



Exam Candidate Handbook



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INFORMATION FOR NESTA PERSONAL FITNESS TRAINER CANDIDATES

I. Introduction

The Mission of NESTA's Personal Fitness Trainer (PFT) Program

The National Exercise & Sports Trainers Association (NESTA) provides fitness certifications and continuing education for personal trainers, athletic coaches, group exercise instructors, life coaches and many other fitness professionals. NESTA is based in Rancho Santa Margarita, CA and has been in operation since 1992 with over 40,000 worldwide members. NESTA educational programs offer innovative animations and modern presentation techniques to enhance learning of the exercise sciences for real world health, fitness and performance applications through effective individualized program design. NESTA prides itself on providing progressive learning that is easy to understand and able to be applied immediately to help professionals build successful and profitable programs in a safe and enjoyable manner.

The mission of NESTA's Certified Personal Fitness Trainer (PFT) Executive Certification Board (ECB) is to:

“Recognize individuals who are exceptionally qualified to provide individualized personal fitness training through safe, efficient and effective exercise programming for personal clientele and the public at large while striving to pave a new path of unparalleled professional excellence.”

In fulfillment of this mission the NESTA Executive Certification Board:

- Creates, develops and enforces performance standards for entry level competency of certified personal fitness trainers
- Identifies a code of ethics and scope of practice for certified personal fitness trainers
- Develops and administers examinations that assess the knowledge, skills and abilities consistent with professional data obtained from psychometrically validated survey information

NESTA's Certified Personal Fitness Trainer (PFT) Program, validates that the candidate has entry-level application skills, knowledge, and commitment vital to a successful fitness practice. The candidate may utilize multiple avenues for entry including: self-study, practical work experience including internships and apprenticeships, and two and four year collegiate-based fitness programs.

In addition to the initial PFT certification, NESTA provides a mechanism to:

“Recognize those individuals who continue to increase their professional qualifications through adherence to NESTA ECB continuing education standards, competence within

scope of practice, and ethical conduct and behavior in compliance with the continuing education requirements and code of ethics for NESTA's Certified Personal Fitness Trainer program."

NESTA awards the title "Certified Personal Fitness Trainer" to those individuals who meet the continuing education, ethical conduct, professional behavior, and examination requirements set forth by the PFT Certification Board.

About NESTA's Executive Certification Board (ECB)

The NESTA Executive Certification Board is the governing body of the NESTA Certified Personal Fitness Trainer Program, also known as the PFT. The Executive Certification Board is responsible for overseeing the development and implementation of the PFT exam, allocation of funds, policies and procedures, disciplinary action, selection of personnel and operational processes of the certification program. These processes shall be used to determine the necessary knowledge, skills and abilities necessary for beginning level competency in becoming a certified personal fitness trainer and continuing education requirements and standards for maintaining appropriate knowledge, skills and ability levels.

The NESTA Executive Certification Board (see Table 1A) is comprised of several committees, one of which is called the Job Task and Industry Analysis Committee. This group of individuals is responsible for the following:

- Determining what, when, and how job task and industry analyses should be conducted
- Developing a process for conducting a job task and industry analysis
- Working with NESTA staff and PFT Executive Certification Board vendors to develop a final report and distribute the results of job task and industry analysis

The NESTA Executive Certification Board's Job Task and Industry Analysis Committee, and subject matter experts gathered in 2011 to restructure the current Personal Fitness Trainer Examination, and produce a new exam which cover the specific areas of knowledge or skill that were deemed crucial for entry level competency for a professionally certified personal fitness trainer. These specific areas were then formed into a job task questionnaire which was posted on the NESTA website and submitted by email to NESTA members. Each area of knowledge or skill was rated by certified and/or degreed personal trainers according to frequency and importance in professional scope of practice and job relevancy. NESTA contracted with Consulting Measurement Group (CMG) to psychometrically validate and evaluate the job task questionnaire and perform the job task analysis of the completed surveys. Only complete survey responses were utilized as quantitative data for the job task analysis. Completed surveys were analyzed to determine the performance domains for the NESTA Personal Fitness Trainer exam. Further detailed information regarding the exam formation process can be found in the Policies and Procedures Manual available at <http://>

pft.nestacertified.com/nesta-personal-fitness-trainer-certification-forms/. The analyzed and psychometrically validated survey response data was brought to the NESTA ECB and board approval was obtained for the following effective exam content domains and weights for the PFT exam:

1) Exercise Application & Instruction	9.8%
2) Program Design	16.4%
3) Business Applications	19.7%
4) Assessments, Injury Prevention and Emergency Care	18.0%
5) Exercise Sciences	14.8%
6) Exercise Psychology	11.5%
7) Nutritional Science	9.8%

The NESTA Executive Certification Board further agreed upon a 125 question multiple-choice exam with 120 minutes allowed for completion to be a sufficient objective assessment tool in determining entry level competency. A multiple choice exam format was chosen due to the need for an objective testing format.

