



# RECERTIFICATION

## Policies and Procedures

2009 – 2011 Reporting Period



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# RECERTIFICATION REQUIREMENTS

In order to remain certified, NSCA Certification 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 2009 – 2011 Reporting Period deadline is December 31, 2011.

There are two options for becoming recertified:

1. Retake and pass the certification exam **OR**
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, 2009, and December 31, 2011, are approved for CEUs. Activities completed before 2009 (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.

### **If certified before January 1, 2009:**

CEUs Required: 6.0

Recertification Fee: \$50

Must obtain CEUs from at least two categories

### **If certified between January 1, 2009, and December 31, 2009:**

CEUs Required: 4.0

Recertification Fee: \$40

Must obtain CEUs from at least two categories

### **If certified between January 1, 2010, and December 31, 2010:**

CEUs Required: 2.0

Recertification Fee: \$30

Must obtain CEUs from at least two categories

### **If certified between January 1, 2011, and June 30, 2011:**

CEUs Required: 1.0

Recertification Fee: \$20

May obtain CEUs from any of the four categories (A, B, C or D)

### **If certified between July 1, 2011, and December 31, 2011:**

CEUs Required: 0

Recertification Fee: \$0

Please refer to Pages 5 – 6 for category descriptions.

Please refer to the chart below for category maximums.

Please refer to Pages 3 – 4 for documentation needed (if audited).

## **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, 2011, and the maximum number of CEUs allowed in each category based upon the date certified.

Original Certification Date (Shown on Certificate)	CEUs Required	Fee for Each Credential Held	Category A Maximum	Category B Maximum	Category C Maximum	Category D Maximum
Before 2009*‡	6.0	\$50	5.5	4.0	5.5	3.5
During 2009*^	4.0	\$40	3.5	2.5	3.5	1.5
During 2010*^	2.0	\$30	1.5	1.0	1.5	1.0
January 1, 2011 to June 30, 2011^	1.0	\$20	1.0	1.0	1.0	1.0
July 1, 2011 to December 31, 2011	0	\$0	0	0	0	0

\* You must obtain CEUs from at least two categories.

‡ All CEUs must be earned after January 1, 2009, even if certification was earned before this date.

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

# CEU PORT (PREMIER ONLINE RECORD TRACKING)



## Track and report your CEUs online with the CEU PORT!

- Visit [www.nasca-cc.org/ceus/report.html](http://www.nasca-cc.org/ceus/report.html)
- 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 Web site

Certified individuals can access the CEU PORT 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 reach the CEU PORT, go to [www.nasca-cc.org](http://www.nasca-cc.org) and click on the “Continuing Education” button, then “Report Your CEUs.”

The CEU PORT 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 Online

Complete your recertification with the convenience of online reporting through the CEU PORT (Premier Online Record Tracking). Track and report your CEUs for the 2009 – 2011 reporting period and pay your recertification fee online.

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

### 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 the Resources Section at [www.nasca-cc.org](http://www.nasca-cc.org). 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, 2011**.

**SAMPLE ONLY**  
**2009-2011 CEU Reporting Summary**

Certification #: 987654  
 CEUs Required: 6.0  
 CEUs Earned: 6.0

Minimum number of CEUs needed for recertification: 6.0  
 Total number of CEUs awarded (cannot exceed category maximums): 6.0  
 Certification Date: 3/21/01  
 Reporting Period: 1/1/09 – 12/31/11  
 Recertification Status: **Incomplete**

Qualifying Categories	CEUs Recorded	CEUs Allowed	Category Maximum	Action
<b>Category A:</b> Attendance at Clinics, Conferences, Seminars, Workshops	2.0	2.0	5.5	<a href="#">Add/Review</a>
<b>Category B:</b> Presentations, Publications, Committee Work, NSCA CEU Quizzes, Exam/Symposium Host, ERP	1.0	1.0	4.0	<a href="#">Add/Review</a>
<b>Category C:</b> Post-Certification College Course Work, First Aid/AED/EMT	1.5	1.5	5.5	<a href="#">Add/Review</a>
<b>Category D:</b> Home Study, Personal Development, NSCA Companion Exam, CSCS/NSCA-CPT Practice Exams, Exercise Technique Checklist Manual	1.5	1.5	3.5	<a href="#">Add/Review</a>

