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Dear Group Exercise Instructor Certification Candidate,

NETA's Group Exercise Instructor Certification is accredited through the National Commission for Certifying Agencies (NCCA). The process of earning accreditation is extensive and included the input of many Subject Matter Experts (SMEs) to conduct an analysis of the group exercise instructor's role and responsibilities, and to develop the certification exam.

NETA's *The Fitness Professional's Manual*, 4th edition (2014) is an excellent resource to help prepare for the exam. In addition to studying the Manual, NETA also recommends completion of *The Fitness Professional's Workbook for Group Exercise Instructors* (item #26), which includes a 50-question Group Exercise Instructor Practice Exam. A series of four online *Exercise Science Review Modules* (item #124) may also be purchased to supplement your exam preparations. Visit our website for more information on these additional study resources.

The 1-day live workshop is intended to serve as a final review of key topics in preparation for the certification examination. The workshop is primarily lecture with some practical activities. **To successfully prepare for the exam, NETA recommends that participants study the material beginning at least 30-45 days prior to attending the workshop or sitting for the examination.** Self-study time may vary depending on the individual's existing knowledge, the quality of time devoted to study, and the rate at which candidates comprehend the information. A sample 30- and 45-day preparation schedule is provided in this packet.

In addition, candidates should also review NETA's Group Exercise Instructor's (Job) Analysis (also known as a Role Delineation). This document serves as the blueprint from which the certification exam was constructed. This document is available in the *Exam Candidate Handbook* (pgs. 9-14) located on NETA's website. Take some time to familiarize yourself with the exam content and subject matter allocation. Your preparation for the exam should be focused accordingly.

If you have any questions, please feel free to contact us at 1-800-237-6242 or refer to Frequently Asked Questions at www.netafit.org.

Good luck with your preparations for NETA's NCCA-accredited Group Exercise Instructor certification exam!

Sincerely,

NETA's Education Department

NETA Group Exercise Instructor Certification Study Guide

Chapter 1 – The Role of the Fitness Professional

What you should know:

- The roles of the fitness professional
- Ideal qualities and characteristics
- Ethical and professional standards
- NETA's Professional Code of Ethics

Chapter 2 – Relationship-Building & Communication Skills

What you should know:

- The impact of a message
- Active, verbal, and nonverbal listening skills
- Asking effective questions (e.g., open, closed)

Chapter 3 – Behavior Modification & Motivation

What you should know:

- Stages of the transtheoretical model
- Factors that influence self-efficacy
- Approaches to setting SMART goals
- Action- versus outcome-oriented goals
- Strategies to increase motivation and adherence

Chapter 5 – Human Anatomy

What you should know:

- Anatomical location terminology
- Planes of anatomical movement
- Functions of the skeletal system
- Major bones of the skeleton and vertebral column
- Types of muscle tissue
- Structure of skeletal muscle
- Major skeletal muscles throughout the body
- Type of muscle actions and muscle functions

Chapter 6 – Applied Kinesiology & Biomechanics

What you should know:

- Movement terminology
- Joint actions throughout the body and the corresponding muscles
- Newton's three laws of motion
- Types of lever systems
- Principles of applied biomechanics

Chapter 7 – Exercise Physiology

What you should know:

- Components of the cardiovascular system
- Pathway of blood flow through the body/heart
- Cardiorespiratory variables, the responses during exercise, and adaptations to training
- Variables related to oxygen consumption
- The three energy systems and their contributions during exercise
- Anaerobic threshold
- Characteristics of skeletal muscle fiber types
- Neuromuscular system and the motor unit

Chapter 8 – Essential Nutrients for Health & Performance

What you should know:

- Structure, function and food sources of carbohydrates
- Structure, function and food sources of protein
- Structure, function and food sources of fat
- Role and classification of vitamins and minerals
- Function of water and fluid intake recommendations
- Recommended macronutrient percentages in a healthy diet
- The concept of the Recommended Dietary Allowances (RDAs)

Chapter 9 – Dietary Guidelines

What you should know:

- Overarching concepts and key recommendations of the Dietary Guidelines for Americans (2010)
- Recommended healthy eating patterns
- Key messages of the MyPyramid and MyPlate graphics
- Interpretation of a Nutrition Facts label
- How to calculate percent of calories derived from each macronutrient in a food.

