



National Personal Training Institute of Arizona

1126 S. Gilbert Rd

Mesa, Arizona 85204

623.451.5223

Website: Nptiarizona.com

Certified as True and Correct in Content and Policy

A handwritten signature in black ink is written over a horizontal line. Below the signature, the date "4.14.23" is handwritten in black ink.

School Official's Signature

Effective Date

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Licensed by the

Arizona State Board for Private Postsecondary Education

www.ppse.az.gov

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Institutional Philosophy

To provide students with highly qualified instructors and a curriculum that will enable The National Personal Training Institute of Arizona to provide the Fitness Industry with personal trainers of the highest caliber.

Mission Statement

As the nation's largest school devoted to personal training, The National Personal Training Institute's (NPTI) mission is to prepare its students to become personal trainers and fitness professionals. NPTI strongly believes that self-study and 16-hour courses are not sufficient to become a qualified personal trainer and instead advocates that personal trainers need a minimum of 200 hours of education. Our graduates are ready to enter the work force and benefit the community, as they are well versed in the scope of practice of personal trainers and knowledgeable on the subjects of health and fitness related to personal training. We strive to provide a high quality and worthwhile educational experience that each student values and would recommend to their peers. Through implementing the highest of standards in our program, our students are some of the most sought-after fitness professionals in the industry.

The school is owned by Travis Wapelhorst. The officers of the school are T. Wapelhorst, Director; C. Wapelhorst, Student Services.

Faculty Members

T. Wapelhorst, Director/Instructor

E. Perez, Instructor

J. Farner, Instructor

Programs/Courses Offered

National Personal Training Institute Master Trainer Diploma Program:

National Personal Training Institute Master Trainer Diploma Program which is 220 class hours. This program can be attended full time (3 months) or part time (6 months). See schedule below for days and times.

National Personal Training Institute Elite Master Trainer Diploma Program which is 440 class hours. This program can be attended full time (6 months) or part time (12 months). See schedule below for days and times.

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

Program/Course Costs

240 Hour Master Personal Trainer Diploma Program

Full Time and Part Time

<u>Tuition</u> +	<u>Registration</u> +	<u>Gym Fee</u> +	<u>Books/Supplies/Fees</u>	<u>Total Tuition</u>
\$3,510	\$75	\$0	\$85	\$3,670

Program Course Outline

Master Personal Trainer Diploma Program

240 Hour Course Class Descriptions and Hours

Anatomy Course: This course offers an extensive look at the landmarks and responsibilities of the anatomical system. The course focuses on the primary and secondary muscles in joint mobility and stability, along with the skeletal system's role in stature, leverage and movement. The identification of landmarks is an integral part of the curriculum; however, the course's objectives are geared to integrate the system's impacts on the physiological systems, posture and movement, metabolism, psychology, performance, rehabilitation and reconditioning, biomechanics, and exercise.

27.5 hours

Physiology Course: The course creates a scientific foundation that helps support health and wellness, program design, rehabilitation and reconditioning, goal setting and performance. The topics include muscle and connective tissue, neurological, cardiac and respiratory physiology, bioenergetics, nutrition, endocrine and biomechanical systems, performance enhancing drugs and supplements, anaerobic versus aerobic conditioning, program design, conditioning and performance. The performance facets include strength, endurance, cardiovascular health, disease prevention, speed, agility, power, fall prevention, weight management, flexibility, alignment, mobility, stability, and energy balance.

27.5 Hours

Nutrition Course: This course investigates the nutritional science and foundations of food and energy. The course breaks down the raw science and investigation of nutrients. We will discuss the psychological and societal impact on food choices, availability and perceptions. We will address the energy balance and individual differences throughout human physiology, to help explain differences in metabolism, genetics, appearances, performance levels, weight management and disease prevention.

27.5 hours

Program Design Course: This course gives structure to the programming and guidance in developing proper exercise and nutritional programs. After creating a base and foundation, program designing is crucial in supporting realistic goal setting, establishing appropriate progressions, variability, safety, and successful goal reaching. The course is founded upon anatomical, physiological and nutritional sciences, as they are imperative in supporting the essential questions of training.

