



Certified Personal Trainer Recertification Packet

Everything you need to know to maintain your NFPT-CPT credential.

Important Recertification Policy Updates

Effective **January 1, 2027**, we are implementing critical updates to our credentialing and renewal policies. Please review these changes carefully:

- **New 2-Year Recertification Cycle:** The recertification timeline is changing from one year to **two years**. Anyone earning or renewing a credential on or after January 1, 2027, will automatically transition to this new two-year schedule.
- **Updated CEC Requirement:** To renew under the new two-year cycle, you must complete and submit **4.0 Continuing Education Credits (CECs)**.
- **New 30-Day Renewal Grace Period:** For all renewals processed after January 1, 2027, the standard grace period to renew an expired credential is reduced to **30 days**. Failure to renew within 30 days will result in an immediate status lapse.
- **Legacy Exception for Existing Credential Holders:**
If you earned your credential prior to January 1, 2027, we will honor your original **2-year grace period**. However, a final cutoff has been established: **all legacy 2-year grace periods will permanently expire on December 31, 2028**, regardless of your original expiration date.

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Last Reviewed: July, 2026 / Next Review: January, 2027

This manual will be updated to reflect any changes to recertification requirements.

Table of Contents

Introduction.....	3
Purpose of Recertification.....	3
Requirements Summary.....	4
Expiration of Certification	5
Inactive Certification.....	5
Monitoring NFPT Brand Misuse.....	5
Late Recertification	6
Defining Terms: Inactive, Expired and Pending.....	6
INACTIVE	6
EXPIRED.....	7
PENDING	7
Continuing Education Credit Requirements.....	8
Continuing Education Approval Qualifications.....	9
Continuing Education Categories and Caps	11
Duplicate Submissions and CPR/AED Policies	11
Credit Calculation and Hours Matrix	11
Steps for Recertification.....	12
STEP 1. Submit your documentation	12
STEP 2. Pay your annual renewal fee.....	15
Continuing Competence Compliance Audits.....	15
Recertification Appendix A.....	17
RECERTIFICATION SUBMISSION INFORMATION.....	17
Recertification Appendix B.....	18
RECERTIFICATION SUBMISSION FORM	18
Recertification Appendix C.....	22
Certification Mark Use Policy	22
Scope of Authorized Use.....	22
Public Verification and Status Tracking	22
Mandate for Inactive, Suspended, or Revoked Status	22
Enforcement and Disciplinary Action	23

Introduction

The information to follow is specific to the requirements for the recertification of your NFPT CPT credential. This packet includes all information as it pertains to the requirements and processes for recertifying and will be updated with all changes as they might occur within these requirements. A summary of this information with instructions is also available on NFPT's website at <https://nfpt.com/recertifications/>.

In order to maintain your NFPT-CPT credential you will recertify annually through a renewal process that includes demonstration of ongoing relevant learning. Continual professional development and learning activity is required for all industry recognized CPTs because it provides for skill set growth and maintaining relevancy in your profession.

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Purpose of Recertification

Recertification requirements are designed to ensure that CPTs participate regularly in professional development activities to remain current in the health and fitness field and keep pace with a changing fitness industry. Though the foundational principles of exercise science, fitness components and the general methodologies of fitness training do not change with frequency or without new scientific discovery, it is still important to keep current with fitness industry trends and to not allow your foundational knowledge to grow stale over time.

The NFPT Certification Council requires annual recertification to verify continual involvement in professional development and learning by all NFPT certified fitness trainers.

By establishing an annual renewal time interval, the Council ensures that all NFPT-CPTs:

- participate in a professional development activity at least every 12 months,
- remain current in regard to developments in health, training, and recent advancements as they relate to fitness training,
- demonstrate an ongoing personal commitment to their own professional development and the health and safety of their clients, and
- are provided a consistent and conventional time interval for recertification activities.

