

NATIONAL PERSONAL TRAINING INSTITUTE®

INFORMATION CATALOG

Volume 19

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NATIONAL PERSONAL TRAINING
INSTITUTE, INC

Main Campus*

809 S. Orlando Ave Ste K

Winter Park, FL 32789

(407) 774-0057

Branch Campus*

8411 Sunstate st

Tampa, FL 33634

(813) 374-2017

*Campuses accredited by the Accrediting Commission of Career
Schools and Colleges (ACCSC)

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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

Director: Patty Sherman

National Personal Training Institute, Inc. is owned by Patrick Sherman 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
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2018

Table of Contents

NATIONAL PERSONAL TRAINING INSTITUTE, INC.....	7
Purpose	7
Educational Philosophy and Objectives	7
History	7
PROGRAMS	7
Personal Fitness Training - 600 Hours	7
Program Objectives	8
Program Description	8
Courses.....	8
Award	8
ACCREDITATION.....	9
Accrediting Commission of Career Schools and Colleges.....	9
What is accreditation?	9
DESCRIPTION OF INSTITUTION	9
Classrooms	9
Institution Resource Center	9
Equipment and Supplies.....	10
Textbooks	10
Other Resources.....	10
ADMISSION	11
Requirements	11
Admission Guidelines	11
Language	11
High School Equivalency.....	11
Transfer of Credit	12
International Students	12
ENROLLMENT PROCEDURE.....	12
Personal Interview	12
Acceptance by Institution	12
STUDENT SERVICES.....	12
Students with Disabilities	12
Records and Transcripts	12
STUDENT COUNSELING	13
Academic Advisement.....	13
Financial Aid Advising.....	13
Personal Advisement	13
Job Placement Assistance	13
VETERAN STUDENTS	13
Minimum Standard	13
Priority Enrollment.....	13
ACADEMIC PROGRESSION STANDARDS	14
Syllabi	14
Attendance.....	14
Absences	14
Tardiness	14
Make-up Work	14
Leaves of Absence	15
Probation.....	15
Re-Entry.....	15
Graduation	15
Grading.....	15

Termination.....	16
Official Withdrawals.....	16
Unofficial Withdrawals.....	16
Changes made by Institution.....	16
Program Completion Time.....	16
FINANCIAL AID ASSISTANCE.....	17
FAFSA.....	17
Crossover.....	17
Loan Terms and Conditions.....	17
Federal Direct Loan Cancellation.....	18
Award Criteria.....	18
Financial Aid Disbursements.....	18
Return of Title IV Financial Aid.....	18
Post-withdrawal Disbursement.....	20
SATISFACTORY ACADEMIC PROGRESS.....	20
Definition.....	20
Cumulative Grade Point Average (GPA).....	20
Hours Earned (Compared to Hours Attempted).....	20
Maximum Length of Study.....	21
Subsequent Disbursements.....	21
FINANCIAL AID PROBATION.....	21
Financial Aid Progress Review.....	21
Financial Aid Warning.....	21
Financial Aid Probation.....	21
Re-establishing Eligibility.....	22
DEFINITIONS.....	22
Attempted Clock Hours.....	22
Earned Clock Hours.....	22
Incomplete Clock Hours.....	22
Grade Changes.....	22
Cumulative Completion Rate.....	22
Maximum Time Frame.....	23
GENERAL INFORMATION.....	23
Conduct.....	23
Dress Code.....	23
Family Educational Rights and Privacy Act.....	24
Drug free Institution and Workplace.....	24
No Smoking Institution and Workplace.....	24
Sexual Harassment and Anti-Hazing Policy.....	24
DISPUTES.....	24
Unresolved Disputes/Grievance Procedures.....	24
CLASS CALENDAR.....	26
18 - Week Residential Program.....	26
NPTI Orlando Schedule.....	26
Holidays.....	26
TUITION INFORMATION.....	27
Payment Schedule.....	27
GRADUATION AND PLACEMENT RATES.....	27
Graduation Rates.....	27
Employment Rates.....	28
CANCELLATION AND REFUNDS.....	29
Institutional Refund Policy.....	29
COPYRIGHT INFRINGEMENT.....	29
Purpose.....	29

Definitions	30
Scope	31
Activities that violate Federal Law	31
Drug and Alcohol Policy	32
Campus Safety and Security Policy	32
ADMINISTRATION & FACULTY	32
President	33
Institution Director.....	33
Director of Education	33
Student Services Representative	33
Director of Financial Aid.....	33
Instructors.....	33
COURSE DESCRIPTIONS	34
Course Outline	34
Course Detail	34



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 graduates 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. was established in 2001. Since inception, NPTI remains an educational facility focused on science-based physical education, training and fitness. NPTI's college-level curriculum is developed to provide the most in-depth Personal Fitness education in the country. NPTI officially became accredited by ACCSC in 2014 and shortly thereafter became eligible for participation in Federal Student Aid programs in 2016. National Personal Training Institute, Inc. is dedicated to the evolution and advancement of personal fitness training.

