

## Recertification/Renewal Application Packet

PTAG Personal Training professionals are required to keep their certification/certificate current by fulfilling at least 20 CEC's (approximately 20 hours of CB approved credit study) every two (2) years, as well as renewing their CPR/AED (live, hands-on training required) certification. This process is referred to as "recertification," or "renewal." The purpose of renewal is to assure that certified professionals holding PTAG credentials remain current with best practices and maintain competence in the personal trainer field.

Continued competence is defined as "demonstrating specified levels of knowledge, skills or ability not only at the time of initial certification, but throughout an individual's professional career." This ensures that the services provided by the certificant are always delivered at the highest quality and safest level. The certificant's clients have an expectation that their fitness professional is not only working within their designated scope of practice but using the best current practices within the fitness industry. Continued competence ensures this.

For further information regarding recertification/renewal, please read the section on PTAG Recertification in the [Candidate Handbook](#).

Every PTAG-CPT or PT is required to submit a renewal application and fee to PTA Global. The recertification/renewal fee is \$99. The **one-time (1x)** extension/restoration fees are: \$30 for applications received up to 90-days post-expiration and an additional \$20 for applications received after the grace period and before one year after credential expiration.

The Lifetime Renewal Program is a one-time fee of \$399. This will eliminate the \$99 payment every two years. Submission of CECs along with the completion of the renewal application every 2 years will still be required. **Late fees are applicable if application is submitted after credential expiration.**

CECs should be reported only in the 90 days leading up to the renewal deadline (2 years from the date of official PTAG-CPT or Certificate completion or renewal).

CECs will only be approved if the education content covered specifically improves knowledge or skills in any one or more of the PTAG primary content domains:

- Program Design
- Human Behavior
- Exercise Sciences
- Workplace Practices
- Nutrition
- Special Populations

Failure to report CEC coursework and complete the renewal documentation before certificate expiration will result in a loss of certification/certificate status, and the formerly credentialed personal trainer must retake the NCCA exam or Certificate Course.

Applications can be submitted up to one year late if all continuing education courses have been completed before or within 90 days of the expiration date. Additional fees will apply.

If specific coursework taken is not pre-approved for CEC's by PTAG, you may need to complete and submit the [CEC Approval Request Form](#) and pay any associated fees prior to applying for renewal. The CB will determine, based on application(s) by those who offer CEC and/or CEU credits, how many credit hours the course/s will be worth. Many courses may be worth different CEC or CEU hours depending on the organization recognizing the course for credit.

Should continuing education submitted be denied for CEC approval, the coursework may be reviewed by appeal only. You must complete and submit the [PTAG Appeals Form](#). Please allow sufficient time to fulfill the thirty (30) day appeals process, as it is not the responsibility of the CB to respond in a manner that is conducive to a CPT's individual expiration date.

**You will NOT receive CECs for obtaining a current CPR/AED certification because this is a requirement for the certification.**



**WHICH CERTIFICATION(S) ARE YOU RENEWING?**

Certification	Certificate Number	Exp. Date	\$399* Recertify for Life	\$99 Recertification Fee	\$30 Late Fee**	Sub-Total
Certified Personal Trainer			\$	\$	\$	\$
Certificate in Personal Training			\$	\$	\$	\$
				<b>TOTAL</b>		\$

\* Never pay another recertification fee for your certificate(s). You are still required to submit your recertification application and provide all supporting documentation each recertification cycle. Late fees still apply.

\*\* A Late Fee is required for each application received 1-90 days after the certificate expiration date.

**STEP 2: Make your recertification payment [online](#) or by phone at 1-877-647-0690.**

**IMPORTANT:** We will only process paid in full and complete applications. All fees are non-refundable. Please allow 30 days for processing. We will attempt to contact you by email if your application is incomplete. If the application remains incomplete after 30 days, you will be required to resubmit your application and payment of any additional late fees.

**STEP 3: SIGNATURE**

- The information contained on this report is a true and accurate statement of my continuing education activities.
- I am aware that falsification of this report may result in the revocation of my credential.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**STEP 4: EMAIL THIS APPLICATION AND ALL SUPPORTING DOCUMENTS TO:**

EMAIL: [recerts@ascendlearning.com](mailto:recerts@ascendlearning.com)

\*Application, CPR/AED card and supporting documentation must be submitted in one PDF file. Please do not send a Google drive link.