

E-Learning thru the BCRPA

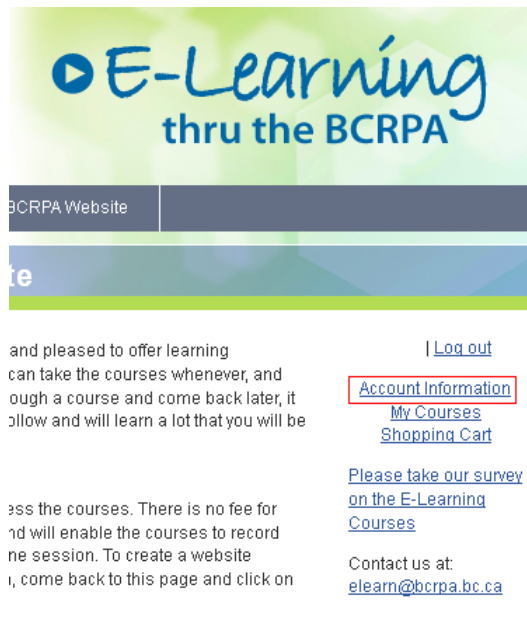
How to claim BCRPA CEC credits for the following online courses:

- ▶ *Aboriginal Cultural Relations*
- ▶ *BCRPA Shared Use Agreement Guide*
- ▶ *Vulnerable Populations*
- ▶ *Social Inclusion*
- ▶ *Engaging the Hard to Reach*

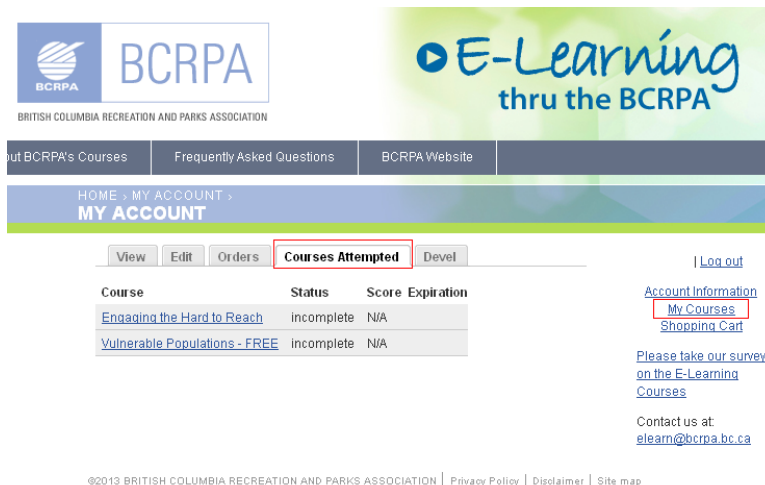
Successful completion of the above BCRPA online courses is worth 1 CEC per course.

To submit your request for CECs, please follow the following steps:

1. **Log into your account on the BCRPA [E-Learning website](#) and click on Account Information.**



2. From here, click on the Courses Attempted tab. *Take a screen capture.* (save as a jpg, doc, docx, rtf, or pdf file).



The screenshot shows the BCRPA E-Learning portal. At the top left is the BCRPA logo with the text 'BRITISH COLUMBIA RECREATION AND PARKS ASSOCIATION'. To the right is a banner for 'E-Learning thru the BCRPA'. Below the banner is a navigation bar with links for 'out BCRPA's Courses', 'Frequently Asked Questions', and 'BCRPA Website'. A breadcrumb trail reads 'HOME > MY ACCOUNT > MY ACCOUNT'. Below this is a user account menu with tabs for 'View', 'Edit', 'Orders', 'Courses Attempted' (highlighted with a red box), and 'Devel'. To the right of the menu is a 'Log out' link. Below the menu is a table of courses:

Course	Status	Score	Expiration
Engaging the Hard to Reach	incomplete	N/A	
Vulnerable Populations - FREE	incomplete	N/A	

To the right of the table are links for 'Account Information', 'My Courses' (highlighted with a red box), and 'Shopping Cart'. Below these are links for 'Please take our survey on the E-Learning Courses' and 'Contact us at: ellearn@bcrpa.bc.ca'. At the bottom of the page is a footer with the text '©2013 BRITISH COLUMBIA RECREATION AND PARKS ASSOCIATION | Privacy Policy | Disclaimer | Site map'.

3. Once you have the screen capture (saved as jpg, doc, docx, rtf, or pdf files) submit them for review and processing through [The Registry® of Fitness Professionals](#) through the “BCRPA Pre-Approved CEC Form” found under your “COURSES AND WORKSHOPS” drop down menu.

Please contact the BCRPA at registration@bcrpa.bc.ca or 604-629-0965 if you have any questions or require assistance with this process.

Screenshot Help:

Some helpful websites that outline how to take a screenshot are listed below (please note that these are external sites, not administered or maintained by the BCRPA):

Windows, Mac, iOS, Android: <http://www.take-a-screenshot.org/>

Windows Computer: <http://www.wikihow.com/Take-a-Screenshot-in-Microsoft-Windows>

Mac: <https://support.apple.com/en-ca/HT201361>