NATIONAL PERSONAL TRAINING INSTITUTE OF Sacramento, CA

2801 Jefferson Blvd
West Sacramento, CA 95916
(Share a building with West Sacramento Rec Center)

SCHOOL CATALOG
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Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. Prior to enrollment, NPTI will provide a prospective student, either in writing or electronically with a school catalog.

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.

A student or any member of the public 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 www.bppe.ca.gov.

Annual updates will be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

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Institutional Philosophy

To provide students with the most qualified instructors and a curriculum that will enable The National Personal Training Institute of Sacramento 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 (NPTI) of Sacramento's 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 500 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 the most sought after fitness professionals in the industry.

School Information: NPTI has the largest number of grads per year of personal trainers that have gone to a 500-hour school and added an additional 100 hours in 2010 in selected locations. There is not an applicable personal trainer licensure exam in California and all other states. The student is not eligible for federal financial aid because it is not an accredited institution through the Government at this time. Upon graduation our students are awarded with a Diploma in Personal Training making them eligible for hire in the workplace. They are also awarded a Certification in Basic Nutrition, they are certified in CPR/AED and First Aid through the American Red Cross, and they are eligible/qualified to sit for any Certification they choose. Not all students wish to become personal trainers and so the term "Fitness Professional" encompasses other career choices (physical therapist assistants, strength and conditioning coaches, nutritionists, etc). NPTI does not believe that one can receive an optimal education through self-study and minimal formal educational time, so it espouses that personal trainers should receive at least 500 hours of education (which is what NPTI Sacramento offers).

Our graduates are ready to enter the work force because they can be hired with no additional education or certification necessary. They are taught the scope of practice for personal trainers (which is "to enhance the components of fitness for the general, healthy population") and extensively tested on the subjects of health and fitness related to personal training (see the course objectives for a more detailed list). NPTI provides a quality educational experience as shown by the need for instructors to be ranked an average of 8 out of 10 or better by the students. NPTI provides an experience that each student values as shown by students reporting that they received their "money's worth" on evaluations, and far exceeds this expectation. NPTI is an experience that students would recommend to their peers as shown by most all of the graduates reporting that they would recommend NPTI to their friends.

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: (continued on next page)

Objectives Continued:

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

History: The 500-Hour Personal Training Diploma Program was developed by Mr. Eugene McIlvaine, who has been in the trade school business since December of 1980. Currently, Mr. McIlvaine operates schools in Pennsylvania, New Jersey, Delaware, Connecticut, Virginia, North Carolina, Colorado, Illinois, Michigan, Georgia, Oregon, Washington, Arizona, California and Florida. The institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed 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.).

Ownership: The National Personal Training Institute of Sacramento, CA is owned by Jennifer Hedges at 2801 Jefferson Blvd, West Sacramento, CA 95691. Business Office Address: 5808 Summitview, Suite A PMB 164, Yakima WA, 98908. NPTI Business Phone (503) 957-3708

Admissions Requirements: 18 years of age or older
High School Diploma or equivalency
Physician's Clearance Form

Admission Procedures: 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. The admissions process begins with the student filling out and submitting an enrollment registration form for admissions along with the registration fee of $75.00. When registration is accepted the applicant will make an appointment to meet with the Director 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 anytime. The required documentation can be provided at the time of the scheduled orientation day. The school begins classes quarterly as per the class schedule. (January, April, July, October)

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. (FAFSA is not accepted at NPTI Sacramento). NPTI Sacramento offers In-House Financing to those who are applicable.

Cost: The cost of the 500 Hour Personal Training Diploma Program is $6,599.00, which includes registration fee ($75.00), tuition ($6,149.00), textbooks ($125.00), and gym fees ($250.00). Prospective students must complete an enrollment registration form for admission as well as a set of interview questions. Both must be completed and returned to the school along with the $75.00 registration fee. Registration and Enrollment occurs on an ongoing basis.

Payment Options:

(1) $75.00 Enrollment Registration Fee (to be paid at time of application), Pay in Full Option - total amount due on or before program start date is $6524.00. (This amount is less the $75.00 Registration Fee)

(2) $75.00 Enrollment Registration Fee (to be paid at time of application), Two Payment Option. The first payment is in the amount of $3262.00 and is due on or before the first day of the program. The second payment is in the amount of $3262.00 and is due on or before the first day of the second module.

