



BCRPA Group Fitness Specialty Module
Expired Fitness Leader
Instructor Competency Evaluation (ICE)

CANDIDATE INFORMATION: 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 uploaded to The Registry®?	Yes / No	

Instructor Competency Evaluation (ICE) Procedure:

1. BEFORE you contact an Evaluator:

- Refer to pages 5 and 6 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.
- If necessary, arrange to have friends act as “class participants” for the evaluation.

2. Contact an Evaluator: When you are ready for your evaluation, please refer to the list of current evaluators found on this webpage as a downloadable PDF: <https://www.bcrpa.bc.ca/fitness/become-groupfitness/#Step6>. 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.

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.

Song Title, Artist, BPM & Source <i>(eg. Apple Music, Spotify)</i>	Fitness Component	Exercise Selection	Muscle Groups and/or Joints Involved	Special Precautions or Instructions	Time (min)



BCRPA Group Fitness Specialty Module
Expired Fitness Leader
Instructor Competency Evaluation (ICE)

Candidate Name _____
 Address _____
 City _____ Telephone (H) _____ (W) _____
 Class Type _____ Level (circle one): Basic / Advanced
 Evaluation Date _____

Key: 1 = Unacceptable 2 = Needs Improvement 3 = Good 4 = Excellent

A-B. Lesson and Skill Development

Please see page 5-6 for details	Selection of Exercises	Explanation	Use of Music	Safety	Education	Teaching Techniques	
1) Warm up							/24
2) Cardio							/24
3) Muscular Endurance							/24
4) Flexibility & Cool Down							/24
Comments (specific)						Subtotal	/96

1. Warm up _____

2. Cardio _____

3. Muscular Endurance _____

2. Flexibility and Cool Down _____

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)

WRITTEN LESSON PLAN TO BE ATTACHED HEREIN	Subtotal	/16
	Total	/112

Basic=79/112=70% Advanced =90/112 = 80%

Name of Evaluator _____

Phone _____ Address _____

City _____ Postal Code _____

Evaluator's Signature _____ Date _____

Candidate's Signature _____ Date _____

Group Fitness Specialty Module

Instructional Competency Evaluation Scoring Explanation

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

Key: 1 = Unacceptable 2 = Needs Improvement 3 = Good 4 = Excellent

Basic Requirements: The maximum possible score is 112 points. A cumulative score of 78 or less will not be acceptable for registration. A cumulative score of 79 plus (70%) is required for registration. If the applicant has scored a "Needs Improvement" (2) or a "Unacceptable" (1) rating in more than five categories this will not be acceptable for registration

Advanced Requirements: The maximum possible score is 112 points. A cumulative score of 89 or less will not be acceptable for advanced registration. A cumulative score of 90 plus (80%) is required for advanced registration. The applicant is only allowed one "Needs Improvement" (2) and seven "Excellent"s (4) must be scored.

A. Lesson Development

1. Warm up (*limbering of upper, middle, lower body/moderate locomotion*)

- dynamic range of motion for all major joints
- easy limbering of all major joints
- gradual increased rate of circulation
- avoids ballistic stretches
- 10 - 12% of total class time recommended

2. Cardio (*balanced distribution of exercise, variety, intensity, duration*)

- level of intensity is challenging but does not exceed ability level of class
- 25 – 40% of total class time recommended
- instructor avoids excessive repetition
- participants are reminded about foot placement with heels down, breathing and pacing
- movement is continuous without sudden breaks or inverted positions
- principles of cardiovascular cool down must be exhibited

3. Muscular Endurance (*well-balanced, resourceful approach*)

- well rounded variety of exercises used
- 30-40% of total class time recommended
- adequate time allowed for endurance or strengthening to occur
- correct posture and body placement is demonstrated and taught
- instructor must demonstrate strength and endurance principles applied to specific muscles

4. Flexibility and Cool Down (*appropriate muscle groups, tension release, relax muscles and breathing*)

- complimentary exercises are planned to stretch appropriate muscle groups
- 10 - 12% of total class time recommended
- correct posture and body placement is demonstrated and taught
- avoidance of high risk stretches
- encourages physiological and psychological relaxation

B. Skills in Teaching

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

- exercises involve maximum number of muscle groups
- exercises follow logical sequence and flow smoothly from one position to the next
- extensive variety demonstrated
- exercises are appropriate for stated training effect

2. Explanation (*verbal and non-verbal clarity, amount*)

- clear, concise instructions and demonstration
- expectations are clearly stated before and during class
- instruction progresses from simple to complex

3. Use of Music (*selection, volume, quality, ability to coordinate with music*)

- music is motivating and appropriate for mood and pace of component
- selection is varied and suitable for clientele
- exercise coordinated with rhythm and phrasing of music
- instructor uses cues in music to help indicate changes in exercise
- volume does not interfere with instructor and enjoyment
- recording quality is consistent – free of pauses, static and sudden changes in level

4. Safety (*precautions, correct technique, exercise selection limitations of facility*)

- avoidance of high risk exercises
- limitations of facility are considered including obstruction, cleanliness, temperature, floor surface, air circulation
- recommendations for pacing, breathing and body alignment are given and reinforced
- excessive repetition and rapid ballistic movements are avoided
- correct technique is both demonstrated and taught
- exercise precautions are provided
- provides alternative exercise modifications for lighter intensity

5. Education (*provides positive learning environment and promotes individual awareness and recognition of needs*)

- able to suggest and demonstrate modifications
- provides opportunity for feedback to and from participants
- promotes cognitive learning
- intensity check demonstrated and explained during cardio

6. Teaching Techniques (*use of space, formation, introduction of new activities*)

- is concerned with maximum comfort for participants
- exercises and instructions help to develop positive self image for all
- instructor changes teaching position and maintains eye contact
- planning for change of direction, movement, varied formations and maximum use of space
- able to use demonstration with explanation
- novel ideas and equipment incorporated into program
- Variety and equipment incorporated into program where appropriate

C. Professional Leadership Qualities

1. Planning (*creative, organized, prepared, flexible to adapt*)

- lesson is creative, interesting
- instructor does not need to refer to lesson plan, or prepare equipment during class
- explanations, demonstrations, formations, and progressions are planned in advance
- lesson meets stated goals and objectives
- instructor is flexible to participants; response

2. Language (*voice, body language, suitability*)

- voice is projected at level sufficient for group and size of facility
- instructor adds feeling and expression to comments, avoiding monotone
- clear pronunciation and projection of words
- tone of voice is friendly, encouraging and expressive
- verbal cues compliment demonstrations
- correct use of grammar and basic anatomical terminology
- movements are strong, energetic and precise
- correct technique and body alignment is maintained

4. Manner (*enthusiasm, encouraging, motivating*)

- positive attitude and approach to class
- respectful and polite to all participants
- body language – energetic and enthusiastic
- poised and confident with good sense of humor
- effective communication exchange between instructor and participants
- maintains eye contact and constant observation of class

5. Attitude (*responsible, sincere, professional*)

- instructor is available to spend extra time with individuals
- instructor is punctual and prepared both mentally and physically to focus on participants and class
- able to establish mutual trust and acceptance
- indicates concern for safety and comfort of participants
- demonstrates an enjoyment of teaching and appreciation of the values of fitness
- instructor is available to answer questions and provide information wherever possible
- appearance is neat, clean and suitable for activity