



# CEC PETITION

FULL NAME: \_\_\_\_\_

POSTAL CODE/ZIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

CITY: \_\_\_\_\_

PHONE: \_\_\_\_\_

PROVINCE/STATE: \_\_\_\_\_

COUNTRY: \_\_\_\_\_

MEMBER ID: \_\_\_\_\_

## REQUIRED DOCUMENTS

- For certification programs - Certificate of completion and course agenda
- For school courses - Course syllabus (Indicating Hours) / Official/Unofficial Transcript etc.
- For online courses - Certificate of completion / course outline (Indicating Hours)
- For live courses - Certificate of completion and course outline (Indicating Hours)

## PETITION FEES

There is a \$15 CAD + HST per course/event/conference petitioned.

## PAYMENT METHOD

VISA     MasterCard     American Express

CARD HOLDER: \_\_\_\_\_ CVD (3-4 DIGIT NUMBER): \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_ EXP. DATE (MM/YY): \_\_\_\_/\_\_\_\_

## CEC PETITION TERMS OF AGREEMENT

I ACKNOWLEDGE THAT THE INFORMATION CONTAINED ON THIS CEC PETITION FORM IS TRUE, COMPLETE AND CORRECT. I UNDERSTAND THAT I AM SOLELY RESPONSIBLE FOR MAINTAINING AN ACCURATE AND UP-TO-DATE RECORD OF MY FIRST AID, CPR AND CONTINUING EDUCATION CREDITS WHICH MAY BE REQUESTED BY CPTN AT ANY TIME AFTER BECOMING CERTIFIED AS PART OF A RANDOM AUDIT PROCESS. I AGREE TO RELEASE TO CPTN ANY INFORMATION RELEVANT TO MY CERTIFICATION. I FURTHER UNDERSTAND IF ANY OF THIS INFORMATION IS LATER DETERMINED TO BE FALSE, THE CPTN RESERVES THE RIGHT TO REVOKE ANY CERTIFICATION THAT HAS BEEN GRANTED ON THE BASIS HEREOF. I ACCEPT AND AGREE TO ADHERE TO THE CPTN CODE OF ETHICS. I UNDERSTAND THAT CPTN MEMBERSHIP DOES NOT CERTIFY OR IN ANY WAY GUARANTEE THE QUALITY OF MY WORK AS A FITNESS INDUSTRY, CERTIFIED PROFESSIONAL. I THEREFORE AGREE TO INDEMNIFY AND HOLD HARMLESS CPTN, ITS OFFICERS, DIRECTORS AND STAFF FROM ANY CLAIMS DUE TO NEGLIGENCE, OMISSION OR FAULTY ADVICE THAT I MAY GIVE TO CLIENTS AS A CPTN MEMBER AND FITNESS INDUSTRY PROFESSIONAL. I UNDERSTAND THAT CPTN IS NOT RESPONSIBLE FOR ANY ACTIONS OR DAMAGES FROM ANY PERSON ARISING OUT OF MY WORK AS A CPTN MEMBER IN GOOD STANDING OR AS A FITNESS INDUSTRY PROFESSIONAL.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE (MM/DD/YYYY)

## LIST OF NON-APPROVED COURSES COMPLETED

PROVIDER	COURSE TITLE	DATE COMPLETED	CECS
Example Inc.	Conference	MM/DD/YYYY	7

**Note:** Courses must be current for the certification renewal period. Extra CECs are not transferable to the next renewal period. The maximum credits awarded is CPTN-7 for petitioned courses. One hour of continuing education equals one CPTN CEC.

## INSTRUCTIONS

1. Obtain as much of the following as proof of completion for the course to be submitted:
  - A scanned image or document of the certificate of completion,
  - A scanned image or document of the title page,
  - A scanned image or document of the course outline (indicating course hours),
  - A scanned image or document of the table of contents,
  - A scanned image or document of transcripts.
2. Submit the requirements using our Document Upload page or e-mail to [education@cptn.com](mailto:education@cptn.com).
3. Complete and submit the Petition Form.

## COURSES NOT ACCEPTED THROUGH PETITION

- Activities and training sessions
- Master classes and workouts
- Clinical hours
- Internships
- Teaching hours
- Self-preparation for a test/quiz/exam or lecturing
- Job preparation training courses
- Health and Fitness Books
- Health and Fitness VHS/CD/DVD training
- Courses outside the scope of Health and Fitness

<b>PLEASE SUBMIT THIS APPLICATION INCLUDING:</b>	<b>E-MAIL TO:</b>
<ul style="list-style-type: none"><li>• Electronic copies of the certificate of completion for the courses petitioning.</li><li>• Electronic copies of the course outline, indicating the number of hours in each subject. One hour of continuing education equals 1 CPTN CEC.</li><li>• Electronic copies of the outline provided at the class. For correspondence courses include a title page and table of contents.</li><li>• An e-mail subject of "CPTN CEC Petition"</li></ul>	Lucinda Jensen <a href="mailto:education@cptn.com">education@cptn.com</a>