



Candidate Handbook for the
National Pilates Certification Exam



A. Mission:

To validate, preserve, and advance the legacy of Joe and Clara Pilates' work for its lifelong benefits to health and wellness.

- Set standards for professional competency necessary to safely and effectively teach the Pilates method to everybody.
- To award a credential to those who have provided evidence that they meet established professional standards.
- Develop and maintain fair third-party certification exams which meet NCCA standards and reflect current practice through updates and psychometric analysis.
- Establish guidelines for continuing education courses which encourage ongoing professional growth for certified teachers.

For the public, employers, government agencies, and other professionals in allied fields, the NPCP credential provides assurance that the NCPT is competent in the provision of services. To achieve certification, candidates must pass a 125 item, multiple-choice examination. Candidates are allowed three hours to complete the exam. The passing score is 80.

B. Eligibility requirements:

- 18 years of age
- Completion of Comprehensive Pilates training including all necessary coursework and assignments, including final exams required by the school or mentor.

Comprehensive Pilates training must be minimally 450 hours in length and cover the following:

- Mat
- Reformer
- Wunda Chair (or equivalent)
- Ladder Barrel
- Spine Corrector
- Trapeze Table
- Magic Circle

The program of study may be live or live virtual and must address the following within the curriculum:

- Lectures: history of Pilates, anatomy, special populations
- Observation hours (student observes an experienced teacher)
- Practice Teaching (under the guidance of an experienced teacher)
- Self-Practice hours

Verification of comprehensive education is obtained from the school and/or mentor that provided the education.

Note: In cases where a candidate receives training through multiple schools over a period of years, one school or trainer must verify the education based on review or assessment of comprehensive competency.

C. Application requirements:

Candidates must provide all required personal information as well as the name and contact information of the school or mentor that provided the comprehensive training. Candidate's name must be their legal name as it appears on government issued forms of identification.

Once completed, candidates must attest to the accuracy of all information on their application. The application fee is \$295; this includes application processing, test administration, and the first two years of certification. Payments can be made in U.S. Dollars using Visa, MasterCard, or American Express.

There is an additional \$100 fee for computer-based testing (at a testing center) outside of the US and Canada.

The application fee is non-refundable.

Applications for the NPCP exam may be refused for the following reasons:

- Failure to meet eligibility requirements
- Falsification and/or misrepresentation of application data

D. Application submission and exam scheduling for Computer-Based and Online Proctored Testing:

PSI Services Inc. is the test administration company that processes initial applications and administers all examinations for the NPCP.

Applications are online and available on the NPCP website www.natpcp.org. Candidates will be redirected to the PSI website to create a sign in and password. Once signed in, a candidate may save the application and return to it at a later date.

Submission of the online application requires payment. Once payment is processed, the candidate is directed to a page to schedule their exam location, date and time. Candidates may choose to schedule their exam at a later time, but scheduling must be completed within one year of application submission. Candidates are sent verification of their application via email. For a receipt, candidates must select the “Receipt” link on their home page of the online application account.

Scheduling is available 24 hours a day. After scheduling an exam date, candidates will receive an email confirmation that contains the test date, time, and site address and directions if applicable.

For online application assistance contact certification@natpcp.org

For scheduling assistance (i.e., you cannot proceed with scheduling or you do not see a test site you are needing or scheduling dates not available for a site you see, etc.) please contact PSI at 833-333-4754 and press 1 then 2 for assistance or contact certification@natpcp.org.

E. Rescheduling a CBT or Online Proctored exam:

Candidates may cancel or reschedule an exam appointment without forfeiting their fee if notice is received 48 hours prior to the scheduled exam date via the candidate’s online account at <https://online.goamp.com/CandidateHome> or by calling 833-333-4754.

- If the candidate does not show for a testing session and has not rescheduled prior to the scheduled test date, the testing fee will be forfeited.
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- Exceptions to this policy will be made only for substantiated emergencies. Notification of emergencies should be directed to 833-333-4754 (press 1 then 2) or certification@natpcp.org
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- For questions regarding the application process, please contact: certification@natpcp.org

NOTE: No applicant for NPCP certification will be denied on the basis of race, national origin, color, creed, religion, sex, age, disability, gender identity, gender expression, or sexual orientation. Candidates are expected to provide truthful and complete information.

F. Auditing:

The NPCP monitors candidate compliance with established certification requirements through the random auditing of 40% of initial applications. The audit must be completed prior to the candidate scheduling their exam. If selected for auditing, candidates will be alerted immediately after payment submission in the online application. An email will be sent with instructions on the steps involved in the audit process.

If audited, the NPCP will verify proof of age and comprehensive training.

