RECERTIFICATION

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RECERTIFICATION REQUIREMENTS

In order to remain certified, the NSCA requires that each Certified Strength and Conditioning Specialist® (CSCS®) and NSCA-Certified Personal Trainer® (NSCA-CPT®) maintain current CPR certification and complete Continuing Education Units (CEU) requirements. The 2012 – 2014 Reporting Period deadline is December 31, 2014.

There are two options for becoming recertified:

1. Retake and pass the certification exam and pay recertification fee
2. Complete and report a specified number of continuing education units (CEUs)

CEU Program Overview

The purpose of continuing education is to:

- Encourage certified individuals to stay abreast of evolving knowledge and skills in the profession
- Promote the ongoing competency of those certified

In general, CEUs are based on the number of contact hours (or actual clock hours) undertaken to complete an activity or event.

For example:

- 1 contact hour equals 0.1 CEU
- 10 contact hours equals 1.0 CEU

Not all CEU activities are based on actual clock hours. There are exceptions, such as college or university courses, where 1 semester credit hour equals 0.5 CEU and 1 quarter credit hour equals 0.3 CEU.

Remember, continuing education activities completed before certification are not approved for CEUs. Only activities completed between January 1, 2012, and December 31, 2014, are approved for CEUs. Activities completed before 2012 (or before the date of certification if certified within the current reporting period) do not qualify. To determine the number of CEUs required by the recertification deadline, refer to the table below.

- Please refer to page 6 for category descriptions.
- Please refer to the chart below for category maximums.
- Please refer to the table spanning pages 4 – 5 for documentation needed (if audited).

What If I Hold Both Certifications?

If you hold both credentials, the same policies and procedures apply. You do not, however, need to submit 6.0 CEUs separately for each certification. For example, if you became CSCS and NSCA-CPT certified before January 1, 2012, you are only required to submit a total of 6.0 CEUs for the 2012 – 2014 reporting period. A more complex scenario exists if you became CSCS and NSCA-CPT certified at different times during the 2012-2014 reporting period. Special attention must be paid to the dates on your certificates to assure that the required CEUs are completed after those dates.

Required number of CEUs, Recertification Fee and Maximum Number of CEUs Allowed by Category

The table below shows the number of CEUs and appropriate recertification fee (in U.S. funds) required by December 31, 2014, and the maximum number of CEUs allowed in each category based upon the date certified.

Original Certification Date (shown on certificate)	CEUs Required	Member Fee for Each Credential Held	Non-Member Fee for Each Credential Held	Category A Maximum	Category B Maximum	Category C Maximum	Category D Maximum
Before 2012*‡	6.0	$50	$190	5.5	4.0	5.5	3.5
During 2012*^	4.0	$40	$180	3.5	2.5	3.5	1.5
During 2013*^	2.0	$30	$170	1.5	1.0	1.5	1.0
January 1, 2014 to June 30, 2014^	1.0	$20	$160	1.0	1.0	1.0	1.0
July 1, 2014 to December 31, 2014	0	$0	$0	0	0	0	0

* You must obtain CEUs from at least two categories.

^ All CEUs must be earned after the date of certification.

‡ All CEUs must be earned after January 1, 2012, even if certification was earned before this date.

Visit www.nscarecertify.com to track and report your CEUs online.

ONLINE CEU REPORTING

Track and Report Your CEUs Online

- Visit www.nscarecertify.com
- Log in with your unique user ID and password
- Update your contact information, view your CEU summary and record your CEUs
- Submit your CEUs and pay your recertification fee(s) through the secure website

The online process is easy, convenient and will save certified individuals time, as it avoids the hassles commonly associated with reporting through the mail.

Certified individuals can access online recertification with their username and password. Each time you log on, you will see your most recent CEU information compiled and be able to record new CEU activities without having to re-enter your contact information.

To report online, go to www.nscarecertify.com.

Online reporting allows certified individuals to:

- View certification summaries, including the specific number of CEUs required overall and category maximums
- Track the CEUs accumulated toward recertification requirements
- Report CEUs and submit the payment of the appropriate recertification fee online

Reporting CEUs by Paper

If you choose, you can still complete the paper version of the CEU Reporting Form and mail or fax it along with your recertification fee. It can be downloaded from www.nscarecertify.com. With either reporting method you choose, the requirement is the same: to become recertified, your CEUs and recertification fee must be submitted to the NSCA by **December 31, 2014**.

