



British Columbia Recreation and Parks Association

Phone: 604-629-0965

Website: www.bcrpa.bc.ca E-mail: registration@bcrpa.bc.ca

PROCTORED EXAMINATION REQUEST

Proctors for the BCRPA Personal Training Exam must be either currently registered as a BCRPA Supervisor of Fitness Leaders (SFL) or Trainer of Fitness Leaders (TFL) or meet BCRPA requirements for external proctors:

- doctors
- registered nurses
- engineers
- lawyers
- accountants
- notaries
- librarians
- university and college faculty and instructors
- high school teachers
- school principals and vice-principals
- the clergy

Proctors must not be related by family, marriage or working relationship to any person writing the exam.

Exams can ONLY take place at a professional setting, such as places of business, public service facilities and educational institutions. **No private homes will be approved.** One application is required PER exam sitting.

All exam requests must be in writing. SFLs and TFLs are able to request exams by email or regular mail. External proctors must request exams via signed, dated letter on their business letterhead.

Exam requests must include the following information:

- the specific exam being requested and the number of exam booklets needed
- the list of students writing the exam
- the date, time, and location of the exam
- the mailing address where the exams are to be sent
- proctor's business email address and phone number
- proctor's original signature

Proctor privileges are non-transferable. Exams will be sent by mail directly to the approved proctor and the exam must be written under the direct supervision of the person who is granted proctor status for that exam sitting.

The granting of proctor privileges is at the discretion of the BCRPA Fitness Registration Program and can be revoked at any time.

Proctors can charge a fee to proctor the exam at their own discretion.

Please contact us if you have any questions registration@bcrpa.bc.ca

BCRPA Mailing Address:
PO Box 2196 Stn. Terminal
Vancouver, BC V6B 3V7

Please allow 2 weeks for BCRPA to process your application.