

Recertification/Renewal Application Packet

PTAG Personal Training professionals are required to keep their certification/certificate current by fulfilling at least 20 CEC's (approximately 20 hours of CB approved credit study) every two (2) years, as well as renewing their CPR/AED (live, hands-on training required) certification. This process is referred to as "recertification," or "renewal." The purpose of renewal is to assure that certified professionals holding PTAG credentials remain current with best practices and maintain competence in the personal trainer field.

Continued competence is defined as "demonstrating specified levels of knowledge, skills or ability not only at the time of initial certification, but throughout an individual's professional career." This ensures that the services provided by the certificant are always delivered at the highest quality and safest level. The certificant's clients have an expectation that their fitness professional is not only working within their designated scope of practice but using the best current practices within the fitness industry. Continued competence ensures this.

For further information regarding recertification/renewal, please read the section on Recertification in the [CPT Exam Candidate Handbook](#) or [Certificate Exam Candidate Handbook](#).

Every PTAG-CPT or PT is required to submit a renewal application and fee to PTA Global. The recertification/renewal fee is \$99. The **one-time (1x)** extension/restoration fees are: \$30 for applications received up to 90-days post-expiration and an additional \$50 for applications received after the grace period and before one year after credential expiration.

The Lifetime Renewal Program is a one-time fee of \$299. This will eliminate the \$99 payment every two years. Submission of CECs along with the completion of the renewal application every 2 years will still be required. **Late fees are applicable if application is submitted after credential expiration.**

CECs should be reported only in the 90 days leading up to the renewal deadline (2 years from the date of official PTAG-CPT or Certificate completion or renewal).

CECs will only be approved if the education content covered specifically improves knowledge or skills in any one or more of the PTAG primary content domains:

- Program Design
- Human Behavior
- Exercise Sciences
- Workplace Practices
- Nutrition
- Special Populations

Please reserve submitting this application until the period 90 days prior to your recertification deadline (90-day window). As an example, if certified as a personal trainer on 12/31/14, the certification expiration deadline for recertification and CEC reporting is 12/31/16. You should report your CEC/CEU credits for coursework completed between 12/31/14-12/31/16 between 10/1/16-12/31/16. In the event your coursework is not accepted for CEC credit the ninety (90) day window will allow sufficient time to take the other required coursework prior to your CPT certification expiration date.

Failure to report CEC coursework and complete the renewal documentation before certificate expiration will result in a loss of certification/certificate status, and the formerly credentialed personal trainer must take the NCCA exam or Certificate Course at full price (not retake price).

Applications can be submitted up to one year late if all continuing education courses have been completed before or within 90 days of the expiration date. Additional fees will apply.

If specific coursework taken is not pre-approved for CEC's by PTAG, you may need to complete and submit the [CEC Approval Request Form](#) and pay any associated fees prior to applying for renewal. The CB will determine, based on application(s) by those who offer CEC and/or CEU credits, how many credit hours the course/s will be worth. Many courses may be worth different CEC or CEU hours depending on the organization recognizing the course for credit.

Should continuing education submitted be denied for CEC approval, the coursework may be reviewed by appeal only. You must complete and submit the [PTAG Appeals Form](#). Please allow sufficient time to fulfill the thirty (30) day appeals process, as it is not the responsibility of the CB to respond in a manner that is conducive to a CPT's individual expiration date.

You will NOT receive CECs for obtaining a current CPR/AED certification because this is a requirement for the certification.

Recertification/Renewal Application

Please complete and submit this form **within the last 90 days** of your certification period, prior to the expiration of your PTAG-CPT or Certificate.

Check One: \$99 Recertification \$299 Lifetime member

Additional fees may apply if application is not in compliance at time of filing.

Copy of valid CPR/AED card which includes live, hands-on training, is required with this application

Contact Information:

Today's Date: _____

Date of Certification/Certificate or Renewal(2 years before expiration): _____

Name as it appears on Certificate: _____

Phone: _____ Email: _____

Course Title	Provider Name	Date of Completion	CEC's Awarded

****Enter All coursework CEC's into your PTAG CEC History by logging into your PTAG student profile page****

Please upload the following to complete your application:

- This completed Personal Trainer Recertification/Renewal Application
- **ALL** certificates of completion for **all** course work on this application (EVEN IF IT IS A PTAGLOBAL COURSE)
- Copy of your valid CPR/AED card (**Must have LIVE, HANDS-ON TRAINING**)