

# PERSONAL TRAINER EDUCATION & CERTIFICATION PARTNER

INFORMATION PACKET



**NFPT** National Federation of  
PROFESSIONAL TRAINERS





# NFPT

National Federation of  
PROFESSIONAL TRAINERS

BECOME AN  
EDUCATION &  
CERTIFICATION  
TRAINING  
PARTNER

PERSONAL TRAINER CERTIFICATION, SINCE 1988

## WHAT WE DO

by  Angie Pattengale  
Certification Director

Since 1988, NFPT has certified aspiring personal fitness trainers, and put fitness enthusiasts to work around the world. Our organizational history comes from a place of real-world application and experience; which is the reason that NFPT leads the way in foundational certification credentialing for those who are new to the industry. National Federation of Professional Trainers was founded by Ron Clark, a U.S. Marine Staff Sergeant in 1974, a Fireman in 1984, and all the while a competitive athlete and personal trainer. During his own process to become a certified trainer, he discovered a lacking real-world education for his day-to-day work

in the gym. He set out to collaborate and create something foundational, trend-free, and applicable for the passionate fitness enthusiast who wants to get to work doing what they love. Understanding how the human body functions and its response to exercise is the back-to-basics premise that NFPT builds its foundation on. We support aspiring trainers by turning passion to purpose, and we do it by teaching and reinforcing proven training modalities for safe, effective, goal-oriented training – and it's personal!

NFPT is focused on fundamental, proven measures and methods for optimizing fitness and achieving personal goals.

Read more about NFPT's history and learn why it matters to the people of NFPT that we give purpose to the passion.

### ABOUT NFPT HISTORY

Join a family of trainers and fitness professionals in our journey to impact people's lives in a positive way. We hope that your school will consider partnering with us on this journey and implement the NFPT Education resources and Certification process within your existing school program.



# WHAT WE DELIVER

- A Personal Trainer Certification Program, accredited by the National Commission for Certifying Agencies (NCCA)
- A Certified Personal Trainer (CPT) credential that students can put to work while in school
- A CPT Certification Exam that can be administered in your classroom or at any of NFPT's 400+ computer based testing locations
- Free Continuing Education Credits (CECs) for recertification



## THE PERSONAL TRAINING PROFESSION

Jobs for personal trainers are on the rise and expected to increase faster than the average for most other occupations. *"Employment of fitness workers is expected to increase 27% over the next decade...because an increasing number of people are spending time and money on fitness, and more businesses are recognizing the benefits of health and fitness programs for their employees."* – U.S. Bureau of Labor Statistics

Pay for personal trainers has increased significantly over the last several years. Hourly rates range from \$10 - \$50 an hour with annual salaries ranging from \$28k to over \$81k. Your students can access this employment outlet while pursuing their degree. They can get a head start on gaining practical experience that will put them ahead of the curve after graduation.

# EDUCATION PARTNERSHIPS & AFFILIATIONS



The National Commission for Certifying Agencies (NCCA) provides impartial, third-party validation and accreditation of certification programs based on strict standards that ensure the health, welfare and safety of the consumer public



G.I. Bill approval means that service men and women can be reimbursed 100% for the NFPT-CPT Exam fee



NFPT and the Medical Fitness Network have partnered to address the need for medical fitness and to educate, train and provide a network for certified personal trainers and allied health professionals to work with special populations



In 2014, NFPT was inducted into the National Fitness Hall of Fame for its 30 years of service and accomplishments in the fitness



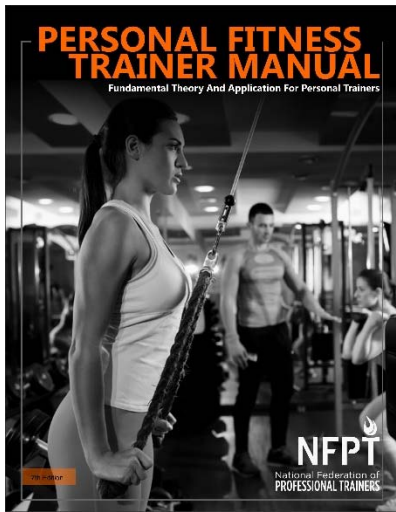
Secures recognition of registered exercise professionals for their distinctive roles in medical, fitness, health and sports performance. NFPT-CPTs are recognized qualified professionals on the international registry, USREPS



## EDUCATIONAL RESOURCES

Each of the following resources can be incorporated in part or in whole at your school. The student participants, as well as the instructor, will receive access to all Educational Resources via their personal NFPT online account. This allows students to independently prepare for their certification exam and provides the instructor with direct access to all resources for incorporating into the class as needed and at anytime. Contact us to request a free desk copy of the Manual and Study Guide.

