



Recertification Guide



NESTA ECB
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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/nesta-personal-fitness-trainer-certification-continuing-education-approved-providers/>.

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 no later than the actual expiration date.

Recertification applications are considered late if not received complete on or before certification expiration date by the NESTA ECB and may experience a delay in award of recertification.

Late applications for NESTA PFT recertification will be accepted by the NESTA ECB between 1-90 days after expiration. Late applications will require an additional fee every 30 days late up to 90 days. After 90 days following certification expiration, the NESTA PFT certification will be null and void. Formerly certified NESTA PFTs who fail to comply with recertification policies and procedures will be required to retake the PFT exam to be certified and recognized by NESTA and the NESTA ECB.

Recertification Fee	\$149 (between 90-1 day(s) prior to expiration)
Late Application Fee	\$25 (between 1-30 days late)
	\$50 (between 31-60 days late)
	\$95 (between 61-90 days late)

Fees are payable by: Visa/MasterCard/Amex Money Order/Cashier's Check Company Check

CEU Category Descriptions

All coursework completed for CEUs and recertification must be completed following PFT certification.

Recertification Fee	Required CEUs over four years	Category A	Category B	Category C
\$149	4.0	College Coursework	Live Training	Home Study

Category A - College Coursework

- Any content for coursework completed at a college or university must fall within the performance domains of PFT certification as described in the Exam Candidate Handbook and listed at www.NESTApft.com to receive credit.
- Such coursework will be granted 0.2 CEUs for each quarter credit hour or 0.3 CEUs for semester credit hour (a quarter course worth 5 credits = 1.0 CEUs and a semester course worth 3 credits = 0.9 CEUs)

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/nesta-personal-fitness-trainer-certification-continuing-education-approved-providers/>
- 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/nesta-personal-fitness-trainer-certification-continuing-education-approved-providers/>
- 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.

CEU Proof of Completion

In order to complete your recertification process, OFFICIAL proof of completion must be submitted. Acceptable forms include but are not limited to: official transcripts, certificates of completion, etc.

Submission of Recertification Packet

Each student is required to submit a Recertification Packet which includes the Recertification Application, any applicable CEU Proof of Completion forms and all recertification fees associated. Recertification application are accepted 90 days prior to the date of expiration listed on the Certificate.



THE NATIONAL EXERCISE & SPORTS TRAINERS ASSOCIATION EXECUTIVE CERTIFICATION BOARD

Recertification Application

Please Print or Type All Information

Today's Date: _____

Certification Number: _____

Contact Information

Contact Name (First & Last): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contact Phone Number: _____

Contact E-Mail: _____

Course/Program Fees

		=	Total
Recertification Fee	\$149	=	_____
Late Fee (1-30 days)	\$25	=	_____
(31-60 days)	\$50	=	_____
(61-90 days)	\$95	=	_____
Total CEU Petition Fee (if applicable, \$25/course)		=	_____
(IDEA Member Discount -\$20)			
MB #	_____		
Exp Date:	_____		

Total Fees \$ _____

Payment Information

Method of Payment

- Check or Money Order Payable to: NESTA
 Visa Mastercard AMEX Discover

Account Number _____ Expiration Date _____

CVV Code _____ Name on Card _____

Billing Address _____

Signature _____

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 Dates(s)	# of CEUs

Application Checklist

- Complete application form
- Payment information & payment included
- Submit between 90-1 days prior to recertification expiration
- Submit OFFICIAL proof of CEU completion

Mail to:

NESTA Executive Certification Board
 ATTN: Recertification Program
 30245 Tomas
 Rancho Santa Margarita, CA, 92688, USA

Affirmation

I hereby attest that the above application information and all materials included in submission are complete and accurate to the best of my knowledge.

Signature of Contact Person _____

Date _____



THE NATIONAL EXERCISE & SPORTS TRAINERS ASSOCIATION EXECUTIVE CERTIFICATION BOARD

Continuing Education Petition Form

Please Print or Type All Information

Contact Information

Contact Name (First & Last): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contact Phone Number: _____

Contact E-Mail: _____

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

Provider Information

Course/CEU Provider: _____ Contact Hours: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Email: _____ Website: _____

It is advised to include additional reference materials such as: Certificate of Completion, College Transcripts, Instructor/Provider Resume

Please allow up for 30 days to process your petition. An incomplete petition will be returned for resubmission.

Payment Information (complete below only if petitioning prior to recertification, otherwise add total to Recertification Form above)

Payment of petition fee: \$25/course x _____ (Quantity) = _____ (Total Fee)

Method of Payment

Check or Money Order Payable to: NESTA

Visa Mastercard AMEX Discover

Account Number _____ Expiration Date _____

CVV Code _____ Name on Card _____

Billing Address _____

Signature _____