(3) $75.00 Enrollment Registration Fee (to be paid at time of application), $3262.00 due on or before the first day of the program. The remaining amount to be split into monthly payments, due on the first of the month for the remainder of the student's program.

(4) $75.00 Enrollment Registration Fee (to be paid at time of application), $1500.00 minimum deposit, in-house, no-interest monthly payments through completion of the program and within the 6-month course.

(5) Other payment options must be discussed with the Financial Advisor & CEO, Jennifer Hedges. (jhedges@nptifitness.com, 503.957.3708)

NPTI does not participate in federal and state financial aid programs. The National Personal Training Institute is a private institution and is approved by the Bureau of Private Postsecondary Education. We are no way endorsed nor does the approval of the Bureau of Private Postsecondary Education exceed minimum standards.

Class Hours: 500 clock hours – All classes start every January, April, July, & October

6 Month Classes: Full Time ○ Day Classes: Monday through Thursday from 9:30am-2:30pm ○ Evening: Monday, Tuesday, Wednesday from 5:30pm-10:30pm and every other Saturday** 10:00am- 8:00pm
1 Year Classes: Part Time ○ Monday and Wednesday from 5:30pm-10:30pm for 6 months and ○ Every Tuesday 5:30pm-10:30pm, and ever other Saturday from 10:00am-8:00pm 6 months

**All classes include a 30 minute lunch/dinner break

Students with disabilities: In order for students to get special accommodations, they must disclose their disability to the school. School must have written documentation from student's physician or psychologist of type of disability and what, if any, accommodations are required for the student.

Non-Discrimination: 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. Any school policies governing employees will be enforced in situations where instructional staff or other school personnel have been found to engage in discriminatory behavior.

Credit for Prior Training/Advanced Standing: Credit for prior training will be considered at the discretion of the Director along with a written request and a copy of transcripts from an accredited school. Student transcripts from previous schools will be evaluated for successful completion of hours of Anatomy, Physiology and Nutrition coursework. If completion of previous education is more than 1 yr old an exam may be required to be taken with a passing grade of 70% or greater. Applicable credit or lack thereof will be noted in the student's academic file. For transfer credit accepted, appropriate reduction in the course of instruction will be granted. Appropriate adjustment will be made in tuition and fees corresponding to the acceptance of transfer credit for any program of instruction.

NPTI has not entered into an articulation or transfer agreement with any other college or university.

International Students: NPTI will accept students from different countries; however, NPTI cannot assist the student in obtaining VISAS at this time. NPTI will provide a letter of acceptance upon request.

Language Proficiency: NPTI is solely taught in English. The student must be proficient in English to pass the course. If the student is an international or non-English speaking student, a TOEFL score of 79 (internet-based) or 550(paper based) is required. English level services will not be provided.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION-The transferability of credits you earn at the National Personal Training Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the personal training program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma 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 the National Personal Training Institute to determine if your diploma will transfer.

Student Code of Conduct: Misconduct is considered to be in conflict with the educational objectives of the school and thus is grounds for student's dismissal. Misconduct is cheating, forgery, plagiarism, inappropriate sexual language or acts, furnishing false information, alteration of school documents, disruption or obstruction of teaching or administration, foul language, physical abuse of any person on school premises, selling or buying of any unauthorized products or services, theft or damage to school premises and property of other students, and use of alcoholic beverages and/or illegal drugs on school property or being under the influence of alcohol and/or illegal drugs while at school or at a school related activity.

Sexual Harassment: "Sexual Harassment" is defined as any sexual advances, requests for sexual favors and other verbal or physical conduct of a physical nature where submission to or rejection of such advances, requests or conduct affects a benefit such as terms of employment or continuation of education; or, when such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work or education by creating an intimidating, hostile, humiliating or sexually offensive environment.

Determining what constitutes sexual harassment depends upon the specific facts and the context in which the conduct occurs. Sexual harassment may take many forms—subtle and indirect or blatant and overt. The National Personal Training Institute will not tolerate sexual harassment. All persons who work at or attend the National Personal Training Institute have a responsibility to help maintain an environment that is free from all forms of sexual harassment. Sexual harassment is prohibited in any location that can reasonably be regarded as an extension of the workplace, such as any social business off site function or any other facility where company business is being conducted and discussed.

