



BC Recreation and Parks Association
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BCRPA Trainer of Fitness Leaders (TFL) Application Pilates Fitness

Name: _____ **E-mail:** _____

Address: _____ **City:** _____

Postal Code: _____ **Phone Number:** _____

Requirements:

OPTION 1:

- _____ BCRPA registered Trainer of Fitness Leaders
- _____ Letter of verification of comprehensive Pilates teaching experience for a minimum of 500 hours and/or 5 years
- _____ Verification of completion of 200 hours of comprehensive (must include a minimum of 50 hours of apparatus training) formal study in Pilates through workshops, courses and apprenticeship (must submit copies of certificates for courses/workshops and letters of confirmation for apprenticeship hours) **OR** successful completion of the Pilates Method Alliance Pilates Teacher Exam (www.pilatesmethodalliance.org)

OPTION 2:

- _____ Successful completion of the Pilates Method Alliance Pilates Teacher Exam
- _____ Letter of verification of comprehensive Pilates teaching experience for a minimum of 500 hours and/or 5 years

BOTH OPTIONS REQUIRE:

- _____ Current BCRPA registration (out of province registration will be reviewed and assessed on an individual basis)
- _____ Letter indicating apprenticeship (50 hours of teaching in Pilates course) under a BCRPA Pilates TFL or completion of a four hour tutorial under a BCRPA Pilates TFL (for TFL tutorial guidelines please see the appendix).
Note: *Those who want to complete the tutorial must apply to the BCRPA ahead of time for approval as this option is only for those with extensive teaching experience. Validity of teaching experience will be assessed by the BCRPA.*
- _____ Current First Aid (current within 2 years of issue date) and CPR (current within 1 year of issue date)
- _____ Resume of Pilates fitness background
- _____ Instructional Competency Evaluation (ICE) Workshop. Contact the BCRPA office for registration procedures.
- _____ Shadow ICE (The shadow ICE will be explained during the ICE workshop)
Note: *For a shadow ICE you will need to contact a current ICE evaluator. If you are already an SFL or TFL in another practical module (i.e. weight training) you won't need to shadow but you will have to perform a mock ICE which will be explained during the ICE workshop.*
- _____ Two reference letters (current within 1 year) from a Supervisor or Manager/Owner of a fitness facility indicating competencies as a trainer and educator
- _____ Approval of course materials (see page 2)

Course Content Approval:

- _____ Course Outline and lesson plans based on BCRPA approved performance standards (performance standards are available for each course on the website www.bcrpa.bc.ca or contact the office)
- _____ Copy of instructional materials, course manual or equivalent text (all manuals must be pre-approved by the BCRPPA). Pre-approved manuals can be purchased through the BCRPA. Contact the office for further details.
- _____ List of reference materials
- _____ Copies of handouts
- _____ Examples of course evaluation system

Enclose copies of **all** documents verifying the above information and mail to the BCRPA office.
Please allow 2-3 weeks for processing.

Review Fee: (\$25.00 NSF fee)

_____ \$30.00 (Credit card or cheque accepted. Please no cash)

VISA/MC #: _____

Expiry Date: _____ Signature: _____

Office Use Only: TFL ID#: _____

Appendix

Tutorial Guidelines

This option is only for individuals who are able to verify that they have extensive experience as an educator (ie. PE teacher, college instructor, BCRPA TFL in other modules etc.)

The tutorial session is in lieu of the course apprenticeship criteria for the Trainer of Fitness Leaders (TFL) application. The tutorial session must be conducted by a BCRPA Trainer of Fitness Leaders in the module that the applicant is requesting TFL status in (contact the BCRPA office for a listing of TFLs).

Upon successful completion of the tutorial the tutor will supply a letter of successful completion to the candidate which the candidate must attach to their TFL application. The recommended length of time for the tutorial session is 4 hours. Fees are to be determined by and paid directly to the tutor by the candidate. The candidate is to bring a completed course outline, presentation methods, evaluation methods, handouts, resource materials and lesson plans to the tutorial session for review and discussion by the tutor.

Components of the Tutorial Session:

- Review course content
- Review presentation methods
- Review lesson plans
- Review practical application activities
- Review evaluation formats
- Review group dynamic activities
- Review adult teaching & adult learning tips
- Perform the above review in the order the course is taught
- Review common challenges in delivering the course
- Discuss registration/course pre-requisite difficulties
- Discuss time allotment to segments of the course
- Discuss use of guest presenters
- Review handouts, charts, etc
- Review references for resource materials