

# **NATIONAL PERSONAL TRAINING INSTITUTE®**

## **INFORMATION CATALOG Volume 22 2023-2024**

**NATIONAL PERSONAL  
TRAINING INSTITUTE, INC  
ORLANDO**

Main Campus\*  
3451 Technological Ave Suite 3  
Orlando, FL 32817  
(407) 772-0057

Branch Campus\*  
8411 Sunstate Street  
Tampa, FL 33634  
(813) 374-2017

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

Printed 1/1/2023

The background of the page is a photograph of a gym floor. In the foreground, there are several weight plates. One plate in the lower-left corner has the number '97.5' embossed on it. The floor has a textured, diamond-patterned surface. The lighting is soft, creating a professional and clean atmosphere.

**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 this Printing 1/1/2023

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## **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 or Health and Nutrition Coach. Training includes classroom instruction plus supervised, hands-on gym time. The programs are 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 Advanced Personal Training Courses for becoming a Health and Nutrition Coach. All courses are designed to prepare graduates to enter the workforce and expand Personal Training opportunities within the field of Health and Wellness. 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.

Upon completion of the Advanced Personal Training Program leads to a diploma that qualifies graduates to practice as Health & Nutrition Coaches at gyms, rehabilitation centers, athletic programs, and other places where health and fitness is offered. Students will be able to design and implement safe and effective Personal Fitness Training programs specific to Youth Fitness and Special Population clients.

### **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

### Personal Fitness Training

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 600 Hour Personal Fitness Training Program is hands-on, giving students opportunities to experience being a Personal Fitness Trainer.

### 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 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 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

### **Personal Fitness Training Award**

Diploma

382 Theory Hours

218 Lab Hours

600 Total Hours

### **Advanced Personal Fitness Training – 600 Hours**

#### **Program Objectives**

Upon completion of this program graduates will be able to seek employment as a Health & Nutrition Coach at gyms, rehabilitation centers, athletic programs, and other places where health and fitness is offered. Students will be able to design and implement safe and effective Personal Fitness Training programs specific to Youth Fitness and Special Population clients.

#### **Program Description**

The Advanced Personal Trainer non-degree program is a six hundred-hour (600 hour) program divided into three modules all of which will be two hundred hours long. Health and Nutrition Coaching (200 hours), Corrective Exercise & Advanced Special Populations (200 hours) and a Youth Fitness (200 hours). This program is designed to educate students in the area of Health and Nutrition Coaching for the whole body and mind. Students will be educated on the unique needs of the Youth Fitness clients. The program also includes an in depth focus on the needs of special populations, including assessment and corrective exercise treatments.



## Advanced Personal Training Courses:

**Health and Nutrition Coaching Module (200 Hours)**- this module addresses the emotional/mental/psychological issues and the proposal of strategies to assist clients to be adherent and successful through positive behavior change.

Communication and Coaching
Psychological Aspects of Behavior Change
Interpersonal & Social Influences on Behavior Change
Nutritional Programming for Special Populations
Evaluating the Metabolic Process of Different Diets
Macronutrient and Micronutrient Meal Planning
Modern Meal Planning

**Corrective Exercise & Advanced Special Populations Module (200 Hours)**- this course addresses a multitude of diseased populations which are currently considered to be the most prevalent. It is estimated that 80% of the client's that Personal Trainers see will be classified as a special population.

Assessing for Human Movement Dysfunction
Corrective Exercise Strategies for Orthopedic Pathologies
Assessing for Biomechanical joint Dysfunction
Musculoskeletal Conditions and Disorders
Training Special Populations
Metabolic Conditions & Disorders
Pulmonary Disorders & conditions
Cardiovascular Conditions and Disorders
Immunologic & Hematologic Disorders
Neuromuscular Conditions & Disorders
Cognitive Conditions & Disorders
Cancer, Seniors, and Female Specific Disorders
Health Appraisal and Fitness Assessments

**Advanced Youth Fitness (200 Hours)** –Advanced Youth Fitness Module will give personal trainers the resources to address nutritional programming, training programs and adherence and behavioral strategies for both the child and the parent.

Anatomical & Physiological Considerations for Youth Training
Strength & Conditioning for the Youth Populations
Training the Components of the Youth Training Models

## Course: Advanced Personal Training

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.