Chapter 10 – Weight Management

What you should know:

- Metabolism and energy balance
- Guidelines for safe weight loss
- Findings of the National Weight Control Registry
- How to calculate goal body weight

Chapter 11 – Eating Disorders

What you should know:

- Risk factors for the development of eating disorders
- General characteristics of various eating disorders

Chapter 12 – Initial Intake & Pre-Participation Screening

What you should know:

- Components of the Informed Consent document
- Physical Activity Readiness Questionnaire (PAR-Q)
- Risk factors for CVD

Chapter 13 – Health Screening Assessments

What you should know:

- Normal resting heart rate range
- Classifications of resting blood pressure

Chapter 14 – Postural Analysis

What you should know:

- Postural alignment and the kinetic chain
- Factors that affect pelvic alignment
- Characteristics of various spinal misalignments
- Characteristics of upper and lower cross syndrome

Chapter 16 – Physical Activity & Health

What you should know:

- Health benefits of regular physical activity
- Key recommendations of the 2008 Physical Activity Guidelines for Americans
- METs and classification of physical activity intensity
- Definitions of the five components of health-related physical fitness
- Principles of training and their application to exercise programs

Chapter 17 – Cardiorespiratory Fitness Programming

What you should know:

- Elements of a cardiorespiratory exercise session
- Objectives and effects of the warm-up
- Objectives and effects of the cool-down
- Guidelines for cardiorespiratory exercise and FITT
- How to calculate target heart rate using the maximum heart rate method and the Karvonen formula
- Rate of perceived exertion
- Based types of cardiorespiratory exercise workouts

Chapter 18 – Programming for Muscular Fitness

What you should know:

- Benefits of resistance training
- Types of resistance training exercises
- Closed-chain versus open-chain exercises
- Signs and symptoms of overtraining
- Guidelines for resistance training programs
- Identify joint actions and primary muscles during various resistance training exercises.

Chapter 19 – Flexibility Programming

What you should know:

- Understand the sensory receptors and their function in the effect of flexibility training
- Types of stretching exercises
- Proposed benefits of stretching
- Guidelines for flexibility training
- Recommended static stretches for major muscle groups throughout the body

Chapter 20 – Teaching Skills

What you should know:

- 32-count music structure
- Number of counts/beats in basic movements
- Strategies to comply with music copyright laws
- Verbal and non-verbal cueing strategies
- Forms of adult learning styles
- Base Movement Progression
- Options of choreography development/teaching methods

Chapter 21 – Group Exercise Class Structure and Formats

What you should know:

- Components of a group exercise class
- Guidelines for each group exercise class component
- Characteristics of the most popular group exercise class formats

Chapter 22 – Injury Management & Emergency Response

What you should know:

- Basic etiology, considerations, and precautions related to common exercise-related injuries
- Immediate care for exercise-related injuries (e.g., PRICE)
- Strategies to prevent common-exercise related injuries
- Signs and symptoms of heat-related disorders
- Strategies to reduce the risk of heat-related disorders
- Signs and symptoms of cardiovascular emergencies (e.g., heart attack, stroke)
- Emergency response procedures

Chapter 23 – Medical Conditions & Special Populations

What you should know:

- Exercise precautions and recommendations related to common medical conditions including asthma, arthritis, diabetes, hypertension, and osteoporosis.
- Exercise considerations, precautions and recommendations for special populations including pregnancy, older adults, and youth/adolescents

Chapter 24 – Risk Management for Fitness Professionals

What you should know:

- Legal concepts such as standard of care and negligence
- Common liability exposures for fitness professionals
- Scope of practice limitations with regard to medical considerations and dietetics
- Risk management strategies for fitness professionals
- Importance of professional liability insurance

Chapter 25 – Documentation & Record Keeping

What you should know:

- The importance of confidentiality of client's personal information
- Purpose of a waiver and release of liability form