13.75 hours

Practical Course: Integrates physiology and anatomy, nutrition, program design and posture/movement analysis courses. This infrastructure is used to help simulate hands on, practical experience in the workplace. Students will get firsthand experience in personal training, group training, demonstration and instruction, communication and cueing, and self-fitness betterment. The goal of the course is to gain confidence for the eventual transition from the classroom to the fitness facility. The course gives the students an opportunity to take the scientific language and training techniques and present them to the client through effective and professional communication.

82.5 hours

Posture/Movement Analysis Course: This course uses various tools to educate students on posture and movement such as posture charts, instructional videos from various experts including Grey Cook and Justin Price. These instructional videos provide a framework in analyzing stance and gait patterns, which helps identify mobility or stability issues through the biomechanical system of the human body. Identifying imbalances will help address alignment and movement technique in helping increase performance, sustain exercise, promote joint health, prevent or decrease joint pain and gain confidence.

13.75 hours

Fitness Business Course: This course investigates the successful and unsuccessful personality traits and business modules in the fitness industry. It is also designed to build a proactive mindset to sales, marketing, management, networking, communication, business setup/registry and self-promotion. In addition, it addresses the legal responsibilities, insurance, certification and educational standards. The Fitness Business class also looks at the current trends and future projections of the industry. Students will learn about social media and how it can increase business opportunity. In addition, students will work in groups to write a business plan and present their ideas to the class. This course includes time allocated for guest presenters ranging from various health-related fields including, nutrition, mind and soul, fitness general management, fitness professional, strength and conditioning, message, yoga and pilates realms or health and wellness.

27.5 hours

*Topics Listed in the Course Outline are the number of hours in each course.

Some Topics as listed are integrated into other courses and have an accumulated total as stated below.

Total Program 240 Clock Hours

Educational Services

Course Material: Course material is presented in a lecture format with video, written material, and hands on training. All required equipment will be provided by the school.

Equipment: Assorted Anatomical Charts	Assorted Training Videos
Skeleton	Assorted Free Weights
Skinfold Calipers	Weight Training Benches
Tape Measure	12" Aerobic Steps
Blood Pressure Cuff	Wifi/Projector
Stethoscope	Exercise Mats
Scale	Heavy Equipment/Exercise Machines

Facilities

The administrative office, classroom and practical portion of the program are located at The Gym Mesa, 1126 S. Gilbert Rd, Mesa, AZ 85204. Each class will accommodate up to 30 students.

Definition of Clock Hours: One in-class hour equals fifty minutes in a 60-minute period.

Entrance Requirements

The school does not discriminate based on race, sex, religion, ethnic origin, or disability. Prospective students must be a minimum of 18 years old, have a high school diploma, or GED to be accepted for enrollment.

Enrollment

Prospective students may enroll anytime for the start of the next term. Late enrollments will be accepted only one week into the course.

Placement Assistance

The school offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Payment Schedules

It is preferred that all tuition payments be paid in full prior to the first day of class. However, 6, 12, and 18 month payment plans are offered if you are not able to pay tuition before graduation. Interest will be added in the amount of 10% for the 6 month plan, 12% for the 12 month plan, and 15% for the 18 month plan. If one of these plans are chosen, you will be required to enroll in an electric funds withdrawal (EFT). We work with you, so payment is affordable. Payment may be made by cash or check. All major credit cards are accepted. Flexible payment options include: Full Payment, Half Payments, and Monthly Payments. Students are required to have all tuition payments paid in full prior to graduation from any training program unless enrolled in the 6, 12, or 18 month finance program. There is no interest if tuition is paid before graduation.

Cancellation and Refund Policy:

An applicant denied by the school is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid.

Refund after the commencement of classes:

1. Procedure for withdrawal/withdrawal date:
 - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
 - B. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
 - C. A student will be determined to be withdrawn from the institution if the student has not attended any class for 15 calendar days.
 - D. All refunds will be issued within 30 days of the determination of the withdrawal date.
2. Tuition charges/refunds:
 - A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition.

- B. After the commencement of classes, the paid tuition refund shall be determined as follows:

% of the clock hours attempted:	Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

Books, supplies and fees: The cost is as follows:

Textbooks:

- | | |
|---|---------|
| 1. NASM- NASM Essential of Personal Fitness Training, 7th edition | \$50.00 |
| 2. CPR/AED | \$35.00 |

Refunds will be issued for tuition, gym fees, and books within 30 days of the date of student notification for tuition, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 15 days of the date the student was scheduled to return from the LOA and did not return. Books are nonrefundable unless returned in brand new condition. CPR/AED fee is refundable unless class has been taken.

