

**2019-2020**  
**Certified Personal**  
**Trainer**

**Admissions Information**  
**Specific Program**  
**Requirements**

*Rev. 1/2019*



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Students are encouraged to read the WITCC general catalog for information regarding student rights, services, activities, and special programs which may be available to them. A copy of the catalog is available on our web site at [www.witcc.edu](http://www.witcc.edu).



# Directory

## **Admissions Office**

Western Iowa Tech Community College  
4647 Stone Avenue  
P.O. Box 5199  
Sioux City, Iowa 51102-5199  
Phone: 712-274-6403 or  
800-352-4649  
Fax: 712-274-6412  
E-mail: [info@witcc.edu](mailto:info@witcc.edu)  
Website: [www.witcc.edu](http://www.witcc.edu)

## **Financial Aid Office**

712-274-6402 or  
800-352-4649

## **CPT Assessment Testing**

712-274-6443 or  
800-352-4649, Ext. 6443

## **Program Advisor**

### **Linda Mercer, MPT, CPT**

712-274-8733, Ext. 1451  
E-mail: [linda.mercer@witcc.edu](mailto:linda.mercer@witcc.edu)  
NOTE: Only available during the Fall and Spring Semesters

## **Professional Organizations**

For more information contact:

National Council on Strength and Fitness  
800-772-NCSF (6273)  
[www.ncsf.org](http://www.ncsf.org)

# Careers in the Fitness Training Industry

The personal training profession is one of the fastest growing segments of the allied health industry. The demand for highly qualified, career oriented fitness professionals is on the rise and the National Council of Strength and Fitness (NCSF) has responded through the development of the NCSF Certified Personal Trainer (CPT) college course.

The NCSF–CPT course successfully bridges the gap between clinical exercise science and practical hands-on application. This is accomplished through the unique integration of the latest in scientific research with the most up-to-date practical training modalities. The information learned through participation in this course is specifically designed to empower students with skills and abilities that are readily applied in a variety of fitness-training environments.

## **Personal Trainers work with:**

- Individuals on client specific goals
- Athletes on improving performance in key areas of performance-based fitness
- Older adults on a wide variety of health and function-based needs
- Children to enhance physical activity, motor development and to ensure the adoption of healthy habits
- Small homogenous groups to deliver activities geared toward diverse goal attainment and increased participation adherence
- Health compromised individuals to reduce the effects of disease and related consequences
- Corporations to improve the health-related performance of workers and reduce stress and absenteeism

## **Professional Marketability**

NCSF-CPTs separate themselves from job competition by having a highly recognized professional credential.

## **Qualification**

Students that successfully complete the course have the skills to excel in diverse professional environments. Graduates are employable in numerous segments of the health and fitness industry.

## **National Certification**

Upon successful completion of Western Iowa Tech Community College's certificate, the graduate is eligible\* to take the NCSF-CPT certification exam.

\*must be 18 at time of testing.

## **Recognition and Certification Accreditation**

The National Council on Strength & Fitness (NCSF) Certified Personal Trainer Credential has been reviewed and received accreditation by the National Commission for Certifying Agencies (NCCA), the accrediting board for the National Organization for Competency Assurance (NOCA).

NCSF programs have been peer reviewed and approved by the American Physical Therapy Association, National Athletic Training Association Board of Certification, National Certification Board for Therapeutic Massage and Bodywork, and IDEA Health & Fitness Association.

# **Western Iowa Tech Community College Certified Personal Trainer Programs Mission Statement**

*“To provide quality education in certified personal training to improve the overall health and wellness of the communities we serve.”*

The certified personal trainer program incorporates the mission statement of WITCC, which is . . .