A minimum passing (cut) score of 69% was established for the PFT examination according to professional standards and legal guidelines. A comprehensive review of the PFT exam was performed by a panel of 12 personal fitness training professionals of a representative diversity of professional and demographic characteristics (e.g. age, gender, cultural and ethnic background, years of experience, specialty areas, job title, and place of business). As part of this review, the panel established a definition of minimum acceptable competence for those who are entering the job role and then estimated the percentage of minimally-competent candidates who would answer each question correctly. Following the completion of item rating assignment, ratings are aggregated and the mean rating for all items is used to determine the cut score.

NESTA Boards and Committees	
Founding Executive Certification Board Members	
Frank McDermott	
Jack Bauerle	Ryan Campbell
Mike Reimann	Scott Somers
Current Executive Certification Board Members	
Josh Bowen - Chair	
Jesse Harper	Scott Somers
Jack Bauerle	Scott Welle
Mark Barriere	William Thomas
Job Task and Industry Analysis Committee	
Jesse Harper - C	Scott Welle
Mark Barriere	William Thomas
Exam Development and Recertification Committee	
Jack Bauerle - C	William Thomas
Josh Bowen	Mark Barriere
Administrative Committee	
Josh Bowen - C	Jesse Harper
Scott Somers	
Policies & Procedures Committee	
Scott Somers - C	Jack Bauerle
Scott Welle	

Table 1A

The Purpose of this Handbook

The information in this candidate handbook will provide you with the tools and information you need to take the NESTA Certified Personal Fitness Trainer Exam. The following information outlines the exam registration process, candidate eligibility, exam content and preparation, and certification guidelines.

II. About the PFT Exam

Candidate Eligibility and Exam Process Overview

- Applicants must be at least 18 years of age with a high school diploma or equivalent prior to enrolling or applying to take the PFT exam.
- CPR certification is mandatory for all personal fitness trainers and is required by many places of employment, and is a prerequisite for achieving NESTA certification.
- There are no educational prerequisites or requirements for taking the exam (however, individuals who are new to the exercise sciences of kinesiology, anatomy, exercise physiology and biomechanics are strongly urged to utilize NESTA certification study materials or other suggested references found at www.pft.nestacertified.com and listed in Section III of this handbook). All age-eligible applicants with high school level or equivalent education are encouraged to register.
- Once registration has been submitted, age and education level eligibility is validated and payment is received, exam candidates will receive a confirmation notice and a candidate number by email and/or phone. This candidate number is required in order to make an appointment to take the exam at a PSI testing center location of candidate choice.
- PSI is our computer-based testing provider and has test facilities throughout Canada and all 50 states in the U.S. including, Washington DC, Guam, Virgin Islands and Puerto Rico. See <https://candidate.psiexams.com/catalog/displayagencylicenses.jsp?catalogID=334> for a complete list of Certified PFT test sites.
- Confirmation by email and/or phone will include a toll free number to call for exam registration dates and times in your area. Candidates should schedule exams two or more weeks prior to intended exam date to ensure exam date and time availability at the testing center location of choice.
- Exams must be taken within 90 days of purchase. Any exam not taken within 90 days from date of exam purchase will become null and void.

Registration

Registrations/orders must be received through one of the three following methods:

- Fill out and submit your registration online at www.pft.nestacertified.com
- Print and fax your completed registration and fee payment information to:
949-589-8216, c/o PFT Executive Certification Board, Exam Registration
- Print and mail completed application and include fee payment information to:
NESTA Executive Certification Board
31441 Santa Margarita Pkwy, A-365
Rancho Santa Margarita, CA 92688-2123 USA
- If you have questions and need to contact a NESTA representative you may do so by sending an email to: cs@NESTAcertified.com or by calling the NESTA offices at 1-877-348-6692.

Fee Payment Options

NESTA does not allow payment plans. Payments must be paid in full before receiving study materials and/or taking the exam.

NESTA allows for the following payment methods:

- Credit Card/Debit/Check Card
American Express
MasterCard
Visa
- Cashier's/Company Check
- Money Order

Return Policy

Online Programs Return Policy

Please review our refund policy carefully. The following programs, services, membership subscriptions and fees are all non-refundable. No trial periods, no refunds:

- * Online delivery, digital and downloadable programs are non-refundable
- * Monthly membership fees are non-refundable
- * Exam/retest fees are non-refundable
- * Shipping fees are non-refundable
- * Clothing is non-refundable
- * Polar Watches are non-refundable whether purchased separately or in a bundled program

Program Study Options

Potential NESTA students and exam candidates may choose from any one of the following options listed with descriptions below. Each option includes the NESTA PFT Exam, although individuals may also choose the Exam Only option. Exam candidate preparedness should be based upon individual comprehension and the ability to apply information within the exam content areas listed later in this handbook.