Requirements Summary

(This section reflects requirements for renewals processed before January 1, 2027. See the Important Recertification Policy Updates notice at the beginning of this packet for requirements beginning that date.)

To maintain your NFPT-CPT credential you must complete two requirements annually:

- **Continuing Education Credits (CECs):** 2.0 CECs per certification year, beginning in year two
- [Annual Renewal Fee](#)

CECs may not be rolled over or applied in advance. You must have no unresolved code of conduct concerns in your NFPT record to be eligible for renewal.

Recertification is a voluntary responsibility. You are not required to maintain your personal trainer certification; however, practicing as a personal trainer while using the NFPT-CPT credential requires that you keep your certification current. Using your NFPT-CPT credential while it is expired, suspended, or revoked is a violation of NFPT Code of Conduct and grounds for disciplinary action.

CECs may be earned through any of the following:

- NFPT Free Options: biannual Self-Test, Trainer Refresher quiz
- NFPT CE Courses: Specialty and Standard CE courses
- Approved CE Providers/Courses/Events
- Emergency Response Courses: e.g. CPR/AED Certification
- Other/Request for Approval: submit proof of learning activity for review via your NFPT online account at account.nfpt.com or the Recertification Submission Form in [Appendix \[B\]](#).

For complete details on CECs and the renewal process, see the sections below.

Expiration of Certification

Your official NFPT-CPT certificate displays an expiration date in the lower right-hand corner. To streamline administrative tracking, NFPT standardizes all expiration dates to the first day of the month using the following rules:

- Test dates from the 1st through the 14th: The expiration date aligns with the first day of that same anniversary month.
- Test dates from the 15th through the end of the month: The expiration date rounds forward to the first day of the subsequent month.

Example: If your examination date is November 12, 2027, your official expiration date will be November 1, 2028. If your examination date is November 15, 2027, your expiration date will be December 1, 2028. Candidates are not required or permitted to submit CECs for credit until their official cycle start date begins.

NFPT issues automated renewal notices starting 60 days prior to your official expiration date. These notifications provide step-by-step instructions for completing your recertification.

Your renewal fee and CEU submission maintains your active credential status and ensures uninterrupted access to your NFPT membership benefits, online account tools, and professional services. Upon successful renewal verification, an updated, printable digital certificate will be immediately available for download in your NFPT portal.

Late payments do not change your established anniversary date. Your recertification expiration date always corresponds to your original credential cycle, regardless of when you submit your renewal payment.

- *Important Rule: Paying late does not grant you extra months of certification.*

Inactive Certification

Immediately upon the date of your expiration, if you have not recertified already, then your certification is considered inactive. At the time of your certification expiration, you are required to remove all NFPT Branding and other implications of certification from your marketing materials, online and in hardcopy ([see Appendix \[C\]](#)).

Monitoring NFPT Brand Misuse

NFPT actively monitors the use of the [NFPT-CPT credential](#) and branding. Inactive certificants found to be misusing the credential will be subject to disciplinary action in accordance with the NFPT Complaints and Disciplinary Action policy.

Late Recertification

(If your renewal falls before January 1, 2027, the process below applies. If your renewal falls on or after that date, see the policy update above for the new terms.)

NFPT understands that life situations and circumstances can challenge your intentions for renewing on time. Therefore, NFPT extends a two-year grace period for recertification. During this time, you may still renew, but you may not use the NFPT-CPT credential until recertification is confirmed.

To recertify during the grace period you must:

- Submit CECs equivalent to the number of lapsed certification years (2.0 CECs per year)
- Pay the renewal fee for each lapsed year

There is no late fee. Two years after your expiration date, recertification is no longer available and full reapplication and retesting are required. No exceptions.

Defining Terms: Inactive, Expired and Pending

These terms are used to describe the certification status of the individual who is outside of their certification period and/or who needs to complete certain responsibilities of the certification before officially becoming recertified. Here are the terms that you should be familiar with, including examples.

