

Please print clearly. You can access your Fitness Leader account at www.thefitnessregistry.com

First Name		Last Name		BCRPA Leader ID	
Current Email Address in The Registry®					
Current First Aid & CPR in The Registry®		Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No In The Registry®: <input type="checkbox"/> Yes <input type="checkbox"/> No			

Instructor Competency Evaluation (ICE) Procedure:

1. BEFORE you contact an Evaluator:

- Refer to page 5 for the components of the evaluation and to determine how you will be marked.
- Complete **Form B-2** (Lesson Plan).
- Obtain permission from a local fitness facility to use it, and its class or your own class, for your ICE evaluation.

2. Contact an Evaluator:

- When you are ready for your evaluation, please refer to the list of current evaluators found on our [website](#).
- Ensure your evaluator is currently registered – check their registration status on The Registry® of Fitness Professionals. You may then contact one directly to make arrangements for your evaluation.
- The evaluator will discuss the ICE procedure and how to submit your form B2 for marking. The evaluator will also discuss the date, time and location of the ICE and any fees they may charge you to conduct the ICE evaluation.

INSTRUCTOR COMPETENCY EVALUATION (ICE)

ICE can be done virtually at a pool. Video ICEs are also accepted. Arrangements should be confirmed directly with the ICE evaluator.

Your evaluator will email BCRPA confirmation once you have completed and passed the ICE.

PLEASE ALLOW 5 - 10 BUSINESS DAYS FOR PROCESSING upon receiving confirmation from ICE evaluator. Check The Registry® of Fitness Professionals for registration status in the specialty. BCRPA will not notify Fitness Leaders regarding the status of the ICE package.

Date of ICE:

This form is to help the evaluator while writing up the Instructional Competency Evaluation form. There is no grade attached to the lesson plan. **You are required to hand this completed lesson plan to the evaluator prior to the evaluation.** Please copy this form if additional space is required.

Song/CD Used and BPM	Fitness Component	Exercise Selection	Muscle Groups and / or Joints Involved	Special Precautions or Instructions	Time (min)

Instructor Competency Evaluation (ICE) - Expired Fitness Leader

BCRPA Aquatic Fitness Module

Candidate Name _____

Address _____ City _____

Telephone (H) _____ (W) _____

Class Type _____ Level: Basic Advanced

Evaluation Date _____

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

A. Lesson Development

See reverse side for details.	Selection of Exercises	Explanation	Use of Music	Safety	Education	Teaching Techniques	
1) Warm up							/30
2) Cardio							/30
3) Muscular Endurance							/30
4) Flexibility & Cool Down							/30

COMMENTS (*specific*) **Subtotal** **/120**

1. Warm-up

2. Cardio

3. Muscular Endurance

4. Flexibility and Cool Down

B. Professional Qualities

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

COMMENTS (*general*)

WRITTEN LESSON PLAN AND CLASS RESUME TO BE ATTACHED HEREIN **Subtotal** **/20**
Name of Evaluator _____ **Total** **/140**

Phone _____ **Address** _____ *Basic = 98/140 = 70%*
City _____ **Postal Code** _____ *Advanced + 112/140 = 80%*

Evaluator's Signature _____ **Date** _____ **Candidate's Signature** _____

Instructional Competency Evaluation Scoring Explanation

BCRPA Aquatic Fitness Specialty Module

This evaluation is the standardized form used to qualify the competency of potential Fitness Leaders.

Purpose: The Aquatic Fitness ICE is intended to create an evaluation which is clear, easy to follow, provides standards and encourages consistency. The following categories of scoring have been broken down to a priority rating scale. This is meant to provide a base which all evaluators can judge from to ensure standards are met.

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 97 or less will not be acceptable for registration. A cumulative score of 98 plus (70%) is required for registration. If the applicant has scored a "Needs Improvement" (2) or a "Below Standard" (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.

A. Lesson Development

- Warm up** (*limbering of upper, middle, lower body/moderate locomotion to compensate for water temperature and ensure thermal warm-up*)
 - Easy limbering of major joints
 - Gradual increase in range of motion and circulation
 - Adequately stretches major muscle groups, using dynamic and static stretches where appropriate
 - 10 - 12% of total class time recommended
- Cardio** (*balanced distribution of exercise, variety, intensity, duration*)
 - Correct technique, posture, breathing and pacing is demonstrated and taught
 - Attention is given to muscle balance and excessive repetition is avoided (particularly arms out of the water for extended periods of time and hip flexors vs gluts)
 - Level of intensity is appropriate with modifications given for different levels within class
 - Class flows with continuous movement and exercises are appropriate for water depth
 - 40 - 70% of total class time, dependent on population
- Muscular Endurance** (*well-balanced, technique, posture, variety of exercises*)
 - Correct posture and body placement is demonstrated and taught
 - Instructor demonstrates correct technique when using muscular endurance or strength
 - Attention given to muscle balance and a variety of exercises are used
 - Recommend 20 - 40% of total class time or adapted into intervals
- Flexibility and Cool Down** (*appropriate muscle groups, relaxation and attention to breathing*)
 - Exercises are planned to stretch major muscle groups
 - Correct body alignment and posture is demonstrated and taught
 - Modifications and alternatives are given when appropriate
 - Encourages physiological and psychological relaxation
 - 10 - 12% of total class time, encouraging some movement between stretches to compensate for rapid cooling effect of water

