

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

**STUDENT  
CATALOG**

**National  
Personal  
Training  
Institute**

**1600 Tribute Rd.**

**Sacramento, CA 95816**

**Website: [Nationalpti.edu](http://Nationalpti.edu)**

**Volume 2  
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## **National Personal Training Institute of Southern California, INC.**

### **History**

The National Personal Training Institute was developed by Mr. Eugene McIlavine, who has been in the trade school business since December of 1980. Since 1997, his programs have been committed to health and fitness

### **Institutional Purpose**

To provide students with the most qualified instructors and a curriculum that will enable The National Personal Training Institute to provide the workplace with personal fitness trainers and health coach specialists of the highest caliber.

### **Mission Statement**

To educate fitness enthusiast via science based results in a hands-on environment. Educating and encouraging one to realize their success in a rewarding health and fitness career and therefore contributing to the overall health and wellness of their communities.

### **Educational Objectives:**

1. NPTI Sacramento promotes the pursuit of knowledge of essential elements to be a successful training or instructor including sales, marketing, interviewing, pricing, compensation norms, risk assessment, and general business knowledge.
2. NPTI Sacramento, Inc. creates a learning atmosphere that encourages students to develop the highest standards of ethical and professional behavior;
3. NPTI Sacramento, Inc. integrates formal academic learning with practical hands on experience by employing real-world case studies for use in analyzing training conditions, conceptualizing problems and applying decision-making skills in professional environments;
4. NPTI of Southern California, Inc. designs exercise programs for the following goals: strength, size, power, muscle endurance, weight loss, cardiovascular endurance, and flexibility
5. NPTI Sacramento, Inc. highlights knowledge of origin, insertion, action, and training guidelines for all major muscle groups in the human body
6. NPTI Sacramento, Inc. goal is to increase a student's fitness levels while enrolled in the course
7. NPTI Sacramento, Inc. encourages knowledge of the energy systems in the body and how they work as well as knowledge of how to handle the training differences when training males, females, older adults, and children

### **Accreditation**

National Personal Training Institute of Southern California, Inc. is a private institution. It is approved to operate by the Bureau for Private Postsecondary and Education. Approval to operate means compliance with minimum state standards.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau of Private Postsecondary

Education:

**Bureau for Private Postsecondary Education  
2535 Capital Oaks Drive, Suite 400  
Sacramento, California 95833**

**Or**

**P.O. Box 980818  
West Sacramento, CA 95798-0818**

**Toll-Free Telephone:** (888) 370-7589

**Fax:** (916) 263-1897

**Internet Web site address:** <http://www.bppe.ca.gov/>

National Personal Training Institute has never had a pending petition in bankruptcy, is not operating as a debtor in possession, has never filed a petition in the preceding five years, or has not had a petition in bankruptcy files against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.)

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

National Personal Training Institution of Southern California is not accredited by an accrediting agency recognized by the United States Department of Education.

### **Class Location**

Classes will be held at the following location:

NPTI  
1600 Tribute Rd.  
Sacramento ,CA 95816

### **Student Code of Conduct**

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

### **Health and Hygiene**

Students are to arrive to class in clean, comfortable attire (loose slacks or shorts, short sleeve shirts, and full shoes). Students must wear proper exercise attire and sneakers

when working out in fitness center. Nails should be scrubbed clean and filed short. Perfume or cologne should be used minimally in order not to offend others or those allergic to scented products. Personal hygiene such as showering and hair grooming is a must before each class.

### **Housing**

National Personal Training Institute of Southern California is a non-residential Institution meaning that this institution has no dormitory facilities under its control. National Personal Training Institute does not assist with helping students find housing. On average, the price of housing varies, but a one bedroom will be approximately \$1200 a month.

### **Distance Education**

National Personal Training Institute does not offer distance education at this time.

### **License Requirements**

This program is designed to give students the necessary knowledge to succeed in to an occupation as a Personal Trainer. Licensure for Personal Trainers is not a requirement in the State of California at this time.

### **Student Record Retention**

This institution maintains separate records for each enrolled student. Each record contains the following and is kept on file for at least five years:

Student's contact information:

- Name
- Address
- E-mail address
- Telephone number
- The signed enrollment agreement, school catalog, and School Performance Fact Sheet.

Proper record is kept for any student that has a concern, questions, a complaint or conflict with instructors or other students. Their file will contain a detailed description of the incident and subsequent action taken.

The institution maintains permanent record of the following for each student granted a degree or certificate:

- The certificate granted and the date on which that certificate was granted.
- The courses on which the certificate was based.
- The grades earned by the student in each course.

In order to maintain the student records, the institution has appointed a custodian of records. The custodian of records will ensure that each student record adheres to current standards. Each file contains a cover sheet with a checklist of what is to be in the file (as listed above). The custodian will perform monthly audits to ensure that each file is in order.

The student's financial records will be kept in a separate fire proof cabinet, to ensure maximum security. These files will be stored at the institutions main campus.

Files are organized by location and semester as well as alphabetized. To maintain security, all files are kept in a fire proof filing cabinet with lock. This cabinet will be locked during and outside of business hours. The only key holder will be the custodian of records and the president. To gain access to a file, the employee must request permission from the president who will notify the custodian of records. The locked cabinet will be in the office of the custodian of records and when the custodian is not present their office will remain locked.

The students record is considered current for three years following a student's completion or withdrawal. The record is stored on paper in the fire proof, locked cabinet. The record is stored without loss of information or legibility for the period within which the record is required to be maintained.

For a record that is current, the National Personal Training Institute maintains functioning devices that can immediately reproduce exact, legible printed copies of stored record. The devices shall be maintained in reasonable proximity to the stored records at the institution's primary administrative location in California. National Personal Training Institute maintains fax machines, scanners, and copiers. For a record that is no longer current, the National Personal Training Institute is able to reproduce exact, legible printed copies within two (2) business days.

**All records that the institution is required to maintain by the Act of this chapter shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.**

**Students have the right to obtain a copy of their file by submitting a written request to the Director.**

**Students are able to receive a copy of their file either by fax or mail. No student record will be released without the signature of authorization from the student, Director, and the Chief Academic Officer.**

**Administrative Staff and Qualifications**

**Chief Executive Officer:**

Julie McCallson

*Qualifications:*

Bachelors in Business Management

Veteran Affairs Certifying Official

**Chief Operating Officer:**

Jennifer Hedges

*Qualifications:*

Bachelors in Education

Masters in Administration

**Custodian of Records:**

Dana Underwood

*Qualifications:*

Management and Administrative Experience

**Chief Academic Officer:**

Mark Bransky

*Qualifications:*

BS and Masters in Kinesiology California Polytechnic University San Luis Obispo and California State Sacramento

Six years of experience as a certified personal trainer

Three years of teaching personal training

Two years of experience as a Personal Fitness Training Manager and Director of Fitness in health clubs

**Admissions Advisor:**

Dana Underwood

**Compliance**

Luke Martin

*Qualifications:*

BA in Political Science and English

JD in Law

**Faculty**

The National Personal Training Institute employs instructors who possess the academic, experiential and professional qualifications to teach.

