



NASM-CPT

Certification Candidate Handbook

Exam Preparation Summary

1. Read this NASM-CPT Certification Candidate Handbook.
2. Obtain adult CPR and AED certification (see handbook for details).
3. Take online practice exam by clicking "login" from our website at www.nasm.org.
4. Schedule exam with PSI/LaserGrade within 120 days of your enrollment by calling 1-800-211-2754.
5. Bring CPR/AED card and photo ID with you to the exam. No other materials or belongings are permitted.



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

The Global Leader in Health & Fitness Solutions.

Introduction

NASM-BOC (Board of Certification) is a division within the National Academy of Sports Medicine that actively upholds all policies and procedures created by the Certification Advisory Council regarding obtaining and maintaining NASM credentials. NASM-BOC has developed this NASM-CPT Certification Candidate Handbook for all individuals eligible to take a NASM-CPT certification examination.

The NASM-CPT Certification Candidate Handbook contains important information regarding exam eligibility requirements, registration and administration procedures, as well as appendices containing NASM's Code of Professional Conduct and current recertification requirements.

Please review the appendices in this handbook, as the information may be represented on the certification exam.

We thank you for your continued support of NASM and look forward to serving you for many more years to come.

We wish you continued success!

NASM Board of Certification

Exam Preparation Summary

1. Read this NASM-CPT Certification Candidate Handbook.
2. Obtain Adult CPR and AED certification (see handbook for details).
3. Take online practice exam by clicking "login" from our website at www.nasm.org.
4. Schedule exam with LaserGrade within 120 days of your enrollment by calling 1-800-211-2754.
5. Bring CPR/AED card and photo ID with you to the exam. No other materials or belongings are permitted.

Scope of Practice

Personal trainers are health and fitness professionals who perform individualized assessments, and design safe, effective and individualized exercise and conditioning programs which are scientifically valid and based on clinical evidence to clients with no medical or special needs. They provide the guidance to help clients achieve their personal health, fitness and performance goals via the implementation of exercise programs, nutritional recommendations and suggestions in lifestyle modification. They hold a current emergency cardiac care (CPR) and automated external defibrillator (AED) certification and respond appropriately in emergency situations. Certified Personal Trainers do not diagnose and/or treat areas of pain or disease and will refer clients to other health care professionals/practitioners when appropriate. They abide by NASM's Code of Professional Conduct at all times.

Candidate Eligibility

- I. The NASM-BOC does not discriminate against any individual on the basis of gender, religion, ethnic background, or physical disability.
- II. **Candidate Eligibility**
 - A. Determining Eligibility
 1. Candidate must be at least 18 years old.
 2. Candidate is not required to be enrolled in specific educational materials to be eligible for the NASM-CPT certification exam.
 3. After determining candidate eligibility, a candidate may register for the exam with NASM, and authorization is sent to LaserGrade.
 4. Candidate must hold current CPR/AED certification before attempting the exam at LaserGrade.
 - B. Candidate must attempt the certification exam within the first 120 days from the original date of registration, or pay for an extension(s).
 1. Failure to attempt the exam or to pay for an extension will nullify certification candidacy.
 2. Extension requests must be approved prior to the 120-day expiration.

Schedule your exam within 120 days of your date of purchase.

Exam Registration Procedures

I. Call LaserGrade Toll-free at (800) 211-2754

- A. When the candidate is prepared and ready to take the certification exam and has a **current CPR/AED certification**, he/she must call LaserGrade at least three days prior to the desired exam date to speak with an exam scheduling representative.
 1. LaserGrade Hours of operation:
 - a. Monday-Friday: 6:00am – 5:00pm (Pacific Standard)
 - b. Saturday: 6:00am – 2:00pm (Pacific Standard)
 - c. Sunday: *CLOSED*
 - d. Legal & Federal Holidays: *CLOSED*
 2. LaserGrade will verify that the candidate is eligible for the certification exam from an official NASM document.
 3. For more information about LaserGrade, please visit their website (www.lasergrade.com).

II. Requests for Accommodations

In adherence with the Americans with Disabilities Act (ADA, 1990), the NASM-BOC and LaserGrade provide reasonable and appropriate accommodations for qualified disabled individuals who supply appropriate documentation. The NASM-BOC follows the *Principles of Fairness* guidelines set forth by the National Organization for Competency Assurance (NOCA). Please note that free extensions will not be granted due to submitting a special accommodations request late (not allowing proper review and processing time of the request).

