



# BCRPA Pilates Fitness Module ICE Registration

# Form A

**CANDIDATE INFORMATION:** Please print clearly. You can access your Fitness Leader account at [www.thefitnessregistry.com](http://www.thefitnessregistry.com)

<b>First Name:</b>	<b>Last Name:</b>	<b>BCRPA Leader ID:</b>
<b>Current Email Address in The Registry®</b>		
<b>Current First Aid in The Registry®</b>	<b>Attached: Yes / No</b>	<b>In The Registry®: Yes / No</b>
<b>Current CPR in The Registry®</b>	<b>Attached: Yes / No</b>	<b>In The Registry®: Yes / No</b>
<b>Is this your first BCRPA Module?</b>	<b>If yes, provide your Fitness Theory Registration Date:</b>	
<b>BCRPA Pilates Fitness Course Completion Certificate</b>	<b>Attached: Yes / No</b>	<b>In The Registry®: Yes / No</b>

**Instructor Competency Evaluation (ICE) Procedure:**

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

- Refer to the back of **Form D** for the components of the evaluation and to determine how you will be marked.
- Complete **Form B** (Exam Questions).
- Complete **Form C-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: [www.bcrpa.bc.ca/fitness/become-pilates/#Step6](http://www.bcrpa.bc.ca/fitness/become-pilates/#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 C-2 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:** Exam Questions

**Form C-2:** 8-hour Resume and Lesson Plan  
**Form D:** ICE Practical Evaluation - double-sided page

**Your evaluator will email BCRPA a 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: \_\_\_\_\_



The following pages list questions with point values. The passing mark for **each section** is 75% for BCRPA Fitness Leaders and 85% for BCRPA Advanced Fitness Leaders. Answers may be found in your Pilates Fitness course materials.

**A. Short Answer Questions** (answer in the space provided)

1. Briefly describe the origin of Pilates.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ / 3

2. What is the primary intent of the Roll-up?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ / 1

3. List a progression of movements that you would use in order to build the skills needed for your participants to perform the roll-up.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ / 3

4. List 3 reasons for the arm pulsing in the Hundred.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ / 3

5. List two (2) primary ways the Saw and the Spine Twist are related.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ / 2

6. Explain how the front/back movement of the top leg in Side Kick challenges the stability of the spine.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ / 3



7. List three (3) cues that you would use to help students achieve spinal stability in Side Kick.

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\_\_\_ / 3

8. What muscles are involved in supporting the lumbar spine during Swan?

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\_\_\_ / 2

9. List 2 benefits of movements that include spinal rotation.

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\_\_\_ / 2

10. In Spine Twist, describe 2 reasons why you may want to reverse the breathing pattern.

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\_\_\_ / 2

11. Briefly describe the action of the diaphragm on the inhale and exhale phases of breathing.

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\_\_\_ / 4

12. What is the importance of a complete breath?

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\_\_\_ / 3

13. List 3 ways that you could cue your participants to take a full/complete breath.

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\_\_\_ / 3



# Form B

14. Describe the spinal sequencing into and out of Swan Prep.

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\_\_\_ / 4

15. List 3 cues you can use to help participants maintain scapular stabilization.

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\_\_\_ / 3

16. List two (2) verbal cues to stabilize the neck in the Hundreds position.

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\_\_\_ / 2

17. If a client was experiencing clicking in their hip joint during single leg stretch what would you do?

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\_\_\_ / 2

18. When teaching leg circles to a client with over-active quadriceps and hip flexors, how would you modify so that they are deriving full benefit? (Give three possibilities)

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\_\_\_ / 3

19. List 4 of the fundamental concepts that an instructor needs to cover in the first 3 classes of a 10 week series.

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\_\_\_ / 4

20. Describe 2 strategies you can use to ensure the safety and effectiveness of a multilevel class.

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\_\_\_ / 4



# Form B

21. Describe how you would deal with disruptive behavior in the class (ie. Talking, participants doing completely different exercises than what you are teaching etc.)

