



## BCRPA Pilates Fitness Module ICE Registration

# Form A

**CANDIDATE INFORMATION:** Please print clearly. You can access your Fitness Leader account at  
[www.thefitnessregistry.com](http://www.thefitnessregistry.com)

<b>First Name:</b>	<b>Last Name:</b>	<b>BCRPA Leader ID:</b>
<b>Current Email Address in the Registry®</b>		
<b>Current First Aid in the Registry®</b>	<b>Attached: Yes / No      In the Registry®: Yes / No</b>	
<b>Current CPR in the Registry®</b>	<b>Attached: Yes / No      In the Registry®: Yes / No</b>	
<b>Is this your first BCRPA Module?</b>	<b>If yes, provide your Fitness Theory Registration Date:</b>	
<b>BCRPA Pilates Fitness Course Completion Certificate</b>	<b>Attached: Yes / No      In the Registry®: Yes / No</b>	

### Instructor Competency Evaluation (ICE) Procedure:

#### 1. **BEFORE** you contact an Evaluator:

- Refer to the back of **Form D** for the components of the evaluation and to determine how you will be marked.
- Complete **Form B** (Exam Questions).
- Complete **Form C-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 refer to <https://www.bcrpa.bc.ca/fitness-program/ice-forms/> for a list of current evaluators. Ensure your evaluator is currently registered – check their registration status on the Registry® of Fitness Professionals. You may then contact one directly to make arrangements for your evaluation. The evaluator will discuss the ICE procedure and how to submit your form C-2 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.

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

**Form A:** ICE Registration Cover Letter

**Form C-2:** 8-hour Resume and Lesson Plan

**Form B:** Exam Questions

**Form D:** ICE Practical Evaluation - double-sided page

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**Your evaluator will email the BCRPA confirmation once you have completed and passed the ICE.**

PLEASE ALLOW 5 - 10 BUSINESS DAYS FOR PROCESSING upon received confirmation from ICE evaluator. Please check the Registry® for Fitness Professionals for registration status in the specialty. The BCRPA will not notify Fitness Leaders regarding the status of the ICE package.

Date of ICE: \_\_\_\_\_