



# BCRPA Pilates Fitness Module

## EXPIRED FITNESS LEADER ICE PACKAGE

Please print clearly. You can access your Fitness Leader account at [www.thefitnessregistry.com](http://www.thefitnessregistry.com)

<b>First Name</b>		<b>Last Name</b>		<b>BCRPA Leader ID</b>	
<b>Current Email Address in The Registry®</b>					
<b>Current First Aid &amp; CPR uploaded to The Registry®?</b>		<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 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 pages 3 and 4 for marking. The evaluator will also discuss the date, time and location of the ICE as well as any fees they may charge you to conduct the ICE evaluation.

### INSTRUCTOR COMPETENCY EVALUATION (ICE)

ICE can be done virtually. 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. BCRPA will notify Fitness Leaders regarding the status of the ICE package.

**Date of ICE:**

---

# LESSON PLAN

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.

Class Component	Name of Exercise	Muscle Groups and/or Joints Involved	Special Precautions or	Time (min)



# Instructor Competency Evaluation (ICE) - Expired Fitness Leader

## BCRPA Pilates Fitness Module

Candidate 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

### A-B. Lesson and Skill Development

Please see page 5 for details	Selection of Exercises	Explanation	Modifications	Safety	Breath	Teaching Techniques	
<b>1) Warm-Up/ Preparatory Movements</b>							<b>/30</b>
<b>2) Exercises</b>							<b>/30</b>
<b>3) Exercise Sequencing</b>							<b>/30</b>
<b>4) Class Conclusion (relaxation, re-aligning etc.)</b>							<b>/30</b>
<b>Comments (specific)</b>						<b>Subtotal</b>	<b>/120</b>

1. Warm-Up/Preparatory Movements \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Exercises \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Exercise Sequencing \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Class Conclusion \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**B. Professional 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)**

---

---

---

---

---

<b>WRITTEN LESSON PLAN TO BE ATTACHED HEREIN</b>	<b>Subtotal</b>	<b>/20</b>
	<b>Total</b>	<b>/140</b>

*Basic=98/140=70%    Advanced=112/140 = 80%*

Name of Evaluator \_\_\_\_\_  
Phone \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ Postal Code \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Purpose: The Pilates 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

- Appropriate selection of exercises for a beginner Pilates mat class
- Primary purpose of exercises are described
- Level of intensity is appropriate with modifications given for different levels within class
- Correct body alignment, movement and pacing is demonstrated and taught

### B. Skills in Teaching

#### 1. Selection of Exercises (appropriate flow, variety, well-rounded)

- Correct demonstration in terms of body alignment and movement
- Exercises involve a variety of muscle groups and provide muscle balance
- Exercises follow logical sequence and flow smoothly from one position to the next
- Exercises are appropriate for stated purpose
- Variety demonstrated

#### 2. 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 alignment, movement and breath)
- Instruction progresses from simple to complex
- Primary purpose of exercise is described

#### 3. Use of Music (selection, quality)

- Recommendations for pacing, breathing and body alignment are given and reinforced
- Provides alternative exercise modifications
- Able to suggest and demonstrate modifications

#### 4. Safety (precautions, correct technique)

- Correct technique demonstrated and taught, precautions and modifications given
- Recommendations for pacing, breathing and body alignment are given and reinforced
- Avoidance of high risk/contraindicated exercises
- Limitations of facility are considered including obstruction, cleanliness, temperature, floor surface, air circulation, appropriateness of mats
- Maintains visual observation of participants
- Health screening (ie. PAR-O) is administered for each participant

#### 5. Breath (promotes individual awareness appropriate to exercise selection)

- Demonstrates Pilates breathing technique
- Instruction promotes the relationship between breath and movement
- Promotion of education regarding breath

#### 6. Teaching Techniques (use of space, introduction of new movements)

- Concern with comfort of participants, facility design, best viewing position, glare, light reflection
- Instructor monitors class and adapts cueing and demos appropriately
- Selection of exercises help promote success for participants

### C. Professional Leadership Qualities

#### 1. 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) with ability to adapt when needed

#### 2. 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
- Verbal cues compliment demos
- Voice is projected at level sufficient for group and size of facility

#### 4. Manner (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 constant observation of class

#### 5. 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