

NFLA Fitness Theory Exam How to Schedule this Exam...

Step I. Create an account on The Registry® of Fitness Professionals at www.thefitnessregistry.com

Step II. Purchase the NFLA Fitness Theory exam through the MANAGE REGISTRATION page within your account:

- a. by Visa or Mastercard – credit card transactions are processed immediately;
- b. by bank-issued money order - bank-issued money order purchases are not finalized until the money order is received by the BCRPA and processed by the issuing bank. You will receive an email when your money order purchase is complete, at which time you will then be able to proceed to step 3 below.

For assistance with steps I and II above, see our [Getting Started with The Registry® of Fitness Professionals Reference Sheet](#).

Step III. Choose from the three options available to you for writing the NFLA Fitness Theory exam:

- 1) Scheduled exam sittings around BC** – the schedule is posted [on the 'Exams' page of the BCRPA website](#), and is also sent to anyone who purchases the Fitness Theory exam through The Registry® of Fitness Professionals.
- 2) Scheduled exam sittings in the BCRPA office** – The BCRPA office in downtown Vancouver holds exam sittings on weekdays, in the mornings, afternoons and evenings. This schedule is included with the BC-wide schedule posted [on the 'Exams' page of the BCRPA website](#).
- 3) Individual arrangements with BCRPA approved external proctors** – exam candidates may arrange for their own proctored exam sitting. The candidate should:
 - First read the Exam Proctor policy posted [on the 'Exams' page of the BCRPA website](#)
 - Secondly, once a potential proctor has been selected, have him/her follow the procedure outlined in the Proctor Application Procedure linked to posted [on the 'Exams' page of the BCRPA website](#)

Once you have selected an option for writing the exam, please fill out the form on the following page.

If you have any questions at all about the process to purchase or write the exam, or how to create your account on The Registry® of Fitness Professionals and then purchase the Fitness Theory exam, please email or call BCRPA staff at registration@bcrpa.bc.ca or 604-629-0965.

**Please email this page to exambookings@bcrpa.bc.ca at least
5 business days before your intended exam date.
(**Put “Booking Fitness Theory Exam” in the subject line**)**

Have you:

- Created your account on The Registry® of Fitness Professionals (www.thefitnessregistry.com)
- Completed your Fitness Theory exam purchase through the MANAGE REGISTRATION page of your account on The Registry®.
- Chosen an exam writing option.

If so, please complete and email this page of information to exambookings@bcrpa.bc.ca with “**Booking Fitness Theory Exam**” in the subject line

Name	
Email Address	
Telephone Number	
Fitness Leader ID <i>(displayed on your Registry® MAIN PAGE when you are logged in)</i>	
Exam purchase order number <i>(a 6 digit number starting with ‘5’ – you’ll find it in the confirmation email you received after completing your NFLA Fitness Theory exam purchase)</i>	

Please select your exam sitting location choice(s) from the “NFLA Exam Sitting Schedule” document [found on our website](#). Allow at least 5 business days for your exam request to be processed in advance of your intended exam sitting date.

	CITY	DATE	TIME	FACILITY
Exam sitting – Choice #1				
Exam sitting – Choice #2 (if applicable)				
Exam sitting – Choice #3 (if applicable)				

OR

If you wish to make individual arrangements with a potential external proctor, check here	_____
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Once we receive this email from you and verify your account details on The Registry® of Fitness Professionals, we’ll register you into your exam sitting schedule preferences, starting with your first choice. If it is full, and you’ve provided alternate choices, we’ll move to your 2nd or 3rd choice as necessary. **We will then send you a confirmation, with further instructions about getting to the facility and what to do when you get there.**

If you have selected an individual arrangement with a potential proctor, we will verify your account details on The Registry® when we have received this application. Once we receive your proctor’s letter it will be processed and, if the proctor is approved, we will advise both the exam candidate and the proctor of the approval. Further communication will be provided to the proctor including the necessary proctor code required for the exam. Both proctor and exam candidate must ensure that all required information described here is received by the BCRPA **at least one week before the proposed exam date.**