*“. . . to provide quality education and economically enhance the communities we serve.”*

## **Certified Personal Trainer Program Goals**

Upon completion of the Certified Personal Trainer Program, the graduate will be able to:

- 1) Evaluate health and fitness status
- 2) Prescribe exercise program based upon health assessment and goals
- 3) Evaluate and monitor exercise program effectiveness



## IOWA CORE PERFORMANCE STANDARDS

Iowa Community colleges have developed the following Core Performance Standards for all applicants to Health Care Career Programs. These standards are based upon required abilities that are compatible with effective performance in health care careers. Applicants unable to meet the Core Performance Standards are responsible for discussing the possibility of reasonable accommodations with the designated institutional office. Before final admission into a health career program, applicants are responsible for providing medical and other documentation related to any disability and the appropriate accommodations needed to meet the Core Performance Standards. These materials must be submitted in accordance with the institution's ADA Policy.

CAPABILITY	STANDARD	SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
Cognitive-Perception	The ability to gather and interpret data and events, to think clearly and rationally, and to respond appropriately in routine and stressful situations.	<ul style="list-style-type: none"> <li>☐ Identify changes in patient/client health status</li> <li>☐ Handle multiple priorities in stressful situations</li> </ul>
Critical Thinking	Utilize critical thinking to analyze the problem and devise effective plans to address the problem.	<ul style="list-style-type: none"> <li>☐ Identify cause-effect relationships in clinical situations</li> </ul>
Interpersonal	Have interpersonal and collaborative abilities to interact appropriately with members of the healthcare team as well as individuals, families and groups. Demonstrate the ability to avoid barriers to positive interaction in relation to cultural and/or diversity differences.	<ul style="list-style-type: none"> <li>☐ Establish rapport with patients/clients and members of the healthcare team</li> <li>☐ Demonstrate a high level of patience and respect</li> <li>☐ Respond to a variety of behaviors (anger, fear, hostility) in a calm manner</li> <li>☐ <b>Nonjudgmental behavior</b></li> </ul>
Communication	Utilize communication strategies in English to communicate health information accurately and with legal and regulatory guidelines, upholding the strictest standards of confidentiality.	<ul style="list-style-type: none"> <li>☐ Read, understand, write and speak English competently</li> <li>☐ Communicate thoughts, ideas and action plans with clarity, using written, verbal and/or visual methods</li> <li>☐ Explain treatment procedures</li> <li>☐ Initiate health teaching</li> <li>☐ Document patient/client responses</li> <li>☐ Validate responses/messages with others</li> </ul>
Technology Literacy	Demonstrate the ability to perform a variety of technological skills that are essential for providing safe patient care.	<ul style="list-style-type: none"> <li>☐ Retrieve and document patient information using a variety of methods</li> <li>☐ Employ communication technologies to coordinate confidential patient care</li> </ul>

CAPABILITY	STANDARD	SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
Mobility	Ambulatory capability to sufficiently maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a patient/client.	<ul style="list-style-type: none"> <li>◆ The ability to propel wheelchairs, stretchers, etc. alone or with assistance as available</li> </ul>
Motor Skills	Gross and fine motor abilities to provide safe and effective care and documentation	<ul style="list-style-type: none"> <li>◆ Position patients/clients</li> <li>◆ Reach, manipulate, and operate equipment, instruments and supplies</li> <li>◆ Electronic documentation/ keyboarding</li> <li>◆ Lift, carry, push and pull</li> <li>◆ Perform CPR</li> </ul>
Hearing	Auditory ability to monitor and assess, or document health needs	<ul style="list-style-type: none"> <li>◆ Hears monitor alarms, emergency signals , auscultatory sounds, cries for help</li> </ul>
Visual	Visual ability sufficient for observations and assessment necessary in patient/client care, accurate color discrimination	<ul style="list-style-type: none"> <li>◆ Observes patient/client responses</li> <li>◆ Discriminates color changes</li> <li>◆ Accurately reads measurement on patient client related equipment</li> </ul>
Tactile	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture	<ul style="list-style-type: none"> <li>◆ Performs palpation</li> <li>◆ Performs functions of physical examination and/or those related to therapeutic intervention</li> </ul>
Activity Tolerance	The ability to tolerate lengthy periods of physical activity	<ul style="list-style-type: none"> <li>◆ Move quickly and/or continuously</li> <li>◆ Tolerate long periods of standing and/or sitting as required</li> </ul>
Environmental	Ability to tolerate environmental stressors	<ul style="list-style-type: none"> <li>◆ Adapt to rotating shifts</li> <li>◆ Work with chemicals and detergents</li> <li>◆ Tolerate exposure to fumes and odors</li> <li>◆ Work in areas that are close and crowded</li> <li>◆ Work in areas of potential physical violence</li> <li>◆ Work with patients with communicable diseases or conditions</li> </ul>

