



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, 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 the list of current evaluators found on this webpage as a downloadable PDF: <https://www.bcrpa.bc.ca/fitness/become-groupfitness/#Step6>. 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 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

Your evaluator will email BCRPA confirmation once you have **completed and passed** the ICE.

PLEASE ALLOW 5 - 10 BUSINESS DAYS FOR PROCESSING upon received confirmation from ICE evaluator. Please check The Registry® of Fitness Professionals for registration status in the specialty. BCRPA will not notify Fitness Leaders regarding the status of the ICE package.

Date of ICE: _____



BCRPA Group Fitness Eight Hour Resume and Lesson Plan

Form B-2

APPLICANT'S NAME _____

MAILING ADDRESS _____

E-MAIL _____

PHONE NUMBER (Home) _____ (Business) _____

EVALUATION DATE _____ Have you changed your address? Yes () No ()

GROUP FITNESS EIGHT HOUR RESUME

Practicum classes must not be taught until 1) you are registered in Fitness Theory; and 2) you have completed the Group Fitness course. You can complete your practicum at any site of your choice so long as you obtain the permission of the facility supervisor and the instructor(s) whose classes you will be working in and that the facility supervisor and class supervisor both sign where indicated below. Please note that you need to obtain a total of at least 8 hours of practicum teaching. Please review the entire Form B-2 for practicum options and requirements.

Date	Agency	Class Supervisor (print name and sign)	Length of Instruction	Type (e.g. Step)	Class size

FACILITY SUPERVISOR ATTESTATION (BCRPA reserves the right to confirm with supervisor as necessary):

Facility/Community Centre Name: _____

Group Fitness Coordinator/Supervisor Name: _____

Group Fitness Coordinator/Supervisor Telephone Number: _____

Group Fitness Coordinator/Supervisor Signature: _____

LESSON PLAN

This form is to help the evaluator while writing up the Instructional Competency Evaluation form. There is no grade attached to the lesson plan. **You are required to hand this completed lesson plan to the evaluator *prior* to the evaluation.** Please copy this form if additional space is required.

Song CD Used & BPM	Fitness Component	Exercise Selection	Muscle Groups and/or Joints Involved	Special Precautions or Instructions	Time (min)

GROUP FITNESS VIRTUAL PRACTICUM AND ICE GUIDELINE

Upon completion of the specialty module course in Group Fitness 8 hours of practicum is required before Instructor Competency Evaluation (ICE). Practicum remains a registration requirement for these specialty modules.

However, these hours can include practice-teaching, peer-to-peer practice-teaching and self-practice. While it is important to develop communication and leadership skills, BCRPA also recognizes the challenges new Leaders face in fulfilling these requirements, especially during the pandemic. As such, flexibility and options are now available.

OPTIONS FOR COURSE CONDUCTORS

TFLs who deliver BCRPA-approved modules can arrange group practicum for new Leaders. This component is separate from the course and should include self-practice and peer-to-peer practice-teaching (following Covid protocols).

TFLs are also encouraged to network with local facilities (public and private) to assist students with practicum placements.

PRACTICUM REQUIREMENTS OPTION

Ideally, new Leaders should seek out classes in their community for mentorship. However, during this period of reduced programs and until further notice, practicum hours can be obtained virtually.

New Group Fitness are required to obtain a minimum of 4 practice- teaching hours that involve at least 1 participant who is NOT a peer. This person can be a family member or friends and must be apparent healthy adults without injuries and are aware that the instructor is practice-teaching. These hours should be filmed and reviewed by a mentor for feedback.

The remainder of practicum hours can be obtained via self-practice and/or peer-to-peer practice-teaching. These hours simply need to be documented. A mentor's review is optional.

The following form can be completed in place of Form B-2 in the Group Fitness ICE package.

Alternate Form

Until further notice, new GF Leaders can complete the following Practicum Completion form in place of the GROUP FITNESS EIGHT HOUR RESUME on the first page of Form B2.