- The NPCP will contact the candidate to obtain proof of age, verified with a copy of any government issued form of identification that includes the date of birth
- The NPCP will contact the school or mentor identified on the application to obtain evidence that the candidate has completed the required comprehensive training

Once all requirements for the audit are satisfied, an email will be sent to the candidate to schedule a testing date.

- If the candidate is deemed ineligible during audit, the candidate will be notified by email and the application will be closed.
- If the required verifications are not obtained within 30 days, the candidate will be notified by email and the application will be closed.
- If an application is closed, candidates must re-apply for initial certification and pay the required fees to be reconsidered.

Appeals:

Candidates desiring to appeal the results of an audit must comply with the following:

1. An appeal must be made in writing (via email) and received by the Certification Coordinator within 15 calendar days of the adverse decision. Appeals are sent to certification@natpcp.org.
2. The candidate is responsible for demonstrating that the appeal should be considered by providing all details supporting their request for the reversal of the adverse decision.

The NPCP Board President and two other Directors appointed by the President will review the appeal. The appeals committee will investigate all details related to the appeal and report its findings and recommendation to the Director of Operations who will notify the candidate of the decision. Decisions regarding candidate appeals are final.

G. Taking the exam:

The NPCP Certification Exam is a multiple-choice exam. The exam is administered:

- At testing centers on a computer (CBT)
- Online, with virtual proctoring

Candidates are allowed (3) hours to complete the exam.

Candidates must provide photo identification with signature. Acceptable forms of identification include driver's licenses, passports, and government issued identification cards.

- At testing centers, candidates must arrive 30 minutes prior to scheduled time
- Online, candidates should be available 15 minutes prior to the scheduled time
- No breaks are allowed for National Pilates Certification Program exams

Candidates are prohibited from bringing the following items:

- Cameras, cell phones, optical readers, or other electronic devices that are enabled to photograph, photocopy or otherwise copy test materials
- Book bags, purses, handbags or luggage
- Headphones, calculators, computers, or other electronic devices
- Pencils, pens, highlighters, or notepaper
- Watches
- Food or beverage
- Hats, hoods, or other headgear
- Coats and jackets (sweaters and sweatshirts without pockets or hoods are permitted)

Note: Candidates are allowed to bring a direct translation dictionary to the testing site.

If it is determined that a candidate has brought any prohibited item to the test site, the item may be held by the testing staff. The test administration company, the examination host, and the test administration staff will not be held liable for lost or damaged items brought to the examination site.

Candidates who choose to opt-out of the exam must surrender all testing materials to the proctor. These candidates are not permitted to re-enter the controlled testing area once

they have departed.

For online proctored testing:

Candidates are encouraged to use PSI's compatibility check tool to verify that they have the appropriate hardware and software for their administration. This tool is launched on the day of the exam as a check for compatibility and available here:

<https://syscheck.bridge.psiexams.com/>

Technology requirements:

PSI Bridge is compatible with Windows or Mac OS computers with a working webcam, microphone, and internet connection. PSI's compatibility check tool will ensure the candidate's system meets the requirements for test administration. This check does not however, guarantee the absence of potential technical issues.

- The most recent requirements can be viewed here: <https://helpdesk.psonline.com/hc/en-gb/articles/4409608794260-PSI-Bridge-Platform-System-Requirements>
- Browsers supported: Internet Explorer, Firefox, Safari, Google Chrome, Microsoft Edge
- PSI Secure Lock-Down Browser
- Browser settings: The browser must accept third-party cookies for the duration of the exam ONLY
- Webcam/microphone: Minimum VGA 1369 x 769 or higher resolution, enabled built-in or external microphone
- Bandwidth: Minimum 300 kb/s download and upload
- Hardware requirements: 2GB RAM Memory; 1 GB Free Disk Space, minimum 1368 x 768 screen resolution

Check-In and candidate identification:

Candidates will be able to log in to their session up to 15 minutes prior to their scheduled start time. They will be greeted by a proctor who will assist the candidate through the Identity verification and testing area security scan processes. When the check-in process is complete, the exam will be released to the candidate in a secure, lock-down browser. This security feature will block access to other browsers, screen sharing, screen recording, remote access, virtual machines, chat tools, communication tools, hot-keys, copy/paste, and right mouse clicks.

NOTE: during testing, PSI will be able to see the candidate's computer but will not have access to candidate's personal data.

Live proctor monitoring during test session:

During the exam, candidates may communicate with the proctor through chat. The proctor can view and hear the candidate, but the candidate cannot view or hear the proctor. Proctors will be focused on detecting prohibited behavior such as unusual eye movements, removing oneself from the field of vision, etc.

