

# *SAMPLE LETTER OF GUARANTEE*

To request an exam please fill out the Host Information Form

I, NAME, ask the NSCA Certification Commission of the National Strength and Conditioning Association to conduct the Certified Strength and Conditioning Specialist (CSCS) OR NSCA-Certified Personal Trainer (NSCA-CPT) examination in CITY.

By my signature below, I acknowledge that I will serve as the host for the CSCS/NSCA-CPT examination scheduled for DATE and that I agree to fulfill those obligations listed below:

- 1) At least 15 individuals will be registered for the examination by DATE (postmark). I am aware that the NSCA Certification Commission will cancel the CSCS exam if less than 15 candidates register for this examination.
- 2) I am providing a \$100 deposit that the Commission will return to me no later than one month following the certification examination. In the event, the above mentioned minimum number of registrations is not reached, the NSCA Certification Commission will retain the deposit to defray administrative and promotional costs.
- 3) I am aware that the Commission's examination service (Applied Measurement Professionals) may contact me to identify an examination room that is large enough to accommodate at least double the number of registrants (there must be at least one empty chair between each candidate). Also, I am aware that the NSCA Certification Commission and its examination service have final approval over the specific location.
- 4) I am aware that I may be asked to assist the examination service in obtaining the use of a VHS 1/2 inch video player and monitor per every 25 candidates (to be used during the Practical/Applied portion of the examination).

- 5) I acknowledge that all examination registration fees will be paid to the NSCA Certification Commission. I acknowledge that the Certification Commission is not responsible for food, lodging or transportation of examination candidates nor is the Commission responsible for expenses incurred by an applicant due to a canceled examination (i.e., airfare, hotel, etc.).
  
- 6) I acknowledge that the Certification Commission may cancel or reschedule the certification examination due to adverse weather or acts of God (i.e., riots, earthquakes, etc.). In the event the examination is canceled or rescheduled (due to above-mentioned reasons), I further acknowledge that I, as host, would be responsible for notifying the site (i.e., university, hotel, etc.) to apprise them of the situation. The Certification Commission would be held harmless in the event of cancellation.

The NSCA Certification Commission will be responsible for the following items:

- 1) for providing the host with promotional materials (brochures) by no later than one month following the receipt of the signed Letter of Guarantee.
  
- 2) for receiving, verifying and recording examination registrations. Using the services of Applied Measurement Professionals (AMP), the Certification Commission will administer the examination. They will also oversee the distribution of score reports (to all eligible candidates) by the examination service (AMP) with the reports being sent on approximately six (6) weeks following the examination.

The NSCA Certification Commission will also make examination review materials relative to the Certified Strength and Conditioning Specialist and/or NSCA-Certified Personal Trainer examination available for sale.

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NAME OF HOST

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NSCA Certification Commission

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