Each instructor shall maintain their knowledge by completing continuing education courses in his or her subject area, classroom management or other courses related to teaching. This institution shall not employ or continue to employ an instructor who was adjudicated in a judicial or administrative proceeding as having violated any provision of the Act or this chapter, or as having committed any act that would constitute grounds for the denial of a license under Section 480 of the Business and Professions Code

**Instructors:****Mark Bransky, Chief Academic Officer***Qualifications:*

- BS and Masters in Kinesiology California Polytechnic University San Luis Obispo and California State Sacramento
- Six years of experience as a certified personal trainer
- Three years of teaching personal training
- Two years of experience as a Personal Fitness Training Manager and Director of Fitness in health clubs



### **Conor Foley, Instructor**

*Qualifications:* Instructor Conor Foley has been working in the fitness industry for over a decade in a variety of capacities. He began personal and group training in 2008 and quickly opened the first CrossFit affiliate in Davis, CA. After realizing he needed to take his education further he received a B.S. in Kinesiology from Sacramento State in 2013. He received his CSCS from the NSCA in 2014 and shortly after began his Strength and Conditioning business, Paramount Performance, while concurrently working as a physical therapy aide. His love of all things fitness and his knowledge of the industry naturally led him to NPTI Sacramento, whose educational standard will raise the bar for all trainers and collectively improve the industry as a whole.

### **Santos Ahmed Lara, Instructor**

*Qualifications:* NPTI Sacramento Instructor, Santos Ahmed Lara, has been training since graduating from UC Davis in 2010. With his B.A. in Exercise Biology, Minor in Communications, and passion to help others, he sought education via certifications such as his CSCS (Certified Strength and Conditioning Specialist) and CES (Corrective Exercise Specialist). He went from being a Trainer, to Head Trainer, to District Trainer, and eventually became an Instructor.

### **Job Placement Assistance**

At course completion, students will be prepared for the occupation in which they have studied. Students will be given the resources necessary during the course on how to properly apply for jobs through the assistance of their teacher. This includes how to properly write a resume, participate in an interview, follow-up with employers, etc. Therefore, the teacher at each location acts as a placement counselor.

The Director of National Personal Training Institute works also as a full-time job placement counselor by maintaining a current listing of available positions, seeks to locate potential employers and assists graduates with placement. NPTI Graduates receive a user name and password to be used for access on website for employment opportunities in their area. Fitness managers and recruiters are consistently visiting all school locations to discuss available job opportunities with students. Every effort will be made to help graduates find suitable employment in fitness centers, full scale commercial gyms, chiropractic offices, physical therapy offices, salons, spas, resorts, community centers, corporate settings, etc. However, The National Personal Training Institute of Southern California, INC. cannot promise or guarantee employment to anyone.

### **Gainful Employment- US Dept. of Labor SOC Codes**

The following United States Department of Labor's Standard Occupational Classification Codes are utilized for reporting purposes for all programs at NPTI 39-9031 (Fitness and Yoga Instructor) and 21-1091 (Health Educator).

### **Admission Requirements**

- Eighteen (18) years of age
- High School Diploma or equivalent

- Physicians Certificate
- \*Graduate of the Certified Personal Training Program OR equivalent coursework

\* Applies to the CES and PES Course

All students must be 18 years of age and have a high-school diploma or equivalent. In addition, each student must provide a physicians certificate showing that the student is physically able to lift, position and tolerate the physical demands as required in this occupation. Admissions advisor will determine eligibility of previous coursework during the application process.

The admissions process begins with the student filling out and submitting an enrollment registration form for admissions along with the registration fee of \$10.00. When registration is accepted the applicant will make an appointment to meet with an Admissions Advisor to receive additional information about the program and tour the school. The completion and submission of all other admissions paperwork is required, which includes an enrollment agreement, high school diploma or equivalent, proof of age, a physician certificate and a passing grade on the entrance exam. All of which must be obtained before the training for the student can begin. The student will be notified within 5 business days of denial or acceptance for entry into the program. Should the student be denied admission the student may re-apply at any time. The required documentation can be provided at the time of the scheduled orientation day.

This institution shall not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program.

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

### **Foreign Students**

National Personal Training Institute accepts student's from other countries, as long as that student is able to study legally in the United States by possessing a Student Visa or another form of temporary citizenship. This institution is not authorized to provide student visa services, and the obtainment of a student visa is the student's responsibility. The institution will vouch that the student is enrolled once they have met the admissions requirements and been accepted by the Director.

### **Language Proficiency and Information**

All lecture and course material are presented in English. The instruction will occur in no other languages. National Personal Training Institute does not offer any English language services.

The level English language recommended to succeed in the class is a level three (3) or higher. Level three (3) is defined as:

Level 3—Intermediate [WIDA level = Developing]:

A pupil shall be classified level 3 if all of the following criteria are met:

- (a) The pupil understands and speaks conversational and academic English with decreasing hesitancy and difficulty.
- (b) The pupil is post-emergent, developing reading comprehension and writing skills in English.
- (c) The pupil's English literacy skills allow the student to demonstrate academic knowledge in content areas with assistance.

Student's whose first language is not English, are not required to submit documentation of proficiency. These students' will be met with on a case-by-case basis to determine if they will be able to succeed in the program given their English proficiency.

**Ability-To-Benefit Examination**

This institution does not provide the ability-to-benefit examination

**Transfer Credit**

This institution does not provide transfer credit.

**Experiential Credit:**

This institution does not provide experiential credit.

**Articulation/Transfer Agreement Disclosure:** The National Personal Training Institute has not entered into an articulation and transfer agreement with any other college or university. NPTI courses are measured in clock hours as opposed to credit hours, and as such NPTI courses do not typically transfer to other institutions of higher education.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS  
EARNED AT OUR INSTITUTION**

The transferability of credits you earn at National Personal Training Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Certified Personal Training Program, Health Coach Specialist, Corrective Exercise Specialist, Performance Enhancement Specialist, and/or Yoga Teacher Training Program is also at the complete discretion of the institution to which you may seek to transfer. If the Certified Personal Training Program, Health Coach Specialist, Corrective Exercise Specialist, Performance Enhancement Specialist, and/or Yoga Teacher Training Program that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending National Personal Training Institute to determine if your certificate will transfer.

**Attendance Policies**

**Holidays Observed**

Classes will not be held on the following:

New Year's Day

Labor Day

Memorial Day  
Independence Day

Thanksgiving Day  
Christmas Day

**Absence** - Absence will be considered excused under the following circumstances: illness, death, military orders, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the school director. All other absences will be considered unexcused and count towards the maximum number of allowable absences.

**Tardiness** - Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without legitimate reason on two occasions in one class will be considered as one unexcused absence.

**Interruption for Unsatisfactory Attendance** - Students who have not maintained the required minimum attendance average of 80 percent class will be placed on probation for one month. If the student does not improve the attendance average to the required minimum by the end of the probationary period, the student will be terminated from the training program. If applicable the VA will be notified accordingly.

**Cutting classes** - Cutting of classes will be considered as unexcused absences. Students who leave early will be awarded the hours that they did attend, but will be marked absent for the time they left class early.

**Make-Up Work** - Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance.

**Consequences of repeated absence** – For each program at NPTI, a student will be allowed to miss at most 10% of the entire program. For example, with a program that is 500 hours, the most that a student would be allowed to miss is 50 hours. When a student misses more than 50 hours they will be removed from the program. Leaving early, and arriving late will count toward this maximum allowed hours.