INACTIVE

(If your renewal falls before January 1, 2027, the two-year Inactive window described below applies-expiring December 31, 2028. If your renewal falls on or after that date, see the policy update above for the new 30-day grace period.)

This status occurs immediately upon your certificate's expiration date. If your status is "Inactive," you still have time to recertify but you are no longer able to use the NFPT-CPT credential as a professional certificate on the job. You have up to two (2) years of "Inactive" status before your certificate is "Expired."

Example 1: First-Time Renewal (No CECs Required)

- The Scenario: Jane Trainer passes her exam on November 12, 2027, giving her an adjusted expiration date of November 1, 2028. It is now December 2028, and she has missed her deadline.
- Current Status: Inactive.
- Resolution Steps: Because this is Jane's very first renewal cycle, no CECs are required. To move her status back to active, she only needs to submit her standard renewal fee payment.
- New Expiration Date: Upon payment processing, her credential will be updated to a new expiration date of November 1, 2029.

Example 2: Standard Renewal with Late Submission

- The Scenario: Joe Trainer is in his second recertification cycle. His previous expiration date was October 1, 2025. It is now December 2025; Joe has missed his deadline and has not submitted fees or CEUs.
- Current Status: Inactive. Joe must immediately remove all NFPT logo and branding from his social media, website, and marketing materials until he is reinstated.
- Resolution Steps: To recertify, Joe must submit his renewal fee along with documentation for the required 2.0 CECs.
- New Expiration Date: Joe submitted his payment and credits in December 2025, his certification was successfully processed. However, his new expiration date will remain October 1, 2026. Missing a deadline does not extend the next cycle; time is not added to a certificate for late submissions.

EXPIRED

This status occurs immediately after two (2) years of an “Inactive” status. Once your certification is “Expired,” you are required to re-apply and re-test in order to achieve and obtain the NFPT-CPT credential.

Example: Dave Trainer’s certification expiration date was February 1, 2023. Dave waited until after February 2025 before deciding to recertify. It was too late. Since his original certification expiration date was February 1, 2023, his final date for completing all recertification requirements in order to gain back his certification credential is February 1, 2025. His “Inactive” status changes to “Expired” on February 1, 2025. He is required to re-apply and re-take the NFPT-CPT examination for certification.

PENDING

This status occurs if only part of the recertification requirement is met, i.e. the continuing education credits are complete but your renewal fee is not paid, or vice versa. Your certificate is on hold in this case, it is “Pending,” until you have met the other part of your recertification requirement.

Example: Sandy Trainer has an expiration date of March 1, 2025. This is her second year of certification, so she has to submit CECs prior to getting recertified. On March 1, 2025, Sandy pays her renewal fee on NFPT’s website, but her certificate is not released. Sandy has no CECs recorded in her NFPT trainer file and therefore will not receive her certificate. Sandy is notified by NFPT with CEC information and submission instructions. Sandy submits documentation for the 2.0 CECs required to renew. Sandy’s new certificate is released. Her certification expiration date is March 1, 2026. She will need 2.0 more credits before March 1, 2026 to recertify again.

CECs can be obtained using many methods, as long as the CEC learning activity is in-line with NFPT CEC requirements.

Continuing Education Credit Requirements

(This section reflects requirements for renewals processed before January 1, 2027. See the Important Recertification Policy Updates notice at the beginning of this packet for requirements beginning that date.)

No Continuing Education Credits (CECs) are required within the first year of certification.

NFPT CEC requirements take effect after the first certification year cycle. In order to recertify for the first time, pay your renewal membership fee, on or before the date of your first certification expiration, and receive your updated certificate. Following your first certification year renewal, you will be required to get CECs.

Starting in year two (2) of your certification, you must receive 2.0 CECs towards your NFPT-CPT credential to recertify.

