



PERSONAL TRAINERS ASSOCIATION
3835 E. Thousand Oaks Blvd # 199, West Lake Village, CA 91362
TEL: 818-766-3317 FAX: 877-533-7540

To All Students:

Certification Preparation Procedure

Upon acceptance and receipt of your certification fees, and all your information needed to process your application, you are sent all the USPTA study material. It is suggested to study your material before taking your exam. All the questions arising in the exam will be from the booklets & videos provided by the USPTA. You are allowed 90 days (150 days if 2 courses are taken at the same time) for studying and completing your written exams for the home study course, 90 days for the Academy program, and 90 days for the one on one program. If the time expires, you will be charged an additional \$100 dollars to reinstate your application. After the expiration time and reinstatement, you will have a chance to submit any written exams or schedule any practical exam within 30 days or you will be charged an additional \$250.00 Dollars for a 30 days extension, if your work is not completed by then, your certification and your application will be revoked and no refund will be applied.

Certification Exam

You will have the opportunity to take your written test either on the internet or my e-mail, no written by hands exams are accepted. Just remember that you have a dead line to complete the program and submit your written exam. The PTA keeps all records and all exams submitted. You must read all directions prior to starting and before lapse time to avoid penalties.

The score of 90% or higher is required to pass all combined exams. You will get the results within few days of submission. You must remember that the written exam is one part of the examination process for you to graduate, the other part is a practical exam that you must take with a director or/and IFBB PRO to complete the examination process. Everyone must complete all exams, the written and the practical to graduate and get certified. NO EXCEPTION.

Clinical application hours:

All students must complete 20 hours of clinical work. Students will be assisting while learning from a real live training sessions by the IFBB Director. Session will be set up conveniently to accommodate students. Directors will be assigned by the PTA office.

Required Ongoing Education (ROE)

All students will be required to attend seminars and clinics or DVD lectures home study along with written exams given by the USPTA, or you may attend State certified colleges or Universities to obtain credits related to human sciences. Written exam will be required at these seminars. You will have the Honor to meet the Best of the Best in this field, including Doctors, Lawyers, and IFBB Professional Bodybuilders and Fitness athletes.

If you are not in the area and are not able to attend, you will have the opportunity to purchase our CD's and DVD's covering all of our events. Or if you are attending a college or University, you may submit your credits to USPTA to obtain credits toward your Certification.

Failure to have met 8 credits in one year time, your Certification will be revoked and you will have to return it to USPTA office. All revoked Certification will be announced on the website on the internet.

PTA Internship clinic

All students must obtain credit units throughout the year as required ongoing education. The Private Trainers Association has implemented a new program where the student can attend and observe any director or examiner on work site while training clients to gain the knowledge and learn proper movement, proper application, proper spotting, communication and more... While attending the internship program the student will earn a 2 credit units for every 4 hours spent with the director or examiner.

An appointment must be made with the office to facilitate the procedure and approve the internship hours. A certification of completion is issued for record keeping from the PTA office upon completion.

All internship credit units' fees must be paid in advance prior to approval by the PTA office. All appointments made will not be cancelled or refunded.

A fee of \$50.00 dollars per unit must be charged to be applied toward your certification for ROE (required ongoing education).

Time of the essence

As stated above that you have 90 days from receipt of your books to complete the examination process and submit all the material to the PTA office by e-mail. Fax will not be accepted. If you send your exams by mail they must be typed (no exceptions). Make sure that you have an extra copy incase the exam is lost. The PTA is not responsible for lost exams.

Please make sure you read all the material, letters and notes that are included in your program material and in your exams.

All rules apply to all students, World Wide. NO EXCEPTIONS.

Any Questions please refer to our World Headquarters
PTA Management
800-317-3577
www.propta.com
info@propta.com