**Completion of Requirements and Incompletes:** Required coursework missed by a student must be made up. The student is responsible to make the necessary arrangements with the instructor(s) to obtain what information was missed in class and complete any and all assignments given. Practical make-up time will be made under the supervision of the instructor. No student will receive a diploma until all requirements are met; however the student has a right to request his/her transcript.

### **Leave of Absence**

Students may request a leave of absence (LOA) for medical reasons, financial difficulties, military duty, personal difficulties, and jury duty. If the student requests a LOA and the student has already missed 14 consecutive calendar days, the LOA will not be granted. Students must present a completed Application for Leave of Absence form to the school. The Director, will review the request and approve or deny within 5 business days.

LOA's shall will not to exceed 180 calendar days cumulatively during a student's academic tenure.

**Unless the LOA is due to financial difficulties, the student, while on LOA must continue any payments to the school and the payments must be kept current. Non-payment or late payments may be grounds for termination. If the LOA is due to financial difficult, these situations will be dealt with on a case-by-case basis by the CEO.**

1. The Director will approve or deny LOA requests. Written notification of the approval / denial of the request as well as the effect the LOA will have on the student.
2. If the student is not in attendance on their scheduled return date, the student will be withdrawn.
3. Students may be required to obtain a new gym membership.
4. Student will re-enter where they left off in their studies.

**Incompletes:** Required coursework missed by a student must be made up. The student is responsible to make the necessary arrangements with the instructor(s) to obtain what information was missed in class and complete any and all assignments given. Practical make-up time will be made under the supervision of the instructor. No student will receive a diploma until all requirements are met; however, the student has a right to request his transcript.

#### **Satisfactory Academic Progress**

In order to progress satisfactorily through an educational program, students must meet the following standards of Satisfactory Academic Progress (SAP) or they will be dismissed from NPTI.

- 1) All students must complete their program within the Maximum Time Frame (MTF), which is 1.5 times the expected time for program completion.
- 2) Maximum clock hours reflect the maximum allowable clock hours before a student is required to graduate or is disqualified from a program.
- 3) Certificate students must maintain a minimum cumulative grade point average (GPA) of 2.0 to meet graduation requirements. (See Grading for information on how to calculate GPA.)
- 4) Withdrawals remain on the transcript, and no grade points are assigned. "W" is a permanent grade. A withdrawal does not affect the cumulative grade point average (CGPA).
- 5) No grade points are assigned for an "I" grade. An "I" or incomplete does not affect the cumulative grade point average (CGPA).
- 6) Students may be required to, or may choose to repeat a class in order to improve academic performance. Certificate students may repeat up to one course. Classes may only be repeated one time. Students may not repeat courses in which a grade of "B" or better has been earned. The new grade will be included in the GPA computation and the first attempt will be removed. The first attempt will be notated with an "R" on official transcripts, but will-not be included into GPA calculations. Students will be charged the full tuition rate when repeating a course.

- 7) Transferred credit receives no grade for each transferred class, and the credit is not entered into grade point average. Transfer credit does not affect the Maximum Time Frame.

<b>Clock Hours for Completion</b>	<b>Maximum Time Frame</b>	<b>Maximum Time Frame</b>
300	3 Months	4.5 Months
500	6 Months	9 Months

The following measurements are used to determine Satisfactory Academic Progress:

1. A percentage of the Maximum Time Frame (MTF);
2. Minimum cumulative grade point average (GPA);

Students who have reached 100% of their MTF are ineligible for Academic Probation, and are subject to immediate dismissal from NPTI.

#### ***Policies on Satisfactory Academic Progress (SAP)***

- Students are required to abide by attendance policies to achieve Satisfactory Academic Progress.
- The following grades will lower the percentage of courses successfully completed because of their inclusion in courses attempted:
  - ❖ F or Failing
  - ❖ NP or No Pass
  - ❖ I or Incomplete
  - ❖ W or Withdrawal
- Course repetitions will be counted twice in the percentage of courses attempted, but will only be applied once toward the number of courses completed.
- Courses that have been audited or transferred from another institution are not calculated into the GPA for purposes of SAP.
- If a student completes or leaves the SSU Certificate program and later seeks readmission, or a higher degree at SSU, the Certificate credits/grades will carry over to the new SSU program for purposes GPA and SAP.

#### ***Academic Probation***

Students who fail to abide by the terms of SAP will be placed on academic probation. A student in the Certificate Programs must maintain an overall grade point average of 2.0 for all Certificate work attempted. A grade point average of less than 2.0 will result in the student being placed on academic probation.

A student is also subject to academic probation if s/he has two or more ‘Incompletes’ at any time. An “Incomplete” for more than one month reverts to an "F" (failing) grade.

When a student is placed on probation because of a substandard grade-point average, the student is required to meet with an Academic Advisor. A plan for improving the grade-

point average to a 2.0 level or above is made. Certificate students are allowed two months to correct their academic deficiencies (if they do not exceed the Maximum Time Frame). NPTI recommends that if possible any coursework in which a letter grade of “D” or “F” was earned should be repeated while on academic probation.

If a student corrects their academic deficiencies within the allowable timeframe, they will be removed from probationary status.

### ***SAP Dismissal***

Students who are on Academic Probation will be dismissed from NPTI if they fail to abide by the terms of their Academic Probation and/or do not rectify their academic deficiencies in the time allotted.

Students may also be dismissed for failure to make Satisfactory Academic Progress (please see course Repeat policy).

### **Satisfactory Academic Progress Dismissal Appeals Policy**

Satisfactory Academic Progress (SAP) defines the standards that NPTI students must meet to continue their studies; failure to meet these standards will result in dismissal from NPTI. Prior to being dismissed from NPTI, when a determination has been made that a student is not meeting SAP, that student will be placed on academic probation (see above section on Academic Probation for probationary terms). If the student fails to meet the terms of their academic probation and correct their academic deficiencies, they will be summarily dismissed from NPTI (SAP Dismissal).

If a student has been dismissed due to not meeting SAP standards, and wishes to appeal his/her dismissal, the student should first consult with his/her Academic Advisor. If, at the conclusion of any such consultation, the student does not believe there are legitimate grounds for their dismissal, they may file an SAP Dismissal Appeal with the Chief Academic Officer.

An SAP Dismissal Appeal is normally granted when a student can document that a) they have met the terms of their academic probation, and b) legitimate mitigating circumstances, beyond the student’s control, were present which affected their academic performance (i.e., personal illness or accident, illness or accident of immediate family or family member, loss of housing, military duty, etc.). An SAP Dismissal Appeal must address the student’s compliance with the terms of their probation and explain the mitigating circumstances that led to the substandard academic performance during the probationary period that resulted in their dismissal. Supporting documentation (e.g., doctor’s notes, military orders, etc.) must be included with the appeal to substantiate the mitigating circumstances.

The Chief Academic Officer is looking for evidence that a student has met the terms of their academic probation and adequately identified and resolved the issues that led to their substandard academic performance before granting an appeal and permitting them to continue their studies on a reinstatement probationary month. Students should provide an explanation of how the circumstances have been resolved, changed or will be different if

they are reinstated and permitted to continue their studies. It is strongly recommended that a student meet with their Academic Advisor before submitting their appeal.

To be considered, a student's SAP Dismissal Appeal must be submitted within 15 days after they have been notified of their dismissal and must include any and all evidence and documentation. A student's appeal is considered complete when it is submitted and students will not be permitted to supply any additional facts and/or documentation on their own volition; however, a student may be asked for additional information if it is deemed necessary by the Chief Academic Officer.

