



PILATES CAREER INSTITUTE
STUDY • PRACTICE • REVIEW

“The Best Way to Learn is to Teach”

Comprehensive Pilates Teacher Training Program

Volume 2

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Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board

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Table of Contents

Introduction.....	Page 1
Mission and goals.....	Page 1
Program and Courses Offered.....	Page 2
Module Overview.....	Page 2
Module Details.....	Page 3 & 4
Program Costs.....	Page 5
Educational Services.....	Page 5
Grading System.....	Page 5
Graduation Requirements.....	Page 6
Admission Requirements.....	Page 6
Enrollment Procedures.....	Page 6
Enrollment periods.....	Page 6
Attendance Requirements.....	Page 7
Leave of Absence.....	Page 7
Postponement of Start Date.....	Page 7
School Calendar.....	Page 7
School Closures.....	Page 8
Progress Policy.....	Page 8
Conduct Policy.....	Page 8
Transfer of Credits Policy.....	Page 8
Refund Policy.....	Page 9
Refund Table.....	Page 9
Student Grievances and Procedures.....	Page 10
Sexual Harassment Procedures.....	Page 10
Access to Student Files.....	Page 11
Placement Assistance.....	Page 11
Faculty members.....	Page 11
Teacher Biography.....	Page 12
Facilities.....	Page 12

Introduction

Pilates Career Institute, PCI, was founded in 2014 as Big Toe Studio Pilates Teacher Training and is dedicated to furthering the Pilates Method in a unique combination of classical Pilates, post/pre rehab using Pilates exercises and group class diversification training. The name change of the school came about as the school was identifying its mission and goals to be more supportive of the medical community along with training dedicated healthy clients.

Don Spence is the Director of the school and has been in the rehab business since 1991 with 19 years of experience starting in 2000 using Pilates exercises to help clients become healthier individuals.

PCI is dedicated to teaching the Pilates Method so our students can be the very best they can be!

Only one or two student teachers are allowed into the program at a time so the teacher in training has a more thorough experience.

Our teaching philosophy is very simple:

Study, Practice, Review

Mission and Goals

Our mission is to deliver comprehensive Pilates Teacher training designed to follow the basic format of classical Pilates training while inspiring our graduates to continue developing expertise in recognizing common exercise precautions during creation of a safe and professional teaching environment.

The following goals establish the direction of the Pilates Career Institutes educational program:

- To continue and improve on the value Pilates brings to the medical community
- To help validate the Pilates Method effectiveness while working with the medical communities
- To assure that all graduates thoroughly understand precautions while developing client programs
- To develop a strong human research program supporting the Pilates Method and publish the results
- To encourage student teachers to always strive to be a better Pilates student and teacher
- To develop continuing education workshops that support validation of the Pilates Method
- To have all graduates become a National Certified Pilates Teacher
- To instill in all graduates the need to make the Pilates Method even better than when they discovered it

Program and Courses Offered

Comprehensive Pilates Program – 450 hours

Estimated time of completion 9 months

Minimum requirement of 12.5 hours per week (Program Director and student teacher can agree on any changes to the weekly required hours and will require a mutual signed agreement)

Program is composed of 4 modules of learning that flow into each other as the program progresses

*The term “client” refers to Pilates students taking individual or group classes at Big Toe Studio

*Final Module 1 test will be administered 3 weeks before the comprehensive Final Exam.

