

# **National Personal Training Institute, Inc.**

## **INFORMATION CATALOG**

Volume 16  
January 2017-January 2018

Main Campus\*:  
809 S. Orlando Ave Suite K  
Winter Park, FL 32789  
1-800-960-6294  
[www.nationalpti.edu](http://www.nationalpti.edu)

Branch Campus:  
8411 Sunstate Street  
Tampa, FL 33634

\*Main Campus accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC)

Licensed by the Commission for Independent Education, Florida Department of Education  
License # 2442

Additional information regarding this institution may be obtained by contacting the Commission  
at:

325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
888-224-6684 toll free

**Corporate Officers:** President Patrick Sherman & Gene McIlvaine  
**Director:** Patty Sherman

National Personal Training Institute, Inc. is owned by: Patrick Sherman and Gene McIlvaine and  
is licensed in the state of Florida as a Florida Corporation.

Disclosure: National Personal Training Institute, Inc. reserves the right to change programs, start  
dates, tuition, or to cancel programs. Any changes will be made after approval from the State  
Commission for Independent Education and will be stapled to this catalog. Students will abide by  
rules of the catalog enrollment agreement of the date they enrolled.

A copy of this Student Catalog is available prior to enrollment.

Date of this printing:  
2016, Florida

## TABLE OF CONTENTS

National Personal Training Institute, Inc.....	4
Purpose, Educational Philosophy and Objectives, History	
Programs.....	4-5
Personal Fitness Training	
ACCSC Accreditation .....	6
Admissions .....	6-7
Requirements, Language, Transfer of Credit, International Students	
Description of Institution.....	7-8
Classrooms	
Institution Resource Center	
Equipment and Supplies	
Textbooks	
Enrollment Procedures.....	8-9
Personal Interview, Acceptance by Institution	
Student Services.....	9-10
Corporate Policy for Students with Disabilities, Housing, Student	
Records/Transcripts, Family Educational Rights and Privacy,	
Academic advisement, financial aid advisement	
Personal Advisement/Counseling	
Career Services/ Placement	
Academic Information and Standards of Progress.....	10-12
Syllabi, Attendance, Absences, Tardiness,	
Make-Up Work, Leaves of Absence/Withdrawal,	
Probation, Reentry, Graduation,	
Grading, Termination, Changes Made By the Institution,	
Program Completion Time	
Financial Assistance Available to Students .....	12-17
Federal (Title IV) Refund Policy, Official and Unofficial Withdrawals,	
Repayment Policy (Return of Title IV Financial Aid)	
Satisfactory Academic Progress Policy .....	17-21
General Information.....	21-23
Conduct, Dress Code	
Drug Free Institution and Workplace	
No smoking Institution and Workplace	
Sexual Harassment and Anti Hazing Policy	
Unresolved Disputes/Grievance Procedures	
Calendar of Classes and Class Clock Hours .....	24-25
Academic Calendar, Schedule Formats, Start and End Dates, Holidays	
Tuition Information.....	25
Graduation and Placement Rates .....	25-26
Refund and Cancellation Policy.....	26
Copyright Infringement .....	26-29
Drug & Alcohol Abuse Prevention Program & Campus Safety & Security Report....	29
Administration and Faculty.....	30
Course Outlines.....	31-32

## **NATIONAL PERSONAL TRAINING INSTITUTE, INC.**

### **Purpose**

National Personal Training Institute programs are designed to offer a comprehensive personal fitness training program to give students skills to become a successful Personal Trainer. Training includes classroom instruction plus supervised, hands-on gym time. The program is also suitable for those who are adding skills to their profession as health care workers in nursing, physical or occupational therapy, or any other related field.

### **Educational Philosophy and Objectives**

National Personal Training Institute is committed to offering comprehensive courses to become a Personal Trainer and prepare graduates to enter the workforce. Our curriculum is geared to the needs of today's health-minded people.

Successful completion of the Personal Fitness Training Program leads to a diploma that qualifies grads to practice as a personal fitness trainer in health clubs, vacation resorts, spas, private practices, fitness centers, corporate programs, hotels, country clubs, cruise ships, and with athletic teams.

### **History**

National Personal Training Institute, Inc. offers a 600 hour Personal Fitness Training Diploma. This course was originally developed by Mr. Gene McIlvaine of Philadelphia, Pennsylvania. There are training locations throughout the United States and Canada.

### **PROGRAMS**

*One clock hour equals 50 minutes of training time. Courses are completed sequentially as offered. The course numbers are based on course codes established by NPTI and do not relate to state common numbering systems.*

#### **Personal Fitness Training - 600 Hours**

The National Personal Training Institute offers comprehensive fitness courses designed to further your knowledge in body building, exercise physiology, weight management, weight training, and personal training. Our training programs are hands-on throughout giving students opportunities to experience being a Personal Fitness Trainer. Practice sessions occur within the first week.

#### ***Program Objectives***

Upon completion of this program graduates will be able to seek entry-level employment as a personal trainer at gyms, spas, resorts, and other places where health and fitness is offered and personal trainers are hired. Students will be able to design and implement a safe and effective Personal Fitness Training program specific to each client. They will also be able to perform nutritional consultation.

### Program Description

The Personal Fitness Training includes: Theory, 100 clock hours of Anatomy & Physiology, 100 clock hours of Nutrition, and hands-on practical gym instruction.

### Courses:

		Theory	Lab
PF 101	Legal Guidelines & Business Management	18	
PF 102	Health Screening & Fitness Evaluations	8	
PF 103	Cardio Fitness Training	24	
PF 104	Muscular Strength & Endurance	3	
PF 105	Strength Training Program Design (Practical)		160
PF 106	Communication & Teaching	2	
PF 107	Flexibility & Stretching	6	
PF 108	Human Anatomy & Physiology	100	
PF 109	Nutrition	100	
PF 110	Musculoskeletal Injury/Emergencies/Rehabilitation	10	
PF 111	Personal Training Advertising & Marketing	25	
PF 112	Adherence & Motivation	3	
PF 113	Core Training & Stabilization	12	
PF 114	Resistance Training Systems	12	
PF 115	Biomechanics	3	
PF 116	Exercise Metabolism	4	
PF 117	Special Health Concerns	2	
PF 118	Supplementation	6	
PF 119	CPR & First Aid	5	
PF 120	Special Populations	30	
PF 121	Final Review and Test (Theory)	9	
PF 122	Final Review and Test (Practical)		8
PF 123	Practical Application		50
	TOTALS Theory 382, Practicum/lab 218, Total 600	382	218

### Award

Diploma

382 Theory Hours

218 Lab Hours

600 Total Hours

## **ACCREDITED BY THE ACCSC**

NPTI Orlando is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

### **What is accreditation?**

Accreditation generally means that a college or school has been evaluated by a group of educators, and meets the accrediting agency's standards. This process is VOLUNTARY for the college; it is not "required." However, accreditation is (1) required for financial aid eligibility, (2) easily recognized by potential employers, and (3) acknowledged by other colleges, universities, or schools, which may allow for the transfer of credits, acceptance into another school, and other education-related opportunities.

