March 2020

***National Personal Training Institute***

***Lakeshore Sport &Fitness***

***211 N. Stetson Street***

***Chicago, IL 60601*** (312)636-7323

***STUDENT CATALOG***

***Volume 7, March 2020***

Certified as true and correct in content and policy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# TABLE OF CONTENTS

# Institutional Philosophy 3

# Mission Statement 3

# Ownership 3

# History 3

# Job Placement Assistance 3

# Admission Requirements 3

# Evaluation of Prior Training/Advanced Standing 4

# Grading System 4

# Graduation Requirements 4

# Student Code of Conduct 4

# Records 4

# Definition of Clock Hours 4

# Attendance 4

# Completion of Requirements and Incompletes 4-5

# Leave of Absence 5

# Refund Policy 5-6

# Dismissal Policy 6

# Student Services 6

# Student Placement 6-7

# Student Complaints 7

# Health and Hygiene 7

# Sexual Harassment Policy 7-11

# Equal Opportunity Assurance Statement 11

# Personal Training Program 11

# Payment Options 12

# Staff 12

# Facilities & Safety 13

# Equipment 13

# Student Resource Center / Library 13

# Academic Calendar/Holidays Addendum

# GPA Conversion Table Addendum

# Institutional Philosophy: To provide students with the most qualified instructors and a curriculum that will enable The National Personal Training Institute to provide the workplace with personal trainers of the highest caliber.

**Mission Statement:** The National Personal Training Institute is committed to providing a high standard of education to each student. The National Personal Training Institute seeks to prepare its students with the specialized training needed to enter the workforce and contribute to the community.

**Ownership:** The National Personal Training Institute is owned by AAA Americas, Inc, Eugene McIlvaine, CEO, and is headquartered at 2727 Philmont Ave, Huntingdon Valley, Pennsylvania.

**History:** The 500 hour Personal Training Program was developed by Mr. Eugene McIlvaine, who has been in the trade school business since December of 1980. Currently, Mr. McIlvaine operates schools in Pennsylvania, New Jersey, Delaware, Virginia, Alaska, Florida, Georgia, Arizona, Michigan and Colorado. Since 1997, his programs have been committed to health and fitness.

**Job Placement Assistance:** The National Personal Training Institute employs a full-time job placement adviseror who maintains a current listing of available positions, seeks to locate potential employers, and assists graduates with placement. Every effort will be made to help graduates find suitable employment; however, the National Personal Training Institute cannot promise or guarantee employment to anyone.

**Admission Requirements:**

Must be 18 years of age or older **»** high school diploma or equivalency **»** state ID or passport.

The National Personal Training Institute does not discriminate against any applicant by race, gender, age or physical disability in accordance with federal and state guidelines.

All students must be 18 years of age and have a high-school diploma or equivalent. In addition, each student must provide a physician certificate showing that the student is physically able to lift, position and tolerate the bending, walking, and standing (for long periods of time) as required in this occupation. The admissions process begins with the student filling out and submitting an application for admissions along with the registration fee of $75.00. When application is accepted the completion and submission of all other admissions paperwork is required. Including an enrollment agreement, high school diploma or equivalent, proof of age and providing a physician certificate. Since testing by GED or receiving a HS diploma is based on a 10th grade reading level, the students have not shown any problems deciphering the information being taught to them. This is based on the multiple years of providing this education.

The admissions staff has the first telephone contact with the potential student. The student is informed at that time of the cost of registration. They are then made aware of the financial options available to them. An application form may be filled out at this time via the website or will be mailed to them. An appointment to meet with the Director/manager of the school to discuss payment options, tour the school and hold the interview is also scheduled. Should they choose to register they are informed about the orientation date.

At the time of the tour of the school the potential student is also informed as to how the program progresses as it pertains to the practical time. If the manager and student feel that this is the right program for them they may enroll at that time. A copy of the signed agreement is given to the student prior to ending the appointment. An enrollment agreement can also be signed at time of orientation and the student will receive a copy.