Any such complains are to be addressed on an Incident Report form and directed immediately to the head faculty member or the direct supervisor.

Individuals who violate this policy are subject to discipline ranging from a written warning to dismissal.

Frivolous or false accusations of sexual harassment have serious consequences on innocent individuals. This institution cautions that such complaints may result in action being taken against the complainant.

Definition of Clock Hours: A clock hour is defined as a 60-minute block of time consisting of a minimum of 50 minutes of instruction with appropriate breaks.

Holidays Observed: Classes will not be held on the following:

Memorial Day	Week of July 4th	Labor Day
Thanksgiving Day	Week between Christmas and New Years	

Completion Requirements: The maximum time frame to complete the program is 1.5 times the length of the program. This six-month program must be completed in 9 months, the one-year in 18 months. If the program is not completed by the expected graduation date (6 months/12 months) the student must pay $12.26 per hour remaining regardless of how hours are completed. In addition, the student will be responsible for a $50 per month gym fee. If the maximum time frame is not met, the student is unable to receive a diploma and will be required to repay and repeat hours to graduate.

Student/Teacher Ratio: 25:1

Graduation Requirements
A Diploma and Transcript is presented to the student who has:

- Met the standards of satisfactory academic progress which is to:
  - Achieve a cumulative GPA of 70% or better in the Theory portion, as well as the Practical portion.
  - Not receive any permanent grades of IG, IA
- Attended all 500 hours of instruction as required by the school
- Fulfilled all monetary obligations to the school
- Turned in all necessary paperwork to the school

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

From	***To***	***Symbol***		***Symbol***
90	100	A (Excellent)	Incomplete Grade	IG
80	89	B (Good)	Incomplete Attendance	IA
70	79	C (Satisfactory)	Withdrawal	W
0	69	F (Fail)		

Standards of Academic Progress
To maintain satisfactory academic progress, a student must maintain a cumulative grade point average (GPA) of at least 70%. In addition, the student must maintain an adequate rate of progress toward successful completion of their respective program. The clock hours attempted cannot exceed one and one-half times (1.5) the hours required to complete a clock-hour program.

For determining satisfactory academic progress (SAP), each program is broken down into courses. At the end of each course the student's GPA and rate of progress, attendance and academic, will be determined for the purpose of assessing SAP. 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 may be placed on probation.

Attendance: 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. If a student is going to be late or absent for class, either a call or advance notice is expected and required for full make-up points. If a student misses three consecutive days of class without notice, a phone call will be made from the school. Consecutive absences of more than 15 hours or habitual absences will warrant written advising and possibly the need to be placed on probation. Excess, repetitive, unexcused absences are grounds for dismissal. Since this is a clock hour program, late attendance is counted toward absences.

Probation:
<u>Academic Probation</u>
A student whose course grade and/or cumulative grade point average (CGPA) is less than 70% at the end of a grading period are placed on academic probation for a period of one month. The student will then be re-evaluated for SAP (Satisfactory Academic Progress). Student is only allowed to be placed on probation one time per course for a period of 30 days.
If the student fails to achieve a 70% for the next evaluation period or for any evaluation period in which the student is on probation, the student will be terminated for lack of satisfactory academic progress. A student will be removed from probation upon achieving at least a cumulative 70% grade point average provided they also have earned a grade of 70% in the probationary module.

Attendance Probation

NPTI is a clock hour school and as such it requires that all students complete 100% of all hours scheduled for each module in order to go onto the next module. At the end of each module, if a student has not missed more than 20 hours of the scheduled classes, the student will be permitted to advance without penalty provided he/she has made-up the hours by end of module.

If a student misses in excess of 20 unexcused hours of a grading period or scheduled class hours he/she will be placed on attendance probation beginning with the next grading module and be allowed to remain in class on probationary status for the next month providing the student makes-up the missing hours with-in the month provision as stated in the school's "incomplete" policy. Students who do not make-up the missing hours with-in the month provision will be immediately withdrawn and be required to re-take the entire module upon reentry into the program. Moreover, the hours earned will be counted as hours attended for the purposes of calculating maximum time frame of 1.5% the length of the program.