<b>Courses:</b>	<b>Theory</b>	<b>Practical</b>
Assessing for Human Movement Dysfunction	20.0	10.0
Corrective Exercise Strategies for Orthopedic Pathologies	20.0	10.0
Assessing for Biomechanical joint Dysfunction	20.0	10.0
Musculoskeletal Conditions and Disorders	6.0	
Training Special Populations		20.0
Metabolic Conditions & Disorders	10.0	6.0
Pulmonary Disorders & conditions	6.0	4.0
Cardiovascular Conditions and Disorders	6.0	
Immunologic & Hematologic Disorders	6.0	
Neuromuscular Conditions & Disorders	6.0	4.0
Cognitive Conditions & Disorders	6.0	
Cancer, Seniors, and Female Specific Disorders	8.0	
Health Appraisal and Fitness Assessments	6.0	6.0
Communication and Coaching	20.0	
Psychological Aspects of Behavior Change	20.0	
Interpersonal & Social Influences on Behavior Change	15.0	
Nutritional Programming for Special Populations	15.0	15.0
Evaluating the Metabolic Process of Different Diets	25.0	
Macronutrient and Micronutrient Meal Planning	20.0	10.0
Modern Meal Planning		50.0
Anatomical & Physiological Considerations for Youth Training	40.0	10.0
Strength & Conditioning for the Youth Populations	35.0	40.0
Training the Components of the Youth Training Models	35.0	30.0
Final Review & Test Theory	15.0	
Final Review & Test Practical		15.0
	360	240

### Advanced Personal Training Award: Diploma

360 Theory Hours

240 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 3451 Technological Ave, Suite 3, Orlando, FL 32817. The practical part of the Personal Fitness Training is also conducted on site. The classroom can accommodate up to 20 students. The total space is 3500 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. 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

<b>Equipment:</b> Assorted Anatomical Charts	Training Videos
Skeleton	Free Weights
Skinfold Calipers	Weight Training Benches
Tape Measure	12" Aerobic Steps
Blood Pressure Cuffs	Metronome
Stethoscopes	Timers
Scales	Exercise Mats
Jacobs Ladder	Heavy Equipment
Exercise Machines – Gym	Kettleweights
Stones	Bands
Jump ropes	Penalty Boxes
BOSU Balls	Fit Balls/Medicine Balls
TRX & Straps	Stationary Bikes/ Spin Bike
Ellipticals	Rower
Treadmills	Rope Climber
Foam Rollers	Plyo boxes
Olympic Weights/Bars	Viper/Training Logs

### **Textbooks – Personal Fitness Training**

NPTI's Fundamentals of Fitness and Personal Training, 1<sup>st</sup> Edition, ISBN #978-1-45042381-6 (Tim Henriques. Copyright 2014 Human Kinetics)  
Retail Cost \$93.70

Williams Basic Nutrition and Diet Therapy, 15<sup>th</sup> Edition, ISBN# 978-0-323-08347-8 (Staci Nix. Copyright 2013, Mosby)  
Retail Cost \$92.72

Illustrated Essentials of Musculoskeletal anatomy, 5<sup>th</sup> Edition, ISBN# 978-0-935157-07-9 (Sieg & Adams. Copyright 2009 Megabooks, Inc.)  
Retail Cost \$43.12

NPTI's Student Resource Guide. First Edition  
Retail Cost \$67.00

### **Textbooks – Advanced Personal Training**

NASM Essentials of Corrective Exercise, 1<sup>st</sup> Edition, ISBN#978-1284050257, (National Academy of Sports Medicine, Copyright 2011 Lippincott Williams & Wilkins)  
Retail Cost \$72.95

NSCA'S Essentials of Training Special Populations, 1<sup>st</sup> Edition, ISBN#978-0-7360-8330-0, (National Strength and Conditioning Association, Copyright 2017, Human Kinetics, Inc)  
Retail Cost \$74.75

Nutrition, 6th Edition eBook, ISBN #978-1284100051 (Paul Insel, Don Ross, et al, Copyright 2016, Jones & Bartlett Learning)  
Retail Cost \$120.00

Essentials of Youth Fitness, 1<sup>st</sup> Edition, ISBN# 978-1492525790 (Avery Faigenbaum, Rhodri Lloyd, Copyright 2019)  
Retail Cost \$121.30

**Digital Subscription – Advanced Personal Training**  
Modern Meals Subscription

### **Other Resources**

Sport Science (television series); MobilityWOD; TRX Core Membership; Apple TV programming.