Be aware that some so-called "accrediting agencies" may not be recognized by the U.S. Department of Education. A current listing of recognized "accrediting agencies" maybe found on the US Department of Education's web site. Check with the DOE office before you send money to any college, even if it claims to be accredited.

## **ADMISSIONS**

Admission is open to any qualified applicant. No qualified person may be excluded from enrollment in National Personal Training Institute based on age, race, gender, color, creed, or marital status to the extent of the law, disability, or national origin.

### **Requirements**

Applicants must meet the following requirements for consideration for admission:

- ✓ Be at least 18 years or older and possess a desire and ability to become a personal trainer.
- ✓ Have a high school diploma, GED, or recognized equivalent of a high school diploma
- ✓ Have a personal or phone interview.
- ✓ Submit a signed enrollment agreement
- ✓ Present medical certificate or letter from a physician indicating good health, if you have a prior existing medical condition.

### **Admission Guidelines:**

- Each applicant is informed of the nature of the training provided. This includes all responsibilities and demands of the program
- Admission standards are applied consistently to ALL applicants.
- President and/or Institution Director will verify that each applicant meets the minimum requirements list above AND possesses the ability and skills to complete the training.

- In the event a student is denied admissions, documentation is kept on file for one year.

**The catalog and the enrollment agreement constitute a binding contract between the student and National Personal Training Institute, Inc. Please read carefully prior to signing the Enrollment Agreement.**

### **Language**

All courses are offered only in English.

### **High School/Secondary School Transcripts**

The minimum academic requirement for admission is the completion of high school or secondary school. The high school or secondary documentation is required even if you have college or university work. A transcript (record of subjects/courses and grades) and verification of graduation is required. The document(s) must represent the equivalence of high school graduation in the U.S. All documents not written in English must be submitted along with a certified English translation. Please contact Admissions for the specific documents required.

### **Transfer of Credit**

National Personal Training Institute, Inc. does not accept credit or advanced standing for previous education or training. Students may wish to continue their training after graduation. Some NPTI credits may be transferable to other schools. However the graduate must contact the school s/he is transferring to as each school has its own requirements regarding transfer credit. There is no guarantee of Transfer of Credit from NPTI to another.

### **International Students**

Please review the International Student Information Packet.

## **DESCRIPTION OF INSTITUTION**

### **Classrooms**

Classes are conducted in classroom/college environment located at 809 S. Orlando Ave, Suite K-O, Winter Park, FL. The practical part of the Personal Fitness Training is also conducted on site. The classroom can accommodate up to 40 students. The total space is 6,451 square feet and includes a gym, administrative offices, and classrooms. Teaching is done through lecture, video, practical demonstration, hands-on experiences, and written material.

### **Institution Resource Center**

The institution resource center is appropriate to the programs offered. It contains instructional videos, journals, texts, technical manuals, reference books, magazines, and video and audio tapes on personal fitness. Students and instructors may use resource center materials while on campus. None of the courses require the student to use the

resource center. The hours of the Center are the hours NPTI is open for classes and during business hours, which are 8:00 am to 4:30 pm Monday through Friday.

### **Equipment and Supplies For Personal Fitness Training Program**

<b>Equipment:</b>	Assorted Anatomical Charts	Assorted Training Videos
	Skeleton	Assorted Free Weights
	Skinfold Calipers	Weight Training Benches
	Tape Measure	12" Aerobic Steps
	Blood Pressure Cuffs	Metronome
	Stethoscope	Timer
	Scale	Exercise Mat
	TV/DVD	Heavy Equipment
	Exercise Machines – Gym	

### **Textbooks:**

***NPTI's Fundamentals of Fitness and Personal Training, 1<sup>st</sup> Edition***, ISBN# 978-1-45042381-6 (Tim Henriques. Copyright 2014 Human Kinetics)

***Williams Basic Nutrition and Diet Therapy, 14<sup>th</sup> Edition***, ISBN# 978-0-323-08347-8 (Staci Nix. Copyright 2013, Mosby)

***Illustrated Essentials of Musculoskeletal Anatomy, 5th Edition***, ISBN# 978-0-935157-07-9 (Sieg & Adams. Copyright 2009 Megabooks, Inc.)

**Other Resources:** Sport Science (television series); MobilityWOD; TRX Core Membership; Apple TV

We use contemporary exercise equipment and learning materials for an effective and comfortable learning environment.

Please bring the following unless otherwise noted in course literature: Paper or notebook, pen or pencil, lunch or snack if desired, workout clothes, towel

### **ENROLLMENT PROCEDURES**

The first step in the enrollment process is to tour the institution and meet with an admissions representative.

#### **Personal Interview**

A personal interview with each applicant is required prior to acceptance into any program. The personal interview gives the institution an opportunity to evaluate the applicant and determine eligibility.



**Acceptance by Institution**

The applicant will be informed of the admissions decision at the end of the interview and after review and acceptance of required documents.

**STUDENT SERVICES****Corporate Policy for Students with Disabilities**

In order for students to get special accommodations, they must disclose their disability to NPTI in writing. NPTI must have written documentation from the student's physician or psychologist of the type of disability and what, if any, accommodations are required for the student.

NPTI follows Section 504 of the Rehabilitation Act and does not discriminate or exclude individuals with disabilities from attending the program.

**Housing**

Housing is available to residential students upon request.