A final decision by the Chief Academic Officer will be rendered within 15 days of the SAP Dismissal Appeal submittal. The decision of the Chief Academic Officer is final and cannot be appealed.

The appeals process does not affect the maximum time frame. An appeal does not stop the clock on graduating within the specific time period.

### **Qualifying Appeals**

If a student qualifies for an appeal based on mitigating circumstances, the student will be placed on a reinstatement probationary month. At the end of a student's reinstatement probationary month, the student will either: 1) be dismissed; 2) remain on reinstatement for one additional month; or 3) be returned to good standing. Requirements and criteria for each of these are as follows:

1. The student is dismissed if:
  - a. They withdrew from all courses during the month; or
  - b. The GPA for the reinstatement probationary month was below 2.0.
2. The student remains on reinstatement probation for one additional month if the student's GPA for the reinstatement probationary month was at least 2.0 but the student's cumulative GPA remains below 2.0. At the end of the second reinstatement probationary month, the student is dismissed if:
  - i. The student withdrew from all courses during the month; or
  - ii. They have not corrected their academic deficiencies and their cumulative GPA is below 2.0.
3. The student returns to good standing if:
  - a. The student has completed the month; and
  - b. The student's cumulative GPA has improved to at least 2.0.

### **Withdrawal and Cancellation Policy**

**Withdrawal/Cancellation Policy:** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh (7<sup>th</sup>) day after enrollment, whichever is later. If warranted, monies will be refunded according to the Refund Policy outlined below. Students must notify the director in writing of their intention to withdraw from the program. Student's must send their written intention of cancellation/withdrawal to:



National Personal Training Institute  
Attention: Dana Underwood  
1600 Tribute Rd., Sacramento, CA 95816

### **Refund Policy**

Students must notify the director in writing of their intention to withdraw from the program. A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

This institution shall refund 100 percent of the amount paid for institutional charges, minus any non-refundable fees, if notice of cancellation is made through attendance at the first class session, or the seventh (7<sup>th</sup>) class day after enrollment, whichever is later. The student will also receive a 100 percent refund for all textbooks and materials returned.

NPTI has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued there at anytime prior to completion. The amount charged to the veteran or eligible person for tuition, fees and other charges does not exceed the approximate pro rate portions of the total charges for tuition, fees and other charges and that the length of the completed portion of the course should bear to its total length

The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

Refunds will be paid according to the following formula:

*A non-refundable registration fee is deducted from the total amount paid for the course. The remaining amount is then divided by the total number of hours in the course. This amount constitutes the "per hour" charge for the course. Finally, the number of incomplete hours in the course is multiplied by the "per hour" charge. The remaining amount is the refund that is owed to you.*

### **Student Complaint Procedure**

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individual(s) involved. If the problem cannot be resolved in this manner, contact the Director either in writing or by phone:

*Director of Student Affairs*  
Dana Underwood

2533 R Street Sacramento CA 95816

Within 10 days the director will review the matter and determine the course of action to be taken and proceed accordingly. There will be a report on the incident and subsequent action taken which will be placed in the students file.

A student or any member of the public can may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling **(888) 370-7589** or by completing a complaint form, which can be obtained on the bureau's Internet Web Site <http://www.bppe.ca.gov/>

### **Student Services**

**Academic Counseling:** Students who are having trouble maintaining academic requirements will be counseled and arrangements will be made to remedy the situation, such as tutoring, make-up hours, re-tests. Every effort will be made to bring students into compliance.

**Library** Books and learning resources, such as instructional videos, may be checked out for additional study time. Students may check out no more than three items at one time and these items must be returned within seven (7) days. An extension may be granted on items checked out if no other students are requesting the same item. Students are responsible for any lost or damaged items.

**Public Library:** Located near at least one public library. Information on how students can access the public library can be obtained from the instructor, Director, or by viewing the information posted inside the classroom.

### **Student Grievance Policies and Procedures**

NPTI continually strives to provide a fair and reasonable governing system and is committed to ensuring that all parties have access to the information they need regarding the NPTI's policies and procedures. Note that grades are not grievable under this policy (see Grade Appeals in this Catalog).

For students, NPTI adheres to the following Student Grievance Procedure:

1. If a student has a grievance regarding services or academic procedures, the student must first take responsibility for resolving the grievance by talking with the party with whom they have a grievance. If the matter is resolved at this level (level one), it is considered an informal grievance and NPTI does not keep a record of the matter.
2. If the matter is not resolved at level one, the student may bring the matter to the attention of a NPTI administration. An administrator employing a fact gathering procedure in which both parties, and any third parties involved, are asked to review the facts of the matter investigates a grievance at this level. If the matter is resolved

at this level (level two), NPTI may provide the student with a written response and keep a record of the resolution, but it is still considered an informal grievance.

3. If the matter is not resolved at level two, the student may file a Formal Complaint. To do this the student obtains (from the Chief Executive Officer) a Student Complaint Form, completes it, and takes it to the CEO to discuss his/her concerns. In this discussion the student should provide all of the facts and names of those who may be aware of the problem. The institution shall, within 15 days of receiving the complaint, act on the matter.

At any time, the student has the right to file a complaint with the California Bureau for Private Postsecondary Education at the addresses below.

***THE CALIFORNIA BUREAU FOR PRIVATE POSTSECONDARY EDUCATION***

*Mailing Address:* P.O. Box 980818  
West Sacramento, CA 95798-0818  
*Phone:* (916) 431-6959  
*Toll Free:* (800) 1-888-370-7589  
*Fax:* (916) 263-1897  
*Website:* [www.bppe.ca.gov](http://www.bppe.ca.gov)

**Certified Personal Training Program**

**Certified Personal Training Program Description and Objectives**

The objective of this program is to train individuals in the art and science of personal training. Personal trainers require knowledge and expertise in the areas of exercise and fitness, weight control, and healthy lifestyles. A Personal trainer's role is to advise clients on appropriate and proper exercise techniques, weight loss and weight maintenance options, and how to adopt a healthier lifestyle. The knowledge and skills acquired by the students will enable them to design and implement a safe and effective training program specific to each client, and will include exercise and fitness programs and nutritional consultation.

To reach this goal the student will demonstrate:

1. Knowledge of essential elements to be a successful personal trainer including sales, marketing, interviewing, pricing, compensation norms, risk assessment, and general business knowledge
2. Knowledge of the human musculoskeletal system and basic biomechanical factors that affect performance
3. Knowledge of anatomy and physiology of a muscle cell
4. Understanding of how the body physiologically adapts to exercise
5. Proper exercise program design for the following goals: strength, size, power,

- muscle endurance, weight loss, cardiovascular endurance, and flexibility
6. Knowledge of the essential nutrients and how to manipulate caloric intake to gain/lose weight
  7. Knowledge of origin, insertion, action, and training guidelines for all major muscle groups in the human body
  8. Learn and practice correct form for the primary resistance training, cardiovascular exercises, and stretches used in a fitness setting
  9. To increase a student's fitness levels while enrolled in the course
  10. To practice personal training so a student is better prepared to enter the job market and requires less training than the competition
  11. Knowledge of the energy systems in the body and how they work
  12. Familiarity with common injuries and suggested training protocols to prevent injuries and recover from injuries.
  13. Familiarity with common supplements and drugs in the fitness world
  14. Knowledge of how to handle the training differences when training males, females, older adults, and children

**Certified Personal Training Program Tuition and Fees**

**Financial Aid:** The National Personal Training Institute is not eligible to participate in the Title IV Federal Student Aid program.