**Evaluation of Prior Training/Advanced Standing:**  Student exemption will be considered at the discretion of the Director if a written request with a copy of transcript from a former school is submitted. Transfer of credits however, cannot be guaranteed. The director will evaluate and compare to the course offering.

**Grading System:** Students will be quizzed on a regular basis with a mid-term given at the half way point. The final testing procedure will be both written and practical.

**Graduation Requirements:** Students must satisfactorily complete a final written and a final practical exam and obtain a 70% culmulative grade for the course. Attendance (500 hours), homework and quizzes also must be satisfactory with a 70% grade. Tuition must be paid in full. After all requirements are met, students will receive a diploma.

To maintain satisfactory academic progress, a student must maintain a cumulative grade point

average (GPA) of at least 2.0 (70%) or be subject to being placed on probation or being terminated.In addition, the student must maintain an adequate rate of progress toward successful completion of their respective program.

**Student Code of Conduct:** Misconduct is considered to be in conflict with the educational objectives of the school and thus subject to dismissal. Misconduct is cheating, forgery, plagiarism, furnishing false information, alteration of school documents, disruption or obstruction of teaching or administration, physical abuse of any person on school premises, theft or damage to school premises and property of other students, and use of alcoholic beverages and/or illegal drugs on school property. Any sexual misconduct in class will not be tolerated.

**Records:** The school will maintain all academic records. Progress reports will be made available to the students throughout the course of study. Students have access to their personal files. All student records will be kept confidential. No student record will be copied or given out unless the student signs a Release of Student Records form for each request. Student's may obtain a copy of his/her transcript by either mailing a request with the student's name, complettion date, signature and a statement requesting a copy of a transcript and/or diploma, along with a mailing address of where the copies should be sent.  A request with the above information may also be submitted via fax to:  630-663-0899.

**Definition of Clock Hours :** One in-class hour equals fifty minutes of supervised instruction.

**Holidays Observed, Classes will not be held on the following:** New Year’s Eve, New Year's Day, Memorial Day ,July 4th (week of), Labor Day, Thanksgiving Christmas Eve, Christmas Day.

**Attendance**: Students are required to attend all classes and scheduled activities. The school keeps records of attendance. Classes beign promptly, and students are expected to arrive on time. If a student is going to be late or absent for class, etiher a call or advance notice is expected. If a student misses three consecutive days of class without notice, a phone call will be made from the school. The unexplained absence of a student from school for more than 15 school days shall constitute notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.

**Completion of Requirements and Incompletes:** Required coursework missed by a student must be made up. The school advises students to obtain notes from classmates. The student is responsible to make the necessary arrangements with the instructor(s) for make-up work and examinations. This does not change the number of absences. Practical make-up time will be made under the supervision of the instructor. No student will receive a diploma or transcript until all outstanding assignments and requirements are completed, the mandatory class hours are completed, and all outstanding fees are paid in full.

To maintain satisfactory academic progress, a student must maintain a cumulative grade point average (GPA) of at least 2.0 (70%) or be subject to being placed on probation or being terminated. In addition, the student must maintain an adequate rate of progress toward successful completion of their respective program. The clock hours attempted cannot exceed one and one-half times (1.5) the hours required to complete a clock-hour program.

For determining satisfactory academic progress, each program is broken down into courses. At the end of 8 weeks the student’s GPA and rate of progress will be determined for the purpose of assessing SAP. Students will sign off as acknowledgement of receiving progress report information.

For students that need additional assistance in their education tutoring sessions can be scheduled with the Director or instructor.

We believe that with the assessment process at mandated intervals the students have the opportunity to check their progress and work with the instructor and Director to correct any deficiencies that may have occurred prior to completion of the program. During the probationary period the instructor will work with the student to ensure the comprehension of any information needed or extra credit that can be obtained as well as to assist the student with setting up a schedule of make-up days to bring attendance current. To maintain satisfactory academic progress, a student must maintain a cumulative grade point average (GPA) of at least 2.0 (70%) or be subject to being placed on probation or being terminated. In addition, the student must maintain an adequate rate of progress toward successful completion of their respective program. The clock hours attempted cannot exceed one and one-half times (1.5) the hours required to complete a clock-hour program.