Academic Policies:

Attendance Requirements

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least **90%** is required to graduate. Students are required to attend all classes and scheduled activities. The school keeps records of attendance. Classes begin promptly, and students are expected to arrive on time. All absences beyond 90% (or 22 hours of class time) must be made up through homework assignments or other fitness related activities. Since this is a clock hour program, late attendance is counted toward absences. Excessive, unexcused absences are grounds for dismissal. The student will be counseled in writing when his/her absences are approaching 20 hours or if the absences are more than 15 hours consecutively.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy.

Satisfactory Academic Progress:

As determined by the institution: Students must maintain an 70% grade point average. Those who do not will be placed on probation for 30 days. During the probation period students must raise their grade average to passing or higher. The student will be terminated if grades are not satisfactory at the end of the probationary period. The Director has final authority and shall notify the student of the final decision. The student will only be allowed to be placed on probation one time per term.

Grading System

From	To	Symbol	From	To	Symbol
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

Every two weeks, progress reports with grades will be issued to students throughout the program. Students will sign off as acknowledgement of receiving progress report information. If necessary, it will be discussed at that time how to increase grading and/or attendance. Those that are not meeting the SAP policy will be placed on probation.

Students may ask for their current grade standing at any time between progress reports. A 70% accumulative grade is required in order to graduate.

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

Dismissal

Misconduct is considered to be in conflict with the educational objectives of the school and thus are grounds for student's dismissal. Misconduct is cheating, forgery, plagiarism, furnishing false information, alteration of school documents, disruption or obstruction of teaching or administration, foul language, selling or buying of any unauthorized products or services.

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

Grounds for Immediate Termination

Grounds for immediate termination include physical assault, drug use, alcohol use, possession of a firearm within the confines of the gym, and theft.

Previous Credits

The School does not accept credit for previous education, training, work experience (experimental learning), or CLEP.

This institution will inquire about each veteran's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate.

Student Records

All student academic and financial records are maintained and filed in a secure and safe manner in perpetuity. Students are allowed to view their records, but the records must not leave the school. Official transcripts will be provided to the student at no charge, additional copies are available for \$5.00 with a written request to the Registrar at:

The National Personal Training Institute of Arizona
Attention Academic Records
1126 S. Gilbert Rd
Mesa, AZ 85204

Please include the address of the destination for the transcripts.

Should the institution cease operation, whether voluntarily or involuntarily, all educational records or legible true copies shall be filed with the Arizona State Board for Private Postsecondary Education within 15 days of ceasing educational operations.

Completion of Requirements and Incompletes

Required coursework missed by a student must be made up through in class or outside of class assignments or other fitness related activities. The student is responsible to make the necessary arrangements with the instructor(s) for make-up work and examinations.

No student will receive a diploma, or transcript until all outstanding assignments and requirements are completed with 70% or above average, 240 or 440 hours in class or outside of class, and all outstanding fees are paid in full.

The maximum time frame to complete the program is 1.5 times the length of the program, including make-up of absences and missed work. The 3-month program must be completed in 4.5 months. The 440 hour program must be completed in 7 months. If not, then the student will have to pay \$13.10 per hour until hours are completed. Gym fees are only covering the timeframe of original enrollment. If the maximum time frame is not met, the student is unable to receive a diploma and will be required to re-register, repay, and repeat hours to graduate.

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.

Leave of Absences

A student may be granted a leave of absence for a maximum of 15 consecutive days. A request for leave must be in writing. A student who is not making satisfactory academic progress, has been placed on probation status, that requests a leave of absence will also return on the same status. A student whose leave is approved, is reasonably expected to return in the same week of instruction, as the student's last date of attendance fell within. This date must be specified in the students written request to the director. If the student does not reenter within the specified time, the student's enrollment agreement will be terminated, and s/he will be granted a refund according to the refund policy. The Withdrawal date is determined by the last date the student attended class.