**Student Loans:** If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

**Cost of Tuition:** Since NPTI is not eligible to participate in Federal Student Aid, the institution allows students to make monthly payments throughout the length of their course. Listed below are the course fees, schedule of

The estimated total charge for the entire personal training program is **\$6,899.00**. The course fees are listed below:

TUITION	\$	6,300.00
*STRF FEE	\$	0.00 (non-refundable)
*REGISTRATION FEE	\$	10.00 (non-refundable)
TEXTBOOKS	\$	524.00
TOTAL COST	\$	\$6,899.00
PERIOD OF ATTENDANCE COST	\$	\$6,899.00

## **Student Tuition Recovery Fund:**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

For more information on STRF, please contact the BPPE at (888) 370-7589 or [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov) ([www.bppe.ca.gov](http://www.bppe.ca.gov))

### **Certified Personal Training Program Class Schedule and Clock Hours**

We offer three distinct options for our students:

**Option 1 (Day Class):** Monday through Thursday from 9:00am to 2:30pm for six (6) months.

Class Schedule and Hours

Lecture 9:00am-12:00pm

Break 12:00pm-12:30pm

Lab 12:30pm-2:30pm

**Option 2 (Night Class):** Monday and Wednesday from 5:00pm to 10:30pm for twelve (12) months.

Lecture 5:00pm-8:00pm

Break 8:00-8:30pm

Lab 8:30pm-10:30pm

### **Clock Hours of Instruction**

Option 1 (Day Class)

(5 hours a day x 4 days a week) x 25 weeks = 500 hours

Option 2 (Night Class)

(5 hours a day x 4 days a week) x 25 weeks = 500 hours

Option 3 (Saturday)

(7.5 hours a day x 1 days a week) x 52 weeks = 416 + (7 hours a day x 1 day a month) x 12 (84) = 500

### **Certified Personal Training Program Grading System**

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

<i>From</i>	<i>To</i>	<i>Symbol</i>	<i>From</i>	<i>To</i>	<i>Symbol</i>
97	100	A+	79	81	C+
94	96	A	76	78	C
91	93	A-	73	75	C-
88	90	B+	70	72	D+
85	87	B	67	69	D
82	84	B-	64	66	D-
			0	63	F

### **Certified Personal Training Program Graduation Requirements**

Students must satisfactorily complete the following:

1. Final written and a final practical exam (70% or higher)
2. Attendance (500 hours). Students must follow the attendance policies previously listed to meet the graduation requirement.
3. Homework and quizzes also must be satisfactory (70% or higher).

4. Students will be required to maintain a passing grade of 70% at all times in order to satisfy the requirements of the school in order to graduate.
5. Tuition must be paid by the end of the program.
6. After all requirements are met, students will receive a diploma.
7. Student's progress will be evaluated during the course and evaluation will be completed by school upon graduation.

**Certified Personal Training Program Facilities and Equipment**

Furnished with tables and chairs accommodating up to 40 students per class session. 50 inch TV monitor display power point presentations. Anatomy charts are displayed throughout the classroom. Classroom consists of approximately 1000 square feet to accommodate 40 students. Table and chairs are provided. Restrooms are conveniently located in the building. Fully equipped gym for hands-on training.

All locations including main, branch and satellites all have access to full service health clubs for hands on training. Gym equipment includes but is not limited to

<p><b>Equipment:</b> Assorted Anatomical Charts          Skeleton          Skinfold Calipers          Tape Measure          Blood Pressure Cuff          Stethoscope          Scale</p>	<p>Assorted Training Videos          Assorted Free Weights          Weight Training Benches          12" Aerobic Steps          TV/VCR          Exercise Mats          Heavy Equipment/Exercise Machine</p>
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**Certified Personal Training Program Textbooks**

NASM Essentials of Personal Fitness Training by National Academy of Sports Medicine

**Certified Personal Training Program Description of Instructions**

Teaching will be done through PowerPoint, lecture, practical demonstration, and written material. Course outline follows:

100 Hours of Theory

- **Legal Guidelines**
  - Addresses many of the standard legal and business concerns that personal trainers may have regarding business structure, employment status, contracts, and risk management.
- **Starting your own business**
  - Financial Management
  - Reviews types of business structures
  - How to create business plan
- **Business management**
  - Identify the skill-sets and competencies that a fitness professional needs in order to be a successful entrepreneur, owner, or department manager



- Understand how to operate a fiscally successful business in the fitness industry
- **Client evaluation**
  - How to perform a variety of fitness tests when first meeting clients, and periodically retest to make sure that their programs effectively help the clients reach their goals.
- **Program design**
  - To learn to design a fitness program based on clients individual needs
  - Learn to track and modify the program when necessary
- **Insurance requirements**
  - Understand general liability insurance and professional liability insurance

#### 100 Hours of Nutrition

- **Food fads and myths**
  - Review current trends in society and address myths surrounding dieting
- **Habits and beliefs**
  - Understand the eating habits and beliefs of other cultures and religions
- **Energy systems**
  - Anaerobic and aerobic systems
- **Vitamins and minerals**
  - Functions of vitamins and minerals
- **Carbohydrates, proteins, fats**
  - Function of carbohydrates, proteins, and fats

#### 100 Hours of Anatomy & Physiology

- **Cells and tissues**
  - Organization of cells, their components and extracellular products, at all levels including the grouping and interrelations of cells, in tissues and organs.
- **Muscle structure**
  - Conductivity, irritability, contractility, relaxation, distensibility, and elasticity. Identify the parts of a muscle from gross structure down to the sarcomere and its components, the thick and thin fibers
- **Kinesiology**
  - Study of the anatomy, physiology, and mechanics of body movement, especially in humans.
- **Skeletal, muscular, lymphatic, nervous and cardiovascular systems**
  - Understanding each system and how they interact with one another.

#### 200 Hours of Practical Experience

- **Introduction to fitness centers, program design, fitness classes, and equipment**
  - Understanding of different types of fitness centers, classes, and how different equipment operates.

- **Spotting techniques**
  - Learn to support clients during a particular exercise. The emphasis is on keeping them safe and allowing them to use proper form.
- **Lifting techniques**
  - Learn proper technique to optimize effectiveness and eliminate injury
- **Monitor and record results of an actual client**
  - How to track progress of clients in the gym

<b>Personal Training Course</b>	<b>Hours</b>
Legal Guidelines & Business Management	8
Health Screening & Fitness	8
Cardio Respiratory Fitness	24
Muscular Strength & Endurance	3
Strength Training Program Design	145
Communication & Teaching	2
Flexibility & Stretching	6
Human Anatomy & Physiology	100
Nutrition	100
Musculoskeletal Injuries, Emergency Procedures & Injury Rehab	10
Personal Training Advertising & Marketing	2
Adherence & Motivation	3
Fitness Center Etiquette	3
Fitness Director Position	2
Fitness Center Sales & Marketing	3
Fitness Sales and Marketing	4
Special Health Concerns	2
CPR & First Aid	5
Current Events	3
Final Review & Test (Theory)	9
Final Review & Test (Practical)	8
Practical	50
<b>Total Hours</b>	<b>500</b>

### **Health Coach Specialist**

#### **Health Coach Specialist Course Description and Course Objectives**

Course Number: HCS200

This course will provide essential knowledge and skill regarding energy balance, caloric needs, activity, metabolism, and food choices. This is accomplished through different methods that include the development and establishment of unique dietary guidelines and the development of exercises targeted for the reduction of excess weight.