**Student Records/Transcripts**

Student records are retained perpetually at the institution. Records of academic progress are furnished to the student. One transcript is provided to students upon graduation and fulfillment of tuition obligations. Additional transcripts are available to students upon written request and for a fee of \$10.00. Student records will be provided to potential employers only after a written request has been made by the individual student. Student records are maintained in a fireproof cabinet. Computer records are backed up weekly and stored off campus. For those students who are denied entry, dismissed or terminated from NPTI, records will be retained permanently.

**Family Educational Rights and Privacy Act**

National Personal Training Institute complies with the Family Educational Rights and Privacy Act of the 1974 Buckley Amendment, Public Law 93-380, Section 438. All students' records are confidential.

**Academic Advisement**

Academic advisement consists of determining whether the applicant has an understanding in areas such as body building, exercise physiology, weight management, weight training and personal training.

**Financial aid Advisement**

NPTI Orlando offers Financial Aid at this time. The Financial Aid Administrator provides information about financial aid and payment plans.

### **Personal Advisement/Counseling**

Instructors and staff will assist students who seem to be having academic difficulty preventing them from success. The faculty and staff are available by appointment or informally to meet with students. If required, students may be referred to professional services in the community.

### **Career Services /Job Placement Assistance**

Job Placement Services or assistance shall be provided to all graduates without additional charge. No guarantee of placement directly or indirectly is implied. Records of all graduates are maintained permanently. The National Personal Training Institute employs a full-time job placement counselor who maintains a current listing of available positions, seeks to locate potential employers, and assists graduates with placement. Every effort is made to help graduates find suitable employment; however, The National Personal Training Institute cannot promise or guarantee employment to anyone.

## **ACADEMIC INFORMATION AND STANDARDS OF PROGRESS**

### **Syllabi**

On the first day of class students receive a copy of the course syllabi and course outlines. The student catalog is available one week prior to classes beginning. Students also receive a catalog at the time of enrollment.

### **Attendance**

Daily attendance is required. A daily report is accurately kept on trainees' attendance. Excessive tardiness and absenteeism will be cause for possible interruption of training. Occasionally situations occur that conflict with training. The following are guidelines.

### **Absences**

Excused and non-excused absences are considered the same when computing maximum number of allowable absences. Unsatisfactory Attendance is when a student is absent more than 30% of the scheduled class time. If a student has Unsatisfactory Attendance upon the stated evaluation point(s), the student is placed on Probation until the following conditions are met:

- ✓ The student establishes satisfactory progress or meets the conditions of probation.
- ✓ The student has corrected the problems that caused the unsatisfactory attendance.
- ✓ The student has satisfactorily completed work missed because of the absence either by repeating the session(s) missed or performing required work outlined by the instructor.

A student is terminated for Unsatisfactory Attendance if the student does not meet these conditions within 1 payment period.

### **Tardiness**

Lateness or leaving class up to one-hour early is counted as one-fourth of a day absence. Leaving one-half to two hours early is equal to one-half day absence. Over two hours early departure equals one full day absence. These absences are included in the 5% absence calculation. All class time missed in excess of 15 minutes must be made up by the student in order to graduate.

### **Make-up Work**

Make-up work is required for any absence. Hours of make-up work will not be accepted as hours of class attendance. Tests that are not taken as a result of an absence must be made up within a time frame determined by the instructor.

### **Leaves of Absence/Withdrawal**

A student may be granted a leave of absence for a maximum of 120 days. A request for leave must be in writing. A student who is not making satisfactory academic progress, has been placed on a warning or probation status, that requests a leave of absence will also return on the same status. A student whose leave is approved, is reasonably expected to return in the same week of instruction, as the student's last date of attendance fell within. This date must be specified in the student's written request to the college Director. If the student does not re-enter within the specified time, or attends another college/institution and receives federal student aid, the student's enrollment agreement will be terminated and s/he will be granted a refund according to the refund policy. The Withdrawal date is determined by the last date the student attended class.

### **Probation**

A student may be placed on Academic Probation at any point where a student fails to meet satisfactory academic progress standards. The student will be assigned an academic progress plan. (see Grading).

### **Re-Entry**

A student who has withdrawn or has been terminated and wants to re-enter their training program must notify the Institution Director and follow the required admission procedures. A student who was terminated for any reason can meet with the Institution Director and show why s/he should be re-admitted and how the student will meet program requirements. The decision of the Institution Director will be made based on the student meeting program requirements. The timeframe for reentry must be 60 days from date of withdrawal or termination for resident students.

### **Graduation**

Graduation ceremonies are held after each session. Upon satisfactory completion of all academic requirements and tuition obligations, the student is awarded a Diploma and transcript. Additional transcripts may be requested at a fee of \$10.00 each.

### **Grading**

Students must maintain a grade average of 70% or better in order to satisfactorily complete their programs. Grades for tests and projects are as follows:

A	90 - 100	Excellent
B	80 - 89	Good
C	70 - 79	Average
D	69 - 60	Failure
F	59 - 0	Failure

Bi-weekly tests are given to evaluate student progress in the classroom. Students who are having difficulty may repeat the module or practice work. Students who fall below an average of 70% will be put on Academic Probation. During this time the student is to work with the instructor to improve the grade. Grades can be improved by re-taking exams after reviewing failed subject matter. An exam may be re-taken a total of 2 times. If after 2 times, within the probation period, the student fails to bring his/her average grade to 70% then the student will be terminated. The probation period begins upon notification of failing grades. The probation period may result in the student being unable to complete the program in its standard-length definition.

Records of academic progress are permanently maintained by the institution.

### **Termination**

An NPTI – Orlando student will be terminated if the student fails to submit proper appeal within the allotted time frame of (5) business days, the institution determines that the student would be incapable of reaching SAP standards at the end of the payment period, has unexcused absences for 14 days or reaches maximum completion of 150% of the program.

### **Changes made by Institution**

If the institution cancels or changes a program of study or location in such a way that the student who has started is unable to complete training, arrangements will be made in a timely manner to accommodate the student. If the institution is unable to make alternative arrangements that are satisfactory to both parties, the institution will refund all money paid by the student. Any changes will be stapled to the catalog and/or sent to students and will be approved by the Commission for Independent Education.

