



BCRPA Group Fitness Module ICE Registration

Form A

CANDIDATE INFORMATION: Please print clearly. You can access your Fitness Leader account at www.thefitnessregistry.com

First Name:	Last Name:	BCRPA Leader ID:
Current Email Address in the Registry®		
Current First Aid in the Registry®	Attached? Yes / NO	In the Registry®? Yes / NO
Current CPR in the Registry®	Attached? Yes / NO	In the Registry®? Yes / NO
Is this your first BCRPA Module?	If yes, please provide your Fitness Theory Registration Date:	
BCRPA Group Fitness Course Completion Certificate	Attached? Yes / NO	In the Registry®? Yes / NO

Instructor Competency Evaluation (ICE) Procedure:

1. BEFORE you contact an Evaluator:

- Refer to the back of **Form C** for the components of the evaluation and to determine how you will be marked.
- Complete **Form B-2** (8-hour resume and Lesson Plan).
- Obtain permission from a local fitness facility to use it, and its class or your own class, for your ICE evaluation.
- If necessary, arrange to have friends act as “class participants” for the evaluation.

2. Contact an Evaluator: When you are ready for your evaluation, please refer to http://bcrpa.bc.ca/fitness_program/registration/ice.htm for a list of current evaluators. Ensure your evaluator is currently registered – check their registration status on the Registry® of Fitness Professionals. You may then contact one directly to make arrangements for your evaluation. The evaluator will discuss the ICE procedure and how to submit your form B2 for marking. The evaluator will also discuss the date, time and location of the ICE as well as any fees they may charge you to conduct the ICE evaluation.

Please check and make sure that your BCRPA ICE PACKAGE contains the following forms:

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|--|---|
| Form A: ICE Registration Cover Letter | Form B-2: 8-hour Resume and Lesson Plan |
| Form B-1: 8-hour Resume and Lesson Plan samples | Form C: ICE Practical Evaluation - double-sided page |

INCOMPLETE ICE PACKAGES WILL NOT BE PROCESSED. They will be returned. Email, fax, or mail ALL completed forms to the BCRPA. PLEASE ALLOW 4 – 6 WEEKS FOR PROCESSING. Please check the Registry® for Fitness Professionals for registration status in the specialty. The BCRPA will not notify Fitness Leaders regarding the status of the ICE package.

Submit copies only. Keep your originals for your own record. BCRPA is not responsible for ICE packages lost in transport or otherwise.

Office Use Only:

- Group Fitness course completion certificate (from course conductor)
- Current CPR Certificate: Minimum “CPR - A”
- Current First Aid Certificate: Minimum “Emergency First Aid”
- Completed ICE Forms A, B-2, C: Marked by an evaluator with passing marks.

Date of ICE: _____