

# Certified Personal Trainer Program

## Student Handbook



May 21, 2018

Welcome to the Certified Personal Trainer Program at Lord Fairfax Community College. The successful completion of this program will result in a Certificate of Completion. This program is designed to assist the student in preparing for the NFPT-CPT (National Federation of Professional Trainers) exam for the purpose of obtaining a Certified Personal Trainer (CPT) credential.

Use this handbook along with the Lord Fairfax Community College Student Handbook

(<http://www.lfcc.edu/files/documents/current-students/college-catalog/2015-16/2015-16-Catalog-Pages/Student%20Handbook/Student%20Handbook.pdf>)

to assist you in being successful in this program.

### **Admission Requirements**

1. HS diploma or the equivalent.
2. Must complete registration for the class including the payment to LFCC.

### **Contact Information**

The instructor will provide contact information on the first day of class.

### **Books, Supplies, Exams**

All books, supplies and exam are included in the cost of tuition.

### **Student Learning Objectives /Course Outlines**

This class is 60 hours of classroom instruction. This program is designed to assist the student in preparing for the NFPT-CPT exam for the purpose of obtaining a Certified Personal Trainer (CPT) credential. The NFPT personal trainer certification program adheres to strict and consistently monitored accreditation standards and requirements of the National Commission for Certifying Agencies (NCCA). Successful exam completion will earn the student a NFPT Certified Personal Trainer credential to be used for the safe and effective fitness program design and implementation for fitness training clients. The NFPT-CPT course is used for personal enrichment and/or employment as a personal fitness trainer.

- Students will need regular computer/internet access to be successful in this class.
- Successful students will spend several hours a week outside of classroom time to read, complete homework and study. There is a lot of information in a short period of time to learn, so time management skills are vital to your success.

## Attendance Policy

Students are expected to be present, on time, and ready to participate at all regularly scheduled classes. All classroom attendance is MANDATORY in order for you to meet course requirements and receive a certificate of completion. This is a rigorous program and attendance is vital to success.

- Being tardy more than **10 minutes** to class will count as an absence.
- In case of an emergency or illness, which results in time being missed, students are to contact the instructor immediately before the start of class.
  - *One of the top reasons why people are fired from employment is because of tardiness or not showing up at all for their scheduled time. Workforce Solutions facilitates learning opportunities and connections that empower individuals, organizations and communities. By meeting these expectations, students will be prepared for solid attendance at their externships and for their future workplace.*
- In order to earn a certificate of completion for the course, students can have no more than **2 absences** throughout the class.

Students will be required to make up any work missed (including quizzes and exams) and complete additional work at the instructors' discretion.

## Cancelled Classes

If for any reason, the instructor needs to cancel a class, each student will receive an email and phone call before the start of the class. Lord Fairfax Community College uses LFCC Alert to immediately contact you during a major crisis or emergency. All weather-related cancellations will also be relayed through LFCC Alert. Please register all of your information at: <https://www.getrave.com/login/lfcc>. Please be sure to pay close attention to the specific campuses that might be closing.

## Cell Phone/Electronics Policy

Cell phones may not be used during class for texting, talking or internet usage. All cell phones should be turned to silent while in class. The instructor must approve other uses of electronic devices during the class.

## Grade Policy

1. Achieve a minimum 75% cumulative grade average

## Dress Code

A student's personal presentation is important in the fitness industry both to find employment and to maintain it.

For lab days, students should come prepared and ready to participate in active lab sessions. Clothing such as the following is acceptable:

- Athletic Shoes
- Workout pants or shorts
- Clean activewear top that covers the torso
- No open toed shoes or clothing with rivets or other metal objects is allowed

## Guidelines for what may cause a student to be dismissed from the program include but are not limited to:

- Receiving unsatisfactory marks on exams and quizzes.
- Disrupting the class.
  - Only one warning will be given before a student is removed from the class.
- Significant absences and/or tardiness.

**No refunds will be given upon dismissal from the program. Students may follow the college's grievance process if they wish to have their decision reviewed.**

## Student Essential Performance Standards

Students are expected to complete course requirements that prepare them to perform essential job functions as a Pharmacy Technician. These functions and/or skills are:

1. **Instructing** — Teaching others how to do something.
2. **Service Orientation** — Actively looking for ways to help people.
3. **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.
4. **Speaking** — Talking to others to convey information effectively.
5. **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
6. **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
7. **Coordination** — Adjusting actions in relation to others' actions.
8. **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
9. **Judgment and Decision Making** — Considering the relative costs and benefits

- of potential actions to choose the most appropriate one.
10. **Time Management** — Managing one's own time and the time of others.

Any student who thinks he/she does not possess one or more of these functions should contact the disability services provider at the campus. Provisions for accommodations will be made in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. For more information please go to the LFCC website at the following link: <http://www.lfcc.edu/?s=accomodations>.

### **Student Essential Soft Skills Standards**

Students are encouraged to continually develop the following soft skills in order to be successful in the classroom and beyond. The good news is that any skill can be learned! These skills will not only help you to get a job, but they will help you to keep the job.

1. **Performing General Physical Activities** — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
2. **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.
3. **Performing for or Working Directly with the Public** — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
4. **Handling and Moving Objects** — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
5. **Thinking Creatively** — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
6. **Training and Teaching Others** — Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
7. **Coaching and Developing Others** — Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
8. **Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.
9. **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.

## STATEMENT OF UNDERSTANDING

I have read, understand, and agree to abide by the requirements of the Certified Personal Trainer program as stated in The Certified Personal Trainer Student Handbook.

I have read, understand, and agree to abide by the general policies of the College as stated in the College Catalog.

As I complete the Certified Personal Trainer program, it is my responsibility to clarify what I do not understand regarding the requirements of the course with the instructor, in a proactive and professional manner.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Assumption of Risk Form

Students of the Certified Personal Training Program will be required to learn and practice physical skills. The undersigned agrees that he/she understands that learning and practicing these skills may be accompanied by potential dangers as identified below:

I understand and acknowledge that:

1. Students will be required to learn skills necessary for practice in the personal training field. These skills will include, but not be limited to, blood pressure and heart rate assessment, body composition measurement, and administration of active physical fitness assessments.
2. Students will practice assessments on each other. Prior to the skill practice; students will receive instruction regarding the skills to be practiced, including information on safety and the potential dangers inherent in such procedures.
3. There is an inherent, but limited risk to engaging in exercise or physical activity with apparently healthy populations. If a student suspects he or she may have an underlying condition, physical or otherwise, that may increase his or her risk during active lab situations, we advise the student seek appropriate medical clearance.

I agree to assume liability and responsibility for any and all potential risks, which may be associated with participation in such educational activities. Moreover, I understand and agree that I will indemnify and hold harmless Lord Fairfax Community College, its Board of Directors, Instructors, Employees, Clinical Affiliates, or hosting facility and that other students shall not be held liable for injury or illness which is incidental to or associated with the preparation for and the participation in these learning activities and which may be sustained.

I have received a personal copy of the Student Handbook containing rules and regulations relative to the program. The Program Instructor has reviewed the content with all members of the class and time was made available to the student for questions and clarification of content.

I agree to follow the outlined guidelines of the program.

Date: \_\_\_\_\_

Student's Printed Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_