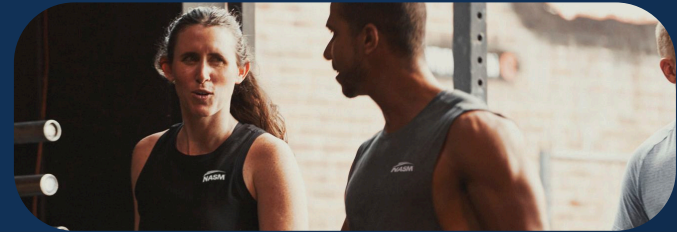




THE NASM



AFAA

RECERTIFICATION HANDBOOK



TABLE OF CONTENTS

INTRODUCTION	2
NASM CREDENTIALS	3
AFAA CREDENTIALS	3
CEU REQUIREMENTS	4-7
Category A	
Category B	
Category C	
Category D	
RECERTIFICATION FEE	8
GRACE PERIOD	8
RECERTIFICATION PORTAL ACCESS	8
HOW TO LIST AND REPORT CEUs	8
PETITION PROCESS	9
RANDOM AUDITS	9
APPEALS	9-10
CODE OF PROFESSIONAL CONDUCT	10

THE NASM-AFAA RECERTIFICATION HANDBOOK

Welcome to The NASM-AFAA Recertification Handbook.

We commend you for your dedication to improving the lives of those around you through fitness and wellness. Our joint brands are committed to preparing you for the industry and supporting your successful renewal. The more you learn, the more you are prepared to assist your clients in achieving their goals.

All NASM and AFAA affiliated credentials are now available in our online Recertification Portal. Each of these credentials is valid for a period of two years.

During those two years, trainers are to complete continuing education to stay current on industry knowledge and trends. The more informed our trainers are, the better they can protect and support their clients and communities.

If you hold multiple credentials across our brands, CEUs can be applied to all credentials for renewal if they are completed within the same credential windows.

The list of credentials is below:

COMPANY	CREDENTIAL
NASM	Certified Personal Trainer
NASM	International Certified Personal Trainer
NASM	Personal Trainer Certificate
NASM	Certified Nutrition Coach
NASM	Certified Wellness Coach
NASM	Certified Sports Nutrition Coach

COMPANY	CREDENTIAL
AFAA	Certified Group Fitness Instructor
AFAA	International Certified Group Fitness Instructor
AFAA	Group Fitness Instructor Certificate
AFAA	Certified Indoor Cycling Instructor
AFAA	Personal Fitness Trainer Certification
AFAA	Primary Group Exercise Certification

CREDENTIALS

NASM Credentials

Each NASM credential has different continuing education unit (CEU) amounts for renewal.

See the table beside this text for the individual credential CEU requirements.

COMPANY	CREDENTIAL	TOTAL CEUS REQUIRED	CPR REQUIRED (0.1 CEU)
NASM	Certified Personal Trainer	2.0	Yes
NASM	International Certified Personal Trainer	2.0	Yes
NASM	Personal Trainer Certificate	2.0	Yes
NASM	Certified Nutrition Coach	1.9	No
NASM	Certified Wellness Coach	1.9	No
NASM	Certified Sports Nutrition Coach	1.9	No

AFAA Credentials

AFAA has updated its CEU value breakdown. Previously, a course with 8 contact hours was worth 8.0 CEUs. Now, 8 contact hours will be worth 0.8 CEUs. This update aligns with NASM's standards and those of other industry leaders.

Please refer to the table on the right for the individual credential CEU requirements.

COMPANY	CREDENTIAL	TOTAL CEUS REQUIRED	CPR REQUIRED (0.1 CEU)
AFAA	Certified Group Fitness Instructor	1.5	Yes
AFAA	International Certified Group Fitness Instructor	1.5	Yes
AFAA	Group Fitness Instructor Certificate	1.5	Yes
AFAA	Certified Indoor Cycling Instructor	1.5	Yes
AFAA	Personal Fitness Trainer Certification	1.5	Yes
AFAA	Primary Group Exercise Certification	1.5	Yes

RECENT UPDATES

AFAA previously required credential holders to complete at least one AFAA or NASM course worth 2.0 CEUs (now recalculated as 0.2 CEUs) per renewal cycle. This is no longer mandatory. Any course approved through NASM's Provider Program or petition process is now eligible for renewal credit.