**Completion Requirements: The maximum time frame to complete the program is 1.5 times the length of the program. This six month program must be completed in 9 months. If the program is not completed in 6 months then the student will have 1 month to complete their hours without penalty, if not they will be required to pay additional tuition of $10.00 per hour. Gym fees are only paid by the school for the time of original enrollment. The student is responsible to pay for gym fees, per month, for the next three months. If the maximum time frame is not met, the student is unable to receive a diploma and will be required to repay and repeat hours to graduate.**

**Leave of Absence:** Any student who applies for a leave of absence must present a written statement to the director for approval. Acceptable causes are a death in the family, lengthy illness or catastrophic events. Students may return to class where they left off to resume their studies if that return is within a six-month period. After a six-month length of absence, the student must be re-evaluated before returning to the program.

**Refund Policy:** Students must notify the director in writing of their intention to withdraw from the program. The unexplained absence of a student from school for more than 15 school days shall constitute notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.

All monies will be refunded if the applicant is not accepted by the school or if the student cancels within five (5) business days after signing the Enrollment Agreement or if the educational service is discontinued by the school.

Cancellation after the fifth (5th) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee.

Cancellation after attendance has begun, but within the first 5% of the program will result in a refund of all monies paid, with the exception of the registration fee.  The books can be returned a refund, if they are unmarked.

Cancellation after 5% but within 60% of the program will result in a refund prorated by days in

class, minus the registration fee. The books can be returned a refund, if they are unmarked.

After 60% of the course has been completed, there will be no refund. The last date of attendance will be used for determining if a refund is due the student. Refunds will be made within thirty (30) days of termination or receipt of Cancellation Notice.

**Dismissal Policy:** Students who fail to comply with attendance, academic requirements or the code of student conduct are subject to dismissal by the director. A review and conference with the director will be scheduled upon infraction. The unexplained absence of a student from school for more than 15 school days shall constitute notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.

**Student Services:** The student services offered at the school are provided through the instructor, DOE as well as the job placement coordinator of the school. The instructor provides the student with an up to date progress report to show the attendance and grading that has been achieved. It is the instructor that works with the student to evaluate the need to acquire more hours or higher grades on any given exam(s). The DOE assists in providing support for the student and/or instructor and to review the outcome of meetings to ensure satisfactory progress is being maintained. The DOE provides the students with the listing of placement options upon graduation. Should the student be from out of state, phone calls and Internet searches will be made to research possible employment assistance for the student, should it be desired by the student. Tutoring by an instructor can be completed at the request of the student by appointment. Students are also encouraged to form study groups as a majority are living in the same apartment building.

To further assist the student in obtaining placement the school provides a business section in the curriculum to review the interview procedures, resume building and attire that would be required at the interview.

**Student placement**: The school does not guarantee employment upon graduation. The school will, however, assist the student and provide contacts of interested employers to students requesting assistance in finding an in-field position. The job placement assistant, the instructors, and/or the director of the program provide these services. These services are reflected in the student handbook, the enrollment agreement and on any promotional or recruitment material.

The average student population is 20 students with a mix of 70 % male and 30% female. At any given time we can have students age ranging from 20-60 years old. With the amount of students the coverage for the student services allows all students to meet with either the instructor or the DOE at any given time. The population does not overwhelm the staff or faculty. They are given one-on-one meetings should that be the desire of the student. All concerns are handled immediately so that they do not escalate.

For the job placement assistance, the student is given a list of organizations by the instructor or director of the positions available. The “Job Binfer” lists employers that are immediately seeking employees. Information on job availability is also posted on the NPTI website. At graduation the student is given a login and password.

The tutoring is completed by the student making an appointment with the individual instructor for a specific time and date.

The progress reports that support the student attendance and grade given are presented to the student at the end of each course. These are calculated by the manager.

Students/graduates are able to question the instructor regarding any employment strategies.

