



BCRPA Personal Training 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
BCRPA Personal Training Course Completion Certificate	Attached? Yes / NO	In the Registry®? Yes / NO

Instructor Competency Evaluation (ICE) Procedure:

1. **BEFORE** you contact an Evaluator:

- Refer to **Form B** for the components of the evaluation and to determine how you will be marked.
- Complete **Forms C-1 and C-2** (Sample Client File and Marketing Package).
- Complete **Form D** (Client Goal Setting Form) and **Form E Phase 1 and 2** (Program Design Card) for your chosen case study client.
- Complete forms **F-2 and F-4** and be prepared to demonstrate the tests described in forms **F-1 and F-3** during the evaluation.
- Obtain permission from a local fitness facility to use it, and arrange to have friends act as a “client” 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:

Form A: ICE Registration

Forms D and E: Client Goal Setting and Program Design

Form C-1 and C-2: Sample Client File and Marketing

Forms F, G, and H: Marked Evaluation

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:

- Personal Training course completion certificate (from course conductor)
- Personal Training Exam mark in the Registry®, PT ICE and PT exam must be completed within a year of each other
- Current CPR Certificate: Minimum “CPR - A”
- Current First Aid Certificate: Minimum “Emergency First Aid”
- Completed ICE Forms A, C, D, E, F, G, H: Marked by an evaluator with passing marks.

Date of ICE: _____