Day of Exam Expectations:

- Present a government-issued photo ID card to be photographed by the webcam.
- Please note that U.S. military IDs are not allowed as a form of identification for remotely proctored exams.
- Scan testing area with webcam.
- Take a photo of yourself (selfie) with your webcam.
- Be ready 15 minutes early.
- Review the Candidate Handbook
- You will need to log into <https://online.goamp.com/CandidateHome/Login> to initiate the exam launch process.
- On your home page after login, scroll down and click on “Launch Remote Proctored Exam”; this link directs you to your exam page.
- Click on the “Launch Exam” button up to 30 minutes before your scheduled exam time.
- You will be prompted to download the secure browser.
- You will be required to perform a System Compatibility Check and must ensure that your computer system is compatible before being able to proceed. Please use this link to verify system compatibility <https://syscheck.bridge.psiexams.com/>
- Testing environment is clear, quiet, and free from distractions.
- A webcam (built-in or separate) and microphone are required for testing.
- No one other than the candidate is allowed in the room during the exam.
- You are allowed to use direct translation dictionaries.

Prohibited actions:

- It is illegal and unethical to memorize and share questions that are on any NPCP certification exam. Memorizing and sharing questions from the exam violates the confidentiality agreement and Federal Copyright Laws. At exam registration, candidates are required to agree to a confidentiality statement attesting to their intent to keep the contents of the exam confidential. Violation of this security agreement may result in suspension or revocation of certification and suspension or denial of eligibility for future exams.
- Cheating, disruptive behavior, and refusal to cooperate with exam proctors may result in revocation of certification and denial of eligibility for future exams. Notification of such behavior is forwarded to the Certification Board President for review. The candidate is contacted with a determination based on the circumstances.

Test site supervisors complete a summary report following each test administration. The report describes any irregularities that arose, their resolution, and recommendations for improvements.

H. Exam results:

- Scores are derived from the number of questions answered correctly and reported as a raw score with a minimum passing score set at 80.
- Examination results for CBT and online proctored testing are made available upon completion of the exam.
- Examination results will not be released by telephone.
- Candidates that do not achieve a passing score will receive a breakdown by major content area to assist them in their exam retake efforts.

Candidates that pass the exam will receive two emails.

- Welcome email to access their electronic badge that can be used on websites, emails, and social media as well as a personalized certificate and a wallet card for printing purposes.
- Informational email that provides renewal information, and a username and password that will enable them to update their profile on the NPCP website.
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- All emails will be sent within five business days of passing an exam.

Current exam statistics may be viewed on the Certification page:

https://nationalpilatescertificationprogram.org/NPCP/About/Exam_Statistics.aspx

I. Appeal of exam results:

Candidates wishing to appeal their test results must submit a written request to certification@natpcp.org care of the NPCP Board President. This request must clearly indicate the basis for the appeal. Appeals must be received by the NPCP no later than 30 days following the release of examination results.

To protect the integrity of the certification examination, exam content is not available for review. In addition, NPCP or PSI staff members will not discuss specific questions on any section of the examination.

The NPCP Board President and two other Directors appointed by the President will review the appeal. The appeals committee will investigate all details related to the appeal and report its findings and recommendation to the Director of Operations who will notify the candidate of the decision. Decisions regarding candidate appeals are final.

J. Retaking an exam:

Candidates that do not pass may retake the exam 15 days following the most recent attempt. If a passing score is not achieved in 3 attempts, candidates must wait 12 months after the third attempt to retake the exam. The retake fee is \$150.00 (plus an additional \$100 for CBT testing outside US and Canada). To schedule a retake, candidates must log back into the online application [here](#).

K. Reasonable accommodations:

Reasonable accommodations are provided for candidates who have any sort of impairment e.g., walking, talking, hearing, reading, performing manual tasks, etc. To apply for reasonable accommodations, the candidate must submit documentation provided within the past 12 months by a medical professional on the professional's letterhead. The documentation must reference a diagnosis of the disability and specific recommendations for accommodations. Reasonable accommodations are considered based on the candidate's request, disability, documentation submitted, and appropriateness of the request. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the exam.

Steps for special accommodation requests:

1. Candidate contacts NPCP 45 days prior to scheduling their exam and provides necessary documentation: certification@natpcp.org
2. PSI will make scheduling arrangements for the candidate.
3. PSI will work with candidate to find a date, time, and location where the specialaccommodation is available.

L. Exam information:

The National Pilates Certification Exam was constructed following established norms that include the development of a "Role Delineation" or "Job Analysis" that clearly establishes the role of a Pilates teacher. The Job Analysis for Pilates identifies four domains and the tasks associated with each domain. It is the percentages associated with these domains and tasks that serve as a "blueprint" for the exam's construction. For more information on the 2020 JobAnalysis go [here](#).