Study Options (described below)

Complete	\$477
Master	\$749
Exam Only	\$349

Complete - \$477

Personal Fitness Trainer Certification Exam with Downloadable Interactive Manual, Video Lectures and Audios.

Manual uses interactive animations to explain scientific concepts and their applications for the personal trainer. Each chapter contains study questions which will prepare students to pass their certification exam.

The following content areas are covered within the pdf manual:

- Chapter 1 - Introduction to Personal Training
- Chapter 2 - Exercise Physiology
- Chapter 3 - Kinesiology and Functional Anatomy
- Chapter 4 - Applied Biomechanics
- Chapter 5 - Flexibility
- Chapter 6 - Nutrition
- Chapter 7 - Special Populations
- Chapter 8 - Assessments
- Chapter 9 - Program Design
- Chapter 10 - Exercise Application
- Chapter 11 - Exercise Psychology
- Chapter 12 - Safety, Injury Prevention and Treatment
- Chapters 13-14 - Business Applications for the Personal Trainer

Video Lectures: 10 hours of presentations which coincide with chapter topics

Sample PFT Exam

- 125 question sample exam with questions formatted as they would be on the actual PFT exam
- Questions are presented by each subject domain (not scrambled as they are on the actual exam) with a score given for each domain. In this way the student knows areas of strength and weakness in order to best prepare for the actual exam.
- Unlike the actual exam, the student will be told which specific answers they missed

Master - \$749

Includes all Complete Items plus the following:

Biomechanics Specialist (BMS)

Functional Training Specialist (FTS)

Core Conditioning Specialist (CCS)

Speed, Agility, & Quickness Specialist (SAQ)

Master Personal Trainer Exam

Completion of a research paper which requires a program design of a complete macrocycle. Only NESTA Certified Personal Fitness Trainers (PFTs) who are also NESTA Speed, Agility and Quickness Specialists (SAQ) may qualify to complete the Master Trainer program.

Exam Only - \$349

125 question, 120 minute proctored multiple choice exam

No study materials are included with this option

Study materials are not required and not necessary to pass the NESTA PFT Exam provided exam candidates are competent and knowledgeable in the performance areas listed in Section III of this handbook. Additional reference and resource materials for study within these performance areas are listed at the end of Section III.

Exam Fees*

Registration Fee	\$349
Extension Fee	\$95
Rescheduling Fee (<48 hour notice)	\$95
Retake Fee	\$199

*Initial registration and payment of extension, rescheduling or retake fees grants the exam candidate an additional 90 days to take their exam. The sum total of exam extensions, reschedules and/or retakes will not be granted for greater than 12 months or one calendar year. After one year from initial registration exam candidates will be required to pay an additional registration fee to take the exam.

Scheduling

After registering for the PFT exam, exam candidates will receive an exam eligibility ID number by email. Exam candidates should then follow the process below to schedule their exam and are encouraged to make their appointment 15-30 business days or more in advance to guarantee their date, location and time of choice.

1. <https://candidate.psiexams.com/>
2. Click on “Create” and complete the account set-up form. If you already have an existing account, choose “Schedule an Examination” and login.
3. Click on “View all my activities”
4. If you do not see your PFT exam shown, click on “Find My Records”
5. Choose “Certification/Professional Associations”
6. Select “National Exercise and Sports Trainers Association”
7. Enter your NESTA_ID_Number or Eligibility Number
8. Choose the City or Zip Code where you’d like to test, choose the preferred location, and view available dates/times.
9. Once confirmed, you will receive an email confirming your date/time and location for testing.

To make an appointment by phone:

- Call PSI at 1-800-733-9267 (USA)
- Have your exam eligibility ID number available
- Confirm chosen date, time and location for your exam

Address Changes

- Address changes can be made by filling out the Address/Information Change Form available at <http://pft.nestacertified.com/nesta-personal-fitness-trainer-certification-forms/>

NESTA requires exam candidates to maintain current name, mailing address, phone number and email information.

Available Exam Locations

Exam candidates in the United States and Canada:

1. To view exam sites go to <https://candidate.psiexams.com/testdate/testdate.jsp>
2. Select “Certification/Professional Associations”
3. Select “National Exercise and Sports Trainers Association”
4. Enter the preferred zip code or city and choose the preferred location to check availability.