New NSCA Certified Business Cards

You've earned it—now make sure prospective clients and colleagues know it. Promote your credentials with distinctive, personalized business cards. Whether you are CSCS®, NSCA-CPT®, or certified with both, these official cards feature your credential logo(s) and tout your professional expertise. Available in quantities of 500 and 1,000. Visit **www.nscaprintedproducts.com** to place your order today. The User ID is your certification number and password is your last name. Personalized notepads and additional officially certified printed products to come!

Show Your NSCA Certified Pride

Announce your certification status and proud affiliation with the NSCA. Certified professionals can download the NSCA Certified logo approved for use on business cards, email signatures and professional websites. The logo is dated to match the three-year certification cycle. Terms and conditions apply, see website for details. Digital download available at **www.nsca-cc.org** for $25.

Visit **nsca-lift.org** to purchase apparel, accessories and educational material.

CALCULATING CEU CREDIT AND REQUIRED CEU DOCUMENTATION

The table below lists the number of CEUs that will be approved for each activity and the appropriate documentation to retain in your files for each completed activity. Do NOT send copies of your CEU documentation unless requested.

TIP: Hang up this chart for helpful and easily accessible CEU information.

Category	Sub-Category	Activity	Number of CEUs Awarded	Required Documentation*
A	Attendance	Attending strength and conditioning and/or personal training clinics, conferences, seminars, workshops, symposia, etc.	0.1 CEU per hour of attendance (Ex: 8 hour clinic x 0.1 CEU = 0.8 CEU) A maximum of 2.0 CEUs allowed for any one event.	Photocopy of attendance certificate or letter verifying participation and number of hours for non-NSCA events *D
				Documentation for NSCA sponsored activities not required *D
B	Committee Work	Serving as an NSCA Committee Member	0.5 CEU per year of committee involvement	Documentation for NSCA sponsored activities not required *D
	Exam Host	Hosting an Exam on Request	0.5 CEU per year	Documentation for NSCA sponsored activities not required *D
	NSCA Quizzes	Passing NSCA *Strength and Conditioning Journal* Quizzes	0.2 CEU for each quiz that is submitted and passed	Documentation for NSCA sponsored activities not required *D
		Passing NSCA Webinar Quizzes		
		Passing NSCA Online Quizzes		
	Presentations	Serving as speaker or panelist at clinics, conferences, etc.	1.0 CEU per hour of presentation A maximum of 2.0 CEUs allowed for each presentation	Photocopy of brochure/flyer showing participation or letter of verification from event host *D
	Publications	Authoring/co-authoring articles	1.5 CEUs for NSCA publications 1.0 CEU for peer-reviewed journals 0.5 CEU for all others	Photocopy of periodical cover and first page of article *D
		Authoring/co-authoring abstracts	1.0 CEU per published abstract	Photocopy of periodical cover and abstract *D
		Authoring/co-authoring chapters in books	1.5 CEUs per published chapter	Photocopy of book cover and table of contents *D

		Authoring/co-authoring books	3.0 CEUs per published book	Photocopy of book cover and table of contents
C	First Aid/AED	Becoming certified or recertified in First Aid or AED	0.5 CEU awarded at time of certification/recertification for each	Photocopy of certification card(s)
	College Course Work	Passing post-certification college course work	0.3 CEU per quarter hour 0.5 CEU per semester hour A maximum of 2.0 CEUs per course	Photocopy of grade report or transcript
	Online Proficiency Questions	Passing CSCS and/or NSCA-CPT Online Proficiency Questions	0.1 CEU for each set of questions that is submitted and passed	Documentation for NSCA sponsored activities not required
D	Hot Topic Quiz	Passing NSCA Hot Topic Quizzes	0.1 CEU for each quiz that is submitted and passed	Documentation for NSCA sponsored activities not required
	Pre-Approved Home Study	Successfully completing an approved home study course	CEUs awarded for preapproved courses only; refer to course listings at www.nscarecertify.com for number of CEUs awarded	Photocopy of verification of course completion from preapproved provider
	Personal Development	Engaging in personal development activity	0.1 CEU per hour of activity A maximum of 0.5 CEU allowed per year	Statement of nature of activities completed
	Exam for NSCA Certification Not Currently Held	Earning the certification for the NSCA credential not currently held	3.0 CEUs	Documentation for NSCA sponsored activities not required
	NCCA-accredited Fitness, Sport or Exercise Nutrition Certifications	Earning fitness, sport or exercise nutrition certifications from other NCCA-accredited organizations	1.0 CEUs	Photocopy of score report

