



BC Recreation and Parks Association
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www.bcrpa.bc.ca

WORKSHOP APPLICATION FORM

APPLICATION INFORMATION:

Application Contact Person: _____

Address: _____ City: _____

Postal Code: _____ Phone Number: _____

Email: _____ Fax: _____

BCRPA WEBSITE INFORMATION:

(Please fill out this information as you would like it to be posted on the BCRPA website)

Workshop Title: _____

Registration Contact Person or Company Name: _____

City: _____ Phone Number: _____

Start Date: _____ Start time: _____ End time: _____

Total break time: _____ Total educational time: _____
(# of CEC's it will be approved for)

Website to include with posting: _____

In-house

Open to the public

PRESENTER INFORMATION:

Name: _____

BCRPA SFL or TFL sponsor (if presenter does not meet BCRPA presenter criteria):

Detailed resume for all presenters (once the resume is on file it does not need to be submitted again).

WORKSHOP INFORMATION:

Please submit copies of the following:

Detailed workshop description (hour-by-hour)

Copies of all materials used or given to participants

APPLICATION REVIEW FEE:

Previously Approved Workshop: No Fee – (For workshops of the same title, presenter(s) and content previously submitted and approved).

Workshops are accepted for a period of 1 year; after 1 year, workshop information must be resubmitted. Fee is waived for resubmissions for unmodified or unchanged content.

Date of Initial Approval (MM/YY): ____/____

New or Modified Workshop: \$25 Application Review Fee – (For new workshops or previously submitted workshops whose title, content or presenter(s) have been modified or changed.)

Workshop application fee of \$25 can be waived for SFL or TFLs (or SFL/TFL sponsors) by submitting information online on The Registry® of Fitness Professionals (www.thefitnessregistry.com) under the "COURSES AND WORKSHOPS" drop down menu. This is an application review fee and does not indicate workshop approval.

PAYMENT INFORMATION:

\$25 – Application Review Fee, if applicable according to criteria above.

Money Order Master Card VISA

CC # _____/_____/_____/_____

Expiry Date (MM/YY) _____/_____ CVV (3-Digit Security Number) _____

Signature _____

This review fee is non-refundable; refunds will not be given for workshops that are declined for not meeting [BCRPA Approved Workshop Criteria](#). Refunds can only be issued up to 7 days due to a submission withdrawal.

To confirm workshop approval please refer to: www.bcrpa.bc.ca

**Please note that application deadlines are the 1st and 15th of each month.
The website will be updated 3-4 working days later.
You will not receive notification of application approval. You will only be contacted by the BCRPA if there is a problem with your application. Please check website to ensure your workshop is listed properly.
Please allow 4-6 weeks for processing.**