M. Exam Content Outline:

Below are the four domains and the list of tasks associated with each, as well as the number of questions that will appear on the exam for each domain.

1	Critical Observation	20
A	Intake	
B	Initial observation	
C	Determining movement capabilities	
D	Ongoing observation	
E	Outcome review	
2	Teaching	30
A	Comprehensive Pilates repertoire	
B	Basic Pilates philosophy and history	
C	Program design (e.g., sequencing, load, tempo, spatial orientation) of a balanced, safe, and effective Pilates exercise program	
D	Program implementation	
E	Ongoing program development	
F	Pilates specific teaching skills (e.g., cuing, tactile, spotting, verbal, imagery)	
3	Technical Expertise	30
A	Basic movement sciences (e.g., anatomy, biomechanics, kinesiology)	
B	Accommodations for common health conditions and anatomical variations	
C	Equipment set-up, use, maintenance, and safety	
4	Professionalism	20
A	Work environment maintenance and protocol	
B	Personal conduct and presentation	
C	Self-care (e.g., hours of teaching, hours between clients)	
D	Client communication	
E	Professional boundaries	
F	Best business practices	
G	Client documentation (e.g., intake form, waivers, lesson notes, incident reports)	
H	Continuing education	
I	Pilates Scope of Practice and Code of Ethics (see NPCP website)	

N. Practice tools:

For candidates who have been out of school for a while, or even recent graduates who feel they need additional preparation, several tools are recommended:

- The NPCP Pilates Certification Exam – Study Guide
- The NPCP Pilates Certification Exam – Practice Questions
- Return to Life by Joseph Pilates

All three texts are available on Amazon.com

An online practice test, which simulates the actual testing experience, is available on the NPCP website: https://nationalpilatescertificationprogram.org/NPCP/Get_Certified/Practice_Exam.aspx

The practice test includes 60 multiple-choice questions that reflect the content areas, level of difficulty, and format of the actual certification examination. The practice test fee is \$60 and must be paid by credit card (MasterCard, Visa or American Express).

O. Grounds for disciplinary action:

The National Pilates Certification Program may refuse to certify, suspend, or revoke an existing certification in the event of any of the following:

- Ineligibility for certification or certification renewal.
- Irregularity in connection with any certification exam.
- Unauthorized possession, use, or distribution of exam score reports, trademarks, logos, written materials, answer sheets, certificates, certificant or applicant files, or other confidential or proprietary materials (registered or otherwise) of the National Pilates Certification Program or the testing body.
- Material misrepresentation or fraud in any statement to the National Pilates Certification Program, to an employer or potential employer, or to the public, including but not limited to statements made to help the individual apply for, obtain, or retain certification.
- Any physical, mental, or emotional condition of either temporary or permanent nature, including, but not limited to, substance abuse, which impairs or has the potential to impair competent and objective professional performance.
- Negligent and/or intentional misconduct in professional work, including, but not limited to, physical or emotional abuse, disregard for safety, or the unauthorized release of confidential information.
- The timely conviction, plea of guilty, or plea of nolo contendere in connection with a felony or misdemeanor that is directly related to public health and/or Pilates instruction or education and that impairs or has the potential to impair competent and objective professional performance and/or public confidence in the profession. These include, but are not limited to, rape, sexual abuse, actual or threatened use of a weapon or violence, or the prohibited sale, distribution, or possession with intent to distribute of a controlled substance.
- Cheating, disruptive behavior, or breach of confidentiality agreement at a testing center.
- Non-compliance with the Code of Ethics and Scope of Practice.

P. Certification renewal:

The NPCP requires all certificants to renew their certification every two years. To renew, certificants must earn 16 CECs during the 2 years, submit a Certification Renewal Application, and pay a renewal fee. For details regarding renewal, see “renew” page on the NPCP [website](#).

Q. Confidentiality policy:

The National Pilates Certification Program maintains an online registry of NPCP certified teachers on its website.

It is the policy of the NPCP to publish only that information necessary to determine whether an individual is currently certified. No information related to a certificant's scores are reflected on the certificant registry. All certification team members are required to sign acknowledgement of this policy as a requirement for employment.

Confidential information will not be disclosed without the written consent of a candidate or certificant. The following is considered confidential information:

- Application status
- Certification exam score
- Phone number(s), email and residential address(s)

The following is NOT considered confidential information and is held in the public domain:

- Certification status
- Certification number
- Country and City

Certificants may login to the NPCP database and add their contact information, additional information regarding their training or experience, and a photo to their listing.

To view the NPCP Privacy policy go [here](#).