*All Pilates equipment training will be taught in the program include mat, magic circle, reformer, trapeze table, chair, spine corrector and ladder barrel

*PMA refers to Pilates Method Alliance

*PEI refers to Pilates Education Institute

*PCI refers to Pilates Career Institute

*As Pilates engages touch for cueing and adjustment purposes, the program will require some level of touch, although sensitivity will be respected

Module Overview

Module I

Lecture	40 hours
Mat 1: Instructor Training	30 hours
Mat 2: Instructor Training	10 Hours
Magic Circle Instructor Training	10
Program Design	60 hours
Supervised Self practice	30 hours
Student Teaching Hours	80 hours

Module II

Reformer Instructor Training	80 hours
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Module III

Cadillac/Tower Instructor Training	40 hours
Combo/Multi-Purpose Chair	40 hours

Module IV

Spine Corrector Instructor Training	15 hours
Ladder Barrel Instructor Training	15 hours
Total	450 Hours

Module Details

Module I

Lecture: Using PCI study guides, PEI digital study materials, PMA study guide
Study: Foundation information including guidelines, anatomy and study of movement
Practice: Explanation of Pilates foundation information in question and review
Review: All study materials with Program Director

Mat 1: Instructor Training:

Study: Applying program design with Classical Pilates mat exercises and focus on precautions
Practice: Pilates mat exercises with discussion on precautions
Review: Question and answer with review and teaching clients under supervision

Mat 2: Instructor Training:

Study: Applying program design with Pilates mat exercises and precautions
Practice: Teaching clients mat exercises under supervision throughout the length of the program
Review: Question and answer with Program Director

Supervised Self Practice:

Study: Applying program design with Pilates exercises and precautions
Practice: At school location with Program Director present
Review: Question and answer with Program Director observation feedback

Magic Circle Instructor Training:

Study: Applying program design with Pilates exercises and precautions
Practice: Teach clients use of magic circle on mat and equipment
Review: 50 multiple choice question test with Program Director observation feedback

Program Design:

The thorough understanding of all Pilates exercises studied at the school and the application of modifications regarding precautions for clients of different abilities while designing individual and group class Pilates exercise choices throughout the Pilates teacher program

Module II

Reformer Instructor Training:

Identifying each Pilates Reformer exercise and applying program design, precautions 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.

Study: Applying program design with Pilates exercises and precautions

Practice: Self practice and teach clients under supervision

Review: 50 multiple choice question test with Program Director observation and feedback

Module III

Cadillac/Tower Instructor Training:

Identifying each Pilates Cadillac/Tower exercise and applying program design, precautions 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.

Study: Applying program design with Pilates exercises and precautions

Practice: Self practice and teach clients under supervision

Review: 50 multiple choice question test with Program Director observation and feedback

Combo/Multi-Purpose Chair:

Identifying each Pilates Chair exercise and applying program design, precautions 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.

Study: Applying program design with Pilates exercises and precautions

Practice: Self practice and teach clients under supervision

Review: 50 multiple choice question test with Program Director observation and feedback

Module IV

Spine Corrector Instructor Training:

Identifying each Spine Corrector exercise and applying program design, precautions 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

Study: Applying program design with Pilates exercises and precautions

Practice: Self practice and teach clients under supervision

Review: 50 multiple choice question test with Program Director observation and feedback

Ladder Barrel Instructor Training:

Identifying each Ladder Barrel exercise and applying program design, precautions 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

Study: Applying program design with Pilates exercises and precautions

Practice: Self practice and teach clients under supervision

Review: 50 multiple choice question test with Program Director observation and feedback

Student Teaching Hours

Study: Client teaching notes from previous module

Practice: Teaching clients Pilates exercises under supervision of Program Director

Review: Question and answer with Program Director observation and feedback

Tuition and Fees

Tuition:	\$8,550.00
Registration Fee:	\$80.00
Books/Supplies/Equipment:	\$0.00
Total Cost of Program:	<u>\$8,630.00</u>

Schedule of Payments:

Date due: 1 st day of program:	\$2,157.50
Date due: 9 weeks after 1 st day:	\$2,157.50
Date due: 18 weeks after 1 st day:	\$2,157.50
Date due: 27 weeks after 1 st day:	\$2,157.50
Balance due:	\$0.00

*Re Exam costs: \$70.00

*Required student teacher liability insurance \$140.00.