Advising of academic and attendance and is completed by the instructor or the Director of Education. Those are the individuals that best know the given situation of the student. The manager is the person responsible for insuring that the documentation and information being given to the instructor is correct. All of our instructors have been with the company for at least 2 years and have shown the ability to have the correct interaction and discipline needed to assist the students through the program.

Any services needed outside of the employees’ scope of knowledge are referred to outside professionals.

**Student Complaints:** Students with concerns, questions, complaints or conflicts with instructors or other students should contact the director at 630-663-0899 to discuss issues or they may contact the Illinois Board of Higher Education at any time.

**Illinois Board of Higher Education 1 N Old State Capitol Plaza**

**Springfield, Illinois 62701**

**Phone: (217) 782-2551 Fax: (217) 782-8548 TTY:  (888) 261-2881**

**Health and Hygiene:**   Students are to arrive to class in clean, comfortable attire (loose slacks or shorts, short sleeve shirts, and full shoes). Students must wear proper exercise attire and sneakers when working out in fitness center. Nails should be scrubbed clean and filed short. Perfume or cologne should be used minimally in order not to offend others or those allergic to scented products. Personal hygiene such as showering and hair grooming is a must before each class.

**National Personal Training Institute Sexual Harassment Policy**

**I. STATEMENT OF COMPANY POLICY**

This company is committed to providing a workplace that is free from all forms of discrimination, including sexual harassment. Any individual’s behavior that fits the definition of sexual harassment is a form of misconduct which may result in disciplinary action up to and including dismissal or termination of training. Sexual harassment could also subject this company and, in some cases, an individual to substantial civil penalties.

The company's policy on sexual harassment is part of its overall affirmative action efforts pursuant to state and federal laws prohibiting discrimination based on age, race, color, religion, national origin, citizenship status, unfavorable discharge from the military, marital status, disability, and gender. Specifically, sexual harassment is prohibited by the Civil Rights Act of 1964, as amended in 1991, and the Illinois Human Rights Act.

Each individual of this company bears the responsibility to refrain from sexual harassment in the workplace. No individual -male or female- should be subjected to unsolicited or unwelcome sexual overtures or conduct in the workplace. Furthermore, it is the responsibility of all supervisors to make sure that the work environment is free from sexual harassment. All forms of discrimination and conduct which can be considered harassing, coercive or disruptive, or which create a hostile or offensive environment must be eliminated. Instances of sexual harassment must be investigated in a prompt and effective manner.

All individuals of this company, particularly those in a supervisory or management capacity, are expected to become familiar with the contents of this Policy and to abide by the requirements it establishes.

**II. DEFINITION OF SEXUAL HARASSMENT**

According to the Illinois Human Rights Act, sexual harassment is defined as: Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when;

(1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.

(2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

(3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The courts have determined that sexual harassment is a form of discrimination under Title VII of the Civil Rights Act of 1964, as amended in 1991.

One example of sexual harassment is where a qualified individual is denied employment opportunities and benefits that are, instead, awarded to an individual who submits (voluntarily or under coercion) to sexual advances or sexual favors. Another example is where an individual must submit to unwelcome sexual conduct in order to receive an employment opportunity.

Other conduct commonly considered to be sexual harassment includes:

\* Verbal: sexual innuendos, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside their presence, of a sexual nature.

\* Non-verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking", or "kissing" noises

\* Visual: posters, signs, pin-ups or slogans of a sexual nature.

\* Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.

Sexual harassment most frequently involves a man harassing a woman. However, it can also involve a woman harassing a man or harassment between members of the same gender.

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a "reasonable woman" or "reasonable man", depending on the gender of the alleged victim.

An example of the most subtle form of sexual harassment is the use of endearments. The use of terms such as "honey", "darling", and "sweetheart" is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level.

Another example is the use of a compliment that could potentially be interpreted as sexual in nature. Below are three statements that might be made about the appearance of a woman in the workplace:

"That's an attractive dress you have on."   
"That's an attractive dress. It really looks good on you."   
"That's an attractive dress. You really fill it out well."

The first statement appears to be simply a compliment. The last is the most likely to be perceived as sexual harassment depending on the perceptions and values of the person to whom it is directed. To avoid the possibility of offending an individual, it is best to follow a course of conduct above reproach, or to err on the side of caution.