A. Reasonable Accommodations

1. Reasonable accommodations provide qualified individuals with the opportunity to demonstrate their knowledge, skill and ability competence on the certification exam.
2. Reasonable requests are decided on the basis of the individual's request.
3. Reasonable requests do not include those that fundamentally alter the integrity of the certification exam and/or the NASM credential.
4. The most frequently approved requests involve providing the candidate with extended time, a reader, and/or a separate room at the exam location.
5. All NASM-CPT exams must be taken at a LaserGrade facility.

B. Qualified Individual With a Disability

1. A "qualified individual with a disability" is one who has a disability and satisfies the requisite skill, experience, education and other requirements of the service, program, or activity of which the candidate is being measured; and, with or without accommodations, can perform the essential functions of the service, program, or activity.
2. An essential function is one that individuals are required to perform, removal of which would fundamentally change the service, program, or activity.
3. A person must be a "qualified individual with a disability" to be protected under the ADA, 1990.

C. Proper Documentation

You may purchase more than one extension, but extensions may not exceed one year of your original enrollment date.

1. Candidates requesting reasonable accommodations must complete and return the *Request for Special Exam Accommodations Form*, which is available online at: www.nasm.org. The applicant is responsible for providing all appropriate documentation in order for the request to be granted.
2. Appropriate documentation includes written authentication from a licensed professional or certified specialist who diagnosed the disability and is recommending reasonable accommodations. This must be on the professional's letterhead.
3. The documentation must detail the disability, along with the testing measures used to determine the disability and extent of the disability.

D. Requests for Reasonable Accommodations

1. The *Request for Special Exam Accommodations Form* must be completed and returned to the NASM-BOC.
2. Candidates will be notified in writing via email or phone regarding their acceptance or denial status within ten business days.
3. If the candidate's request for special accommodations is denied, he/she may appeal in writing to the NASM-BOC.

III. Exam Deadlines and Extensions

- A. Failure to attempt the certification exam within the first **120 days** from the original date of registration will result in forfeiture of the exam application.
- B. To avoid exam application forfeiture, candidates are able to extend their exam deadline an additional 90 days from their expiration date. This extension must be requested on or before the 120th day post registration.
- C. A \$75 administrative fee to extend the examination deadline will apply each time an extension is purchased. Candidates may purchase more than one extension, but must complete the exam within one year of their original enrollment date. Extensions may not be purchased after that time.

IV. Exam Confirmation

- A. LaserGrade will confirm the examination location, date and time by phone, email or standard mail (USPS) and provide the contact information for the confirmed exam location.

Day of Exam

I. Candidate Check-in

- A. Candidates must bring to the exam location:
 1. Valid photo identification;
 2. Current CPR and AED certification from a preferred provider (see appendix C for a list of providers).

B. Admission

1. Only the individual named on the registration roster will be permitted to take the examination. No substitutions are allowed.
2. Candidates must present valid photo identification at check-in. The name on the photo identification must match the name on the registration roster.
 - a. In the case of name changes (i.e., marriage), the name must be changed with NASM-BOC prior to exam registration.
 - b. A name change notification must include an official duplicate of the legal document indicating change of the candidate's legal name. This document must contain the official seal of the department issuing the document.
 - c. This document must clearly be an original and not a photocopy.
 - d. The request must provide:
 - i. Previous (maiden) name
 - ii. Social security number
 - iii. Current mailing address
 - iv. Work and home phone numbers
 - v. Email address (if applicable)

Bring your photo ID and current CPR/AED card.

C. Late Arrival

1. Candidates who arrive late for the certification exam will not be permitted to take the exam at that time.
2. The candidate must reschedule for another time, by calling LaserGrade at (800) 211-2754.
3. If exam rescheduling is necessary, the candidate will have to pay an administrative fee if less than 24 hours notice is given.

II. NASM-BOC Policies During the Exam

- A. No visitors are allowed in the examination areas.
- B. Candidates may not bring coats, purses, books, electronic devices, cell phones, pagers, luggage, book bags, or any other personal item to the examination areas.
- C. Should the candidate inform the test site administrator that he/she does not wish to continue taking the exam, that candidate will not be able to complete the exam for the remainder of that day.
 1. The completed portion of the exam will be scored and recorded in the candidates file as the final score for that attempt.
 2. Candidates must then schedule a retest and provide all applicable retesting fees.
- D. Disruptive behavior is cause for immediate dismissal by the test site administrator. Neither NASM nor LaserGrade will issue refunds.
- E. Before, during and after, all candidates are expected to conduct themselves in an ethical manner while performing independently on the exam. Incidents of cheating will be investigated thoroughly by NASM.