Date	Facility	Length of practice	Practice components (full class, warm-up only, cueing)	Practice type (self-practice, practice-teaching, in- person, online)	Number of participant(s) and name of mentor (if applicable)

OUTDOOR

Practicum hours can be obtained outdoor. Please ensure the safety of participant(s). Anyone who participates in practice-teaching sessions should be made aware that the instructor is not yet registered in the specialty. Participants must be apparent healthy adults without injuries. COVID protocols must be observed.

ICE

ICE can be done virtually. Video ICEs are also accepted. A minimum of two participants are required for the ICE. Again, participants should be apparent healthy adults without injuries. Arrangements should be made directly with the ICE evaluator. It is the responsibility of the new leader to ensure that practicum hours are completed prior to the ICE. New Fitness Leaders should also take into account the First Year BCRPA registration timeframe and requirements.

Respect all COVID protocols at facilities (indoor and outdoor) where ICEs are completed and practicum hours are obtained.



British Columbia Recreation and Parks Association

301- 470 Granville Street, Vancouver, BC V6C 1V5
 Ph: (604) 629-0965 e-mail: registration@bcrpa.bc.ca
 Website: www.bcrpa.bc.ca

Form C

Instructor Competency Evaluation (ICE)
"Group Fitness" Specialty Module

Candidate's Name: _____
 Address: _____
 City: _____ Telephone (H): _____ (W): _____
 Class Type: _____ Level (circle one): Basic / Advanced
 Evaluation Date: _____

Key: 1 = Unacceptable 2 = Needs Improvement 3 = Good 4 = Excellent

B. Skill Development *Please see reverse side for details

A. Lesson Development	Selection of Exercises	Explanation	Use of Music	Safety	Education	Teaching Techniques	
1) Warm up							/24
2) Cardio							/24
3) Muscular Endurance							/24
4) Flexibility & Cool Down							/24

Comments (specific) **Subtotal** /96

1. Warm-up _____

2. Cardio _____

3. Muscular Endurance _____

4. Flexibility and Cool Down _____

C. Professional Qualities

1. Planning (<i>prepared, organized, adaptable, creative</i>)	1	2	3	4
2. Language (<i>voice, body language, suitability</i>)	1	2	3	4
3. Manner (<i>enthusiastic, encouraging, motivating</i>)	1	2	3	4
4. Attitude (<i>responsible, sincere, professional</i>)	1	2	3	4

Comments (general)

WRITTEN LESSON PLAN AND CLASS RESUME TO BE ATTACHED HEREIN **Subtotal** /16
Total /112

Name of Evaluator _____ Basic=79/112=70% Advanced=90/112=80%
 Telephone _____ Address _____
 City _____ Postal Code _____
 Evaluator's Signature _____ Date _____ Candidate's Signature _____

Group Fitness Specialty Module

Form C

Instructional Competency Evaluation Scoring Explanation

This evaluation is the standardized form used to qualify the competency of potential Fitness Leaders.

Key: **1 = Unacceptable** **2 = Needs Improvement** **3 = Good** **4 = Excellent**

Basic Requirements: The maximum possible score is 112 points. A cumulative score of 78 or less will not be acceptable for registration. A cumulative score of 79 plus (70%) is required for registration. If the applicant has scored a "Needs Improvement" (2) or a "Unacceptable" (1) rating in more than five categories this will not be acceptable for registration.

Advanced Requirements: The maximum possible score is 112 points. A cumulative score of 89 or less will not be acceptable for advanced registration. A cumulative score of 90 plus (80%) is required for advanced registration. The applicant is only allowed one "Needs Improvement" (2) and seven "Excellent"s (4) must be scored.