**III. RESPONSIBILITY OF INDIVIDUALS**

Each individual has the responsibility to refrain from sexual harassment in the workplace.

An individual who sexually harasses a fellow individual is, of course, liable for his or her individual conduct.

The harassing individual will be subject to disciplinary action up to and including discharge in accord with the company's disciplinary policy and the terms of any applicable collective bargaining agreement.

**IV. RESPONSIBILITY OF SUPERVISORS**

Each supervisor is responsible for maintaining the workplace free from sexual harassment. This is accomplished by promoting a professional environment and by dealing with sexual harassment as with all other forms of employee misconduct.

The courts have found that organizations as well as supervisors can be held liable for damages related to sexual harassment by a manager, supervisor, employee, or third party (an individual who is not an employee but does business with an organization, such as a customer, contractor, sales representative, or repair person.

Liability is either based on an organization's responsibility to maintain a certain level of order and discipline, or on the supervisor acting as an agent of the organization. As such, supervisors must act quickly and responsibly not only to minimize their own liability but also that of the company.

Specifically, a supervisor must address an observed incident of sexual harassment or a complaint, with seriousness, take prompt action to investigate it, report it, and end it, implement appropriate disciplinary action, and observe strict confidentiality. This also applies to cases where an individual tells the supervisor about behavior that constitutes sexual harassment but does not want to make a formal complaint.

In addition, supervisors must ensure that no retaliation will result against an individual making a sexual harassment complaint.

**V. PROCEDURES FOR FILING A COMPLAINT OF SEXUAL HARASSMENT**

**A. INTERNAL**

An individual who either observes or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the supervisor and to the offending individual. It is not necessary for the sexual harassment to be directed at the person making the complaint.

Each incident of sexual harassment should be documented or recorded. A note should be made of the date, time, place, what was said or done, and by whom. The documentation may be augmented by written records such as letters, notes, memos, and telephone messages.

No one making a complaint of sexual harassment will be retaliated against even if a complaint made in good faith is not substantiated. Any witness to an incident of sexual harassment is also protected from retaliation.

The process for making a complaint about sexual harassment falls into several stages.

1. DIRECT COMMUNICATION. If there is sexually harassing behavior in the workplace, the harassed individual should directly and clearly express her\his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.

2. CONTACT SUPERVISORY PERSONNEL. At the same time direct communication is undertaken, or in the event the individual feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor or management.   If the harasser is the immediate supervisor, the problem should be reported to the next level of management.

3. FORMAL WRITTEN COMPLAINT. An individual may also report incidents of sexual harassment directly to management. Management will counsel the reporting individual and be available to assist with filing a formal complaint. The Company will fully investigate the complaint, and will advise the complainant and the alleged harasser of the results of the investigation.

**B. EXTERNAL**

The Company hopes that any incident of sexual harassment can be resolved through the internal process outlined above. All individuals, however, have the right to file formal charges with the Illinois Department of Human Rights (IDHR) and/or the United States Equal Employment Opportunity Commission (EEOC). A charge with IDHR must be filed within 180 days of the incident of sexual harassment. A charge with EEOC must be filed within 300 days of the incident.

**The Illinois Department of Human Rights may be contacted as follows**:

CHICAGO             (312) 814-6200   
CHICAGO TDD       (312) 263-1579   
SPRINGFIELD        (217) 785-5100   
SPRINGFIELD TDD  (217) 785-5125   
MARION               (618) 993-7463

An individual who is suddenly transferred to a lower paying job or passed over for promotion after filing a complaint with IDHR or EEOC may file a retaliation charge with either of these agencies. The charges must be filed within 180 (IDHR) or 300 (EEOC) days of the retaliation.

An individual who has been physically harassed or threatened while on the job may also have grounds for criminal charges of assault and battery.

**VI. FALSE AND FRIVOLOUS COMPLAINTS**

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.