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22. As an instructor, how will you know when a student is being challenged too much? Not challenged enough? \_\_\_ / 4

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23. What is the minimum health screening that you must complete with each participant in your Pilates Fitness class? How long is this screening valid for? \_\_\_ / 2

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24. What are possible consequences if the instructor does not complete the minimum health screening? \_\_\_ / 2

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25. List three special populations that are beyond the scope of practice of a Pilates Fitness Leader. \_\_\_ / 1

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\_\_\_ / 3  
A. Short Answer Total \_\_\_ / 65 \_\_\_ %

## B. Multiple Choice Questions (1 mark each)

1. The original sequence of the first five mat work exercises (excluding the Roll-over) designed by Joseph Pilates and documented in Return to Life are:
  - A. The Hundred, Roll-up, One Leg Circle, Rolling Back, One Leg Stretch
  - B. The Hundred, Roll-up, One Leg Stretch, Rolling Back, One Leg Circle
  - C. The Hundred, Rolling Back, One Leg Stretch, Roll-up, One Leg Circle
  - D. The Hundred, Swan Prep, One Leg Circle, Rolling Back, One Leg Stretch
2. The best way to achieve the primary intent of the Spine Stretch is:
  - A. in a seated position, sequentially move the spine into flexion, leading with the pelvis
  - B. in a seated position, sequentially move the spine into flexion, leading with the head
  - C. in seated position, sequentially move the spine into flexion with the legs open in a straddle as wide as possible
  - D. in seated position, move into flexion from the hips, reaching forward with the arms
3. On the inhale phase of the breath, the vertebrae
  - A. remain stationary
  - B. move apart
  - C. come closer together
  - D. rotate
4. On exhalation, the normal curvatures of the spine
  - A. remain the same
  - B. twist
  - C. increase
  - D. decrease
5. What is the standard pattern of Pilates method breathing?
  - A. Inhale through the nose, exhale through the nose
  - B. Inhale through the mouth, exhale through the mouth
  - C. Inhale through the nose, exhale through the mouth
  - D. Inhale through the mouth, exhale through the nose
6. When viewed from the side, which three landmarks should be in plumb line with each other in ideal standing postural alignment?
  - A. The ear, ASIS, ankle
  - B. Nose, breastbone/sternum, sacrum
  - C. The ear, greater trochanter, knee
  - D. The greater trochanter, navel, ankle
7. Which are the key muscles involved in stabilizing the pelvis?
  - A. transverse abdominus, pelvic floor, psoas, gluteal muscles
  - B. transverse abdominus, pelvic floor, internal obliques, deep back muscles
  - C. pelvic floor, internal obliques, psoas, rectus abdominus
  - D. pelvic floor, internal obliques, rectus abdominus, deep back muscles, gluteal muscles
8. In the full version of the One Leg Kick (Single Leg Kick) what is the position of the pelvis and spine?
  - A. The pelvis remains on the mat and the spine is stabilized in extension
  - B. The pelvis is in a posterior tilt and the spine is stabilized in neutral C.
  - C. The pelvis remains on the mat and the spine is stabilized in neutral D.
  - D. The pelvis is lifted off of the mat and the spine is stabilized in neutral

B. Multiple Choice Total \_\_\_\_ / 8 \_\_\_\_ %



## C. Movement Specifics

Complete the following chart.

	Primary Intent / purpose	Breathing Sequence	Progression (one example)	Modification (one example)	Safety concerns / contraindications (2 examples)
Roll-up					
Rolling Back					
Swan Prep					
Side Bend					
Saw					
One Leg Circle					
Swimming					

C. Movement Specifics Total \_\_\_\_ / 35 \_\_\_\_ %



## D. Verbal Questions

You will be asked 5 of the questions from form B verbally. There are 2 marks awarded for each question, one mark for the correct information and one mark for being able to answer the question in a concise manner. Your evaluator will choose the 5 questions.

