

Hosting an SPRA Fitness Module

Are you planning on hosting an SPRA Fitness Leadership Certification Module? If so, below is a list of responsibilities for the host organization, Course Conductor, and administrator, as well as the fee structure guidelines to assist you in the planning process.

Responsibility of the Host Organization

- Choose which module you will be hosting:
 - Exercise Theory
 - Group Fundamental Exercise with one of the following specialities
 - Specialty - Total Body Conditioning
 - Specialty - Step and Choreography
 - Specialty - Cycling
 - Aquatic Exercise
 - Exercise for Older Adults
- Pick a date to host the module and secure a facility
- Arrange for an accredited SPRA Course Conductor to facilitate the module in your community
- Complete a contract with the SPRA Course Conductor
- Determine cost per participant which should include:
 - Facility Rental Costs
 - SPRA Course Conductor Fees (Payable to Course Conductor)
 - Cost of Manuals for the module (Payable to SPRA)
 - SPRA Course Fee (Payable to SPRA at \$25.00/person)
- Advertise the SPRA Fitness Leadership Module in your Community

Responsibility of SPRA Certified Course Conductors

- Facilitate the fitness module including the weekend course, proctoring the NFLA exam, and completing the Practical Observations for the Group and Aqua Fitness modules
- Provide the participants with their results and feedback from the module
- Submit originals of the NFLA Exam answer sheet to SPRA
- Submit copies of the Fitness Theory Individual Record Forms to SPRA
- Indicate on the provided class list of participants who attended the module. Return a copy of this list to SPRA
- Submit all administration forms and module results to SPRA within 2 weeks of completing the module. If an individual requests an extended period of time to complete the written examination or practical observation component of the modules, please notify SPRA immediately.

Responsibility of the SPRA Fitness Division

- Promote the SPRA Fitness Leadership Module on the SPRA website
- Send manuals and necessary documents and forms to the host organization
- Send invoice for course fees and manuals to the host organization
- Process all administrative forms including exams, practical observation forms, etc.

SPRA Fitness Leadership Program Fees

| Manuals | Fee Includes Taxes | Payable To: |
|---|-------------------------------|--------------------|
| Exercise Theory Manual | \$52.50 | SPRA |
| SPRA Exercise Theory Study Guide (Optional) | 36.75 | SPRA |
| Group Fundamentals Exercise Manual | \$52.50 | SPRA |
| Aquatic Exercise Manual | \$52.50 | SPRA |
| Older Adult Exercise Manual | \$68.25 | SPRA |
| | | |
| Fitness Leader Course Fees | Fee Includes Taxes | Payable To: |
| SPRA Course Fee | \$26.25 | SPRA |
| Challenge NFLA Exercise Theory Exam (By Home Study or after taking CFES Online Fitness Theory Course) | \$78.75 | SPRA |

| Course Delivery Fees | Fee Before Taxes | Payable To: |
|---|---|--------------------|
| Course Conductors Fee: <ul style="list-style-type: none"> • Exercise Theory @ 24 hours • Group Fundamentals Exercise @ 20 hours • Aquatic Exercise @ 20 hours • Exercise for Older Adults @20 hours | \$50.00/hour | Course Conductor |
| Course Conductors will charge proctor fees for the Written exams for each certifying module – these fees are payable to the Course Conductor | \$25.00 | Course Conductor |
| Course Conductors will charge proctor fees for the Practical Observation for each certifying module – these fees are payable to the Course Conductor | \$50.00 | Course Conductor |
| Mileage | Current SPRA rate \$0.4514/km | Course Conductor |
| Accommodations (local hotel/motel accommodations to a maximum of \$150.00/night) | \$150.00/night maximum (receipt required) | Course Conductor |
| Miscellaneous Photocopying (if required to a maximum of \$100.00) | \$100.00 maximum (receipt required) | Course Conductor |

Note: Host organizations are encouraged to collect all fees and charge back one flat (inclusive) fee to participants at the time of registration for any courses. The experience with host organizations has shown that this practice is most efficient and effective for participants and the SPRA administration staff. Fees to include: course fees, manuals, host organization costs including facility rental and other hosting costs.

SPRA Fitness Leadership Certification Program Module Request and Agreement Form

Please complete the request/agreement form and send one copy to SPRA, a copy to the SPRA Course Conductor(s) and keep a copy for your records. This information will be used to track courses as well as for advertising/posting on the SPRA website.

Contact Information

Host Organization: _____

Contact Person: _____ Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Module Information For Posting on the SPRA Website

Type of Module (Please Check One):

Exercise Theory _____ Aqua Exercise _____

Group Fundamentals Exercise _____ Exercise for Older Adults _____

Module Date: _____ Exam Date: _____

Location: _____

Cost of Module (per participant): _____

Contact Person(s) to Register: _____

Contact Number(s) to Register: _____

Contact Email Address(es) to Register: _____

SPRA Course Conductor(s): _____

Additional Information: _____

Please fax this form to (306) 780-9257 attention SPRA Fitness. If you have any questions, please call us at 1-800-563-2555 or email fitness@spra.sk.ca.

Internal Use Only:

Invoice, manuals, exams, etc. sent on: _____

Manuals returned on: _____ Exams returned on: _____

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