While on attendance probation a student may not miss in excess of 20% of the scheduled class hours of the grading period. If at the end of the grading period for which a student is on attendance probation, the student has violated the terms of probation, the student will not be given the option to make-up the hours for a second consecutive incident, rather the student will be immediately withdrawn. If a student on attendance probation does not exceed the 20% rule during the probationary period, the student will be removed from attendance probation.

Makeup Work: Regardless of culpability students must complete all the hours in their curriculum in order to graduate. Students must accumulate 500 hours of instruction in order to graduate from the program. Missed time can be made up by writing a 3 page paper about the topic covered during the classroom portion of the day missed. The practical portion of the day must be made up by scheduling an observation at a gym that the student has not previously done an observation at and writing a observation report. The 3-page Theory paper and the Observation Report are due one week from the date absent. For example: A student misses a Monday Day class, then the typed make up work would be due by 9:30am (beginning of class) on the following Monday.

A student who misses an announced test, any examination, or class work shall receive a "0" on the test, examination, or class work until the student completes the make-up the work. Each student is directly responsible to the individual instructor for making up work missed. The student has one week after they return to complete the missed work or make up a test/quiz. The student is also responsible for taking the quizzes the day they return, with the expectation that they studied while absent.

Academic/Attendance Advising: For determining satisfactory academic progress (SAP), each program is broken down into courses. At the end of each course the student's CGPA and rate of progress as well as attendance will be determined for the purpose of assessing SAP and attendance policy. Students will sign off as acknowledgement of receiving progress report information. Should the student not be within the SAP guidelines they may be placed on probation.

Tutoring: Students requiring academic remedial assistance may schedule tutoring sessions with faculty. Faculty is available 30 minutes before and after their scheduled teaching time. Tutoring sessions must be scheduled in advance and cannot be expected immediately upon request that same day or moment. Anything outside of the 30 minutes before or after class may be scheduled as well, but the student should expect to pay a tutoring fee.

Job Placement Assistance: The National Personal Training Institute of Sacramento maintains a listing of current jobs available and seeks to locate potential employers. The student may also check our website at www.nptisacramento.com. Fitness facility managers/owners are also brought into the classroom to speak on the employment opportunities at least 4 times per month. Phone calls to potential employers will also be made on behalf of the student. Every effort will be made to help graduates find suitable employment; however, The National Personal Training Institute of Sacramento cannot promise or guarantee employment to anyone. With that being said, over 90% of our graduates have jobs within 3 months of graduating the program and the other 10% either do not want to work in the Fitness Industry and are doing this program for their own education and health, and/or are not employable for various reasons.

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, professional exercise attire and sneakers when working out in fitness center. Nails should be scrubbed clean and filed short. Perfume or cologne should not be used due to those that may be allergic to scented products. Personal hygiene such as showering and hair grooming is required before each class. When a student is taking part in the training portion (training a client/peer) they must be in professional attire and not clothing that they would just exercise or workout in.

Student Services: Students will receive in-class tutoring when needed free of charge during lunch or a 45+ min break, as well as 30 min before and after class. These sessions need to be scheduled in advance. The students may also request additional homework to help with problematic areas. No housing will be provided, however NPTI may help locate affordable housing for enrolled students.

Housing: Students are not provided housing. NPTI <u>will not</u> guarantee housing and will <u>not provide</u> housing. NPTI may direct students to potential facilities where affordable housing may be found. There is housing. There is an Extended Stay with 6 -12 month options at 795 Stillwater Rd, West Sacramento, CA 95606. NPTI Recommends Extended Stay. One bedroom ranges from $800-$1100 and 2+ bedrooms range from $1200-$1400.

Facilities: The administrative office and theory classroom are located inside The West Sacramento Rec Center, 2801 Jefferson Blvd, West Sacramento, 95916. The gym's equipment consists of: rowing machines, spin bikes, dumbbells, kettlebells, multiple 15 pound and 45 pound bars, medicine balls, balance boards and Bosu balls, multiple squat racks, multiple bench stations, cable machine, plyometric boxes, stability balls, rubber weights for olympic, strength and power lifts, bands, assisted pull up bands, TRX trainers, ropes, posture charts, body composition fat calipers, blood pressure stethoscope and sphygmomanometer, impedance calculator, agility ladders, tractor tire, cones, balance pods and rings, and sleds.
Each class will accommodate up to 25 students. Teaching will be done through lecture, video, practical demonstration, and written material.

