

# 2018

## NSCA CONTINUING EDUCATION UNIT (CEU) PROVIDER POLICIES & PROCEDURES



## ABOUT THE NSCA

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The National Strength and Conditioning Association (NSCA) is a nonprofit educational organization dedicated to advancing the strength and conditioning profession around the world. We disseminate research-based knowledge and its practical application by offering industry-leading certifications, research journals, career development services, and continuing education opportunities. Our community is composed of more than 48,000 members and certified professionals who further industry standards as researchers, educators, strength coaches, personal trainers, and other roles in related fields.

**NSCA Mission:** As the worldwide authority on strength and conditioning, we support and disseminate research-based knowledge and its practical application to improve athletic performance and fitness.

**NSCA Certifications:** With the first accredited certifications of their kind and over 30 years of research, NSCA certifications are highly recognized and respected in today's competitive marketplace. The NSCA offers four certifications, Certified Strength and Conditioning Specialist® (CSCS®), Certified Special Population Specialist® (CSPS®), NSCA-Certified Personal Trainer® (NSCA-CPT®), and Tactical Strength and Conditioning Facilitator® (TSAC-F®).

## ABOUT THE NSCA CONTINUING EDUCATION UNIT (CEU) PROVIDER PROGRAM

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The purpose of the CEU Provider Program is make educational opportunities available to NSCA certificants that will expand upon their professional competency while also serving to provide CEUs toward fulfillment of their recertification requirements. While the NSCA offers its own educational opportunities, it is understood that these may not meet the preferences of our certificants in all cases. Therefore, the NSCA seeks out other vendors with quality education to offer certificants optimal and varied opportunities that may not otherwise be available through NSCA education.





## WHY BECOME A CEU PROVIDER?

The CEU Provider Program is a powerful marketing tool for reaching a wide range of professionals. The provider of an NSCA-approved activity stands to benefit in the following ways.



### CREDIBILITY

Receiving CEU approval from the NSCA increases the visibility of your educational activity and signifies that it meets the NSCA's stringent standards for continuing education.



### ACCESS TO AN IDEAL MARKET

There are more than 48,000 NSCA certified professionals seeking CEU-approved activities. These professionals require 6.0 CEUs, or 60 contact hours, to maintain their certification(s) during each 3-year cycle.



### PROMOTIONAL ASSISTANCE

The NSCA will assist with the promotion of your activity through web exposure on the NSCA CEU Activity Calendar, as well as granting the use of the NSCA Approved CEU Provider logo in advertisements, promotions, and other marketing materials. This logo is strictly reserved for NSCA APPROVED CEU ACTIVITIES.



## GENERAL REQUIREMENTS

To be eligible for CEU approval, activities must be consistent with the scope of NSCA certification(s), NSCA exam content, and other NSCA policies (see [NSCA Certification Handbook](#)). The maximum number of CEUs awarded for an activity is 2.0, or 20 contact hours.

The NSCA will deny CEU approval for activities not founded on evidence-based scientific research. In addition, programs that focus solely on workouts or workout instruction will not be approved.

**Finally, activities that compete with NSCA activities based on content, location, timing, etc. may not be approved. A listing of CEU approved activities, including NSCA events, is available for review online at [NSCA.com/CEU-activities](https://www.nsca.com/CEU-activities).**

The NSCA reserves the right to approve or deny CEUs for any reason at any time. The NSCA maintains the final decision on all approval procedures. The NSCA reserves the right to audit, at the cost of the NSCA, any CEU activity to assess compliance with these requirements.

The NSCA must receive a completed application with all required documents before the activity will be reviewed. Allow up to four weeks for application processing. **Providers are prohibited from promoting NSCA CEU approval for their course(s) until an approval letter has been received.**

## ADDITIONAL REQUIREMENTS

- Presenters/course authors must possess relevant demonstrable experience, education, and/or certification(s) on the topic they are presenting.
- Education approved for NSCA CEUs must not include commercial promotion of the presenter(s), their employer/sponsor(s), and/or their product(s)/service(s). Any marketing/sales targeting participants must occur outside of the education setting (e.g., before or after the event). Further, sponsored events must be free of influence from commercial interests, meaning control of content resides with the CEU Provider and is not influenced by event sponsor(s).
- Activities associated with certification are not eligible for CEU approval. The term certification is used as a reference to specialty certifications, advanced certifications, credentials, designations, and all other similar type terms (i.e., anything that culminates into a professional designation).
- Exam preparation courses associated with fitness-related NSCA-accredited certifications may be considered.