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 for Personal Fitness Training Program**

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
- ✓ You may be required to present medical certificate or letter from a physician indicating good health, if you have a prior existing medical condition.

## **Requirements for Advanced Personal Training Program**

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
- ✓ You may be required to present medical certificate or letter from a physician indicating good health, if you have a prior existing medical condition.
- ✓ Completed NPTI Personal Fitness Training Program or equivalency (2 Year Degree in Exercise Science or Related Field)
- ✓ OR – a Minimum of 3 years experience AND equivalent Accredited Personal Training Certification

### **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. Verification of graduation is required. Document(s) such as official transcripts and copies of diplomas or other documentation of equivalency. All documents not written in English must be submitted along with an official English Certification and official evaluation for equivalency to a US Diploma by an education evaluation service. 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 contact 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. The interview may be conducted over the phone for students who are unable to attend an in person interview.

### **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 \$25.00. 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 ADVISEMENT**

### **Academic Advisement**

Academic advisement ensures students have an understanding in areas such as body building, exercise physiology, weight management, weight training and personal training. Instructors and staff will assist students who seem to be having difficulty preventing them from success. The faculty and staff are available by appointment or informally to meet with students

### **Personal Advisement**

Instructors and staff will assist students who seem to be having 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.

### **Financial Aid Advising**

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

### **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 offers job placement assistance through our Director 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 STUDENT POLICIES**

### **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.



## **VA Pending Payment**

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.

This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

## **Veteran's Credit for Previous Education or Training**

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

## **Veteran's Attendance Policy**

Students exceeding 5% **total** absences in a calendar month **will be** terminated from their VA benefits for unsatisfactory attendance. Early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as 25% of the day absence.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

## **Veterans Refund Policy**

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

## **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**

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 limited number of Excused Absences (10% or less of scheduled class time) are allowed with approval from the Director for Medical, Legal, Bereavement, or Weather Related Events per Excused Absence Policy.

### **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 180 total accumulative days. A request for leave is best 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 date of determination according to the Department of Education regulations.

### **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 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 \$25.00 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

Regular 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 indefinitely.

### **Termination OR Dismissal**

An NPOTI – Orlando student will be terminated if the student fails to comply with attendance, academic requirements, or the code of student conduct and are subject to dismissal by the director. A review and conference with the director will be scheduled upon infraction.

### **Official Withdrawals**

Students must notify the Director *in writing* of their intention to withdraw from the program.

### **Unofficial Withdrawals**

The unexplained absence of a student from NPOTI for more than 14 consecutive calendar days shall constitute notice of cancellation to NPOTI.  
\*Scheduled school closures of more than 3 days are not included in the 14 consecutive days\*

### **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 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 \$4,596 for the 2022–23 award year (July 1, 2022, to June 30, 2023).

For more information about the Free Application for Federal Student Aid (FAFSA) or to complete an application, please visit <https://studentaid.gov/h/apply-for-aid/fafsa> . Be advised that ALL Federal Student Financial Aid (loans or grants) BEGIN with completing the FAFSA application. The NPTI 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**

This policy applies to students who withdraw officially or unofficially, fail to return from an LOA or are dismissed from enrollment at NPTI.

\*This is a separate and distinct policy from the School's Institutional Refund Policy\*

Federal Student Aid funds, referred to as Title IV aid in this policy, are disbursed with the assumption that a student will complete the full program. If a student receiving Title IV Aid withdraws from the program, the student may no longer be eligible to retain the full amount of financial aid that was disbursed. Federal law required that a Return to Title IV (R2T4) calculation be performed to determine the percentage of aid that the student has earned. (A copy of the worksheet used for this calculation can be requested from the Financial Aid Department.) 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

Although Title IV Aid is posted to a student's account at the beginning of each payment period, the student earns the funds as they complete the

payment period. The percentage of the payment period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the last date of attendance, by the total number of clock hours in the payment period. Once a student has completed 60% of the payment period, 100% of the disbursement has been earned and can be retained.

