



PILATES CAREER INSTITUTE
STUDY • PRACTICE • REVIEW

Pilates Career Institute
Comprehensive Pilates Teacher Training Program
Catalog

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Private Occupational School Board

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Introduction

Big Toe Studio delivers comprehensive Pilates Teacher training designed to follow the basic format of classical Pilates training, however is unique in that throughout all blocks of teaching case studies are used to ensure that all BTS certified teachers are trained and skilled at recognizing common precautions and contraindications, creating a safe, professional teaching environment.

Our teaching program is designed to be taught in FOUR progressive blocks of time that are thorough and build on each block of education. There is an exam upon completion of each block and a final exam for the comprehensive 450 hour Basic Pilates Teacher program.

All student teachers are required to demonstrate expertise in Pilates exercises by completing a timed sequence of Pilates exercises on mat, reformer, trapeze and chair. The Practicum on the set sequence of exercises will be observed and tested by the Director of the program at the end of each Block in conjunction with the written tests.

All Big Toe Studio graduates will be qualified to sit for the PMA's, Pilates Method Alliance, national certification exam upon successful completion of the 450 hour program.

Faculty Members

Pilates Teacher Program Director/Owner

Don Spence

Synopsis of Program

The Comprehensive Pilates Teacher program is offered as a 9 month series of 4 blocks requiring 450 hours to complete. Our teaching program is designed to be taught in progressive blocks of time building upon each other. There is an exam and practicum after each block with a final exam upon the completion of the comprehensive 450 hour Basic Pilates Teacher Training Program.

Our teaching philosophy is very simple:

Lecture, Practice and Review

The best way to learn is to teach.

Program Goals

Student teachers will be able to teach Pilates exercises safely and effectively, recognizing precautions and contraindications for each client and providing a Pilates exercise list of safe exercise patterns on all Pilates equipment and mat work.

Student teachers will demonstrate proficiency regarding guidelines and professionalism that will be taught during teacher training at the Pilates Career Institute. During this time the student teacher will learn scope of practice, code of ethics, professional conduct, universal precautions, Pilates philosophy and the history of Pilates.

Student teachers will demonstrate expertise of exercise analysis, program design, teaching techniques and proper repertoire on all apparatus and mat. The study of movement science, anatomy and kinesiology with an emphasis on special populations, precautions and contraindications.

Student teachers will be expected to observe experienced Pilates teachers during classes, perform consistent self-practice and will be allowed to participate in student teaching.

Entrance Requirements

The school does not discriminate based on race, sex, religion, ethnic origin or disability.

Pilates Career Institute requires potential student teachers:

1. Be without injury before beginning the Pilates Teacher Training Program.
2. All prospective student teachers must present current CPR certification to begin the Teacher program

Facilities

Pilates Career Institute is located at 3710 Mitchell Drive, Fort Collins, Colorado, Suite 104.

Our main location is equipped with state of the art Balanced Body Pilates equipment. Our weekend first block and any invited speaker's forum may be held at The Offices at 1200 south college.

School Calendar

School Closures

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone, and or radio, and/or T.V. who provide closure information as a public service.

Classes are not held on the following Holidays:

New Year's Eve

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and the following Friday

Christmas Eve

Christmas Day

Enrollment Periods

Prospective Pilates Teacher students can enroll anytime throughout the year after completing the entrance requirements with approval of the Program Director.

All student teachers are expected to complete the 450 hours of training within a 9 month period starting on the first day of class

Class Schedule

Block 1:

Two 7 hour weekend lecture/lab intensives. Beginning at 8:30 a.m. to 5:00 p.m. with one half hour lunch break

Required times will be determined with student depending on weeknight evenings 6:00 to 9:00 p.m. or open times at the studio during normal operating hours 7:00 a.m. - 6:00 p.m. or designated times during the weekends.

Blocks 2 to 4:

Required times will be determined with student depending on weeknight evenings 6:00 to 9:00 p.m. or open times at the studio during normal operating hours 7:00 a.m. - 6:00 p.m. or designated times during the weekends.

*Note to class schedule:

All students will be required to have at least 12.5 hours of lecture, practice and review per week and keep proper documentation of hours to be reviewed by the Program Director on a bi-weekly basis.

Any changes to the 12.5 hours required per week, such as more or less hours due to student schedules may be allowed after review and approval with the Director of the School.

Attendance Requirements

Students are expected to arrive on time for scheduled class times or student teaching with proper materials. An overall attendance requirement of 100% is required to fulfill the 450 hours of Comprehensive Pilates Teacher training. Instructors may require withdrawal from the program if tardiness exceeds 90%

Students who are unable to continue classes or student teaching for medical or severe personal problems will be required to take a leave of absence until they are able to return to class or student teacher. Proper documentation will be required to substantiate a student's withdrawal.

Progress Policy

Students must maintain a minimum 85% on all exams. Each student will be allowed one opportunity to retake the exam at no cost. Those who do not pass the second time will be placed on probation for 30 days and given the opportunity to retake the exam for a third time at the cost of \$70.00. During the probation period students must raise their grade point average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probation period. Termination will be at the school Director's discretion. The Director has the final authority and shall notify the student of the final decision.

Grading System

At the end of each Block, progress reports with grades averaged from exams and practicum will be issued to students throughout the program. A minimum of 85% is required for each exam. Re exams are available and schedule for the exam is at the discretion of the Director.