* **Documentation should be submitted in the following situations only:**

- if you are selected for the random audit, which will take place in February 2015
- if you are applying to become Recertified with Distinction via mail or fax
- if you are appealing the revocation of your certification

*D CEUs for this activity qualify for *Recertified with Distinction* and will be automatically recorded for NSCA Members.

*D Only CEUs earned directly through the NSCA qualify for *Recertified with Distinction*. CEUs for qualifying activities will be automatically recorded for NSCA Members.

*D CEUs for this activity may be applied toward standard recertification only. They do not qualify for *Recertification with Distinction*.

Visit www.nscarecertify.com to track and report your CEUs online.

CEU CATEGORY DESCRIPTIONS

Category A:

> Attendance at Clinics, Conferences, Seminars, Workshops and Symposia

Participation in activities that fall under this category must be specific to strength training and conditioning of athletes and/or personal training. The NSCA strongly recommends attendance at educational events that have been preapproved.

Please contact the event organizer/host to determine preapproval status or visit the online CEU Activity Calendar at www.nscarecertify.com.

NOTE: *Attendance at certification preparation courses offered by organizations other than the NSCA does not qualify for CEUs.*

Category B:

> Committee Work

Serving as a State/Provincial Director or member of an NSCA committee or the Board of Directors.

> Hosting an Exam

Serving as a site host for a CSCS or NSCA-CPT Exam on Request

> NSCA CEU Quizzes

Passing the quizzes from the *Strength and Conditioning Journal*, NSCA Webinar quizzes, or online quizzes in the Recertification Section of the website at www.nscarecertify.com.

> Presentations

Participation as a speaker or panelist at clinics, conferences, etc.

NOTE: *Teaching academic courses does not qualify for CEUs.*

NOTE: *Presenting at certification preparation courses offered by organizations other than (1) NSCA Certification or (2) other NCCA-accredited certification programs does not qualify for CEUs.*

> Publications

Published works in which the certified individual serves as author/co-author.

Category C:

> First Aid/AED Certification or Recertification

Completing the requirements for certification or recertification in one or both of the following: First Aid, or AED.

NOTE: *CEUs are awarded in Category C for these approved certifications only.*

> Online Proficiency Questions

0.1 CEU for each set of questions that is submitted and passed (available online only).

> Post-Certification College Course Work

Successfully completing post-certification college/university-level courses specifically related to strength training and conditioning and/or personal training (including, but not limited to, Human Anatomy, Biomechanics, Exercise Physiology, Exercise Techniques, Kinesiology, Nutrition).

NOTE: *Teaching academic courses does not qualify for CEUs.*

NOTE: *College courses must be started after the certification date.*

Category D:

> Hot Topic Quizzes

0.1 CEU for each quiz that is submitted and passed (available online only).

> Home Study

Completing courses by preapproved NSCA Certification CEU Providers only. Correspondence courses that have not been preapproved may not be used toward recertification. Check with the course host for preapproval status or visit our Home Study/Correspondence Course Listing on the CEU Activity Calendar in the Recertification Section of the website at www.nscarecertify.com.

> Personal Development

Any activity undertaken to keep current with the strength and conditioning and/or personal training fields that does not fall within another category is considered personal development. Some examples of activities include reading journals, magazines and books related to strength and conditioning and personal training; participating in self-improvement seminars; viewing strength and conditioning or personal training-related websites or completing an internship that does not count for post-certification college credit.

NOTE: *Activities specifically excluded from other categories will not be accepted as personal development.*

> Earning the NSCA Certification Not Currently Held

Once certified, CSCS or NSCA-CPT certified individuals are allowed to obtain CEUs for their first credential by earning the second NSCA credential.

