



PERSONAL TRAINERS ASSOCIATION

3835 E. Thousand Oaks Blvd # 199, West Lake Village, CA 91362

TEL: 800-317-3577 FAX: 877-533-7540

Rules and Procedure:

All rules & Procedures will apply to all students enrolling in the program, **NO EXCEPTIONS.**

1st step:

All students must apply online and pay the fee required to execute the order for enrollment in the PROPTA program.

2nd Step:

Application must be approved and processed within 2 days of receipt. An e-mail will be sent to the applicant if application is not complete or not accepted. A full refund will be applied only if application is not approved by the PROPTA office.

3rd Step:

Material will be shipped directly to the student's address on the application. A proof of delivery is always applied with a tracking number to ensure receipt.

4th Step:

All students are responsible for reading the material and taking the exams. A written exam for all certifications must be taken and submitted electronically via e-mail within the time required.

5th Step:

All students must take the practical exams proctored by a PROPTA IFBB director/examiner assigned by the corporate office.

For Personal Trainers courses, the practical exam will be performed hands on at the gym.

For Nutrition courses, the practical/verbal exam will be performed at a location specified conveniently by the PROPTA office. And homework will be assigned to be completed and submitted by email to info@propta.com

6th Step:

All student must do the clinical hours required for all certifications. Required Clinical hours must be applied and supervised by the PROPTA Director/Examiner.

For Private Trainers:

Practical internship of 20 hours are required with no extra cost to either the student of the examiner. An authorization check list must be signed by the supervising official and returned to the PROPTA office for credits toward the certification.

For Nutrition students:

Practical internship of 20 hours are required with no extra charge to either the student or the examiner. Internship could be done at a vitamin store, a weight loss clinic, a hospital, a PROPTA Director or a registered Dietitian in the area that deals with diet and nutrition therapy. An authorization check list must be signed by the supervising official and returned to the PROPTA office for credits toward the certification. Approval is mandatory prior to internship to insure proper education and security.

Food Handler Certification:

All nutrition students must obtain a food handler certification. It is offered in all states and it is mandatory to obtain a nutrition certification.

7th Step:

A CPR certification must be current or obtained during the process and time of curriculum. No internet CPR certification accepted or recommended. CPR certification must be obtained by a hospital, fire department, police department, or school. Red cross or American heart association CPR certification are recommended and accepted. CPR certification must be presented along with all exams and requirements by the dead line of the material presented to the PROPTA office for graduation.

8th Step:

Mandatory a Current Drivers license is required by all students for proper identification, no exception. And a Current head shot picture is required to be placed on the ID and on the website for identification.

9th step:

Please allow 2 weeks for exam corrections. An e-mail will be sent to you upon completion of correction of your written exam.

Remember all written exam must be typed and submitted via e-mail (electronically) no more hand written exams accepted (we cannot read them). If a written exam is submitted, it will be returned, no time extension will be given to redo the exam. **NO HAND WRITTEN EXAM IS ACCEPTED.**

10th Step:

Upon completion of all exams and CPR certification, Drivers license and required clinical hours, a certification will be issued and sent to you by registered mail. All students must pass with a score of 90% or better on all exams to be certified by the PROPTA.

All elements must be completed:

Written exam
Practical exam
Clinical hours
CPR certification
Food Handlers certification
Drivers License

For more info please call us at 1-818-766-3317
The PROPTA management
www.PROPTA.com