



## Recertification Guide



NESTA ECB  
30245 Tomas  
Rancho Santa Margarita, CA  
92688-2123 USA  
Ph: 1-877-348-6692  
Fx: 949-589-8216  
Last Update 12/11

### **Recertification Program Overview**

Achieving certification through the National Exercise & Sports Trainers Association Executive Certification Board (NESTA ECB) as a Personal Fitness Trainer (PFT) ensures that you have achieved the necessary knowledge and ability to apply basic skills and concepts toward designing and guiding efficient, effective and safe exercise programs and operating your own fitness practice as a personal fitness trainer.

In order to ensure knowledge, skill and ability levels are not only maintained, but increased, and certification as a professional is upheld, the NESTA ECB requires all NESTA Certified Personal Fitness Trainers to obtain continuing education on a consistent and continuous basis.

### **Continuing Education Requirements and obtainment of CEUs**

The NESTA ECB requires its certified personal fitness trainers to complete 4.0 Continuing Education Units (CEUs) over a four year period. Each 0.1 CEU is worth one hour of study time or one contact hour in a live training format. All NESTA ECB approved coursework is listed with predetermined CEU values at <http://www.nestapft.com/continuing-education-approved-providers.html>.

The NESTA ECB has chosen a four year time frame for renewal as scientific research and the application of that research changes over the course of a four year period. NESTA Certified Personal Fitness Trainers must stay abreast of scientific research and its applications as it changes in order to continue to design efficient, effective and safe exercise programming that is progressively challenging and rewarding at an individual level. NESTA Certified PFTs are encouraged to learn and obtain further education on a consistent and ongoing basis every year by attending a live training or completing a home study course at least once every 6-9 months and encouraged to exceed the required 4.0 CEUs for recertification.

### **Recertification Fees and Payment Options**

The fee for recertification as a NESTA ECB recognized Personal Fitness Trainer is \$149. Fees and recertification applications with the necessary CEU credits accomplished must be received by the NESTA ECB on or before certification expiration date (as shown on the NESTA PFT Certification Award) to avoid late fees and ensure reception of certification renewal within 30 days of certification expiration.

Recertification applications with necessary completed CEUs and full fee payments are accepted and on time if submitted as early as 90 days prior to certification expiration and



Category A Activity	CEUs Awarded	Required Documents
College/university course (semester)	0.3 CEUs per credit hour	Official transcript
College/university course (quarter)	0.2 CEUs per credit hour	Official transcript
Primary contributor to university research study	0.5 CEUs for 8 wk study 1.0 CEUs for 12+ wk study	Copy of study

#### Category B - NESTA Approved Live Training

- NESTA will make final determinations for actual CEUs awarded for any live training course, workshop, conference, symposium or seminar
- See listing of NESTA Approved Educational Providers at <http://www.nestapft.com/continuing-education-approved-providers.html>
- Live coursework that is not listed as approved by NESTA will require submission of a petition form for recognition (found at the end of this guide) and a petition fee

Category B Activity	CEUs Awarded	Required Documents
NESTA workshops or conferences	0.1 CEUs per contact hour	Certificate of attendance
NESTA approved provider workshops, seminars, conferences or symposiums	0.1 CEUs per contact hour	Certificate of attendance

#### Category C - NESTA Approved Home Study Courses

- NESTA will make final determinations for actual CEUs awarded for any home study course
- See listing of NESTA Approved Educational Providers at <http://www.nestapft.com/continuing-education-approved-providers.html>
- Home study courses that are not listed as approved by NESTA will require completion and submission of a petition form for recognition (found at the end of this guide) and a petition fee

Category C Activity	CEUs Awarded	Required Documents
NESTA home study courses	0.1 CEUs per education hour	Certificate of completion
NESTA approved provider home study courses	0.1 CEUs per education hour	Certificate of attendance

**Petition for CEUs**

Coursework that is consistent with the content of the performance domains for NESTA Certified Personal Fitness Trainers (PFT) but is not approved by NESTA will require completion and submission of the petition form available at the end of this guide. A \$25 petition fee is required with submission of petition for each course to be reviewed.



