



PROCTORED EXAMINATION REQUEST

Proctors for the BCRPA Personal Training Exam or Advanced Fitness Theory Exam must be either currently registered as a BCRPA Supervisor of Fitness Leaders (SFL) or Trainer of Fitness Leaders (TFL) or meet BCRPA requirements for external proctors, please see below:

Exams can ONLY take place at a professional setting, such as places of business, public service facilities and educational institutions. No private homes will be approved. One application is required PER exam sitting.

- doctors
- registered nurses
- engineers
- lawyers
- accountants
- notaries
- librarians
- university and college faculty and instructors
- high school teachers
- school principals and vice principals
- the clergy

All exam requests must be in writing. SFLs and TFLs are able to request exams by email or regular mail. External proctors must request exams via signed, dated letter on their business letterhead.

Exam requests must include the following information:

- the specific exam being requested and the number of exam booklets needed
- the list of students writing the exam
- the date, time and location of the exam sitting
- the mailing address where the exams are to be sent
- proctor's business email address and phone number
- proctor's original signature

Proctor privileges are non-transferable. Exams will be sent by mail directly to the approved proctor and the exam must be written under the direct supervision of the person who is granted proctor status for that exam sitting.

The granting of proctor privileges is at the discretion of the BCRPA Fitness Registration Program and can be revoked at any time.

Proctors must not be related by family, marriage or working relationship to any person writing the exam.

Proctors are able to charge a fee to proctor the exam at their own discretion.

Please allow 2 weeks for BCRPA to process your application

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