



**Form A BCRPA Registration Cover Letter**

BRITISH COLUMBIA RECREATION AND PARKS ASSOCIATION  
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email: [registration@bcrpa.bc.ca](mailto:registration@bcrpa.bc.ca) Website: [www.bcrpa.bc.ca](http://www.bcrpa.bc.ca)

**Candidate Information:**

Surname:	Given Name(s):	Middle Initial:
Mailing Address (Street):		
City:	Province:	Postal Code:
Residence Phone:	Cell:	Email:

**STEP 1: Pre-requisites**

Before enrolling in a BCRPA approved Osteofit course and completing this ICE package, please ensure the following:

- That you are currently registered as a BCRPA Fitness Leader in Group Fitness or Weight Training or Personal Training; AND that you have completed the Third Age course.
- That you have a current CPR certificate and a current First Aid certificate that are valid for at least 120 days following the completion date of your desired course.

Step 2: Please check and make sure that your BCRPA ICE PACKAGE contains the following forms:

- |                                       |                              |
|---------------------------------------|------------------------------|
| Form A: ICE Registration Cover Letter | Scope of practice            |
| Form B: 8-hour Resume and Lesson Plan | ICE Evaluation Questionnaire |
| Form C: ICE Practical Evaluation      | List of BCRPA evaluators     |

Step 3: Instructor Competency Evaluation (ICE) Procedure:

**1. Before you contact an Evaluator:**

- Refer to the back of Form C for the components of the evaluation and to determine how you will be marked.
- Complete Form B (8-hour resume and Lesson Plan).
- Obtain permission from a local fitness facility to use it, and its class or your own class, for your ICE evaluation.
- If necessary, arrange to have friends act as “class participants” for the evaluation.

2. Contact an Evaluator: The List of BCRPA Evaluators you were given is organized by city to help you find an evaluator who is close to your home. The evaluator will discuss the ICE procedure and how to submit your form B 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.

Submit proof of BCRPA registration requirements. Please ensure that ALL items listed below are enclosed in one envelope

- Osteofit course completion certificate (from Osteofit course conductor)
- Osteofit results letter (from Osteofit course conductor)
- Third Age course completion certificate (from Third Age course conductor)
- Current CPR Certificate: Minimum "CPR - A"
- Current First Aid Certificate: Minimum "Emergency First Aid"
- Completed ICE Forms A, B and C: Marked by an evaluator with passing marks.

Office Use Only:

Exam Date: \_\_\_\_\_

Date of ICE: \_\_\_\_\_

- Mail ALL completed forms to the BCRPA. PLEASE ALLOW 4 – 6 WEEKS FOR PROCESSING.
- Submit Copies Only. Always Keep your originals in case something gets lost in the mail.