Students will learn to analysis the lifestyle of a client in relation to the weight loss goal. The analysis includes an investigation into the types of food the client eats, how many times the client eats in a day, the client's habits, and the client's current weight. The purpose of examining the client's weight is so that the weight loss specialist can monitor his or her progress over the course of time to find out how much weight the client is losing on a predetermined basis.

Course Objectives:

1. Describe the function of carbohydrates, proteins, lipids (fats) and water and their role in health.
2. Describe and apply widely-accepted nutritional guidelines to enhance anaerobic and aerobic athletic performance including meal composition and timing.
3. Describe the indications, contraindications, and efficacy of common dietary supplements and ergogenic aids.
4. Discuss the laws of thermodynamics and the role of the calorie in weight management.
5. Develop an individualized, goal-specific nutritional plan based on the Dietary Guidelines for Americans taking into considerations those with specialized dietary needs (e.g. vegan, lactose intolerance, chronic disease, seniors, youth).
6. Identify and leverage current and emerging technologies to catalog daily caloric consumption, calculate caloric totals for each macronutrient, and analyze these results with published norms.
7. Describe NPTI's Standards of Professional Practice including ethical business practices, confidentiality, adherence to legal requirements, and professionalism as they relate to the personal fitness trainer.

**Health Coach Specialist Tuition and Fees**

**Financial Aid:** The National Personal Training Institute is not eligible to participate in the Title IV Federal Student Aid program.

**Student Loans:** If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.

**Cost of Tuition:** Since NPTI is not eligible to participate in Federal Student Aid, the institution allows students to make monthly payments throughout the length of their course. Listed below are the course fees, schedule of

The estimated total charge for the entire personal training program is **\$4,549.00**. The course fees are listed below:

TUITION	\$	3,960.00
*STRF FEE	\$	0.00 (non-refundable)
*REGISTRATION FEE	\$	10.00
TEXTBOOKS	\$	579.00

TOTAL COST \$ \$4,549.00

PERIOD OF ATTENDANCE COST \$ \$4,549.00  
\*Non-refundable

**Student Tuition Recovery Fund:** The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

For more information on STRF, please contact the BPPE at (888) 370-7589 or [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov) ([www.bppe.ca.gov](http://www.bppe.ca.gov))

### **Health Coach Specialist Class Schedule and Clock Hours**

Class Schedule and Hours- HEALTH COACH SPECIALIST PROGRAM: TBD  
The program is 200 Clock Hours' worth of instruction.

### **Health Coach Specialist Grading System**

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

<i>From</i>	<i>To</i>	<i>Symbol</i>	<i>From</i>	<i>To</i>	<i>Symbol</i>
97	100	A+	79	81	C+
94	96	A	76	78	C
91	93	A-	73	75	C-
88	90	B+	70	72	D+
85	87	B	67	69	D
82	84	B-	64	66	D-
			0	63	F

### Health Coach Specialist Graduation Requirements

**Graduation Requirements:** Students must satisfactorily complete the following:

1. Final written and a final practical exam (70% or higher)
2. Attendance (200 hours). Students must follow the attendance policies previously listed to meet the graduation requirement.
3. Homework and quizzes also must be satisfactory (70% or higher).
4. Students will be required to maintain a passing grade of 70% at all times in order to satisfy the requirements of the school in order to graduate.
5. Tuition must be paid by the end of the program.
6. After all requirements are met, students will receive a diploma.
7. Student's progress will be evaluated during the course and evaluation will be completed by school upon graduation.

### Health Coach Specialist Facilities and Equipment

**Facilities:** Furnished with tables and chairs accommodating up to 40 students per class session. 50 inch TV monitor display power point presentations. Anatomy charts are displayed throughout the classroom. Classroom consists of approximately 1000 square feet to accommodate 40 students. Table and chairs are provided. Restrooms are conveniently located in the building. Fully equipped gym for hands-on training.

All locations including main, branch and satellites all have access to full service health clubs for hands on training. Gym equipment includes but is not limited to

<b>Equipment:</b>	Assorted Anatomical Charts	Assorted Training Videos
	Skeleton	Assorted Free Weights
	Skinfold Calipers	Weight Training Benches
	Tape Measure	12" Aerobic Steps
	Blood Pressure Cuff	TV/VCR
	Stethoscope	Exercise Mats
	Scale	Heavy Equipment/Exercise Machine

### Health Coach Specialist Textbook

**Textbooks:** *Nutrition Custom Edition 4<sup>th</sup> ed.*  
Author: Paul Insel, Don Ross, Kimberley McMahon  
VBID: 9781449672829

**Other Instructional Materials:** NASM Academic Resource Center (ARC)

### Health Coach Specialist Description of Instruction

Teaching will be done through PowerPoint, lecture, practical demonstration, and written material in the classroom. Course outline follows:

### **Module #1: 33 Instructional Hours**

- Scope of Practice
- Food Choices: Nutrients and Nourishment
- Nutrition Guidelines and Assessment
- Obesity epidemic
- Socioeconomic status
- Prevalence of obesity
- Physical activity
- Health Effects of Obesity and
- Exercise Guidelines for Comorbidities
- Blood Pressure
- Chronic Disease

### **Module #2: 33 Instructional Hours**

- The Physiology of Weight Control
- Calculate BMR and REE
- Energy balance
- Goal Setting
- Psychology of weight loss
- Communication
- Law of thermodynamics
- Lipids
- Proteins and Amino Acids

### **Module #3: 33 Instructional Hours**

- Fat Soluble Vitamins
- Water Soluble Vitamins
- Fitness Assessment
- Nutrition strategies for weight loss
- Labs

### **Module #4: 33 Instructional Hours**

- Nutrition Strategies for Weight Loss
- Basic Training Methodologies for Weight Loss
- Avoiding and Breaking Plateaus
- Water and Major Minerals
- Trace Minerals
- Digestion and Absorption

### **Module #5: 33 Instructional Hours**

- Weight management myths



- Weight loss programming application
- Metabolism
- Energy Balance, Body Composition, and Weight Management
- Spotlight on Complementary and Alternative Nutrition

### **Module #6: 33 Instructional Hours**

- Legal and Ethical Responsibilities
- Marketing Your Services
- Spotlight on Complementary and Alternative Nutrition
- Spotlight on Eating Disorders

### **Review/ Final Exam: 2 Hours**

#### **Health Coach Specialist Student Evaluation**

Student Evaluation: Student evaluation will be both written and practical.

Class Participation 20%

Quizzes 20%

Assignments 40%

Final Exam 20%

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Total--100%

Students must receive 70% or greater on tests and skills. An overall grade of 70% or greater must be achieved in order to sit down for the final exam.

#### **Performance Enhancement Specialist**

#### **Performance Enhancement Specialist Course Description and Course Objectives**

Course Number: ESPT200

This lab is the practical application of program design for sport-specific clients. Students will be able to design cardiorespiratory training programs, power OPT™ programs, and programs for clients who participate in individual competition or team sports. Students will apply principles of reactive neuromuscular training (plyometric) and integrated speed training to help clients achieve their established goals.