# APPLICATION PROCESS



## LIVE ACTIVITIES | CONFERENCE OR CLINIC

**A conference is an attended activity that includes concurrent sessions.**

**A clinic is an attended activity without concurrent sessions.** The NSCA reviews each activity in its entirety to determine the number of CEUs applicable based on content and number of contact hours (one hour equals 0.1 CEU, in most cases). CEUs are awarded for hours of approved education only. CEUs are not awarded for registration times, lunch breaks, social gatherings, or other breaks during the activity. Additionally, workout sessions not included as part of a practical exercise education module are not CEU eligible.

If your live activity will include occurrences outside of the United States or Canada, please contact the NSCA CEU Coordinator at [provider@nsca.com](mailto:provider@nsca.com) before submitting an application.

### REQUIREMENTS

- Completed CEU Provider Application and payment
- Detailed session descriptions and an hour-by-hour schedule
- Session grid (for conferences only)
- Presenter(s) biography, biography should include relevant certification(s), academic degree(s), work experience, and presentation experience
- List of references to support non-original content within presentation(s) may be required
- Event flyer/brochure and web address (as available)

### CONFERENCE FEES

- \$100 application fee
- \$25 fee per approved session

### CLINIC FEES

- \$100 application fee
- \$50 fee per clinic to be held within the approval period (1 year)
- \$25 fee if the event includes a live stream option

### LIVE STREAM EVENT FEE

- \$125 application fee

# APPLICATION PROCESS



## HOME STUDY ACTIVITIES

Home study activities include any online trainings, webinars, videos, or home study courses. Approval for home study courses is valid for the three-year cycle coinciding with the NSCA recertification reporting period (1/1/2018 – 12/31/2020). CEU value is determined by word count, content difficulty, quality, and the number and degree of difficulty of the assessment questions. Any and all materials submitted to the NSCA for review remain the intellectual property of the party submitting the material and will not be used for any purpose other than material/content review for CEU approval. Materials submitted to the NSCA with the CEU Provider application will be retained by the NSCA.

## REQUIREMENTS

- Completed CEU Provider Application and payment
- Complete access to all course materials for review; they can be submitted electronically or by mail
- Course author(s) biography, biography should include relevant certification(s), academic degree(s), work experience, and presentation experience
- Word count must accompany all printed documents included with the course
- Courses must include an assessment following the course to measure participant comprehension and ensure course completion
- Proper in-text citations and reference pages are expected to avoid copyright infringement for all non-original work

## FEES

- \$450 new course application fee
- \$375 renewal course fee (assuming no change in course content; otherwise, review of course is necessary, including new course application fee)





# APPLICATION PROCESS



## INTERNSHIPS (NON-COLLEGE CREDIT)

Internships must include a minimum of 150 hours, not grant college credit, and be educational in nature. Internships are approved for three years to coincide with the NSCA recertification reporting period (1/1/2018-12/31/2020). Approved internships will be awarded 2.0 CEUs.

*Note: Internships for college credit are covered under the Recertification Policies and Procedures for students to obtain college course work CEUs.*

### REQUIREMENTS

- Completed CEU Provider Application and payment
- Instructor(s) biography, biography should include relevant certification(s), academic degree(s), work experience, and presentation experience
- Sample internship agreement between intern and provider
- List of learning objectives, responsibilities, and expectations showing a clear link between internship experiences and scope of NSCA certification(s) or exam content outlines

- Internship schedule demonstrating the minimum number of required hours
- Selection criteria for interns

### FEES

- \$100 initial application fee
- \$50 renewal fee



## CEU AWARD

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Upon approval, the provider will receive an award letter specifying the number of CEUs that can be earned by NSCA certificants completing the activity, along with the NSCA-assigned approved activity number. The approved activity will be posted on the NSCA website. Providers are restricted from promoting NSCA CEU approval for their course(s) until an approval letter has been received.