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Continuing Education Credits are based on participation hours, awarded by 1 hour = 0.2 Credits. Continuing Education Credits (CECs) may be obtained by one or more of the following methods:

- NFPT self-tests (.2 CECs per): Available each June and December, based on continuing education articles published via NFPT's continuing education section of the NFPT Blog.
- NFPT CE Activity/Events: NFPT offers continuing education activities that reinforce your knowledge and that place emphasis on proper training technique and form.
- NFPT Specialty or CEC program offering: NFPT's continuing education course catalog provides specialty credentials and continuing education programs that meet qualifications for CEC maintenance.

- NFPT CEC Approved Provider program course: Specialty credentials and continuing education programs available through qualifying organizations/instructors that have met NFPT CEC qualifications for approval.
- Special Events/Educational Sessions: One-time sessions or special events that have been pre-qualified and approved for NFPT credit award.
- CPR verification: Certificant may submit current CPR certificate/verification for this award.
- First Aid/Emergency Response Certificant: may submit current First Aid Training/AED certificate/verification for this award.
- Other/Non-Approved Activities: Activities that have not been pre-approved will be considered for NFPT credit award. This may also include contributions to the NFPT blog and/or other trainer support resources and contributions

NFPT certificants are encouraged to get credits from multiple sources and through a variety of learning activities. **No rollover credit or advance credit will be awarded.**

NFPT Certification will consider all forms of continuing education activity in the field of health, fitness or business and communications for a credit award. Submission of your documentation for credit awards will be done through your online account or may be done in hardcopy submission as well ([see Appendix \[B\]](#)).

All submissions for credit award approval will be based on the three (3) Continuing Education approval qualifications, as follows:

Continuing Education Approval Qualifications

All continuing education credits are required to have relevant subject matter, be presented by a qualified instructor or developer, and require an acceptable amount of participation and/or completion time. These qualifications are reviewed by NFPT Certification staff upon submission of your learning activity documentation.

1- Subject Matter: must be specific and relevant to fitness related concepts in the fitness industry or business of personal training. Course provider's name, title, and brief description of the learning activity will be requested when submitting non pre-approved coursework.

Course content/objectives must speak to personal trainer development in one of the following disciplines:

Anatomy and/or Physiology

Kinesiology/Biomechanics Aquatics

Client Screening/Consultation

Special Population Training

Dance/Gymnastic Instruction

Sports Conditioning

Endurance Training

Sports Rehabilitation

Fitness Business Training

Stress Management

Flexibility Training

Functional Training

Weight Management

Group Fitness

Weight/Resistance Training

Injury Treatment/Prevention

Wellness
Yoga
Martial Arts
Youth Training

Mind and Body Training
Interpersonal Communications
Nutrition Concepts
Wellness

2- Instructor/Developer: Must be qualified to teach the topic and possess sufficient knowledge of the content area. The instructor/developer must have an accredited or industry recognized/accepted certification or a related degree and three (3) or more years of experience in the field of study; OR, the course developer must be a reputable industry organization known for education delivery and support, as determined by NFPT Certification.

- Submit Continuing Education company's name and event/course title with brief description. See [Appendix B: Recertification Submission Form](#)

3- Prep/Completion Time: Course completion time may refer to both the preparation time as well as the assessment time that it took to complete the activity. NFPT defines this as "Participation Time." The CEC Award to Participation Time ratio is as follows: 1 hour = 0.2 CECs.

CEC Award	Participation Time
0.2	1 hour
0.4	2 hours
0.6	3 hours
0.8	4 hours
1.0	5 hours
1.2	6 hours
1.4	7 hours
1.6	8 hours
1.8	9 hours
2.0	10 hours

There are many options for getting credits. Whether using the free NFPT options or other methods for CECs, your learning activity will be reviewed and awarded credit per the qualifications described above. For this and

more information regarding the submission process and approved forms of credit, see <https://nfpt.com/recertifications/>.