III. Inclement Weather Policy

- A. In the event of potentially inclement weather, schedule changes will be available to candidates by calling LaserGrade directly at (800) 211-2754.

Exam Security and Confidentiality

I. Ethical Behavior

- A. Soliciting questions from candidates who have previously taken the examination is unethical and does not comply with NASM's Standards of Professional Practice.
- B. The purpose of the exam is to protect the public by ensuring that certified professionals have demonstrated entry-level competence.

II. Security Violations

- A. Sharing of questions with other candidates (eligible or ineligible) is in direct violation of Federal Copyright Laws governing NASM-published materials.
- B. NASM will prosecute violators of this agreement.
- C. Violations of the confidentiality agreement also violate NASM's Code of Professional Conduct and can result in suspension or revocation of the NASM credential(s).

III. Exam Confidentiality

- A. To maintain the security and integrity of the certification exam, examination materials are not available for review.
- B. NASM-BOC and LaserGrade will not discuss specific questions on any section of the certification exam.

Scoring the Exam

I. Scored Electronically by LaserGrade

- A. LaserGrade electronically records the candidate's answers against the scoring key (provided by NASM).
- B. Candidates must receive a scaled score of at least 70 to pass the exam. There are multiple versions of the examination. It is important that each candidate have an equal opportunity to pass the examination, no matter which version is administered. When there are differences in the examination difficulty, a mathematical procedure is used to equate the scores. Scores are converted onto a reporting scale to ensure a common standard.
- C. Research questions are an important part of the exam development process. The 20 research questions are incorporated throughout the exam and are not identified; therefore, *all* questions should be answered to the candidate's best ability. The research questions will not count against the candidate's score.

Reporting of Results

I. Instantaneous Reporting

- A. After the results are scored, each candidate is given a score report at the LaserGrade exam location.
- B. If the candidate passes the exam, a certificate is sent by NASM to the candidate via USPS mail within approximately four weeks following the exam date. Certificates may take longer to reach candidates who live outside of the United States.
- C. NASM receives exam results from LaserGrade within three to five business days of the exam date. At that time, candidates may print a temporary certificate by logging on to their Member Page.

II. Appeal of Examination Results

- A. To maintain the security and integrity of the certification exam, examination materials are not available for review. NASM-BOC and LaserGrade will not discuss specific questions on any section of the certification exam.
- B. Candidates do have the opportunity to send written comments regarding the exam, and/or specific exam questions, to the NASM-BOC. An appeal may be made to have an exam hand scored. Please address all appeals of examination results to the NASM-BOC (contact information is provided in Appendix A).
- C. NASM-BOC will review all comments related to the exam, but may not make written response to those comments.

Rescheduling or Failing to Appear for an Exam

I. Request to Reschedule an Exam

To reschedule your appointment, you must give LaserGrade at least 24 hours notice.

- A. Rescheduling of a confirmed examination is permitted with at least 24 hours notice at no charge. Please call LaserGrade directly at (800) 211-2754 to reschedule the examination. In the event that LaserGrade is closed, a message may be left on their answering system, which will time stamp the rescheduling request.
- B. Exams that are rescheduled within the 24 hours prior to the confirmed time will be required to submit an additional \$50 administrative fee to NASM.

II. Failure to Appear

- A. If a candidate fails to appear to his/her scheduled certification exam, the following will occur:
 1. The candidate's application will be maintained for a period of one year after initial registration

2. A refund will not be issued
3. Candidates who wish to retake the exam at a later date will be required to pay all applicable re-testing fees and an additional administrative (\$150) fee

III. Waivers

- A. NASM-BOC recognizes the following cases in which administrative fees may be waived:
 - i. Serious illness (either yourself or family member);
 - ii. Death in immediate family;
 - iii. Disabling traffic accident;
 - iv. Court appearance or jury duty; or,
 - v. Unexpected military call-up.
- B. To receive a fee waiver, a letter must be written and postmarked to NASM-BOC within 10 business days after scheduled exam attempt, detailing the reason for the request. Verification must be provided.
- C. In the event that a waiver is denied, you may contact NASM-BOC for an appeals form.

Cancellation and Refunds

I. Cancellation

- A. Cancellation of an enrollment may occur up to 24 hours prior to the scheduled exam date.
- B. Candidates are eligible for a refund (or partial refund) when canceling the certification application within 30 days of purchase. Contact Support Services for more information regarding the refund policy.

Exam Retest

I. Process

To purchase a retest, wait at least three business days from the day you took your exam and call the NASM-BOC.