### **Program Completion Time and Maximum Time from for Completion**

The standard completion time for the program is 18 weeks. For undergraduate programs measured in clock hours the program length for completion will not exceed 150 percent of the standard completion expectation. This is represented by cumulative number of clock hours and calendar time. (Example 18 weeks, plus 9 weeks, not to exceed 27 weeks or 600 hours and 300 hours, not to exceed 900 attempted hours).

## **FINANCIAL ASSISTANCE AVAILABLE TO STUDENTS**

NPTI Orlando is eligible for tuition assistance for Federal Student Loans/Title IV Financial Aid.

Our accredited international personal trainer school is ready to work with you.

For more information about your Free Application for Federal Student Aid (FAFSA) e-document, to complete your FAFSA application, or for other information about Pell Grants, Stafford Loans, and Federal Student Financial Aid, please visit [www.FAFSA.gov](http://www.FAFSA.gov). Be advised that ALL Federal Student Financial Aid (loans or grants) BEGIN with your completing the FAFSA application. The NPTI Orlando school code is **042505**.

\*\* Please note: If your schooling falls during a crossover period, you will be required to fill out your FAFSA for both award years. A crossover period occurs when a payment period starts before July 1st and your 2nd disbursement occurs after July 1st. This period overlaps 2 award years.

\*\* Students Receiving Title IV / Federal Financial Aid: All students receiving Federal Financial Aid are subject to the terms of this Student Catalog and the Student Enrollment Agreement, "Federal Financial Aid Return of Title IV Funds Policy" and "Satisfactory Academic Progress Policy" as it relates to qualifying for federal funds, being disqualified for federal funds, and the return of federal funds. If you are receiving or expect to receive federal funds (grants or loans), you are required to sign these addendums and acknowledge your understanding of their contents.

**Entrance/Exit Counseling for Students Receiving Title IV / Federal Financial Aid:**

All students who are receiving Title IV Federal Student financial aid must complete both Entrance and Exit Counseling as a condition of participating in the Title IV Federal Student Financial Aid program. Failure to complete Entrance counseling will prevent you from securing your loan and therefore may prevent you from enrolling. When leaving NPTI, regardless of the reason that s/he leaves NPTI: graduation, expulsion, resignation, etc. "Exit Counseling Guide for Federal Student Loan Borrowers" procedures must be followed. If the student fails to complete the exit counseling forms, this will be reported to the U.S. Department of Education as "student refused to complete exit counseling".

**Federal (Title IV) Refund Policy:**

NPTI Orlando will determine the amount of Title IV program assistance that a student earns if he/she withdraws from NPTI. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

If a student cancels his/her contract, the cancellation date will be determined by the postmark on written notification or the date said information is delivered to NPTI's

Financial Aid Administrator/Director in person. Should any aid be disbursed prior to the start of class, all funds will be returned in full to the appropriate agency.

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment, the amount of Title IV program assistance that you have earned up to that point is determined by a Return to Title IV Funds formula. The Financial Aid Department administers the Return to Title IV Funds Calculation (R2T4). All R2T4 calculations are based on the students' last date of attendance as provided by the students' attendance records. The R2T4 determines the amount of aid that was earned and is based on the payment period. After the student, has completed 60% of the payment period, no returns is due. The R2T4 is completed for all withdrawals to determine if the student is approved for a post withdrawal disbursement.

NPTI will determine the actual date the student started the payment period and the last date of attendance and will figure the scheduled clock hours within that period of time. The number of clock hours the student was scheduled to complete within that payment period is divided by the total number of clock hours in that payment period to determine percent completed. The days a student was on a Leave of Absence are not included in this calculation.

The R2T4 does not dictate NPTI's refund policy and is not based on the student's education charges, only the scheduled time within the payment period in which the student drops. This policy is separate from NPTI's Institutional Refund Policy. All students who utilize Title IV funding will have the R2T4 calculation completed prior to calculating the Institutional Refund Policy. A student may owe funds for unpaid charges to NPTI to cover education charges. NPTI will refund any unearned Title IV aid due within forty-five (45) days of the date of determination, which is no later than fourteen (14) days from the last date of attendance.

If you received (or NPTI or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by NPTI and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

**Official Withdrawals:** Students must notify the director in writing of their intention to withdraw from the program. For purposes of cancellation, the date shall be the last day of attendance.

**Unofficial Withdrawals:** 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 NPTI for more than 14 school days shall constitute notice of cancellation to NPTI. For purposes of cancellation, the date shall be the last day of attendance.

### **Repayment Policy (Return of Title IV Financial Aid)**

The student's responsibilities in regard to the Return to Title IV funds are as follows:

- Return unearned Title IV Funds that were disbursed to the student where in the student was deemed ineligible, based on the R2T4 calculation
- When possible, the student should notify NPTI in writing of official withdrawal.
- If the student cancels their decision to withdraw, the student must notify NPTI in writing within three business days of the date of the original withdrawal.
- All requests to withdraw or cancel a request to withdraw must be delivered to NPTI's financial aid office.
- Student borrowers of the Direct Stafford Loans are required to attend or complete an online Exit Interview before leaving NPTI.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, NPTI must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. NPTI may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with NPTI). NPTI needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow NPTI to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or NPTI or parent receive on your behalf) excess Title IV program funds that must be returned, NPTI must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

NPTI must return this amount even if it didn't keep this amount of NPTI Title IV program funds.

If NPTI is not required to return all of the excess funds, you must return the remaining amount.

Any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with NPTI or the Department of Education to return the unearned grant funds.

Any student who withdraws officially or unofficially will be made aware of the possible consequences of withdrawing. For financial aid students, repayment on Federal Loans begins 6 months from their last date of attendance. Students who took a full Leave of Absence (LOA) and who did not return from the LOA will go into immediate repayment.

The R2T4 does not dictate NPTI's refund policy and is not based on the student's education charges, only the scheduled time within the payment period in which the student drops. This policy is separate from NPTI's Institutional Refund Policy. All students who utilize Title IV funding will have the R2T4 calculation completed prior to calculating the Institutional Refund Policy. A student may owe funds for unpaid charges to NPTI to cover education charges. If NPTI is required to return federal funds, NPTI will return Federal Aid disbursed that was credited to the student's account for the payment period in which the student withdrew. NPTI will refund any unearned Title IV aid due within forty-five (45) days of the date of determination, which is no later than fourteen (14) days from the last date of attendance.