Course Objectives:

1. Describe, demonstrate, and record movement and dynamic postural assessments including overhead squat, single-leg squat, pushing, and pulling.
2. Describe and demonstrate exercise progressions and regressions using the neurologic continuum including modality selection, extremity symmetry, and plane dominance.

3. Identify the acute training variable ranges that elicit various physiologic responses including stabilization, stabilization endurance, strength endurance, hypertrophy, maximal strength, power, and maximal power.
4. Identify, describe, demonstrate, implement, and teach exercises categorized to develop the physiologic adaptation of maximal power including flexibility, core, balance, reactive, and resistance training.
5. Identify, describe, demonstrate, implement, and teach exercises categorized to develop the physiologic adaptation of strength including flexibility, core, balance, reactive, and resistance training.

**Performance Enhancement Specialist Tuition and Fees**

**Financial Aid:** The National Personal Training Institute is not eligible to participate in the Title IV Federal Student Aid program.

**Student Loans:** If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.

**Cost of Tuition:** Since NPTI is not eligible to participate in Federal Student Aid, the institution allows students to make monthly payments throughout the length of their course. Listed below are the course fees, schedule of

The estimated total charge for the entire personal training program is **\$3,490.00**. The course fees are listed below:

TUITION	\$	3,000.00
*STRF FEE	\$	0.00 (non-refundable)
*REGISTRATION FEE	\$	10.00 (non-refundable)
TEXTBOOKS	\$	480.00
TOTAL COST	\$	3,490.00
PERIOD OF ATTENDANCE COST		\$3,490.00

**\*Non-refundable**

**Student Tuition Recovery Fund:**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an

economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

For more information on STRF, please contact the BPPE at (888) 370-7589 or [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov) ([www.bppe.ca.gov](http://www.bppe.ca.gov))

**Performance Enhancement Specialist Grading System**

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

<i>From</i>	<i>To</i>	<i>Symbol</i>	<i>From</i>	<i>To</i>	<i>Symbol</i>
97	100	A+	79	81	C+
94	96	A	76	78	C
91	93	A-	73	75	C-
88	90	B+	70	72	D+
85	87	B	67	69	D
82	84	B-	64	66	D-
			0	63	F

**Performance Enhancement Specialist Class Schedule and Hours**

**Monday from 5:30pm to 10:30pm (4.5 hours x 12 weeks) +**  
 Lecture 5:30pm-7:30pm  
 Break: 7:31pm-8:00pm  
 Lab 8:01pm-10:30pm

**Wednesday from 5:30pm to 10:30pm (4.5 hours x 12 weeks) +**  
 Lecture 5:30pm-7:30pm  
 Break: 7:31pm-8:00pm  
 Lab 8:01pm-10:30pm

**Friday\* from 9:00am to 5:00pm (7.75 hours x 12 weeks) =200 Clock Hours**  
 Lecture 9:00am-1:00pm  
 Break: 1:01pm to 1:15pm  
 Lab 1:16 pm-5:00pm

\*Last class of term is 9:00am to 4:00pm

**Performance Enhancement Specialist Graduation Requirements**

Students must satisfactorily complete the following:

1. Final written and a final practical exam (70% or higher)
2. Attendance (200 hours). Students must follow the attendance policies previously listed to meet the graduation requirement.
3. Homework and quizzes also must be satisfactory (70% or higher).
4. Students will be required to maintain a passing grade of 70% at all times in order to satisfy the requirements of the school in order to graduate.
5. Tuition must be paid by the end of the program.
6. After all requirements are met, students will receive a diploma.
7. Student's progress will be evaluated during the course and evaluation will be completed by school upon graduation.

**Performance Enhancement Specialist Facilities and Equipment**

**Facilities:** Furnished with tables and chairs accommodating up to 40 students per class session. 50 inch TV monitor display power point presentations. Anatomy charts are displayed throughout the classroom. Classroom consists of approximately 1000 square feet to accommodate 40 students. Table and chairs are provided. Restrooms are conveniently located in the building. Fully equipped gym for hands-on training.

All locations including main, branch and satellites all have access to full service health clubs for hands on training. Gym equipment includes but is not limited to

<b>Equipment:</b>	Assorted Anatomical Charts	Assorted Training Videos
	Skeleton	Assorted Free Weights
	Skinfold Calipers	Weight Training Benches
	Tape Measure	12" Aerobic Steps
	Blood Pressure Cuff	TV/VCR
	Stethoscope	Exercise Mats
	Scale	Heavy Equipment/Exercise Machine

**Performance Enhancement Specialist Textbook**

**Textbooks:** NASM Essentials of Sports Performance Training by Clark & Lucett  
ISBN-13: 978-0-7817-6803-0

**NASM ARC Online Resource Center:** Online access to Webinars covering subject matter in course and practice exams.

### **Performance Enhancement Specialist Description of Instruction**

Teaching will be done through PowerPoint, lecture, practical demonstration, and written material in the classroom. Course outline follows:

#### **Module 1**

Essentials of Integrated Training 12 hrs  
Introduction to Human Movement Science 21 hrs.

#### **Module 2**

Sports Performance Testing 4 hrs.  
Current Concepts in Flexibility 21 hrs.  
Cardiorespiratory Training for Performance Enhancement 8 hrs.

#### **Module 3**

Core Training Concepts for Performance Enhancement 11 hrs.  
Balance Training Concepts for Performance Enhancement 11 hrs.  
Plyometric Training Concepts for Performance Enhancement 11 hrs.

#### **Module 4**

Speed, Agility, and Quickness Training for Performance Enhancement 16 hrs  
Olympic Lifting for Performance Enhancement 17 hrs

#### **Module 5**

Resistance Training for Performance Enhancement 10 hrs  
Periodization and the OPT Model 12 hrs.  
Injury Prevention for the Foot, Ankle, Knee, Low Back, and Shoulder 11 hrs

#### **Module 6**

Performance Nutrition 18 hrs  
Ergogenic Aids 5 hrs  
Performance Psychology: Integrating Physical and Mental Training 10 hrs

#### **Review and Exam 2 hrs**

### **Performance Enhancement Specialist Student Evaluation**

Student Evaluation: Student evaluation will be both written and practical.

Class Participation 20%  
Quizzes 20%  
Assignments 40%  
Final Exam 20%

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Total--100%

Students must receive 70% or greater on tests and skills. An overall grade of 70% or greater must be achieved in order to sit down for the final exam

## Corrective Exercise Specialist

### Corrective Exercise Specialist Course Description and Course Objectives

This course will present an evidence-based approach to corrective exercise, the components of a comprehensive solution, and the practical know-how to develop and implement integrated strategies to improve common movement impairments.

#### Course Objectives:

1. Describe the interdependent and intradependent relationship of the skeletal, nervous, and muscular system.
2. Perform, interpret, and analyze static and transitional postural assessments.
3. Develop, implement, and modify corrective exercise interventions for the foot & ankle, knee, low back, shoulder, and cervical spine.
4. Describe the rationale for the corrective exercise model and the individual components.

### Corrective Exercise Specialist Tuition and Fees

**Financial Aid:** The National Personal Training Institute is not eligible to participate in the Title IV Federal Student Aid program.

