July 16th, 2012

To: Potential candidates interested in obtaining the CSEP - CEP® designation and would like to take a preparation workshop

I will be hosting a CSEP - CEP® 4 day preparation workshop in English September 29-30 and October 20-21. Workshop will start at 9:00 a.m. and end at approximately 5:00 p.m. on each day. The location of the workshop will be determined at a later date and will either be in Embrun (30 min South of Ottawa) or in Ottawa. The workshop will be cancelled if less than 10 candidates. Candidates are expected to use the CSEP - CEP® resources listed in the CEP Candidate’s Certification Guide during the OSPE sessions. THE DATES ABOVE ARE FOR THE WORKSHOP AND ARE NOT DATES FOR THE WRITTEN AND PRATICAL (OSPE) EXAMINATION, dates will be determined during the workshop. Some candidates may be eligible to do both theory and OSPE examination immediately at the end of the workshop if time permits.

To qualify, eligible candidates must submit the following information no later than Friday August 24, 2012 (please email documentation and deposit can be send by mail):

1. Application Form for CSEP - CEP® examination (please fill last page, scan and email).

2. Formal documentation confirming successful completion of a university degree related to physical activity/exercise sciences or allied health sciences encompassing all of the specified Core Competency Domains (please refer to CSEP - CEP® eligibility details on the CSEP website (www.csep.ca) or the Ontario Society for Health & Fitness website (www.oshf.ca).

3. Current resume stating your experience and that you are meeting the CSEP - CEP® requirements (see website above)

4. Proof of current CPR level C certification (can be provided at a later date if necessary)

5. A non-refundable deposit of $75.00 payable to Pierre Boulay.

The details associated with the CSEP - CEP® requirements can be viewed at www.csep.ca and the theory plus practical (OSPE) examination processes are detailed in the CEP Candidate’s Certification Guide (which can also be purchased by logging on www.csep.ca or by calling 1-877-651-3755).
The Nine Scenarios of the OSPE and the associated performance competencies are outlined in the Guide. Required resources are also identified in the manual. Therefore, it is very important that you acquire the CEP Certification Guide.

The workshop fee is $450.00 (which include the 4 day workshop, 2 case study, OSPE (practical) examination, several emails with material to read/study before workshop and to prepare for exam) payable to Pierre Boulay. Written exam will be done at a different date and the cost will be $ 50 payable at the day of written exam.

The examination fee does not include the CSEP - CEP® certification fee of $232.00 (new member annual fee payable to Ontario Society for Health & Fitness). The annual renewal fee is $211.00.

To confirm your examination reservation, a non-refundable deposit of $75.00 payable to Pierre Boulay must be received no later than August 24th, 2012. Please send the deposit to Pierre Boulay, 276 Centenaire street, Embrun, Ontario, K0A 1W0. Workshop will be canceled if less than 8 candidates are registered. In this case, deposit would be returned to each candidates.

The remaining $375.00 workshop fee payable to Pierre Boulay (cash, certified cheque or money order), is due on the day of the workshop. Receipts will be sent by mail (or email) after payments.

Candidates who are not successful on the theory exam will have to wait a minimum of one month before sitting the exam again at a cost of $75.00.

For more information regarding the workshop, contact Pierre Boulay via telephone (evenings) at 613-443-0009 or by email boulayp@mac.com.

Cordialement,

Pierre Boulay, Ph.D.
APPLICATION FORM: Fall 2012

Please print clearly

Name: _____________________________________

Mailing Address:
________________________________________________________________________________
________________________________________________________________________________

Contact information:
Telephone - Daytime: ______________ Evening: ______________ Fax number: ___________
E-mail: _____________________________

University degree (please enclose formal documents - transcripts, etc.):
Degree: ____________ Major Field of Study: _______________ University: _________________
Year graduated: ________

Experience (Fitness testing/Exercise Prescription/Counseling/Clinical/Certifications etc..)
Include resume

CPR certification (must be valid at the time of examination, please enclose photocopy of relevant
documentation or present documentation at workshop).

___ CPR level C certification included ___ Will provide documentation at the workshop

Examination:
Would prefer doing ___ practical (OSPE) and/or ___ written exam immediately after workshop
___ Only plan to attend workshop and wait before doing the examination

Please do not forget to enclose deposit

Please return application form to:
Pierre Boulay, Ph.D.
276 Centenaire street
Embrun, Ontario
K0A 1W0