



The Cooper Institute®
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Certified Personal Trainer Renewal Guide

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The Cooper Institute® Certified Personal Trainer (CI-CPT) certification requires 30 contact hours (CH), adult CPR certification (with hands-on training), and the renewal fee every 3 years to maintain your credential.

Planning for certification renewal is a great time for you to take charge of your professional growth plan. This guide can help shape your plan so you can earn CH to achieve your goals. CI's role in the renewal process is to give you the resources to discover for yourself the education programs that can best help your career.

What you will need to renew:

Completed CI-CPT Certification Renewal Form with:

- 30 Contact Hours (CH)*
 - Category 1 CH - unlimited
 - Category 2 CH - limited to 10 CH for renewal
- Current adult CPR certification (with hands-on training)
- Renewal fee

**Remember:* 1 semester hour of collegiate education = 10 contact hours

When you will need to renew:

Renewal forms are accepted beginning 8 weeks prior to the certification expiration date.

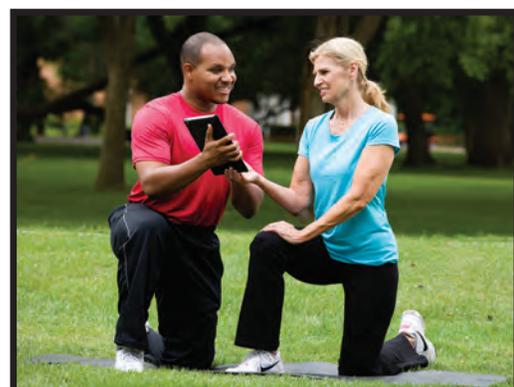
Contact Hours

Category 1 CH

- Live instruction
- Online learning or home study that requires passing a test for completion

Category 2 CH

- Online learning or home study that does not require passing a test or only includes a "self test"



Quarterly Renewal Schedule - Every 3 Years

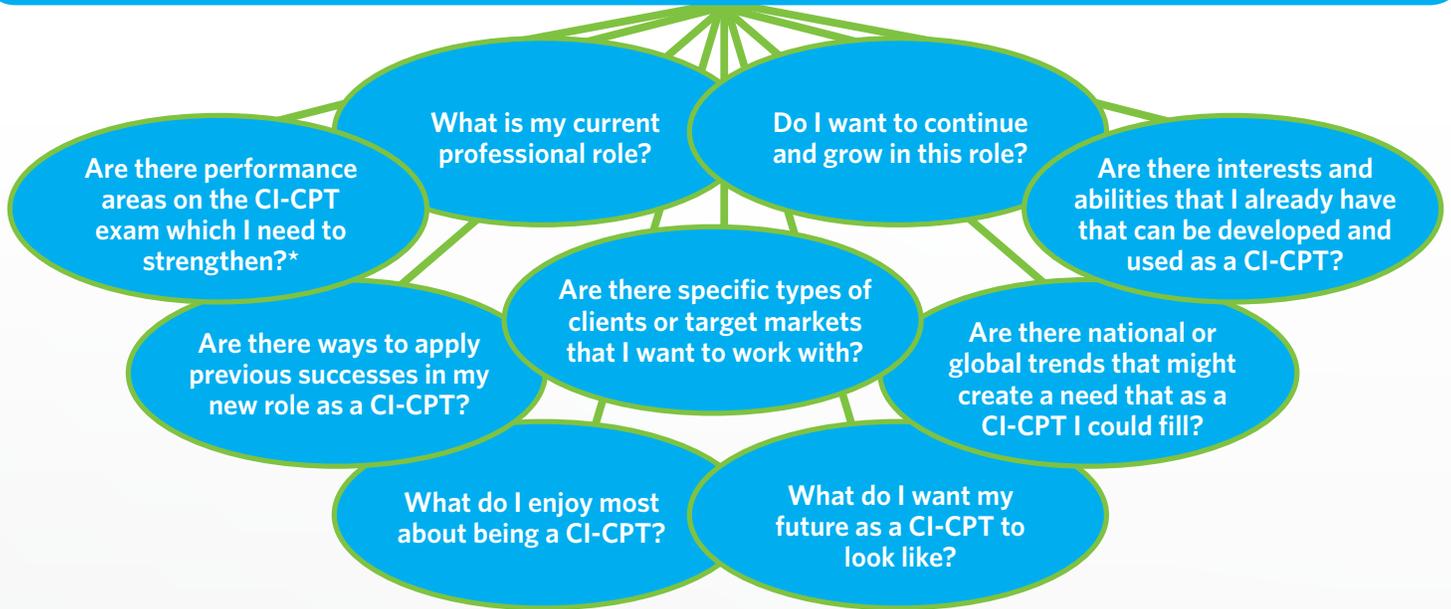
CI-CPT CERTIFICATION DATE	CI-CPT RENEWAL DATE*
January, February, March	By March 31 – every 3 years
April, May, June	By June 30 – every 3 years
July, August, September	By September 30 – every 3 years
October, November, December	By December 31 – every 3 years

