



NETA Certification Board

Candidate Handbook



ACCREDITED
CERTIFICATION PROGRAM



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

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Founded by Michael Wollman in 1977, the National Exercise Trainer Association (NETA) is a non-profit organization that has been recognized as a leader in the fitness industry for over 35 years. NETA was originally known as the National Dance-Exercise Instructors Training Association (NDEITA), officially becoming NETA in 2004. Since their inception, NETA has provided education, training, and certification for over 130,000 fitness professionals nationwide. NETA offers professional certification and continuing education workshops in Group Exercise, Personal Training, Pilates, Indoor Cycle, Kettlebells, and Yoga, which are recognized at over 18,000 fitness facilities. Both NETA's Group Exercise Instructor and Personal Trainer certifications are accredited by the National Commission for Certifying Agencies (NCCA). In fact, NETA is proud to be one of just two organizations that have earned NCCA-accreditation for Group Exercise Instructor certification. NETA educators present a comprehensive classroom and hands-on practical experience to ensure that fitness professionals are prepared with both the theoretical knowledge and the practical skills essential for the safe and effective delivery of fitness programming. NETA is proud to be among the industry leaders in fitness education.

I. Vision and Mission Statements

NETA's vision is to achieve optimal health for society facilitated by both access to and guidance from a network of well-qualified fitness professionals.

NETA's mission is to support and inspire the development of well-qualified fitness professionals. We accomplish this through the delivery of quality education programs incorporating evidence-based research and practical application. NETA is committed to guiding fitness professionals throughout their career by offering affordable and accessible educational opportunities.

The NETA-Certification Board (NETA-CB) is committed to elevating and maintaining the acceptable level of competence among health/fitness professionals. NETA-CB ensures reliable and legally defensible testing on the knowledge and skills required to provide the general public with safe and effective exercise programming for apparently healthy adults. NETA-CB's primary concern is public safety in the context of exercise and fitness endeavors.

II. Introduction

The NETA-CB is a division of NETA (National Exercise Trainers Association) located in Minneapolis, Minnesota. The NETA-CB utilizes NETA's customer service and office support staff for all of its candidate communications. If you have any questions, please feel free to contact one of the friendly NETA customer service representatives with questions regarding the NETA-CB Certification Exams. NETA can be reached by calling 1-800-237-6242 or by email at neta@netafit.org.

NETA-CB is wholly committed to providing entry-level credentialing for individuals who seek entry into the health/fitness industry. The NETA-CB credential is a scientifically based and psychometrically sound certification exam designed to ensure an appropriate level of knowledge and skill to individuals who may not necessarily have formal education in a health- or fitness-related field of study and/or who may have little or no prior professional fitness-related experience. NETA-CB Certification Exam Candidates can successfully prepare to enter the health/fitness industry via adequate study time and exposure to health and fitness programming.

NETA-CB recommends that prospective candidates seek exposure to health and fitness programming through attendance at group exercise classes led by a certified and experienced group exercise instructor at a local fitness facility or to utilize the services of a certified and experienced personal trainer depending on the certification desired. These are recommendations and should not be construed as eligibility requirements.

NETA-Certified Group Exercise Instructors are fitness professionals who promote enhanced health, wellness, and fitness. They accomplish this by developing and instructing group exercise classes designed to safely and effectively meet the unique fitness goals of the individuals they serve. Group Exercise Instructors apply knowledge and skill to motivate and facilitate positive outcomes among diverse populations using a variety of class formats and exercise modalities. NETA-Certified Personal Trainers are fitness professionals who promote wellness through healthy lifestyle behaviors. They accomplish this by developing and implementing safe, effective exercise programs. These programs are designed to meet the individual goals of clients they serve within NETA's Code of Ethics.

The NETA-CB serves independently to uphold the stringent standards of professional certification and monitor the integrity of the NETA-CB credentials, and to implement the standards, guidelines, and policies with regard to obtaining and maintaining NETA-CB credentials.

Although NETA-CB is an affiliate of NETA, which provides educational materials and training to prepare potential candidates for the NETA-CB certification exams, it does not require purchase of any such study materials or services to be eligible to sit for NETA-CB certification exams.

For a NETA-CB certified professional to remain in good standing with the NETA-CB, they must submit the required number of continuing education credits (CECs) during the required time period. Each NETA-CB credential must be recertified independently. Please refer to pages 30-34 for more detailed information regarding recertification requirements and procedures.

Privacy and Security of Personal Information

NETA recognizes the importance of protecting the privacy of candidates' and certificants' personal information. Individuals are encouraged to review [NETA's Privacy Policy](#) located on NETA's website. It is necessary for NETA to collect and retain personal information including, but not limited to, first and last name, mailing address, email address, and phone number. In addition, NETA maintains records of certificants' history such as exam scores, certifications, continuing education activities, and recertifications. All records are maintained in a password-protected electronic records system and access is limited to appropriate designated employees with required access based upon their job description. Electronic backups will be conducted periodically and stored in a secure off-site location. Certificants may also access their information and recent history on NETA's website via their [NETA account](#) using their NETA ID or email address and a personally created password.

NETA does share relevant personal information with business partners (e.g., ProctorU, Accredible) to deliver products and services. These business partners will use the information according to their own privacy policies. Candidates and certificants are encouraged to read these policies. The privacy policy for NETA's current remote online proctoring partner (i.e., ProctorU) may be viewed at <https://www.proctoru.com/privacy-policy>. The privacy policy for NETA's current digital credentials partner (i.e., Accredible) may be viewed at <https://www.accreditable.com/legal/privacy-policy>. NETA will take all steps reasonably necessary to ensure personal information and data are treated securely when transferring to or receiving from business partners.

III. Exam Information

A. Non-Discrimination Policy

NETA-CB does not discriminate among candidates on the basis of race, color, creed, gender, age, religion, national origin, ancestry, disability, military discharge status, sexual orientation, or marital status. NETA-CB strives to adhere to all federal, state, and local regulations pertaining to non-discriminatory practices.

B. Eligibility Requirements

1. Candidates must be at least 18 years old or hold a high school diploma or General Educational Development (GED) diploma. Candidates younger than 18 years of age, yet have earned a high school or GED diploma, must complete a NETA-CB Minor Waiver and Permission Form in order to sit for NETA-CB certification exam. See page 41.
2. The NETA-CB Minor Waiver and Permission Form can also be downloaded from the NETA web site www.netafit.org or a copy may be obtained by contacting NETA customer service at 1-800-237-6242. The completed NETA-CB Minor Waiver and Permission Form must be returned to NETA and approved by the NETA-CB Certification Director prior to receiving authorization to schedule a date to sit for the certification exam proctored by one of NETA-CB's independent testing sites.
3. No prior fitness-related experience, training, formalized education, or certification is required to complete the NETA-CB Certification Exam process.
4. Candidates for the NETA-CB Group Exercise Instructor certification and recertification must hold valid adult CPR certification from a nationally-recognized provider (e.g., ARC, AHA, ASHI, NSC). Candidates for the NETA-CB Personal Trainer certification and recertification must hold a valid adult cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) certification from a nationally-recognized provider (e.g., ARC, AHA, ASHI, NSC). The NETA-CB will only accept CPR/AED certifications that include a live hands-on practical skills evaluation completed in-person or virtually with a qualified and authorized instructor. The NETA-CB will not accept CPR/AED certifications that are completed entirely online without a live hands-on practical skills evaluation. Candidates must submit documentation (e.g., copy of official certification card (front & back) or certificate) of valid CPR (for Group Exercise Instructors) or CPR/AED (for Personal Trainers) to NETA prior to the examination. NETA will *not* accept a letter in lieu of an official card or certificate. For more information about acceptable CPR certifications, please see NETA's [CPR/AED Certification Provider Reference Guide](#).
5. Please Note: There are no materials or educational services required to be eligible to sit for the NETA-CB exams. However, candidates must dedicate an appropriate amount of time and effort preparing for the examination utilizing appropriate up-to-date resources containing subject matter consistent with the exam content outline (i.e., Job Task Analysis, Role Delineation) for the NETA-CB credential being pursued. NETA strongly recommends a minimum of 30 to 45 days of self-guided study prior to a NETA-CB certification exam. The amount of time necessary to prepare for a NETA-CB exam varies based on the educational background and professional experience of the exam candidate.

C. Exam Application (NETA-CB)

Prospective candidates who meet the appropriate eligibility requirements (as detailed on page 3) can register and pay for the NETA-CB exams as follows:

- Via USPS, send:
 - a completed Registration Form (download from NETA’s website at www.netafit.org),
 - a signed “Candidate Compliance Statement” (see page 38 or download from NETA’s website at www.netafit.org),
 - a check, money order, or credit card information (VISA, MasterCard, American Express, or Discover)
 - a copy of valid adult CPR (for Group Exercise Instructors) or CPR/AED (for Personal Trainers) card (front & back) or certificate to:

NETA • 12800 Industrial Park Blvd., Suite 220 • Minneapolis MN 55441

- Via phone, call 1-800-237-6242 using a credit card (VISA, MasterCard, American Express, or Discover). Please note that a copy of valid adult CPR (for Group Exercise Instructors) or CPR/AED (for Personal Trainers) card (front & back) or certificate, and a copy of the Candidate Compliance Statement must be mailed, faxed, or scanned and emailed (neta@netafit.org) to complete eligibility requirements.
- Fax a completed application form, credit card information (VISA, MasterCard, American Express, or Discover), a copy of valid adult CPR (for Group Exercise Instructors) or CPR/AED (for Personal Trainers) card (front & back) or certificate, and a copy of the Candidate Compliance Statement to 1-763-545-2524.
- Online, visit www.netafit.org. Please note that a copy of valid adult CPR (for Group Exercise Instructors) or CPR/AED (for Personal Trainers) card (front & back) or certificate and a copy of the Candidate Compliance Statement must be mailed, faxed, or scanned and emailed (neta@netafit.org) to complete eligibility requirements.

Computer-based exams are administered online via the Internet and supervised via remote online proctoring services provided by ProctorU. Following registration for a computer-based certification exam, the candidate receives an invitation email from noreply@proctoru.com with the subject line “Schedule Your NETA Certification Exam.” The email contains a unique URL allowing the candidate to activate a NETA-affiliated account with ProctorU and to schedule their certification exam. Computer-based exams must be scheduled and completed within one year from the date of registration. See pages 23-24 for more information.

Paper/pencil exams are administered by an independent proctor at the conclusion of live review workshops hosted throughout the United States. Attendance at the workshop is not mandatory and is not an eligibility requirement to register or sit for the exam; however, candidates must register for the exam in advance of the exam date. See pages 22-23 for more information.

Candidates may select either exam delivery method based on their personal preference.

Study materials (e.g., textbook, workbook, sample questions, online modules) can be purchased online, by phone, or via mail. Purchase of the study materials is not mandatory and is not an eligibility requirement to sit for the NETA-CB certification exams.

D. Special Examination Arrangements for Candidates with Disabilities

NETA-CB complies with the Americans with Disabilities Act (ADA). We strive to ensure that no individual with a qualified disability is deprived of the opportunity to take our examination solely by reason of that disability. NETA-CB will provide reasonable accommodations for candidates with disabilities.

To request accommodations, please:

- Complete and submit the Request for Special Accommodations Form. (see page 36 or download from NETA's website at www.netafit.org/about/download-forms/)
- Submit a completed and signed Health Care Professional Authorization Form (see page 37 or download from NETA's website at www.netafit.org/about/download-forms/).
- Provide all of this documentation with your completed application and registration fees at least 30 days prior to your desired examination date. The NETA-CB also request that applicants inform NETA of requests for special accommodations when calling to register for certification examinations.

Please direct all questions regarding Special Accommodations to the attention of NETA's Director of Certification at 1-800-237-6242 or neta@netafit.org.

E. Special Examination Accommodations Other Than Disability

If you have a special testing need, we will try our best to accommodate you. If your special need is not listed here, please call or write to the NETA-CB. Please submit the information listed below to the NETA-CB:

1. International Military Personnel and Dependents: Candidates may be able to take the exam at an international DANTES military test center. Candidates must check with the center first and NETA must receive a letter from the DANTES Test Control Officer (TCO) on military letterhead and a completed registration form. The letter should include the following information: (1) candidate's name, (2) preferred exam date, (3) name of exam, (4) DANTES four-digit test center code, (5) address where materials are to be shipped, and (6) phone, fax, and email where NETA can reach the TCO. NETA-CB must receive this information at least 60 days prior to the requested exam date.
2. Religious Obligations: If attendance conflicts with a candidate's religious obligations, NETA-CB will attempt to arrange a special examination date. Candidates must include a letter from a clergy stating the nature of the obligation and the conflict presented. The NETA-CB must receive this information at least 30 days prior to the exam date.
3. Limited English Proficiency: At this time, NETA-CB certification exams are only offered in English. If English is not a candidate's first language and the candidate wishes to have additional time to take the exam, then the candidate may submit a request for additional time, along with a copy of their birth certificate, visa, or passport to the NETA-CB. NETA-CB must receive this information at least 30 days prior to the exam date.

