



CSEP-CPT Letter of Support

Dear Employer/Supervisor:

Please be advised that _____(please print) is applying to obtain his/her CSEP-CPT certification through the Canadian Society for Exercise Physiology. This certification requires that the applicant provide at least one letter of support verifying that he/she has completed a minimum of 25 contact hours of personal training with a client. Someone who is in a supervisory position at the facility where the training hours were completed should have overseen the personal training. The supervisor must be one of the following:

1. PFLC/CEP
2. Personal Training Director/Supervisor
3. Fitness Program Director

Note: The following will not be approved as signing authority: a colleague or client.

The personal training hours should have allowed the applicant to develop and exhibit the following skills:

1. The ability to clearly identify clients' needs.
2. The ability to appraise the current fitness level of clients according to their needs
3. The ability to design safe exercise programs for clients based on the appraisal results, goals and objectives.
4. Effective counselling skills with respect to recommended lifestyle behaviours.
5. The demonstration of correct exercise technique and program progression monitoring.
6. The demonstration of professionalism in the role of a certified personal trainer (including dressing appropriately for personal training sessions).
7. The ability to provide motivation and enthusiasm.
8. The ability to log/track personal training hours with individual clients.

Please sign below if you are willing to verify that this applicant has indeed fulfilled the requirements as stated above in conditions one to eight and completed 25 contract hours of personal training.

_____ Employer/Supervisor's Signature	_____ Date
_____ Employer/Supervisor Print Full Name	_____ Email/Phone Number
_____ CPT Candidate Signature	_____ Date
_____ Location of Testing	_____ Date

Note: Please send a copy of this document to the Alberta CSEP-H&FP office overseeing your submission for application.

**Alberta CSEP Health & Fitness Program Coordinator
Provincial Fitness Unit
Faculty of Physical Education and Recreation
University of Alberta
Edmonton, Alberta T6G 2H9**