In the past, 2.0 CEUs (now 0.2 CEUs) were awarded for completing a CPR/AED course. Going forward, the CPR/AED requirement will be valued at 0.1 CEU. This value is fixed and cannot be increased through petitions or special requests.

CEU Requirements

Continuing education enables our credential holders to enhance their competency and refine their training skills. A specific number of CEUs is required for each credential. One contact hour equals 0.1 CEUs, so that a 10-hour workshop would equal 1.0 CEUs.

Credential holders cannot complete the same courses in multiple credential windows. If you complete the Corrective Exercise Specialist course and use it for renewal, it will not be accepted for your next renewal or any future renewals. If the credential holder earns more CEUs than the minimum requirement, within a specific credential window, extra CEUs will not carry over into the next renewal cycle.

Credential holders must complete the course and provide a certificate of completion for the CEUs to count towards their renewal.



The breakdown of categories and continuing education units are listed below.

Category A

A maximum of 1.9 CEUs for NASM and 1.4 CEUs for AFAA can be obtained in Category A.

NASM and AFAA will determine the number of CEUs awarded for activities in this category.

A list of current NASM and AFAA-approved providers is available on each of the company websites, www.nasm.org and www.afa.com.

Activities in this category are available through NASM and AFAA-approved providers and include:

POSSIBLE ACTIVITIES	NUMBER OF CEUS	REQUIRED DOCUMENTATION
Workshops	As awarded by NASM and AFAA	Certificate of attendance
Conferences	As awarded by NASM and AFAA	Certificate of attendance
Symposiums	As awarded by NASM and AFAA	Certificate of attendance
Home-study Courses	As awarded by NASM and AFAA	Certificate of attendance
NASM or AFAA-Credential Courses	As awarded by NASM and AFAA	Certificate of attendance
Other Approved Certifications	As awarded by NASM and AFAA	Certificate of attendance

Category B

Activities in this category have been defined by NASM and AFAA.

Speaking engagements can be counted only once per topic. The topic must be related to health and fitness.

A maximum of 1.9 CEUs for NASM and 1.4 CEUs for AFAA can be obtained in Category B.

POSSIBLE ACTIVITIES	NUMBER OF CEUS	REQUIRED DOCUMENTATION
Speaker at a conference	0.1 CEU/contact hour	Letter of acknowledgement (include description of topic and length of time), outline of notes
Panelist at a conference	0.1 CEU/contact hour	Letter of acknowledgement (include description of topic and length of time), outline of notes
Primary author in a peer-reviewed publication	0.5 CEUs	Copy of article; writer guidelines
Primary author in a textbook	0.5 CEUs	Copy of cover, table of contents, 500-word summary of contribution to industry

Category C

CEUs are awarded for successful completion of college or university courses if the content falls within the Performance Domains defined by the Recertification team.

For a course to be eligible, it must be assigned credit hours and be listed with a passing grade on the official university transcript. Official transcripts can be delivered to the credential holder directly and then uploaded to the online Recertification portal. The seal of the registrar and an official transcript must be provided for the courses to be accepted for renewal.

0.2 CEUs are awarded for each semester credit hour (e.g., a 3-credit course earns 0.6 CEUs).

A maximum of 1.9 CEUs for NASM and 1.4 CEUs for AFAA can be obtained in Category C.

Acceptable courses include those specifically included in the following degree programs: Athletic Training, Biology, Biomechanics, Community Health, Emergency Medical Technician, Ergonomics, Exercise Physiology, Exercise Science, Health Science, Human Movement Science, Kinesiology, Massage Therapy, Nursing, Nutrition, Physical Education, Physical Therapy, and Sports Science. General Education requirements are accepted only with relevance to the health and fitness industry (e.g., Biology, Biomechanics, Business Administration, Communications, Exercise Physiology, Human Anatomy, and Human Physiology).

In order for Massage Therapy courses to be accepted, they must be part of an ACCET-accredited program in good standing. Practicum courses, internship experiences, and laboratory-format courses are not acceptable for CEU credit. Non-NASM weight training and/or conditioning courses are not acceptable for CEU credit.