Please direct all questions regarding Special Accommodations to the attention of NETA's Director of Certification at 1-800-237-6242 or neta@netafit.org.

F. Examination Fees (effective January 1, 2022)

	Workshop* & Exam			Exam-Only***
	Early Bird**	Standard	On-Site	
Group Exercise Instructor	\$299	\$349	\$359	\$249
Personal Trainer	\$549	\$599	\$609	\$449

* Please note that attendance at a NETA workshop is NOT required to sit for the NETA-CB exam(s)

** Registrations received ≥ 30 days prior to workshop/examination date

*** Exam must be scheduled within one year from the date of registration.

All study materials (e.g., textbook, workbook, practice exam, online modules) are sold separately regardless of if taking the workshop or the test-only. Purchase of study materials is NOT required to sit for the NETA-CB exam(s).

G. Exam Confirmation

Upon successful completion of the application process the candidate will be notified by postal mail and/or email regarding pertinent details related to the exam (and workshop if applicable). Candidates selecting the computer-based 'test-only' option may schedule their examination date/time with ProctorU upon receipt of the email invitation from ProctorU.

H. NETA Cancellation Policy

1. In the event of inclement weather, low enrollment, or other unforeseen situations, candidates will be notified by phone, email, or postal mail (in that order) of the cancellation by the Friday before the certification exam is scheduled to take place. As time allows, notifications will be made sooner than Friday.
2. Candidates who must travel a great distance and who may incur travel and lodging expenses are advised to call NETA customer service to confirm if a certification exam will proceed as scheduled.
3. NETA will make every effort to reschedule or make other reasonable accommodations, at no additional cost to the candidate, to ensure candidates have the opportunity to complete the certification process in a timely manner.
4. A candidate may also request a full refund if NETA initiates the cancellation.

I. Candidate Cancellation / Rescheduling Policy

A candidate may reschedule his or her attendance at workshop and/or certification exam by calling NETA customer service at 1-800-237-6242. A \$59 re-registration fee will be charged for the rescheduling to a future workshop and/or a paper/pencil exam. Candidates will be charged a \$99 re-registration fee for no-shows or cancellations received within less than 24 hours of a scheduled computer-based exam.

J. Failure to Appear

1. If a candidate fails to appear for his or her scheduled certification exam:
 - Review workshop and certification exam fees are non-refundable.
 - A \$59 re-registration fee will be charged to reschedule paper/pencil exams to a future date.
 - A \$99 re-registration fee will be charged to reschedule computer-based exams to a future date.

2. NETA recognizes the following situations as instances in which the re-registration fee may be waived: serious illness (candidate or family member, death in the immediate family, serious or disabling accident, court appearance or other mandated court duties (e.g., jury duty), or unexpected military deployment.
3. To obtain a fee waiver, a candidate must send a written letter within 10 days after the scheduled workshop/exam date, detailing the reason(s) for the request. Candidates are advised to include any documentation (towing bill after a car accident or doctor's bill for a serious illness) with the letter requesting a fee waiver to substantiate the occurrence.

K. Exam Preparation Strategies

There are no materials or educational services required to be eligible to sit for the NETA-CB exams. However, candidates must dedicate an appropriate amount of time and effort preparing for the examination utilizing appropriate up-to-date resources containing subject matter consistent with the exam content outline (i.e., Job Task Analysis, Role Delineation) for the NETA-CB credential being pursued. NETA strongly recommends a minimum of 30 to 45 days of self-guided study prior to a NETA-CB certification exam. The amount of time necessary to prepare for a NETA-CB exam varies based on the educational background and professional experience of the exam candidate. The use of NETA study materials and/or attendance at a live NETA certification review workshop does NOT guarantee a candidate will pass the exam. The following study materials and educational services are recommended:

1. Textbook
The Fitness Professional's Manual (5th edition) is NETA's most comprehensive resource for candidates preparing to earn certification as a Group Exercise Instructor or Personal Trainer. The updated fifth edition includes 27 chapters and over 380 pages covering topics including communication skills, theories of behavior change, exercise science, nutrition and weight management, preparticipation health screening, fitness assessments, fundamentals of group exercise, guidelines for exercise program design, and much more. This manual is sure to be an excellent reference throughout the exercise professional's career.
2. Study Workbook(s)
 NETA's *The Fitness Professional's Workbook for Personal Trainers* and *The Fitness Professional's Workbook for Group Exercise Instructors* each contain more than 100 activities including a 50-question practice exam, labeling muscle and bones, matching, fill-in-the-blank, and math problems designed to help you master the material in NETA's *The Fitness Professional's Manual*.
3. Online Review Modules
 NETA's Personal Trainer Certification and Group Exercise Instructor online review each consist of six modules covering a wide variety of topics. To learn more about the online review modules, please visit NETA's website at <https://www.netafit.org/product-category/study-materials/>.
4. Live Review Workshops
 NETA offers optional live (in-person or virtual) review workshops for any NETA-CB exam candidate who chooses to register and attend. Call NETA at 1-800-237-6242 or visit NETA's website at www.netafit.org to locate a live review workshop near you. Participation at a workshop or the purchase of any other NETA study materials is NOT required to sit for the NETA-CB exams.

L. Exam Format and Cut Score

2. Group Exercise Instructor Certification Exam

The NETA-CB Group Exercise Instructor certification exam includes 120 multiple-choice questions using four response options (A-D), of which 100 questions are scored and 20 questions are experimental (i.e., 'pre-test'). The experimental questions are undergoing a pre-testing process to evaluate performance and validity of each item before introduction on future exams as scored questions. The experimental questions are randomly placed throughout the exam so candidates are blinded as to which are among the 100 scored and the 20 experimental questions. Candidate responses to experimental questions do NOT affect the score or pass/fail status of their exam. Candidates will indicate their response to each exam question using a Scantron® answer sheet for paper/pencil exams, or on a computer for computer-based exams. To earn the NETA-CB Group Exercise Instructor certification, a minimum score of 67% (of the 100 scored questions) must be obtained on exam forms administered on or after June 1, 2022.* Candidates are permitted a maximum of 120 minutes (i.e., 2 hours) to complete the Group Exercise Instructor exam.

3. Personal Trainer Certification Exam

The NETA-CB Personal Trainer certification exam includes 120 multiple-choice questions using four response options (A-D), of which 100 questions are scored and 20 questions are experimental (i.e., 'pre-test'). The experimental questions are undergoing a pre-testing process to evaluate performance and validity of each item before introduction on future exams as scored questions. The experimental questions are randomly placed throughout the exam so candidates are blinded as to which are among the 100 scored and the 20 experimental questions. Candidate responses to experimental questions do NOT affect the score or pass/fail status of their exam. Candidates will indicate their response to each exam question using a Scantron® answer sheet for paper/pencil exams or on a computer for computer-based exams. To earn the NETA-CB Personal Trainer certification, a minimum score of 70% (of the 100 scored questions) must be obtained on exam forms administered on or after June 1, 2023.* Candidates are permitted a maximum of 120 minutes (i.e., 2 hours) to complete the Personal Trainer exam.

*Please contact NETA's Director of Certification at 1-800-237-6242 with questions regarding determination of the passing point (i.e., cut score) for the Group Exercise Instructor and/or Personal Trainer certification exams.

M. Job Task Analysis / Role Delineation Study

A job task analysis study (i.e., role delineation study) is conducted every five to seven years to ensure the certification examination continues to represent the current role (e.g., group exercise instructor, personal trainer) as well as updated industry guidelines, best practices, and evolving knowledge of exercise science research.

The job task analysis defines the tasks and corresponding knowledge and skill that must be demonstrated by entry-level credential holders to practice safely and successfully. The tasks are validated according to their frequency and criticality of usage. The job task analysis results in an exam content outline, which serves as a "blueprint" for determining the content of the certification exam(s).

NETA-CB conducts a job task analysis utilizing highly qualified subject matter experts to determine the necessary skills and knowledge that an entry-level Group Exercise Instructor or a Personal Trainer should possess. The result is a certification exam that is comprehensive, legally defensible, and accurately measures competency.

The NETA-CB upholds stringent guidelines for the construction, implementation, and delivery of the certification testing process.

Group Exercise Instructor Certification Exam

NETA-Certified Group Exercise Instructors are fitness professionals who promote enhanced health, wellness, and fitness. They accomplish this by developing and instructing group exercise classes designed to safely and effectively meet the unique fitness goals of the individuals they serve. Group Exercise Instructors apply knowledge and skill to motivate and facilitate positive outcomes among diverse populations using a variety of class formats and exercise modalities.

Group Exercise Instructor Exam Content Outline (Effective 6/1/2022)

Group Exercise Instructor Certification Exam Specifications	
Area of Responsibility	Number of Items*
I. Group Exercise Class Design	34
II. Group Exercise Class Implementation	33
III. Group Exercise Participant Engagement	22
IV. Professional Responsibility	11
Total Scored Exam Items*	100*

* Does not include the 20 'pre-test' (i.e., unscored) items on the exam.

I. Group Exercise Class Design

A. Design a group exercise class that conforms to the specific class format and objectives.

Knowledge of:

1. Principles of exercise training (e.g., overload, specificity, progression, variation) and ACSM guidelines for exercise program design (e.g., cardiorespiratory, muscular fitness, flexibility training, balance)
2. Exercise-related anatomy, kinesiology, biomechanics, and physiology
3. Components of an exercise class (e.g., warm-up, conditioning, cool-down) and their purpose
4. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis)
5. Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions for the general population
6. Strategies for promoting body awareness and mindfulness (e.g., meditation, breathing techniques)
7. Strategies for recovery and restoration (e.g., stretch, self-myofascial release, rest)
8. Teaching methods (e.g., linear progression, add-on)
9. Strategies for accommodating various learning styles (e.g., visual, auditory, kinesthetic)
10. Safe and effective exercise technique (e.g., joint alignment, range of motion, breathing pattern)
11. Applicable facility guidelines and safety concerns (e.g., music volume, room temperature, room capacity, equipment/participant spacing)

12. Selection of delivery methods (e.g., in-person, virtual) and their implications for group exercise class design (e.g., room set up, camera placement, lighting, color contrast, lag time, physical cueing)

B. Select safe and appropriate equipment, music, and movements consistent with the class format and objectives.

Knowledge of:

1. Appropriate selection and use of group exercise equipment
2. Considerations related to music selection (e.g., structure, genre, tempo, lyrics)
3. Choreography development
4. Music licensing and copyright laws
5. Exercise-related anatomy, kinesiology, biomechanics, and physiology
6. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis)

C. Develop appropriate modifications to accommodate various abilities, fitness levels, special populations, and medical considerations.

Knowledge of:

1. Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions for the general population
2. Exercise-related anatomy, kinesiology, biomechanics, and physiology
3. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis)
4. Principles of exercise training (e.g., overload, specificity, progression, variation) and ACSM guidelines for exercise program design (cardiorespiratory, muscular fitness, resistance, flexibility training, balance)
5. Physical activity recommendations (e.g., Physical Activity Guidelines for Americans, ACSM/AHA/CDC Consensus Statements) for improving overall health
6. Safe and effective exercise technique (e.g., joint alignment, range of motion, breathing pattern)
7. Appropriate progressions, regressions, and modifications to meet the needs of all participants
8. Appropriate selection and use of group exercise equipment

II. Group Exercise Class Implementation

A. Assess the condition of the classroom environment and equipment.

Knowledge of:

1. Appropriate selection and use of group exercise equipment
2. Applicable facility guidelines and safety concerns (e.g., music volume, room temperature, room capacity, equipment/participant spacing)

B. Develop an awareness of participants' apparent health and fitness levels.

Knowledge of:

1. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis)
2. Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions for the general population

3. Recognition of and appropriate response to exercise-related medical conditions and emergencies (e.g., myocardial infarction, stroke, heat-related illness)

C. Educate class participants about appropriate exercise intensity and methods for monitoring it.

Knowledge of:

1. Safe and effective exercise technique (e.g., joint alignment, range of motion, breathing pattern, breathing pattern)
2. Methods for measuring and monitoring exercise intensity (e.g., target heart rate, rating of perceived exertion)
3. Principles of exercise training (e.g., overload, specificity, progression, variation) and ACSM guidelines for exercise program design (e.g., cardiorespiratory, muscular fitness, resistance, flexibility training, balance)
4. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis)
5. Physical activity recommendations (e.g., Physical Activity Guidelines for Americans, ACSM/AHA/CDC Consensus Statements) for improving overall health
6. Exercise-related anatomy, kinesiology, biomechanics, and physiology
7. Components of an exercise class (e.g., warm-up, conditioning, cool-down) and their purpose
8. Appropriate selection and use of group exercise equipment
9. Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions for the general population
10. Signs and symptoms of overtraining and overuse (repetitive strain injury) syndromes
11. Effective verbal and non-verbal communication strategies, including appropriate cueing and feedback

