

## FITNESS NB POLICIES AND PROCEDURES CERTIFICATION

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Policy #: 22002C

### Personal Fitness Trainer Certification Transfer

Updated and approved by Board: **June 17, 2014**

**Rationale:** There currently exists a number of agencies providing Personal Fitness Trainer certifications across the country. Individuals who hold these certifications may request that their certification be recognized by FNB.

**Policy:** Personal Training Certifications that are current from NFLA and CSEP (Certified Personal Trainer (CPT) and Certified Exercise Physiologists (CEP)), will be honored with the submission of the following

- A copy of their current Personal Trainer certificate.
- Any certification maintenance requirements from their current certifying body.
- A copy of their current CPR C (renewed annually)
- A copy of their Current Standard First Aid.
- A copy of proof of their current external liability insurance covering the PFT scope of practice. (submitted annually)
- Payment of an administrative transfer fee equal to the amount of a new member fee relative to the date of transfer as outlined in Policy # 20001A FNB membership fees.

Personal Training Certification transfers to FNB from outside of NFLA and CSEP will be considered for review and possible approval with the submission of the following:

- The leaders' specialty certificate(s) along with the course content/outline.
- Any certification maintenance requirements from their current certifying body.
- A copy of proof of their current external liability insurance covering the PFT Scope of practice.
- A copy of their current CPR C.
- A copy of their current Standard First Aid.

Upon approval of the specialty course the prospective FNB leader will follow these steps.

- Payment of an administrative transfer fee equal to the amount of a new member fee relative to the date of transfer as outlined in Policy # 20001A FNB membership fees.
- Successfully complete any or all of the following as required.
  - Successful challenging the FT written exam.
  - Successful challenging of the PFT written exam
  - Successful challenging of PFT practical evaluation(s).

**Please note:** If the trainer does not hold a current CPR C (updated annually) and Standard First Aid certificate these must be completed and submitted prior to issuing the FNB PFT certificate.

Effective Date: **June 17, 2014**