- A. Candidates wishing to re-take the certification exam are required to contact NASM-BOC to purchase a retest for \$99.
- B. Candidates must wait at least three to five business days from the day the exam was taken before purchasing a retest.
- C. Once a retest has been purchased, candidates must wait at least two business days before contacting LaserGrade to schedule an exam.
- D. Emergency cardiac care (CPR) and automated external defibrillator (AED) certification must be current at the time of the retest.

II. Application Expiration

- A. The first attempt at the certification exam must occur within the first 120 days from the original date of registration, unless an extension has been purchased. Failure to comply within these deadlines will render the application for certification null and void.
- B. The certification examination must be taken within 12-months from date of original registration.
- C. Candidates wishing to re-take the certification exam will be required to purchase a retest. There is no limit to the number of retests that eligible candidates may take while the certification application status is current.
- D. Candidates whose certification applications have expired will be required to reapply for the certification exam and pay an enrollment fee.

Records Retention and Confidentiality Policy

I. Records Retention

- A. Certificant and exam applicant information stored online will be held within a local network with secure access.

II. Confidentiality Policy

- A. No member of the NASM-BOC administrative staff, faculty, committees or panels shall disperse confidential exam, candidate, or certified member information without express written consent from those individuals.

III. Confidential Information

- A. Confidential information consists of application status, certification exam results (score), phone numbers, email and residential address(s).

IV. Non-confidential Information

- A. Certification status (pass/fail of certification exam)
- B. Certification/certificate number issued with NASM credential(s)
- C. NASM certifications held in good standing with the NASM-BOC

Preparing for the exam

I. Job Analysis Study

- A. The Job Analysis Study defines the current knowledge, skills and abilities that must be demonstrated by entry-level credential holders to safely and successfully practice.
- B. This study also serves as the "blueprint" for determining the content (performance domains) for the certification exam(s).

Certified Personal Trainer (CPT)	
Performance Domain	# Questions
Assessment	25
Exercise Technique	25
Program Design	25
Nutrition	10
Client Relations & Administration	10
Professional Practice & Responsibility	5
Research questions*	20
TOTAL EXAM QUESTIONS	120

*Research questions do not count against the candidate's score. The candidate will not be advised as to which questions are research questions. Research questions are an important part of developing fair and statistically valid examinations.

C. Performance Domains as validated by the 2004 Job Analysis Study include the following:

1. Assessment

Certified Personal Trainers must realize that an effective training program begins with the identification of the client's training history, PAR-Q, medical history, goals, current and past medications, physiological statistics (body composition, heart rate, anthropometric measurements), posture, and the observation of movement dysfunctions. This domain includes:

A. Perform Subjective Assessments with their clients to provide quality personal training services.

1. Knowledge of:

- a. Exercise risk factors
- b. Medical risk factors (including pharmacological risk factors)
- c. Special populations risk factors
 - i. Diabetic risk factors
 - ii. Hypertension risk factors
 - iii. Chronic disease risk factors
 - iv. Pre-/Post-natal risk factors

2. Skill in:

- a. Effective communication with client
- b. Documentation

B. Perform Objective Assessments with their clients to provide quality personal training services.

1. Knowledge of:

- a. Cardiorespiratory training
- b. Blood pressure components (diastolic, systolic)
- c. Functional anatomy

2. Skill in:

- a. Use of skin calipers to obtain and document body fat percentage
- b. Palpate and take and document client's heart rate accurately
- c. Use tape measure to obtain and document anthropometric measurements

C. Perform Movement Assessments with their clients to provide quality personal training services.

1. Knowledge of:

- a. Functional anatomy
- b. Functional biomechanics
- c. Exercise physiology
- 2. Skill in:
 - a. Observe postural dysfunctions
 - b. Observe movement dysfunctions
 - c. Integrated Fitness Profile application, administration, observation
 - d. Biomechanical assessments
 - i. Overhead Squat Test application, administration, observation
 - ii. Single-leg Squat Test application, administration, observation

2. Exercise Technique

Proper application and execution of the chosen exercise(s) is one of the most critical success factors for clients to reach their goal and reduce the risk of injury while training and performing activities of daily living. The Certified Personal Trainer plays an important role not only as a facilitator of exercise, but as an educator of health and fitness. For this and other reasons, an extensive knowledge of functional anatomy and exercise terminology is crucial to the application and education of exercise-related information. This domain includes:

- A. Apply principles of Integrated Flexibility Training
 - 1. Knowledge of:
 - a. Exercise physiology
 - b. Functional anatomy
 - c. Biomechanics
 - 2. Skill in:
 - a. Exercise selection
 - b. Exercise application
 - c. Exercise modification (pro-/regression)
 - d. Kinetic chain checkpoints
- B. Apply principles of Core Stabilization Training
 - 1. Knowledge of:
 - a. Exercise physiology
 - b. Functional anatomy
 - c. Biomechanics
 - 2. Skill in:
 - a. Exercise selection
 - b. Exercise application
 - c. Exercise modification (pro-/regression)
 - d. Kinetic chain checkpoints
- C. Apply principles of Neuromuscular Stabilization Training
 - 1. Knowledge of:
 - a. Exercise physiology
 - b. Functional anatomy
 - c. Biomechanics
 - 2. Skill in:
 - a. Exercise selection
 - b. Exercise application
 - c. Exercise modification (pro-/regression)
 - d. Kinetic chain checkpoints

D. Apply principles of Reactive Neuromuscular Training

1. Knowledge of:
 - a. Exercise physiology
 - b. Functional anatomy
 - c. Biomechanics
2. Skill in:
 - a. Exercise selection
 - b. Exercise application
 - c. Exercise modification (pro-/regression)
 - d. Kinetic chain checkpoints

E. Apply principles of Integrated Speed Training

1. Knowledge of:
 - a. Exercise physiology
 - b. Functional anatomy
 - c. Biomechanics
2. Skill in:
 - a. Exercise selection
 - b. Exercise application
 - c. Exercise modification (pro-/regression)
 - d. Kinetic chain checkpoints

F. Apply principles of Integrated Strength (Resistance) Training

1. Knowledge of:
 - a. Exercise physiology
 - b. Functional anatomy
 - c. Biomechanics
2. Skill in:
 - a. Exercise selection
 - b. Exercise application
 - c. Exercise modification (pro-/regression)
 - d. Kinetic chain checkpoints

G. Apply principles of Cardiorespiratory Training

1. Knowledge of:
 - a. Exercise physiology
 - b. Functional anatomy
 - c. Biomechanics
2. Skill in:
 - a. Exercise selection
 - b. Exercise application
 - c. Exercise modification (pro-/regression)
 - d. Kinetic chain checkpoints

3. Program Design

Developing comprehensive, progressive training and conditioning programs is fundamentally critical for the success of the Certified Personal Trainer. Comprehensive knowledge of functional anatomy, physiology, and the integrated training continuum are necessary. This domain includes:

A. Design GOAL-SPECIFIC OPT™ programs for each client

1. Knowledge of:
 - a. Exercise physiology

- b. Functional Anatomy
 - c. Functional Biomechanics
 - d. Integrated Training Continuum
 - e. Corrective Exercise Training
 - f. Integrated Stabilization Training
 - g. Stabilization Equivalent Training
 - h. Muscular Development Training
 - i. Cardiorespiratory training
2. Skill in:
- a. Acute variable manipulation to achieve goal-adaptation
 - b. Design a Weekly OPT™ plan for each client
 - c. Design daily OPT™ workout for each client that properly address their needs, wants, goals and abilities
 - d. Design appropriate flexibility program
- B. Design STABILIZATION OPT™ programs for each client
1. Knowledge of:
- a. Integrated Training Continuum
 - b. Exercise physiology
 - c. Functional Anatomy
 - d. Functional Biomechanics
2. Skill in:
- a. Corrective Exercise Training
 - b. Integrated Stabilization Training
 - c. Acute variable manipulation to achieve proper adaptation
 - d. Design appropriate flexibility program
- C. Design STRENGTH OPT™ programs for each client
1. Knowledge of:
- a. Integrated Training Continuum
 - b. Exercise physiology
 - c. Functional Anatomy
 - d. Functional Biomechanics
2. Skill in:
- a. Stabilization Equivalent Training
 - b. Muscular Development Training
 - c. Maximum Strength Training
 - d. Acute variable manipulation to achieve proper adaptation
 - e. Design appropriate flexibility program
- D. Design POWER OPT™ programs for each client
1. Knowledge of:
- a. Integrated Training Continuum
 - b. Exercise physiology
 - c. Functional Anatomy
 - d. Functional Biomechanics
2. Skill in:
- a. Elastic Equivalent Training
 - b. Maximum Power Training
 - c. Acute variable manipulation to achieve proper physiologic adaptation
 - d. Design appropriate flexibility program

- E. Design cardiorespiratory training programs for each client
 - 1. Knowledge of:
 - a. Cardiovascular risk factors
 - b. Formula(s) and methodology to obtain maximum heart rate and appropriate training zones
 - 2. Skill in:
 - a. Determine maximum heart rate
 - b. Determine heart rate training zones
 - c. Design goal-specific programs

