integrity necessary to ensure that all NETA-CB certified health/fitness professionals provide the highest level of service and respect for all colleagues, allied professionals and the general public.

### A. Professional Code of Ethics

The NETA-CB health/fitness professional must be aware of and practice the standards of ethical behavior of their profession as follows:

1. Respect the rights, welfare, privacy, and dignity of clients, co-workers, and the public at large.
2. Provide and maintain a safe and effective training environment and exercise programming.
3. Provide equal, fair, and reasonable treatment for all individuals.
4. Comply with all applicable laws governing business practices, employment, and property usage.
5. Respect and maintain the confidentiality of all client information.



6. Maintain appropriate documentation (e.g., informed consent, PAR-Q, health & lifestyle questionnaire, progress notes, training logs, etc.).
7. Recognize and abide by the recognized scope of practice consistent with exercise certification(s) held; avoid actions or behaviors restricted to the scope practice for adjacent health care professionals.
8. Do not diagnose illness, injury, or medical conditions; refer clients to a more qualified health, fitness, or medical professional when appropriate.
9. Strive to remain up-to-date with current practical and theoretical fitness/health research through continuing education, conferences, home studies, and networking with other fitness professionals.
10. Maintain a current appropriate first-responder emergency certification. Group exercise instructors must maintain a valid adult CPR certification; personal trainers must maintain a valid adult CPR/AED Certification. CPR/AED certification must include a hands-on practical skills evaluation.
11. Establish and practice clear professional boundaries.
12. Avoid engaging with any behavior or conduct that could be construed as a conflict of interest or reflects adversely on the fitness profession, NETA, or the NETA-CB.
13. Represent credentials and certifications in an honest, accurate, and appropriate manner.
14. Strive to protect the public from those who misrepresent the health and fitness professions or are in direct violation of this code of ethics by communicating concerns with the NETA-CB.

#### **B. Professional Practices and Disciplinary Policies**

The NETA-CB has approved the following circumstances, if clearly proven, as grounds for certification revocation or rendering an applicant ineligible for certification:

1. Any irregularity in connection with the administration of a NETA-CB certification exam, exam materials, or interfering with an exam applicant.
2. Unauthorized use or possession of copyrighted NETA-CB certification exam, logo, educational materials, or other NETA-CB materials.
3. Any health condition (including but not limited to substance abuse) that renders the certified professional from performing his or her function in a competent, professional manner.
4. Failure to earn sufficient continuing education credits (CECs) or pay the appropriate recertification fees within the time period allowed.
5. A conviction of a felony directly related to public health, fitness training, or competent professional performance. Such crimes may include but are not limited to; any weapons charges, deviant sexual behavior and possession, use or sale of illegal controlled substance.
6. Negligence or intentional misconduct, such as sexual harassment, unauthorized release of confidential information or failure to maintain a safe training environment, while performing professional duties.

#### **C. Failure To Abide By the NETA-CB Professional Code of Ethics**

If an individual knows that a NETA-CB certified-professional has not abided by one or more provisions of the NETA-CB Professional Code of Ethics, he/she may submit a complaint in writing outlining which provision(s) were violated along with documentation of the claim.



## Primary Certification Renewal Application

**To renew your certification(s):**

- Complete the Primary Certification Renewal Application.
- Submit a photocopy of your Adult CPR/AED certification card (front and back) or certificate. NETA will only accept CPR/AED certifications that include a live hands-on skills evaluation.
- Submit photocopies of continuing education credits (CECs) earned totaling a minimum of twenty\* (20) CECs.
- 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			

**CECs Completed\*\***

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

\*\* You must include photocopies of the Certificate of Completion for all CECs earned with this Renewal Application.

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

- Group Exercise Instructor**                       **Personal Trainer**

- Prior to expiration \$55.00
- 1-90 days past expiration \$70.00
- 91-180 days past expiration \$85.00

\*\*\*Please note: If your 180-day reinstatement grace period lapses then you must retake and pass the certification test to once again earn a NETA Primary Certification.

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

- Check # \_\_\_\_\_ Made payable to NETA       Visa, MasterCard, American Express, or Discover
- Money Order      Card # \_\_\_\_\_ Exp Date: \_\_\_\_/\_\_\_\_
- CVC #: \_\_\_\_\_
- Cardholder's Signature \_\_\_\_\_

I certify that the information provided above is accurate and documentation of completion for the above-listed continuing education activities is attached to this renewal application. I understand that my certification may be revoked if any of the above information is found to be false and no refund will be issued.

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

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

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



### Continuing Education Petition Application

#### NETA Certificant Information

Name: \_\_\_\_\_ NETA Customer ID: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 NETA Certification: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

#### Course Information (Complete a separate application for each course)

Course Title: \_\_\_\_\_ Date of Completion: \_\_\_\_\_  
 Course Provider: \_\_\_\_\_ # of Contact Hours: \_\_\_\_\_  
 College or University Course? Yes  No  If yes, # of Credits & Grade Earned: \_\_\_\_\_ / \_\_\_\_\_  
 Instructor: \_\_\_\_\_ # of NETA CECs Requested: \_\_\_\_\_  
 Instructor's Qualifications (e.g., degree, certification, or other credentials): \_\_\_\_\_

List the primary learning objectives for this course.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Please Note:**
- Eligible courses must be completed within current two-year certification period (i.e., date of issue and before designated expiration date).
  - Course learning objectives must be relevant to the NETA certification held, as reflect analysis/role delineation for a specific certification.
  - NETA automatically accepts CECs/CEUs pre-approved by ACE, AFAA, and/or NASM. CECs/CEUs approved for CECs/CEUs by one or more of these organizations *do not* require a Petition.
  - CPR, AED, and First Aid courses are not eligible for NETA continuing education credits.
  - Incomplete applications will not be processed and will be returned to the applicant.
  - The \$15 administrative fee (per course) is non-refundable and does not guarantee that CECs will be awarded.

CEC Petition Application – October 2016

#### Please Enclose:

- Copy of detailed course outline or syllabus.
- Certificate of Completion or copy of unofficial college/university transcript.
- Petition Application fee of \$15.00 (for each course). NETA accepts payment via check, money order, or credit card. Please make checks payable to NETA.

#### Method of Payment:

Total Amount Enclosed: \$ \_\_\_\_\_

- Check # \_\_\_\_\_  
 Money Order  
 Credit Card Credit Card Type: Visa / MasterCard / Discover / American Express

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVC# \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

*I understand that the \$15.00 administrative fee (per course) is non-refundable and does not guarantee that NETA continuing education credits (CECs) will be awarded. I attest that the information provided in and with this application is true and accurate. I understand that this application may be rejected if any of the information is found to be false, and no refund will be issued.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Mail To:

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

or

Fax To: 1-763-545-2524

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

CEC Petition Application – October 2016

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Download this form at: <http://www.netafit.org/pdfs/download/CEC-Petition-Application.pdf>