# CPTN-CPT TRANSFER APPLICATION

(Personal Trainer and/or Group Fitness Leader)

Trainers interested in transferring their existing Certified Personal Trainer (CPT) or Certified Group Fitness Leader (CGFL) status to the Certified Professional Trainers Network (CPTN) are required to complete a Transfer Application. Once received, completed application forms will be reviewed within 5 business days. Candidates will be contacted via email on the status of their application.

Depending on the status of your application, you may be:

- **Grand-parented for a transfer**. Candidates who achieved their CPT/GFL certification in 2015 and prior who provide proof of a minimum of 21 hours of continuing education, 30 hours of one-on-one training/teaching fitness classes over the past three years and current First Aid and CPR will be grand-parented as a CPTN-CPT or CPTN-CGFL. A fee of $134+tax applies.

- **Required to submit a comprehensive program design**. Candidates who achieved their CPT or GFL certification status after December 31, 2015 and hold a degree or diploma in the physical sciences will be waived from writing the theory exam and the in-person component of the practical assessment. They are, however, required to provide documentation of 20 hours of one-on-one training/teaching group fitness classes, complete a 12-week periodized program design and detailed workout plan utilizing the CPTN program design templates or a video of one group fitness class that demonstrates the warm up, cardiorespiratory, muscle conditioning and cool down components of a class that will be assessed for communication, professionalism, teaching and leadership skills and proof of current First Aid and CPR. A fee of $145+tax applies. A passing grade of 75% is required.

- **Required to complete the CPTN Practical Assessment**. Candidates who completed a CPT/GFL certification that consisted of only a theoretical exam or who achieved certification status after 2015, but do not hold a degree or diploma in the physical sciences, will be waived from writing the CPTN-CPT Theory Exam. They are, however, required to complete the CPTN-CPT Practical Assessment, provide a log of 20 practice/completed one-on-one hours, or complete the CPTN-GFL Practical Assessment, provide a log of 20 practice/completed group fitness classes and proof of current First Aid and CPR. A fee of $160+tax applies. A passing grade of 75% in each component of the practical assessment is required.

Thank you for your interest in becoming a CPTN-CPT/CGFL. We look forward to welcoming you to our Network.

Susan Lee, PhD, CPTN-CPT
President

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**FIRST NAME**: **LAST NAME**:

**ADDRESS**:

**CITY**: **PROVINCE**:

**POSTAL CODE/ZIP**: **COUNTRY**:

**E-MAIL**: **PHONE**:

**CPR EXPIRATION DATE**: **FIRST AID EXPIRATION DATE**:
MM / DD / YYYY MM / DD / YYYY

| **Applying transfer for** | **O** Certified Personal Trainer | **O** Certified Group Fitness Leader |
|---|---|---|
| **Certifying Body** | | |
| **Year initially certified** | | |
| **Certification Expiration** | | |

**Instructions – please email all info to education@cptn.com**

1. Provide **copies of certificates** of completion for CPT/GFL distinctions, First Aid and CPR
2. **Proof of continuing education** completed in the past year. **Note:** For conferences, just list the name of the event and dates – there is no need to list all sessions completed.
3. **Training /Teaching Hours**: Use the log sheet below (make copies as needed) to record a log of the required minimum one-on-one training or group fitness teaching hours for your particular case.

## Please answer the following:

Do you hold a degree or diploma in the physical sciences? ☐ YES ☐ NO
If YES, attach a copy of your degree/diploma.

| **METHOD OF PAYMENT** | ☐ **Visa** ☐ **MC** ☐ **Am. Ex.** |
|---|---|
| **CARD NUMBER:** | **EXPIRY:** **CVV:** |
| **NAME ON CARD:** | **TOTAL DUE:** |
| **FEE:** $134 / $145 / $160 + tax<br>or $134 x 2 = $268 | You will not be charged unless approved. |

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## List of Continuing Education

We understand that different organizations use different systems to record their continuing education credits. As such, please record the number of hours completed for each course/event.

CPTN's CEC scale is 1 hour of continuing education = 1 CEC (CPTN-1). 21 hours required.

| DATE COMPLETED | PROVDER + COURSE/EVENT NAME | TOTAL HOURS |
|---|---|---|
| *Jan. 2016* | *Human Kinetics High-Performance Training* | *7* |
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## Log of Personal Training Hours – 20 - 30 Hours Required

| SESSION DATE / DURATION | CLIENT NAME | DESCRIPTION OF SESSION | CLIENT/SUPR SIGNATURE |
|---|---|---|---|
| *01/01/2016<br>30 Minutes* | *John Doe* | *Abdominal Workout<br>Squats, Bench Press, Deadlifts<br>5 Minute HIT Training* | JD |
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# CPTN-CPT TRANSFER APPLICATION

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## Log of Group Fitness Classes– 20 - 30 Hours Required

| SESSION DATE / DURATION | Type of Class | Number of Participants | SUPR SIGNATURE |
|---|---|---|---|
| 1/4/2021 | Step | 23 | JD |
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