THE NATIONAL EXERCISE & SPORTS TRAINERS ASSOCIATION EXECUTIVE CERTIFICATION BOARD

## Recertification Application

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MIDDLE INITIAL: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

MOBILE PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CERTIFICATION NUMBER : \_\_\_\_\_

Recertification Fees		
Recertification Fee:	\$149	= \$ _____
Late Fee (1-30 days):	\$25	= \$ _____
(31-60 days):	\$50	= \$ _____
(61-90 days):	\$95	= \$ _____
IDEA Member Discount MB #: _____		
Exp Date: _____	-\$20	= \$ _____
Total Fees		= \$ _____

### Payment Information

Cashier's Check/Money Order/Company Check  
(Make all checks payable to NESTA)

American Express     Mastercard     Visa

Credit Card Number: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Expiration: \_\_\_\_\_ CVV Code: \_\_\_\_\_

Signature: \_\_\_\_\_

### Recertification Application Checklist: (Did you include everything before submission?)

- ✓ Complete application form
- ✓ Payment Information with payment included
- ✓ Submit between 90-1 days prior to recertification expiration

### Mail complete application and materials to:

NESTA ECB Recertification Program  
30245 Tomas  
Rancho Santa Margarita, CA  
92688-2123 USA

### Signature Confirmation

I hereby attest that the above application information and all materials included in submission are complete and accurate to the best of my knowledge. I understand the NESTA PFT Code of Ethics and standards of practice required of a NESTA Certified Personal Fitness Trainer and agree to its terms.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Category A - College Coursework**

Course Title	Provider Name	Course Date(s)	# of CEUS

**Category B - NESTA Approved Live Training**

Course Title	Provider Name	Course Date(s)	# of CEUS

**Category C - NESTA Approved Home Study Courses**

Course Title	Provider Name	Course Date(s)	# of CEUS





THE NATIONAL EXERCISE & SPORTS TRAINERS ASSOCIATION EXECUTIVE CERTIFICATION BOARD

**CONTINUING EDUCATION PETITION FORM**

**STUDENT INFORMATION**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MIDDLE INITIAL: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: (\_\_\_\_) \_\_\_\_\_ WORK PHONE: (\_\_\_\_) \_\_\_\_\_

MOBILE PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

**COURSE INFORMATION**

COURSE NAME: \_\_\_\_\_ DATE(S): \_\_\_\_\_

DESCRIPTION OF COURSE AND HOW IT PROVIDED ABOVE ENTRY-LEVEL EDUCATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- TYPE OF COURSE:  WORKSHOP  
 HOME STUDY  
 CONFERENCE  
 OTHER

PAYMENT OF PETITION FEE: **\$25/COURSE**

**Payment Information**

- Cashier's Check/Money Order/Company Check  
(Make all checks payable to *NESTA*)  
 American Express  Mastercard  Visa  
Credit Card Number: \_\_\_\_\_  
Name on Card: \_\_\_\_\_  
Expiration: \_\_\_\_\_ CVV Code: \_\_\_\_\_  
Signature: \_\_\_\_\_

**PROVIDER INFORMATION**

COURSE/CEU PROVIDER: \_\_\_\_\_ CONTACT HOURS: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: (\_\_\_\_) \_\_\_\_\_ WORK PHONE: (\_\_\_\_) \_\_\_\_\_

MOBILE PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

IT IS ADVISED TO INCLUDE ADDITIONAL REFERENCE MATERIALS SUCH AS: CERTIFICATE OF COMPLETION, COLLEGE TRANSCRIPT, INSTRUCTOR/PROVIDER RESUME.

PLEASE ALLOW FOR 30 DAYS TO PROCESS YOUR PETITION. AN INCOMPLETE PETITION WILL BE RETURNED FOR RE-SUBMISSION.

**Mail complete petition and payment to:**  
NESTA ECB Recertification Program  
30245 Tomas  
Rancho Santa Margarita, CA 92688-2123 USA