Faculty

Jennifer Hedges
Chief Executive Officer/Chief Academic Officer/Financial Advisor

Jennifer Hedges brings charisma and enthusiasm for health and wellness to the NPTI community. She is a member of the NSCA and is a Certified Strength and Conditioning Specialist and Coach. Jennifer graduated from Boise State University with a degree in Secondary Education with a K-12 Physical Education and Health emphasis as well as Kinesiology. She also has training and education with a Masters in Administration.

She went to Boise State on a full ride scholarship for Track and Field where she was a Heptathlete, as well as a 400-meter runner and hurdler. For five years after graduation, her time was devoted to public education, teaching middle school and high school health and physical education. She has also been a very successful track and field, basketball, and cross country coach. Coaching has provided her with an opportunity to create individual training programs for kids and adults from elementary to professional levels.

In addition to the teaching and coaching experience she has worked on the clinical side of health and wellness, providing health screenings, coaching, training and classes to the corporate/business world. The combination of her kinesiology and biomechanical education, experience, and passion for health and wellness, gives her great energy and enthusiasm as she teaches and works with the National Personal Training Institute, Sacramento. She is always available if you have questions comments and concerns and takes great pride in operating an educational system that is second-to-none and raises the bar in the fitness industry.

Dana Underwood
Director of Operations

Dana graduated from California State University Sacramento with a Bachelors Degree in Communication Studies after which she held a career in retail management for over 10 years. She is a graduate of NPTI Sacramento, where she received her education and diploma as a Fitness Professional.

Following her graduation from NPTI, she developed her own personal training business with a focus on customized individual training programs as well as high intensity group fitness boot camps. Her goal is to help her clients feel stronger and more confident after every session.

"Showing my clients that fitness can be fun and rewarding is a goal of mine."

Her upbeat and organized approach to both her personal training and to her role as Director of NPTI Sacramento creates a motivating and encouraging environment for both students and alumni alike.

In her free time she enjoys spending time with her husband and her two daughters when they are visiting from college. She loves the outdoors, hiking, RVing and biking. In addition to many other workout and training programs, she has discovered yoga and is enjoying the benefits it brings to her mentally and physically.

Matt Kahler
Instructor

Matt has been a certified personal trainer / strength and conditioning coach since 2005. He graduated with a B.S. in Physics, with an emphasis on biological sciences from Loyola Marymount University, Los Angeles in 2004. He also received certifications through the National Academy of Sports Medicine (NASM), the Aerobics and Fitness Association of America (AFAA), the CrossFit Instructor Level I certification. He's also CrossFit Nutrition Certified, CrossFit Movement and Mobility Certified, Catalyst Athletics Olympic Weightlifting certified, and USA Weightlifting Club Coach.

Matt's philosophy towards fitness has evolved over the years. The discovery of CrossFit, Olympic Weightlifting, Powerlifting, Strongman, and endurance based activities such as running and rowing, has displayed to him the paramount importance of basic functional human movement. People of any age and physical capacity should be competent in and capable of performing physical tasks such as squatting, pressing and pulling, picking things up, moving long distances, and exhibiting proper mechanics in all of these activities which will allow them to be performed efficiently and without pain.

As a business owner, He's found that running a successful fitness business is dependent upon offering a quality product. This not only means maintaining a consistent, happy client base, but also continuing to grow as a coach. Working with multiple populations with different goals has forced him to continue to educate himself in a wide variety of fitness, nutrition, and recovery methods. Each one of these areas of the Fitness Industry, and Matt's experience over the last 10 years fuels him with a great passion and motivation to educate future Fitness Professionals at the National Personal Training Institute, Sacramento.

Ryan Lopez
Instructor

Being a lifetime student and athlete, it was only natural for Ryan to find his way into fitness coaching. Ryan competed with American River College swim team in 2006, where he was named "Most Improved Athlete."

Graduating from Sacramento State University in 2008, Ryan started training clients in a small fitness studio. During this time, he was also competing in Brazilian Jiu-Jitsu (BJJ). Through BJJ, Ryan found his love for functional movement and CrossFit.

In 2009 he received his CrossFit Level 1 Certification, quickly there after took the CrossFit Movement and Mobility Seminar and began coaching at American River CrossFit. Ryan has also taken and passed the CrossFit Level Two Coaching Certification, the USAW Sports Performance seminar and various other Olympic lifting and Nutrition seminars as well. He continues his education and training by joining and instructing with the NPTI family.

