

NFPT WORKSHOP PARTICIPANT INSTRUCTIONS

This information instructs you for how to prepare, what to expect on workshop days and NFPT policy as it relates to workshops.

WHAT TO READ

**these resources are available in your online account upon enrollment*

- ✓ NFPT Personal Trainer Manual
- ✓ Workshop Study Guide
- ✓ Workshop PowerPoint Handouts

WHAT TO BRING

- ✓ PowerPoint Handouts for note taking
- ✓ NFPT Personal Trainer Manual
- ✓ Pen and Notebook
- ✓ Professional Reference Kit: tape measure, skin-fold caliper, and organizational folder
- ✓ Water, Snacks, Lunch (there will be a 45 minute break for lunch)

GOOD TO KNOW

- Arrive at least 15 minutes early on the first day to allow for check-in
- Wear workout attire and appropriate shoes
- Workshop is divided into 6 PARTS:
 - PART 1**: knowledge assessment review
 - PART 2**: nutrition
 - PART 3**: The skeletal muscle cell
 - PART 4**: Cardiac, respiratory & vascular systems
 - PART 5**: Energy production
 - PART 6**: recapping the fundamentals

Be prepared to **Perform** and **Participate** in the following:

- Blood pressure testing
- Sit and reach test
- Body composition assessment (Bio-Impedance/Caliper)
- Interpret and prescribe cardiovascular prescriptions based on Karvonen Formula
- Performance of 3-minute step test with result interpretation
- Perform strength test based on percentage with a 10 rep max
 - 10 rep sub-maximal Chest Press
 - 10 rep sub-maximal Leg Press
 - 10 rep sub-maximal Pull Down
- Perform muscle endurance assessments with result interpretation
 - One minute sit-up test
 - Pull-ups (men) or modified pull-ups (women)
 - Push-ups (men) or modified push-ups (women)
- Active demonstrations of the NFPT recommended base exercises with proper spotting techniques
- Active demonstrations of the NFPT recommended base stretches

NFPT Workshop Policy

MINIMUM WORKSHOP PARTICIPATION REQUIRED

A minimum number of workshop participants will be required for each event to be conducted in a live setting. This minimum number for an event is 6 registered students by close of business day 3 days before the scheduled event. If minimum is not met, participant will be notified at least three days (3 calendar days) prior to the event and will have the following options:

- Participate, within one year, in a future workshop of choice
- Participate in a live on-line NFPT workshop event/webinar (instructional DVD provided) and also participate in any on site workshops during the following 12 month period.

REFUNDS AND CANCELLATIONS

Because a final attendance count is necessary for the workshop event to take place, all workshop enrollments are final. No refund will be provided unless extenuating circumstances have occurred (decided on a case by case basis). NFPT Workshops are valued at \$259. A refund for the Certification Exam portion of your enrollment may be requested and refunded, minus a \$50 administrative processing fee, only if the request is submitted in writing within 14 calendar days of purchase. Submit to info@nfpt.com.

Participant may transfer event registration to an alternative venue, date and/or live on-line workshop event. A \$75 rescheduling fee will apply. Must submit rescheduling request at least 3 days prior to the event in writing to info@nfpt.com.

If NFPT Workshops cancels the event, for any reason, with no alternative location or live on-line workshop that will be available within 4 weeks of original workshop date, a full refund is provided (refund = \$259)

RESCHEDULING

A participant who is registered for an NFPT workshop and needs to reschedule to a later date or a different location must contact NFPT's Workshop office at 800-729-6378 x 3176 to locate and confirm that a reschedule date and location is available. The participant will be subject to a \$75 rescheduling fee.

HOTELS AND ACCOMODATIONS

NFPT does not provide hotel recommendations or discounted travel and hotel fares for NFPT Workshop events. NFPT Workshops recommends using the internet as a search tool for area hotel and other travel accommodations.

INCLEMENT WEATHER

In the event of inclement weather, all workshops will be held as scheduled unless otherwise notified by NFPT 24 hours in advance by email and/or phone. Pre-registered participants who are unable to attend their scheduled workshop due to weather conditions may reschedule without incurring the \$75 rescheduling fee so long as the request has been received within 7 days following the originally scheduled date.

If NFPT decides to cancel the workshop, due to extreme weather conditions, all workshop participants will be notified by email. A make-up event will be scheduled to be held within the following 6 week period and all pre-registered attendees will receive notice no less than 2 weeks prior to the newly scheduled make-up event.

CERTIFICATION CODES OF CONDUCT and POLICIES

NFPT Certification has implemented standards for professional codes of conduct that all NFPT test candidates and certified trainers are required to follow in order to maintain NFPT certification status. Review the [NFPT Codes of Conduct](#) for details regarding professional standards. Review the [NFPT Certification Handbook](#) for certification policy and procedure information. These and other details can be found in your NFPT My Services account.