# Admissions Criteria and Procedure

## Certified Personal Trainer Program

### Sioux City

**All students must submit the following items for application to the program to be considered:**

- A copy of a Final Official High School, GED or HSED transcript with date of graduation. For applicants currently in high school, please present a current high school transcript and then later submit the Final Official High School Transcript with the date of graduation.
- Official college transcripts of previously attended institutions.
- ACT Scores (if completed) listed on HS Transcript or other official documentation.

**All students** must meet one of the three criteria below for admission/acceptance to the CPT program:

Verification of high school, GED or HSED graduation

**All students** must meet one of the following criteria for admission/acceptance into the CPT program:

#### **Criteria 1 for Acceptance:**

1. Submitted documentation of composite ACT 20

#### **OR Criteria 2 for Acceptance:**

1. Associates degree or higher from an accredited institution

#### **OR Criteria 3 for Acceptance:**

1. Satisfactory completion, with no grade lower than a “B-“ for BIO 169 and HSC 114

#### **OR Criteria 4 for Acceptance:**

1. Verification of High School official transcript of GPA 3.0 or higher AND
2. Completion of (1) year high school Biology or science equivalent with no grade lower than a B-

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#### **Anatomy & Physiology I (BIO 169)**

*Students must meet ONE of the following criteria:*

- 1) *ACT Composite of 22 or higher*
- 2) *2 semesters of High School Chemistry with a B- or better OR 1 semester of High School Chemistry with a B- or better and 1 semester of High School Biology with a B- or better*
- 3) *Completion with a C- or better in a transfer level Biology (BIO 105 or higher) or Chemistry (CHM 122 or higher)*

General admission procedures for all WITCC students are available in the WITCC College Catalog.

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# Western Iowa Tech Community College

## Program of Studies

### Certified Personal Trainer Program

Admission to the Certified Personal Trainer program requires applicants to meet program-specific criteria. For information on application procedures and acceptance, contact the Admissions Office at WITCC.

Part-time enrollment is available. Please see the program advisor to develop an individual Plan of Study.

Student must meet predetermined CPT scores and have a high school diploma or equivalent. A grade of “C” or above in each course is required to graduate from the Certified Personal Trainer program.

#### Diploma

Catalog Number	Course Title	Semester Hours
SDV 108	The College Experience	1
BIO 169	Human Anatomy & Physiology IA w/Lab	4
HSC 270	Clinical Exercise Testing	3
BIO 151	Nutrition	3
PEA 148	Physical Fitness I	2
MAT 772	Applied Math	3
BIO 174	Human Anatomy & Physiology IIA w/Lab	4
HSC 272	Certified Personal Trainer	3
HSC 127	Kinesiology	4
HSC 114	Medical Terminology	3
SPC 122	Interpersonal Communication	3
<b>Diploma Program Total</b>		<b>33</b>

#### Certificate

Catalog Number	Course Title	Semester Hours
SDV 108	The College Experience	1
BIO 169	Human Anatomy & Physiology IA w/Lab	4
HSC 270	Clinical Exercise Testing	3
BIO 151	Nutrition	3
BIO 174	Human Anatomy & Physiology IIA w/Lab	4
HSC 272	Certified Personal Trainer	3
<b>Certificate Program Total</b>		<b>18</b>

Course descriptions may be found in the WITCC Catalog.