Verbal question # \_\_\_\_\_/2  
 Verbal Question # \_\_\_\_\_/2  
 Verbal question # \_\_\_\_\_/2  
 Verbal Question # \_\_\_\_\_/2  
 Verbal Question # \_\_\_\_\_/2

**D. Verbal Questions Total** \_\_\_\_ / 10 \_\_\_\_ %

## Totals for Pilates Fitness ICE Questions (Form B)

	A. Short Answer	B. Multiple Choice	C. Movement Specifics	D. Verbal Questions	TOTAL
Marks					
Out of	65	8	35	10	118
Percent	%	%	%	%	%

A passing mark is 75% for BCRPA Fitness Leaders and 85% for BCRPA Advanced Fitness Leaders for each section of the written exam. If you do not receive a passing mark in one or more sections, you must re-do that section and have it re-marked by your evaluator. Answers may be found in your fitness theory and Pilates fitness course materials.

Name Of Evaluator:	Phone:
Address:	
Evaluator Signature:	Date:
Candidate Signature:	Date:

Evaluator

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_





# BCRPA Pilates Fitness Eight Hour Resume and Lesson Plan

# Form C

APPLICANT'S NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

E-MAIL \_\_\_\_\_

PHONE NUMBER (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

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

## PILATES FITNESS EIGHT HOUR RESUME

**Practicum classes must not be taught until 1) you are registered in Fitness Theory; and 2) you have completed the Pilates 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 C-2 for practicum options and requirements.

Date	Agency	Class Supervisor (print name and sign)	Length of Instruction	Type (e.g. Beginner Pilates etc.)	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.

Class Component	Name of Exercise	Muscle Groups and/or Joints Involved	Special Precautions or Instructions	Time

## **PILATES FITNESS VIRTUAL PRACTICUM AND ICE GUIDELINE**

Upon completion of the specialty module course in Pilates 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, Yoga Fitness and Pilates Fitness leaders 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 — 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 C-2 in the Pilates Fitness ICE package.

# Form C

## **Alternate Form**

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

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

## 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 1V8
Ph: (604) 629-0965 E-mail: registration@bcroa.bc.ca
Website: www.bcrpa.bc.ca

Form D

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

Candidate's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Telephone (H) \_\_\_\_\_

Telephone (W) \_\_\_\_\_ Class Type Level (check one): [ ] Basic [ ] Advanced

Evaluation Date \_\_\_\_\_

Key: 1 = Below Standard 2 = Needs Improvement / Below Average 3 = Satisfactory / Acceptable 4 = Good / Above Average 5 = Excellent

B. Skill Development \*Please see reverse side for details

Table with 7 columns: A. Lesson Development, Selection of Exercises, Explanation, Modifications, Safety, Breath, Teaching Techniques. Rows include Warm-Up/Preparatory Movements, Exercises, Exercise Sequencing, and Class Conclusion.

/30
/30
/30
/30

Comments (specific)

Subtotal /120

- 1. Warm-Up/Preparatory Movements: \_\_\_\_\_
2. Exercises: \_\_\_\_\_
3. Exercise Sequencing \_\_\_\_\_
4. Class Conclusion: \_\_\_\_\_

C. Professional Qualities

- 1. Planning (prepared, organized, adaptable, creative) 2 3 4 5
2. Language (voice, body language, suitability) 2 3 4 5
3. Manner (enthusiastic, encouraging, motivating) 2 3 4 5
4. Attitude (responsible, sincere, professional) 2 3 4 5

Comments (general)

Subtotal /20

WRITTEN LESSON PLAN AND CLASS RESUME TO BE ATTACHED HEREIN

Total /140

Name of Evaluator \_\_\_\_\_

Basic=981140=70% Advanced+ 1121140 = 80%

Telephone \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_

Postal Code \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_ Candidate's Signature \_\_\_\_\_

## **Pilates Fitness Specialty Module**

### Instructional Competency Evaluation Scoring Explanation

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

**Purpose:** The Pilates Fitness Ice is intended to create an evaluation which is clear, easy to follow, provides standards and encourages consistency. The following categories of scoring have been broken down to a priority rating scale. This is meant to provide a base which all evaluators can judge from to ensure standards are met.

