



## Hosting an SPRA Fitness Module

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.

### Responsibilities of the Host Organization

- Choose which module you will be hosting:
  - Exercise Theory
  - Group Fundamentals (with one of the following designations)
    - Total Body and Conditioning
    - Step and Choreography
    - Group Cycling
  - Aquatic Exercise
  - Exercise for Older Adults
- Coordinate with SPRA to pick a date to host the module and secure a facility.
- Coordinate with SPRA to arrange for an accredited SPRA Course Conductor to facilitate the module in your community.
- Sign a Hosting Agreement with the SPRA.
- Determine the cost per participant.\* This should include:
  - Facility rental costs
  - SPRA course conductor fees (payable to SPRA)
  - Cost of manuals for the module (payable to SPRA)
  - SPRA course fee (payable to SPRA)
- Advertise the SPRA Fitness Leadership Module in your community.

### Responsibilities of the SPRA Certified Course Conductor

- Facilitate the fitness module including:
  - Instructing the weekend-long course
  - Proctoring the FLC exam
  - Completing practical observations where applicable (Group, Aqua, and Older Adult)
- Provide participants with their results and feedback from the module.
- Submit originals of the FLC exam answer sheet to SPRA.
- Submit copies of the Exercise Theory Individual Record forms to SPRA.
- Indicate attendance on the class list provided and return a copy of the list to SPRA.
- Submit all administrative forms and module results to SPRA within 2 weeks of the module.
  - If an individual requests an extended time-period to complete the written exam or practical observation component(s) of a module, please notify SPRA immediately.

### Responsibilities of SPRA

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

\* Host organizations are encouraged to collect all fees and charge one flat fee to participants at the time of registration.



## SPRA Fitness Leadership Program Fees – as of July 1, 2024

### Fitness Manuals

Module	Fees	Payable to:
Exercise Theory	\$72.00	SPRA
Exercise Theory Study Guide (optional)	\$36.75	SPRA
Group Fundamentals Exercise	\$63.00	SPRA
Aquatic Exercise	\$62.00	SPRA
Older Adult Exercise	\$68.25	SPRA
Group Cycling	\$25.00	SPRA
Pre/Post Natal	\$40.00	SPRA
Shipping (adjusted depending on package)	\$35.00	SPRA

### Course Fees

Fee Type	Fee	Payable to:
SPRA Course Fee <small>(applied to Exercise Theory, Group Fundamentals, Aquatic Exercise &amp; Older Adult courses)</small>	\$25/participant	SPRA
Exercise Theory Rewrite/Challenge Exam	\$75.00	SPRA

### Course Delivery Fees

Delivery Fee Type	Fee	Payable to:
Course Conductor Fee <ul style="list-style-type: none"> <li>• Exercise Theory: 24 hrs.</li> <li>• Group Exercise Fundamentals: 12 hrs. <ul style="list-style-type: none"> <li>◦ Designation: 8 hrs.</li> </ul> </li> <li>• Aquatic Exercise: 20 hrs.</li> <li>• Exercise for Older Adults: 20 hrs.</li> </ul>	\$60.00/hour	SPRA
Facilitator Admin Fees	15% of CC Fee	SPRA
Practical Observation Fee	\$50.00/participant	Course Conductor
Mileage and Meals	Current SPRA rate	SPRA
Accommodations (local hotel/motel)	Current hotel/motel rate – receipts required	SPRA

\*taxes not included



SPRA Fitness Leadership Certification Program – Module Request and Agreement Form

Please complete the request and agreement form below. Completed forms must be submitted by email to SPRA at fitness@spra.sk.ca. The information provided will be used to track courses, secure an SPRA Certified Course Conductor, and to advertise the course on the SPRA website.\*

Contact Information

Host Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Module Information (for posting to the SPRA website)

Type of module:

- Exercise Theory Aquatic Exercise Group Fundamentals Exercise for Older Adults

Designation (for Group Fundamentals only): \_\_\_\_\_

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 Certified Course Conductor(s): \_\_\_\_\_

Additional Information: \_\_\_\_\_

If you have any questions, please contact us by phone at 1-800-563-2555 or by email at fitness@spra.sk.ca.

\* This is a request form only. Once a request has been approved, a hosting agreement with SPRA will be required.