

**British Columbia Recreation and Parks Association**

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# Form C

## Instructor Competency Evaluation (ICE)

Candidate's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_  
Class Type \_\_\_\_\_ Level (circle one): Basic / Advanced  
Evaluation Date \_\_\_\_\_

Key: 1 = Below Standard 2 = Needs Improvement / Below Average 3 = Satisfactory / Acceptable 4 = Good / Above Average 5 = Excellent

**PROGRAM COMPONENTS**

**1) OSTEOFIT Tip :**

• Delivery: \_\_\_/5      Content: \_\_\_/5      Preparedness: \_\_\_/5      **Subtotal**      **/15**

**Skills in Teaching**

*\*Please see reverse side for details*

	<b>Selection of Exercises</b>	<b>Explanation</b>	<b>Safety</b>	<b>Education</b>	<b>Teaching Techniques</b>	
<b>2) Warm up</b>						<b>/25</b>
<b>3) Agility and Balance</b>						<b>/25</b>
<b>4) Muscular Strength</b>						<b>/25</b>
<b>5) Stretch</b>						<b>/25</b>

**Comments (specific)**

2) Warm-up \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
3) Agility and Balance \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
4) Muscular Strength \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
5) Stretch \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6) Relaxation and Visualization**

**/5**

**Professional Leadership Qualities**

1. Planning ( <i>prepared, organized, adaptable, creative</i> )	1	2	3	4	5
2. Language ( <i>voice, body language, suitability</i> )	1	2	3	4	5
3. Manner ( <i>enthusiastic, encouraging, motivating</i> )	1	2	3	4	5
4. Attitude ( <i>responsible, sincere, professional</i> )	1	2	3	4	5

**Comments (general)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subtotal**      **/20**

**WRITTEN LESSON PLAN AND CLASS RESUME TO BE ATTACHED HEREIN**

**Total**      **/140**

Name of Evaluator \_\_\_\_\_  
Telephone \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ Postal Code \_\_\_\_\_  
Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_ Candidate's Signature \_\_\_\_\_

*Basic=84/140=60%    Advanced =112/140 = 80%*

# Osteofit Specialty Designation

## Instructional Competency Evaluation Scoring Explanation

This evaluation is the standardized form used to qualify the competency of potential Osteofit Instructors.

**Key:** 1 = *Below Standard* 2 = *Needs Improvement / Below Average* 3 = *Satisfactory / Acceptable* 4 = *Good/ Above Average* 5 = *Excellent*

**Basic Requirements:** The maximum possible score is 140 points. A cumulative score of 83 or less will not be acceptable for registration. A cumulative score of 84 plus (60%) is required for registration. If the applicant has scored a "Needs Improvement" (2) or a "Unacceptable" (1) rating in more than five categories this will not be acceptable for registration.

**Advanced Requirements:** The maximum possible score is 140 points. A cumulative score of 111 or less will not be acceptable for advanced registration. A cumulative score of 112 plus (80%) is required for advanced registration. The applicant is only allowed one "Needs Improvement" (2) and seven "Excellent"s (5) must be scored.

## Program Components

### 1. OSTEOFIT Tip

- prepared and knowledgeable
- topic is from core curriculum
- instructor delivers tip in an interactive way
- minimum of 5 minutes

### 2. Warm up (*limbering of upper, middle, lower body/moderate locomotion*)

- dynamic range of motion for all major joints
- easy limbering of all major joints
- gradual increased rate of circulation
- avoids ballistic stretches
- include rehearsal movements for muscular strength portion of class
- minimum 10 minutes

### 3. Agility and Balance (*creative, functional approach to reducing fall risk*)

- choice of activities appropriate for ability of participants
- dynamic and static balance exercises included as appropriate
- activities include directional changes
- activities use safe and appropriate speed and reaction time

### 4. Muscular Strength (*appropriate muscle groups, resourceful approach*)

- alternation of upper and lower body exercises
- emphasis on postural muscles and movements to enhance activities of daily living
- adequate time allowed for strengthening to occur
- correct posture and body placement is demonstrated and taught
- instructor must demonstrate strength principles applied to specific muscles
- maximum 30 minutes

### 5. Stretch (*appropriate muscle groups*)

- selection of appropriate stretches
- Postural improvements targeted
- correct posture and body placement is demonstrated and taught

### 6. Relaxation and Visualization (*tension release, muscle relaxation and breathing*)

- progressive relaxation, deep breathing included
- encourages physiological and psychological relaxation
- visualization optional

## Skills in Teaching

### 1. Selection of Exercises (*appropriate flow, variety*)

- exercises involve appropriate muscle groups
- exercises follow logical sequence and flow smoothly from one position to the next
- exercises are appropriate for stated training effect

### 2. Explanation (*verbal and non-verbal clarity, amount*)

- clear, concise instructions and demonstration
- expectations are clearly stated before and during class
- instruction progresses from simple to complex

### 3. Safety (*precautions, correct technique, exercise selection considers limitations of facility*)

- avoidance of high risk exercises for those with osteoporosis
- limitations of facility are considered including obstruction, cleanliness, temperature, floor surface, air circulation
- placement of chairs and equipment provide for safe bending, lifting and carrying techniques
- recommendations for pacing, breathing and body alignment are given and reinforced
- excessive repetition and rapid ballistic movements are avoided
- correct technique is both demonstrated and taught
- exercise precautions are provided
- provides alternative exercise modifications to adjust intensity
- provides modifications for participants with postural compromises

### 4. Education (*provides positive learning environment and promotes individual awareness and recognition of needs*)

- able to suggest and demonstrate modifications
- provides opportunity for feedback to and from participants
- promotes cognitive learning

### 5. Teaching Techniques (*use of space, formation, introduction of new activities*)

- is concerned with maximum comfort for participants
- instructor models safe bending, lifting, and carrying techniques
- exercises and instructions help to develop positive self image for all
- instructor changes teaching position and maintains eye contact
- planning for change of direction, movement, varied formations and maximum use of space
- able to use demonstration with explanation
- novel ideas and equipment incorporated into program

## Professional Leadership Qualities

### 1. Planning (*creative, organized, prepared, flexible to adapt*)

- lesson is creative, interesting
- instructor does not need to refer to lesson plan, or prepare equipment during class
- explanations, demonstrations, formations, and progressions are planned in advance
- lesson meets stated goals and objectives
- instructor is flexible to participants response

### 2. Language (*voice, body language, suitability*)

- voice is projected at level sufficient for group and size of facility
- instructor adds feeling and expression to comments, avoiding monotone
- clear pronunciation and projection of words
- tone of voice is friendly, encouraging and expressive
- verbal cues compliment demonstrations
- correct use of grammar and basic anatomical terminology
- movements are strong, energetic and precise
- correct technique and body alignment is maintained

### 3. Manner (*enthusiasm, encouraging, motivating*)

- positive attitude and approach to class
- respectful and polite to all participants
- body language – energetic and enthusiastic
- poised and confident with good sense of humor
- effective communication exchange between instructor and participants
- maintains eye contact and constant observation of class

### 4. Attitude (*responsible, sincere, professional*)

- instructor is available to spend extra time with individuals
- instructor is punctual and prepared both mentally and physically to focus on participants and class
- able to establish mutual trust and acceptance
- indicates concern for safety and comfort of participants
- demonstrates an enjoyment of teaching and appreciation of the values of fitness
- instructor is available to answer questions and refer to health care professionals as required
- appearance is neat, clean and suitable for activity