Alternative Testing Options for International Candidates, Workshop/Conference Participants and Scheduling Hardship

Pencil/paper exams are offered under approved special conditions. These conditions include cases whereby there are no reasonable access to a PSI testing center or as an option following industry workshops, conferences, etc. Pencil/paper exam date options will be available on the www.nestacertified.com site.

International exam candidates will need to fill out and submit a Petition Request Form for “Private Proctoring” which can be found at <http://pft.nestacertified.com/nesta-personal-fitness-trainer-certification-forms/>. Once the petition is accepted, the exam candidate must fill out and submit a Proctor Agreement Form for approval by the NESTA ECB for taking the exam. View the proctor agreement form at <http://pft.nestacertified.com/nesta-personal-fitness-trainer-certification-forms/>.

Only international exam candidates (outside the United States and Canada) or exam candidates within North America who can effectively show hardship in taking the NESTA PFT Exam at a PSI testing center within the required 90 day exam preparation period will be allowed the opportunity for a privately proctored exam. Exam candidates should view the Proctor Agreement form at <http://pft.nestacertified.com/nesta-personal-fitness-trainer-certification-forms/> for more information and guidelines about private proctoring of the NESTA PFT Exam.

Additional policy and procedural information regarding “Private Proctoring” of exams can be found in the Policies and Procedures Manual available at <http://pft.nestacertified.com/nesta-personal-fitness-trainer-certification-forms/>

In the event an exam candidate is unable to take their exam at a PSI testing center (within

the United States or Canada) due to travel distances greater than 2 ½ hours driving time or 100+ miles the candidate may apply to have their exam privately proctored by a NESTA approved proctor. Such proctors include teachers, professors, librarians, fitness managers or other acceptable professionals who have neither a business nor personal relationship with the exam candidate. It is the responsibility of the exam candidate to find a proctor that is acceptable to NESTA by filling out and submitting the Proctor Agreement Form at least 30 days prior to preferred exam date or exam deadline. Failure to submit a completed proctor agreement 30 days prior to exam schedule date or exam deadline may result in a loss of examination opportunity and forfeiture of exam fees. The Proctor Agreement Form is available at <http://pft.nestacertified.com/nesta-personal-fitness-trainer-certification-forms/>.

Individuals with Disabilities and Special Accommodation Needs

Individuals having a disability requiring special accommodations must fill out the “Request for Special Accommodations” form. Requests are decided upon an individual basis. Accommodations usually include an allowance for increased examination time. Accommodation requests will be acknowledged through email and/or phone notification within 7-10 business days of initial request.

For individuals who require a reader, separate accommodations or other requirements please state your needs and requirements in detail on the Request for Special Accommodations Form available at <http://pft.nestacertified.com/nesta-personal-fitness-trainer-certification-forms/>. Requests will be considered and a response will be delivered within 10 business days.

Additional policy and procedural information regarding individuals with disabilities or in need of special accommodations for exams can be found in the Policies and Procedures Manual available at <http://pft.nestacertified.com/nesta-personal-fitness-trainer-certification-forms/>.

Rescheduling and Cancellations

Exam candidates must cancel or reschedule their exam at least 48 hours prior to a scheduled exam. If cancellation is made in less than 48 hours from the scheduled exam the exam opportunity will be forfeited and retake/rescheduling fees will apply.

Call PSI at 1-800-733-9267 (USA) to cancel or reschedule exam.

Refunds and Transfers

Online education is non-refundable. Exam candidates who have either taken their exam, cancelled within 48 hours of exam appointment or who did not show up for their scheduled exam appointment will forfeit their exam fees and will not be eligible for a refund. Transfers of examination opportunities will not be allowed. Only the individual whose name is listed as the original exam candidate will be eligible to utilize the purchased exam opportunity.

Refund requests due to emergency situations or extenuating circumstances will require a petition to the NESTA ECB explaining the circumstances involved and their nature in keeping the exam candidate from making the scheduled appointment. The Petition Request Form can be found at <http://pft.nestacertified.com/nesta-personal-fitness-trainer-certification-forms/>. Petition requests will be considered by the NESTA ECB and a response will be delivered to the exam candidate within 10 business days.

PSI hours of phone service operation:

Monday - Friday: 7:30am-10:00pm (Eastern Standard Time)

Saturday: 9:00am-5:30pm (Eastern Standard Time)

Additional policy and procedural information regarding refunds and transfers can be found in the Policies and Procedures Manual available at <http://pft.nestacertified.com/nesta-personal-fitness-trainer-certification-forms/>

Extensions and Retakes

Exams must be completed within 90 days of exam purchase. Paid extensions, retakes or rescheduled exams allow for an additional period of 90 days. Credit card payments can be made by calling 1-877-348-6692. Extensions or retakes will not be permitted beyond 12 months from exam purchase date. After 12 months exam candidates will be required to repay initial registration costs in order to register for and take the exam.

