

TIPS FOR BECOMING AN NPCP CEC PROVIDER

A quick-reference guide to help you navigate the process smoothly — from your first question to your workshop appearing in our Find CECs listing.

1. Before You Apply

- Not sure if you qualify? Check [our website](#) before you do anything else. Save the formal application for once you have a specific workshop ready to submit. If still need help, email continuingeducation@natpcp.org.
- Know your role. Are you teaching Pilates content, or an allied/complementary modality?
 - **Teaching Pilates content** → you must hold the NCPT® accredited credential.
 - **Teaching an allied modality (complementary content)** → an NCPT® is not required, but you'll need to demonstrate clear expertise in your subject matter.
- Have everything ready before you start the online application. The system does not save partial progress, so don't begin until your details are finalized.

2. Know the Key Terms

- **Host:** Owns the physical or virtual space where the workshop happens. Does not present the content.
- **Presenter:** The person actually teaching the workshop. This is the role you submit under if you're leading the session.
- **Live:** In-person, same physical space as participants.
- **Live Streamed:** Real-time virtual delivery (Zoom, Facebook Live, etc.) with live interaction — counts as a Live CEC, not Distance Learning.
- **Distance Learning:** Self-paced, prerecorded or written/audio material, completed in the participant's own time. Requires a quiz/assessment.

Tip: If you're streaming live, always select "Live" when applying — selecting "Distance Learning" by mistake is the #1 cause of unexpected fee jumps (see Section 4).

3. Build a Strong Application

- **Workshop Objectives** — What will participants know or be able to do after the workshop? Frame it as outcomes, not topics.
- **Workshop Outline** — Your lesson plan. Bullet points or an hour-by-hour breakdown both work — just make it clear and followable.
- **Workshop Description** — This is your marketing copy. It's what certificants browsing the approved provider listing will actually read, so make it clear and compelling.

CEC math: 1 CEC = 1 clock hour, counted only for actual instruction time. Homework, pre-reading, video recording assignments, etc. don't count toward CEC hours — only time spent in instruction or actively engaging with the material (e.g., watching the video, reading the content) does.

4. If You're Submitting a Distance Learning Workshop

- An assessment with an answer key is required (Live and Live Streamed workshops don't need one).
- Aim for 5–7 questions per hour of content. Multiple choice, true/false, and fill-in-the-blank are all acceptable, as long as they genuinely test understanding of the material.
- **The assessment should cover the entire presentation** — either as periodic check-ins throughout, a single final exam, or a combination of both.
- Review will also cover audio/visual clarity, relevance to a Pilates teacher's skill development, and overall delivery quality — so **polish your production as well as your content**.

5. Fees and Costs

- There's no cost to register as a provider — you only **pay when you submit a workshop application for review**.
- Pricing depends on delivery type and CECs offered, and your approval is **valid for 1 year**; renewals follow the same fee structure.
- Seeing a higher fee than expected (e.g., \$100 instead of \$30)? Double-check your delivery selection — this almost always means "**Distance Learning**" was selected instead of "**Live**." Switch it and the price should correct itself. If you've already paid, email continuingeducation@natpcp.org for a delivery correction and refund.
- **Application fees are non-refundable if your workshop is rejected** — so it's worth getting your content right before submitting.

6. After Approval

- **NPCP does not advertise individual workshops**. All currently approved courses automatically appear in our Find CECs listing (under the Continuing Education menu), where certificants can browse and find your workshop.
- Getting approved by NPCP means your workshop is **NPCP-approved** — this is independent of the Pilates Method Alliance, which has no role in workshop or certification approval.

7. Where to Go for More Help

- Visit the **Video Library** on the NPCP home page and look for "How to Become an NPCP Provider" for a walkthrough.
- For anything else, continuingeducation@natpcp.org is your go-to contact throughout the process.

Quick gut-check before you submit:

- Do you know your role (host vs. presenter)?
- Is your delivery type correctly selected?
- If Distance Learning, do you have an assessment with an answer key?
- If yes to all three, you're ready to go!