### THE MANUAL



A step-by-step guide to training. Our emphasis is teaching and reinforcing on-the-job skill sets for safe, effective, and successful personal training. Client Consultation, Assessment and Program Design resources are also included:

- 🔥 **Exercise Recommendation Charts & Tables:** Movements & Total Sets, Rep Range Training, Activity Expenditure
- 🔥 **Client Assessment and Consultation Forms:** CVD Risk Profile and PAR-Q, Client Screening Questionnaire, Body Composition, Movement Assessments, Training Log
- 🔥 **Professional Documents:** Scope of Practice, Informed Consent, Physician’s Release, Liability Waiver, Club Employee vs. Independent Contractor information and considerations

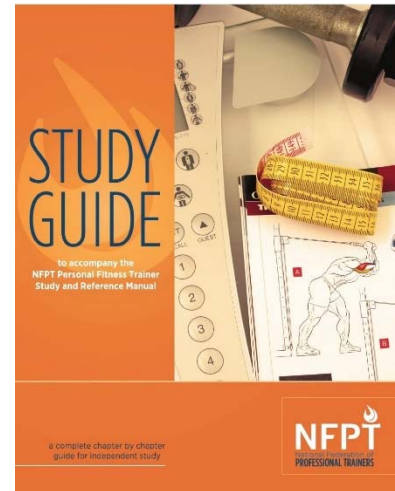
## CHAPTER BREAK DOWNS

- 🔥 Understanding Health and Wellness
- 🔥 Basic Human Anatomy
- 🔥 Anatomical Terms and Biomechanics
- 🔥 Skeletal Muscle : Structure and Function
- 🔥 Cardiac and Smooth Muscle : Structure and Function
- 🔥 Physiology of Nutrient Metabolism
- 🔥 Metabolic Pathways and Energy Production
- 🔥 Nutrient Review
- 🔥 The Beginner Client
- 🔥 Aerobic and Low Level Activity
- 🔥 Cross Training and Enhancing Sports Skills for the Athlete
- 🔥 Resistance Training
- 🔥 Program Design : Charts & Tables
- 🔥 Client Screening & Consultation
- 🔥 Client Programming, Stretches and Exercises
- 🔥 Special Populations
- 🔥 Injury Prevention and Management
- 🔥 Client Troubleshooting
- 🔥 Legal and Marketing for Personal Training
- 🔥 Professional Documents Consultation Guidelines
- 🔥 NFPT Charts and Tables
- 🔥 Master Food List

At NFPT, we understand that most trainers don’t start their careers with an exercise science degree, so we’ve developed our education manual to be easy-to-use, applicable to daily trainer needs and relevant to skill sets, and stimulating to read. It breaks down anatomy, physiology and specific training techniques in a way that is interesting and enlightening to any fitness enthusiast.

NFPT trainers don’t set this manual on a shelf after getting certified because it works for them every day in a practical way when training themselves and their clients.

## STUDY GUIDE



This resource is a guide through each chapter of the manual for a comprehensive review, self-assessments, and NFPT-CPT exam prep. With over 350 questions and reinforcements of the manual text, answer keys included. This study resource can be utilized in the classroom as you progress through the personal trainer course.