Exam extension need due to emergency or extenuating situations is evaluated on an individual basis. Individuals requesting such extensions should fill out the petition form available at <http://pft.nestacertified.com/nesta-personal-fitness-trainer-certification-forms/>. Petitions for nonpaid extensions or retakes must be written and submitted using this form prior to receiving approval. When granted, petitions for extension are typically granted for 30 additional days without charge. All requests for nonpaid extensions or retakes due to extenuating circumstances require exam candidates to petition within 30 days following exam appointment or exam expiration date.

If a candidate does not pass the NESTA PFT exam, they must wait a minimum 30 days before the candidate is allowed to retake the exam. In order to preserve item security and motivate candidates to pass, a candidate will be allowed five consecutive attempts to pass the exam, after which they are permanently excluded from taking the exam again.

Confirmation and ID numbers

Exam confirmations with testing ID numbers will be submitted by email within 5-7 business days following exam registration or extensions. Once the exam has been scheduled, NESTA will have no other correspondence until the exam has been completed and scores have been received.

Exam Day

- 1) Plan on arriving at least 30 minutes prior to actual appointment time to allow for processing and entry into examination room.
- 2) Exam candidates must provide one valid government-issued ID bearing photo & signature. If the ID does not have either the photo or signature, a secondary ID must be presented.

Acceptable forms of photo identification include:

- Driver's license
- Passport
- Military identification
- Employee identification card

Acceptable forms of non-photo identification include a credit card or check card.

- 3) Must have current Emergency Cardiac Care (CPR) Certification. Photocopies of current and valid CPR cards are acceptable. Applicant can show EMT (Emergency Medical Technician) card in place of CPR card. Applicant can show BLS (Basic Life Support) card in place of CPR card. Cards MUST be signed by the Instructor and candidate. Electronic\ stamped signatures of instructors are allowed. A letter from an Agency stating that the applicant has passed their CPR or their BLS (Basic Life Support) course is allowed.

Note: American Red Cross now issues a CPR certificate that does NOT have a signature.

Note: CPR for the Professional Rescuer is an accepted CPR course.

4a) Computer-based testing (PSI):

- Personal items other than those provided by PSI will not be allowed into the computer based exam room
- Electronic equipment (cell phone, smart phone, laptop, table computer, etc.), portable listening or recording devices (MP3 player, iPod, etc.), cameras or other photographic equipment, devices that can access the internet or other electronic or communication devices. No watches that beep or have an alarm
- No food or drink is allowed into exam room.

4b) Pencil/Paper testing:

- Electronic equipment (cell phone, smart phone, laptop, table computer, etc.), portable listening or recording devices (MP3 player, iPod, etc.), cameras or other photographic equipment, devices that can access the internet or other electronic or communication devices.
- No watches that beep or have an alarm
- No food or drink
- Purses and backpacks to be placed at the back of the room

- 5) Exam candidates who miss their scheduled appointment will lose their exam opportunity and forfeit their examination fees. Exam candidates arriving late will not be admitted to take their exam and will forfeit their examination fees. At least 48 hour prior notice to PSI at 1-800-733-9267 is required for rescheduling or canceling an exam in order to avoid loss of examination fees and purchased exam opportunity. All rescheduled exams will be scheduled through PSI. Missed exams and retakes must be purchased through NESTA and an ID must be provided from NESTA prior to exam scheduling with PSI.
- 6) In the event of PSI site closure the day of the exam or weather emergency preventing an exam candidate from making their exam appointment, an extension opportunity will be provided by NESTA following the required filing of a request for an extension by the exam candidate. This request must be submitted and received by NESTA within 5 business days following scheduled exam appointment.
- 7) Should a student be caught cheating by a proctor, they forfeit their right to ever become certified by NESTA. Should they wish to appeal this decision, the student may follow the appeals procedures as described later in this handbook.

III. Exam Preparation

PFT exam students are allowed 90 days (the equivalency of one college level quarter of class study) to prepare for and take their exam following purchase/registration. A college course may require as much as five hours of class and an additional 5-10 hours per week of study. In this manner, exam candidates may require as much as 60-180 hours of study in preparation for the exam over a 90 day period (1-3 hours of study per day in a 5 day week). Study preparation time will vary depending upon individual comfort with exam content domains and performance areas and ability to apply current knowledge.

Within each chapter of the PFT manual the student will find “Exam Alerts” to identify potential exam questions. Sufficient ability to answer these questions will greatly enhance learning in preparation for the knowledge and skill level necessary to perform the duties and responsibilities of a professional personal fitness trainer.

Additional reference and resource materials are listed later in this section.