Continuing Education Categories and Caps

(This section reflects requirements for renewals processed before January 1, 2027. See the Important Recertification Policy Updates notice at the beginning of this packet for requirements beginning that date.)

The NFPT categorizes all Continuing Education (CE) activities to streamline reporting, compliance, and management. Each defined learning category is subject to a maximum cap of 2.0 Continuing Education Credits (CECs) per recertification cycle.

Candidates may fulfill their entire 2.0 CEC requirement within a single category. For example, completing 10 or more contact hours of approved health and fitness workshops within one certification year satisfies the total requirement for that cycle.

Duplicate Submissions and CPR/AED Policies

- Duplicate Submissions: NFPT strictly prohibits double-crediting. Credit will not be awarded for duplicate submissions of the same activity within the same or consecutive cycles.
- CPR/AED Submissions: Candidates must not submit the same CPR/AED certification card more than once. A renewed CPR certificate may be submitted for credit only after a formal renewal occurs and a new card is issued.
- Advanced Emergency Training: Candidates will receive additional credit for advanced Emergency Response courses that extend beyond initial CPR training. However, the foundational CPR course is eligible for credit only once per original issuance.

Credit Calculation and Hours Matrix

- Participation Hours: CEC values are directly proportional to documented contact or participation hours.
- Initial vs. Renewal CPR Valuations: Initial CPR certification credits are calculated based on the comprehensive hours required for first-time certification. Because CPR renewals typically require fewer participation hours, renewal submissions are valued at a lower CEC amount than the initial certification.

Category	CEC Max Value (per annual cert cycle)
Emergency Response	2.00
Self-Test	2.00

Seminar/Event	2.00
NFPT CE Activity/Course	2.00
NFPT Approved Course	2.00
Other	2.00

Steps for Recertification

(This section reflects requirements for renewals processed before January 1, 2027. See the Important Recertification Policy Updates notice at the beginning of this packet for requirements beginning that date.)

NFPT wants to make your recertification process as convenient and affordable as possible. We work to streamline submissions and provide you with options that work best for you. Options for submitting CECs include both online and hardcopy. There are two (2) steps for recertification, you may complete these online, by mail or phone (or a combination thereof):

- Submit your documentation/supporting evidence of CE learning activity.
- Pay your annual renewal fee

STEP 1. Submit your documentation

By Mail: See [Appendix B](#): “Recertification Submission Form,” provided at the end of this packet. Fill out this form and submit it to the contact information provided along with your documentation which supports your attendance and/or participation in the learning activity. Supporting documentation which demonstrates your participation in a relevant learning activity may include (but is not limited to):

- Certificate of Completion
- Participation Letter or Class Transcript
- Credential, Degree or License

Payment Mailing address:

Summit Professional Education
ATTN: NFPT Recertification
P.O. Box 931509
Atlanta, GA 31193-1509

Online: go to <https://account.nfpt.com> and sign in with your personal log in information. From the “Continuing Education” drop down, click “Submit Credit.”

Note: You do NOT need to submit documentation for NFPT branded CE activities or courses, those will be automatically credited to your account. Here is a screenshot of what you will see to illustrate how you will submit credits via your NFPT online account:

ACCOUNT

CPT EXAM RESOURCES

CONTINUING EDUCATION

Submit CE Activity

This form is used to submit a **SINGLE** health/fitness related course or activity where you were assessed and given a certificate or transcript; CPR/AED/First Aid courses are included in this.
Each activity must be submitted separately. CECs will first be applied to the oldest certification period that still requires CECs. If your current (and all previous) certification period CECs are full, submissions will be credited to the NEXT certification period.

Course/Activity Name:

Course/Activity Provider:

Course/Activity Description:

Describe the learning activity.

Course/Activity Type:

Course/Activity Duration:

Completion Date:

CEC SUGGESTIONS

CE COURSES

FREE CECs

SUBMIT CREDIT

13 | Page

Submit CE Activity

This form is used to submit a **SINGLE** health/fitness related course or activity where you were assessed and given a certificate or transcript; CPR/AED/First Aid courses are included in this.