D. Demonstrate safe and effective movement.

Knowledge of:

1. Safe and effective exercise technique (e.g., joint alignment, range of motion, breathing pattern)
2. Methods for measuring and monitoring exercise intensity (e.g., target heart rate, rating of perceived exertion)
3. Principles of exercise training (e.g., overload, specificity, progression, variation) and ACSM guidelines for exercise program design (e.g., cardiorespiratory, muscular fitness, resistance, flexibility training, balance)
4. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis)
5. Physical activity recommendations (e.g., Physical Activity Guidelines for Americans, ACSM/AHA/CDC Consensus Statements) for improving overall health
6. Signs and symptoms of overtraining and overuse (repetitive strain injury) syndromes
7. Appropriate progressions, regressions, and modifications to meet the needs of all participants
8. Appropriate selection and use of group exercise equipment
9. Effective verbal and non-verbal communication strategies, including appropriate cueing and feedback
10. Exercise-related anatomy, kinesiology, biomechanics, and physiology
11. Teaching methods (e.g., linear progression, add-on)
12. Considerations related to music selection (e.g., structure, genre, tempo, lyrics)
13. Choreography development

E. Monitor participants for safe practices based on their fitness level.

Knowledge of:

1. Recognition of and appropriate response to exercise-related medical conditions and emergencies (e.g., myocardial infarction, stroke, heat-related illness)
2. Fitness level of the group being taught
3. Safe and effective exercise technique (e.g., joint alignment, range of motion, breathing pattern)
4. Strategies for improving form and technique
5. Appropriate selection and use of group exercise equipment
6. Methods for measuring and monitoring exercise intensity (e.g., target heart rate, rating of perceived exertion)
7. Exercise-related anatomy, kinesiology, biomechanics, and physiology

F. Adapt instruction to promote safe and effective participant performance.

Knowledge of:

1. Appropriate progressions, regressions, and modifications to meet the needs of all participants
2. Exercise-related anatomy, kinesiology, biomechanics, and physiology
3. Fitness level of the group being taught
4. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis)
5. Principles of exercise training (e.g., overload, specificity, progression, variation) and ACSM guidelines for exercise program design (e.g., cardiorespiratory, muscular fitness, resistance, flexibility training, balance)
6. Physical activity recommendations (e.g., Physical Activity Guidelines for Americans, ACSM/AHA/CDC Consensus Statements) for improving overall health
7. Signs and symptoms of overtraining and overuse (repetitive strain injury) syndromes
8. Components of an exercise class (e.g., warm-up, conditioning, cool-down) and their purpose
9. Appropriate selection and use of group exercise equipment
10. Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions for the general population
11. Effective verbal and non-verbal communication strategies, including appropriate cueing and feedback

G. Manage class progression and continuity.

Knowledge of:

1. Components of an exercise class (e.g., warm-up, conditioning, cool-down) and their purpose
2. Time management strategies
3. Appropriate progressions, regressions, and modifications to meet the needs of all participants
4. Effective verbal and non-verbal communication strategies, including appropriate cueing and feedback
5. Methods for measuring and monitoring exercise intensity (e.g., target heart rate, rating of perceived exertion)
6. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis)
7. Principles of exercise training (e.g., overload, specificity, progression, variation) and ACSM guidelines for exercise program design (e.g., cardiorespiratory, muscular fitness, resistance, flexibility training, balance)

III. Group Exercise Participant Engagement

A. Facilitate a welcoming and inclusive exercise environment to meet the unique needs of a diverse group of participants.

Knowledge of:

1. Strategies for creating a fun and welcoming environment
2. Principles of diversity, equity, and inclusion
3. Strategies for interacting with diverse groups of individuals with varying backgrounds and needs
4. Hierarchy of human needs (e.g., Maslow, Erickson)
5. Strategies for determining and accommodating participants' knowledge, skills, abilities, and interests
6. NETA Code of Ethics
7. Theoretical models of behavior change (e.g., transtheoretical model)
8. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis)
9. Effective verbal and non-verbal communication strategies, including appropriate cueing and feedback
10. Considerations related to music selection (e.g., structure, genre, tempo, lyrics)
11. Strategies for accommodating various learning styles (e.g., visual, auditory, kinesthetic)
12. Appropriate selection and use of group exercise equipment
13. Applicable facility guidelines and safety concerns (e.g., music volume, room temperature, room capacity, equipment/participant spacing)

B. Use effective communication skills to establish rapport and encourage group cohesiveness.

Knowledge of:

1. Effective verbal and non-verbal communication strategies, including appropriate cueing and feedback
2. Strategies for interacting with diverse groups of individuals with varying backgrounds and needs
3. Role modeling behavior
4. Relationship building strategies
5. Strategies for accommodating various learning styles (e.g., visual, auditory, kinesthetic)

C. Apply motivational strategies to promote class participation and encourage positive and lasting behavior change.

Knowledge of:

1. Principles of motivation and exercise adherence
2. Theoretical models of behavior change (e.g., transtheoretical model)
3. Strategies for effective goal setting
4. Role modeling behavior
5. Effective verbal and non-verbal communication strategies, including appropriate cueing and feedback
6. Considerations related to music selection (e.g., structure, genre, tempo, lyrics)
7. Choreography development

IV. Professional Responsibility

A. Adhere to industry and facility guidelines, legal requirements, and professional ethics to protect the interest of participants and to minimize risk exposures.

Knowledge of:

1. NETA Code of Ethics
2. Music licensing and copyright laws
3. Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions for the general population
4. Applicable facility guidelines and safety concerns (e.g., music volume, room temperature, room capacity, equipment/participant spacing)

B. Maintain required professional and safety certifications through appropriate continuing education to provide a safe environment for participants.

Knowledge of:

1. Credible sources of information, education providers, and professional organizations
2. Requirements for the renewal of professional and safety (e.g., CPR) certification(s)
3. NETA Code of Ethics

C. Respond to emergencies, incidents, and injuries.

Knowledge of:

1. Recognition of and appropriate response to exercise-related medical conditions and emergencies (e.g., myocardial infarction, stroke, heat-related illness)
2. Signs and symptoms of and immediate care (e.g., P.R.I.C.E) for acute injuries (e.g., sprain, strain, fractures)
3. Written emergency response procedures (e.g., activation of emergency medical services, facility emergency response plan, pre-emergency medical preparation strategies)
4. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis)

D. Abide by the GEI scope of practice and other limitations based on education, credentials, training, and experience.

Knowledge of:

1. NETA Code of Ethics
2. Basic principles of nutrition, *Dietary Guidelines for Americans*, recommended healthy eating patterns and food guidance graphics
3. Principles of exercise training (e.g., overload, specificity, progression, variation) and ACSM guidelines for exercise program design (e.g., cardiorespiratory, muscular fitness, flexibility training, balance)
4. Principles and guidelines (e.g., ACSM, Academy of Nutrition and Dietetics, National Weight Control Registry) of safe and effective weight management
5. Theoretical models of behavior change (e.g., transtheoretical model)

Personal Trainer Certification Exam

NETA-Certified Personal Trainers are fitness professionals who promote wellness through healthy lifestyle behaviors. They accomplish this by developing and implementing safe, effective exercise programs. These programs are designed to meet the individual goals of clients they serve within NETA's Code of Ethics.

Personal Trainer Exam Content Outline

(Effective 6/1/2023)

Personal Trainer Certification Exam Specifications	
Area of Responsibility	Number of Items*
I. Communication and Engagement	20
II. Client Intake and Assessments	17
III. Program Design	23
IV. Program Implementation and Modification	25
V. Ethics and Professional Responsibility	15
Total Scored Exam Items	100

* Does not include the 20 'pre-test' (i.e., unscored) items on the exam.

I. Communication and Engagement

A. Facilitate a welcoming, trusting, and inclusive environment.

Knowledge of:

1. Effective verbal and non-verbal communication strategies, including active listening
2. Interpretation of body language
3. Strategies for creating and maintaining a professional impression (e.g., being on time, appropriately dressed, well groomed, organized)
4. Strategies for creating a fun and welcoming environment
5. Relationship-building strategies to engage, establish rapport, and demonstrate empathy in a non-judgmental manner
6. Principles of diversity, equity, and inclusion

B. Develop rapport and a professional relationship with the client.

Knowledge of:

1. Effective verbal and non-verbal communication strategies, including active listening
2. Interpretation of body language
3. Coaching methods (e.g., motivational interviewing, appreciative inquiry)
4. Strategies for accommodating various learning styles (e.g., visual, auditory, kinesthetic)
5. Strategies for creating and maintaining a professional impression (e.g., being on time, appropriately dressed, well groomed, organized)
6. NETA Code of Ethics
7. Relationship-building strategies to engage, establish rapport, and demonstrate empathy in a non-judgmental manner
8. Principles of diversity, equity, and inclusion

C. Employ effective communication and coaching skills throughout the client relationship.

Knowledge of:

1. Effective verbal and non-verbal communication strategies, including active listening
2. Interpretation of body language

3. Coaching methods (e.g., motivational interviewing, appreciative inquiry)
4. Aspects of motivation and techniques to enhance motivation (e.g., intrinsic, extrinsic) and promote adherence to healthy lifestyle behaviors
5. Relationship-building strategies to engage, establish rapport, and demonstrate empathy in a non-judgmental manner
6. Considerations for engaging clients in a virtual environment

D. Encourage the client's engagement to facilitate adherence and enjoyment.

Knowledge of:

1. Relationship-building strategies to engage, establish rapport, and demonstrate empathy in a non-judgmental manner
2. Effective verbal and non-verbal communication strategies, including active listening
3. Aspects of motivation and techniques to enhance motivation (e.g., intrinsic, extrinsic) and promote adherence to healthy lifestyle behaviors
4. Coaching methods (e.g., motivational interviewing, appreciative inquiry)
5. Strategies for creating a fun and welcoming environment
6. Considerations for engaging clients in a virtual environment
7. Strategies for accommodating various learning styles (e.g., visual, auditory, kinesthetic)
8. Theoretical models of behavior change (e.g., transtheoretical model, self-efficacy theory)
9. Types of goals (e.g., action oriented, long-term) and collaborative goal-setting strategies (e.g., SMART, SWOT)

II. Client Intake and Assessments

A. Establish the client's desired outcomes and expectations.

Knowledge of:

1. Strategies for determining and accommodating participants' knowledge, skills, abilities, and interests
2. Effective verbal and non-verbal communication strategies, including active listening
3. Coaching methods (e.g., motivational interviewing, appreciative inquiry)
4. Strategies for accommodating various learning styles (e.g., visual, auditory, kinesthetic)
5. Types of goals (e.g., action oriented, long-term) and collaborative goal-setting strategies (e.g., SMART, SWOT)
6. Relationship-building strategies to engage, establish rapport, and demonstrate empathy in a non-judgmental manner
7. Principles of diversity, equity, and inclusion

B. Obtain the client's health, lifestyle, and physical activity history using interviews and questionnaires.

Knowledge of:

1. Preparticipation screening tools and components of a health and lifestyle questionnaire
2. ACSM preparticipation screening recommendations
3. Risk factors for prevalent chronic disease (e.g., diabetes, cardiovascular disease, osteoarthritis, metabolic syndrome)
4. Effective verbal and non-verbal communication strategies, including active listening
5. Coaching methods (e.g., motivational interviewing, appreciative inquiry)
6. Relationship-building strategies to engage, establish rapport, and demonstrate empathy in a non-judgmental manner
7. Time management strategies

C. Conduct an appropriate health screening and fitness assessment to gather objective data about the client's current health, risk factors, and baselines for measuring future progress.

Knowledge of:

1. Considerations in the selection and use of health screening and fitness assessment protocols (e.g., safety, contraindications, effect of common medications on response to exercise)
2. Static and dynamic postural assessment
3. Effective verbal and non-verbal communication strategies, including active listening
4. Coaching methods (e.g., motivational interviewing, appreciative inquiry)
5. Exercise-related anatomy, kinesiology, biomechanics, and physiology
6. Components and administration of Informed Consent
7. Relationship-building strategies to engage, establish rapport, and demonstrate empathy in a non-judgmental manner
8. Time management strategies
9. Theoretical models of behavior change (e.g., transtheoretical model, self-efficacy theory)
10. Recognition of and appropriate response to exercise-related medical conditions and emergencies (e.g., myocardial infarction, stroke, heat-related illness)
11. Signs and symptoms of and immediate care (e.g., PRICE) for acute injuries (e.g., sprain, strain, fractures)
12. Written emergency response procedures (e.g., activation of emergency medical services (i.e., 911), facility emergency response plan, pre-emergency preparation strategies)
13. Elements of health, wellness, lifestyle, exercise, and physical activity history and current states
14. Components of health- and skill-related physical fitness

D. Analyze the client's subjective and objective information to determine the need for medical clearance and support program design.