4. Nutrition

Exercise alone is not enough for clients to maintain general health, gain lean body mass, decrease stored body fat and improve athletic performance. Certified Personal Trainers must facilitate and educate the value of a balanced diet and general recommendations to maintain general health, alter body composition and improve performance. This domain includes:

- A. Provide nutritional guidelines for general health
 - 1. Knowledge of:
 - a. Macronutrients (CHO, PRO, FAT, H₂O)
 - b. Calories
 - c. Vitamins and minerals
 - d. General requirements for health maintenance
 - 2. Skill in:
 - a. Recommend sound nutritional advice for general health requirements
 - b. Referral to RD or certified nutritionist
- B. Provide nutritional guidelines for body composition alteration
 - 1. Knowledge of:
 - a. Macronutrients (CHO, PRO, FAT, H₂O)
 - b. Calories
 - c. General requirements for lean mass gain
 - d. General requirements for body fat loss
 - 2. Skill in:
 - a. Recommend sound nutritional advice for lean mass gain requirements
 - b. Recommend sound nutritional advice for body fat loss requirements
- C. Provide nutritional guidelines for enhancing athletic performance
 - 1. Knowledge of:
 - a. Macronutrients (CHO, PRO, FAT, H₂O)
 - b. Calories
 - c. General requirement for anaerobic athletic performance
 - d. General requirements for aerobic athletic performance
 - 2. Skill in:
 - a. Recommend sound nutritional advice for anaerobic athletic performance requirements
 - b. Recommend sound nutritional advice for aerobic athletic performance requirements

5. Client Relations & Administration

This performance domain identifies the unique role of the personal trainer and the wide array of quality services they provide. Fundamental success as a Certified Personal

Trainer balances on their ability to manage the administration of quality services, generate and follow up on service opportunities, and complete the sales process. This domain includes:

- A. Provide high levels of customer service to promote the profession of personal training and personal training services.
 - 1. Knowledge of:
 - a. Quality control
 - i. Customer service/member relations
 - ii. Professionalism
 - iii. Documentation
 - iv. Business operations
 - b. Goal setting procedures
 - 2. Skill in:
 - a. Goal setting
 - i. Personal goals
 - ii. Professional goals (prospecting, referrals, retention)
 - iii. Client goals
 - iv. S.M.A.A.R.T. goals (Specific, Measurable, Aggressive, Approach, Relevant, Time bound)
 - b. Prepare a customer inventory of important dates and events
 - c. Effective communication
- B. Understand how motivation styles affect client-actions to provide quality personal training services.
 - 1. Knowledge of:
 - a. Individual motivation styles
 - 2. Skill in
 - a. Client motivation techniques
 - b. Effective communication
- C. Educate the appropriate individual(s) about exercise, health, goal-setting and assessments.
 - 1. Knowledge of:
 - a. Components of communication (verbal, vocal, nonverbal)
 - b. Specific learning pathways
 - c. Specific learning strategies
 - 2. Skill in:
 - a. Effective communication
 - b. Identify appropriate resources
 - c. Identify risks
- D. Be able to approach, initiate discussion and close the sale of personal training services.
 - 1. Knowledge of:
 - a. Prospecting
 - b. Building rapport
 - c. Goal setting
 - 2. Skill in:
 - a. Effective communication
 - b. Effective follow-up abilities
 - c. Personal management (record keeping, time management)

6. Professional Development & Responsibility

This domain ensures that the entry-level Certified Personal Trainer has the knowledge and skills that are necessary to maintain competence in the latest educational and regulatory issues in the profession. Compliance in these issues includes:

- A. Demonstrate appropriate professional conduct by complying with applicable standards to provide quality personal training services.
 - 1. Knowledge of:
 - a. NASM Standards of Professional Practice & Code of Ethics
 - 2. Skill in:
 - a. Compliance with NASM Standards of Professional Practice & Code of Ethics
 - b. Recognizing confidential information

- B. Educate the public about the role and standards of practice of personal trainers through informal and formal means to improve the public's ability to make informed decisions about the use of personal training services.
 - 1. Knowledge of:
 - a. Current, pertinent research in physical activity, exercise, and sports
 - b. Current and pertinent methodologies

- C. Adhere to local laws relating to the practice of personal training to preserve the safety and welfare of the public and the profession.
 - 1. Knowledge of:
 - a. Local and national regulations
 - b. Accepted emergency situation guidelines
 - 2. Skill in:
 - a. Compliance with established local and national regulations
 - b. Accepted CPR/AED procedures