Each activity **must be submitted separately**. CECs will first be applied to the oldest certification period that still requires CECs. If your current (and all previous) certification period CECs are full, submissions will be credited to the NEXT certification period.

Course/Activity Name:

Course/Activity Provider:

Course/Activity Description:

Describe the learning activity.

Course/Activity Type:

Course/Activity Duration:

Completion Date:

Documentation: (pdf, jpg, png, gif)

No file chosen

Additional Documentation: (pdf, jpg, png, gif)

No file chosen

After you have submitted your documentation for credit awards, you will receive an email from NFPT within 48 business hours of submission. This email includes confirmation of NFPT's receipt of your CE submission, any request for additional information (if needed), and/or confirmation of the award amount that has been credited toward your certification (based on the CE documentation submitted). Your full CEC report is available in your NFPT online account. You become eligible for recertification once you have successfully recorded the required 2.0 CECs within the corresponding certification period.

CEC Report

CECs needed to renew:

Need some [Suggestions](#) on how to earn CECs?

No Period CEC Report

Category	My Credit	Credit Max
Emergency Response	0.00	2.00
Free CECs	0.00	2.00
Seminar	0.00	2.00
Insurance	0.00	2.00
NFPT Courses	0.00	2.00
Other	0.00	2.00
Total	0.00	2.00

No *No Period* details available.

[Submit CECs](#)

***Note:** Any additional/overage of submitted CECs will not be credited toward the next renewal cycle, no advance credit is provided.

STEP 2. Pay your annual renewal fee

Upon completing the required 2.0 CECs of approved learning activities, candidates may submit their membership renewal fee to initiate the recertification process for the subsequent year. Once payment is submitted, the NFPT Certification Staff will review the account to verify that:

- The required 2.0 CECs have been fully met and documented.
- There are no unresolved Code of Conduct violations or disciplinary history.

Following successful verification, the new official certificate will be available to download from your NFPT portal.

You may remit your renewal payment using one of three approved methods:

By Phone: call 800-729-6378 to use a credit card by phone

By Mail: use the payment form in this packet to submit by mail

Online: go to <https://nfpt.com/shop/>

Continuing Competence Compliance Audits

To preserve the integrity of the credential, protect the public, and satisfy national accreditation standards, NFPT conducts random compliance audits on a mandatory 10% of all recertification applications submitted during each cycle.

Selection and Notification

Candidates are selected at random. If selected for an audit, the certificant will receive an official Notice of Recertification Audit via email. The certificant's credential will be placed on a temporary administrative hold pending the outcome of the review.

Certificant Documentation Requirements

Audited individuals must submit primary source documentation verifying the completion of the Continuing Education Units (CEUs) claimed on their application. This documentation must be uploaded to the candidate portal within 30 calendar days of the notification date.

Acceptable documentation includes:

- Official certificates of completion displaying the course title, date, provider name, and approved CEU value.
- Official academic transcripts from accredited institutions.
- Formal attendance verification letters signed by the sponsoring education provider.

Note: All submitted CEU activities must directly align with the core domains as outlined above. General or unrelated topics will not be accepted.

Audit Outcomes and Non-Compliance Penalties

- **Passed Audit:** If the documentation is verified as complete and accurate, the administrative hold is lifted, and the certification is successfully renewed for the certificant's applicable cycle length (12 months for renewals processed before January 1, 2027; 24 months for renewals processed on or after that date).
- **Failed Audit / Non-Compliance:** If a certificant fails to submit documentation within 30 days or submits non-compliant materials that do not meet CEU standards, their credential will be immediately suspended. The individual will have an additional 30 days to remedy the deficiency. Failure to comply by the end of the suspension window will result in the formal revocation of the certification.