Report Your CEUs and Pay Your Recertification Fee

**Incomplete = Recertification requirements have not been fulfilled**  
 NOTE: Recertification is “Incomplete” until CEUs have been reported and recertification fee has been paid.

**Complete = Recertification requirements have been fulfilled**  
 NOTE: If you have submitted or will be submitting a paper CEU Reporting Form via mail or fax, please check your “Recertification Status.” CEUs listed on paper CEU Reporting Forms will not appear in the online CEU Reporting Summaries, but your “Recertification Status” will be marked as “Complete” after your recertification materials are processed.

**CEUs added through the CEU PORT (Please note that CEUs submitted by mail/fax will not be entered unless the activity qualifies for Recertified with Distinction.)**

**Button appears once “CEUs Earned” is greater than or equal to “CEUs Required”**

## 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.**

Category	Sub-Category	Activity	Number of CEUs Awarded	Required Documentation*
<b>A</b>	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	*D Photocopy of attendance certificate or letter verifying participation and number of hours for non-NSCA events
		Serving as an NSCA committee member	1.0 CEU per year of committee involvement	*D Photocopy of name badge from NSCA and NSCA Certification events
	Exam Host	Hosting an Exam on Request	1.0 CEU per event hosted (hosting both exams on the same day is considered one event)	*D Letter of verification indicating proof of involvement
		Meeting the NSCA's Education Recognition Program (ERP) Guidelines	1.0 CEU awarded upon program approval (only 1.0 CEU will be awarded to an individual who is both program director and CSCS or NSCA-CPT Sponsor) NOTE: The recognition is good for three years; therefore, 1.0 CEU is allowed per recertification period.	*D Photocopy of CEU verification letter or certificate from the NSCA
<b>B</b>	NSCA CEU Quiz or NSCA Certification Online CEU Quiz	Passing CEU Quizzes from the <i>Strength and Conditioning Journal</i> or Online CEU Quizzes (available at <a href="http://www.nasca-cc.org">www.nasca-cc.org</a> )	0.5 CEU for each quiz that is submitted and passed	*D Verification e-mail from the NSCA or photocopy of postcard from the NSCA showing your <i>Strength and Conditioning Journal</i> quiz score
		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	*D Photocopy of brochure/flyer showing participation or letter of verification from event host
	Presentations	Authoring/coauthoring articles	1.5 CEUs for NSCA publications 1.0 CEU for refereed (peer-reviewed) journals 0.5 CEU for all others	*D Photocopy of periodical cover and first page of article
		Authoring/coauthoring abstracts	1.0 CEU per published abstract	*D Photocopy of periodical cover and abstract
		Authoring/coauthoring chapters in books	1.5 CEUs per published chapter	*D Photocopy of book cover and table of contents

