



FITNESS LEADERSHIP RENEWAL CREDIT PETITION APPLICATION



If a course or workshop you have attended has not been previously approved for BCRPA renewal credits you may petition for renewal credit approval. Please photocopy this application as needed. It is not necessary to petition for courses taken at an accredited college or university.

Please Submit:

- Completed petition form (see reverse)
 - The course subject must be relevant to fitness leadership programming
 - Course material must fall within the scope of practice for a BCRPA Fitness Leader (visit the BCRPA web site for details - www.bcrpa.bc.ca)
- Certificate of course completion
- Detailed hour-by-hour outline listing times and topics covered, along with a course summary
- List of all course instructors and their educational qualifications

Courses Not Accepted through Petition:

- Master classes
- Practicums, internships and teaching hours
- Self-study time spent preparing for an exam and hours spent preparing to teach a course
- Non-educational hours (i.e. lunch breaks)

Send Completed Petition to:

BCRPA
#101 - 4664 Lougheed Highway, Burnaby, BC, V5C 5T5
Fax: 604-629-2651
email: bcrpa@bcrpa.bc.ca

Please Note: If the petition application is approved, you will receive a renewal credit petition validation letter. Please attach the letter to your Fitness Leadership registration package.

Petitioning for credit does not guarantee approval of the course

Allow 2 - 4 weeks to process



FITNESS LEADERSHIP RENEWAL CREDIT PETITION APPLICATION

First Name: _____ Last Name: _____
Address: _____ City: _____
Postal Code: _____ Phone Number: _____
E-mail: _____

Course Information: *(Attach additional information if needed)*

Name of Course _____
Name of Institution _____
Name of Course Provider _____
Date of Course _____ Total Course Hours _____

Course Instructor Information : *(Multiple instructors may be listed on a separate page)*

Instructor name _____
Instructor background/credentials _____

Course Summary: Please attach a short summary stating how this course benefited you as a BCRPA Fitness Professional.

Hour By Hour Outline:

On a separate sheet of paper write or photocopy the outline or syllabus provided at the class. For correspondence courses, photocopy the title page and table of contents.

- Each approved hour equals 1 BCRPA renewal credit.
- Renewal credits are not awarded in 1/4 hour increments.

Example :

9:00 am-10:00 am anatomy of the shoulder – reviewed muscles, tendons, and ligaments of shoulder joint
10:00 am-11:00 am common shoulder injuries –impingement syndrome, etc.
11:00 am-12:00 pm L u n c h
12:00 pm-1:00 pm exercises to strengthen the shoulder, list exercises

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