

DEPARTMENT OF EDUCATION
P. O. BOX 2120
Richmond, Virginia 23218-2120

CAREER AND TECHNICAL EDUCATION MEMO NO. 116-17

DATE: September 1, 2017

TO: CTE Administrators

FROM: Lolita B. Hall, Director
Office of Career, Technical, and Adult Education

SUBJECT: **Certified Personal Trainer Industry Credential**

As stated in [Superintendent's Memo #122-16](#), the National Academy of Sports Medicine (NASM)'s Certified Personal Trainer (CPT) industry credential is available to eligible students. Eligible students must complete one of the following programs in either Career and Technical Education (CTE) or Health and Physical Education (HPE), **and** have a strong career interest in sports medicine and related fields.

Career and Technical Education Health and Medical Sciences programs:

- Physical/Occupational Therapy I and II (course codes 8365 and 8366)
- Sports Medicine I and II (course codes 7660 and 7662)

Health and Physical Education programs:

- Advanced Physical Education (course codes 7640 and 7650)
- Sports Medicine/Athletic Training I and II (course codes 7660 and 7662)

CTE administrators or designees should work with HPE administrators to establish a Memorandum of Agreement with NASM as a curriculum and credential provider and to determine the number of eligible students to take the CPT exam during the school year. Please follow your division's process for procurement of the CPT exams and instructional resources. The [reimbursement](#) to school divisions will follow the same procedures as with all other industry credential exams. The Memorandum of Agreement will allow the school division to receive benefits such as:

- Opportunity for instructors to take CPT exam at no cost;
- Preferred pricing for the student CPT exams and annual site license;
- Instructor access to the *NASM Online Resource Center* (including PowerPoints, labs, quizzes, tests, and lesson plans); and
- NASM Support Team (account manager assigned by school division).

A summary of the student testing requirements is as follows:

- The CPT exam is proctored at an off-site PSI testing location;
- Students must have a government-issued photo ID;
- Students must have a valid Cardiopulmonary Resuscitation/Automated Defibrillator (CPR/AED) certification card to take the CPT exam;

- Students under the age of 18 must provide a completed academic high school verification form; and
- The CTE administrator or designee must provide at least a 30-day notice for exam scheduling, and at least 48 hours for scheduling changes.

For more detailed information about the testing process, please view the video at the following link: <https://nasm.wistia.com/medias/whf6po0aaa>

For detailed information on the Memorandum of Agreement, the CTE Administrator or designee must contact the following Virginia NASM representatives:

Zach Turvey

Zachary.Turvey@nasm.org

(602) 383-5338

If you have any questions about the CTE Health and Medical Sciences programs, please contact Michele R. Green-Wright, Specialist for Health and Medical Science and Related Clusters, Office of Career, Technical, and Adult Education at cte@doe.virginia.gov or by telephone at (804) 225-3119.

If you have any questions about the Health and Physical Education programs, please contact Vanessa Wigand, Health Education, Physical Education, and Driver Education Specialist, at Vanessa.Wigand@doe.virginia.gov or by telephone at (804) 225-3300.

LBH/aab