Christian Ampania
Instructor

Christian has been a student of movement, exercise and fitness for the majority of his life. He studied the science and art of personal training at NPTI Sacramento, which prepared him to earn his NASM-CPT certification. He then began working as a personal trainer and group exercise instructor at The Academy Training and Performance Center where he inspires others through his actions and Grade A programing.

As a fitness coach, his philosophy is centered around the creative expression of mind through body, and the holistic integration thereof.

As an instructor, his goal is to help guide every student along their own personal journey to becoming the greatest fitness professional they can be while providing them with the tools needed to be successful.

Cancellation/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.

- All monies (excluding $75 Application/Enrollment Fee) will be refunded if the applicant is not accepted by the school or if the student cancels before the first day of the class or within 7 days after they enroll in the program, whichever is later. If the student cancels the Enrollment Agreement and withdraws from the program after the first day of classes or 7 days after they enroll then the student will be reimbursed on a pro-rated bases from the day they started classes until their last day of attendance with the program but before they have reached an equivalent of 60 percent of the program. This includes content provided and time in class.

- The termination date for refund computation purposes is the last day of actual attendance by the student. All refunds shall be returned within 30 days of termination or receipt of cancellation notice.

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. No student will receive a diploma until all requirements are met; however the student has a right to request his transcript.

Dismissal Policy: Students who fail to comply with attendance, academic requirements or the code of student conduct are subject to dismissal by the Director. A review and conference with the Director will be scheduled upon infraction. The student will be notified of the decision within a week of the incident or warning report. Depending on the results of the consultation, students may be re-admitted within 30 days. If re-admission is not allowed student would be categorized as expelled.

Withdrawals and Repetitions: A student who withdraws other than at the end of a grading period will receive a grade of "WD" which is not calculated in their CGPA. The time attended in the module in-which the student withdrew will count towards attempted clock hours. If the student returns to school, all course work graded "W" must be repeated at no charge to the student. When it is necessary for a student to repeat a course, the second grade earned will be the grade entered on the student's record or transcript. A student may repeat a course only once not to exceed the maximum time frame. This repeated course must be approved by the Administrative Staff.

Appeals: Students may appeal Academic and Attendance Probation or dismissal to the school's Director or Director of Education either in writing or in person. In the case of extenuating circumstance, such as a medical or family emergency, special arrangements may be made with the school officials. Appeals will be handled on an individual basis. All appeals will be addressed within 5 business days. If resolution is not satisfactory it is required that the student follow the student complaint policy listed.

Leave of Absence: Students may request a leave of absence (LOA) for medical reasons, financial difficulties, military duty, personal difficulties, and jury duty. Students may also request an administrative leave when a course that is needed is not available. If the student requests a LOA and the student have 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, Jennifer Hedges, 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. While on LOA any payments to the school will continue and must be kept current. Non-payment or late payments may be grounds for termination.

1. The CEO & Chief Academic/Financial Advisor, Jennifer Hedges, 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's financial aid will be provided.
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.

Student Complaints: It is our desire to resolve student concerns and problems early and at the classroom level. Students with concerns, questions, complaints, or conflicts are to file a written incident report with the faculty member of their class. Please file the written report with the Head Faculty member of your school if your instructor is the subject of the incident report. Unresolved issues are to be submitted in a letter with the incident report to the CEO/ Chief Academic Advisor, Jennifer Hedges. (jhedges@nptifitness.com or 5808 Summitview Suite A PMB 164, Yakima, WA 98908) A written reply will be sent to the student within two (2) weeks of receipt of the incident report. Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail students may contact: Any unresolved matter, which affects the school's license, may be submitted to: Bureau of Private Postsecondary Education, P.O. Box 980818, Sacramento, CA 95798-0818. (http://www.bppe.ca.gov)

Students will have access to an on-site administrator, for issues and concerns about their programs of study.

Readmission: To be eligible for readmission, students must complete an application and be current on any outstanding debt(s) with the school. The application will be reviewed by the Education department to assess the student's potential to complete the program. A student may only re-enroll once per academic career.

A student accepted for readmission may be required to remediate prior to re-entering class.