Knowledge of:

1. Considerations and procedures for referring clients to healthcare providers
2. ACSM preparticipation screening recommendations
3. Interpretive guidelines for preparticipation screening tools and health and lifestyle questionnaires
4. Health and injury risk factors and contraindications
5. Exercise-related anatomy, kinesiology, biomechanics, and physiology
6. Acute and chronic responses to exercise in asymptomatic and symptomatic populations
7. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis, orthopedic and other injuries)
8. Legal considerations, risk management, and scope of practice (e.g., nutrition, medicine, rehabilitation, therapy)

III. Program Design

A. Interpret the assessment results using professional guidelines and normative data.

Knowledge of:

1. Interpretive guidelines for health screening and fitness assessment results
2. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis, orthopedic and other injuries)
3. Theoretical models of behavior change (e.g., transtheoretical model, self-efficacy theory)
4. Credible sources of information, education providers, and professional organizations

B. Develop short- and long-term goals with the client that relate to desired outcomes.

Knowledge of:

1. Types of goals (e.g., action oriented, long-term) and collaborative goal-setting strategies (e.g., SMART, SWOT)
2. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis, orthopedic and other injuries)
3. Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions for the general population
4. Principles of diversity, equity, and inclusion
5. Strategies for promoting holistic lifestyle choices
6. Basic principles of nutrition, *Dietary Guidelines for Americans*, recommended healthy eating patterns, and food guidance graphics
7. Principles and guidelines (e.g., ACSM, Academy of Nutrition and Dietetics, National Weight Control Registry) of safe and effective weight management
8. Physical activity recommendations (e.g., *Physical Activity Guidelines for Americans*; ACSM, AHA, and CDC Consensus Statements) for improving overall health
9. Principles of motivation and exercise adherence
10. Theoretical models of behavior change (e.g., transtheoretical model, self-efficacy theory)
11. Elements of health, wellness, lifestyle, exercise, and physical activity history and current states
12. Components of health- and skill-related physical fitness

C. Select the appropriate exercises and physical activities necessary to achieve client goals, taking into consideration their health status, preference for training (e.g., virtual, in-person, group), and access to exercise equipment.

Knowledge of:

1. Demographic-specific considerations (e.g., age, gender, culture, fitness level)
2. Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions for the general population
3. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis, orthopedic and other injuries)
4. Exercise-related anatomy, kinesiology, biomechanics, and physiology
5. Principles of exercise training (e.g., overload, specificity, progression, variation) and ACSM guidelines for exercise program design (e.g., cardiorespiratory, muscular fitness, flexibility training, balance)
6. Appropriate selection and use of exercise equipment
7. Safe and effective exercise technique (e.g., joint alignment, range of motion, breathing pattern)
8. Strategies for recovery and restoration (e.g., stretch, self-myofascial release, rest, sleep)
9. Theoretical models of behavior change (e.g., transtheoretical model, self-efficacy theory)
10. Aspects of motivation and techniques to enhance motivation (e.g., intrinsic, extrinsic) and promote adherence to healthy lifestyle behaviors
11. Corrective exercises for muscle imbalances
12. Elements of health, wellness, lifestyle, exercise, and physical activity history and current states
13. Components of health- and skill-related physical fitness

D. Determine acute training variables (e.g., frequency, intensity, volume, duration, recovery).

Knowledge of:

1. Principles of exercise training (e.g., overload, specificity, progression, variation) and ACSM guidelines for exercise program design (e.g., cardiorespiratory, muscular fitness, flexibility training, balance)
2. Training systems and strategies (e.g., periodization, high intensity interval training (HIIT), circuit training)
3. Methods for measuring and monitoring exercise intensity (e.g., target heart rate, rating of perceived exertion, METs)
4. Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions for the general population
5. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis, orthopedic and other injuries)
6. Environmental considerations (e.g., cold, hot, high altitude) for exercise program design
7. Physical activity recommendations (e.g., *Physical Activity Guidelines for Americans*; ACSM, AHA, and CDC Consensus Statements) for improving overall health
8. Principles and guidelines (e.g., ACSM, Academy of Nutrition and Dietetics, National Weight Control Registry) of safe and effective weight management

E. Evaluate the program with the client to obtain feedback, determine feasibility, and ensure understanding of benefits and risks.

Knowledge of:

1. Effective verbal and non-verbal communication strategies, including active listening
2. Interpretation of body language
3. Coaching methods (e.g., motivational interviewing, appreciative inquiry)
4. Theoretical models of behavior change (e.g., transtheoretical model, self-efficacy theory)
5. Types of goals (e.g., action oriented, long-term) and collaborative goal-setting strategies (e.g., SMART, SWOT)
6. Principles and guidelines (e.g., ACSM, Academy of Nutrition and Dietetics, National Weight Control Registry) of safe and effective weight management
7. Relationship-building strategies to engage, establish rapport, and demonstrate empathy in a non-judgmental manner
8. Acute and chronic responses to exercise in asymptomatic and symptomatic populations
9. Appropriate progressions, regressions, and modifications
10. Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions for the general population
11. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis, orthopedic and other injuries)

IV. Program Implementation and Modification**A. Instruct the client on proper exercise execution and technique.**

Knowledge of:

1. Exercise-related anatomy, kinesiology, biomechanics, and physiology
2. Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions for the general population

3. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis, orthopedic and other injuries)
4. Effective verbal and non-verbal communication strategies, including appropriate cueing and feedback
5. Appropriate spotting techniques and safety precautions during resistance training exercise
6. Appropriate progressions, regressions, and modifications
7. Safe and effective exercise technique (e.g., joint alignment, range of motion, breathing pattern)
8. Strategies for accommodating various learning styles (e.g., visual, auditory, kinesthetic)
9. Strategies for improving form and technique in a non-judgmental manner
10. Credible sources of information, education providers, and professional organizations

B. Conduct ongoing evaluations of the client's performance and response to the program using observation, feedback, and reassessments.

Knowledge of:

1. Considerations in the selection and use of health screening and fitness assessment protocols (e.g., safety, contraindications, effect of common medications on response to exercise)
2. Elements of and guidelines for writing progress notes (i.e., SOAP notes)
3. Elements of and guidelines for maintaining client records
4. Methods for measuring and monitoring exercise intensity (e.g., target heart rate, rating of perceived exertion, METs)
5. Acute and chronic responses to exercise in asymptomatic and symptomatic populations
6. Interpretive guidelines for health screening and fitness assessment results
7. Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions for the general population
8. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis, orthopedic and other injuries)
9. Theoretical models of behavior change (e.g., transtheoretical model, self-efficacy theory)
10. Interpretation of verbal and nonverbal client responses
11. Principles of motivation and exercise adherence

C. Educate the client about factors related to the program (e.g., nutrition, recovery strategies, healthy living strategies).

Knowledge of:

1. Basic principles of nutrition, *Dietary Guidelines for Americans*, recommended healthy eating patterns, and food guidance graphics
2. Principles and guidelines (e.g., ACSM, Academy of Nutrition and Dietetics, National Weight Control Registry) of safe and effective weight management
3. Physical activity recommendations (e.g., *Physical Activity Guidelines for Americans*; ACSM, AHA, and CDC Consensus Statements) for improving overall health
4. Legal considerations, risk management, and scope of practice (e.g., nutrition, medicine, rehabilitation, therapy)
5. Credible sources of information, education providers, and professional organizations
6. Interpretation of body language
7. Elements of health, wellness, lifestyle, exercise, and physical activity history and current states
8. Components of health- and skill-related physical fitness
9. Strategies for recovery and restoration (e.g., stretch, self-myofascial release, rest, sleep)

10. Strategies for promoting body awareness (e.g., mirror, biofeedback) and mindfulness (e.g., meditation, breathing techniques)
11. Signs and symptoms of overtraining and overuse (repetitive strain injury) syndromes

D. Modify the program as needed to enhance effectiveness, efficiency, and safety.

Knowledge:

1. Exercise-related anatomy, kinesiology, biomechanics, and physiology
2. Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions for the general population
3. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis, orthopedic and other injuries)
4. Principles of exercise training (e.g., overload, specificity, progression, variation) and ACSM guidelines for exercise program design (e.g., cardiorespiratory, muscular fitness, flexibility training, balance)
5. Methods for measuring and monitoring exercise intensity (e.g., target heart rate, rating of perceived exertion, METs)
6. Effective verbal and non-verbal communication strategies, including appropriate cueing and feedback
7. Coaching methods (e.g., motivational interviewing, appreciative inquiry)
8. Appropriate spotting techniques and safety precautions during resistance training exercise
9. Appropriate progressions, regressions, and modifications
10. Safe and effective exercise technique (e.g., joint alignment, range of motion, breathing pattern)
11. Strategies for improving form and technique in a non-judgmental manner
12. Strategies for accommodating various learning styles (e.g., visual, auditory, kinesthetic)
13. Credible sources of information, education providers, and professional organizations
14. Corrective exercises for muscle imbalances
15. Environmental considerations (e.g., cold, hot, high altitude) for exercise program design

V. Ethics and Professional Responsibility

A. Adhere to industry and facility guidelines, legal requirements, and professional ethics to protect the interest of clients and other interested parties.

Knowledge of:

1. Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions for the general population
2. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis, orthopedic and other injuries)
3. Principles of exercise training (e.g., overload, specificity, progression, variation) and ACSM guidelines for exercise program design (e.g., cardiorespiratory, muscular fitness, flexibility training, balance)
4. ACSM Health/Fitness Facility Standards and Guidelines
5. Requirements for the renewal of professional and safety (e.g., CPR) certification(s)
6. NETA Code of Ethics
7. Rules, regulations, and guidelines regarding privacy of personal health information (i.e., HIPAA) and personally identifiable information (PII)

8. Legal considerations, risk management, and scope of practice (e.g., nutrition, medicine, rehabilitation, therapy)
9. Considerations related to media selection and licensing
10. Credible sources of information, education providers, and professional organizations

B. Respond to emergencies, incidents, and injuries.

Knowledge of:

1. Recognition of and appropriate response to exercise-related medical conditions and emergencies (e.g., myocardial infarction, stroke, heat-related illness)
2. Requirements for the renewal of professional and safety (e.g., CPR) certification(s)
3. Written emergency response procedures (e.g., activation of emergency medical services (i.e., 911), facility emergency response plan, pre-emergency preparation strategies)
4. Legal considerations, risk management, and scope of practice (e.g., nutrition, medicine, rehabilitation, therapy)
5. Signs and symptoms of and immediate care (e.g., PRICE) for acute injuries (e.g., sprain, strain, fractures)

C. Maintain required professional and safety certifications through appropriate continuing education.

Knowledge of:

1. Requirements for the renewal of professional and safety (e.g., CPR) certification(s)
2. Credible sources of information, education providers, and professional organizations
3. NETA Code of Ethics

D. Abide by scope of practice and other limitations based on education, credentials, training, skill, and experience.

Knowledge of:

1. Legal considerations, risk management, and scope of practice (e.g., nutrition, medicine, rehabilitation, therapy)
2. NETA Code of Ethics
3. Credible sources of information, education providers, and professional organizations

E. Maintain accurate, secure, and comprehensive client records.

Knowledge of:

1. Rules, regulations, and guidelines regarding privacy of personal health information (i.e., HIPAA) and personally identifiable information (PII)
2. Legal considerations, risk management, and scope of practice (e.g., nutrition, medicine, rehabilitation, therapy)
3. Elements of and guidelines for maintaining client records
4. Elements of and guidelines for writing progress notes (i.e., SOAP notes)
5. ACSM Health/Fitness Facility Standards and Guidelines

N. Policies and Procedures for a Paper-based Exam

- All candidates for certification are expected to complete the examination on their own merit. Candidates are not permitted to access or utilize study materials, notes, manuals, books, cell phones, or reference materials of any nature in any format during the examination. The certification exam must be completed independently.