- D. Maintain competence through continuing education to provide quality personal training services
 - 1. Knowledge of:
 - a. NASM Continuing Education Recertification requirements
 - b. Resources for continuing education
 - 2. Skill in:
 - a. Goal setting
 - i. Personal goals
 - ii. Professional goals (prospecting, referrals, retention)
 - iii. Client goals
 - iv. S.M.A.A.R.T. goals (Specific, Measurable, Aggressive, Approach, Relevant, Time bound)
 - b. Prepare a customer inventory of important dates and events
 - c. Effective communication

- E. Understand how motivation styles affect client-actions to provide quality personal training services.
 - 1. Client motivational techniques
 - 2. Effective communication

- F. Educate the appropriate individual(s) about exercise, health, goal-setting, and assessments.
 - 1. Knowledge of:

- a. Components of communication (verbal, vocal and nonverbal)
 - b. Specific learning pathways
 - c. Specific learning strategies
 - 2. Skill in:
 - a. Effective communication
 - b. Identify appropriate resources
 - c. Identify risks
- G. Be able to approach, initiate discussion and close the sale of personal training services.
- 1. Knowledge of:
 - a. Prospecting
 - b. Building rapport
 - c. Goal setting
 - 2. Skill in:
 - a. Effective communication
 - b. Effective follow-up abilities
 - c. Personal management (record keeping, time management)

II. Study Aids

- A. NASM-BOC does not guarantee enhanced performance on the certification examination(s) for those using study aids.
- B. Practice Examination
 - 1. The 100-question Practice Examination was developed to include content representative of the most recent Job Analysis Study. The practice exam does not a guarantee how candidates will perform on the NASM-CPT exam.

Maintain/Update Personal Information

- A. Current address
 - 1. Credential holders are required to maintain current address, phone and email with NASM-BOC.
 - 2. Member information can be changed:
 - a. Online at www.nasm.org;
 - b. By phone to NASM-BOC at 800.460.NASM; or,
 - c. By mail to:
NASM-BOC
26632 Agoura Rd.
Calabasas, CA 91302
- B. Name change
 - 1. A name change notification must be submitted in writing to the NASM-BOC.
 - 2. The notification must include an official duplicate of the legal document indicating the change of the candidate's legal name. This document must contain the official raised seal of the department issuing the document.
 - 3. This must be an original document.
 - 4. The request must provide previous (maiden) name, current mailing address, phone numbers and Email address (if applicable).

Appendix A

Contact/Mailing Information

NASM-BOC
26632 Agoura Road
Calabasas, California 91302
800.460.NASM (6276)
Fax: 818.878.9511

Exam Preparation Guide

1. Thoroughly review the candidate handbook.
2. Contact LaserGrade at (800) 211-2754 to schedule your certification exam time, date and location.
3. Have a valid photo identification.
4. Have a valid and current emergency cardiac care (CPR) and automated external defibrillator (AED) certification.
 - a. Candidates must maintain and provide proof of CPR and AED certification that meets the following criteria:
 1. Must have a hands-on training component (online CPR/AED courses are not accepted)
 2. Must include a skills demonstration evaluation from a trained instructor
 3. Must require the passing of a standardized exam
 - b. Preferred providers include:
 1. American Heart Association
 2. American Red Cross
 3. National Safety Council
 4. St. John Ambulance
 5. Emergency Medical Technician
 6. American Safety and Health Institute

Fee Structure:

Administrative Function	Fee
Re-scheduling Fee (>24 hours)	\$0
Re-scheduling Fee (≤24 hours)	\$50
Exam Extension Fee	\$75
Re-take Fee	\$99
Failure to appear fee	\$150

Appendix B (Code of Professional Conduct)

The following Code of Professional Conduct is designed to assist certified members of the National Academy of Sports Medicine (NASM) 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 NASM certified members provide the highest level of service and respect for all colleagues, allied professionals and the general public.

Professionalism

Each certified member must provide optimal professional service and demonstrate excellent client care in their practice. Each member shall:

1. Abide by the NASM Code of Professional Conduct.
2. Conduct himself/herself in a manner that merits the respect of the public, other colleagues and NASM.
3. Treat each colleague and/or client with the utmost respect and dignity and not make false or derogatory assumptions concerning that individual's practices.
4. Use appropriate, professional communication in all verbal, non-verbal and written transactions.
5. Provide and maintain an environment that ensures client safety and that, at minimum, requires that the certified member shall:
 - Not diagnose or treat illness or injury, unless for basic first aid, or if the certified member is legally licensed to do so and is working in that capacity at that time.
 - Not train clients with a diagnosed health condition, unless the certified member has been specifically trained to do so, is following procedures prescribed and supervised by a valid licensed medical professional, or if the certified member is legally licensed to do so and is working in that capacity at that time.
 - Not begin to train a client prior to receiving and reviewing a current health-history questionnaire signed by the client.
 - Hold a current emergency cardiac care (CPR) and automated external defibrillator (AED) certification at all times from an approved provider.
6. Refer the client to the appropriate medical practitioner when, at minimum, the certified member:
 - Becomes aware of any change in the client's health status or medication.
 - Becomes aware of an undiagnosed illness, injury or risk factor.
 - Becomes aware of any unusual client pain and/or discomfort during the course of the training session that warrants professional care after the session has been discontinued.
7. Refer the client to other health care professionals when nutritional and supplemental advice is requested, unless the certified member has been specifically trained to do so, or holds a credential to do so and is acting in that capacity at the time.
8. Maintain a level of personal hygiene appropriate for a health and fitness setting.

9. Wear clothing that is clean, modest and professional.
10. Remain in good standing and maintain current certification status by acquiring all necessary continuing education requirements.

Confidentiality

Each certified member shall respect the confidentiality of all client information. In his/her professional role, the certified member shall:

1. Protect the client's confidentiality in conversations, advertisement and any other arena, unless otherwise agreed upon by the client in writing, or due to medical and/or legal necessity.
2. Protect the interest of clients who are minors by law or unable to give voluntary consent by securing the legal permission of the appropriate third party or guardian.
3. Store and dispose of client records in secure manner.

Legal and Ethical

Each certified member must comply with all legal requirements within the applicable jurisdiction. In his/her professional role, the certified member shall:

1. Obey all local, state, federal and/or providence laws.
2. Accept complete responsibility for his/her own actions.
3. Maintain accurate and truthful records.
4. Respect and uphold all existing publishing and copyright laws.

Business Practice

Each certified member must practice with honesty, integrity and lawfulness. In his/her professional role, the certified member shall:

1. Maintain adequate liability insurance.
2. Maintain adequate and truthful progress notes for each client.
3. Accurately and truthfully inform the public of services offered.
4. Honestly and truthfully represent all professional qualifications and affiliations.
5. Advertise in a manner that is honest, dignified and representative of services that can be delivered without the use of provocative and/or sexual language and/or pictures.
6. Maintain accurate financial, contract, appointment and tax records, including original receipts, for a minimum of four years.
7. Comply with all local, state, federal or providence laws regarding sexual harassment.

NASM expects each member to uphold the Code of Professional Conduct in its entirety. Failure to comply with the NASM Code of Professional Conduct may result in disciplinary actions including, but not limited to, suspension or termination of membership and/or certification. All members are obligated to report any unethical behavior or violation of the Code of Professional Conduct by other certified NASM members.

Appendix C (Post-certification Responsibilities)

I. Emergency cardiac care (CPR) and automated external defibrillator (AED) Certification

- A. Candidates must maintain and provide proof of CPR and AED certification that meets the following criteria:
 - 1. Must have a hands-on training component (online CPR/AED courses are not acceptable)
 - 2. Must include a skills demonstration evaluation from a trained instructor
 - 3. Must require the passing of a standardized exam
- B. Preferred providers include:
 - 1. American Heart Association
 - 2. American Red Cross
 - 3. National Safety Council
 - 4. St. John Ambulance
 - 5. Emergency Medical Technician
 - 6. American Safety and Health Institute

II. Recertification Requirements

- A. The purpose of the recertification program is to ensure that qualified professionals maintain entry level guidelines by participating in approved continuing education programs. Continuing education programs are intended to promote continued competence, development of knowledge and skills, and enhancement of professional skills and judgment beyond the levels required for entry-level practice. Continuing education activities must focus on increasing knowledge, skills and abilities as defined in the Job Analysis Study.
- B. To support NASM's commitment to protect health and safety, **the NASM-CPT credential must be recertified every two (2) years.** This ensures that NASM-CPT professionals are current with best practice guidelines and the specific knowledge, skills, and abilities described in the most recent Job Analysis Study.

To recertify the NASM-CPT Certification, the following must be submitted prior to the certification expiration date:

- 1. *The completed Recertification Application*
- 2. *The recertification fee*
- 3. *Documentation verifying 2.0 CEU's (20 contact hours from approved continuing education providers). To locate a current list of approved providers, please visit www.nasm.org*
- 4. *A copy of the front and back of a current CPR/AED certification card*

Please see the Recertification Application at www.nasm.org for more information.