RECERTIFICATION SUBMISSION INFORMATION

Steps for Recertification Submission

- **Submit your CE documentation:** fill out the following form or go to your NFPT Portal (<https://account.nfpt.com/>) to submit your information and receive credit.
- **Pay your annual renewal fee:** fill out the payment form here and submit by mail, call NFPT to make a credit card payment, or go to <https://nfpt.com/shop/> to make your renewal payment online.

NFPT Contact and Payment Address Information:

Summit Professional Education

ATTN: NFPT Recertification

P.O. Box 931509

Atlanta, GA 31193

800-729-6378

info@nfpt.com

(This section reflects requirements for renewals processed before January 1, 2027. See the Important Recertification Policy Updates notice at the beginning of this packet for requirements beginning that date.)

Continuing Education Credits (CECs) are awarded by activity category. Candidates are not required to earn credits from every category. All CE categories are optional, offering hundreds of elective learning opportunities to choose from. Candidates have the flexibility to mix and match activities from any category in any combination, provided they accumulate the total 2.0 CECs required for recertification. The online CEC report in your NFPT Portal serves as the official tracking mechanism.

This portal dynamically displays:

- The specific number of CECs earned within each individual category.
- The exact number of remaining CECs required to successfully fulfill the current recertification cycle.

Category	CEC Max Value (per annual cert cycle)
Emergency Response	2.00
Self-Test	2.00
Seminar/Event	2.00
NFPT CE Activity/Course	2.00
NFPT Approved Course	2.00
Other	2.00

RECERTIFICATION SUBMISSION FORM

NFPT ID#: _____ **NAME (First, Last):** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP/POSTAL:** _____

COUNTRY (if outside the U.S.): _____

EMAIL: _____

PRIMARY PHONE: _____

By my signature below, I attest that I understand and agree to the following conditions required to maintain my NFPT Certified Personal Trainer (NFPT-CPT) status:

☐ Compliance and Conduct: I agree to strictly adhere to the NFPT Codes of Conduct detailed in the NFPT Candidate Handbook. I understand that a physical copy of these codes is available upon request.

☐ Continuing Education: I acknowledge that maintaining my certification is contingent upon fulfilling the mandatory Continuing Education Credit (CEC) requirements.

☐ Voluntary Recertification: I understand that recertification is a voluntary process. To successfully recertify, I must remain in full compliance with both the NFPT Codes of Conduct and all established CEC criteria.

SIGNATURE: _____ **DATE:** _____

CEC submission is organized by category. Please fill out the table(s) below and submit with your supporting documentation (i.e. cert of completion, CPR card, etc). You are NOT required to submit supporting documents for the CE Categories "Self-Test" and "NFPT CE Activity/Course" (NFPT has internal records of all NFPT branded CE activity that you have completed).

CE CATEGORY (check one):

- ☐ Emergency Response
- ☐ Seminar/Event
- ☐ NFPT Approved Course
- ☐ Other

COURSE PROVIDER	TITLE OF COURSE	COURSE VENUE (Online, Hands-on or Both)	START & END DATE OF COURSE	TOTAL # OF PARTICIPATION HOURS

CE CATEGORY (check one):

- ☐ Emergency Response
- ☐ Seminar/Event
- ☐ NFPT Approved Course
- ☐ Other

COURSE PROVIDER	TITLE OF COURSE	COURSE VENUE (Online, Hands-on or Both)	START & END DATE OF COURSE	TOTAL # OF PARTICIPATION HOURS

CE CATEGORY (check one):

- ☐ Emergency Response
- ☐ Seminar/Event
- ☐ NFPT Approved Course
- ☐ Other

COURSE PROVIDER	TITLE OF COURSE	COURSE VENUE (Online, Hands-on or Both)	START & END DATE OF COURSE	TOTAL # OF PARTICIPATION HOURS

For each of the Course Titles that you have listed in the table(s), provide a brief explanation (i.e. a short paragraph, 3-4 sentences) describing what you learned from this activity (attach additional pages if needed).