Educational Services

All students have access to the Program Director for any guidance regarding preparation for exams, study materials, review of exams and any other topic regarding successful completion of the teacher training program.

The studio is equipped with a flat screen swivel digital T.V. in the Pilates studio for exercise choices while studying on the equipment and mat, separate study area, wi-fi, studio iPad for digital study materials, locker for personal items, specific area for mat work and a fridge/coffee and tea bar for the hungry student moments.

Required study materials will be provided by the school including Pilates Career Institute printed study guides for all modules, Pilates Education Institute digital teaching materials, PMA Study Guide and Return to Life by Joseph Pilates

Grading System

At the end of each module a 50 multiple choice question exam will be administered and a minimum of 85% is required for each module exam to pass. Re exams are available and schedule for the exam is at the discretion of the Program Director.

Quizzes and case studies are used to help the student comprehend the teaching material and do not influence the pass/fail system of grades.

Proficiency on the mat and equipment will be approved by the Program Director both verbally and provided feedback forms followed by question and answers.

The student must pass the 150 multiple choice exam at the end of the program with an 85% or better and have demonstrated proficiency on mat and Pilates equipment.

Graduation Requirements

It's simple!

Practice, Study, Review the teaching material thoroughly, pass all 4 module exams and the final comprehensive exam with an 85% or better while demonstrating proficiency on all equipment and mat, follow the attendance requirements and all protocols of the school.

Upon completion of passing the four module exams and all payments are made in full the student teacher can sit for the final exam of which an 85% or better is required to receive a Certificate of Completion from the Pilates Career Institute.

The final exam consists of a comprehensive 150 multiple choice question test.

Completion of the comprehensive Pilates program does not guarantee employment or a Pilates Method Alliance Certification.

Admission Requirements

No applicant will be denied on the basis of race, national origin, color, creed, religion, sex, age, disability, gender identity, gender expression, or sexual orientation.

Pilates Career Institute requires potential student teachers:

1. Must be at least 18 years of age
2. Have no injuries that would prevent performance of challenging exercises during the course of the program.
3. Sign up for a studio initial assessment and 3 group classes
4. All prospective student teachers must present current CPR certification to begin the Teacher program

Enrollment Procedures

1. Submission of an application
2. Signing all required documents
3. Review of school catalog
4. Review of policies and procedures
5. Completion of enrollment agreement

Enrollment Periods

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

Attendance Requirements

1. Students are expected to arrive on time for scheduled class times or student teaching with proper materials.
2. An overall attendance requirement of 100% is required to fulfill the 450 hours of Comprehensive Pilates Teacher training.
3. Any absences must be approved by the Program Director
4. Program Director may require withdrawal from the program if tardiness/absence exceeds 90%
5. All student teachers are expected to complete the 450 hours of training within a 9 month period starting on the first day of class.
6. 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.

Leave of absence

Students who interrupt their registration because of personal or family circumstances, injuries or illness, but plan to return may take a leave of absence. Failure to attend class is not equivalent to a leave of absence and students will not receive an adjustment of charges unless a formal leave of absence is filed and approved. Students are expected to come back within 1 year. Medical certificates may be asked in cases of injuries or illnesses. Students who take a leave of absence due to pregnancy are granted additional six months to recover.

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.

School Calendar

The Director of the school and the student teacher will formally agree upon a schedule that is mutually agreeable. The hours taught will be at 12.5 hours per week or more. Any deviation of the schedule will be mutually agreed upon else the initial schedule will be set.

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

Progress Policy

Each student has access to the student school spreadsheet that is used to track hours, exam grades, quiz results, notes and are encouraged to review them on a consistent basis.

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.

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.

Transfer of credits policy

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

Credits from another institution will be evaluated on a case-by-case basis. Transfer of credits from other institutions requires a review fee of \$150 if a transcript is available. In the absence of a written transcript, test-out options will be considered, and fees related to the process will be charged by subject matter. Each level of mat, reformer, trapeze table of any other equipment will incur a \$300 fee per assessment.