Student Grievance Procedure

It is our desire to resolve student concerns and problems early and at the classroom level. The student grievance steps are as follows:

1. Students shall first attempt to address the grievance informally with the director or designee in order to resolve it. If unsuccessful, proceed to the written grievance procedure.
2. Student may state the grievance in writing to the Director or designee. The Director or designee shall have 7-14 business days in which to investigate and address the grievance.
3. Should the Director or designee fail to or unacceptably address the grievance, the Student may file a complaint with the Arizona State Board for Private Postsecondary Education. The Student must contact the State Board for further details.

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is:

1740 W. Adams, Ste. 3008
Phoenix, AZ 85007
602-542-5709
website address: www.ppse.az.gov

Class Schedule: 220 hour Master Program

Full Time

Monday/Tuesday/Wednesday/Thursday from 9:30am to 2:30pm

Hours per week: 20

Weeks in Session: 12

Sessions: 1

Total Clock Hours: 240

Part Time Day/ Part Time Night

Monday/Wednesday from 9:30am to 2:30pm (DAY), 5:00pm to 10:00pm (NIGHT)
first 11 weeks

Tuesday/Thursday from 9:30am to 2:30pm (DAY), 5:00pm to 10:00pm (NIGHT)
second 11 weeks

Hours per week: 10

Weeks in Session: 24

Sessions: 2

Total Clock Hours: 240

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone and/or radio, and/or TV who provide closure information as a public service. Classes are not held on the following holidays:

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day & the Friday following
Memorial Day	Christmas Eve
Independence Day	Labor Day
Christmas Day	

Registration occurs on an ongoing basis.

Term start dates begin the first Monday in January, April, July, & October.

VETERAN STUDENT POLICIES

Priority Enrollment

To qualify for priority preregistration: Active Duty, Reservist and National Guard students must provide proof of current active duty status.

Veterans receiving federal VA educational benefits to include but not limited to Chapter 30, Chapter 31, Chapter 32, Chapter 33, Chapter 1606 and Chapter 1607 will automatically receive priority preregistration if benefits have been certified successfully with the VA. Veterans who do not use federal VA educational benefits must provide a copy of the DD214, retired military identification card or the DMV issued veteran card.

VA Pending Payment

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

This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or

other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

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

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

Veteran's Credit for Previous Education or Training

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

Attendance Requirements

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least **90%** is required to graduate. Students are required to attend all classes and scheduled activities. The school keeps records of attendance that are reviewed biweekly. Classes begin promptly, and students are expected to arrive on time.

All absences beyond 90% (or 24 hours of class time) must be made up through homework assignments or other fitness related activities within 30 days. Failure to comply will result in dismissal from the program. Since this is a clock hour program, late attendance is counted toward absences. Excessive, unexcused absences are grounds for dismissal. The student will be counseled in writing when his/her absences are approaching 20 hours or if the absences are more than 15 hours consecutively.

Veterans Refund Policy

The National Personal Training Institute of Arizona's Veterans Refund Policy complies with CFR 21.4255. In the event the veteran or eligible person fails to enter the course, withdraws, or is dismissed at any time prior to completion, any unused portion of tuition, fees, and other charges is refunded. Any amount in excess of \$10 of the application/registration fee is subject to proration. The amount charged will not exceed the exact pro-rata portion of total charges. The length of the completed portion of the course will be prorated over its total length, and the exact proration will be determined by the ratio of the number of days of instruction completed by the student, to the total number of instructional days in the course. Refunds are made within 40 days of the last date of the student's attendance.

Satisfactory Academic Progress for Veteran Students:

As determined by the institution: Students must maintain a 70% grade point average. The grade point average is reviewed biweekly starting in week 3 of the program. Those who do not meet the standard will be placed on probation for 30 days. During the probation period students must raise their grade average to passing or higher. The student will be terminated if grades are not satisfactory at the end of the probationary period. The student will only be allowed to be placed on probation one time during the program. The student has the ability to appeal the decision to the Director within 5 days of the decision to terminate enrollment.

VA Student re-entry after withdrawal for academic or conduct reasons

A student that fails to submit an appeal within 5 days of being withdrawn will be allowed to re enroll 6 months after the date of being withdrawn.

Staff Qualifications

Travis Wapelhorst: BA business management, NPTI graduate, NASM certified

Jennifer Farner: NPTI graduate, Health coach

Emily Perez: NPTI graduate, PNF certified