A. Lesson Development

1. Warm up (*limbering of upper, middle, lower body/moderate locomotion*)

- dynamic range of motion for all major joints
- easy limbering of all major joints
- gradual increased rate of circulation
- avoids ballistic stretches
- 10 - 12% of total class time recommended

2. Cardio (*balanced distribution of exercise, variety, intensity, duration*)

- level of intensity is challenging but does not exceed ability level of class
- 25 – 40% of total class time recommended
- instructor avoids excessive repetition
- participants are reminded about foot placement with heels down, breathing and pacing
- movement is continuous without sudden breaks or inverted positions
- principles of cardiovascular cool down must be exhibited

3. Muscular Endurance (*well-balanced, resourceful approach*)

- well rounded variety of exercises used
- 30-40% of total class time recommended
- adequate time allowed for endurance or strengthening to occur
- correct posture and body placement is demonstrated and taught
- instructor must demonstrate strength and endurance principles applied to specific muscles

4. Flexibility and Cool Down (*appropriate muscle groups, tension release, relax muscles and breathing*)

- complimentary exercises are planned to stretch appropriate muscle groups
- 10 - 12% of total class time recommended
- correct posture and body placement is demonstrated and taught
- avoidance of high risk stretches
- encourages physiological and psychological relaxation

B. Skills in Teaching

1. Selection of Exercises (*appropriate flow, variety, well-rounded*)

- exercises involve maximum number of muscle groups
- exercises follow logical sequence and flow smoothly from one position to the next
- extensive variety demonstrated
- exercises are appropriate for stated training effect

2. Explanation (*verbal and non-verbal clarity, amount*)

- clear, concise instructions and demonstration
- expectations are clearly stated before and during class
- instruction progresses from simple to complex

3. Use of Music (*selection, volume, quality, ability to coordinate with music*)

- music is motivating and appropriate for mood and pace of component
- selection is varied and suitable for clientele
- exercise coordinated with rhythm and phrasing of music
- instructor uses cues in music to help indicate changes in exercise
- volume does not interfere with instructor and enjoyment
- recording quality is consistent – free of pauses, static and sudden changes in level

4. Safety (*precautions, correct technique, exercise selection limitations of facility*)

- avoidance of high risk exercises
- limitations of facility are considered including obstruction, cleanliness, temperature, floor surface, air circulation
- recommendations for pacing, breathing and body alignment are given and reinforced
- excessive repetition and rapid ballistic movements are avoided
- correct technique is both demonstrated and taught
- exercise precautions are provided
- provides alternative exercise modifications for lighter intensity

5. Education (*provides positive learning environment and promotes individual awareness and recognition of needs*)

- able to suggest and demonstrate modifications
- provides opportunity for feedback to and from participants
- promotes cognitive learning
- intensity check demonstrated and explained during cardio

6. Teaching Techniques (*use of space, formation, introduction of new activities*)

- is concerned with maximum comfort for participants
- exercises and instructions help to develop positive self image for all
- instructor changes teaching position and maintains eye contact
- planning for change of direction, movement, varied formations and maximum use of space
- able to use demonstration with explanation
- novel ideas and equipment incorporated into program

C. Professional Leadership Qualities

1. Planning (*creative, organized, prepared, flexible to adapt*)

- lesson is creative, interesting
- instructor does not need to refer to lesson plan, or prepare equipment during class
- explanations, demonstrations, formations, and progressions are planned in advance
- lesson meets stated goals and objectives
- instructor is flexible to participants; response

2. Language (*voice, body language, suitability*)

- voice is projected at level sufficient for group and size of facility
- instructor adds feeling and expression to comments, avoiding monotone
- clear pronunciation and projection of words
- tone of voice is friendly, encouraging and expressive
- verbal cues compliment demonstrations
- correct use of grammar and basic anatomical terminology
- movements are strong, energetic and precise
- correct technique and body alignment is maintained

4. Manner (*enthusiasm, encouraging, motivating*)

- positive attitude and approach to class
- respectful and polite to all participants
- body language – energetic and enthusiastic
- poised and confident with good sense of humor
- effective communication exchange between instructor and participants
- maintains eye contact and constant observation of class

5. Attitude (*responsible, sincere, professional*)

- instructor is available to spend extra time with individuals
- instructor is punctual and prepared both mentally and physically to focus on participants and class
- able to establish mutual trust and acceptance
- indicates concern for safety and comfort of participants
- demonstrates an enjoyment of teaching and appreciation of the values of fitness
- instructor is available to answer questions and provide information wherever possible
- appearance is neat, clean and suitable for activity