**Key:** 1 = Below Standard 2 = Needs Improvement | Below Average 3 = Satisfactory | Acceptable 4 = Good | Above Average 5 = Excellent

**Basic Requirements:** The maximum possible score is 140 points. A cumulative score of 97 or less will not be acceptable for registration. A cumulative score of 98 plus (70%) is required for registration. If the applicant has scored a "Needs Improvement (2) or a "Below Standard" (1) rating in more than five categories this will not be acceptable for registration.

**Advanced Requirements:** The maximum possible score is 140 points. A cumulative score of 111 or less will not be acceptable for advanced registration. A cumulative score of 112 plus (80%) is required for advanced registration. The applicant is only allowed one "Needs Improvement" (2) and seven "Excellent" s (5) must be scored.

### **A. Lesson Development**

- Appropriate selection of exercises for a beginner Pilates mat class
- Primary purpose of exercises are described
- Level of intensity is appropriate with modifications given for different levels within class
- Correct body alignment, movement and pacing is demonstrated and taught

### **B. Skills in Teaching**

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

- Correct demonstration in terms of body alignment and movement
- Exercises involve a variety of muscle groups and provide muscle balance
- Exercises follow logical sequence and flow smoothly from one position to the next
- Exercises are appropriate for stated purpose
- Variety demonstrated

#### **2. Explanation** (verbal and non-verbal)

- Introductions and guidelines are given
- Clear, concise instructions and demonstration
- Sufficient information is given to guide participants safely (i.e. cueing of proper body alignment, movement and breath)
- Instruction progresses from simple to complex
- Primary purpose of exercise is described

#### **3. Modifications** (selection, quality)

- Recommendations for pacing, breathing and body alignment are given and reinforced
- Provides alternative exercise modifications
- Able to suggest and demonstrate modifications

#### **4. Safety** (precautions, correct technique)

- Correct technique demonstrated and taught, precautions and modifications given
- Recommendations for pacing, breathing and body alignment are given and reinforced
- Avoidance of high risk/contraindicated exercises
- Limitations of facility are considered including obstruction, cleanliness, temperature, floor surface, air circulation, appropriateness of mats
- Maintains visual observation of participants
- Health screening (ie. PAR-O) is administered for each participant

#### **5. Breath** (promotes individual awareness appropriate to exercise selection)

- Demonstrates Pilates breathing technique
- Instruction promotes the relationship between breath and movement
- Promotion of education regarding breath

#### **6. Teaching Techniques** (use of space, introduction of new movements)

- Concern with comfort of participants, facility design, best viewing position, glare, light reflection
- Instructor monitors class and adapts cueing and demos appropriately
- Selection of exercises help promote success for participants

### **C. Professional Leadership Qualities**

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

- Explanations, demonstrations, formations, and progressions are planned in advance
- Lesson is creative, interesting and has intent
- Instructor is well prepared (lesson plan) with ability to adapt when needed

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

- Movements are strong, energetic and precise
- Clear pronunciation and projection of words
- Tone of voice is friendly, encouraging and expressive
- Verbal cues compliment demos
- Voice is projected at level sufficient for group and size of facility

#### **3. Manner** (enthusiasm, encouraging, motivating)

- Positive attitude and approach to class, respectful and confident
- Body language - energetic and enthusiastic
- Effective communication exchange between instructor and participants
- Maintains constant observation of class

#### **4. Attitude** (responsible, sincere, professional)

- Instructor is prepared both mentally and physically to focus on participants and class
- Indicates concern for participants (i.e. individual needs)
- Demonstrates an enjoyment of teaching and appreciation of the values of wellness
- Instructor is available to answer questions and provide information wherever possible
- Appearance is neat, clean and suitable for activity