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school. Students are expected to dress appropriately in clean workout attire.

Previous Credits/Bridge Program

Credits from another institution will be evaluated on a case by case basis, Program Director makes the final decision. Big Toe Studio does not guarantee transferability to another institution unless there is a written agreement with another institution.

Program Costs

Application cost: \$95.00

Registration cost: \$95.00

Tuition: Includes all required privates, lectures, group classes, and exams after acceptance to the school and first payment is received.

Total Cost:

\$5,950.00 made in 4 payments of \$1487.50. First payment is due on start of program, next payment due 9 weeks later, next payment due 9 weeks later and last payment due at 50% completion of program.

Re Exam costs: \$70.00

Books and Supplies: Required textbooks will be provided by the school.

Required student teacher liability insurance \$140.00.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

1. Whether the postponement is for the convenience of the school or the student.
2. A deadline for the new start date, beyond which the start date will not be postponed
3. If the course does not commence, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the schools refund policy and all applicable laws and rules concerning the Private Occupational Act of 1981.

Educational Services

Pilates Career Institute Teacher program is composed of 450 hours of practice and study in 4 blocks of education

Four Block Descriptors

Block 1

Professionalism
Lecture Introduction
Study of Mat 1 and 2

Block 2

Reformer Instructor Training
Continued Lecture

Block 3

Cadillac/Tower Instructor Training
Continued Lecture

Block 4

Combo Chair
Continued Lecture

Details

Lecture: Professionalism	15 hours
Exercise Analysis/Program Design/Teaching Technique: Including repertoire on all apparatus and mat	100 hours
Lecture: Movement Science/Anatomy and Kinesiology	40 hours
Lecture: Special Population/precautions and Contraindications	20 hours
Student Teaching hours	115 hours
Supervised Self Practice	75 hours
Observation hours	75 hours
Written and Practical exams for all 4 blocks	10 hours
Total	<u>450 Hours</u>

Block One- Introduction to Lecture and Mat 1 & 2

Introduction and Guidelines for school professionalism
Basic Anatomy Pilates exercises with Precautions/Contraindications overview
Basic Pilates Mat 1&2 Instructor training
Lecture, practice, review of Mat 1&2 precautions and contraindications
Moderate Pilates Mat Instructor training
Lecture, practice, review
Student teaching hours included during this block
Advanced Pilates Mat Instructor with Apparatus Training
Lecture, Practice, Review

*Upon satisfactory completion of Basic Pilates Mat 1 Instructor training, Moderate and Advanced will be taught in rhythm with the 3 remaining blocks.
Final Block 1 test will be administered 3 weeks before the BTS Final Exam.

The best way to learn is to teach. Each student teacher will be assisting teaching at the studio during blocks of time

Block Two – Universal Reformer

Universal Reformer Instructor Training-Lecture

Identifying each Pilates Reformer exercise and applying Pilates Mat exercises, precautions, contraindications and modification principles to each exercise using lecture, practice and review.

The best way to learn is to teach. Each student teacher will be assisting teaching at the studio during blocks of time

Block Three - Cadillac/Tower

Cadillac/Tower Instructor Training-Lecture

Identifying each Pilates Cadillac/Tower exercise and applying Pilates Mat exercises, precautions, contraindications and modification principles to each exercise using lecture, practice and review.

The best way to learn is to teach. Each student teacher will be assisting teaching at the studio during blocks of time

Block Four – Chair

Chair- Instructor training-lecture

Identifying each Pilates Chair exercise and applying Pilates Mat exercises, precautions, contraindications and modification principles to each exercise using lecture, practice and review.

The best way to learn is to teach. Each student teacher will be assisting teaching at the studio during blocks of time

Student Teaching Hours

The best way to learn is to teach. Each student teacher will be assisting teaching at the studio during all 4 blocks of learning, this will be considered the Internship.

Placement Assistance

Pilates Career Institute offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Refund Policy

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price whichever is less. In the case of students withdrawing after commencement of classes, the school will retain the cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended in the Program/Stand Alone Course, as described in the table below. The refund is based on the official date of termination or withdrawal.

Refund Table

<u>Student is entitled to upon withdrawal/termination</u>	<u>Refund</u>
Within first 10% of program	90% less cancellation fee
After 10% but within first 25% of program	75% less cancellation fee
After 25% but within first 50% of program	50% less cancellation fee
After 50% but within first 75% of program	25 % less cancellation fee
After 75%	NO refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from date of termination. The official date of termination of a student shall be determined in the following manner:
 - a. The date on which the school receives written notice of the students intention to discontinue the training program: or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an extended leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.

Student Grievances and Procedures

Address all grievances with the Pilates School Director verbally and/or in writing. All grievances will be discussed in the company of a third party to resolve any concerns or issues.

Attempting to resolve any issue with the School first is strongly encouraged. Student complaints may be brought to the attention of the Division of Private Occupational Schools online at <http://highered.colorado.gov/dpos>, 303 862 3001. There is a 2 year statute of limitations for the Division to take action on a student complaint (from students last day of attendance)

Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student may also be withdrawn from classes if she or he does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress.

The director, after consultation with all parties involved makes the final decision.

The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The Director will review each case and decide upon re-admittance.