*A grace period is available for 90 days after the renewal date. Additional fees apply.

STEPS TO PROFESSIONAL SUCCESS

STEP 1: *I'm certified - What's next?*

Making your plan starts with some self-reflection that may help you decide how you want to use your new credential. Here are some questions to ask yourself to help get started:



*Review your CI-CPT exam personalized feedback form. A mastery rate of less than 70% in a domain points toward a knowledge area that should be strengthened. Within the first renewal cycle you should seek CH opportunities to build your knowledge in these weak areas.



STEP 2: *Create a professional growth plan.*

Professional growth plans are put into action when you create long- and short-term goals. Once you've decided the area(s) in which you want to grow, then you need to decide how you're going to get there.

List as many goals as you want and then place your goals into two categories:

- Short-term goals (1-3 years)
- Long-term goals (3-5 years)

Keep in mind that your plan will grow, change, and reshape as you repeat this process throughout your career.

You will need to include at least one professional goal on the renewal form that is submitted to CI. CI does not require that you reach your goal(s) in order to renew certification.



Remember >>>>>

Creating specific, measurable, attainable, relevant, and time-anchored (S.M.A.R.T.) goals will keep you on target.

STEP 3: Earn contact hours that help you meet your goal(s).

CI has two guidelines for your education to count toward renewal:

1. The activity relates to at least one of the four knowledge areas covered on the exam:
 - Core Knowledge
 - Health & Medical Review and Fitness Assessment
 - Fitness Training: Design, Implementation and Evaluation
 - Professional Responsibilities
2. The activity enhances the certificants' established knowledge.

To the right are some details to consider when choosing education for your CI-CPT renewal. Review your goals and use the answers to these questions to help make sure that the CH you earn are worth your time and money.

1. Are the learning objectives and course content thorough and professionally written?
2. Is the education program offered by a Subject Matter Expert (review the presenter(s) education, credentials, and experience) who is appropriate for the presentation subject?
3. Does the organization provide CH that are accepted by nationally recognized and accredited certifying organizations within the fitness industry?

NOTE: Contact the education provider for questions about individual programs.

Cooper Approved Providers may offer a variety of CH programs, some of which may not meet renewal guidelines and cannot be applied toward CI-CPT renewal. It is the certificant's responsibility to use the information in this guide to make sure the CH earned meet CI-CPT renewal guidelines.

STEP 4: Submit your CI-CPT Renewal Form*.

- 30 Contact Hours (CH)*
- Current adult CPR certification (with hands-on training)
- Renewal fee

**CI should receive your completed renewal form prior to your expiration date. (A 90-day grace period is available - additional fees apply.)*

Keep all contact hour documentation for your records in case of audit. Those selected for audit will be notified with instructions for submitting proof of contact hours and CPR certification.