**EQUAL OPPORTUNITY ASSURANCE STATEMENT**

It is the policy of National Personal Training Institute to prohibit discrimination against all individuals in the United States on the basis of race color religion, sex, national origin, age, sexual orientation, disability, political affiliation or belief, and admitted immigrant authorized to work in the United States.

National Personal Training Institute complies with Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the bases of race, color and national origin;

National Personal Training Institute complies with The American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

National Personal Training Institute provides that persons with disabilities must be provided with reasonable accommodations and modification for their disabilities. The section also requires that individuals with disabilities be given services alongside (not segregated from) people without disabilities, unless the program or activity providing services performs an individualized assessment of a particular individual with a disability and concludes that the individual needs special, segregated services.

National Personal Training Institute is an“equal opportunity employer/program” and “auxiliary aides and services are available upon request to individuals with disabilities”.

**Personal Training Program**

**Program Objective:** The objective of this program is to train individuals in the art and science of personal training. The knowledge and skills acquired by the students will enable them to design and implement a safe and effective training program specific to each client. The student will also be able to do nutritional consultation.

### Class Hours: Classes for the 500 Hour Personal Training Program are held Monday through Thursday with day classes from 9:30 a.m. to 2:30 p.m. and evening classes from 5:30 p.m. to 10:00 p.m. Saturday classes are also available, with specialty classes being held on Sundays.

**Cost:** The cost of the 500 Hour Personal Training Program is $6,900.00, which includes registration fee ($75.00), tuition ($5,889.00), and gym membership ($936.00).

**Payment Options:** $75.00 registration fee, $1,500.00 minimum deposit, monthly payments through completion of the program. There are also loan options available to qualified applicants.

**ADMINSTRATION/ STAFF:**

Eugene McIlvaine, Owner and CEO

**Instructors:**

Annette Ryan Briseno, Operations Director/Lead Instructor: Annette has been teaching for NPTI since 2002 and serves as the Director of Education. Annette received her Bachelor's degree in Physical Education with a minor in Nutrition from Western Illinois University, where she also received her Masters degree in Exercise Science. With over 15 years of experience, Annette has worked in a variety of settings within the fitness field including teaching at elementary, university, and postsecondary levels, personal training, instructing a variety of group fitness classes, cardiac rehabilitation, marathon training and corporate fitness. Annette is a Certified Strength and Conditioning Specialist through the National Strength and Conditioning Association (NSCA).

**Facilities & Safety:** Programs are conducted at 211 N. Stetson Ave, Chicago, IL 6060. The school has a variety equipment and many other amenities. Each class will accommodate up to 25 students. Teaching will be done through lecture, video, practical demonstration, and written material. Fire inspections are conducted as required by the State Fire Marshal and posted in the facility. Evacuation routes are mapped and posted on each floor of the facility.

**Equipment:**

|  |  |
| --- | --- |
| -Assorted Anatomical Charts Assorted Training Videos  -Skeleton Assorted Free Weights  -Skinfold Calipers Weight Training Benches  -Tape Measure 12” Aerobic Steps | -Blood Pressure Cuff TV/VCR  -Stethoscope Exercise Mats  -Scale Heavy Equipment/Exercise Machine |

**Student Resource Center/Library:** Hours of operation: Chicago - Monday – Thursday 8:30am-10pm and Saturdays - 10am-6pm.

**Program Outline for Personal Training:**

All hours are theory hours, unless otherwise noted.

| Course Number | Course Name | Lecture Hours | Lab/Practical Hours | Total Clock Hours |
| --- | --- | --- | --- | --- |
| 101 | Fundamentals of Personal Training 1 | 36 | 24 | 60 |
| 102 | Fundamentals of Personal Training 2 | 36 | 24 | 60 |
| 181 | Didactic Learning | 0 | 50 | 50 |
| 182 | Specialty Classes | 32 | 18 | 50 |
| 203 | Understanding the Human Body | 48 | 32 | 80 |
| 204 | Practical Methodology of Training | 48 | 32 | 80 |
| 305 | Advanced Concepts of Personal Training | 60 | 40 | 100 |
| 306 | Advanced Theories of Fitness | 72 | 48 | 120 |
|  | TOTAL HOURS | 332 | 268 | 500 |