Sufficient knowledge and understanding of the content areas and detailed objectives listed below will greatly increase the likelihood of passing the NESTA PFT exam.

Exam Content Areas

The PFT exam is defined by seven content areas determined to be of primary importance based upon data gathered from an extensive job task questionnaire and analysis of currently certified personal trainers and fitness professionals in 2011. Each exam content area is broken down by number of exam questions and percentage of questions in the table below.

NESTA Personal Fitness Trainer Exam breakdown

Content Area	Questions	Percent
1) Exercise Application & Instruction	10	9.8%
2) Program Design	16	16.4%
3) Business Applications	20	19.7%
4) Assessments and Injury Prevention	18	18.0%
5) Exercise Sciences	15	14.8%
6) Exercise Psychology	11	11.5%
7) Nutritional Science	10	9.8%
Pilot Items	25	0%
Totals	125	100%

There are a total of 125 exam items on the NESTA PFT exam. The exam includes 100 items that are scored and used to determine whether a candidate passes or fails the PFT exam. In addition, the exam includes a total of 25 pilot test questions have been added to the NESTA certification exam to help ensure that the administration and scoring of the PFT exam is conducted in a fair and valid manner. The pilot test questions are not scored, have no impact on a candidate's outcome, and are used solely for research and development purposes.

The pilot test questions are primarily used to aid in the development of future exams. Specifically, pilot test questions provide an opportunity to determine the psychometric quality of the test questions before they are included on future exams. Pilot test questions can also help ensure that future exams are psychometrically equivalent to previous exams. Lastly, pilot questions can be used to identify group differences on the test items.

Exam candidate will be allowed 120 minutes to complete the 125 question multiple choice exam. A raw score of 69 is required for passing in order to achieve PFT certification.

Detailed objectives for exam content

Recognition and understanding of the following concepts and their application is indicative of basic level competency to provide safe, efficient and effective exercise programming for individualized personal fitness training.

1) Exercise Application & Instruction (9.8% of exam)

- Knowledge of Subjective and Objective Feedback
- Knowledge of Exercise Prescription
- Knowledge of Biomechanics of Application
- Knowledge of Exercise Progression
- Knowledge of Exercise Instruction
- Knowledge of Forms and Types of Resistance

2) Program Design (16.4% of exam)

- Knowledge of Components of Fitness
- Knowledge of Individualized Programming
- Knowledge of Periodization
- Knowledge of Adaptation and Response to Resistance Exercise
- Knowledge of Adaptation and Response to Cardiovascular Exercise
- Knowledge of Goal Specific Training
- Knowledge of Principles of Exercise Progression
- Knowledge of Exercise Parameters
- Knowledge of Function and Dysfunction
- Knowledge of Special Populations

3) Business Applications (19.7% of exam)

- Knowledge of Independent Contractor vs. Employee
- Knowledge of Target Marketing and Segmentation
- Knowledge of Networking
- Knowledge of Advertising and Promotion
- Knowledge of Professionalism
- Knowledge of Salesmanship
- Knowledge of Gaining New Clients
- Knowledge of Retaining Current Clients
- Knowledge of Communication
- Knowledge of Business Ethics
- Knowledge of Client-Trainer Guidelines and Expectations
- Knowledge of Goal Setting
- Knowledge of Motivation
- Knowledge of Creation and Implementation of a personal training business

4) Assessments and Injury Prevention (18.0% of exam)

- Knowledge of Assessment of Limitations and Abilities
- Knowledge of Reliability of Testing and Evaluation Methods
- Knowledge of Norm vs. Criterion Referencing
- Knowledge of Timing of Assessments
- Knowledge of Information Gathering and Client Research
- Knowledge of Coronary Artery Disease Risk
- Knowledge of Medical Consent
- Knowledge of Art of Asking Questions
- Knowledge of Effectiveness, Efficiency and Safety
- Knowledge of Injury Prevention
- Knowledge of Injury Treatment
- Knowledge of Client Goal Setting

5) Exercise Sciences (14.8% of exam)

- Knowledge of Nervous System Adaptation and Response
- Knowledge of Muscular System Adaptation and Response

Knowledge of Skeletal System Adaptation and Response
Knowledge of Energy Systems
Knowledge of Cardiovascular System Adaptation and Response
Knowledge of Biomechanics
Knowledge of Functional Anatomy
Knowledge of Exercise Physiology
Knowledge of Systems of the Body

6) Exercise Psychology (11.5% of exam)

Knowledge of Psychological Attributes and Issues Related to Exercise and Nutrition
Knowledge of Psychological Factors on Physical Performance
Knowledge of Modes of Instruction
Knowledge of Motivating the Client
Knowledge of Increasing Compliance
Knowledge of Behavior Modification Strategies
Knowledge of Cause and Effect of Psychology Related to Injuries, Illness, and Disease