### OTHER ONLINE RESOURCES

- 🔥 **Client Assessment Videos :** 50 demonstrations for assessing clients : General Fitness, Older Adults, and Athletes
- 🔥 **Exercise Animations :** 80 exercise demos for every major muscle group, showing proper form and movement
- 🔥 **Practice Tests (2) :** sampling of the type of questions on the exam, broken up by exam category for performance measures

### INSTRUCTOR RESOURCES

- 🔥 **Lesson Plan :** suggested process and 30 segmented lessons, assignments, and lab activities to incorporate
- 🔥 **Course Syllabus :** a handout for students to follow along with the lesson plan
- 🔥 **Practical/Hands-on Lab Manual**
- 🔥 **Presentation Slides :** a supplement to the lesson plan & learning objectives

*A **personal fitness trainer** is a health and fitness professional possessing the knowledge, skills and abilities for safe and effective exercise and fitness program design, instruction and assistance for the purpose of training his or her client to reach personal health and fitness goals.*

## NFPT-CPT LEARNING OBJECTIVES

Knowledge of human anatomy and the concepts of functional exercise, basic nutrition and basic exercise science

An ability to design individual and group exercise programs tailored to the needs of specific clients

An ability to conduct and understand the need and importance of screening and client assessment, initially and progressively

An ability to execute individual fitness program design in a safe and effective way

A desire to help clients reach their health and fitness goals through appropriate cardiovascular, flexibility and resistance exercise

An ability to motivate others to improve their overall fitness and health

A dedication to maintaining integrity and your own personal health and fitness

## NFPT-CPT SCOPE OF PRACTICE

Enhancement of overall health and well-being to the apparently healthy population that is appropriate for the individual

Identification of potential risk factors associated with exercise, using protocols for medical release or referral when needed

Implementation of appropriate fitness program based on physical screening, health consultation, consistent evaluation and reasonable goals of the client

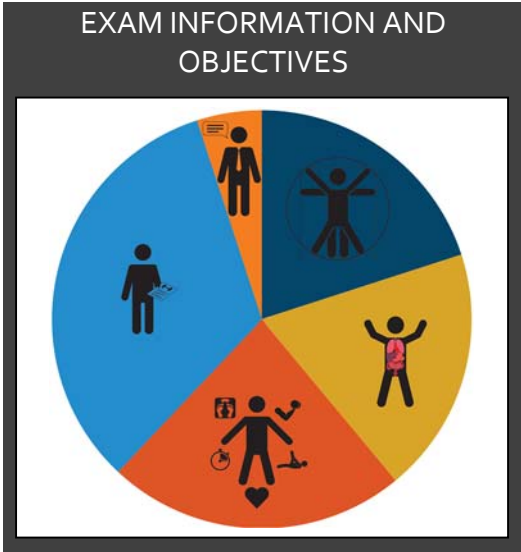
Promotion of the safe and effective use of fitness equipment, techniques and program design

Application of fundamental exercise science and fitness program design principles in a one on one or small group setting

Motivation, support and teaching of clients and fitness enthusiasts in an effort to improve levels of fitness and maintain an enhanced health and well-being







The NFPT-CPT exam is designed to assess the understanding of fundamental exercise science principles and training methodologies for safe and effective fitness program design.

The Certified Personal Trainer, CPT, designation assures a level of competency to stakeholders (i.e. consumer/public, employers and regulatory agencies) of on-the-job requirements of the Certified Personal Trainer.

**EXAM QUICK FACTS:**

- 120 Multiple Choice
- 2 Hour Time Limit
- 750/1000 points to pass
- Exam Content Outline provided
- Exam Admin Options (paper/pencil or computer administration)



### 33% Training Program Development, Implementation and Modification

Apply the client screening and consultation guidelines of the assessment process. Implement the appropriate training program and recognize the differences in various programs for the individual abilities and goal. Re-asses for modifications.



### 23% Fitness Components

Apply the 5 components of fitness respective to the needs, abilities and goals of the individual. Know which training method, and understand the various types, for the individual need and how the 5 fitness components apply to reaching the goal.



### 20% Principles of Human Anatomy

Understand the structure and form of the human body and how it works to perform voluntarily at will, and involuntarily to sustain life.



### 19% Principles of Human Physiology

Understand the functions of the human body and its support systems.



### 5% Professionalism and Communication Skills

Understand the essentials for effective communication, professional conduct and legal considerations.



