



NSCA™

National Strength and Conditioning Association

a nonprofit tax-exempt educational organization

Dear Prospective Site Host:

Thank you for your interest in the NSCA's Exam Preparation Symposium (EPS) Program. The Essentials of Strength Training and Conditioning and the Essentials of Personal Training symposia serve as a review of the major content areas on the Certified Strength and Conditioning Specialist® and NSCA-Certified Personal Trainer® examinations. The NSCA is eager to assist you in establishing this program at your college/university or facility.

Please review the enclosed sample Letter of Agreement indicating the requirements, duties and fees involved in hosting a symposium. If you wish to proceed with establishing an EPS, please complete and return the Request to Host form, along with your \$250 fee. The NSCA will contact you to provide assistance with the selection of an optimal date for your event. (Please note that it is important to allow enough time [6 – 8 months is recommended] to adequately prepare for and promote a successful event.)

Once your site has been approved, you will receive a Letter of Agreement, specific to your site that will need to be signed and returned to the NSCA. The Letter of Agreement is not valid unless all parties have signed it.

Following receipt of your signed Letter of Agreement (included with the \$250 fee), you will be provided with the necessary guidelines and teaching tools that will make your Exam Preparation Symposium a success. Please feel free to contact the NSCA throughout the process of establishing the symposium as needed.

We look forward to assisting you in paving the road for future Certified Strength and Conditioning Specialists and NSCA-Certified Personal Trainers. In addition to the EPS Program, we also offer Exams on Request, which allows your students to demonstrate their level of knowledge and enhance their career opportunities at the culmination of the symposium. For more information on the Exams on Request Program, contact the NSCA Certification Department at 800-815-6826 x151.

Regards,

Jay Dawes, MS, CSCS,*D, NSCA-CPT,*D, FNCSA
NSCA Education Director

MISSION STATEMENT

As the worldwide authority on strength and conditioning, we support and disseminate research-based knowledge and its practical application, to improve athletic performance and fitness.

NSCA Exam Preparation Symposium (EPS) Program

The Exam Preparation Symposium (EPS) Program was introduced in July 2000 in the NSCA Strength and Conditioning Journal. The EPS Program was developed to provide college/university faculty, or a facility, the opportunity to host an Essentials of Strength and Conditioning Symposium and/or Essentials of Personal Training Symposium. This program also provides a financial opportunity for individuals who host the symposia. Those who are CSCS® or NSCA-CPT® certified also earn 1.0 CEUs for hosting an EPS, which qualifies for the Recertified with Distinction Program.



The EPS Program provides examination candidates with an opportunity to attend an EPS in their area prior to taking their exam. Hosts also have the option of hosting an exam through the Exams on Request Program in conjunction with their EPS. Visit the NSCA at www.nasca-cc.org for more information on hosting an EPS or the Exams on Request Program.

The NSCA provides the host with an EPS Host Kit (for \$250.00) consists of symposia outlines, Exam Preparation Symposium CDs, a Free Weight and Machine Exercise Techniques presentation video and attendee workbook PDF (for a \$250 fee), as well as promotional assistance (personalized PDF posters, NSCA website listing, PDF brochures, and the option of becoming a CEU Provider)—provided enough time is allotted for marketing. The host selects presenters and organizes the symposium according to the guidelines the NSCA provides. The host is also responsible for handling all aspects of registration and administration. The host keeps the revenue generated by the symposium.

Symposium Description

Duration

- Minimum of 16 hours (for CSCS) or 18 hours (for CPT) of presentations, or the equivalent of two consecutive days. NOTE: if holding a semester-long course, supplemental information will be needed.

Presentations (minimum requirements)

- Total of 10 presentations for CSCS and 11 presentations for NSCA-CPT (1 – 2 hours each, depending upon the topic)
- Format will adhere to classroom-style environment with audio/visual support (host assumes associated cost)

Suggested Symposium Registration Fees, Attendee Minimums, and Cancellation Concerns

- Suggested registration fee: \$125 up to \$250
- A minimum of 10 attendees must register for, and attend the exam. A list of these attendees must be provided to the NSCA via fax or mail, at least fourteen days before the event begins.

- If the symposium is canceled: the NSCA is NOT responsible for any facility-related expenses (i.e., rental, maintenance, or police security) or audio/visual rental costs and is NOT obligated to pay symposium presenters or other personnel.
- If the symposium is cancelled and an exam was scheduled at the conclusion: the host/institution is still obligated to hold the exam.

Responsibilities of the NSCA

- Email symposium workbooks PDF and supplies to host (including presenter evaluation forms)
- Recognize and promote the symposium and exam site via:
 - The NSCA Website
 - Announcements in the “Events Calendar” in NSCA Bulletin
 - Distribution of inserts in all mailings of certification and exam information requests.
- Provide host with a template PDF to print and mail symposium and exam promotional brochures



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Symposium Host Requirements and Responsibilities Site

- Host must pay for all expenses (including facility use and fees for site)
- Symposium site must be submitted a minimum of 120 days in advance for approval and marketing purposes
- Host is responsible for reserving/renting a room or classroom where instruction may take place
- Classroom must comfortably seat all registered individuals and allow for note taking
- Three (3) tables and six (6) chairs must be provided for registration area
- Host is responsible for reserving the use of audio/visual equipment needed by the presenters which includes, but is not limited to:
 - Laptop computer and backup
 - Projector
 - Screen
 - Video projector unit (with remote control if needed)
 - Podium and microphone (lavaliere type)
 - Broadcast system