B. Skills in Teaching

- Selection of Exercises** (*appropriate flow, variety, well-rounded, water depth, proper use of equipment*)
 - Effective use of the physical principles of water in exercise selection (i.e. buoyancy, resistance, drag)
 - Correct use of equipment in terms of body position, technique and balance
 - Effective use of exercise in relation to water depth
 - Exercises involve a variety of muscle groups and provide muscle balance
 - Smooth transitions from one exercise to the next
 - Exercises are appropriate for stated training effect
- Explanation** (*verbal and non-verbal*)
 - Introductions and guidelines are given
 - Clear, concise instructions and demonstration
 - Sufficient information is given to guide participants safely (i.e. cueing of proper body positioning)
 - Instruction progresses from simple to complex
 - Body language – energetic and enthusiastic
- Use of Music** (*selection, volume, quality, ability to coordinate with music*)
 - Music is motivating, suitable, appropriate volume and consistent quality for teaching
 - Movements are compatible with tempo, rhythm and phrasing
- Safety** (*precautions, correct technique, exercise selection limitations of facility*)
 - Correct technique demonstrated and taught, precautions and modifications given
 - Avoidance of high risk exercises, excessive repetition and rapid ballistic movements
 - Recommendations for pacing, breathing and body alignment are given and reinforced
 - Appropriate intensity monitoring (heart rates, perceived exertion, talk test)
 - Limitations of facility are considered including depth of water and pool bottom (tiles, concrete, texture)
- Education** (*provides positive environment and promotes individual awareness and recognition of needs*)
 - Able to suggest and demonstrate modifications
 - Provides opportunity for feedback to and from participants
 - Promotion of education and learning
 - Intensity check demonstrated and explained
- Teaching Techniques** (*use of space, formation, introduction of new movements*)
 - Concern with comfort of participants, facility design, best viewing position, glare, light reflection
 - Proper use of deck demonstrations (water speed and instructor safety)
 - Instructor monitors class and adapts cueing and demos appropriately
 - Exercises and instructor helps promote success for participants
 - Instructor changes teaching position and maintains eye contact
 - Planning for change of direction, movement, varied formations and maximum use of space
 - Variety and equipment incorporated into program where appropriate

C. Professional Leadership Qualities

- Planning** (*creative, organized, prepared, flexible to adapt*)
 - Explanations, demonstrations, formations, and progressions are planned in advance
 - Lesson is creative, interesting and has intent
 - Instructor is well prepared (lesson plan, equipment) with ability to adapt when needed
- Language** (*voice, body language, suitability*)
 - Movements are strong, energetic and precise
 - Clear pronunciation and projection of words
 - Tone of voice is friendly, encouraging and expressive
- Language** (*enthusiasm, encouraging, motivating*)
 - Positive attitude and approach to class, respectful and confident
 - Body language – energetic and enthusiastic
 - Effective communication exchange between instructor and participants
 - Maintains eye contact and constant observation of class
- Attitude** (*responsible, sincere, professional*)
 - Instructor is prepared both mentally and physically to focus on participants and class
 - Indicates concern for participants (i.e. individual needs)
 - Demonstrates an enjoyment of teaching and appreciation of the values of wellness
 - Instructor is available to answer questions and provide information wherever possible
 - Appearance is neat, clean and suitable for activity

HIGH RISK AQUATIC FITNESS EXERCISES

BCRPA's Aquatic Fitness Advisory Committee recommends that caution be used when including the following potentially high risk exercises in an aquatic fitness group exercise class. Instructors must determine the risk vs. the benefits of a particular exercise in relation to the population it is intended for. Please note: This list is intended as a guideline to be used for information and education only. The intent of the guide is to stimulate discussion and analysis of exercise selection resulting in increased safety in program development.

HIGH RISK	AREA OF CONCERN	SUGGESTIONS FOR DECREASING RISK
Running/Jumping technique on toes	Gastrocnemius/Soleus/Tibialis	Bring heels down to bottom (ie landing: toe, heel)
Overuse of hip flexor through excessive running, tuck jumps, etc.	Hip Flexor	Do a variety of leg movements
Excessive repetitions of high impact movement	Load Bearing Joints	Maximum of 16 repetitions per movement
Exaggerated lateral flexion of the spine	Hyperextension of Spine	20 degrees recommended range
Rocking horse with spinal movement	Hyperextension of Cervical/Lumbar Spine	Maintain body alignment; avoid hyperextension of the spine
Supine or prone flutter kick at wall	Hyperextension of Cervical/Lumbar Spine	Maintain body alignment; floatation device option
Forward travelling jumping jacks	Knee & Lumbar Spine	Backward/Sideways travel only or reduce speed and ROM
Double leg lifts in supine position	Lumbar Spine	One leg lifts with other leg bent for support/target abdominals
Slalom jump	Knee & Spine	Move body as a unit
Spinal rotation (twist)	Spine	Stabilize and isolate upper or lower body/reduce speed
Vertical push ups at wall	Wrist/Shoulder/Hyperextension of Cervical Spine	Do horizontally or use flutter board (push down)
Full neck rotations	Cervical Spine	Semi-circle, forward only
Prone body position with neck hyperextended (to keep face out of water) ie flutter kick stretches	Cervical/Lumbar Spine	Submerge face to align neck
Sit ups with legs or arms hooked onto side	Shoulder Impingement/Lumbar Spine	Use floatation device or standing position
Jumping or high rebound kicks in shallow	Load Bearing Joint/Lumbar Spine	Move to chest deep water
Hip hyperextension	Hip/Lumbar Spine	15-20 degrees maximum and maintain neutral
Sustained overhead arm patterns	Shoulder/Neck	Use the resistance of the water
Double Arm Hang off pool wall unsupported in Deep Water	Shoulder Joint	Avoid using exercise
Thumbs down breast-stroke during vertical	Shoulder Joint	Thumbs up, shoulder abduction > 90%
Deep Water Vertical Exercise utilizing dumb-bells only	Overload to Shoulder Joint	Use additional flotation devices