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# BCRPA CHECKLIST

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## 1. STEP 1

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- Complete Infofit's Fitness Theory Course
- Create an account on The Registry of Fitness Professionals <https://www.thefitnessregistry.com/>
- Write & Pass BCRPA fitness theory exam \$110, this can be taken online on your own computer, Infofit will email you how to book this at the end of the Fitness Theory Course.
- Complete an Emergency First Aid & CPR/AED A course (8 hours)
- Once you have passed the Fitness Theory exam, please update your Fitness Registry account with your First aid and CPR expiry date and then pay your \$109 registration fee to BCRPA, this must be done by the end of the next course (Weight Training/Personal Trainer Basics).

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## 2. STEP 2

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- Complete Infofit's Personal Training Basics (Weight Training Course) and receive your letter of completion.  
If you completed this step before you wrote the BCRPA Fitness theory exam, then you will need to complete one hour of tutoring \$60 to get a new completion letter for Weight Training.
- Complete your BCRPA ICE package (<https://www.bcrpa.bc.ca/fitness-program/ice-forms/>) and then call Infofit to schedule your ICE evaluation (\$157.50), if you are a student who lives out of Vancouver depending on where you live you can usually find one in your own area and you can search via the Fitness registry (<https://www.thefitnessregistry.com/>)
- Complete BCRPA Weight Training Course Instructor Competency Evaluation (ICE), you will then send your ICE package to BCRPA for processing, once they have processed, they will update your Fitness registry account stating that you are registered in Weight Training.
- Congratulations, you are now a Registered BCRPA Weight Room On-Floor Service Instructor!

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## 3. STEP 3

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- To become a BCRPA Certified Personal Trainer, the BCRPA requires you to Complete 12 One-on-One programs, you cannot start these until you are registered in Weight Training with BCRPA.

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## 4. STEP 4

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- Complete Infofit's Personal Trainer Course and receive your letter of completion.  
If you completed this step before you completed your WT ICE, then you will need to complete one hour of tutoring \$60 to get a new completion letter for Personal Training.
- Call Infofit to schedule your BCRPA's Personal Trainer's Theory Exam (\$85 plus \$30 proctor fee) if you are out of town you will need to have a proctor host this exam for you.
- Complete your BCRPA ICE package (<https://www.bcrpa.bc.ca/fitness-program/ice-forms/>) and then call Infofit to schedule your ICE evaluation (\$157.50), if you are a student who lives out of Vancouver depending on where you live you can usually find one in your own area and you can search via the Fitness registry.
- Once you have completed your written exam and ICE exam, BCRPA will update your status as Personal Trainer.
- Congratulations, you are now a Provincially Registered BCRPA Personal Trainer!

>>> For more information, please visit: <https://www.infofit.ca/bcrpa-certification/>