NOTE: *CEUs are awarded toward recertification of the first certification only.*

> Earning NCCA-accredited Certifications

The NSCA will award 1.0 CEUs when a CSCS or NSCA-CPT certified individual passes a certification exam offered by a fitness, sport or exercise nutrition organization currently accredited by the National Commission for Certifying Agencies (NCCA). If the certification does not meet this criteria or if the credential was obtained prior to earning the NSCA credential(s), no CEUs will be awarded.

NOTE: *CEUs will be awarded at the time of the original certification only. Recertifying the NCCA-accredited certification does not qualify.*

Visit www.nscarecertify.com to track and report your CEUs online.

RECERTIFICATION POLICIES AND PROCEDURES

Automatically Recorded CEUs

The NSCA office automatically records many of the CEUs that qualify toward the Recertified with Distinction requirements, as an NSCA Member benefit.

This includes CEUs earned by:

- Attending or presenting at NSCA events
- Authoring articles for NSCA publications
- Participating on NSCA committees
- Hosting NSCA Certification Exams
- Completing CEU Quizzes
- Obtaining the second NSCA certification

Recertification Fee

> All certified individuals submitting their CEU Reporting Form must include a check or money order in U.S. funds or provide a VISA, MasterCard, American Express or Discover account number and expiration date for the amount of the recertification fee.

> CEU Reporting Forms submitted without the recertification fee will not be processed until the fee is received.

Remember, if both credentials are held, the appropriate recertification fee must be paid for each certification.

CEU Documentation

It is the responsibility of each certified individual to maintain a record of all documentation for completed activities.

Please refer to the table spanning pages 4 – 5 to determine the documentation required for each activity completed for CEUs. This documentation should not be submitted to the NSCA unless requested.

Random Audit

The NSCA will conduct a random audit of all certified individuals submitting their CEU Reporting Form and recertification fee. Those individuals selected for the audit will be required to submit their CEU documentation to the NSCA.

Those randomly chosen for the audit will be notified by mail no later than February 2015. Once contacted, certified individuals have 45 days to submit the documentation that supports the information on the previously submitted CEU Reporting Form. If supporting documentation is not provided, or does not substantiate the activities listed on the CEU Reporting Form, the conditions for recertification have not been met and those individuals will not be recertified.

Failure to Report/Appeals

Once certified, each certified individual continues to be certified as long as he/she fulfills the minimum CEU requirements and pays the recertification fee. The NSCA Certification Committee will be notified of the names of those failing to meet all CEU requirements so that the appropriate action may be taken. Those who fail to meet the CEU requirements will be sent a Notice of Certification Revocation. Those wishing to appeal the revocation can do so by completing an appeal application, submitting all supporting education documentation, and paying the appropriate appeals fee.

Dual Certified Individuals

Remember, if you are recertifying CSCS and NSCA-CPT credentials, separate CEUs for each certification are not required as long as the CEU activities you are counting for each credential were earned after you became certified. If this is your first time reporting CEUs, or if you are unsure of how to report them correctly, it is helpful to refer to pages 4 –7 of this booklet.

Recertified with Distinction *D®

The *Recertified with Distinction* Program recognizes and rewards extraordinary achievement in, and contributions to, the strength training and conditioning and personal training professions.

The hallmarks of being *Recertified with Distinction* are:

- Earning more than the minimum requirement of continuing education units (CEUs) for recertification purposes
- Earning 10.0 CEUs in NSCA activities

To qualify for being *Recertified with Distinction*, a certified professional must:

1. First, meet the minimum requirements established by the NSCA for recertification.
2. Second, acquire a total of 10.0 CEUs in activities sponsored by the NSCA. Requirements are not prorated for those certified after January 2012. CEU category maximum rules do not apply.

NOTE: The requirement increases to a total of 12.0 CEUs for professionals who have both NSCA credentials and wish to receive the Recertified with Distinction status for both.

Promote Your Certified Status

Notify Your Supervisor

Request to have a notification sent to your supervisor informing him/her of your significant achievement.

- Let your supervisor know that you earned the NSCA credential(s) with a notification letter or email.
- The NSCA will send a complimentary letter or email to your supervisor notifying him or her of your accomplishment (either certification or recertification).
- Even if you have been certified for several years, the supervisor notification letter or email can be a great reminder to the management staff that you have maintained your certification.
- Visit the Recertification Section at www.nscarecertify.com to submit your request to the NSCA.

NSCA™
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