Presenters

Selected symposium presenters must fulfill the following requirements (and submit their vitae):

- All presenters must possess a Bachelor's degree or higher
- Two or more presenters must hold CSCS and/or NSCA-CPT certifications
- Note: a maximum of two (2) presentations are allowed per presenter
- Preferred: presenters currently working in strength and conditioning field
- Preferred: presenters have academic preparation in an exercise science-related curriculum
 - Presenters must comply with pre-established symposium format and content
 - One copy of the Symposium Workbook PDF section and Exam Preparation CD's must be provided to each presenter (gratis) for their topics of presentation
 - Host will provide introduction for each presenter
 - If stipends are to be presented, it is the Host's responsibility.
 - The NSCA must be provided with the names and addresses of all attendees, at least 14 days before scheduled event

Administration

- Promote institution as an NSCA-approved symposium site
- Distribute promotional symposium and exam brochures (from PDF) in local area
- Process all registrations (providing attendees and presenters name tags is optional)
- Provide registered participant and email list to the NSCA for distribution of workbook PDF, 14 days prior to the event
- Provide qualified personnel to troubleshoot any audio/visual problems
- Pay as needed, for the personnel associated with the video projection unit used for the "Free Weight and Machine Exercise Techniques" presentation
- Conduct and supervise on-site symposium attendee and presenter check-in
- Provide personnel to monitor access to event
- Decide whether refreshments will be served during breaks, and plan accordingly
- Attend to the needs of the participants and presenters
- Manage volunteers
- Consult with the NSCA Education Manager throughout the process of establishing the event





Exam Preparation Symposium Host Kit

The EPS Host Kit consists of the following items, designed to provide you with the tools for a successful event.

- The Essentials of Strength Training and Conditioning Symposium Workbook PDF, Exam Preparation Symposium CD's, PowerPoint files, and the Free Weight and Machine Exercise Technique Workbook and DVD Video
- Promotional tools: Promotional posters (sent separately), CEU Provider application and sample forms

The Essentials of Strength Training and Conditioning Symposium Workbook (PDF download) provides course outlines that serve as the foundation for the symposium presentations.

Please distribute a copy of the workbook PDF, with the corresponding CD's and PowerPoint presentations, to each presenter. The use of additional resources is encouraged to enhance the content of each presentation.

As part of the NSCA's efforts to promote your event, we will provide you with some marketing tools. A poster and brochure PDF's will be sent to you for distribution. Mailing labels are also available for purchase by calling 800-815-6826. If you want additional exposure for your event, you can take advantage of the CEU Provider Program. Simply complete the enclosed CEU Provider form and submit it along with your event outline and the application fee. The NSCA will then determine the number of CEUs awarded for your event.

About the NSCA

The National Strength and Conditioning Association (NSCA) is an international nonprofit membership association founded in 1978 serving over 33,000 members. The NSCA develops and presents the most advanced information regarding strength training and conditioning practices and injury prevention. Central to its mission, the NSCA provides a bridge between the scientist in the laboratory and the practitioner in the field. By working to find practical applications for new research findings in the strength and conditioning field, the Association fosters the development of strength training and conditioning as a discipline and as a profession.

Contact Us

Contact the NSCA Education Department by visiting us online, calling our 800 number, or visiting us in person.

NSCA World Headquarters
1885 Bob Johnson Drive • Colorado Springs, CO 80906
Ph: 800-815-6826 • Email: nsca@nsca-lift.org
www.nasca-lift.org

Hours of Operation

8am – 5pm, MST Mon – Thurs
8am – 4pm, MST Friday



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Exam Preparation Symposium (EPS) Letter of Agreement

We, the undersigned, agree to host the Essentials of Personal Training/Strength Training and Conditioning Symposium on _____ at _____ in _____ and consent to the following conditions set forth by the National Strength and Conditioning Association.

1. The host will select the presenters, and of those, a minimum of two must be CSCS® or NSCA-CPT® certified.
2. The host will provide the presenters with the appropriate outline workbook PDF, the appropriate EPS Multimedia CD's and PowerPoint slides, (the Free Weight and Machine Exercise Techniques presenter will also receive Exercise Technique Manual with accompanying DVD's) pertaining to their selected lecture allowing them to follow the format provided by the NSCA.
3. The host is responsible for local marketing to ensure that at least 10 people register for the event.
4. The workbook PDF's are available at a discounted rate (\$29.95 for CSCS/ \$35.95 for NSCA-CPT). The host will collect registrations and workbook fees as well as send a list of attendees with corresponding emails to the NSCA, for distribution of workbook PDF's to all registrants. Registration price for EPS is between \$125 & 250.
5. The host will assume responsibility for all costs associated with the symposium including, but not limited to; rental of the site, audio/visual equipment, support staff, presenter stipends, and all other incurred costs.
6. In the event that the symposium is cancelled, it is the host's responsibility to notify all presenters and attendees.
7. The NSCA will hold the \$250 registration fee as a deposit for future events.
8. All information contained in the workbooks, and provided to the host for use in the symposium, is the sole property of the NSCA and cannot be reproduced or used without permission.

We acknowledge that we have read, understand and agree to fulfill the obligations listed above.

_____ Name of Host	_____ Job Title of Host
_____ Host Signature	_____ Date
_____ Name of Administrator/Supervisor	_____ Job Title of Administrator/Supervisor
_____ Signature of Administrator/Supervisor	_____ Date
_____ NSCA Representative Signature	_____ Date

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