

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



*Application for Full Affiliation
Certification Organization*

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

Introduction

Full Affiliation is a status that the NBFEE grants certification organizations so that their graduates may sit for the NBFEE Personal Fitness Training examination. To apply for Full Affiliation, organizations must complete the following application package and enclose the required documentation and instructional materials supporting the major content areas of the examination and 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

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.

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

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 graduate records to confirm that exam candidates have successfully completed your program. Please list that information below.

Name:

Title:

Mailing Address:

Telephone Number:

Email Address:

Please return entire package to:

Attn: Affiliate Review Committee
National Board of Fitness Examiners
NBFEE Director of Information Services
c/o Dr. Dorette Nysewander
1650 Margaret St. Suite 302-342
Jacksonville, Florida 32204

Full Affiliate Evaluation Testing Sections and Objectives

Instructions

Listed below are the 15 testing objectives sections of the NBFEE Personal Fitness Trainer Examination. The evaluation to determine Full Affiliation includes an evaluation of the following curriculum elements to ensure that your program meets each objective in substance:

1. Instructional methods, strategies, and activities,
2. Time dedicated to instruction,
3. Instructional reference materials, AND
4. Assessment processes and instruments.

Your response to the questions for each objective should provide sufficient detail and evidence to demonstrate that the candidate training program addresses the objective in substance and therefore adequately prepares graduates for the NBFEE Personal Fitness Examination.

Hints

- ALWAYS answer using the questions and format provided. Those applications that do not respond to each individual objective with the 4 standard questions will be returned.
- The best responses will be cogent and free from elements that do not pertain to the objective at hand. Try to avoid verbosity and unnecessary or irrelevant details.
- When possible, reference the materials you included with your application. This will strengthen your responses considerably. References to materials not included will not be considered in the application.
- Reference and cite your material carefully. Improperly cited material will not be considered in the application.
- When possible, have several members of your organizations review and proof your application. It is likely that the strongest applications will be a product of several drafts.
- Be explicit and precise in your answers whenever possible. Don't assume that members of the review committee will make inferences or draw conclusions that are not clearly stated.

Section 1: Program Design

Section 1, Objective 1

- 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.
1. ***Describe the instructional methods, strategies, and activities that your personal training certification program uses to address this objective. Please include the item/document name and page number. Include only those items that you have listed on the manifest.***
 2. ***Describe the amount of time that your personal training certification program uses to address this objective and how that time is used in the instruction.***
 3. ***Describe and reference the materials your personal training certification program uses to address this objective. Please include the item/document name and page number. Include only those items that you have listed on the manifest.***
 4. ***Describe the processes and instruments used to assess the effectiveness of this instruction. Please include the item/document name and page number. Include only those items that you have listed on the manifest.***

Section 2: Safety Issues

Section 2: Safety Issues, Objective 1

- Define and describe the fundamentals of injury prevention.
1. ***Describe the instructional methods, strategies, and activities that your personal training certification program uses to address this objective.***
 2. ***Describe the amount of time that your personal training certification program uses to address this objective.***
 3. ***Describe and reference the materials your personal training certification program uses to address this objective. Please include the item/document name and page number. Include only those items that you have listed on the manifest.***
 4. ***Describe the processes and instruments used to assess the effectiveness of this instruction.***

Section 2: Safety Issues

Section 2: Safety Issues, Objective 2

- Determine the appropriate response to emergency situations.
- 1. Describe the instructional methods, strategies, and activities that your personal training certification program uses to address this objective.***
 - 2. Describe the amount of time that your personal training certification program uses to address this objective.***
 - 3. Describe and reference the materials your personal training certification program uses to address this objective. Please include the item/document name and page number. Include only those items that you have listed on the manifest.***
 - 4. Describe the processes and instruments used to assess the effectiveness of this instruction.***

Section 2: Safety Issues

Section 2: Safety Issues, Objective 3

- Demonstrate ability to address/manage pre-existing conditions.
1. ***Describe the instructional methods, strategies, and activities that your personal training certification program uses to addresses this objective.***
 2. ***Describe the amount of time that your personal training certification program uses to addresses this objective.***
 3. ***Describe and reference the materials your personal training certification program uses to addresses this objective. Please include the item/document name and page number. Include only those items that you have listed on the manifest.***
 4. ***Describe the processes and instruments used to assess the effectiveness of this instruction.***

Section 2: Safety Issues

Section 2: Safety Issues, Objective 4

- Apply currently accepted industry standards for exercise safety (e.g., ACSM guidelines, etc.).
1. ***Describe the instructional methods, strategies, and activities that your personal training certification program uses to address this objective.***
 2. ***Describe the amount of time that your personal training certification program uses to address this objective.***
 3. ***Describe and reference the materials your personal training certification program uses to address this objective. Please include the item/document name and page number. Include only those items that you have listed on the manifest.***
 4. ***Describe the processes and instruments used to assess the effectiveness of this instruction.***

Section 3: Exercise Science

Section 3: Exercise Science, Objective 1

- Describe primary functions of muscles and joints during specific exercises.
1. ***Describe the instructional methods, strategies, and activities that your personal training certification program uses to address this objective.***
 2. ***Describe the amount of time that your personal training certification program uses to address this objective.***
 3. ***Describe and reference the materials your personal training certification program uses to address this objective. Please include the item/document name and page number. Include only those items that you have listed on the manifest.***
 4. ***Describe the processes and instruments used to assess the effectiveness of this instruction.***