PROGRAMS

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. One clock hour equals 50 minutes of training time.

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	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	382	218

Award

Diploma

382 Theory Hours

218 Lab Hours

600 Total Hours

ACCREDITATION

Accrediting Commission of Career Schools and Colleges

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.

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 4:00 pm Monday through Friday.

Equipment and Supplies
for Personal Fitness Training Program

Equipment: 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

NPTT's Fundamentals of Fitness and Personal Training, 1st Edition, ISBN# 978-1-45042381-6 (Tim Henriques. Copyright 2014 Human Kinetics)

Retail Cost \$93.70

Williams Basic Nutrition and Diet Therapy, 15th Edition, ISBN: 978-0-323-08347-8 (Staci Nix. Copyright 2013, Mosby)

Retail Cost \$92.72

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

Retail Cost \$43.12

NPTTS Student Resource Guide. First edition Retail

Retail Cost \$67.00

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.

ADMISSION

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 an Application.
- ✓ 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.

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 Equivalency

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 institution.

International Students

Please review the International Student Information Packet.

ENROLLMENT PROCEDURE

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

Students with Disabilities - Corporate Policy

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.

Records and 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 official and unofficial 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. 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.

STUDENT COUNSELING

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 Advising

NPTI Orlando participates in Federal Student Aid programs. The Financial Aid Administrator provides information about financial aid.

Personal Advisement

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.

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. 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, National Personal Training Institute cannot promise or guarantee employment to anyone.

VETERAN STUDENTS

Minimum Standard

Students utilizing Veterans Education benefits must achieve a minimum attendance of 80% or greater average per-month, and a 70% or greater on all skill evaluations, at the end of the program, to successfully complete the Program. If not, the student will be dropped from the course when academic progress is not shown and the Veterans Administration will be notified.

Priority Enrollment

To qualify for priority preregistration:

Active Duty, Reservist and National Guard students must provide proof of current active duty status.

Veterans receiving federal VA educational benefits to include but not limited to Chapter 30, Chapter 31, Chapter 32, Chapter 33, Chapter 1606 and Chapter 1607 will automatically receive priority preregistration if benefits have been certified successfully with the VA.

Veterans who do not use federal VA educational benefits must provide a copy of the DD214, retired military identification card or the DMV issued veteran card.

ACADEMIC PROGRESSION STANDARDS

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 result in termination of the program. Occasionally, situations occur that conflict with training. It is the sole digression of the Director of Education, Campus Director or President to waive excused or unexcused absences.

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.

Tardiness

Lateness or leaving class is documented on the quarter hour. Over two hours' early departure equals one full day absence.

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

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 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 will be placed on Academic Probation if at any point where a student fails to meet satisfactory academic progress standards.

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 180 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. 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.

Records of academic progress are maintained by the institution for up to seven years.

Termination

An NPTI – Orlando student will be terminated if the student has unexcused absences for 14 days consecutively or exhausts maximum completion timeframe of 150% of the program.

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.

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

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).

FINANCIAL AID ASSISTANCE

NPTI Orlando is eligible for tuition assistance through Federal Financial Aid or Title-IV programs, State funded Florida Bright Futures and Privately funded Florida Pre-paid or other 529 savings programs. Federal need-based programs available to those who qualify are; Pell Grants and Subsidized Direct Loans. Non-need-based programs available to those who qualify are Unsubsidized Direct Loans and Parent Loans (PLUS). NPTI also accepts employer reimbursement. Please see your HR department policy.

FAFSA

Federal Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or a professional degree. You are not eligible to receive a Federal Pell Grant if you are incarcerated in a federal or state penal institution or are subject to an involuntary civil commitment upon completion of a period of incarceration for a forcible or nonforcible sexual offense. A Federal Pell Grant, unlike a loan, does not have to be repaid, except in rare or unusual circumstances.

Amounts can change yearly. The maximum annual amount for the Federal Pell Grant award is \$6,095 for the 2018–19 award year (July 1, 2018, to June 30, 2019).

For more information about the Free Application for Federal Student Aid (FAFSA) or to complete an application, please visit www.FAFSA.ed.gov. Be advised that ALL Federal Student Financial Aid (loans or grants) BEGIN with completing the FAFSA application. The NPTI Orlando school code is **042505**.

Crossover

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 two FAFSA award years.