A student applying for readmission over 12 months from withdrawing will enroll at the current tuition and applicable miscellaneous charges.
Readmission is on a space-available basis and requires the recommendation of course instructors and the approval of the Director and Chief Academic Advisor.

Scholastic Honesty: It is assumed that all students are enrolled in class to learn. Therefore, cheating is not an acceptable practice. Dishonesty of any type in a course, including cheating on examinations or plagiarizing materials, can result in a grade of F and may be cause for suspension or dismissal. Plagiarism includes passing off or attempting to pass off the ideas or writing of another person as one's own. If an instructor does not have confidence that the student fairly earned the grade they received, at the instructor's discretion he/she may ask the student to be retested on the material in whatever fashion the instructor deems most appropriate.

Drug and Alcohol Abuse: National Personal Training Institute ("NPTI") supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by a student on NPTI property or as part of any NPTI activity is prohibited. Any student or employee of NPTI found to be abusing alcohol or using, possessing, manufacturing or distributing controlled substances in violation of the law on NPTI property or events shall be subject to disciplinary action up to and including dismissal. In addition, ***any student or employee who violates the standards of conduct as set forth in this policy may be subject to referral for prosecution.***

Privacy Act for Students: The Family Educational Rights and Privacy Act of 1974 entitle all students to review their records, including grades, attendance and advising reports. The school must permit a student to examine such records after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee. No information can be released to anyone without written authorization of the student, unless law supersedes.

Records: Progress reports will be made available to the students throughout the course of study. Students will have access to their personal files upon request. All student records will be kept confidential. No student record will be copied or given out unless the student signs a Release of Student Records form for each request. Please email the Registrar at sacramento@nptifitness.com and we will send you a request form. If you need a photocopy of your transcript, diploma, and nutrition certification there will be a $15.00 service fee. If you would like a brand new copy of all of the above stamped and sealed, $35.00 service fee will be required before transaction can take place. Please include the address of destination for the transcript.

Student Records Retention: All Student records are maintained in a locked file cabinet at the school location (or future locations) indefinitely from the last date of attendance. The student may obtain a copy of their file by filing out a request form at any time.

Telephones: School office telephones are not for student use. Use of cellular phones or beepers in the classroom is disruptive to the instructor and fellow classmates, and is not permitted. No student will be called out of class for a telephone call except in the case of an emergency. Please inform your family and friends of classroom hours and of the school policy regarding phone calls. Cell phones are permissible on school grounds, but **MUST** be turned off during classes.

Resource Center: Each location maintains a selection of textbooks and videos that support the program curriculum, and are available for student use and review. Arrangements may be made to view a video through the school's education office. Resources are also available at the local public library.

Gym Fees: Student gym fees are paid by the student, and are separate fee from the tuition, for the time period listed on the student enrollment agreement. In the case of an LOA, the gym fees will be paid in

Text Books:

NPTI Fundamentals of Fitness and Personal Training, By Tim Henriques. Published by Human Kinetics, 1st Edition, Copyright 2015

Basic Nutrition & Diet Therapy, By Sue Rodwell Williams. Published by Mosby

Illustrated Essentials of Musculoskeletal Anatomy, By Sieg & Adams. Published by Megabooks

Reference Books:

Essentials of Strength Training and Conditioning, By the National Strength and Conditioning Association, Thomas R. Baechle and Roger W. Earle, Editors. Published by Human Kinetics

NASM Essentials of Personal Fitness Training, By Clark, Lucett, and Sutton. Published by Lippincott Williams & Wilkins, 4th Edition, Copyright 2012

Principles of Anatomy and Physiology, Toitok's 8th Edition, 1996

Tabois Cyclopedic Medical Dictionary, Thomas 10th Edition, Copyright © 1989

Manual of Structural Kinesiology, Thompson, Copyright © 1994

Mosby's Handbook of Anatomy and Physiology, copyright ©2000 by Mosby, Inc.

Essentials of Nutrition and Diet Therapy, 7th Edition, Copyright © 1999 by Mosby, Inc. Boget's

Nutrition and Physical Fitness, 10th Edition, Copyright © 1997 Briggs & Calloway

Milady's Theory and Practice of Therapeutic Massage, Beck's 3rd Edition, Copyright © 1999 (Milady Publishers)

addition to the total cost of enrollment. In a few instances, depending upon location, the gym fees may be frozen until student returns up to the limit of the time of LOA (180 days). Check the gym location for details of availability. Should the student fail to complete their course within the enrolled period, such as the case of a withdrawal and return, the fees will expire and the student upon return will be required to pay the gym fees of $100 a month. The personal training course cannot be continued without the practical portion.