Title IV Refunds are allocated in the following order:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Direct PLUS Loans
4. Federal Pell Grants for which a return of funds is required

If NPTI is allowed a post withdrawal disbursement, NPTI will advise the student or parent they have fourteen (14) calendar days from the date NPTI sent notification to



accept a post withdrawal disbursement. A student who qualifies for a post withdrawal disbursement must meet the current award year requirements and time frames for late disbursements. A post withdrawal for Pell Grants of which the student is awarded will be disbursed within forty five (45) days of the date NPTI determined the student withdrew. Post withdrawal loan funds a student accepts will be made within one-hundred and eighty (180) days from the date NPTI determined the student withdrew.

Students are considered to be withdrawn if:

- a student does not complete all the clock hours within the schedule program completion dates.
- a student stops coming to class with or without official notification.
- a student ceases coming to class and is not scheduled to restart the program within 45 days after the end of the incomplete module or is not on an approved leave of absence.
- a student who did not return from either an approved or an unapproved leave of absence.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that NPTI may have. Therefore, you may still owe funds to NPTI to cover unpaid institutional charges. NPTI may also charge you for any Title IV program funds that NPTI was required to return. If you don't already know NPTI's refund policy, you should ask NPTI for a copy. NPTI can also provide you with the requirements and procedures for officially withdrawing from NPTI.

If NPTI's Institutional Refund Calculation indicates the student still owes NPTI, the debt to NPTI must be paid in full before the release of transcripts.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

#### **SATISFACTORY ACADEMIC PROGRESS POLICY:**

National Personal Training Institute is a 600-hour clock hour program and as such is eligible to receive financial aid disbursements in 2 installments; the first installment during 0 – 300 hours of student attendance and weeks. The second installment when the student completes his/her 301<sup>st</sup> hour of attendance and weeks and is demonstrating satisfactory academic progress (SAP). Satisfactory academic progress is defined as a student maintaining a 70% attendance rate and a minimum GPA of 2.0.

SAP standards are applied consistently to all students.

Students receiving Title IV Federal Student Financial Aid are subject to the Satisfactory Academic Progress Policy as required to comply with the U.S. Department of Education. The policy is well-defined in terms of specific minimum requirements for attendance, completion of assignments, academic performance, participation in the practical program, and maximum allowed time to complete the course.

The policy specifically provides student status definitions for: SAP met or SAP not met. Satisfactory academic progress (SAP) is defined as proceeding toward successful completion of program requirements. Federal regulations require that NPTI Orlando monitors the academic progress of each applicant for financial assistance and that NPTI Orlando certifies that the applicant is making satisfactory academic progress towards earning his/her certificate.

Financial aid recipients must maintain satisfactory progress in the three areas listed below:

1. Cumulative Grade Point Average
2. Hours Earned
3. Maximum Time Limit

It is the NPTI student's responsibility to stay informed of The National Personal Training Institute of Orlando's SAP standards and to monitor their progress. For SAP purposes, students' academic records are reviewed by NPTI management and the student's primary instructor at the end of each payment period.

Federal regulations require NPTI – Orlando to establish Standards of Satisfactory Academic Progress, involving both qualitative (cumulative grade point average) and quantitative (hours earned compared to hours attempted), and a maximum length of study.

NPTI evaluates satisfactory academic progress and the end of each payment period. If determined at the end of the payment period a student is not meeting the SAP requirements the student will be notified and placed on either; Financial Aid Warning (the end of the 1<sup>st</sup> payment period) or Financial Aid Probation (the end of the 2<sup>nd</sup> payment period). If the student has been placed on Financial Aid probation the student will be required to submit an academic appeal to the Director. Appeals must be submitted for review no later than 5 days of being placed on financial aid probation status. Late appeals may not be considered.

This requirement applies to all applicants for any HEA program funds including (as applicable to NPTI Orlando and to the NPTI student) Federal Pell Grants, Federal Work-Study, the William D. Ford Direct Loan Program, which includes the Federal Stafford and Unsubsidized Stafford Loans for students, and Federal PLUS Loans for parents of undergraduate students.

The same standards may apply to all assistance from the State of Florida and all other aid that is determined by the Scholarships and Student Aid Office. To be eligible for financial aid at NPTI-Orlando, whether or not aid was received in the past, students must be in compliance with all three of the following areas: cumulative GPA, hours earned, and maximum length of study.

**Cumulative Grade Point Average (GPA):** Students must maintain the minimum cumulative grade point average of a C, or 70% for satisfactory progress toward graduation requirements.

**Hours Earned (Compared to Hours Attempted):** Standard total hours for successful completion of the NPTI-Orlando program is 600 hours. To remain eligible for financial aid, students must meet SAP or 70% completion and 2.0 Cumulative GPA at the end of each payment period.

**Maximum Length of Study:** To remain eligible for financial aid, students must complete their course work within 150% of the published length of the academic program. For example, students in NPTI-Orlando's 600-hour, 18-week program will be eligible for financial aid for a maximum of 27 weeks as a student (18 weeks x 150% = 27 weeks).

Students may re-take the course. However, students have a maximum of 27 weeks to graduate after initial enrollment.

**Transfer Credits:** Transfer credit does not count toward a student's cumulative GPA for SAP, but does count as both attempted and completed clock hours (100%) toward pace and maximum time frame.

**Financial Aid Academic Standing:** If at the end of the first payment period, the student is not meeting minimum SAP requirements, the student will be placed on financial aid warning for the next payment period. Federal financial aid may be awarded during that period; however, if the student continues to fail to meet minimum SAP standards by the end of the payment period, the student will be required to submit a to appeal for Financial Aid Probation status to remain eligible for Federal Student Aid funding.

Depending on a student's progress in the three areas listed previously, they are placed classified in one of the following categories:

A student may submit a written appeal to the Director of Education, Chris Williams, along with any supporting documentation, reasons why the decision to terminate financial aid should be reversed, and a request for re-evaluation of the progress. The

appeal should indicate reasons why the student failed to make SAP and what has changed in the student's situation that will allow the student to demonstrate SAP at the next evaluation.

Should the student prevail with his/her appeal, the student will be placed on probation for the payment period and financial aid will be reinstated for that payment period. As a condition of the probation, the student will be placed on an academic probation plan that will allow the student to complete the program within a specified time period.

