

National Board of Fitness Examiners (NBFEE)  
Personal Fitness Trainer Examination



*Application for Certification Organization Affiliation  
(Provisional)*

**National Board of Fitness Examiners**  
*Affiliate Review Committee*  
1650 Margaret Street  
Suite 302-342  
Jacksonville, Florida 32204  
info@NBFEE.org

## **Introduction**

Provisional Affiliation is a temporary status that the NBFEE grants certification organizations so that their graduates may sit for the NBFEE Personal Fitness Training examination. To apply for Provisional Affiliation, complete the following form including the self-study section outlining the major content areas of the examination and the testing objectives. The NBFEE has worked extensively to complete an exhaustive analysis of the practice domain of personal fitness trainers. This “domain analysis” identified seven major testing areas and sixteen measurable test objectives for examination. The purpose of the curriculum review associated with the affiliation application process is to ensure that graduates of all NBFEE Certification Organization Affiliate Personal Trainer programs are prepared to take the examination in each of the testing areas and objectives.

## **Affiliate Application Process**

1. Download and complete the ENTIRE NBFEE Provisional Affiliate application for Certification Organizations from [nbfe.org](http://nbfe.org).
2. Return the completed application signed by the owner or a corporate officer with signature authority.
3. The NBFEE will review and return the application for Provisional Affiliation as either accepted or denied. The NBFEE may or may not comment on the application. This process normally takes 2 – 4 weeks.

Accepted applications will be awarded Provisional Affiliation.

The NBFEE will also provide the appropriate graphics and branding for use by the certification organization if they desire.

4. Once Provisional Affiliation has been awarded, certification organizations will receive a form and instructions to apply for Full Affiliation. Certification organizations will be instructed to submit these documents as well as their curriculum and related instructional materials. Certifying organizations are required to **submit the entire application package for Full Affiliation within 3 months** from the date the Provisional Affiliation is awarded. Organizations that do not submit the application package by the 3-month deadline will have their Provisional Affiliation revoked and students from their program will no longer be able to complete the NBFEE Personal Fitness Trainer Examination.

5. The NBFEE will review and return the application for Full Affiliation, Conditional Affiliation, or Denied. In many instances, the NBFEE will need to interact with the organization for clarification or additional information about the application. The NBFEE will always comment on applications that receive Conditional Affiliation or are Denied. This process may take up to 6 months. Certifying organizations will maintain their Provisional Affiliation while the NBFEE evaluates their application package.

6. The award of Full Affiliation is provided for a period of 5 years. Any substantive changes to the NBFE approved curriculum must be provided to the NBFE to maintain Full Affiliation during this period.

NOTE: All NBFE Certification Organization Affiliates are invited to participate on the NBFE Advisory Committee. Generally, the representatives from these organizations are the owners, presidents or similar executive administrators.

**Registrar Contact Information**

Organization Name:

Submission Date:

Name of Certification:

Web Address:

**Submitter**

Name:

Title:

Mailing Address:

Telephone Number:

Email Address:

**Contact Person**

Name:

Title:

Mailing Address:

Telephone Number:

Email Address:

**Registrar**

The National Board of Fitness Examiners requires that all exam candidates first pass a personal fitness training certification program from an NBFEE affiliate OR complete required coursework from an accredited institution of Higher Education. The NBFEE needs to have access to a registrar or individual with similar access to student records to confirm that exam candidates have successfully completed your program. Please list that information below.

Name:

Title:

Mailing Address:

Telephone Number:

Email Address:

## **Provisional Affiliate Evaluation Testing Sections and Objectives**

Listed below are the 7 major testing sections of the NBFEE Personal Fitness Trainer Examination and their associated objectives. While the evaluation to determine Full Affiliation requires the NBFEE to analyze your curriculum and instructional materials based on these objectives. Provisional Affiliation is granted based on your responses.

### **Section 1: Program Design**

Please describe how your personal training certification program supports each of the following testing sections and their objectives. Following each testing section, please respond with a narrative describing how your curriculum provides instruction for the testing objectives. This is intended to be only an overview of your program and not an exhaustive review. Please limit your response for each section to **500 words or less**.

#### **Program Design Testing Objective**

- Design and implement an exercise program for an individual's specific situations and goals (e.g., obesity, hypertension, muscle gain, sedentary, etc.), based on currently accepted protocols.

## **Section 2: Safety Issues**

Please describe how your personal training certification program supports each of the following testing sections and their objectives. Following each testing section, please respond with a narrative describing how your curriculum provides instruction for the testing objectives. This is intended to be only an overview of your program and not an exhaustive review. Please limit your response for each section to **500 words or less**.

### **Safety Issues Testing Objectives**

- Know the fundamentals of injury prevention.
- Determine the appropriate response to emergency situations.
- Demonstrate ability to address/manage pre-existing conditions.
- Apply currently accepted industry standards for exercise safety (e.g., ACSM guidelines, etc.).

### **Section 3: Exercise Science**

Please describe how your personal training certification program supports each of the following testing sections and their objectives. Following each testing section, please respond with a narrative describing how your curriculum provides instruction for the testing objectives. This is intended to be only an overview of your program and not an exhaustive review. Please limit your response for each section to **500 words or less**.

#### **Exercise Science Testing Objectives**

- Describe primary functions of muscles and joints during specific exercises.
- Describe primary concepts of human physiology at rest and during exercise (e.g., body systems, pathology, etc.).
- Describe basic principles of nutrition and how they relate to general health and exercise programs.

#### **Section 4: Initial and Ongoing Fitness Assessment**

Please describe how your personal training certification program supports each of the following testing sections and their objectives. Following each testing section, please respond with a narrative describing how your curriculum provides instruction for the testing objectives. This is intended to be only an overview of your program and not an exhaustive review. Please limit your response for each section to **500 words or less**.

##### **Initial and Ongoing Fitness Assessment Testing Objectives**

- Determine the appropriate test (test protocol), and interpret the results.
- Determine an individual's level of participation in an exercise program based on physician recommendation and/or the presence of risk factors (hypertension, high cholesterol, family history, etc.).
- Determine and establish appropriate health and fitness goals.

### **Section 5: Special Populations**

Please describe how your personal training certification program supports each of the following testing sections and their objectives. Following each testing section, please respond with a narrative describing how your curriculum provides instruction for the testing objectives. This is intended to be only an overview of your program and not an exhaustive review. Please limit your response for each section to **500 words or less**.

#### **Special Populations Testing Objective**

- Know program modifications for special populations (e.g., older adults, hypertension, diabetes, asthma, obesity, basic orthopedics, youth, and pregnancy, etc.).

## **Section 6: Communications Skills**

Please describe how your personal training certification program supports each of the following testing sections and their objectives. Following each testing section, please respond with a narrative describing how your curriculum provides instruction for the testing objectives. This is intended to be only an overview of your program and not an exhaustive review. Please limit your response for each section to **500 words or less**.

### **Communications Skills Testing Objective**

- Utilize appropriate communication skills to motivate and coach individuals in their exercise programs (verbal / non-verbal, open-ended vs. close-ended questioning, cueing, etc.).

## **Section 7: Professionalism**

Please describe how your personal training certification program supports each of the following testing sections and their objectives. Following each testing section, please respond with a narrative describing how your curriculum provides instruction for the testing objectives. This is intended to be only an overview of your program and not an exhaustive review. Please limit your response for each section to **500 words or less**.

### **Professionalism Testing Objectives**

- Differentiate actions within the Personal Fitness Trainer (PFT) scope of practice.
- Recognize legal issues and ramifications as they apply to the personal fitness training profession.