**Program Advisor: Linda Mercer, MPT**

Phone: 712-274-8733 or 800-352-4649, ext. 1451

Room A108 [linda.mercer@witcc.edu](mailto:linda.mercer@witcc.edu)

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# College Policies

Please refer to the student handbook and the college catalog for information or policies related to:

- Discrimination, Sexual Harassment, Americans With Disabilities Act Compliance
- Sexual and Gender Harassment
- Discrimination
- Discipline
- Disability
- Release of Student Information
- Drug-Free College Community
- Transfer Students
- Financial Aid and Payment Options

*The college handbook and the college catalog information may be acquired on-line at [witcc.edu](http://witcc.edu) and then click on student services; or, a printed copy can be requested or acquired at the main Sioux City Campus Enrollment Services Office.*

## Student Organizations

Certified Personal Trainer students are encouraged to participate in college-wide organizations.

Student Senate – The Student Senate represents the student body in contacts with faculty and administration. Representatives to the Student Senate are elected from the various programs of instruction. These representatives are the voting members of the Senate, providing the students with a voice in college affairs. The Senate organizes and underwrites many special events planned for students. Student Senate representative(s) are elected by the students in the Certified Personal Trainer program.

## Student Insurance Overview

**Malpractice Insurance** – Students are highly encouraged to obtain their own individual coverage.

**Student Accident and Health Insurance** – From the Student Handbook: “WITCC does not have a compulsory insurance plan, but the College recommends that students enroll in a voluntary group accident and/or health insurance plan available through commercial insurance companies.” Insurance information is made available to students attending orientation sessions and is available in Enrollment Services. College liability insurance is not a substitute for health or accident insurance. **It is highly recommended that students obtain their own health insurance coverage.**

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## Certified Personal Trainer Program – Campus Location

The Sioux City Campus offers the Certified Personal Trainer program each fall semester. On-campus laboratory/clinical simulation facility is located in the Advanced Sciences Building. Additionally, various health facilities in the area may be utilized for enhanced learning opportunities.

### Academic Advising

Academic advising assists students in realizing the maximum educational benefits available by helping them to better understand themselves and to learn to use the resources available at WITCC to meet their specific educational needs. Linda Mercer, Certified Personal Trainer Instructor, will be your advisor throughout the program.

#### Role of Student in Advising

The student is to contact his or her advisor regarding all academic issues. It is necessary to make advance appointments with advisor for efficiency in scheduling. Faculty are available to meet new students taking either support courses or dental assisting courses prior to registering.

Faculty are available at the Sioux City Campus for advising and program inquiries in Room A108, Robert Kiser Building, Main Campus, Sioux City, Iowa. Contact the WITCC Admissions Office at 712-274-6403 to schedule an appointment.

Advisor signatures are required on all course schedules, drop/add slips, transfer of program and credit forms, and forms for withdrawal from programs or the college.

The student is ultimately responsible to meet **all** requirements for graduation.

## Requirement for Certified Personal Trainer Program

CPR Certification

First Aid

#### Cardiopulmonary Resuscitation

You are required to have a current CPR card. For information on CPR courses offered at WITCC, contact WITCC EMS Office at 712-274-8733, Ext. 1338 or 1-800-352-4649, Ext. 1338.

### Graduation

The Certified Personal Trainer program at WITCC can impose requirements for program acceptance, grading, promotion, and graduation that may be higher than College policies.

The requirements for graduation from the Certified Personal Trainer program supersede the College requirements. Students enrolled in the Certified Personal Trainer program **must** achieve a final grade of “C” or better in all courses in the Certified Personal Trainer program to be eligible for graduation.

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**I have read and understand the grading and graduation policies  
of the Certified Personal Trainer Program.**

**Please print:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*This form will be filled out and submitted the first day of class to your Certified Personal Trainer instructor. Please bring this handbook with you to the first day of your Certified Personal Trainer class.*



# Confidentiality Agreement

## Please read and sign the following statement

In accordance with the Health Insurance Portability and Accountability Act (HIPAA), it is the policy of WITCC that confidentiality and privacy of information is of utmost importance for health occupations students. Confidential information is any client, physician, employee, and business information obtained during the course of your clinical experiences associated with WITCC. Please read and sign the following confidentiality statement.