30 Day Group Exercise Instructor Study Schedule

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				Day # → X(XX) Countdown	1 (30) Review NETA's <i>Certification Candidate Handbook</i> . Visit: www.netafit.org	2 (29) Read Chapter 1 of <i>Manual</i> Complete Review Questions
3 (28) Read Chapter 2 Read Chapter 3 Complete Review Questions	4 (27) Read Chapter 5 Complete Review Questions	5 (26) Read Chapter 6 Complete Review Questions	6 (25) Read Chapter 7 Complete Review Questions	7 (24) Review Section II: Chapters 5-7	8 (23) Read Chapter 8 Complete Review Questions	9 (22) Read Chapter 9 Complete Review Questions Visit: www.choosemyplate.gov Visit: www.dietaryguidelines.gov
10 (21) Read Chapter 10 Complete Review Questions	11 (20) Chapter 11 Complete Review Questions	12 (19) Review Section III: Chapters 8-11	13 (18) Read Chapter 12 Complete Review Questions	14 (17) Read Chapter 13 Read Chapter 14 Complete Review Questions	15 (16) Review Section IV: Chapters 12-14	16 (15) Read Chapter 16 Complete Review Questions
17 (14) Read Chapter 17 Complete Review Questions	18 (13) Read Chapter 18 Complete Review Questions Practice RT Exercises	19 (12) Read Chapter 19 Complete Review Questions Practice Static Stretches	20 (11) Review Section V: Chapters 16-19	21(10) Read Chapter 20 Complete Review Questions Practice listening and cueing to 32-count music	22(9) Read Chapter 21 Complete Review Questions	23(8) Chapter 22 Complete Review Questions
24(7) Chapter 23 Complete Review Questions	25(6) Review Sections VI & VII: Chapters 20-23	26(5) Read Chapter 24 Complete Review Questions	27(4) Read Chapter 25 Complete Review Questions	28(3) Review Section VIII: Chapters 24-25	29(2) Practice Exam (optional) Review	30(1) GX Workshop and Exam

45 Day Group Exercise Instructor Study Schedule

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Day # → X(XX) Countdown	1 (45) Review NETA's <i>Certification Candidate Handbook</i> . Visit: www.netafit.org	2 (44) Read Chapter 1 of <i>Manual</i> Complete Review Questions	3 (43) Read Chapter 2 Read Chapter 3 Complete Review Questions
4 (42) Recovery Day	5 (41) Read Chapter 5 Complete Review Questions	6 (40) Read Chapter 6 Complete Review Questions	7 (39) Read Chapter 7 Complete Review Questions	8 (38) Recovery Day	9 (37) Review Section II: Chapters 5-7	10 (36) Read Chapter 8 Complete Review Questions
11 (35) Recovery Day	12 (34) Read Chapter 9 Complete Review Questions	13 (33) Visit: www.choosemyplate.gov Visit: www.dietaryguidelines.gov	14 (32) Recovery Day	15 (31) Read Chapter 10 Complete Review Questions	16(30) Chapter 11 Complete Review Questions	17 (29) Review Section III: Chapters 8-11
18 (28) Recovery Day	19 (27) Read Chapter 12 Complete Review Questions	20 (26) Read Chapter 13 Complete Review Questions	21 (25) Read Chapter 14 Complete Review Questions	22 (24) Recovery Day	23 (23) Review Section IV: Chapters 12-14	24 (22) Read Chapter 16 Complete Review Questions
25 (21) Recovery Day	26 (20) Read Chapter 17 Complete Review Questions	27 (19) Read Chapter 18 Pages 211-218	28 (18) Read Chapter 18 Pages 219-254 Complete Review Questions Practice RT Exercises	29 (17) Read Chapter 19 Complete Review Questions	30 (16) Recovery Day	31 (15) Review Section V: Chapters 16-19
32 (14) Read Chapter 20 Complete Review Questions Practice listening and cueing to 32-count music	33 (13) Read Chapter 21 Complete Review Questions	34 (12) Review Section VI: Chapters 20-21	35 (11) Recovery Day	36 (10) Read Chapter 22 Complete Review Questions	37 (9) Chapter 23 Complete Review Questions	38 (8) Review Sections VI & VII: Chapters 20-23
39 (7) Recovery Day	40 (6) Read Chapter 24 Complete Review Questions	41 (5) Read Chapter 25 Complete Review Questions	42 (4) Review Section VIII: Chapters 24-25	43 (3) Practice Exam (optional) Review as needed	44 (2) Review as needed	45 (1) GX Workshop and Exam