POSSIBLE ACTIVITIES

NUMBER OF CEUS

REQUIRED DOCUMENTATION

College/official university course

0.2 CEUs per official credit hour

Official university transcript

Category D

Candidates must maintain and provide proof of current emergency cardiac care (CPR) certification and automated external defibrillator (AED) certification that meet the following criteria:

- Must include a skills demonstration evaluation from a trained instructor
- Must require the passing of a standardized exam

Preferred providers include:

- American Safety Training Institute
- American Heart Association
- American Red Cross
- American Safety and Health Institute
- National Safety Council
- St. John Ambulance

Only 0.1 CEU can be obtained in Category D.

The following certificates do not require CPR/AED cards upon submission:

- Certified Sports Nutrition Coach
- Certified Wellness Coach
- Certified Nutrition Coach

POSSIBLE ACTIVITIES	NUMBER OF CEUS	REQUIRED DOCUMENTATION
Courses providing required CPR/AED certification	0.1 CEU	Front and back copies of current certification card(s) if applicable

RECERTIFICATION FEE

Every credential holder is required to submit a renewal fee of \$99 to NASM or AFAA. This fee, paid every two years, is an administrative fee that supports activities required of the Recertification Team.

Grace Period

The credential will expire if all renewal requirements have not been met by the certification expiration date. Renewal can be submitted through the online Recertification portal up to one year late if all continuing education courses have been completed before or within 90 days of the certification expiration date.

All credentials are granted a 90-day grace period to complete CEUs and submit for renewal. The late fee accumulation is listed below:

DAYS POST EXPIRATION	LATE FEE TOTAL AMOUNT
1 TO 90 DAYS	\$30
91 TO 365 DAYS	\$50

This now applies to all credentials provided by NASM and AFAA.

Recertification Portal Access

You can access the online recertification portal by logging into your account from www.nasm.org or www.affaa.com. When the account page loads, select **Credentials**, then in the drop-down menu, select **Recertification**. Next to the credential you want to renew, click **Renew**. A separate window will appear and take you to the portal.

How to List and Report CEUs

You can add your CEUs at any time between your two-year credential window to the online Recertification portal. If you hold multiple credentials, CEUs earned during overlapping renewal windows can be applied toward renewal.

Certificates of completion or letters of verification are required for all CEUs reported by credential holders.

For category specific requirements, please refer to the CEU requirements section. Any coursework completed within the AFAA or NASM system should integrate automatically. This may take several hours to process. If the course does not appear after 24 hours, please contact us.

Petition Process

Courses that are not approved through our Provider program can be submitted for renewal through our petition process. A \$25 non-refundable administrative fee is required for each course/event petitioned. Petitions may be submitted through the online recertification portal for review by the Recertification team. Any updates will be sent via email.

Random Audit

All renewal submissions are subject to a random audit. Representatives from the Recertification team will verify that all documentation is accurate and the courses submitted were completed in the correct credential window. If any issues arise, the credential holder will be notified via email with instructions for future steps to renew the credential.

Appeals

If no CEUs were completed within the two-year credential and 90-day grace period windows, the credential holder will not be eligible for renewal and will require a retest to hold a current credential.

In the event of extenuating circumstances, an appeal can be submitted to our Appeals team for review. The Appeals forms can be found on our websites at www.nasm.org and www.affa.com. The following circumstances can be considered for review:

CIRCUMSTANCE	DOCUMENTATION REQUIRED
Death of Family Member	Obituary, death certificate, or funeral bulletin
Personal Life Event	Police report, insurance claim report, court documents
Injury or Illness	Signed letter on letterhead*
Military Duties	Official order documents
Unemployment	Termination letter or unemployment application

*The date of the initial incident and the length of treatment are required in this letter

Appeals (Cont.)

The trainer will be contacted via email for additional documentation or updates on the appeal status. For more details, the Candidate Handbook explains NASM and AFAA's policies and procedures, including approval requirements.

Code of Professional Conduct

NASM and AFAA credential holders are expected to always adhere to the NASM and AFAA Codes of Professional Conduct. A copy of these documents can be obtained at NASM's website (www.nasm.org) and AFAA's website (www.afa.com).