**Taking the NFPT-CPT Exam:**

**Exam administration can be done by...**

1. **Classroom administration by an eligible proctor.** NFPT will provide your school with the qualifying steps to establish a class proctor so that the exams may be administered all at one time via paper/pencil exam forms.
2. **Computer based testing at any one of 400+ testing sites in U.S. and abroad.** Students can independently set up their exam day appointment at their convenience; or NFPT will assist the school with computer based set up on your campus.

# GET STARTED: STEPS IN THE PROCESS

- 1.** **Fill out and return the School Information Form** (enclosed or at [www.nfpt.com/education-partners](http://www.nfpt.com/education-partners)). Upon receipt of this form, a detailed email is sent to the designated school contact which includes log in information for accessing all Instructor online assets , see pg. 3 (i.e. presentation slides, exercise animations, assessment videos)
- 2.** **Review the NFPT Educational Resources** and determine how to best incorporate into your existing program. NFPT will support your technical or logistical efforts in any way that we can. This may include assistance with setting up your school as a computer based testing site, or the recruitment of a qualified Instructor, assistant or exam proctor in your area. We can also send promotional posters or assist with the creation of literature for promoting the course at your school.
- 3.** **Provide NFPT with a roster of all participating students** (include first and last name, address and email) at the start of each new session. This will initiate the student's internal file and an instructional email will be delivered to each student containing log in information for accessing all Student Educational Resources and additional online assets. A Certification Enrollment Form must be submitted for each student participant, this may be completed and returned to NFPT at any time prior to administration of the certification exam. This form acts as acknowledgement of codes of conduct related to the training profession as well as a confidentiality statement regarding the certification exam. The Certification Enrollment Form link will be emailed to the student participant upon receipt of their contact information (this Form will also be inside the Instructor's Kit for duplication in hard copy, if preferred).
- 4.** **Inform NFPT of payment method for the NFPT-CPT examination fee, \$249.** This fee includes all Educational Resources (with exception of those provided specifically to the Instructor). Depending on the needs and preferences of your school, each student may submit this fee to NFPT directly (by phone or from their online account) or your school may submit a Purchase Order to NFPT for invoicing to the school directly as a one sum payment.
- 5.** **Students get certified by taking the NFPT Certified Personal Trainer Exam.** If the examinations will be administered on campus, NFPT needs at least 3 weeks notice for exam booklet orders. We will assist in the set up of a proctor, if needed, and/or with the exam order form. Go to: [www.nfpt.com/proctors](http://www.nfpt.com/proctors) for information regarding the set up of a paper/pencil proctor at your school.
- 6.** **Students become a Certified Personal Trainer, with the distinction NFPT-CPT, upon successful completion of the NFPT-CPT exam.** Exam results are provided same day at computer based testing locations; the paper/pencil exam turn-around is approximately 3 weeks. Each student will receive a detailed score report. Passing students will also receive their certificate and membership card by mail within one week of exam score processing. NFPT will communicate directly to the student, by email, with on-going information regarding the benefits of NFPT Membership and Certification, and will send reminders regarding recertification. Recertification requires the annual maintenance of Continuing Education Credits (CECs) and a membership fee of \$85. 2.0 CECs are required each year and can be obtained using NFPT's free CEC offerings, or by submitting qualified learning activity information. Go to: [www.nfpt.com/renew](http://www.nfpt.com/renew) for details.

## COST

### \$249 per Student

#### EXAM PREP RESOURCES:

- 🔥 Personal Trainer Manual (digital)
- 🔥 Personal Trainer Study Guide (digital)
- 🔥 Exam Content Outline
- 🔥 Practice Tests (2)

#### EDUCATIONAL TOOLS AND RESOURCES:

- 🔥 Assessment Videos
- 🔥 Exercise Animation Demos
- 🔥 On-going Tech and Education Support

#### EXAM SITTING:

- 🔥 Exam eligibility at Computer Based Site or by Paper/Pencil in classroom

#### HARD COPY MATERIALS (Optional)

Personal Trainer Manual = \$49.99

Study Guide = \$34.50

### \$0 per School

#### NO COST FOR INSTRUCTOR RESOURCES:

- 🔥 Lesson Plan
- 🔥 Course Syllabus
- 🔥 Practical/Lab Manual
- 🔥 PPT Slides

#### NO COST FOR:

- 🔥 Certification for one acting Instructor
- 🔥 Promotional Posters
- 🔥 Set-Up and On-going Support of Tech, Logistics, Administrative, and Recruitment Assistance

We are here as a supportive partner to assure that the needs of your school and students are being met in a personalized way.

