

Process for Camosun BSFL-EXW, EXW Diploma or BAET students to Obtain CSEP-CPT (2015/2016)

Camosun students who will be completing their first two years of full-time studies within the BSFL-EXW, EXW diploma, or BAET will have the option to challenge the CSEP-CPT Practical Exam at Camosun by following the process detailed below.

Process to Obtain CSEP-CPT at Camosun College

STEP 1: COMPLETE CSEP-CERTIFIED PERSONAL TRAINER® WORKSHOP/EXAM APPLICATION FORM

Candidates are responsible for completing all paperwork required by CSEP on their own and by the deadlines established by CSEP.

- Candidate (i.e., YOU!) completes the online **CSEP-Certified Personal Trainer® Application Form** at least 4 months prior to the practical exam date. Online application form available from www.csep.ca. Assuming you have taken all coursework related to first two years of either the BAET, EXW diploma, or BSFL-EXW (or transfer credit), then you should be granted an approval to challenge the CSEP-CPT exams. However, all decisions are at the discretion of CSEP and not your Camosun instructors.
- Cost to apply is \$35+tax payable by credit card to CSEP (NOTE: this fee does not cover the cost to do the written or practical exams).
- Please note
 - Although the application form asks for official transcripts – it is OK for you to append a copy of unofficial transcripts at this time.
 - Incomplete applications will not be processed.
- After submitting your application, you should receive a **LETTER OF APPROVAL from CSEP** within **1-2 months (assuming your application has been approved by CSEP)**. **The Letter of Approval from CSEP is needed in order to proceed to STEP 2.**
 - If you do not receive the *Letter of Approval* within this time period, check your junk mail before contacting CSEP.

STEP 2: PURSUE CSEP-CPT THEORY AND PRACTICAL EXAM

Candidates should consult the CSEP-CPT Certification Guide (2013) for further details on the core competency areas examined in the theory and practical exam.

THEORY EXAM

- Once your CSEP-CPT application (outlined in Step 1) is approved, you will be emailed an *Exam Authorization Letter of Approval from CSEP* that contains the information required to pay for your CSEP-CPT Theory exam. Note: Paying for the CSEP-CPT Theory Exam also requires the exam code from your CSEP-PATH manual.
- Cost to do the CSEP-CPT Theory Exam is \$155+tax payable by credit card to CSEP.
- Once payment is processed (allow 3-5 days) you will receive an *Authorization to Test* from CSEP. Within that Authorization to Test will be the unique CSEP ID code that will allow you to find a location and date with a PearsonVue test centres.

PRACTICAL EXAM

- While some components of your CSEP-CPT practical exam are incorporated into EXW220, EXW230, EXW240 and EXW241 and will contribute to the overall mark for the respective course, all students interested in pursuing the CSEP-CPT will be required to challenge the CSEP-CPT Practical Exam.
- The CSEP-CPT Practical Exam will include one or more of the following areas: prescreening, assessment, monitoring, and counselling.
- Cost to challenge the practical exam for Camosun in-curriculum students will be \$100+tax payable to CSEP. Information on how to pay for the practical exam is given in the *Letter of Approval*. Your Camosun Instructor will provide the unique login and password for the Camosun CSEP-CPT Practical Exam rate.
- The dates for the Camosun CSEP-CPT Practical exam will be after the final exam period in April 2016. The specific dates/times will be announced by late February 2016.

STEP 3: REGISTER WITH CSEP

- After you successfully complete your CSEP-CPT Theory AND Practical Exam, CSEP will notify you on how to complete *CSEP-CPT New Member Registration Form* which requires payment of registration fees and official documentation of transcripts, CPR-C issued in the past 12 months and proof of Emergency or Standard First Aid. If you submitted official transcript at the time of application then these documents are not needed for registration. NOTE: your registration fees include costs for your insurance premium.
- You should allow 3-4 weeks for CSEP to process your registration.

CSEP-CPT FAQ's

How much does it cost to obtain the CSEP-CPT designation?

