



BCRPA Group Fitness Module ICE Registration Cover Letter

Form A

CANDIDATE INFORMATION: Please print clearly

<i>Last Name</i>	<i>Given Name(s)</i>	<i>Middle Initial</i>
<i>Mailing Address (Street)</i>		
<i>City</i>	<i>Province</i>	<i>Postal Code</i>
<i>Residence Phone</i>	<i>Cell Phone / Other Phone</i>	<i>EmailAddress</i>

STEP 1: Pre-requisites

Before enrolling in a BCRPA approved Group Fitness course and completing this ICE package, please ensure the following:

- That **you are currently registered as a BCRPA Fitness Leader in** Fitness Theory or in one of the other Group Fitness or Individual options (Aquatic Fitness, Yoga Fitness, Pilates Fitness, Weight Training, Personal Training).
- That you have a current CPR certificate and a current First Aid certificate that is valid until at least the date that your Fitness Theory registration expires.

NOTE: If you are currently only registered in Fitness Theory, you **MUST** complete all of the Group Fitness course requirements and practicum hours, AND submit a fully completed Aquatic Fitness ICE Package prior to the expiry date of your 1-year Fitness Theory registration. Please contact the BCRPA for further information if you are uncertain about this requirement.

Step 2: Please check and make sure that your BCRPA ICE PACKAGE contains the following forms:

- | | |
|-------------------------------------------------------------|-------------------------------------|
| Form A: ICE Registration Cover Letter | Scope of Practice |
| Form B-1: 8-hour Resume and Lesson Plan samples | ICE Evaluation Questionnaire |
| Form B-2: 8-hour Resume and Lesson Plan | List of BCRPA Evaluators |
| Form C: ICE Practical Evaluation - double-sided page | |

Step 3: 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 contact the BCRPA to obtain a list of current BCRPA Evaluators in BC. You may then contact one or more evaluators 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.

SUBMIT PROOF OF BCRPA REGISTRATION REQUIREMENTS: Please ensure that ALL items listed below are enclosed in one envelope

- 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.

Office Use Only:
Exam Date: _____
Date of ICE: _____

- Mail ALL completed forms to the BCRPA. **PLEASE ALLOW 4 – 6 WEEKS FOR PROCESSING.**
- **Submit copies only. Always keep your originals in case something gets lost in the mail.**