



## **Personal Trainer Academy**

### ***Bookings Procedure***

*Please see below the process you need to follow in order to book onto any of the following:*

#### CPD Bookings

Single day certifications accredited by REPs. Available for learners with L2 Qualifications.

#### Training Day

For self-study learners only. This day prepares you for your theory and practical assessment

#### Assessment Days

For self-study learners only. This day is your theory and practical assessment day.

*Please follow the procedure below:*

**1. Identify the course you wish to attend.**

- You can find all of our course dates at [www.ptacademy.com](http://www.ptacademy.com)

**2. Contact the Bookings Team.**

- Email the Bookings Department on [info@ptacademy.com](mailto:info@ptacademy.com) and include the following information in the email:
  - Course Title
  - Date of the Course
  - Location of the course
  - Your Full Name
  - Your Contact Number

**3. Await Confirmation.**

- As soon as we have checked availability on the course, we will confirm the booking with you by email. You will be sent an electronic copy of your course manual, as well as specific details of the course at least 1 week before the course start date.

**4. Attend and complete the course.**

- Once you have successfully completed all aspects of your course, including assessments, external theory exams and a completed portfolio, you will be eligible to receive your certificates. You will receive certificates via email and then hard copy certificates will be issued from the awarding organisation.

**5. Provide Feedback.**

- If you wish to send us some feedback about your experience, please email us on [info@ptacademy.com](mailto:info@ptacademy.com)



*Please note: You must provide us with 48 hours' notice of any cancellations. If you fail to do so, or fail to attend, you will be required to pay a £25 penalty fee. This applies to all CPD, Training and Assessment days.*