7) Nutritional Science (9.8% of exam)

Knowledge of Macronutrients
Knowledge of Micronutrients
Knowledge of Caloric Intake
Knowledge of Supplementation
Knowledge of Professional Scope of Practice as it Relates to Nutrition
Knowledge of Chronic and Acute Effects of Nutrition
Knowledge of Anatomy and Physiology of Nutrition

Reference and Resource Materials for Exam Prep

Reference and resource materials are listed according to specific area of performance in preparation for the NESTA PFT Exam. No reference or study material coverage will guarantee passing of the PFT Exam. However, becoming familiar with these references and study materials and knowledgeable of their content will greatly enhance the knowledge and abilities of a professional Personal Fitness Trainer.

Exercise Sciences

(Exercise Physiology, Kinesiology, Anatomy, and Biomechanics)

- NESTA PFT Manual Chapters 1-4
- Kinesiology of the Musculoskeletal System, Neumann, D. 2002
- Diagnosing and Treatment of Movement Impairment Syndromes, Sahrmann, S. 2001

Assessments and Injury Prevention

- NESTA PFT Manual Chapters 7, 8 and 12
- American College of Sports Medicine's Guidelines for Exercise Testing and Prescription, American College of Sports Medicine. 2005
- NESTA Sports Injury Specialist Program

Business Applications

- NESTA PFT Manual Chapters 13-14
- NESTA Business Applications Audio mp3
- The Business of Fitness: Understanding the Financial Side of Owning a Fitness Business, Plummer, T. 2003
- The Psychology of Selling, Tracy, B. 2002

Program Design

- NESTA PFT Manual Chapter 9
- NESTA Program Design Audio mp3
- Periodization: Theory and Methodology of Training, Bompa, T. 1999

Exercise Application

- NESTA PFT Manual Chapter 10
- NESTA Warm-Ups and Stretching Video
- NESTA Exercise Application Video
- The Essentials of Resistance Training: The Basic Training Video Series, Purvis. T. 1999

Nutrition Sciences

- NESTA PFT Manual Chapter 6
- NESTA Video Lectures
- Nancy Clark Sports Nutrition Handbook

Exercise Psychology

- NESTA PFT Manual Chapter 11
- NESTA Video Lectures

IV. Exam Scoring and Certification

History of the Exam

Pass rates were calculated for all the exams administered in 2012. Of the 1184 candidates who took the exam in 2012, 71.7% (n = 849) passed and 28.3% (n = 335) failed.

Exam Scoring and Score Notification

Exam candidates will be notified of unofficial exam scores immediately following the computer-based exam. Candidates will receive a score report immediately following completion of their exam. This exam score report will include pass/fail report for each of the seven content areas covered in the exam. Score status is pass/fail only with exam candidates needing total scores of at least 69 questions correct to pass the exam. A sample score report is available online at <http://pft.nestacertified.com/nesta-personal-fitness-trainer-certification-forms/>. These scores are unofficial until verified. Official notification of pass or failure will be delivered by email from NESTA within four weeks or 20 business days from the date of actual exam. In the event email is not provided, accurate or available, official notification will be delivered by phone and/or mail within four weeks or 20 business days from the date of actual exam. A four week time frame is necessary to verify exam scores and validate candidate eligibility. Exam candidates must achieve a raw score of 69 or higher to achieve PFT certification.

Requests for correct and incorrect answers

In order to preserve the integrity and validity of the PFT exam, exam candidates will not be informed of questions answered correctly or incorrectly. Only overall scores will be made known. Exam candidates can request a hand-scored answer sheet for \$25 (specific exam questions and correct answers will not be given) to view correctness of exam scoring. Such requests can be made by filling out the Request for Hand Scoring Form available at <http://pft.nestacertified.com/nesta-personal-fitness-trainer-certification-forms/>

Cause for Disciplinary Action

Certification will be denied, suspended or revoked should any of the following situations occur:

- 1) Falsification of personal information or NESTA documentation
- 2) Assistance of another exam candidate during an exam
- 3) Duplication or unauthorized possession of exam questions or answers
- 4) Unauthorized usage of NESTA logos, trademarks, or certification titles
- 5) Inability to fulfill recertification requirements and apply for recertification within the required time frame (four years from certification date)

Exam score and disciplinary action appeals

All appeals or concerns regarding the accuracy or validity of specific exam questions or in response to disciplinary actions from the NESTA Executive Certification Board should be directed in writing to:

NESTA Executive Certification Board
31441 Santa Margarita Pkwy, A-365
Rancho Santa Margarita, CA 92688-2123 USA

Appeals will not be considered beyond 90 days from an Executive Board Decision to revoke or deny certification or beyond 90 days from exam date for exam score appeals.