First Payment Period	Second Payment Period
300 Clock Hours/9 Weeks	300 Clock Hours/ 9 Weeks

If a student withdraws before completing 60% of a given payment period, a portion of Title IV aid must be returned to the Department of Education. NPTI will refund any unearned Title IV aid due within forty-five (45) days of the date of determination as per 34 CFR 668.22(l)(3). The funds are returned in the following order:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Direct Parent PLUS Loans
4. Federal Pell Grants for which a return of funds is required
5. Iraq and Afghanistan Service Grants

It is the student's responsibility to do the following when possible:

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

**Date of Determination:**

The date of determination (DOD) is the date that NPTI determines a student has withdrawn from a program of study. NPTI will return all unearned Title IV aid to the Department of Education within 45 days of the DOD.

**Withdrawal Date:**

A student's withdrawal date is equal to their last date of attendance (LDA). The LDA is defined as the last recorded date of academic attendance on the school's attendance record. Students are considered withdrawn if:

- Student does not complete all of the clock hours within the scheduled program requirements as per the US Department of Education.
- A student does not complete all of the required academic coursework for the program within the scheduled program requirements per the US Department of Education.
- A student stops coming to class with or without official notification. On the 14<sup>th</sup> consecutive day, the student is considered withdrawn.
- A student who did not return from an approved leave of absence.

- A student that is terminated from the program.

### **Pell Grant Overpayment**

Within 30 days of determining that a student who withdrew must repay all of a Title IV grant, NPTI will notify the student that they must repay the overpayment or make satisfactory arrangements to repay it. In its notification, NPTI will inform the student of the following items:

1. The student owes an overpayment of Title IV funds
2. The student's eligibility for additional Title IV funds will bend if the student fails to take positive action by the 45<sup>th</sup> day following the date the school sent or was required to send notification to the student
3. There are tree positive actions a student can take to extend their eligibility for Title IV funds beyond 45 days:
  - a. The student must repay the overpayment in full to the school.
  - b. The student may sign a repayment agreement with the school.
  - c. The student may sign a repayment agreement with the Department of Education.
4. If the student fails to take one of the positive actions during the 45-day period, the student's overpayment immediately will be reported to the Department of Education and referred to their Debt Resolution Services for collection.

Repayment on Federal Stafford Loans begins six months from the student's 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.

### **Post-withdrawal Disbursement**

If a student did not receive all of the Title IV Aid that they earned, the student may be due a post-withdrawal disbursement. If there is a post-withdrawal disbursement of Pell Grant funds, NPTI will use the disbursement to cover outstanding tuition and fees charges and will be disbursed within forty-five (45) days of the date NPTI determined the student withdrew. NPTI will notify a student, or parent for a Direct Parent PLUS Loan, in writing prior to making any post-withdrawal disbursement of loan funds, whether those loan funds are to be credited to the student's account or disbursed directly to the student (or parent). The notice will request confirmation of any post-withdrawal disbursement that the student or parent wishes the school to make.

A student who qualifies for a post withdrawal disbursement must meet the current award year requirements and time frames for late disbursements A student, or parent when applicable, has 14 calendar days from the date NPTI sends a notification to accept a post-withdrawal disbursement. If a response is not received within the allowed time frame, or the funds are



declined, the disbursement will not be made. Post withdrawal loan funds a student (or parent) 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 programs 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 counseled and possibly placed on Academic 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 email address 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 enrollment period following an enrollment period during which the student failed to meet SAP standards the student maybe be placed on 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 enrollment period.

### **Re-establishing Eligibility**

Students who have been deemed ineligible for financial aid may re-establish eligibility by following an NPTI developed academic plan co-developed with the student that, if followed, will ensure that the student is able to meet NPTI's satisfactory academic progress standards during the enrollment period immediately following the enrollment period for which the student did not meet SAP. Appeals must be submitted for review no later than 5 days after being placed on 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 enrollment period and financial aid will be reinstated for that enrollment 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 (including vaping) 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

#### STUDENT COMPLAINT PROCEDURE

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](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/Student-Corner/Complaints.aspx>

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 2022 - 2023**

**18 - Week Personal Fitness Training Program**

**Personal Fitness Training Program**

Monday through Friday

<b>Class Start</b>	<b>Graduation</b>	<b>Class Times</b>
1/3/23	5/5/23	9:00 a.m. to 4:15 p.m.
2/13/23	6/16/23	9:00 a.m. to 4:15 p.m.
3/27/23	7/28/23	9:00 a.m. to 4:15 p.m.
5/8/23	9/8/23	9:00 a.m. to 4:15 p.m.
6/19/23	10/20/23	9:00 a.m. to 4:15 p.m.
7/31/23	12/1/23	9:00 a.m. to 4:15 p.m.
9/11/23	1/26/24	9:00 a.m. to 4:15 p.m.
10/23/23	3/8/24	9:00 a.m. to 4:15 p.m.
5/4/23	4/19/24	

**18 - Week Advanced Personal Training Program**

**Students Must Complete All 3 Modules for Graduation**

**Modules May Be Completed in Any Order**

Monday through Friday

9:00 a.m. to 4:15 p.m.

