



Terms & Conditions

BCRPA Approved Correspondence Courses

Please read the terms and conditions carefully as it applies to any correspondence package purchased.

- Once a course has been purchased, the sale is final. Call with questions prior to ordering.
- No photocopying or reproduction of the course material or course manual is permitted.
- Course Expiry: **12 months** (Fitness Theory, Weight Training, Older Adult, Group Fitness or Personal Training). An additional \$100 start-up fee (plus tax) will be charged to continue after the 12 months.
- The charge to transfer from a correspondence course to an in-class course is the difference in purchase price.
- **Weight Training and Personal Training correspondence courses:** These are practical skill-based courses which require videos to complete. Please ensure ability to make videos of exercises and stretches.
- If you purchase a **COMBO Correspondence Course Package**, be aware:
 - No refunds. Once a correspondence / distance learning course is ordered and shipped/emailed, the sale is final. **No exceptions.**
 - The charge to transfer from a correspondence course to an in-class course is the difference in purchase price.

BCRPA Approved Classroom Courses

Please read the terms and conditions carefully as it applies to classroom-based course(s) purchased.

- Once a course has been purchased, the sale is final. Call with questions prior to ordering.
- Transferring to another course at a later date will be allowed once.
- There is no refund on course manual(s) / book(s) once delivered.
- No certificate or refund will be offered if you fail to attend all or part of a course.
- Missed Session Fee:
 - Missed sessions must be made up at a later date to receive a course certificate. The cost of make-up sessions is \$99 + tax / hour. The other option is to wait until the next course to make up the session, but a course transfer fee may apply.
 - A completion certificate will NOT be issued until all course requirements have been met.

If you require a duplicate certificate to be emailed, the fee is \$25 + tax, so do not lose it.

BCRPA Approved CEC Workshops

Please read the terms and conditions carefully as it applies to any workshop or workshop package purchased.

- Once a course has been purchased, the sale is final. Call with questions prior to ordering.
- I will not photocopy or reproduce in any way, any of the materials.
- A hardcopy version of the workshop materials is not offered – non-printable email version only. A printable version is available upon request.
- **Workshop Expiry:** 1 month for each workshop purchased. Failing to complete will result in the need to repurchase to receive a completion certificate.
- All workshops are approved by BCRPA. Instructions will be emailed to add the CECs to your profile in thefitnessREGISTRY®.

BCRPA Approved ICEs and Exams

Please read the terms and conditions carefully as it applies to any ICE Evaluation or package purchased.

- Payment must be made prior to a scheduled ICE due to the high cancellation rate. Once the ICE has been purchased, the sale is final. Call with questions prior to purchasing.
- All cancellations must be received at least 24 hours before your ICE (Instructor Competency Evaluation) in order to avoid being charged. The option to reschedule may be offered if cancelled with more than 24-hour notice.
- Students who do not cancel with 24-hour notice will be charged for the cancelled session and no refund will be offered. The option to reschedule is at the discretion of the ICE Evaluator and their schedule.
- No shows will be charged in full. There will be no option to reschedule without full payment again.
- If paperwork is incomplete, an additional fee of \$75/hour will be charged (over the 1.5-hour time allotment).
- If you need to cancel the ICE, call: 604-372-3233. NOTE: Text messages and email are not appropriate methods of cancellation.

General

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All Course / Workshop Versions & Evaluations

NOTE: You are personally responsible for obtaining any and all pre-requisites for the courses or exams/evaluation offered by KINESIOLOGISTS.CA (Infocus Wellness Inc dba) you register in (classroom or correspondence versions or ICE's). It is not KINESIOLOGISTS.CA's (Infocus Wellness Inc dba) position to determine if you are eligible to take a course or exam/evaluation. If you are unsure, call the BCRPA office or check online in thefitnessREGISTRY® offered by BCRPA. Should you decide to take a course or exams/evaluation in an incorrect sequence, KINESIOLOGISTS.CA (Infocus Wellness Inc dba), the instructors or assistants cannot be held responsible in any way. Also, making incorrect statements about your certification completions at any time could render your certification invalid by the provincial certification association.

We hope that you find the course(s) educational and fun and will do everything possible to ensure your learning is a positive experience. Please do not hesitate to contact us at: info@kinesiologists.ca or **604-372-3233**