- Candidates must report to the exam site at the assigned time. No one will be admitted after the exam has started.
- Only the individual named on the registration form will be admitted to the exam. Impersonating another candidate is cause for dismissal with no refund.
- Bring a government-issued photo ID, two soft lead (#2) pencils and an eraser, and a standard, basic-function calculator (PDA's, Blackberries, and Smart Phones are NOT permitted).
- Food and/or beverages (other than water) will not be permitted during the exam without an approved special accommodation request.
- Non-religious head coverings that obstruct the eyes must be adjusted or removed and head coverings that obstruct the ears will be inspected. Headphones and earbuds are prohibited. Sunglasses and watches must be removed.
- Candidates are prohibited from speaking aloud during the exam.
- Candidates may use a single sheet of blank scratch paper during a paper-based exam. Used scratch paper must be submitted with the candidate's exam and returned to NETA's office in the exam packet.
- Candidates may use a basic four-function calculator during the exam; however, the candidate may not use a calculator on a cell phone or other mobile device.
- Candidates are permitted up to 120 minutes to complete the exam. Responses submitted after the time has ended will not be accepted.
- Breaks are not permitted during the exam without an approved special accommodation request.
- No visitors or unauthorized persons are allowed in the examination area.
- Candidates may not bring any personal items into the immediate examination area including, but not limited to, coats, purses, backpacks, books, or electronic devices.
- All work must be performed independently. Sharing information or disturbing other exam candidates is cause for dismissal with no refund.
- Should the candidate inform the proctor that he/she does not wish to continue taking the exam, the candidate will not be able to complete the exam for the remainder of the day and a mandatory 30-day retake wait period will apply.
- Disruptive, suspicious, or dishonest behavior is cause for immediate dismissal by the proctor.

O. Policies and Procedures for a Computer-based Exam

- All candidates for certification are expected to complete the examination on their own merit. Candidates are not permitted to access or utilize study materials, notes, manuals, books, cell phones, or reference materials of any nature in any format during the examination. The certification exam must be completed independently.
- Prior to your exam, please view the short [What to Expect](#) video and read the article, "[Exam Day: What to Expect \(Guardian\)](#)." It is also very important that you [test your computer equipment](#) prior to the exam date to ensure your computer is configured to support remote online proctoring. **NOTE:** Google Chromebooks, iPads, and Android tablets are *not* supported for live remote proctoring.
- Effective January 1, 2023, ProctorU (Meazure Learning) will begin using their new [Guardian Browser](#). Prior to your exam date, [download](#) the Guardian Browser based on your computer's operating system (Windows OS or Mac OS). If you plan to use a computer issued by your employer, then please be aware that administrative access may be necessary to download the Guardian Browser and the proctor chat applet file (i.e., LogMeIn Rescue) that will open a chat box allowing you to interact with your proctor.

- ProctorU's privacy policy is available at <https://www.proctoru.com/privacy-policy>.
- Set-up the exam space in a private, well-lit area, free of noise and distractions. Clear the workspace of all reference materials, notes, papers, and unpermitted personal belongings.
- Food and/or beverages (other than water) will not be permitted during the exam without an approved special accommodation request.
- Non-religious head coverings that obstruct the eyes must be adjusted or removed and head coverings that obstruct the ears will be inspected. Headphones and earbuds are prohibited. Sunglasses and watches must be removed.
- Candidates are prohibited from speaking aloud during the exam.
- Candidates may use a small whiteboard or transparency sleeve over a sheet of blank paper and a dry-erase marker during a computer-based exam. The proctor must visually confirm notes and calculations have been erased before the exam session is ended. Scratch paper is *not* permitted during computer-based exams.
- Candidates may use a basic four-function calculator during the exam, preferably on the computer screen; however, the candidate may *not* use a calculator on a cell phone or other mobile device.
- Candidates are permitted up to 120 minutes to complete the exam. Responses submitted after the time has ended will not be accepted.
- The candidate should sign-in to their ProctorU account at least 5 minutes before the scheduled start time. Candidate must have a government-issued photo ID available.
- When it's time to begin, the candidate's identity will be verified, and the physical and virtual environments secured before the exam is started.
- Expect the pre-exam start-up process with the proctor to take about 10-15 minutes; however, this will not affect the exam time.
- Breaks are not permitted during the exam without an approved special accommodation request.
- No visitors or unauthorized persons are allowed in the examination area.
- Should the candidate inform the proctor that he/she does not wish to continue taking the exam, the candidate will not be able to complete the exam for the remainder of the day and a mandatory 30-day retake wait period will apply.
- Disruptive, suspicious, or dishonest behavior is cause for immediate exam termination by the proctor.

P. Environmental Distracters

Every attempt within reason is made to ensure a quiet and comfortable testing environment for all candidates. However, last-minute needs and emergencies by building operators cannot be anticipated. We suggest that candidates bring appropriate clothing with you (e.g., sweatshirt) to help you adapt to a cooler or warmer climate in the exam center. Bring ear plugs if you are very sensitive to noise distractions.

Q. Score Reporting and Verification of Certification Status

1. NETA will inform candidates of the official results of their examination within 30 days of the examination date.
2. All official examination results and scores will be mailed via USPS to candidates. No examination results information will be provided by telephone, fax, or other electronic methods.
3. All examination results are confidential and will only be released to the candidate. Permission must be received in writing from a candidate to release examination results to any third party.

4. However, NETA will confirm whether an individual is currently certified, in response to inquiries from the public and other interested stakeholders.

R. Understanding Exam Results

The pass/fail outcome is determined by the overall score, which represents the number of correct responses provided on the scored exam questions. To successfully pass the exam a candidate's overall score must be equal to or greater than the cut score (i.e., passing point) established for the certification exam. The score report also provides candidate performance for each content domain on the certification exam, indicated as the number answered correctly out of the total number of scored questions within each content domain, or the percentage of items answered correctly within each content domain. The domain-level information provided on the score report is not used to determine pass-fail decision outcomes. This information is only provided to offer a general indication regarding candidate performance in each content domain. The examination is designed to provide a consistent and precise determination of a candidate's overall performance and is not designed to provide complete information regarding a candidate's performance in each content domain. Candidates should remember that areas with a larger number of items (i.e., questions) will affect the overall score more than areas with a fewer number of items. The precision and consistency of scores diminishes with fewer items, and therefore, domain-level performance should be interpreted with caution, especially those that correspond to content domains with very few items.

S. Confidentiality and Non-Disclosure

No information regarding a candidate's exam score, or other personal information submitted to NETA-CB will be released to a third party without authorization from the candidate.

To maintain the integrity and security of the NETA-CB exams, exam questions, answer sheets, answers, or other source materials will not be released to candidates under any circumstances.

Prior to a certification exam, all candidates will be required to read and accept a confidentiality and non-disclosure agreement. This agreement states:

"The content of the National Exercise Trainers Association - Certification Board's (NETA-CB) [Name of Credential] Certification Exam is proprietary and strictly confidential. This examination and its content are made available to you, as a certification candidate, for the sole purpose of becoming certified as a [Name of Credential] by the National Exercise Trainers Association. You are strictly prohibited from disclosing, discussing, publishing, reproducing, or transmitting the contents of this exam, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose. Certification candidates are expressly forbidden from requesting or discussing specific exam questions or content before, during, or after the examination with any individuals including, but not limited to, those having previously attempted the NETA-CB [Name of Credential] Certification Exam. Violations of this confidentiality and non-disclosure agreement, both suspected and confirmed, may result in denial, suspension, or revocation of the NETA-CB [Name of Credential] Certification for all parties involved.

By providing your signature below, you acknowledge your understanding and acceptance of this confidentiality and non-disclosure agreement."

T. Appeals Policy

Candidates may formally appeal a negative determination (e.g., denial of eligibility for certification, failure of the examination, denial of eligibility for recertification, denial of a continuing education petition application) within 30 days of the date postmarked on the notification letter or timestamped email informing the candidate of a negative determination, by submitting a written explanation of the reason for refuting the negative determination.

All appeals materials must be submitted in writing to NETA, Attn: Director of Certification at:

12800 Industrial Park Blvd., Suite 220 • Minneapolis MN 55441

Upon receipt, the Director of Certification will review the appeal to determine adequacy of documentation, sufficient grounds for the appeal, and to collect additional information, if necessary. In consideration of the material facts, the Director of Certification will make a determination to accept or deny the appeal.

The appellant will be notified in writing of the receipt of the appeal and of the decision on the appeal. All appeals decisions will be communicated to the appellant via USPS mail within 30 days. Appeal decisions are not provided by telephone, fax, or other electronic methods.

If the appellant wishes to challenge the decision rendered by NETA's Director of Certification, then the appellant may re-appeal within 30 days of the date postmarked on the initial appeal notification letter. The appeal and all related documentation will be reviewed by an Appeals Committee as described in the NETA Certification Board Policies and Procedures, which will make a recommendation to the Certification Board. The decision of the Certification Board will be communicated via USPS mail within 30 days of receipt and will be considered a final decision.

U. Manual Rescoring

Candidates receiving a failing score may request a manual rescoring of their exam. An additional fee may apply. Requests for rescoring of answer sheets must be received by NETA no later than 30 days following the release of examination results. Requests received later than 30 days will not be processed. The NETA-CB does not encourage hand scoring for those candidates whose score is close to passing. As a result of the procedures that are used to score and verify scores it is extremely doubtful that any examination results will change from "fail" to "pass" when rescored. Please see the section titled "Appeal Policy" above.

V. Acceptable Reasons for Appeal of Exam Results

Improper behavior by a model, examiners, room proctors and/or violations of stated examination procedures are acceptable reasons for appealing results. At the time of the exam, the candidate must inform the Test Site Administrator of any exam-related incident that had a negative impact on their performance. Following the exam, the candidate must submit written notification of the incident to NETA's Director of Certification. This written statement must indicate how the incident negatively affected the candidate's performance. The appeal must be received by NETA's Director of Certification no later than 30 days following the release of examination results. Please see the section titled "Appeal Policy" above.

W. Retake Policy

In the event a candidate does not successfully pass either the NETA-CB Group Exercise Instructor or Personal Trainer exam, the candidate is eligible to retake the exam for a period of one year following the initial exam. A mandatory 30-day wait period must elapse from the most recent exam attempt before the candidate is eligible to retake the exam. Candidates are limited to a maximum of three (3) attempts (initial attempt plus two retakes) per 12-month period.

A \$129 registration fee must be paid for each retake attempt for both the Group Exercise Instructor and Personal Trainer certification examinations.

If the candidate does not retake the exam within one year of the initial attempt, then the candidate must initiate the entire application and registration process, and standard first-time examination fees apply.

X. Accreditation

The NETA-CB's Group Exercise Instructor and Personal Trainer certifications are accredited by the National Commission for Certifying Agencies (NCCA) through July 31, 2027. The NCCA is an independent non-government agency and serves as the accreditation body of the Institute for Credentialing Excellence (ICE), formerly known as the National Organization for Competency Assurance (NOCA). ICE, established in 1977, is the leader in setting quality standards for credentialing organizations. Through its annual conference, regional seminars, and publications, ICE serves its membership as a clearinghouse for information on the latest trends and issues of concern to practitioners and organizations focused on certification, licensure, and human resource development.

Certification programs may apply and be accredited by the NCCA if they demonstrate compliance with each of the twenty-four rigorous accreditation standards. The standards are designed to assure that the certifying agency can accurately and fairly measure a certified-professional's competence through standardized testing.

One critical goal of accreditation is to provide the general public with reasonable assurance that the fitness professional (e.g., personal trainer, group exercise instructor) they employ is deemed competent and professional by a reputable, accredited certifying organization. Accreditation of a credentialing organization by the NCCA is the standard for a large majority of well-respected allied healthcare professionals and other professions (e.g., nursing, nutrition, athletic training, etc.).

The International Health, Racquet and Sportsclub Association (IHRSA) recommends that health clubs only hire fitness professionals holding certifications that are accredited by the NCCA or an equivalent accrediting organization. As such, over the last decade, IHRSA's recommendation statement has paved the way for recognition of 'well-qualified' fitness professionals as those having earned an NCCA-accredited certification. By earning an NCCA-accredited certification, fitness professionals demonstrate that they are qualified to perform within their defined scope of practice and take a legitimate place on the healthcare continuum, advancing the health and fitness of those they serve.

For more information about the National Commission for Certifying Agencies, please visit the NCCA website at: <https://www.credentialingexcellence.org/Accreditation/Earn-Accreditation/NCCA>.

Y. Proper Use of NETA-Certified Designations

Certificants earning and maintaining NETA's Group Exercise Instructor and/or Personal Trainer certification(s) may represent themselves using the designation "NETA-Certified Group Exercise Instructor" (abbreviated "NETA-CGEI") and/or "NETA-Certified Personal Trainer" (abbreviated "NETA-CPT"). Certificants are encouraged to use the appropriate designation(s) in electronic formats (e.g., email signature, internet website, etc.) and printed materials (e.g., business cards, brochures, etc.). Certificants are only permitted to use the approved designation(s) if certifications are maintained in good standing. If a NETA certification is allowed to expire, then the individual must immediately discontinue the use of the designation until such time that the certification has been reinstated via continuing education and renewal, or re-testing. *Please note, although NETA provides a 180-day grace period during which an expired certification may be reinstated, once a certification has lapsed into the grace period it is officially expired.* During this time, individuals are not permitted to represent themselves as a NETA-Certified Group Exercise Instructor and/or Personal Trainer. Examples of how to properly display NETA certification(s) following a certificant's name are provided on the next page.