<b>Module (All 3 Required)</b>	<b>Start</b>	<b>End</b>	<b>Class Time</b>
Health & Nutrition Coaching	1/3/23	5/5/23	9:00a.m. to 4:15p.m.
Corrective Exercise (Special Populations)	2/13/23	6/16/23	9:00 a.m. to 4:15 p.m.
Youth Fitness	3/27/23	7/28/23	9:00 a.m. to 4:15 p.m.
Health & Nutrition Coaching	5/8/23	9/8/23	9:00 a.m. to 4:15 p.m.
Corrective Exercise (Special Populations)	6/19/23	10/20/23	9:00 a.m. to 4:15 p.m.
Youth Fitness	7/31/23	12/1/23	9:00 a.m. to 4:15 p.m.
Health & Nutrition Coaching	9/11/23	1/26/24	9:00 a.m. to 4:15 p.m.
Corrective Exercise	10/23/23	3/8/24	9:00 a.m. to 4:15 p.m.

(Special Populations)			
Youth Fitness	5/4/23	4/19/24	9:00 a.m. to 4:15 p.m.

**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**

Application fee.....	\$50.00 (non-refundable)
Tuition.....	\$8925.00 (\$14.87 per clock hour)
Lab Fees.....	\$250.00
Books.....	<u>\$275.00</u>
Total	\$9500.00

**Advanced Personal Training – 600 Clock Hours**

Application fee.....	\$50.00 (non-refundable)
Tuition.....	\$12325.00 (\$20.54 per clock hour)
Lab Fees.....	\$250.00
Books.....	<u>\$275.00</u>
Total	\$12900.00

**Payment Schedule**

It is preferred that all tuition payments be paid in full prior to the first day of class. However, payment plans are offered. 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:**  
**Personal Fitness Training**

**Graduation Rates**

**NPTI Winter Park Location Graduation Rate**  
**Reporting Period: July 1, 2021 - June 30, 2022**

*Data submitted to the Accrediting Commission for Career Schools and Colleges*  
*(Report submitted 10/1/2022)*

<b>Total Number of Students</b>	<b>76</b>
<b>Total Graduated</b>	<b>44</b>
	<i>20 Still Enrolled 6/30/2021</i>
<b>Percentage Graduated</b>	<b>84.2%</b>

**Employment Rates**

**NPTI Winter Park Location Employment Rate**  
**Reporting Period: July 1, 2021 - June 30, 2022**

<b>Total Number of Graduates Available for Employment</b>	<b>35</b>
<b>Total Employed in Field of Study</b>	<b>32</b>
<b>Employment Rate</b>	<b>91%</b>

**GRADUATION AND PLACEMENT RATES:  
Advanced Personal Fitness Training**

**Graduation Rates**

**NPTI Winter Park Location Graduation Rate  
Reporting Period: July 1, 2021 - June 30, 2022**

*Data submitted to the Accrediting Commission for Career Schools and Colleges  
(Report submitted 10/1/2022)*

<b>Total Number of Students</b>	<b>10</b>
<b>Total Graduated</b>	<b>5 (5 Still Enrolled 6/30/22)</b>
<b>Percentage Graduated</b>	<b>100%</b>

**Employment Rates**

**NPTI Winter Park Location Employment Rate  
Reporting Period: July 1, 2021 - June 30, 2022**

<b>Total Number of Graduates Available for Employment</b>	<b>4</b>
<b>Total Employed in Field of Study</b>	<b>4</b>
<b>Employment Rate</b>	<b>100%</b>

## **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.
- ✓ Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours scheduled to the total program hours of the course.
- ✓ Cancellation after completing more than 40% of the program will result in no refund.
- ✓ Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student and, for students receiving Title IV within forty-five (45) days of the date of determination or receipt of cancellation notice whether officially or unofficially.