**Student Loans:** If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

**Cost of Tuition:** Since NPTI is not eligible to participate in Federal Student Aid, the institution allows students to make monthly payments throughout the length of their course. Listed below are the course fees, schedule of

The estimated total charge for the entire personal training program is **\$3,490.00**. The course fees are listed below:

TUITION	\$	3,000.00
*STRF FEE	\$	0.00 (non-refundable)
*REGISTRATION FEE	\$	10.00 (non-refundable)
TEXTBOOKS	\$	480.00
TOTAL COST	\$	3,490.00
PERIOD OF ATTENDANCE COST		\$3,490.00

**\*Non-refundable**

**Student Tuition Recovery Fund:** The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
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5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.



7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

For more information on STRF, please contact the BPPE at (888) 370-7589 or [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov) ([www.bppe.ca.gov](http://www.bppe.ca.gov))

### **Corrective Exercise Specialist Class Schedule and Clock Hours**

The schedule are as followed:

#### **Monday from 5:30pm to 10:30pm (4.5 hours x 12 weeks)**

Lecture 5:30pm-7:30pm

Break: 7:31pm-8:00pm

Lab 8:01pm-10:30pm

#### **Wednesday from 5:30pm to 10:30pm (4.5 hours x 12 weeks)**

Lecture 5:30pm-7:30pm

Break: 7:31pm-8:00pm

Lab 8:01pm-10:30pm

#### **Friday\* from 9:00am to 5:00pm (7.75 hours x 12 weeks)**

Lecture 9:00am-1:00pm

Break: 1:01pm to 1:15pm

Lab 1:16 pm-5:00pm

\*Last class of term is 9:00am to 4:00pm

### **Corrective Exercise Specialist Grading System**

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

<i>From</i>	<i>To</i>	<i>Symbol</i>	<i>From</i>	<i>To</i>	<i>Symbol</i>
97	100	A+	79	81	C+

94	96	A	76	78	C
91	93	A-	73	75	C-
88	90	B+	70	72	D+
85	87	B	67	69	D
82	84	B-	64	66	D-
			0	63	F

**Corrective Exercise Specialist Graduation Requirements**

**Graduation Requirements:** Students must satisfactorily complete the following:

1. Final written and a final practical exam (70% or higher)
2. Attendance (200 hours). Students must follow the attendance policies previously listed to meet the graduation requirement.
3. Homework and quizzes also must be satisfactory (70% or higher).
4. Students will be required to maintain a passing grade of 70% at all times in order to satisfy the requirements of the school in order to graduate.
5. Tuition must be paid by the end of the program.
6. After all requirements are met, students will receive a diploma.
7. Student's progress will be evaluated during the course and evaluation will be completed by school upon graduation.

**Corrective Exercise Specialist Facilities and Equipment**

**Facilities:** Furnished with tables and chairs accommodating up to 40 students per class session. 50 inch TV monitor display power point presentations. Anatomy charts are displayed throughout the classroom. Classroom consists of approximately 1000 square feet to accommodate 40 students. Table and chairs are provided. Restrooms are conveniently located in the building. Fully equipped gym for hands-on training.

All locations including main, branch and satellites all have access to full service health clubs for hands on training. Gym equipment includes but is not limited to

<b>Equipment:</b>	Assorted Anatomical Charts	Assorted Training Videos
	Skeleton	Assorted Free Weights
	Skinfold Calipers	Weight Training Benches
	Tape Measure	12" Aerobic Steps
	Blood Pressure Cuff	TV/VCR
	Stethoscope	Exercise Mats
	Scale	Heavy Equipment/Exercise Machine
	Weight Machines	Bands
	Medicine balls	Stability balls

Hurdles  
Box Jumps

Agility Track

**Corrective Exercise Specialist Textbook**

**Textbooks:** NASM Essentials of Corrective Exercise Training  
ISBN-13: 978-1284050257

**Other Instructional Materials:**

NASM Academic Resource Center (ARC):

- Interactive Quizzes & Case Studies
- Online Exercise Library with over 200 exercise demonstrations
- Online Practice Exam
- Goniometric Assessment Demonstrations
- Neuromuscular Stretching Demonstration

**Corrective Exercise Specialist Description of Instruction**

Teaching will be done through PowerPoint, lecture, practical demonstration, and written material in the classroom. Course outline follows:

**Module 1**

Rationale for Corrective Exercise Training 5 hrs  
Introduction to Human Movement Science 14 hrs  
Understanding Human Movement Impairments 14 hrs

**Module 2**

Understanding Human Movement Impairments 12 hrs  
Health Risk Appraisal 8 hrs  
Static Postural Assessments 5 hrs  
Movement Assessments 8 hrs

**Module 3**

Movement Assessment Practical 8 hrs  
Inhibitory Techniques: Self-Myofascial Release 12 hrs  
Lengthening Techniques 13 hrs

**Module 4**

Activation Techniques 10 hrs  
Corrective Strategies for Foot and Ankle Impairments 12 hrs  
Corrective Strategies for Knee Impairments 11 hrs

**Module 5**

Corrective Strategies for Knee Impairments 9 hrs Corrective Strategies for Lumbo-Pelvic-Hip Impairments 10 hrs Corrective Strategies for Shoulder, Elbow, and Wrist Impairments 15 hrs

**Module 6**

January 2015

Corrective Strategies for Shoulder, Elbow, and Wrist Impairments 16 hrs  
Corrective Strategies for Cervical Spine Impairments 16 hrs

**Final Exam 2 hrs**

**Corrective Exercise Specialist Student Evaluation**

Student Evaluation: Student evaluation will be both written and practical.

Class Participation 20%

Quizzes 20%

Assignments 40%

Final Exam 20%

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Total--100%

Students must receive 70% or greater on tests and skills. An overall grade of 70% or greater must be achieved in order to sit down for the final exam.

**Veterans Addendum for National Personal Training Institute of Southern California, INC.**

**Credit Evaluation Policy**

Students receiving veteran's benefits must have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. Transcripts and evidence of evaluation will be kept in the veteran file.

**Progress Policy:**

Progress will be monitored at the end of each month for all students receiving veterans benefits. If at the end of any given evaluation period the student's grade falls below 70%, or if attendance falls below 80% of scheduled program hours, the student will be placed on probation for the following evaluation period. If by the end of the probation period the student's grade is not raised to 70%, or overall attendance is not raised to at least 80% of scheduled hours, the Veterans Administration will be notified and benefits will be interrupted.

Previously passed courses cannot be certified for repeat to improve grades.

**Conditions for Reentrance:**

If the director determines that the conditions which caused the interruption have been rectified, the student will be eligible to receive benefits.

**Maximum Timeframe:**

All programs must be completed within the originally contracted length of time. Programs cannot be certified for an extension to make up missed hours.

**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, 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 bears to the total length of the course. The proration will be determined on the ratio of days or hours of instruction completed to the total number of instructional days or hours in the course.

The maximum non-refundable registration fee for veterans is \$10.00.

I have received a copy of Veterans Addendum for the specific course in which I have enrolled.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**NPTI CATALOG ACKNOWLEDGEMENT**

Mailing Address:

NPTI Sacramento  
1600 Tribute Rd.  
Sacramento CA 95816

I have received a copy of the School Catalog, which contains the rules and regulations, course requirements, and cost of the Personal Training Course I have enrolled.

Print Name (Veteran or eligible person)

\_\_\_\_\_

Signature \_\_\_\_\_

Enrolled By : \_\_\_\_\_

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