Hard Copy materials may be purchased in bulk for distribution to students or retailed within your school's bookstore, if needed.

## MEMBER BENEFITS

**All NFPT certificants are members of the NFPT family of trainers.** We are a community of trainers and fitness professionals supporting one another in collaborative ways to make positive impacts on people's health, wellness and fitness around the world. Benefits of membership include:

*On-going access to all educational tools and recourses*

*Toll-free technical and educational support assistance*

*FREE Continuing Education Credit (CEC) options*

*Professional certificate for display and membership card for identification*

*FREE 6 Month IDEA Health & Fitness e-Membership (includes: Workout Builder and FitTV)*

*Job Board access and Personal Trainer professional listing in online database*

*Discounted Liability Insurance and Toll-Free Support*

*Trainer Pulse: NFPT's Monthly e-Newsletter*

**\*All course Instructors and Assistants receive these member benefits at no additional cost**



# SCHOOL INFORMATION FORM

Name of School: \_\_\_\_\_

Name and Title of Person Completing this Form: \_\_\_\_\_

Name of Designated School Contact for this Course: \_\_\_\_\_

Is the designated contact also the Instructor for this course:  Yes  No

If No, does your school already have an Instructor for this course:  Yes  No

**Information for the Designated School Contact:**

Title: \_\_\_\_\_

School Address: \_\_\_\_\_

Email: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

**Course and Student Information:**

Name the Qualifying Majors and/or Departments that you would like to incorporate the CPT course and exam:

\_\_\_\_\_

Semesters/Terms that you would like to run this course (check all that apply):  Fall  Spring  Summer

Signature of Qualified School Agent: \_\_\_\_\_ Date: \_\_\_\_\_

*Signing and returning this document states your desire to initiate the process of incorporating the NFPT Personal Trainer Certification course into your school's existing relevant program/s/. Upon receipt of this form, NFPT will make contact to confirm receipt, ask additional questions if needed, and will send log in instructions via email, to the designated school contact, for accessing all educational resources.*

*This is not a binding agreement or requirement that*

*you/your school implement or incorporate this course. However, you do agree that you will not make copies of or distribute NFPT educational material or any proprietary and/or confidential information that is provided to you by NFPT without the express written permission of NFPT to copy and/or distribute.*

\*NFPT will assist you with the set-up of an exam proctor at your school. Visit [www.nfpt.com/proctors](http://www.nfpt.com/proctors) for details

\*\*NFPT provides a free certification exam sitting for one acting school Instructor. We will request this information directly.

For more information on incorporating NFPT education  
and certification at your school  
Call 800.729.6378 or email Dr. Erin Nitschke  
at [enitschke@nfpt.com](mailto:enitschke@nfpt.com)



**Dr. Erin Nitschke**  
*NFPT Director of Educational Partnerships & Programs*  
*Exercise Science, BS*  
*Kinesiology & Health, MS*  
*Adult & Post Secondary Education Doctorate*  
*NFPT-CPT, NSCA-CPT, ACE Health Coach & Fitness Nutrition Specialist*  
*Therapeutic Exercise Specialist, Pn1 Nutrition Coach*  
*ACE, IDEA and NFPT Editorial Author*

## NFPT HEADQUARTERS

### General Information:

530 Main Street

Lafayette, IN 47901

800.729.6378

[info@nfpt.com](mailto:info@nfpt.com)

[www.nfpt.com](http://www.nfpt.com)

### Education Partnerships:

[www.nfpt.com/education-partners](http://www.nfpt.com/education-partners)

Dr. Erin Nitschke, *NFPT Director of Educational Partnerships & Programs* [enitschke@nfpt.com](mailto:enitschke@nfpt.com)