**NOTE:** A student's transcript will include the following notation as appropriate: Financial Aid Good Standing, Financial Aid Warning, and Financial Aid Probation

### **How Satisfactory Academic Progress is Measured:**

**Satisfactory Academic Progress Reviews:** After each payment period, an academic progress review is completed, and students who are out of compliance at the end of the payment period may become ineligible for further financial aid until all deficiencies are remedied. The Student Financial Aid Office sends written notification of ineligibility to students at their permanent addresses as listed in official NPTI records in the Business Manager's Office.

**Financial Aid Warning:** A student will be placed on Satisfactory Academic Progress Warning if s/he:

1. Fails to maintain a Cumulative GPA of 2.0 (a "C" or higher).
2. Has a Cumulative Completion Rate of less than 70%.

Students maintain their financial aid eligibility while on financial aid warning but must bring their Cumulative GPA and Cumulative Completion Rate above the stated standards to avoid Financial Aid Probation in subsequent terms.

**Financial Aid Probation:** A student will be placed on Satisfactory Academic Progress Probation if:

1. After a warning term the Cumulative GPA is below 2.0%.
2. After a warning term the Cumulative Completion Rate is below 70%.
3. Student has attempted more than 150% of the required number of hours for completion of the NPTI Orlando certificate.

For the payment period following a payment period during which a student was on financial aid warning, the student will be placed on financial aid probation and may receive title IV, HEA program funds if the student appeals the determination; and the

institution determines that the student should be able to meet SAP standards by the end of the subsequent payment period.

**Re-establishing Financial Aid Eligibility:** Students who have been deemed ineligible for financial aid may re-establish eligibility by following an NPTI Orlando developed academic plan co-developed with the student that, if followed, will ensure that the student is able to meet NPTI Orlando's satisfactory academic progress standards during the payment period immediately following the payment period for which the student was denied an appeal.

**Attempted Clock Hours:** Defined as any clock hours for which a student is registered as of the census date of a given term.

**Earned Clock Hours:** Defined as any class for which a student has received credit. Grades of A, B, C, D and F are considered "earned".

**Incomplete Clock Hours:** Defined as any class for a student has attempted but did not receive credit.

**Grade Changes:** Students are responsible for notifying the NPTI Administrative/Financial Aid Office of grade changes that affect their SAP standing.

**Cumulative Completion Rate:** Determined by dividing the total number of earned clock hours by the total number of Attempted Hours. Students must maintain a completion rate of 70% or more in order to maintain their good standing.

**Maximum Time Frame:** Defined by using the required number of clock hours needed to complete a certificate/diploma. The same calculation applies towards all certificate programs. Students must complete the program in 150% of the length of the program (i.e. 27 weeks).

**Re-Instatement of Financial Aid:** In order to regain Financial Aid Eligibility, students must meet all three standards (Cumulative GPA, Cumulative Completion Rate and Maximum Time Frame) at the time that academic progress is reviewed.

## **GENERAL INFORMATION**

### **Conduct**

Unprofessional conduct which discredits the individual or National Personal Training Institute will be subject to termination. Students must conduct themselves so they do not interfere with other students or the instructor. The administration of National Personal

Training Institute reserves the right to terminate a student on any of the following grounds:

- Non-compliance with National Personal Training Institute rules and regulations.
- Conduct that reflects unfavorably upon National Personal Training Institute or its students.
  
- Disruptive behavior to faculty members, students, or classmates.
- Unsatisfactory academic progress.
- Excessive absences or tardiness.
- Failure to pay fees when due.
- Cheating.
- Falsifying records.
- Breach of institution enrollment agreement.
- Failure to abide by the rules and regulations of clinical sites.
- Poor health.
- Entering the institution while under the influence or effects of alcohol, drugs, or narcotics of any kind.
- Carrying a concealed or potentially dangerous weapon.
- Sexual harassment.
- Harassment of any kind including intimidation and discrimination.

A student dismissed for unsatisfactory progress may be re-admitted into the program only at the discretion of the Institution Director.

### **Dress Code**

Students are to arrive to class in clean, comfortable attire appropriate to Personal Training. Students must wear proper exercise attire and sneakers when working out in the 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.

### **Drug free Institution and Workplace**

National Personal Training Institute has a zero tolerance for drugs and alcohol. No student, instructor, or employee may be on the institution premises under the influence of any substance. As a drug free and alcohol free environment, individuals under the influence may be subject to immediate dismissal and/or removal. Students may request counseling for substance abuse and will be referred to community resources.

### **No Smoking Institution and Workplace**

Smoking will not be tolerated within 50 yards of the institution, offices, or any training site.

### **Sexual Harassment and Anti-Hazing Policy**

The administration of National Personal Training Institute takes the issue of sexual harassment very seriously. Sexual harassment includes unwelcome sexual advances or offensive comments, gestures, or physical contact of a sexual nature between and/or among students and staff. Sexual harassment or harassment because of age, race, color, religion, national origin, or disability, will not be tolerated. This includes any kind of intimidation or discrimination. Investigation of such concerns will be undertaken promptly and handled confidentially. Behavior that denigrates the integrity of another student (hazing) will not be tolerated. If a student or employee feels that he or she has suffered a form of discrimination or harassment, the individual should immediately contact a supervisor or institution director. Students or staff involved may be subject to termination.

### **Unresolved Disputes/Grievance Procedures**

Grievance procedures are provided for students who believe that they have been unlawfully discriminated against, unfairly treated, or harassed in any way. Academic grievances relate to a complaint about a course, program of study, or grade.

Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment by phone to see the Institution Director. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student file. Every attempt at a satisfactory resolution will be made.

The grievance policy is as follows:

1. Complaints against students or employees shall first be directed to the individual. Complaints must be made within seven (7) days of the complaint.
2. If the complaint cannot be resolved informally then students shall write up the problem and submit it to the NPTI director who will research the problem and respond with a resolution within 10 working days.
3. If there has been no satisfactory resolution, then the student may take the problem to the president of NPTI.
4. All communications must be in writing and on file.
5. If the complaint cannot be resolved after exhausting the institution's policies and procedures, the student may contact:

Commission for Independent Education  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
888-224-6684 toll free  
850-245-3200

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the

Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges**  
**2101 Wilson Boulevard, Suite 302**  
**Arlington, VA 22201**  
**(703) 247-4212**  
**www.accsc.org**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Patrick Sherman or online at [www.accsc.org](http://www.accsc.org).