Sally Jones, NETA-CGEI

↑
Name

↑
Accredited
Certification

William Smith, MS, NETA-CPT

↑
Name

↑
Highest Degree
(beyond Bachelor's
degree)

↑
Accredited
Certification

To report misuse of NETA-certified distinctions, please contact NETA at neta@netafit.org to the attention of the Director of Certification.

Z. Digital Credentials

Digital credentials (certificates and/or badges) are electronic (digital) versions of a certification or credential, which replace traditional paper certificates. A digital credential includes information such as who earned the credential, what the credential represents, how it was earned, who issued it, when it was issued, and when it expires.

NETA has partnered with Accredible to issue digital credentials to those who have earned NETA's NCCA-accredited Group Exercise Instructor or Personal Trainer certification. Secured by blockchain technology, digital credentials provide consumers and employers with the ability to quickly and confidently verify the authenticity and status of a certification. Digital credentials also allow the recipient to easily share and showcase their achievement on a variety of social media platforms like LinkedIn, Twitter, and Facebook, as well as inclusion in email signatures and personal or company websites.

Candidates passing the Group Exercise Instructor or Personal Trainer certification exam, and satisfying the CPR/AED requirement, will receive digital credentials via an email sent by Accredible. This email will include a "call to action" button to view their digital certificate and badge. At any point after establishing a unique password, candidates may also login to their credential using their email address and password at <https://www.credential.net/welcome>.

Individuals who have earned or renewed a NETA Group Exercise Instructor and/or Personal Trainer certification after January 1, 2019, may obtain the unique URL to access their digital credentials through their password protected customer account on NETA's website at <https://www.netafit.org/my-account/>.

To learn more about digital credentials issued by NETA visit the Digital Credentials page on NETA's website at <https://www.netafit.org/about/digital-credentials/>.

Accredible's privacy policy is available at <https://www.accreditable.com/legal/privacy-policy>.

IV. Recertification

A. Recertification Process

1. Both the NETA-CB's Group Exercise Instructor and Personal Trainer certifications are valid for two (2) years. To renew your certification, you must complete a minimum of twenty (20) NETA-approved continuing education credits (CECs) between the date of issue and the designated expiration date. The certification's original date of issue is the date on which the candidate passed the certification exam. The designated expiration (i.e., renewal) date is two (2) years from the original date of issue. During subsequent 2-year recertification cycles, the new date of issue is the date corresponding to the previous expiration date, and the new expiration date is two (2) years from the new date of issue.
2. A 180-day reinstatement grace period is provided should an extension beyond the designated expiration date be necessary; however, higher renewal fees will apply (see page 29). *Please note: although a 180-day reinstatement 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 is reinstated during the 180-day grace period, then the new expiration date will be established two years from the previous expiration date. If a certification remains at expired status beyond the 180-day grace period, then candidates must retake and 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 Athletics 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. If a continuing education activity is approved for NETA CECs as well as ACE, AFAA, and/or NASM CECs/CEUs, then *only* the NETA CECs may be applied toward recertification of a NETA credential.
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 ensure 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, completed either in-person or virtually with a qualified and authorized instructor. NETA will only accept copies of an official card or certificate issued directly by a nationally recognized CPR/AED provider. NETA will *not* accept a letter in lieu of an official card or certificate. CPR/AED certification does *not* provide CECs toward renewal of your NETA-CB certification(s). CPR/AED certification must be valid on and after the designated renewal date of the NETA certification to be renewed. 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 (see Renewal Application on page 40)?
 - 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 valid and acceptable cardiopulmonary resuscitation (CPR) certification and automated external defibrillator (AED) certification? When deemed necessary, NETA will verify authenticity of CPR/AED certification.
 - Does the applicant supply appropriate 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 and accepted, the application is then added into the candidate's account and the candidate will receive:
 - a confirmation letter delivered within 5-7 days via USPS mail informing the candidate of the recertification application acceptance,
 - a notification email delivered within 7-10 days informing the certificant that their NETA certification digital credentials have been issued or updated to reflect the new expiration date.
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, application does not include the proper payment, or application does not include a valid CPR/AED certification), then the applicant will receive an email and/or phone call from NETA informing them the application was not accepted and instructing them how to correct and re-submit the application.
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 reinstatement grace period are ineligible for recertification and the candidate must register for, 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 39 or downloaded from NETA's website at www.netafit.org. Each petition must include:
 - a completed NETA-CB CEC Petition Application,
 - a \$25.00 non-refundable petition processing fee for each course,
 - a certificate of completion including: 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 class outline or course syllabus listing times and topics covered,
 - copy of college/university transcript indicated date (e.g., semester, quarter) of class and final grade, and
 - 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 Director of Certification evaluates the course information to determine whether or not the course represents the relevant knowledge, skills, and abilities* as outlined by the most recent Job Task 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.

* NETA continuing education credits (CECs) will only be awarded for continuing education activities that cover subject matter within the scope of practice for an exercise professional (e.g., group exercise instructor, personal trainer) and are relevant to the practice analysis/role delineation for NETA's Group Exercise Instructor or Personal Trainer certification exam. Examples of topics that will *not* be awarded NETA CECs include, but are not limited to: kinesio taping, diagnosing, massage therapy, counseling, hypnosis, chiropractic or physical therapy techniques (e.g., ultrasound, manual tissue/joint manipulation, acupuncture), and medically oriented dietary interventions.

D. Notice of Acceptance or Denial

The applicant will be notified in writing (USPS mail and/or email) within 7-10 days following the receipt of the Petition Application. The notification will indicate the status (approved, denied, pending additional information) of the application and, in the case of approved petitions, the number of CECs awarded. The outcome of the Petition Application will be noted in the certificant's record. If the Petition Application is denied, the certificant must resubmit a completed application with the necessary amendments and/or additional information.

E. Recertification CEC Petition Denial Appeals Process

Negative decisions (i.e., denied Recertification or CE Petition Application) may be appealed in writing within 30 days following notification of a denied application. Those who appeal a denied application may be assessed an administrative fee. Appeals are reviewed by NETA's Director of Certification and/or the Appeals Committee. The appeal review process may require up to 30 days during which time the applicant appealing the decision is granted a grace period extension, if necessary. Each application may only be appealed once.

F. Certification Board Appeals Committee

The 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 certificant members of the NETA-CB. Each committee member will receive a copy of the original Recertification or Petition Application, corresponding documentation, outcome notification correspondence, and the written appeal. Upon meeting, the Appeals Committee shall review the appealed 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 Appeals Committee are deemed final.

G. Recertification Fees

Prior to certification expiration date:	\$75.00
1 to 90 days past the certification expiration date:	\$90.00
91 to 180 days past the certification expiration date:	\$105.00

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. Certificants 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.

V. 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. Code of Ethics violations should be reported to the attention of NETA's Director of Certification via email at neta@netafit.org or USPS mail at NETA • 12800 Industrial Park Blvd., Suite 220 • Minneapolis, MN 55441.

IV. Appendices

Appendix A: Request for Special Accommodations



Request for Special Accommodations For NETA Certification Exam

The NETA Certification Board (NETA-CB) complies with the Americans with Disabilities Act (ADA). The NETA-CB strives to ensure that no individual with a qualified disability shall be deprived of the opportunity to take a NETA-CB certification examination solely by reason of that disability.

Please refer to the *Exam Candidate Handbook* for complete information regarding special accommodations for NETA-CB certification exams. Candidates with a qualifying disability may be eligible for special accommodations. To request special accommodations for a NETA-CB examination, the candidate must complete and submit this form, accompanied by a completed Health Care Professional Authorization form and supporting documentation. All requests for special accommodations must be received by NETA at least 30 business days prior to the scheduled exam date.

TO BE COMPLETED BY EXAM CANDIDATE

Name: _____ NETA Customer ID: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Exam Location: _____ Exam Date: _____

Is this a retake of the exam? Yes ☐ No ☐

If yes, have you received special accommodations for prior NETA certification exam(s)? Yes ☐ No ☐

Description of Disability: _____

Special Accommodation(s) Requested: _____

I understand that NETA will use the information disclosed in this Request for Special Accommodations and the accompanying Health Care Professional Authorization form to determine eligibility for reasonable accommodations for a NETA-CB certification examination by reason of a qualified disability. I understand that NETA reserves the right to make additional inquiries regarding my disability and previous accommodations before making a determination whether to provide the accommodations I have requested. I understand that NETA is unable to grant accommodations that may compromise the validity and/or security of the exam.

Candidate's Signature _____ Date _____

Send this form, along with the Health Care Professional Authorization form
and all supporting documentation, to:

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

Request for Special Accommodations & Health Care Professional Authorization Form – October 2016

Download this form at: <https://www.netafit.org/wp-content/uploads/2017/07/Request-for-Special-Accommodations.pdf>

Appendix B: Health Care Professional Authorization Form



Health Care Professional Authorization Form

For NETA Certification Exam Special Accommodations

TO BE COMPLETED BY EXAM CANDIDATE

I, _____ (printed name of candidate), hereby authorize the health care professional identified below to release the information requested by NETA relating to my disability and the request for special accommodations appropriate to my qualified disability to take the NETA Certification Board's (NETA-CB) certification examination.

(Candidate's Signature)

(Date)

TO BE COMPLETED BY A HEALTH CARE PROFESSIONAL

The candidate/patient identified above is requesting special accommodations to sit for National Exercise Trainers Association (NETA) certification examination. The NETA Certification Board's (NETA-CB) policies require candidates requesting special accommodations to submit documentation of their disability to a qualified health care professional. The candidate is requesting that you provide such documentation. Please submit your report describing the need for special accommodations on official letterhead to accompany this completed form. Please include:

- an explanation of the candidate's disability
- the disability diagnosis (including the DSM-5 classification for any diagnosis of a learning disability),
- types of tests/evaluations used and interpretation of test scores leading to the diagnosis, and
- the rationale for special accommodations necessitated by this disability.

If the candidate did not receive special accommodations during higher education, then please provide an explanation regarding why accommodations are being requested at this time for this examination.

Finally, please indicate your special accommodation recommendation(s) for this candidate in the space provided below.

Recommended Special Accommodation(s): _____

Health Care Professional's Signature

Date

Send this completed form, corresponding report, and the candidate's
Request for Special Accommodations to:

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

Request for Special Accommodations & Health Care Professional Authorization Form – October 2016

Download this form at: <https://www.netafit.org/wp-content/uploads/2017/07/Request-for-Special-Accommodations.pdf>

Appendix C: Exam Application and Compliance Statement



12800 Industrial Park Blvd., Suite 220 | Minneapolis, MN 55441 | 800-237-6242

**NETA-CB Certification Exam Application
and
Compliance Statement**

Please fill in the required fields below to be registered for the
Group Exercise Instructor Certification Exam.

NETA I.D. #: _____

Name: _____

Street Address: _____

City, State, Zip Code: _____

E-mail Address: _____

Telephone: Day (____) _____ Evening (____) _____

I have read and agree to abide by the NETA examination policies as stated in the NETA-CB Candidate Handbook available for download at www.netafit.org

Signed: _____ Date: _____

Download this form at:

<https://www.netafit.org/wp-content/uploads/2017/07/Group-Exercise-Exam-Application.pdf>

Download this form at:

<https://www.netafit.org/wp-content/uploads/2017/07/Personal-Trainer-Exam-Application.pdf>



12800 Industrial Park Blvd., Suite 220 | Minneapolis, MN 55441 | 800-237-6242

**NETA-CB Certification Exam Application
and
Compliance Statement**

Please fill in the required fields below to be registered for the
Personal Trainer Certification Exam.

NETA I.D. #: _____

Name: _____

Street Address: _____

City, State, Zip Code: _____


E-mail Address: _____

Telephone: Day (____) _____ Evening (____) _____

I have read and agree to abide by the NETA examination policies as stated in the NETA-CB Candidate Handbook available for download at www.netafit.org

Signed: _____ Date: _____

Appendix D: CEC Petition Application



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., after certification date of issue and before designated expiration date).
- Course learning objectives and subject matter must be relevant to the NETA certification held, as reflected by the practice analysis/role delineation for a specific certification.*
- NETA automatically accepts CECs/CEUs pre-approved by ACE, AFAA, and/or NASM. Courses pre-approved for CECs/CEUs by one or more of these organizations *do not* require a Petition Application.
- CPR, AED, and First Aid courses are not eligible for NETA continuing education credits (CECs).
- Incomplete applications will not be processed and will be returned to the applicant.
- The \$25 application fee (per course) is non-refundable and does not guarantee that NETA CECs will be awarded.

CEC Petition Application – January 2020

1

Use:

of detailed course outline or syllabus.

icate of Completion or copy of unofficial college/university transcript.

on Application fee of \$25.00 (for each course). NETA accepts payment via check, money
r, or credit card. Please make checks payable to *NETA*.