Section 3: Exercise Science

Section 3: Exercise Science, Objective 2

- Describe primary concepts of human physiology at rest and during exercise (e.g., body systems, pathology, etc.).
1. ***Describe the instructional methods, strategies, and activities that your personal training certification program uses to address this objective.***
 2. ***Describe the amount of time that your personal training certification program uses to address this objective.***
 3. ***Describe and reference the materials your personal training certification program uses to address this objective. Please include the item/document name and page number. Include only those items that you have listed on the manifest.***
 4. ***Describe the processes and instruments used to assess the effectiveness of this instruction.***

Section 3: Exercise Science

Section 3: Exercise Science, Objective 3

- Describe basic principles of nutrition and how they relate to general health and exercise programs.
- 1. Describe the instructional methods, strategies, and activities that your personal training certification program uses to address this objective.***

 - 2. Describe the amount of time that your personal training certification program uses to address this objective.***

 - 3. Describe and reference the materials your personal training certification program uses to address this objective. Please include the item/document name and page number. Include only those items that you have listed on the manifest.***

 - 4. Describe the processes and instruments used to assess the effectiveness of this instruction.***

Section 4: Initial and Ongoing Fitness Assessment

Section 4: Initial and Ongoing Fitness Assessment, Objective 1

- Determine the appropriate test (test protocol), and interpret the results.
1. ***Describe the instructional methods, strategies, and activities that your personal training certification program uses to address this objective.***
 2. ***Describe the amount of time that your personal training certification program uses to address this objective.***
 3. ***Describe and reference the materials your personal training certification program uses to address this objective. Please include the item/document name and page number. Include only those items that you have listed on the manifest.***
 4. ***Describe the processes and instruments used to assess the effectiveness of this instruction.***

Section 4: Initial and Ongoing Fitness Assessment

Section 4: Initial and Ongoing Fitness Assessment, Objective 2

- 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.).

- 1. Describe the instructional methods, strategies, and activities that your personal training certification program uses to address this objective.***
- 2. Describe the amount of time that your personal training certification program uses to address this objective.***
- 3. Describe and reference the materials your personal training certification program uses to address this objective. Please include the item/document name and page number. Include only those items that you have listed on the manifest.***
- 4. Describe the processes and instruments used to assess the effectiveness of this instruction.***

Section 4: Initial and Ongoing Fitness Assessment

Section 4: Initial and Ongoing Fitness Assessment, Objective 3

- Determine and establish appropriate health and fitness goals.
1. ***Describe the instructional methods, strategies, and activities that your personal training certification program uses to address this objective.***
 2. ***Describe the amount of time that your personal training certification program uses to address this objective.***
 3. ***Describe and reference the materials your personal training certification program uses to address this objective. Please include the item/document name and page number. Include only those items that you have listed on the manifest.***
 4. ***Describe the processes and instruments used to assess the effectiveness of this instruction.***

Section 5: Special Populations

Section 5: Special Populations, Objective 1

- Define and describe program modifications for special populations (e.g., older adults, hypertension, diabetes, asthma, obesity, basic orthopedics, youth, and pregnancy, etc.).
- 1. Describe the instructional methods, strategies, and activities that your personal training certification program uses to address this objective.***

 - 2. Describe the amount of time that your personal training certification program uses to address this objective.***

 - 3. Describe and reference the materials your personal training certification program uses to address this objective. Please include the item/document name and page number. Include only those items that you have listed on the manifest.***

 - 4. Describe the processes and instruments used to assess the effectiveness of this instruction.***

Section 6: Communications Skills

Section 6: Communications Skills, Objective 1

- Utilize appropriate communication skills to motivate and coach individuals in their exercise programs (verbal / non-verbal, open-ended vs. close-ended questioning, cueing, etc.).
- 1. Describe the instructional methods, strategies, and activities that your personal training certification program uses to address this objective.***

 - 2. Describe the amount of time that your personal training certification program uses to address this objective.***

 - 3. Describe and reference the materials your personal training certification program uses to address this objective. Please include the item/document name and page number. Include only those items that you have listed on the manifest.***

 - 4. Describe the processes and instruments used to assess the effectiveness of this instruction.***

Section 7: Professionalism

Section 7: Professionalism, Objective 1

- Differentiate actions within the Personal Fitness Trainer (PFT) scope of practice.
1. ***Describe the instructional methods, strategies, and activities that your personal training certification program uses to address this objective.***
 2. ***Describe the amount of time that your personal training certification program uses to address this objective.***
 3. ***Describe and reference the materials your personal training certification program uses to address this objective. Please include the item/document name and page number. Include only those items that you have listed on the manifest.***
 4. ***Describe the processes and instruments used to assess the effectiveness of this instruction.***

Section 7: Professionalism

Section 7: Professionalism, Objective 2

- Recognize legal issues and ramifications as they apply to the personal fitness training profession.
1. ***Describe the instructional methods, strategies, and activities that your personal training certification program uses to address this objective.***
 2. ***Describe the amount of time that your personal training certification program uses to address this objective.***
 3. ***Describe and reference the materials your personal training certification program uses to address this objective. Please include the item/document name and page number. Include only those items that you have listed on the manifest.***
 4. ***Describe the processes and instruments used to assess the effectiveness of this instruction.***

Certification Organization Manifest

Please complete the following table which acts as an inventory for **all of the material** you are including to support your application. This includes all curriculum documentation, books, presentation materials, notes and related resources.

Title	Brief Description
1.	
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