## **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](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 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 2021 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

### **Director of Financial Aid**

### **Instructors**

#### **PT & APT**

Chris Williams

Master in Science in Sports Science Brunel University

Post Graduate Certificate of Education Greenwich University

#### **PT**

Eric Dendy

## **COURSE DESCRIPTIONS**

### **Personal Fitness Training Course Outline**

Courses are completed sequentially as offered. The course numbers are based on course codes

established by NPPTI 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	<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 raining 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> Presents how to develop programs for clients with pre-existing musculoskeletal injuries, and also how to deal with other injuries and common medical emergencies.	10		10
PF111	<b>Personal Training Advertising &amp; Marketing</b>	25		25



Course #	Course Title and Description	Theory Hours	Practicum/ Lab Hours	Total Hours
	Presents advertising and marketing concerns of the Personal Trainer's business. Includes how to utilize social media marketing tools.			
PF112	<b>Adherence &amp; Motivation</b> Presents the factors that influence exercise adherence, and the methods for keeping clients motivated.	3		3
PF113	<b>Core Training &amp; Stabilization</b> Core training, core musculature and the importance of training the stabilization systems.	12		12
PF114	<b>Resistance Training Systems</b> Progressive Adaptations from resistance training with reference to stabilization, muscular endurance, hypertrophy, strength & power.	12		12
PF115	<b>Biomechanics</b> Muscular force, length tension relationships, force velocity curve, and force couple relationships.	3		3
PF116	<b>Exercise Metabolism</b> Energy during exercise, metabolism during steady state exercise, metabolism during intermittent work and estimating fuel contribution during exercise.	4		4
PF117	<b>Special Health Concerns</b> Students learn client health concerns and the resulting modifications required from basic exercises and exercise programs.	2		2
PF118	<b>Supplementation</b> Dietary supplements, supplementation guidelines, dietary reference intake values and guidelines.	6		6
PF119	<b>CPR/AED &amp; First Aid</b> Students are certified in CPR & First Aid by a Red Cross certified technician.	5		5
PF120	<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
PF121	<b>Final Review &amp; Test (Theory)</b> Final exam to test the student on all aspects of training, Anatomy, Physiology and Nutrition	9		9
PF122	<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
PF123	<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 student or client. Documentation of weight, body fat, strength results and workout changes must be presented to the instructor on a weekly basis.		50	50

Course #	Course Title and Description	Theory Hours	Practicum/ Lab Hours	Total Hours
	<b>Total Hours</b>	382	218	600

### Advanced Personal Training 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 #	Course Title and Description	Theory Hours	Practicum/ Lab Hours	Total Hours
<b>BC 101</b>	<b><u>Psychological Aspects of Behavior Change</u></b> Presents information on the behavior change matrix and how to use effective goal setting, cognitive behavior therapy, and effective imaging that facilitates behavior change in health and fitness.	20		20
<b>BC 102</b>	<b><u>Communication and Coaching</u></b> Teaches the students the scope of practice of a coach and the primary elements of coaching communication which encompasses general coaching, learning preferences, evaluation techniques, and identification strategies for overcoming issues with coaching.	20		20
<b>BC 103</b>	<b><u>Interpersonal &amp; Social Influences on Behavior Change</u></b> Presents how social and multicultural considerations affect healthy behavior change in contemporary society.	15		15
<b>BC 104</b>	<b><u>Nutritional Programming for Special Populations</u></b> Addressing nutritional intervention strategies for clients who have special dietary requirements due to metabolic pathologies, diseases and /or change in health status.	15	15	30
<b>BC 105</b>	<b><u>Evaluating the Metabolic Process of Different Diets</u></b> Present information that scientifically evaluates the “pro’s and con’s” of different diets used by members of the general population and its impact on the metabolic processes.	25		25
<b>BC 106</b>	<b><u>Macronutrient and Micronutrient Meal Planning</u></b> Present information on assessing individual metabolic needs and prescribing carbohydrates, protein, fat, vitamins and minerals that fulfil their daily requirements.	20	10	30
<b>BC 107</b>	<b><u>Modern Meal Planning</u></b> Present information via an interactive data base from which students can resource their macronutrients and micronutrients for their clients.		50	50
<b>CE 101</b>	<b><u>Assessing for Biomechanical Joint Dysfunction</u></b> Presents the scientific rationale for evaluating joint range of movement as it pertains to translational movement and the implications of restricted kinetic chain dysfunction.	20	10	30
<b>CE 102</b>	<b><u>Assessing for Human Movement Dysfunction</u></b> Presents the practical methodologies and interpretation of findings that results from static postural assessments, movement assessments and functional strength assessments.	20	10	30
<b>CE 103</b>	<b><u>Corrective Exercise Strategies for Orthopedic Pathologies</u></b> Presents the construction and implementation of corrective exercise programs to correct upper and lower body pathologies related to neuromuscular skeletal imbalances.	20	10	30

