



BC Recreation and Parks Association  
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## WORKSHOP APPLICATION FORM

### APPLICATION INFORMATION:

Application Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

### BCRPA WEBSITE INFORMATION:

(Please fill out this information as you would like it to be posted on the BCRPA website)

Workshop Title: \_\_\_\_\_

Registration Contact Person or Company Name: \_\_\_\_\_

City: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Start Date: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Total break time: \_\_\_\_\_ Total educational time: \_\_\_\_\_  
(# of CEC's it will be approved for)

Website to include with posting: \_\_\_\_\_

In-house

Open to the public

### PRESENTER INFORMATION:

Name: \_\_\_\_\_

BCRPA SFL or TFL sponsor (if presenter does not meet BCRPA presenter criteria):  
\_\_\_\_\_

Detailed resume for all presenters (once the resume is on file it does not need to be submitted again).

### WORKSHOP INFORMATION:

Please submit copies of the following:

Detailed workshop description (hour-by-hour)

Copies of all materials used or given to participants

**APPLICATION REVIEW FEE:**

**Previously Approved Workshop: No Fee** – (For workshops of the same title, presenter(s) and content previously submitted and approved).

Workshops are accepted for a period of 1 year; after 1 year, workshop information must be resubmitted. Fee is waived for resubmissions for unmodified or unchanged content.

Date of Initial Approval (MM/YY): \_\_\_\_/\_\_\_\_

**New or Modified Workshop: \$25 Application Review Fee** – (For new workshops or previously submitted workshops whose title, content or presenter(s) have been modified or changed.)

Workshop application fee of \$25 can be waived for SFL or TFLs (or SFL/TFL sponsors) by submitting information online on The Registry® of Fitness Professionals ([www.thefitnessregistry.com](http://www.thefitnessregistry.com)) under the "COURSES AND WORKSHOPS" drop down menu. This is an application review fee and does not indicate workshop approval.

**PAYMENT INFORMATION:**

**\$25 – Application Review Fee, if applicable according to criteria above.**

Money Order       Master Card       VISA

CC # \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expiry Date (MM/YY) \_\_\_\_\_/\_\_\_\_\_      CVV (3-Digit Security Number) \_\_\_\_\_

Signature \_\_\_\_\_

*This review fee is non-refundable; refunds will not be given for workshops that are declined for not meeting [BCRPA Approved Workshop Criteria](#). Refunds can only be issued up to 7 days due to a submission withdrawal.*

To confirm workshop approval please refer to: [www.bcrpa.bc.ca](http://www.bcrpa.bc.ca)

**You will not receive notification of application approval. You will only be contacted by the BCRPA if there is a problem with your application. Please check website to ensure your workshop is listed properly.  
Please allow 4-6 weeks for processing.**