Faculty and staff are encouraged to address any disagreements or conflict directly with the individual involved. After this, if there is no satisfactory resolution, the individual may set an appointment by phone to see the institution director and then the corporate officers. This must be documented in writing via mail, fax, or email. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the employee file. Every attempt at a satisfactory resolution will be made.

**CALENDAR OF CLASSES AND CLASS HOURS**

**Personal Fitness Training:**

**19-Week Residential Program**

- Days: Monday through Friday, 8:00 am to 3:00 pm, or 9:30 am to 4:30 pm
- See web site for class schedules: <http://www.nationalpti.edu>

**NPTI Orlando Schedule**  
Monday through Friday  
 8:00 a.m. to 3:00 p.m. or 9:30 a.m. to 4:30 p.m.\*

<u>Start</u>	<u>End</u>
1/18/16	5/20/16
3/21/16	7/29/16
5/23/16	9/30/16
8/1/16	12/2/16
10/3/16	2/17/17
12/5/16	4/21/17
2/20/17	6/28/17
4/24/17	9/8/17
6/29/17	11/3/17



9/11/17	1/26/18
11/6/17	3/29/18

**Holidays**

NPTI observes the following holidays on the specific dates established nationally: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and day after Thanksgiving and Winter Break.

**TUITION INFORMATION**

**Personal Fitness Training - 600 Clock Hours**

Registration fee.....	\$50.00 (non-refundable)
Tuition.....	\$7325.00
Lab Fees.....	\$250.00
Books.....	<u>\$275.00</u>
Total	\$7900.00

Payment Schedule

It is preferred that all tuition payments be paid in full prior to the first day of class. However, limited payment plans are offered. We work with you so payment is affordable. Payment may be made by cash, check, or credit card. All major credit cards are accepted. Flexible payment options include: Full Payment, Half Payments, and Monthly Payments. Students are required to have all tuition payments paid in full prior to graduation from any training program.

**Graduation and Placement Rates**

<p><b>NPTI Orlando Enrollment Data</b>  <b>Period: July 1, 2013 - June 30, 2014</b>  <b>Population Base: 84</b></p>	
<b>Total Number of Students</b>	84
<b>Total Graduated</b>	82

<b>Percentage Graduated</b>	<b>98%</b>
-----------------------------	------------

<b>NPTI Orlando Graduate Employment Rate Data</b> <b>Period: July 1, 2013 - June 30, 2014</b> <b>Population Base: 65</b>	
<b>Employed in Field</b>	82%
<b>Employed in Unrelated Occupation</b>	3%
<b>Unknown</b>	14%

#### **REFUND AND CANCELLATION POLICY**

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if NPTI does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.

#### **COPYRIGHT INFRINGEMENT**

**PURPOSE:** The purpose of the Copyright Infringement Policy is to comply with copyright law for the use of copyrighted material. In addition, this policy seeks to make aware to all users the seriousness as well as possible consequences for unauthorized use of copyrighted material. It is illegal. For example, the copying/downloading/uploading of copyrighted materials (i.e. music) to other media (i.e., CD's, storage media and networks) from peer-to-peer networks is against the law. If users do not own the copyright, distribution of such copyrighted works should not occur.

It is NPTI Orlando's policy to comply with all copyright laws. All faculty, staff, and students are expected to be aware of and follow these requirements. Any member of the NPTI Orlando community practicing unauthorized use or distribution of copyrighted material will be subject to sanctions by NPTI up to dismissal from school or termination of employment. Individuals would also be subject to Federal criminal offenses for copyright law violations.

#### **DEFINITIONS:**

**What is Copyright?** Copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:

- To reproduce the work in copies
- To prepare derivative works based upon the work;
- To distribute copies of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
- To perform the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works;
- To display the copyrighted work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work; and
- In the case of sound recordings, to perform the work publicly by means of a digital audio transmission."

In addition, certain authors of works of visual art have the rights of attribution and integrity as described in section 106A of the 1976 Copyright Act. For further information, request Circular 40, 'Copyright Registration for Works of the Visual Arts.' "It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. These rights, however, are not unlimited in scope. Sections 107 through 121 of the 1976 Copyright Act establish limitations on these rights. In some cases, these limitations are specified exemptions from copyright liability. One major

limitation is the doctrine of 'fair use,' which is given a statutory basis in section 107 of the 1976 Copyright Act. In other instances, the limitation takes the form of a 'compulsory license' under which certain limited uses of copyrighted works are permitted upon payment of specified royalties and compliance with statutory conditions.

For further information about the limitations of any of these rights, consult the copyright law or write to the Copyright Office." ([www.loc.gov/copyright](http://www.loc.gov/copyright)) US Copyright Office ([www.copyright.gov](http://www.copyright.gov))

**What is the Digital Millennium Copyright Act (DMCA)?** The Digital Millennium Copyright Act, H.R. 2281, was enacted into law on October 28, 1998. This act amended the copyright law to provide regulations for works cited via the World Wide Web (the Internet). To review an on-line copy of this act, please go to <http://lcweb.loc.gov/copyright/legislation/hr2281.pdf>

**What is Infringement?** An infringement is "a violation, of a law, regulation, or agreement; a breach." It is an "encroachment, as of a right or privilege."

SCOPE: Copyright is an issue of particular seriousness because technology makes it easy to copy and transmit protected works over our networks. While NPTI Orlando encourages the free flow of ideas and provides resources such as the wireless/internet/network to support this activity, we do so in a manner consistent with all applicable State, Local, and Federal laws. NPTI Orlando does not condone the illegal or inappropriate use of material that is subject to copyright protection.