There are numerous fees that must be paid to CSEP in order to obtain the CSEP-CPT. Unfortunately, at this time there is not a 'bundled' rate. The list of all fees is as follows:

| Item | Fee | Note |
|--|--------------------|--|
| <i>Application fee</i> | \$35+tax | |
| <i>CSEP-PATH manual</i> | Check at bookstore | <ul style="list-style-type: none">• Your required textbook for EXW230, EXW240, EXW241• The registration code in your PATH manual is needed to pay for your CSEP-CPT Theory Exam.• If you lose this registration card OR if you bought your CSEP-PATH manual secondhand, you must pay \$40 -60 to obtain a new one. |
| <i>Theory exam fee</i> | \$155+tax | |
| <i>Practical exam fee for Camosun students</i> | \$100+tax | |
| <i>CSEP-CPT Registration fee for 2015-2016</i> | \$260+tax | <ul style="list-style-type: none">• Paid AFTER you successfully complete all certification requirements for the CSEP-CPT.• This includes your professional liability insurance and CSEP membership |

What comes first the CSEP-CPT Theory Exam or the CSEP-CPT Practical Exam?

It does not matter which exam (theory or practical) is done first. But once you successfully complete

one exam then you have **six months** to complete the other exam AND also register with CSEP. For example, Kirstin chooses to do her theory exam first and successfully passes her theory exam on April 1, 2016. Kirstin has until October 1, 2016 to successfully complete her practical exam AND submit all registration documents to CSEP. It is recommended that you have your registration in 2-3 weeks prior to the end of your eligibility date.

If you are unable to complete the process within the 6 months you can submit an appeal for an extension. This appeal should be submitted before the end of the 6 months. If the appeal is not approved you will have to start the exam process again at your own cost.

When is the practical exam?

The CSEP-CPT Practical Exam date (for in-curriculum students at Camosun) will be in April 2016 (most likely, near or just after last day of final exam period). Specific date/time will be announced in January 2016 and posted on the CSEP website.

When is the theory exam?

You decide! The CSEP-CPT Theory Exam is hosted by PearsonVUE testing centres. Once you receive your Exam Authorization Letter of Approval from CSEP, you log into the PearsonVUE CSEP website and choose the day/time/location for your CSEP-CPT Theory Exam.

What if I fail my first attempt at the CSEP-CPT Theory Exam?

You are allowed a second attempt (fee of \$100+tax will be charged).

What if I fail my first attempt at the CSEP-CPT Practical Exam?

You are allowed a second attempt (fee of \$30+tax will be charged).

What if I decide that I do not want to do my theory and practical exam this year? Do I need to reapply to CSEP to do my CSEP-CPT Examinations next year?

You have one year from the date on your Exam Authorization Letter of Approval from CSEP to begin the examination process. So if you decide to postpone the examination process you do not need to reapply to CSEP. You just need to start the examination process within one year of the Exam Authorization Letter of Approval date. Your Camosun instructors recommend that you apply to do your CSEP-CPT in the same term that the practical exam is offered. NOTE: You are only eligible for the Camosun Practical Exam Fee in the term that you take EXW241. You will have to pay the full CSEP-CPT Practical Exam fee if you decide to do your practical exam at a later date.

What if I started the examination process but I failed a course in my final term?

Remember that you have **six months** after beginning the examination process to complete the other CSEP-CPT exam AND register with CSEP. If you fail a course and you cannot get the equivalent course credit within six months, you can submit an appeal for an extension to CSEP. This appeal should be submitted before the end of the 6 months. If the appeal is not approved, you will have to start the exam process again at your own cost. Your Camosun instructors do not recommend starting the CSEP-CPT

examination process until after you receive your final course grades.

I am confused! I need help!

CAREFULLY re-read all information above. Go to CSEP.ca and read all information related to the CSEP-CPT designation. If you still have any questions related to the CSEP APPLICATION FORMS, THEORY EXAM, PRACTICAL EXAM or REGISTRATION WITH CSEP, please contact memberships@csep.ca