Loan Terms and Conditions

To apply for a federal student loan, you must complete and submit a [FAFSA](#). Based on the results of your FAFSA, you will be sent a financial aid cost estimate, which may include federal student loans. You can choose to accept all or a part of the loan. A loan is money you borrow and must pay back with interest. Before you receive your loan funds, you will be required to complete [Entrance counseling](#), a tool to ensure you understand your obligation to repay the loan; and sign a [Master Promissory Note](#) (MPN), agreeing to the

terms of the loan. Accepting loans as part of your school's financial aid award package you will be required to complete an [Exit Counseling](#) if you drop below a half-time status, withdrawal or graduate from your program.

Federal Direct Loan Cancellation

Before your loan money is disbursed, you may cancel all or part of your loan at any time by notifying your school. After your loan is disbursed, you may cancel all or part of the loan within 14 days from the date the school notified you of your loan disbursement. Your promissory note and additional information you receive during loan counseling will explain the procedures and time frames for canceling your loan.

Award Criteria

Federal Financial Aid funds will be awarded to students on a prorated basis according to the length of their program. Students will receive one on one counseling regarding their full eligibility and prorated eligibility.

Financial Aid Disbursements

Federal financial aid payments divided equally into two payments. Payments are estimated to be paid on the first day of class unless the student is a first-time loan borrower, whom are subject to a 30-day disbursement hold. Subsequent disbursements are estimated 10 weeks later. Any credit balances or stipends will be delivered to the student on campus within 14 business days of the disbursement date. *Disbursement dates are subject to change, due to unforeseeable circumstances, at any moment.

Return of Title IV Financial Aid

If you receive Title IV also known as federal financial aid and withdraw from NPTI within the first 60% of the payment period (0-300 hours or 301-600 hours), with or without official notification to the school, a pro-rated portion of your financial aid may need to be returned to the Department of Education. In this case, you will be billed for the amount of aid that must be repaid and transcript-hold will be placed on your account until the bill is settled. After 60% of the payment period 100% the students financial aid funds received for that period will be considered earned and no refunds would be due. If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. For more detailed information see the Financial Aid office. Students are considered to be withdrawn if:

- ✓ A student does not complete all the clock hours within the schedule program completion dates, or
- ✓ A student stops coming to class with or without official notification for 15 days consecutively, or
- ✓ A student ceases coming to class and is not on an approved leave of absence, or

- ✓ A student who did not return from either an approved or an unapproved leave of absence.

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

- ✓ When possible, the student should notify NPTI in writing of official withdrawal;
- ✓ Return unearned Title IV funds that were disbursed to the student where in the student was deemed ineligible, based on the calculation;
- ✓ Borrowers of Direct Stafford Loans are required to complete an online [Exit Interview](#) before leaving NPTI.

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 six 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. For LOAs the repayment will be effective of the initial LOA date.

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. NPTI will refund any unearned Title IV aid due within forty-five (45) days of the date of determination, which is no later than fifteen days from the last date of attendance.

Title IV Refunds are refunded in the following order:

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

The requirements for Title IV program funds when you withdraw are separate from any institutional 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. For detailed information please see the campus Director.

Post-withdrawal Disbursement

If the student is eligible for a post-withdrawal disbursement the school 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.

SATISFACTORY ACADEMIC PROGRESS

Definition

Satisfactory academic progress is defined as a student maintaining a minimum of a 'C' grade average, 70% pace completion of scheduled hours and has not exceeded the maximum timeframe for completion.

NPTI evaluates and notifies each student regarding their satisfactory academic progress at 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 placed on Financial Aid Probation. If the student has been placed on Financial Aid probation the student will be required to submit an academic appeal.

Students must maintain satisfactory progress in the three areas listed below:

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

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.

Subsequent Disbursements

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 probation for the next payment period. Federal financial aid may be awarded during that period with an approved appeal.

FINANCIAL AID PROBATION

Financial Aid Progress Review

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

Program length prohibit Financial Aid Warning.

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% or 'C' average.
2. After a warning term, the Cumulative Completion Rate is below 70%.
3. Student has not 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 the student failed to meet SAP standards the student maybe be placed on financial aid probation and may receive title IV, HEA program funds if the student appeals the determination; and the determination is approved. The institution determines that the student should be able to meet SAP standards by the end of the subsequent payment period.

Re-establishing 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 did not meet SAP. 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.

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

A student may submit a written appeal to the Director or Director of Education, 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.

DEFINITIONS

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).

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.

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.

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.

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.

DISPUTES

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.

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.

