



## **PROCTORED EXAMINATION REQUEST**

1. Proctors for the BCRPA Fitness Theory Exam and/or the BCRPA Advanced Fitness Theory Exam must be either currently registered as a BCRPA Supervisor of Fitness Leaders (SFL) or Trainer of Fitness Leaders (TFL) **OR** a community leader (teacher, manager, professor, etc.).
2. Proctors for the BCRPA Personal Training Exam must be either currently registered as a SFL or TFL in Personal Training **OR** a community leader.
3. All exam requests must be in writing. SFLs and TFLs are able to request exams by email or regular mail. Community leaders must request exams via regular mail on company/organization letterhead.
4. Exam requests must include
  - 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 sitting.
  - the mailing address where the exams are to be sent
  - your email address and phone number
5. 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.
6. The granting of proctor privileges is at the discretion of the BCRPA Fitness Registration Program and can be revoked at any time.
7. Proctors must not be related by family, marriage or similar presumption to any person writing the exam.
8. Proctors are able to charge a fee to proctor the exam at their own discretion.

**Please allow 2 weeks for BCRPA to process your application**