

HOW TO KEEP YOUR NETA SPECIALTY CERTIFICATION CURRENT

All Specialty certifications are valid for two years. To renew your certification, you must complete *10 Continuing Education Credits (CEC's) between the date your certification begins and its expiration. ****Six of the 10 CEC's must be from NETA workshops or home study courses purchased directly from NETA.** Temporary extensions may be granted beyond the actual expiration date, but a higher renewal fee applies (see below). If your certification expires you must retake the Specialty Certification Workshop and the written test.

NETA accepts CEC's that are NETA, ACE or AFAA approved. Health fitness related College courses can be evaluated on a case-by-case basis for CEC approval by submitting a course outline and transcript to NETA. A \$15.00 petition fee is applicable. (ACE CEC credits are preceded by a decimal point. 3 NETA CEC's are equivalent to .3 ACE CEC's). All NETA courses provide CEC's with the exception of the Group Exercise Certification which carries no CEC's. If you accumulate more than the required (10) CEC's, those credits are **not** applicable towards a future certification.

To insure that you have a current certification, please mail your renewal application, fee, and current CPR two months prior to your expiration date. Send all of the renewal information in one packet. Never send forms singularly. If you have a change in your mailing address, or if you receive duplicate brochures at the same address, please call NETA at (800) 237-6242.

CERTIFICATION RENEWAL PROCEDURE

- 1. Fill out the enclosed Application for Renewal.** Your customer number is listed on the brochure that is mailed directly to you. If you are unable to locate the application, call NETA at (800) 237-6242 or download the form at www.netafit.org.
- 2. Submit photocopies of all applicable CEC forms,** totaling no less than 10 CEC's from acknowledged providers (NETA, AFAA, and ACE). **Six (6) of the 10 CEC's must be directly purchased from NETA. (Please Do Not Send Originals).**
- 3. Submit proof of current Adult CPR** certification from the American Red Cross, American Heart Association, any of their affiliates, Medic First Aid or Emergency Medical Technician. **PHOTOCOPY BOTH SIDES OF CARD.**
- 4. The renewal fee must accompany the application.** NETA accepts checks, money orders and Visa or Master Card.
Renewal fees: Postmarked prior to expiration: \$25.00
Postmarked 1-90 days past expiration: \$45.00
Postmarked 91-180 days past expiration: \$60.00
If the 180-day deadline expires, you will need to re-take the Certificate Exam.

Mail applications to:

NETA
5955 Golden Valley Road – Suite 240
Minneapolis, MN 55422

Fax Applications (Visa/Master Card/Discover Users only) (763) 545-2524

Incomplete applications will be returned to sender. Please allow 30 days to receive your new certification.

Your renewed certification will be valid for an additional two years, and will require 10 CEC's (6 from NETA) to renew using these same procedures.