*No prerequisite classes are required.*

**Textbooks:**

**Nutrition** – Fifth Edition

Insel, Ross, McMahon and Berstein

**NASM Essentials of Personal Fitness Training –Fifth Edition**

Lippincott Williams & Wilkins

Copyright 2012

Addendum

**Academic Calendar**

### July 2019

|  | |
| --- | --- |
| Dates:**07-08-2019 to 12-23-2019** | Days of Week:**Monday - Thursday** |
| Format:**DAY** | Time:**9:30 am to 2:30 pm** |
| Minimum Seats:**5** | Maximum Seats:**25** |
| Practical Gym Location:**Lakeshore Sport & Fitness** | |
| **6 month program** | |

|  | |
| --- | --- |
| Dates:**07-08-2019 to 12-23-2019** | Days of Week:**Monday, Wednesday and Saturday** |
| Format:**DAY** | Time:**5:30 pm to 10:30 pm** |
| Minimum Seats:**5** | Maximum Seats:**25** |
| Practical Gym Location:**Lakeshore Sport & Fitness** | |
| **6 month program** Monday and Wednesday: 5:30 pm - 10:30 pm and Saturday: 10:00 am - 6:00 pm and 1 Sunday a month: 10:00 am - 2:00 pm | |

|  | |
| --- | --- |
| Dates:**07-08-2019 to 07-01-2020** | Days of Week:**Monday and Wednesday** |
| Format:**EVENING** | Time:**5:30 pm to 10:30 pm** |
| Minimum Seats:**5** | Maximum Seats:**25** |
| Practical Gym Location:**Lakeshore Sport & Fitness** | |
| **12 month program** | |

|  | |
| --- | --- |
| Dates:**07-13-2019 to 06-27-2020** | Days of Week:**Saturday** |
| Format:**DAY** | Time:**10:00 am to 6:00 pm** |
| Minimum Seats:**5** | Maximum Seats:**25** |
| Practical Gym Location:**Lakeshore Sport & Fitness** | |
| **12 month program** Plus 1 Sunday a month: 10:00 am - 2:00 pm | |

### October 2019

|  | |
| --- | --- |
| Dates:**10-07-2019 to 03-26-2020** | Days of Week:**Monday - Thursday** |
| Format:**DAY** | Time:**9:30 am to 2:30 pm** |
| Minimum Seats:**5** | Maximum Seats:**25** |
| Practical Gym Location:**Lakeshore Sport & Fitness** | |
| **6 month program** | |

|  | |
| --- | --- |
| Dates:**10-12-2019 to 09-26-2020** | Days of Week:**Saturday** |
| Format:**DAY** | Time:**9:00 am to 6:00 pm** |
| Minimum Seats:**5** | Maximum Seats:**25** |
| Practical Gym Location:**Lakeshore Sport & Fitness** | |
| **12 month program** Plus 1 Sunday a month: 10:00 am - 2:00 pm | |

| 600 HR Personal Fitness Training Program[**Apply Now**](about:blank) | |
| --- | --- |
| Dates:**10-07-2019 to 09-30-2020** | Days of Week:**Monday and Wednesday** |
| Format:**EVENING** | Time:**5:30 pm to 10:30 pm** |
| Minimum Seats:**5** | Maximum Seats:**25** |
| Practical Gym Location:**Lakeshore Sport & Fitness** | |
| **12 month program** | |

| 500 HR Personal Fitness Training Program[**Apply Now**](about:blank) | |
| --- | --- |
| Dates:**10-07-2019 to 04-04-2020** | Days of Week:**Monday, Wednesday and Saturday** |
| Format:**EVENING & SATURDAY** | Time:**5:30 pm to 10:30 pm** |
| Minimum Seats:**5** | Maximum Seats:**25** |
| Practical Gym Location:**Lakeshore Sport & Fitness** | |
| **6 month program** Monday and Wednesday: 5:30 pm - 10:30 pm and Saturday: 10:00 am - 6:00 pm and 1 Sunday a month: 10:00 am - 2:00 pm | |