Payment:

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 \$25.00 application 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

* NETA continuing education credits (CECs) will only be awarded for continuing education activities that cover subject matter within the scope of practice for an exercise professional (e.g., group exercise instructor, personal trainer) and are relevant to the practice analysis/role delineation for NETA's Group Exercise Instructor or Personal Trainer certification exam. Examples of topics that will not be awarded NETA CECs include, but are not limited to: kinesio taping, diagnosing, massage therapy, counseling, hypnosis, chiropractic or physical therapy techniques (e.g., ultrasound, manual tissue/joint manipulation, acupuncture), and medically oriented dietary interventions.


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

CEC Petition Application – January 2020

2

Download this form at: <https://www.netafit.org/wp-content/uploads/CEC-Petition-Application.pdf>
 Complete and submit online at: <https://www.netafit.org/product/petition-fee/>

Appendix E: Primary Certification Renewal Application



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, completed in-person or virtually. **NETA will not accept CPR/AED certifications completed entirely online.**
- ☐ Submit photocopies of continuing education credits (CECs) earned totaling a minimum of twenty* (20) CECs. (*6 CEC's must be *directly* from NETA workshops or home study courses)
- ☐ Include the renewal fee as listed below and mail to NETA or **complete renewal application online.**

Today's Date	Customer #	Certification Exp. Date	
Name		Address	
City	State	Zip	Phone ()
Email		Date of Birth / /	

CECs Completed**			
Course #	Completion Date	# of CECs Awarded	Provider (NETA, ACE, NASM, or AFAA)

** Photocopies of the Certificate of Completion for CECs earned must be enclosed with this Renewal Application.

Certification Renewal Fees: ☐ Group Exercise Instructor ☐ Personal Trainer

☐ Prior to expiration: \$0

☐ 1-90 days past expiration: \$90

☐ 91-180 days past expiration: \$105

*** Please note: If the 180-day reinstatement grace period lapses then you must retake and pass the certification exam to once again earn a NETA Primary Certification. Please refer to NETA's Recertification Handbook located on NETA's website.

Method of Payment: Amount Enclosed \$ _____

☐ Check # _____ ☐ Money payable to NETA ☐ Money Order

☐ Visa, MasterCard, American Express, or Discover Card # _____

Exp. Date: / / CVC #: _____ Cardholder's Signature: _____

I affirm the information provided in conjunction with this application is accurate. Documentation of the continuing education activities listed above and a valid CPR/AED certification is enclosed with this renewal application. I understand that my certification may be revoked if any 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-
Renew Online at: <https://www.netafit.org/product/primary-certification-renewal/>

GEI & PT Renewal Application - November 2022

HOW TO KEEP YOUR NETA PRIMARY CERTIFICATION CURRENT

Group Exercise Instructor and Personal Trainer certifications are valid for two years from the date your certification was issued and the designated expiration. Six of the 20 CECs must be earned directly from NETA workshops or NETA home study courses. Certificates are provided with a reinstatement grace period if the certification is allowed to lapse past the designated expiration date, a late renewal fee applies (see below). Please note, the official status of your certification is "lapsed" if your certification is not renewed by the end of the 180-day grace period, you must retake and pass the certification exam to reinstate your credential.

NETA will only accept CECs that are NETA, ACE, NASM, or AFAA approved. ACE CECs and NASM CECs must be earned by a decimal point such that 0.1 ACE CEC or 0.1 NASM CEC is equivalent to 1.0 NETA CEC. Health- or fitness-related college/university courses for which a "C" or higher was earned and completed within your recertification period will be evaluated on a case-by-case basis for CEC approval by submitting a completed [Petition Application](#), required documentation (including a syllabus/college/university transcript), and a \$25.00 petition fee for each course. All NETA courses provide CECs. If you accumulate more than the required twenty (20) CECs, extra credits are **not** applicable towards a future recertification period.

To ensure you maintain your certification in good standing, please mail your completed Renewal Application, documentation of CECs earned, and renewal fee two months prior to your expiration date. Send all the renewal information in one packet. Never send forms singularly. If your mailing address has changed, or if you receive duplicate brochures at the same address, please call NETA at 1 (800) 237-6242 to update your customer record.

CERTIFICATION RENEWAL PROCEDURE

- 1. Complete the Renewal Application.** Your NETA customer ID number is listed on your NETA digital credentials and NETA brochures that are mailed directly to you. You may also complete and submit a Renewal Application online at: <https://www.netafit.org/product/primary-certification-renewal/>
- 2. Submit photocopies of Certificate of Completion for all CECs earned**, totaling no less than twenty (20) CECs from accepted providers (NETA, ACE, NASM, AFAA, or petition-approved courses). Six (6) of the 20 CECs must be earned from NETA workshops or home study courses. (Please do NOT send originals).
- 3. Submit a photocopy of your Adult CPR/AED certification wallet card (front and back) or e-certificate earned from a recognized provider** (e.g., AHA, ARC, ASHI, NSC). NETA will only accept CPR/AED certifications that include a live hands-on practical skills assessment, completed in-person or virtually.
- 4. The renewal fee must accompany the application.** NETA accepts checks, money orders, and Visa, MasterCard, American Express, or Discover.

Renewal fees:	
Postmarked prior to expiration date:	\$75
Postmarked 1-90 days past expiration:	\$90
Postmarked 91-180 days past expiration:	\$105

If the 180-day reinstatement grace period lapses, then you must retake and pass the certification exam to once again earn the certification. Please see the [Recertification Handbook](#) located on NETA's website.

Mail application to: NETA • 12800 Industrial Park Blvd., Suite 220 • Minneapolis, MN 55441

Submit application online at: <https://www.netafit.org/product/primary-certification-renewal/>

Incomplete applications will be returned to sender. Please allow up to 30 days to receive your digital credentials.

GEI & PT Renewal Procedures - November 2022

Download this form at: <https://www.netafit.org/wp-content/uploads/NETA-GEI-PT-Renewal-Procedures-Oct-2016.pdf>
 Renew Online at: <https://www.netafit.org/product/primary-certification-renewal/>

Appendix F: Minor Waiver and Permission Form



NETA Minor Waiver and Permission Form

Workshop City: _____

Workshop Date(s): _____

Workshop Facility: _____

Dear Student,

Please read this form carefully. Also, have your guardian read this waiver / permission form carefully. You and your parent / guardian must sign in the spaces provided and return this form (keep a copy for your files) to NETA*.

I agree that NETA, its affiliates and co-sponsors are exempt from liability or disability that might be incurred as a result of dance/exercise/movement instruction. If a medical problem exists, permission to attend the workshop will be obtained from a registered medical doctor (M.D.)

Workshop Student Signature _____

Today's Date _____

Date of Birth _____

Have you earned a high school diploma or GED? ☐ Yes ☐ No

Name of school: _____

Graduation Date: _____

I, as parent / guardian of _____ (minor's full name) give my permission for him / her to attend the above-mentioned workshop.

Parent / Guardian Signature _____

Date _____

* Note: This form must be returned with your workshop registration.

10/17/14

Download this form at: https://www.netafit.org/wp-content/uploads/2017/07/minor_waiver.pdf

Appendix G: Updated Personal Trainer Exam Content Outline – Effective June 1, 2023

A job task analysis (i.e., practice analysis, role delineation) is conducted every five to seven years to ensure the certification examination continues to represent the current role of a group exercise instructor as well as updated industry guidelines, best practices, and evolving knowledge of exercise science research.

As such, NETA conducted an updated job task analysis study in 2022, which resulted in a new exam content outline for NETA's NCCA-accredited Personal Trainer Certification Exam. The exam content outline lists the areas of responsibility (formerly known as domains), tasks, and knowledge statements representing the knowledge and skills necessary for a NETA-Certified Personal Trainer. The exam content outline serves as the foundation from which the NETA Personal Trainer Certification Exam is developed.

The exam content outline provided on pages 42-50 is the basis for NETA's Personal Trainer Certification Exam administered on or after June 1, 2023. Candidates preparing for NETA's Personal Trainer Certification Exam should be familiar with and understand all subject matter identified on the exam content outline.

Target Audience Statement

Personal trainers are fitness professionals who promote wellness through healthy lifestyle behaviors. They accomplish this by developing and implementing safe, effective exercise programs. These programs are designed to meet the individual goals of clients they serve within NETA's Code of Ethics.

Personal Trainer Exam Content Outline (Effective 6/1/2023)

Personal Trainer Certification Exam Specifications	
Area of Responsibility	Number of Items*
I. Communication and Engagement	20
II. Client Intake and Assessments	17
III. Program Design	23
IV. Program Implementation and Modification	25
V. Ethics and Professional Responsibility	15
Total Scored Exam Items	100

* Does not include the 20 'pre-test' (i.e., unscored) items on the exam.

I. Communication and Engagement

A. Facilitate a welcoming, trusting, and inclusive environment.

Knowledge of:

1. Effective verbal and non-verbal communication strategies, including active listening
2. Interpretation of body language
3. Strategies for creating and maintaining a professional impression (e.g., being on time, appropriately dressed, well groomed, organized)
4. Strategies for creating a fun and welcoming environment

5. Relationship-building strategies to engage, establish rapport, and demonstrate empathy in a non-judgmental manner
6. Principles of diversity, equity, and inclusion

B. Develop rapport and a professional relationship with the client.

Knowledge of:

1. Effective verbal and non-verbal communication strategies, including active listening
2. Interpretation of body language
3. Coaching methods (e.g., motivational interviewing, appreciative inquiry)
4. Strategies for accommodating various learning styles (e.g., visual, auditory, kinesthetic)
5. Strategies for creating and maintaining a professional impression (e.g., being on time, appropriately dressed, well groomed, organized)
6. NETA Code of Ethics
7. Relationship-building strategies to engage, establish rapport, and demonstrate empathy in a non-judgmental manner
8. Principles of diversity, equity, and inclusion

C. Employ effective communication and coaching skills throughout the client relationship.

Knowledge of:

1. Effective verbal and non-verbal communication strategies, including active listening
2. Interpretation of body language
3. Coaching methods (e.g., motivational interviewing, appreciative inquiry)
4. Aspects of motivation and techniques to enhance motivation (e.g., intrinsic, extrinsic) and promote adherence to healthy lifestyle behaviors
5. Relationship-building strategies to engage, establish rapport, and demonstrate empathy in a non-judgmental manner
6. Considerations for engaging clients in a virtual environment

D. Encourage the client's engagement to facilitate adherence and enjoyment.

Knowledge of:

1. Relationship-building strategies to engage, establish rapport, and demonstrate empathy in a non-judgmental manner
2. Effective verbal and non-verbal communication strategies, including active listening
3. Aspects of motivation and techniques to enhance motivation (e.g., intrinsic, extrinsic) and promote adherence to healthy lifestyle behaviors
4. Coaching methods (e.g., motivational interviewing, appreciative inquiry)
5. Strategies for creating a fun and welcoming environment
6. Considerations for engaging clients in a virtual environment
7. Strategies for accommodating various learning styles (e.g., visual, auditory, kinesthetic)
8. Theoretical models of behavior change (e.g., transtheoretical model, self-efficacy theory)
9. Types of goals (e.g., action oriented, long-term) and collaborative goal-setting strategies (e.g., SMART, SWOT)

II. Client Intake and Assessments

A. Establish the client's desired outcomes and expectations.

Knowledge of:

1. Strategies for determining and accommodating participants' knowledge, skills, abilities, and interests
2. Effective verbal and non-verbal communication strategies, including active listening
3. Coaching methods (e.g., motivational interviewing, appreciative inquiry)
4. Strategies for accommodating various learning styles (e.g., visual, auditory, kinesthetic)
5. Types of goals (e.g., action oriented, long-term) and collaborative goal-setting strategies (e.g., SMART, SWOT)
6. Relationship-building strategies to engage, establish rapport, and demonstrate empathy in a non-judgmental manner
7. Principles of diversity, equity, and inclusion

B. Obtain the client's health, lifestyle, and physical activity history using interviews and questionnaires.

Knowledge of:

1. Preparticipation screening tools and components of a health and lifestyle questionnaire
2. ACSM preparticipation screening recommendations
3. Risk factors for prevalent chronic disease (e.g., diabetes, cardiovascular disease, osteoarthritis, metabolic syndrome)
4. Effective verbal and non-verbal communication strategies, including active listening
5. Coaching methods (e.g., motivational interviewing, appreciative inquiry)
6. Relationship-building strategies to engage, establish rapport, and demonstrate empathy in a non-judgmental manner
7. Time management strategies

C. Conduct an appropriate health screening and fitness assessment to gather objective data about the client's current health, risk factors, and baselines for measuring future progress.