	Authoring/coauthoring books	3.0 CEUs per published book	Photocopy of book cover and table of contents	
	Becoming certified or recertified in First Aid, AED or EMT	0.5 CEU awarded at time of certification/recertification for each	Photocopy of certification card(s)	
<b>C</b>	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	
	Passing CSCS and/or NSCA-CPT Online Proficiency Questions	0.3 CEU for each set of questions that is submitted and passed	Verification e-mail from the NSCA showing your score	
	Home Study	CEUs awarded for preapproved courses only; refer to course listings at <a href="http://www.nasca-cc.org">www.nasca-cc.org</a> for number of CEUs awarded	Photocopy of verification of course completion from preapproved provider	
	Personal Development	0.1 CEU per hour of activity A maximum of 0.5 CEU allowed per year	Statement of nature of activities completed	
<b>D</b>	CSCS or NSCA-CPT Practice Exams	1.0 CEU for the Answer Form 1.0 CEU for the CEU Request Form 0.5 CEU for the Comment Form	Verification e-mail or photocopy of postcard from the NSCA	
	Exercise Technique Manual CEU Comment Form	0.5 CEU	Verification e-mail or photocopy of postcard from the NSCA	
	Exam for NSCA Certification Not Currently Held	3.0 CEUs	Photocopy of score report	
	NCCA-accredited Fitness, Sport or Exercise Nutrition Certifications	2.0 CEUs	Photocopy of score report	
		Earning fitness, sport or exercise nutrition certifications from other NCCA-accredited organizations		

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

- if you are selected for the random audit, which will take place in February 2012
- if you are applying to become *Recertified with Distinction* via mail or fax
- if you are appealing the revocation of your certification

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

CEUs for this activity qualify for *Recertified with Distinction* and will be automatically recorded in the CEU PORT.

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

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

# 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 in the Recertification section of the Web site at [www.nasca-cc.org](http://www.nasca-cc.org).

**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

**NOTE:** Serving as a site host for both the CSCS and NSCA-CPT exams on the same day is considered one event.

### **> Meeting the NSCA's Education Recognition Program (ERP) Guidelines**

Serving as Program Director, CSCS Sponsor or NSCA-CPT Sponsor for a college/university that is recognized through the NSCA's ERP.

### **> NSCA CEU Quizzes**

Passing the quizzes from the Strength and Conditioning Journal or online in the Recertification Section of the Web site at [www.nasca-cc.org](http://www.nasca-cc.org).

### **> 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 do not qualify for CEUs.

### **> Publications**

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

## **Category C:**

### **> First Aid/AED/EMT Certification or Recertification**

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

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

### **> Online Proficiency Questions**

0.3 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:**

### **> 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 Web site at [www.nasca-cc.org](http://www.nasca-cc.org).

### **> 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 Web sites 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.

### **> Practice Exam Answer/CEU Request/Comment Forms and Exercise Technique Manual CEU Comment Form**

Completing a Practice Exam Form and/or the Exercise Technique Manual CEU Comment Form. Certified individuals must submit the forms that are found in the prep materials to the NSCA following the specific guidelines found in each booklet or online.

### **> 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 2.0 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.

# RECERTIFICATION POLICIES AND PROCEDURES

## Automatically Recorded CEUs

Another benefit of the CEU PORT is that the NSCA office will automatically record many of the CEUs that qualify toward the Recertified with Distinction requirements.

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, Practice Exams or OPQs
- 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 pages 3 – 4 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 2012. 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 Executive Council 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 will then have 90 days in which to prepare and postmark their appeal. A \$35 appeals fee will be assessed and those appealing must submit all supporting documentation.

Individuals who allow their certification to expire and do not appeal the certification revocation must retake and pass the certification exam if they wish to again be certified by the NSCA.

## 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 3 – 6 of this booklet.



## DOWNLOAD THE 2009 – 2011 RECERTIFICATION COUNTDOWN WIDGET

The countdown begins on January 1, 2009, for the 2009 – 2011 CEU Reporting Period. The Recertification Countdown Widget allows you to download and display the Reporting countdown on your computer's desktop. Visit the Recertification Section at [www.nasca-cc.org](http://www.nasca-cc.org) to download this cool gadget and keep track of the time left until the December 31, 2011, reporting deadline.

# 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 and NSCA Certification 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 2009. 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 e-mail.
- The NSCA will send a complimentary letter or e-mail 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 e-mail can be a great reminder to the management staff that you have maintained your certification.
- Visit the Recertification Section at [www.nasca-cc.org](http://www.nasca-cc.org) to submit your request to the NSCA.