Equipment:

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

Personal Training Diploma Program

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.
60 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.
120 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.
60 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 (how, who, why, what and when).
36 hours

Practical Course: This course integrates physiology and anatomy, nutrition, program design and posture/movement analysis courses and brings it into the hands on aspect of the classroom. This infrastructure is used to help simulate hands on, practical experience in the workplace. Students will gain experience in personal training, group training, demonstration and instruction, communication and cueing, and self-fitness betterment under the supervision of an NPTI instructor, within the classroom, for the entire course.
The goal of the practical course is to gain confidence for the student to eventually transition from the NPTI classroom instruction to the fitness facility upon graduation. During the course the students learns the ability to take the scientific language and training techniques and present them to the client through effective and professional communication when they are employed in the field. Outside clientele is not utilized during this time.
108 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.
36 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.
80 hours

*Topics Listed in the Course Outline below are the amount of hours in each course.
Some Topics as listed are integrated into other courses and have an accumulated total as stated below as advertised

A&P	100 Clock Hours
Theory	100 Clock Hours
Nutrition	100 Clock Hours
Practical/Hands-on	200 Clock Hours
Total	500 Clock Hours

School Calendar

Registration and Enrollment occur on an ongoing basis

January 2014

Dates **01-06-2014 to 06-26-2014**
Monday-Thursday
Format **DAY**
Time **9:30am - 2:30pm**
6 month program

Dates **01-06-2014 to 06-25-2014**
Monday, Tuesday & Wednesday
Format **EVENING**
Time **5:30pm - 10:30pm**
Plus every other Saturday 10:00am – 8:00 pm
6 month program.

Dates **01-06-2014 to 12-17-2014**
Monday/Wednesday (first 6 months) Tuesday/Saturday (second 6 months)
Format **EVENING & WEEKEND**
Time **5:30pm - 10:30pm**
Second 6 months: Every other Saturday 10:00 am – 8:00 pm
12 month program

April 2014

Dates **04-07-2014 to 09-25-2014**
Monday-Thursday
Format **DAY**
Time **9:30am - 2:30pm**
6 month program

Dates **04-07-2014 to 09-24-2014**
Monday, Tuesday & Wednesday
Format **EVENING**
Time **5:30pm - 10:30pm**
Plus every other Saturday 10:00am – 8:00 pm
6 month program.

Dates **04-07-2014 to 03-25-2015**
Monday/Wednesday (first 6 months) Tuesday/Saturday (second 6 months)
Format **EVENING & WEEKEND**
Time **5:30pm - 10:30pm**
Second 6 months: Every other Saturday 10:00 am – 8:00 pm
12 month program

July 2014

Dates **07-07-2014 to 12-18-2014**
Monday-Thursday
DAY
Time **9:30am - 2:30pm**
6 month program.

Dates **07-07-2014 to 12-17-2014**
Monday, Tuesday & Wednesday
Format **EVENING**
Time **5:30pm - 10:30pm**
Plus every other Saturday 10:00am – 8:00 pm
6 month program

Dates **07-07-2014 to 06-18-2014**
Monday/Wednesday (first 6 months) Tuesday/Saturday (second 6 months)
Format **EVENING & WEEKEND**
Time **5:30pm - 10:30pm**
Second 6 months: Every other Saturday 10:00 am – 8:00 pm
12 month program

October 2014

Dates **10-06-2014 to 03-26-2014**
Days of Week **Monday-Thursday**
DAY
Time **9:30am - 2:30pm**
6 month program.

Dates **10-06-2014 to 03-25-2014**
Monday, Tuesday & Wednesday
Format **EVENING**
Time **5:30pm - 10:30pm**
Plus every other Saturday 10:00am – 8:00 pm
6 month program

Dates **10-06-2014 to 09-23-2015**
Monday/Wednesday (first 6 months) Tuesday/Saturday (second 6 months)
Format **EVENING & WEEKEND**
Time **5:30pm - 10:30pm**
Second 6 months: Every other Saturday 10:00 am – 8:00 pm
12 month program