#### ACTIVITIES THAT VIOLATE FEDERAL LAW

The following are some examples of copyright infringement that may be found in a school setting:

- Downloading and sharing MP3 files of music, videos, and games without permission of the copyright owner
- Using corporate logos without permission
- Scanning a photograph that has been published and using it without permission or attribution
- Placing a number of full-text articles on a course web page that is not password protected and allowing the web page to be accessible to anyone who can access the Internet
- Downloading licensed software from non-authorized sites without the permission of the copyright or license holder
- Making a movie file or a large segment of a movie available on a web site without permission of the copyright owner

## COMBATTING THE UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIAL: LEGAL ALTERNATIVES

NPTI Orlando offers legal alternatives to illegal downloading. A list of sites for legal downloading: <http://www.educause.edu/legalcontent>

## SUMMARY OF CIVIL & CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ’s at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## **Drug and Alcohol Abuse Prevention Program and Campus Safety and Security Report**

Copies of our NPTI Orlando Drug and Alcohol Abuse Prevention Program and 2015 Campus Safety and Security Report are available, upon request.

## **ADMINISTRATION & FACULTY**

### **President**

Patrick Sherman

### **Institution Director**

Patty Sherman

MA- Health Counseling, Rollins College

MBA-Master Business Administration, University of Central Florida

### **Director of Education Personal Fitness Training**

Chris Williams

Master in Science in Sports Science

Brunel University

Post Graduate Certificate of Education

Greenwich University

### **Administration and Admissions**

#### **Student Services Representative**

Sarah Lockard

BA- English/Creative Writing

University of Central Florida

### **Financial Aid Administrator**

Stephanie Henry

### **Instructors– Personal Fitness Training**

Chris Williams

Master in Science in Sports Science

Brunel University

Post Graduate Certificate of Education

Greenwich University

### **Practical Fitness Trainer/CPR/First Aid**

Luis Lopez

Diploma Personal Fitness Training

National Personal Training Institute, Inc.

## Course Outline & Description - Personal Fitness Training: 600 Clock Hours

*Courses are completed sequentially as offered. The course numbers are based on course codes established by NPTI and do not relate to state common numbering systems. A clock hour is 50 minutes. The program has been reviewed by professional associations.*

Course #	Course Title and Description	Theory Hours	Practicum/ Lab Hours	Total Hours
PF101	<b>Legal Guidelines &amp; Business Management</b> Presents legal issues, business concerns, and summarizes the legal responsibilities of a personal trainer. Students learn the scope of practice of personal training. Student learns the steps behind starting their own personal training business	18		18
PF102	<b>Health Screening &amp; Fitness Evaluations</b> Teaches the student to use client's health history to create a safe and effective training program	8		8
PF103	<b>Cardio Fitness Training</b> Presents various training methods and cardio respiratory activities that can be used to meet specific needs.	24		24
PF104	<b>Muscular Strength &amp; Endurance</b> Presents the benefits of strength training and methods of incorporating various types of training equipment.	3		3
PF105	<b>Strength Training Program Design</b> Presents ways to create and modify a strength-training program that will meet the Psychological and physical needs of the client.		160	160
PF106	<b>Communication &amp; Teaching</b> Presents the methods of establishing and maintaining a helping relationship with Clients, resulting in positive lifestyle changes. Includes teaching techniques.	2		2
PF107	<b>Flexibility &amp; Stretching</b> Presents the science and research behind flexibility training methods that will help to attain fitness goals and decrease the risk of injury.	6		6
PF108	<b>Human Anatomy &amp; Physiology</b> Presents the structure and function of ten major systems within the human body; Cardiovascular, respiratory, nervous, skeletal, muscular, endocrine, integumentary, Digestive, excretory, reproductive, and biomechanics and kinesiology of the body as it pertains to exercise.	100		100
PF109	<b>Nutrition</b> Presents information on the basic nutrients and nutritional needs of physically active adults. Includes the standards of practice, energy & body composition, and daily energy needs.	100		100
PF110	<b>Musculoskeletal Injuries, Emergency Procedures &amp; Injury Rehab</b>	10		10

Course #	Course Title and Description	Theory Hours	Practicum/ Lab Hours	Total Hours
	Presents how to develop programs for clients with pre-existing musculoskeletal injuries, and also how to deal with other injuries and common medical emergencies.			
<b>PF111</b>	<b>Personal Training Advertising &amp; Marketing</b> Presents advertising and marketing concerns of the Personal Trainer's business. Includes how to utilize social media marketing tools.	25		25
<b>PF112</b>	<b>Adherence &amp; Motivation</b> Presents the factors that influence exercise adherence, and the methods for keeping clients motivated.	3		3
<b>PF113</b>	<b>Core Training &amp; Stabilization</b> Core training, core musculature and the importance of training the stabilization systems.	12		12
<b>PF114</b>	<b>Resistance Training Systems</b> Progressive Adaptations from resistance training with reference to stabilization, muscular endurance, hypertrophy, strength & power.	12		12
<b>PF115</b>	<b>Biomechanics</b> Muscular force, length tension relationships, force velocity curve, and force couple relationships.	3		3
<b>PF116</b>	<b>Exercise Metabolism</b> Energy during exercise, metabolism during steady state exercise, metabolism during intermittent work and estimating fuel contribution during exercise.	4		4
<b>PF117</b>	<b>Special Health Concerns</b> Students learn client health concerns and the resulting modifications required from basic exercises and exercise programs.	2		2
<b>PF118</b>	<b>Supplementation</b> Dietary supplements, supplementation guidelines, dietary reference intake values and guidelines.	6		6
<b>PF119</b>	<b>CPR &amp; First Aid</b> Students are certified in CPR & First Aid by a Red Cross certified technician.	5		5
<b>PF120</b>	<b>Special Populations</b> Physiologic and training considerations for individuals with specific health concerns. This includes but is not limited to obesity, coronary heart disease, asthma, pregnancy, osteoporosis, cancer and diabetes.	30		30
<b>PF121</b>	<b>Final Review &amp; Test (Theory)</b> Final exam to test the student on all aspects of training, Anatomy, Physiology and Nutrition	9		9
<b>PF122</b>	<b>Final Review &amp; Test (Practical)</b> Final practical exam where the student must perform 5 tests so that the students are capable of evaluating and testing clients in a fitness center.		8	8
<b>PF123</b>	<b>Practical Application</b> The experience and application part of the training is designed to evaluate, design, and implement a complete workout for a fellow		50	50



Course #	Course Title and Description	Theory Hours	Practicum/ Lab Hours	Total Hours
	student or client. Documentation of weight, body fat, strength results and workout changes must be presented to the instructor on a weekly basis			
	<b>Total Hours</b>	382	218	600