CLASS CALENDAR

Personal Fitness Training: 2018 & 2019

18 - 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: <https://nptiflorida.edu/npti-orlando/>

NPTI Orlando Schedule

Monday through Friday

8:00 a.m. to 3:15 p.m. or 9:15 a.m. to 4:30 p.m.*

Start

End

01/15/2018	05/18/2018
03/12/2018	07/13/2018
05/21/2018	09/21/2018
07/16/2018	11/16/2018
09/24/2018	02/08/2019
11/26/2018	04/05/2019
02/11/2019	06/21/2019
04/08/2019	08/09/2019
06/24/2019	10/25/2019
08/12/2019	12/13/2019
10/28/2019	03/13/2020

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

Graduation Rates

Winter Park Location

National Personal Training Institute
 809 South Orlando Avenue
 Suite K
 Winter Park, FL 32789

*Data submitted to the Accrediting Commission for Career Schools and Colleges
 (Report submitted 10/5/17)*

NPTI Winter Park Location Graduation Rate Reporting Period: July 1, 2016 - June 30, 2017	
Total Number of Students	105
Total Graduated	99
Percentage Graduated	94%

Employment Rates

NPTI Winter Park Location Employment Rate Reporting Period: July 1, 2016 - June 30, 2017	
Total Number of Graduates Available for Employment	84
Total Employed in Field of Study	72
Employment Rate	86%



CANCELLATION AND REFUNDS

Institutional Refund Policy

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

- ✓ Cancellation can be made in person, by electronic mail, by certified Mail or by termination.
- ✓ 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.
- ✓ 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).
- ✓ Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
- ✓ Cancellation after completing more than 40% of the program will result in no refund.
- ✓ 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.
- ✓ 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)
US Copyright Office (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, especially their FAQ’s at www.copyright.gov/help/faq.

Drug and Alcohol Policy

Copies of our NPTI Orlando Drug and Alcohol Abuse Prevention Program are available, upon request.

Campus Safety and Security Policy

Copies of our NPTI Orlando 2018 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

Chris Williams

Master in Science in Sports Science Brunel

University

Post Graduate Certificate of Education Greenwich

University

Student Services Representative

Sarah Lockard

BA- English/Creative Writing University of Central Florida

Director of Financial Aid

Stephanie Henry

AS-Business Management Associates of Science

Anthem College

Instructors**Theory Fitness Trainer**

Chris Williams

Master in Science in Sports Science Brunel University

Post Graduate Certificate of Education Greenwich University

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

Troy London

BA- Exercise Science

Lincoln University

Diploma Personal Fitness Training National Personal Training Institute, Inc.

COURSE DESCRIPTIONS

Course Outline

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 Detail

Course #	Course Title and Description	Theory Hours	Practicum/ Lab Hours	Total Hours
PF101	Legal Guidelines & Business Management 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	Health Screening & Fitness Evaluations Teaches the student to use client's health history to create a safe and effective training program	8		8
PF103	Cardio Fitness Training Presents various training methods and cardio respiratory activities that can be used to meet specific needs.	24		24
PF104	Muscular Strength & Endurance Presents the benefits of strength training and methods of incorporating various types of training equipment.	3		3
PF105	Strength Training Program Design Presents ways to create and modify a strength-training program that will meet the Psychological and physical needs of the client.		160	160
PF106	Communication & Teaching Presents the methods of establishing and maintaining a helping relationship with Clients, resulting in positive lifestyle changes. Includes teaching techniques.	2		2
PF107	Flexibility & Stretching 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	Human Anatomy & Physiology 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	Nutrition 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	Musculoskeletal Injuries, Emergency Procedures & Injury Rehab	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.			
PF111	Personal Training Advertising & Marketing Presents advertising and marketing concerns of the Personal Trainer's business. Includes how to utilize social media marketing tools.	25		25
PF112	Adherence & Motivation Presents the factors that influence exercise adherence, and the methods for keeping clients motivated.	3		3
PF113	Core Training & Stabilization Core training, core musculature and the importance of training the stabilization systems.	12		12
PF114	Resistance Training Systems Progressive Adaptations from resistance training with reference to stabilization, muscular endurance, hypertrophy, strength & power.	12		12
PF115	Biomechanics Muscular force, length tension relationships, force velocity curve, and force couple relationships.	3		3
PF116	Exercise Metabolism Energy during exercise, metabolism during steady state exercise, metabolism during intermittent work and estimating fuel contribution during exercise.	4		4
PF117	Special Health Concerns Students learn client health concerns and the resulting modifications required from basic exercises and exercise programs.	2		2
PF118	Supplementation Dietary supplements, supplementation guidelines, dietary reference intake values and guidelines.	6		6
PF119	CPR/AED & First Aid Students are certified in CPR & First Aid by a Red Cross certified technician.	5		5
PF120	Special Populations 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
PF121	Final Review & Test (Theory) Final exam to test the student on all aspects of training, Anatomy, Physiology and Nutrition	9		9
PF122	Final Review & Test (Practical) 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
PF123	Practical Application		50	50

Course #	Course Title and Description	Theory Hours	Practicum/ Lab Hours	Total Hours
	The experience and application part of the training is designed to evaluate, design, and implement a complete workout for a fellow student or client. Documentation of weight, body fat, strength results and workout changes must be presented to the instructor on a weekly basis.			
	Total Hours	382	218	600

