



Certified Nutrition Coach (CNC) **Renewal Guidelines**

Certified Nutrition Coach (CNC) Renewal Exam

Renewal of the Certified Nutrition Coach (CNC) is required every two years through completion of the **CNC Renewal Exam**. The CNC Renewal Exam will offer three exam attempts and will have an enrollment duration of 365 days. The CNC Renewal Exam will recertify the credential for another two years from the new completion date.

Exam Enrollment

You will need to call in to our Member Services department at 800-460-6276 to enroll into the exam and complete the payment. **The CNC Renewal Exam fee is \$49.** *If you have RFL for the NASM-CPT or AFAA-CGFI, your exam fee will be waived. The CPT/CGFI certificate(s) must be valid at the time of renewal to receive the fee waiver.

Expiration of Credential

The CNC credential will expire if you do not complete the renewal process. The CNC Renewal Exam can be completed as early as 3 months prior to your credential expiration. You will have up to one year post expiration to complete the renewal exam. Renewal exams purchased after expiration will require an additional \$30 fee. If the exam is not purchased and completed by the one-year deadline, you must re-enroll in the certification exam.

Appeal Process

If you do not complete the CNC Renewal Exam within one year of your credential expiration, you will be required to submit an appeal. The appeal form can be found on the NASM website.

Change of Address

Changes in mailing address must be provided to the NASM Member Services Department. You can also keep your member information current by logging onto your member page from our website. This is an important step to ensure members receive all relevant communication.

How to recertify your NASM CNC Certification:

1. Call the NASM Member Services department at **800-460-6276**
2. Purchase the **CNC Renewal Exam** through a representative for **\$49**
3. Access and complete the **CNC Renewal Exam** through the customer portal at: www.nasm.org. You will have three attempts and 365 days to pass the renewal exam.
4. If additional attempts are required, you can contact Member Services to purchase three more attempts.
5. Once you have passed the **CNC Renewal Exam**, you will receive a new hard copy diploma. You will also have access to the digital certificate through your online portal.