The Program Director will make the final decision regarding acceptance of transfer of credits.

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.

<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 student's 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.

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)

Student complaints may be brought to the attention of the Division of Private Occupation Schools online at, <http://highered.colorado.gov/dpos>, 303-862-3001.

Document all relevant facts and send documentation to:

PSAP@pilatesmethodalliance.org

Sexual harassment procedure

Definition:

Sexual Harassment is defined as unwelcomed verbal, visual, or physical conduct of a sexual nature that is severe or pervasive and affects learning conditions or creates a hostile environment.

Examples:

- Verbal or Written - Comments about clothing, personal behavior, or a person's body; sexual or sex based jokes; requesting sexual favors or repeatedly asking a person out; sexual innuendoes; telling rumors about a person's personal or sexual life; threatening a person.
- Physical - Assault; impeding or blocking movement; inappropriate touching of a person or a person's clothing; kissing, hugging, patting, stroking.
- Non-verbal - Looking up and down a person's body; derogatory gestures or facial expressions of a sexual nature; following a person.
- Visual - Posters, drawings, pictures, screensavers or emails of a sexual nature.

Procedure:

Any student who feels s/he has been subject to sexual harassment should take the following actions:

- Speak directly to the source of the discrimination.
- If this is not a reasonable option, or if such an option does not remedy the situation, speak with the immediate supervisor.
- If this is not a reasonable option, or if such an option does not remedy the situation, speak with the Director.
- If this is not a reasonable option, or if such an option does not remedy the situation, document all relevant facts and send documentation to:
- Student complaints may be brought to the attention of the Division of Private Occupation Schools online at, <http://highered.colorado.gov/dpos>, 303-862-3001.
- And
- Document all relevant facts and send documentation to:
- PSAP@pilatesmethodalliance.org

Access to student files

Students may review their complete file during studio hours by requesting an appointment with the Program Director during operating hours.

- Student files – Contents
 - Picture identification: driver's license
 - Completed application
 - Signed enrollment agreement
 - Signed sexual harassment policy
 - All academic records
 - All faculty notes

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.

Faculty Members

Don Spence

School Director

Pilates Teacher Program Director

Don Spence

I received my Polestar Pilates Rehab Based certification in 2001. Upon completion, I was hired as the Rehab Fitness Coordinator for all the HealthSouth Outpatient Rehab Centers in Northern Colorado. I worked 40 hours a week with teams of Physical and Occupational Therapists under the direction of Orthopedic and Plastic surgeons to provide patient care using Pilates equipment and mat exercises for post- and pre-surgery patients after diagnosis.

In 2005 I opened my first Pilates studio called Body Quest Advantage. The studio was immediately busy at 50 hours a week using the same format of Pilates equipment and mat work to solve pre- and post-surgery issues from referrals by the medical community.

In 2008 I relocated the studio to a nicer location with more traffic, changed the name to Big Toe Studio and increased the hours of operation to 60 hours per week. Another change occurred with the teaching style, as the popularity of Pilates increased and there were more inquiries for Pilates training from healthy clients seeking to enhance their athletic performance or simply to accomplish average daily activities or hobbies such as gardening with fewer aches and pains. To accommodate this new influx of clients, I continued to refine my group class diversification style of teaching that benefitted clients that couldn't afford to pay for private sessions and did not have the ability to participate in a class structure on the equipment where everyone was doing the same exercises. Even though this is a more challenging method of teaching, the result is that more clients are able to experience the benefits of Pilates for their specific needs.

In 2014, I started teaching Pilates training to my first student-teacher using the PEI teaching material.

Pilates Career Institute became one of 5 Pilates Teacher Training Schools in Colorado and 17 in the USA to be approved by the different states Department of Education governing boards in 2018.

Facilities

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

Our location is equipped with state of the art Balanced Body Pilates equipment.