NESTA will not discuss or respond to questions or concerns regarding the exam without written appeal. Appeals will not be considered for rescoring or for adjustments to completed exams. Appeals and concerns will be considered for future examination content only. For more information, please refer to the NESTA ECB Policies and Procedures Manual.

Appeals Policy

An individual who is found responsible through the disciplinary hearing process or who wishes to appeal a specific situation involving policy or procedure of the Executive Certification Board (ECB) may appeal the outcome of the hearing or situation. The appeal is not a rehearing of a case, and requires completion of the Appeals Form to the ECB specifically stating grounds for desired appeal and any supporting documentation or pertinent information.

The only situations in which appeal may be sought are as follows:

- Where new information has become available following the hearing or situational outcome that would likely change the decision for disciplinary sanction or action
- Where procedure errors within the hearing or certification process are alleged which substantially affect the fairness of the hearing or situational outcome
- Where the determination of responsibility is inconsistent with the weight of the information/evidence available
- Where individual believes there may have been an error or mistake in exam grading (hand scoring of an exam may be requested; however, payment of a separate hand scoring fee is required) Appeals will neither be heard on the basis of age eligibility (only applicants 18 years or older may sit for the PFT exam) nor in question involving specific examination questions for purposes of changing exam scores. Individuals less than 18 years of age may not sit for the PFT exam. Individuals found to have falsified documentation regarding their age will not be allowed to sit for future PFT exams for a period of 5 years. Determination by the ECB that age documentation has been falsified is not subject to appeal. As exams are offered continuously throughout the year, exam questions are reviewed at least annually by the ECB and are only subject to alteration or removal for future exams. The accuracy, validity, reliability or efficacy of exam questions is not reviewable as pertaining to past exams.

Appeals Process

The Policies and Procedures Committee (PPC) will review the appeal, hearing documentation, and any other information or evidence included in the hearing or specific situation. In cases of certification denial, suspension or revocation as a result of a disciplinary hearing, the accused individual(s) may make a written request by use of the Appeals Form to meet with the PPC in person or by means determined between the PPC chairperson and the accused (phone, internet email, or other reasonable means of communication). If granted, the accused individual(s) will meet privately (by predetermined communication format determined by the ECB and equitable to the individual) with the PPC or committee (of at least three people) designated by the ECB chairperson. This appeals committee may then consult with other ECB members or involved parties in order to substantiate appropriate grounds for the appeal and seek further information, evidence, or clarification. If the grounds for appeal are substantiated, the committee substantiating the appeal may determine a final resolution to the case or refer the case to the ECB chairperson for further review and/or scheduling of a new hearing. If the case is referred for a new hearing, the committee hearing and substantiating the appeal may recommend that alternative actions be considered, including, denial, suspension or revocation of certification. A written decision will be mailed (by either US Postal or electronic mail) to the student and ECB chairperson within 30 days or one calendar month from receipt of appeals form unless the individual submitting the appeal is otherwise notified by an ECB representative. Appeals will not be considered beyond appeals submission more than 90 days from an Executive Board Decision to revoke or deny certification or beyond 90 days from exam date for exam score appeals. NESTA will not discuss or respond to questions or concerns regarding the exam without written appeal.

Appeals will not be considered for rescoring of, or adjustments to administered exams. Appeals and concerns will be considered for future examination content at the sole discretion of the ECB. All appeals or concerns regarding the accuracy or validity of specific exam questions or in response to disciplinary actions from the NESTA Executive Certification Board should be directed in writing to:

NESTA Executive Certification Board
31441 Santa Margarita Pkwy, A-365
Rancho Santa Margarita, CA 92688

Reception of Certification

Certificates will be awarded to all exam candidates receiving a 69% or higher passing score on the PFT exam. Upon passing the NESTA Executive Certification Board (ECB) will authenticate scores and examinee eligibility. PFT Certificates can be expected within four weeks or 20 business days of passing the PFT examination.

Recertification and Continuing Education Requirements

NESTA PFT certified members will be required to complete 4.0 CEUs of continuing education over four years in order to maintain certification. A CEU is a Continuing Education Unit quantified in increments of 0.1 and is roughly equivalent to one hour of live workshop or distance learning study (programs will vary in CEU credit recognition). Updated information on acceptable coursework and live study for NESTA CEU recognition with CEU credit hours is available at <http://www.NESTApft.com/continuing-education-recertification.html>.

Additional policy and procedural information regarding appeals, disciplinary, certification and recertification policies can be found in the Policies and Procedures and Recertification Manuals available at <http://pft.nestacertified.com/nesta-personal-fitness-trainer-certification-forms/>.