

**BCRPA Osteofit Leader Module  
ICE Registration Cover Letter**

**Form A**

**CANDIDATE INFORMATION: Please print clearly**

<i>Surname</i>	<i>Given Name(s)</i>	<i>Middle Initial</i>
<i>Mailing Address (Street)</i>		
<i>City</i>	<i>Province</i>	<i>Postal Code</i>
<i>Residence Phone</i>	<i>Cell Phone / Other Phone</i>	<i>EmailAddress</i>

**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:**

- |   |                                     |
|---|-------------------------------------|
| <b>Form A:</b> ICE Registration Cover Letter                | <b>Scope of Practice</b>            |
| <b>Form B:</b> 8-hour Resume and Lesson Plan                | <b>ICE Evaluation Questionnaire</b> |
| <b>Form C:</b> ICE Practical Evaluation - double-sided page | <b>List of BCRPA Evaluators</b>     |

**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.**



## 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.

Fitness Component	Exercise Selection	Muscle Groups and/or Joints Involved	Special Precautions or Instructions

**British Columbia Recreation and Parks Association**

301 - 470 Granville Street, Vancouver BC V6C 1V5  
Ph: (604) 629-0965 Fax: (604)629-2651 e-mail: [bcrpa@bcrpa.bc.ca](mailto:bcrpa@bcrpa.bc.ca)  
Website: [www.bcrpa.bc.ca](http://www.bcrpa.bc.ca)

**Form C**

**Instructor Competency Evaluation (ICE)**

Candidate's 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

**PROGRAM COMPONENTS**

**1) OSTEOFIT Tip :**

• Delivery: \_\_\_/5      Content: \_\_\_/5      Preparedness: \_\_\_/5      **Subtotal** /15

**Skills in Teaching**

*\*Please see reverse side for details*

	<b>Selection of Exercises</b>	<b>Explanation</b>	<b>Safety</b>	<b>Education</b>	<b>Teaching Techniques</b>	
<b>2) Warm up</b>						<b>/25</b>
<b>3) Agility and Balance</b>						<b>/25</b>
<b>4) Muscular Strength</b>						<b>/25</b>
<b>5) Stretch</b>						<b>/25</b>

**Comments (specific)**

2) Warm-up \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
3) Agility and Balance \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
4) Muscular Strength \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
5) Stretch \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6) Relaxation and Visualization**

**/5**

**Professional Leadership 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)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subtotal** /20

**WRITTEN LESSON PLAN AND CLASS RESUME TO BE ATTACHED HEREIN**

**Total** /140

Name of Evaluator \_\_\_\_\_ *Basic=84/140=60% Advanced =112/140 = 80%*  
Telephone \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ Postal Code \_\_\_\_\_  
Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_ Candidate's Signature \_\_\_\_\_

# Osteofit Specialty Designation

## Instructional Competency Evaluation Scoring Explanation

This evaluation is the standardized form used to qualify the competency of potential Osteofit Instructors.

**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 83 or less will not be acceptable for registration. A cumulative score of 84 plus (60%) 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 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.

## Program Components

### 1. OSTEOFIT Tip

- prepared and knowledgeable
- topic is from core curriculum
- instructor delivers tip in an interactive way
- minimum of 5 minutes

### 2. 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
- include rehearsal movements for muscular strength portion of class
- minimum 10 minutes

### 3. Agility and Balance (*creative, functional approach to reducing fall risk*)

- choice of activities appropriate for ability of participants
- dynamic and static balance exercises included as appropriate
- activities include directional changes
- activities use safe and appropriate speed and reaction time

### 4. Muscular Strength (*appropriate muscle groups, resourceful approach*)

- alternation of upper and lower body exercises
- emphasis on postural muscles and movements to enhance activities of daily living
- adequate time allowed for strengthening to occur
- correct posture and body placement is demonstrated and taught
- instructor must demonstrate strength principles applied to specific muscles
- maximum 30 minutes

### 5. Stretch (*appropriate muscle groups*)

- selection of appropriate stretches
- Postural improvements targeted
- correct posture and body placement is demonstrated and taught

### 6. Relaxation and Visualization (*tension release, muscle relaxation and breathing*)

- progressive relaxation, deep breathing included
- encourages physiological and psychological relaxation
- visualization optional

## Skills in Teaching

### 1. Selection of Exercises (*appropriate flow, variety*)

- exercises involve appropriate muscle groups
- exercises follow logical sequence and flow smoothly from one position to the next
- 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. Safety (*precautions, correct technique, exercise selection considers limitations of facility*)

- avoidance of high risk exercises for those with osteoporosis
- limitations of facility are considered including obstruction, cleanliness, temperature, floor surface, air circulation
- placement of chairs and equipment provide for safe bending, lifting and carrying techniques
- 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 to adjust intensity
- provides modifications for participants with postural compromises

### 4. 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

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

- is concerned with maximum comfort for participants
- instructor models safe bending, lifting, and carrying techniques
- 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

## 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

### 3. 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

### 4. 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 refer to health care professionals as required
- appearance is neat, clean and suitable for activity