Payment Information

Method of Payment (check one):

☐ Personal Check
(enclosed)

☐ Visa
☐ Discover

☐ MasterCard
☐ Amex

Credit Card Information

Payment Amount: _____

Payment Date: _____

Name on Card: _____ Cardholder Signature: _____

Card Number: _____ Exp. Date: _____ CC Security Code: _____

SEND TO:

Summit Professional Education – ATTN: NFPT Recertification – P.O. Box 931509 – Atlanta – GA – 31193-1509
QUESTIONS? 800-729-6378 or info@nfpt.com

Certification Mark Use Policy

The NFPT Certification Program owns and regulates specific trademarks, service marks, designations, and certification marks-including "NFPT-CPT" and "NFPT Certified Personal Trainer" (collectively referred to as the "Marks"). The Certification Council enforces strict policies governing the authorized use and systematic protection of these Marks to ensure public safety, prevent consumer confusion, and maintain the integrity of the credential.

Scope of Authorized Use

The right to display and utilize the Marks is a limited, non-transferable, revocable license granted exclusively to individuals who maintain active certification status.

- **Mandatory Representation:** Certificants must accurately identify their credential by placing the organizational acronym directly in front of the industry title (e.g., "NFPT-CPT" or "NFPT Certified Personal Trainer") to clearly distinguish their accredited achievement from non-accredited or alternative market offerings.
- **Co-Existence with Job Titles:** The Marks belong to the individual professional, not an employer. Certificants may use the NFPT-CPT designation to accompany a localized job title issued by an employer, provided the designation is used solely within the established professional scope of practice.
- **Branding Restrictions:** Active certificants may use official NFPT branding and logos on marketing literature, websites, and promotional materials. However, the Marks must never be associated with activities that are illegal, obscene, or that compromise the ethical standing of the profession.

Public Verification and Status Tracking

- **Find a Trainer Search:** The program maintains a secure, searchable public database that allows consumers, clients, and employers to search for certified trainers by zip code, returning a list of nearby trainers by distance. Individual trainer profiles display the trainer's name, city, and zip code.
- **Verify Your Trainer:** Consumers, clients, and employers may also look up a specific trainer by first and last name, returning the trainer's name, certification expiration date, and location (city and state).
- **Automatic Registry Updates:** Staff update both tools daily. Only individuals who meet all ongoing eligibility and recertification requirements appear as "Active" — lapsed, suspended, or revoked certificants are removed from display entirely rather than shown with a status label.

Mandate for Inactive, Suspended, or Revoked Status

The right to use the Marks terminates immediately upon any change in active status:

- **Lapsed or Inactive Status:** If a certification expires due to a failure to submit required Continuing Education Units (CEUs) or maintenance fees, the individual's profile is automatically removed from the public registry. The individual must immediately cease and refrain from using the titles "NFPT-CPT," "NFPT Certified Personal Trainer," or any derivative phrases in private or public communication.

- **Suspended or Revoked Status:** Individuals subject to adverse disciplinary actions by the Certification Council receive a formal notice. They are required to immediately purge all NFPT certification marks, logos, and acronyms from their online assets, social media profiles, physical marketing literature, and business documentation.

Enforcement and Disciplinary Action

While fitness certifications are market-regulated rather than state-licensed, the assessment process used to award the Marks is a legally defensible property asset.

- **Administrative Audits:** The Certification Coordinator routinely monitors digital spaces and industry marketing to detect the unauthorized or fraudulent use of the Marks.
- **Formal Recourse:** Any unauthorized use of the Marks by uncertified, lapsed, suspended, or revoked individuals constitutes trademark infringement and a violation of the NFPT Codes of Conduct. The Certification Council will aggressively pursue violations through formal disciplinary proceedings—including permanent credential bars—and reserves the right to escalate persistent infractions to corporate legal counsel for cease-and-desist enforcement.