



BCRPA Yoga Fitness ICE Registration Cover Letter

Form A

CANDIDATE INFORMATION: Please print clearly

<i>Last Name</i>	<i>Given Name(s)</i>	<i>Middle Initial</i>
<i>Mailing Address (Street)</i>		
<i>City</i>	<i>Province</i>	<i>Postal Code</i>
<i>Residence Phone</i>	<i>Cell Phone / Other Phone</i>	<i>EmailAddress</i>

STEP 1: Pre-requisites

Before enrolling in a BCRPA approved Yoga Fitness course and completing this ICE package, please ensure the following:

- That **you are currently registered as a BCRPA Fitness Leader** in Fitness Theory or in one of the other Group Fitness or Individual options (Aquatic Fitness, Group Fitness, Pilates Fitness, Weight Training, Personal Training).
- That you have a current CPR certificate and a current First Aid certificate that is valid until at least the date that your Fitness Theory registration expires.

NOTE: If you are currently only registered in Fitness Theory, you **MUST** complete all of the Yoga Fitness course requirements and practicum hours, AND submit a fully completed Yoga Fitness ICE Package prior to the expiry date of your 1-year Fitness Theory registration. Please contact the BCRPA for further information if you are uncertain about this requirement.

Step 2: Please check and make sure that your BCRPA ICE PACKAGE contains the following forms:

Form A: ICE Registration Cover Letter

Form B: Exam Questions

Form C1: 8-hour Resume/Lesson Plan samples

Form C2: 8-hour Resume/ Lesson Plan

Form D: ICE Practical Evaluation - double-sided page

Scope of Practice

ICE Evaluation Questionnaire

List of BCRPA Evaluators

Step 3: 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 C2** (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 contact the BCRPA to obtain a list of current BCRPA Evaluators in BC. You may then contact one or more evaluators directly to make arrangements for your evaluation. The evaluator will discuss the ICE procedure and how to submit your form C2 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.

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: _____