## ACTIVITY COMPLETION

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NSCA certificants must receive documentation demonstrating completion of the approved activity (e.g., certificate). This documentation must include the participant's name, activity name, completion date, and NSCA-assigned approved activity number. Providers may use documents of their own design, or use the provided certificate included in the approval notification, to distribute to participants. It is not necessary for providers to report activity completion to the NSCA. Rather, it is up to each certificant to maintain a file of CEU documentation and report CEUs to the NSCA.

## EVENTS AND ACTIVITIES THAT QUALIFY

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Only continuing education content that directly relates to the scope of practice and detailed content outline (DCO) of a NSCA certification exam will be accepted. The following are only examples of acceptable and unacceptable

content. Providers with questions regarding acceptability of a particular activity's content should contact the NSCA prior to submitting the application for approval.

Examples of acceptable content:

- Anatomy/physiology
- Nutrition
- Biomechanics
- Organization and administration
- Training techniques
- Sport psychology

Examples of unacceptable content:

- Surgery
- Diagnosing
- Kinesio taping
- Radiology/imaging
- General business/statistics
- Group fitness/holistic activities
- Unrelated alternative health topics (e.g., hypnosis, acupuncture)
- Allied health topics beyond the NSCA credential scope of practice (e.g., athletic training, physical therapy or massage therapy specific techniques)



# APPLICATION

TODAY'S DATE: \_\_\_\_\_

1. Organization Name: \_\_\_\_\_

## MAILING ADDRESS

Street/P.O. Box: \_\_\_\_\_ Apt./Ste. #: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

2. Website Address: \_\_\_\_\_

3. Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

4. Activity Title(s): \_\_\_\_\_

5. Activity Date(s) & Location (City/State): \_\_\_\_\_

6. Number of Education Contact Hours (do not include breaks): \_\_\_\_\_

7. For live events, expected number of attendees \_\_\_\_\_ number of attendees last time held \_\_\_\_\_

8. For repeated clinics, how many times held last year \_\_\_\_\_ how many times to be held this year \_\_\_\_\_

7. Is this a renewal application?      YES      NO

8. Previous Provider # (if applicable): \_\_\_\_\_

***Please refer to section “Application Process” for required materials  
to be submitted along with the application form.***

# APPLICATION

9. Type of activity and fee calculation (check the type of activity and fill in the appropriate amounts):

CONFERENCE		
a.	Number of individual sessions:	
b.	Fee per session:	\$25
c.	Total session fees (a x b):	\$
d.	Basic application fee:	\$100
e.	Total application fee (c + d):	\$
CLINIC		
f.	Number of times held in approval period:	
g.	Fee for each clinic held:	\$50
h.	Sub-total (f x g):	\$
i.	Application fee:	\$100
j.	Total application fee (h + i):	\$
HOME STUDY		
k.	New application fee:	\$450
l.	Renewal application fee for previously approved home studies*: *A renewal is only for Home Study content that has not changed since its last review by the NSCA. If any content has been updated or changed, it will be considered a new Home Study.	\$375
INTERNSHIP		
m.	New application fee:	\$100
n.	Renewal application fee for previously approved internships:	\$50
TOTAL FEES DUE		
o.	Total application fee (e) (j) (k or l) (m or n):	\$
p.	If the application is being submitted less than four weeks prior to the activity, enter \$100 on this line:	\$
q.	Total (o + p):	\$

10. Method of Payment

- ☐ Check/Money Order (payable to NSCA)  
☐ VISA  
☐ MASTERCARD  
☐ DISCOVER  
☐ AMEX

Card number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Name on card: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

*Affirmation: By signing and submitting this form, I accept the conditions set forth by the NSCA concerning the administration of the CEU Provider Program processes and policies. I attest that the information contained in this application is true, complete, and correct to the best of my knowledge. I further attest that this request is submitted in good faith. I understand that if any information is later determined to be false, the NSCA reserves the right to revoke any previously approved or currently deliberated Continuing Education Units for the above event/activity.*

Signature: \_\_\_\_\_

Please return completed applications to:

## NSCA CEU PROVIDER PROGRAM

1885 Bob Johnson Drive

Colorado Springs, CO 80906

P: 719.632.6722 | F: 719.632.6367

T: 800.815.6826 | provider@nsca.com



**NSCA®**  
NATIONAL STRENGTH AND  
CONDITIONING ASSOCIATION



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