I will treat all confidential information as strictly confidential, and will not reveal or discuss confidential information with anyone who does not have a legitimate medical and/or business reason to know the information. I understand that I am only permitted to access confidential information to the extent necessary for client care and to perform my duties. Information that may be construed as a breach of confidentiality includes but is not limited to:

- (1) client's name and other identifying information
- (2) client's diagnosis
- (3) type of care being provided
- (4) reason for seeking health care services, treatment, and response to treatment
- (5) personal problems or actions

I will not access, use or disclose confidential information in electronic, paper, or oral forms for personal reasons, or for any purpose not permitted by agency policy, including information about co-workers, family members, friends, neighbors, celebrities, or myself. I will follow the required procedures at all agencies to gain access to my own confidential patient information.

In preparing papers, presentations, and other course work I will de-identify protected health information. I will not remove any individually identifiable health information from the facilities in which I am completing my clinical experience. The following are guidelines to be followed in order to be compliant with standards.

- The HIPAA Privacy Rule allows health care providers to use and disclose Protected Health Information (PHI) without a patient's written authorization for purposes related to treatment, payment, and health care operations. It further defines "health care operations" to include *"to conduct training programs in which students, trainees, or practitioners in areas of health care learn under supervision to practice or improve their skills as health care providers."*
- **Minimal Information:** The amount of PHI used must be the minimum amount necessary to conduct the training. Allowable information can include race, age, other medical conditions, prior medical conditions, and other background information only if necessary to accomplish the prescribed assignment. **Do not include the client's name and medical record number. In addition, do not talk about other identifying characteristics, for example the client's job, job title, where they work, where they live, their community activities, etc.**

HIPAA Program Office; The University of Chicago Medical Center; GUIDANCE (February 18, 2008)



I agree to use all confidential information and the information systems of the facilities I am assigned in accordance with facility policy and procedure. I also understand that I may use my access security codes or passwords only to perform my duties and will not breach the security of the information systems or disclose or misuse security access codes or passwords. I will also make no attempt to misuse or alter the information systems of the facilities in any way.

I understand that I will be held accountable for any and all work performed or changes made to the information systems or databases under my security codes, and that I am responsible for the accuracy of the information I input into the system. I understand that violation of such policies and procedures may subject me to immediate termination of association with any facility, as well as civil sanctions and/or criminal penalties.

Any student who fails to maintain confidentiality and/or directly violates confidentiality may risk expulsion from the program in which they are enrolled.

*I have read and understand the WITCC confidentiality policy and agree to abide by the policy as written above.*

Print name: \_\_\_\_\_

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

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

# Social Media Policy

Western Iowa Tech Community College supports the use of technology inside and outside the classroom. This support comes with the expectation that students in WITCC programs will uphold the legal and ethical standards of their prospective professions and the WITCC Health Science programs when using such technology, including social media. State and Federal laws regarding privacy, such as HIPAA and FERPA, apply to all communication, whether educational or personal.

Students may not post or otherwise publish confidential or protected information. No information identifying a client, client situation or clinical facility may be posted on any social media website. Social media outlets include but are not limited to: Facebook, LinkedIn, SnapChat, YouTube, Twitter, Instagram or similar sites in the future. Student use of photography and/or recording devices is prohibited in all class room, laboratory and clinical sites, unless formal permission of the instructor of record is granted in advanced.

Students are expected to maintain professional boundaries in their communication with others. Students should not give healthcare advice on social media sites. Students should not “follow” or become a client’s “friend” on a social media site.

Any violation of this policy must be promptly reported to the program faculty. Disciplinary actions up to and including student removal will be taken accordingly. Students may be banned from the clinical facility, and/or subject to immediate expulsion from the Health Science Program. Students may also be subject to civil and/or criminal actions.

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Revised & Accepted 11/30/17

# Signature Sheet of Understanding

**I have reviewed and understand the Certified Personal Trainer Program Admission Information Booklet and agree to abide by these policies.**

Print name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_

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