Course #	Course Title and Description	Theory Hours	Practicum/ Lab Hours	Total Hours
SP 101	<b><u>Health Appraisal and Fitness Assessments</u></b> Determining the need for medical clearance and medical supervision during exercise testing and training and, the administration of specific tests that evaluate individual fitness parameters.	6	6	12
SP 102	<b><u>Training Special Populations</u></b> Presents information on the role and scope of practice of personal trainers in addressing orthopedic and disease pathologies that negatively impacts quality of life.		20	20
SP 103	<b><u>Musculoskeletal Conditions and Disorders</u></b> Presents information and safe exercise programming guidelines for the pathophysiology of lower back pain, posture conditions, osteoporosis and osteopenia, osteoarthritis, joint disorders, joint replacements, frailty and sarcopenia.		6	6
SP 104	<b><u>Metabolic Conditions &amp; Disorders</u></b> Identifies the underlying causes and exercise benefits of obesity, type 1 and type 2 diabetes, dyslipidemia, hyper and hypothyroidism, and chronic kidney disease.	10	6	16
SP 105	<b><u>Pulmonary Disorders &amp; Conditions</u></b> Presents an understanding and the importance of exercise in addressing the physiological and physical characteristics of asthma, exercise induced bronchoconstriction, pulmonary hypertension, COPD, chronic restrictive pulmonary disease, and cystic fibrosis.	6	4	10
SP 106	<b><u>Cardiovascular Conditions and Disorders</u></b> Presents information on the safe exercise guidelines for training clients with hypertension, peripheral arterial disease, angina, chronic heart failure, myocardial infarction, atrial fibrillation and pacemakers.	6		6
SP 107	<b><u>Immunologic &amp; Hematologic Disorders</u></b> Presents information on safe and effective exercise variables for clients with rheumatoid arthritis, lupus, chronic fatigue syndrome, fibromyalgia, HIV/AIDS, sickle cell disease, and hemophilia.	6		6
SP 108	<b><u>Neuromuscular Conditions &amp; Disorders</u></b> Present information on how different neurological disorders affect the ability to exercise and to safely construct exercise programs for multiple sclerosis, Parkinson's disease, muscular dystrophy, cerebral palsy, traumatic brain injuries, stroke, spinal cord injuries, and epilepsy.	6	4	10
SP 109	<b><u>Cognitive Conditions &amp; Disorders</u></b> To recognize the range of cognitive disorders and their respective etiologies and how to safely and effectively prescribe exercises for clients with autism spectrum disorder, downs syndrome, and intellectual disability.	6		6
SP 110	<b><u>Cancer, Seniors, and Female Specific Disorders</u></b> Presents information on different cancer pathologies and treatments, addressing the older client, and menopause in senior females and subsequent exercise programs to aid recovery and/or assist in activities of daily living.	8		8
YF 101	<b><u>Anatomical &amp; Physiological Considerations for Youth Training</u></b> Present the fundamental principles in pediatric sciences and the benefits of regular physical activity on health and fitness performance in school-age youth.	40	10	50
YF 102	<b><u>Training the Components of the Youth Training Models</u></b> Present the youth physical development model and how it provides a logical and evidence-based approach to the systematic development of physical performance in young populations.	35	30	65

Course #	Course Title and Description	Theory Hours	Practicum/ Lab Hours	Total Hours
<b>YF 103</b>	<b><u>Strength &amp; Conditioning for the Youth Populations</u></b> Presenting the versatility in program design that encompasses all the physical, psychological, and emotional aspects of training a growing child.	35	40	75
	<b>Final Review &amp; Test Theory</b>	15		15
	<b>Final Review &amp; Test Practical</b>		15	15
	<b>TOTAL</b>	360	240	600