Knowledge of:

1. Considerations in the selection and use of health screening and fitness assessment protocols (e.g., safety, contraindications, effect of common medications on response to exercise)
2. Static and dynamic postural assessment
3. Effective verbal and non-verbal communication strategies, including active listening
4. Coaching methods (e.g., motivational interviewing, appreciative inquiry)
5. Exercise-related anatomy, kinesiology, biomechanics, and physiology
6. Components and administration of Informed Consent
7. Relationship-building strategies to engage, establish rapport, and demonstrate empathy in a non-judgmental manner
8. Time management strategies
9. Theoretical models of behavior change (e.g., transtheoretical model, self-efficacy theory)
10. Recognition of and appropriate response to exercise-related medical conditions and emergencies (e.g., myocardial infarction, stroke, heat-related illness)
11. Signs and symptoms of and immediate care (e.g., PRICE) for acute injuries (e.g., sprain, strain, fractures)

12. Written emergency response procedures (e.g., activation of emergency medical services (i.e., 911), facility emergency response plan, pre-emergency preparation strategies)
13. Elements of health, wellness, lifestyle, exercise, and physical activity history and current states
14. Components of health- and skill-related physical fitness

D. Analyze the client's subjective and objective information to determine the need for medical clearance and support program design.

Knowledge of:

1. Considerations and procedures for referring clients to healthcare providers
2. ACSM preparticipation screening recommendations
3. Interpretive guidelines for preparticipation screening tools and health and lifestyle questionnaires
4. Health and injury risk factors and contraindications
5. Exercise-related anatomy, kinesiology, biomechanics, and physiology
6. Acute and chronic responses to exercise in asymptomatic and symptomatic populations
7. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis, orthopedic and other injuries)
8. Legal considerations, risk management, and scope of practice (e.g., nutrition, medicine, rehabilitation, therapy)

III. Program Design

A. Interpret the assessment results using professional guidelines and normative data.

Knowledge of:

1. Interpretive guidelines for health screening and fitness assessment results
2. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis, orthopedic and other injuries)
3. Theoretical models of behavior change (e.g., transtheoretical model, self-efficacy theory)
4. Credible sources of information, education providers, and professional organizations

B. Develop short- and long-term goals with the client that relate to desired outcomes.

Knowledge of:

1. Types of goals (e.g., action oriented, long-term) and collaborative goal-setting strategies (e.g., SMART, SWOT)
2. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis, orthopedic and other injuries)
3. Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions for the general population
4. Principles of diversity, equity, and inclusion
5. Strategies for promoting holistic lifestyle choices
6. Basic principles of nutrition, *Dietary Guidelines for Americans*, recommended healthy eating patterns, and food guidance graphics
7. Principles and guidelines (e.g., ACSM, Academy of Nutrition and Dietetics, National Weight Control Registry) of safe and effective weight management

8. Physical activity recommendations (e.g., *Physical Activity Guidelines for Americans*; ACSM, AHA, and CDC Consensus Statements) for improving overall health
9. Principles of motivation and exercise adherence
10. Theoretical models of behavior change (e.g., transtheoretical model, self-efficacy theory)
11. Elements of health, wellness, lifestyle, exercise, and physical activity history and current states
12. Components of health- and skill-related physical fitness

C. Select the appropriate exercises and physical activities necessary to achieve client goals, taking into consideration their health status, preference for training (e.g., virtual, in-person, group), and access to exercise equipment.

Knowledge of:

1. Demographic-specific considerations (e.g., age, gender, culture, fitness level)
2. Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions for the general population
3. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis, orthopedic and other injuries)
4. Exercise-related anatomy, kinesiology, biomechanics, and physiology
5. Principles of exercise training (e.g., overload, specificity, progression, variation) and ACSM guidelines for exercise program design (e.g., cardiorespiratory, muscular fitness, flexibility training, balance)
6. Appropriate selection and use of exercise equipment
7. Safe and effective exercise technique (e.g., joint alignment, range of motion, breathing pattern)
8. Strategies for recovery and restoration (e.g., stretch, self-myofascial release, rest, sleep)
9. Theoretical models of behavior change (e.g., transtheoretical model, self-efficacy theory)
10. Aspects of motivation and techniques to enhance motivation (e.g., intrinsic, extrinsic) and promote adherence to healthy lifestyle behaviors
11. Corrective exercises for muscle imbalances
12. Elements of health, wellness, lifestyle, exercise, and physical activity history and current states
13. Components of health- and skill-related physical fitness

D. Determine acute training variables (e.g., frequency, intensity, volume, duration, recovery).

Knowledge of:

1. Principles of exercise training (e.g., overload, specificity, progression, variation) and ACSM guidelines for exercise program design (e.g., cardiorespiratory, muscular fitness, flexibility training, balance)
2. Training systems and strategies (e.g., periodization, high intensity interval training (HIIT), circuit training)
3. Methods for measuring and monitoring exercise intensity (e.g., target heart rate, rating of perceived exertion, METs)
4. Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions for the general population
5. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis, orthopedic and other injuries)
6. Environmental considerations (e.g., cold, hot, high altitude) for exercise program design

7. Physical activity recommendations (e.g., *Physical Activity Guidelines for Americans*; ACSM, AHA, and CDC Consensus Statements) for improving overall health
8. Principles and guidelines (e.g., ACSM, Academy of Nutrition and Dietetics, National Weight Control Registry) of safe and effective weight management

E. Evaluate the program with the client to obtain feedback, determine feasibility, and ensure understanding of benefits and risks.

Knowledge of:

1. Effective verbal and non-verbal communication strategies, including active listening
2. Interpretation of body language
3. Coaching methods (e.g., motivational interviewing, appreciative inquiry)
4. Theoretical models of behavior change (e.g., transtheoretical model, self-efficacy theory)
5. Types of goals (e.g., action oriented, long-term) and collaborative goal-setting strategies (e.g., SMART, SWOT)
6. Principles and guidelines (e.g., ACSM, Academy of Nutrition and Dietetics, National Weight Control Registry) of safe and effective weight management
7. Relationship-building strategies to engage, establish rapport, and demonstrate empathy in a non-judgmental manner
8. Acute and chronic responses to exercise in asymptomatic and symptomatic populations
9. Appropriate progressions, regressions, and modifications
10. Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions for the general population
11. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis, orthopedic and other injuries)

IV. Program Implementation and Modification

A. Instruct the client on proper exercise execution and technique.

Knowledge of:

1. Exercise-related anatomy, kinesiology, biomechanics, and physiology
2. Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions for the general population
3. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis, orthopedic and other injuries)
4. Effective verbal and non-verbal communication strategies, including appropriate cueing and feedback
5. Appropriate spotting techniques and safety precautions during resistance training exercise
6. Appropriate progressions, regressions, and modifications
7. Safe and effective exercise technique (e.g., joint alignment, range of motion, breathing pattern)
8. Strategies for accommodating various learning styles (e.g., visual, auditory, kinesthetic)
9. Strategies for improving form and technique in a non-judgmental manner
10. Credible sources of information, education providers, and professional organizations

B. Conduct ongoing evaluations of the client's performance and response to the program using observation, feedback, and reassessments.

Knowledge of:

1. Considerations in the selection and use of health screening and fitness assessment protocols (e.g., safety, contraindications, effect of common medications on response to exercise)
2. Elements of and guidelines for writing progress notes (i.e., SOAP notes)
3. Elements of and guidelines for maintaining client records
4. Methods for measuring and monitoring exercise intensity (e.g., target heart rate, rating of perceived exertion, METs)
5. Acute and chronic responses to exercise in asymptomatic and symptomatic populations
6. Interpretive guidelines for health screening and fitness assessment results
7. Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions for the general population
8. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis, orthopedic and other injuries)
9. Theoretical models of behavior change (e.g., transtheoretical model, self-efficacy theory)
10. Interpretation of verbal and nonverbal client responses
11. Principles of motivation and exercise adherence

C. Educate the client about factors related to the program (e.g., nutrition, recovery strategies, healthy living strategies).

Knowledge of:

1. Basic principles of nutrition, *Dietary Guidelines for Americans*, recommended healthy eating patterns, and food guidance graphics
2. Principles and guidelines (e.g., ACSM, Academy of Nutrition and Dietetics, National Weight Control Registry) of safe and effective weight management
3. Physical activity recommendations (e.g., *Physical Activity Guidelines for Americans*; ACSM, AHA, and CDC Consensus Statements) for improving overall health
4. Legal considerations, risk management, and scope of practice (e.g., nutrition, medicine, rehabilitation, therapy)
5. Credible sources of information, education providers, and professional organizations
6. Interpretation of body language
7. Elements of health, wellness, lifestyle, exercise, and physical activity history and current states
8. Components of health- and skill-related physical fitness
9. Strategies for recovery and restoration (e.g., stretch, self-myofascial release, rest, sleep)
10. Strategies for promoting body awareness (e.g., mirror, biofeedback) and mindfulness (e.g., meditation, breathing techniques)
11. Signs and symptoms of overtraining and overuse (repetitive strain injury) syndromes

D. Modify the program as needed to enhance effectiveness, efficiency, and safety.

Knowledge:

1. Exercise-related anatomy, kinesiology, biomechanics, and physiology
2. Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions for the general population

3. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis, orthopedic and other injuries)
4. Principles of exercise training (e.g., overload, specificity, progression, variation) and ACSM guidelines for exercise program design (e.g., cardiorespiratory, muscular fitness, flexibility training, balance)
5. Methods for measuring and monitoring exercise intensity (e.g., target heart rate, rating of perceived exertion, METs)
6. Effective verbal and non-verbal communication strategies, including appropriate cueing and feedback
7. Coaching methods (e.g., motivational interviewing, appreciative inquiry)
8. Appropriate spotting techniques and safety precautions during resistance training exercise
9. Appropriate progressions, regressions, and modifications
10. Safe and effective exercise technique (e.g., joint alignment, range of motion, breathing pattern)
11. Strategies for improving form and technique in a non-judgmental manner
12. Strategies for accommodating various learning styles (e.g., visual, auditory, kinesthetic)
13. Credible sources of information, education providers, and professional organizations
14. Corrective exercises for muscle imbalances
15. Environmental considerations (e.g., cold, hot, high altitude) for exercise program design

V. Ethics and Professional Responsibility

A. Adhere to industry and facility guidelines, legal requirements, and professional ethics to protect the interest of clients and other interested parties.

Knowledge of:

1. Activity- and exercise-specific benefits, indications, contraindications, risks, and precautions for the general population
2. Exercise guidelines, contraindications, and considerations for special populations (e.g., pregnancy, older adults, youth/adolescents) and medical conditions (e.g., arthritis, hypertension, diabetes, asthma, osteoporosis, orthopedic and other injuries)
3. Principles of exercise training (e.g., overload, specificity, progression, variation) and ACSM guidelines for exercise program design (e.g., cardiorespiratory, muscular fitness, flexibility training, balance)
4. ACSM Health/Fitness Facility Standards and Guidelines
5. Requirements for the renewal of professional and safety (e.g., CPR) certification(s)
6. NETA Code of Ethics
7. Rules, regulations, and guidelines regarding privacy of personal health information (i.e., HIPAA) and personally identifiable information (PII)
8. Legal considerations, risk management, and scope of practice (e.g., nutrition, medicine, rehabilitation, therapy)
9. Considerations related to media selection and licensing
10. Credible sources of information, education providers, and professional organizations

B. Respond to emergencies, incidents, and injuries.

Knowledge of:

1. Recognition of and appropriate response to exercise-related medical conditions and emergencies (e.g., myocardial infarction, stroke, heat-related illness)
2. Requirements for the renewal of professional and safety (e.g., CPR) certification(s)
3. Written emergency response procedures (e.g., activation of emergency medical services (i.e., 911), facility emergency response plan, pre-emergency preparation strategies)
4. Legal considerations, risk management, and scope of practice (e.g., nutrition, medicine, rehabilitation, therapy)
5. Signs and symptoms of and immediate care (e.g., PRICE) for acute injuries (e.g., sprain, strain, fractures)

C. Maintain required professional and safety certifications through appropriate continuing education.

Knowledge of:

1. Requirements for the renewal of professional and safety (e.g., CPR) certification(s)
2. Credible sources of information, education providers, and professional organizations
3. NETA Code of Ethics

D. Abide by scope of practice and other limitations based on education, credentials, training, skill, and experience.

Knowledge of:

1. Legal considerations, risk management, and scope of practice (e.g., nutrition, medicine, rehabilitation, therapy)
2. NETA Code of Ethics
3. Credible sources of information, education providers, and professional organizations

E. Maintain accurate, secure, and comprehensive client records.

Knowledge of:

1. Rules, regulations, and guidelines regarding privacy of personal health information (i.e., HIPAA) and personally identifiable information (PII)
2. Legal considerations, risk management, and scope of practice (e.g., nutrition, medicine, rehabilitation, therapy)
3. Elements of and guidelines for maintaining client records
4. Elements of and guidelines for writing progress notes (i.e., SOAP notes)
5. ACSM Health/Fitness Facility Standards and Guidelines