



PILATES CAREER INSTITUTE  
STUDY • PRACTICE • REVIEW

***“The Best Way to Learn is to Teach”***

***Comprehensive Pilates Teacher Training Program***

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

3710 Mitchell Drive #104 Fort Collins, Colorado 80525 970 377-0028 [Pilatescareerinstitute@gmail.com](mailto:Pilatescareerinstitute@gmail.com)

All rights reserved Pilates Career Institute LLC

## 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 by teaching a thorough understanding of Pilates exercises, ethics, post/pre-rehab precautions and group class diversification training techniques. 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 train our students to be skilled in utilizing Rehab-based Pilates exercises and to deliver a thorough Pilates Teacher training program for our student teachers while inspiring our graduates to develop expertise in recognizing common exercise precautions during creation of a safe and professional Pilates teaching environment.

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

- To continue to 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 that the NPCP (PMA) allows for CECs
- To have all graduates become a Nationally 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 including 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 hours
Program Design	60 hours
Supervised Self practice	30 hours
Student Teaching Hours	80 hours

#### **Module II**

Reformer Instructor Training	80 hours
------------------------------	----------

#### **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

<b>Total</b>	<b>450 Hours</b>
--------------	------------------

## **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

## Program Costs

### Tuition and Fees

Tuition:	\$8,550.00
Registration Fee:	\$80.00
Books/Supplies/Equipment:	Included
Self-practice on equipment	Included
Total Cost of Program:	<u>\$8,630.00</u>

### Schedule of Payments:

Date due: 1 <sup>st</sup> day of program:	\$2,157.50
Date due: 9 weeks after 1 <sup>st</sup> day:	\$2,157.50
Date due: 18 weeks after 1 <sup>st</sup> day:	\$2,157.50
Date due: 27 weeks after 1 <sup>st</sup> 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, Pilates Method Alliance 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 score and have demonstrated proficiency on mat and Pilates equipment.

### **Graduation Requirements**

It's simple!

Practice, Study and 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, and follow the attendance requirements and all protocols of the school.

Upon completion of passing the four module exams and if all payments are made in full, the student teacher can sit for the final exam, of which an 85% score 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 certification through the National Pilates Certification Program.

### **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 that 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**

If a student needs to withdraw from training for a short period of time (1– 6 weeks), we ask that the student provides a letter, personally or from a doctor, explaining the circumstances. If the student has paid for the program in full, the school would retain all payments and allow the student to start with the next training course. If the student is on an installment plan, (s)he will continue to pay on the balance of the first attempted course. Leave of absences that are longer than 6 weeks will be treated as a drop. The refund will be determined by the refund policy and will include all payments made in advance for any future training. Upon restarting, the school will determine if the student needs to start fresh with a new course and pay the requisite tuition, or if the student is eligible to jump into an existing program and tuition will then be calculated proportionately, based on the number of hours needed to complete.

### **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 school's 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, otherwise 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, or radio, and/or T.V. stations 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 and 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. Pilates Career Institute does not guarantee transferability to another institution unless there is a written agreement with that institution.

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 or 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 a refund of 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 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.
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 Occupation Schools online at <http://highered.colorado.gov/dpos>, or Phone 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)

Document all relevant facts and send documentation to:

[PSAP@pilatesmethodalliance.org](mailto:PSAP@pilatesmethodalliance.org)

### **Sexual harassment procedures**

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>, Phone 303-862-3001.
- Document all relevant facts and send documentation to: [PSAP@pilatesmethodalliance.org](mailto: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

## Teacher Biography

# Don Spence

## Pilates Teacher and Studio Program Director

Don has been involved in athletic development since the age of 14. He began by using exercise to lose weight, which sparked his career in athletic performance and competition. A personal quest developed into a lifelong passion of athletic and fitness excellence. This life experience allowed a passion to turn into teaching and assisting others in their quest to be leaner and healthier while providing a better understanding of lifestyle choices that affect overall health and personal fitness. This knowledge of how personal body image and the positive effects from athletic performance has allowed Don to follow through on his own personal quest of helping others to achieve their individual high level of knowledge regarding sensible fitness exercise decisions. This led to the creation of Body Quest Advantage and Big Toe Studio in 2004.

Don successfully completed the Polestar Education training to be a Practitioner of Pilates for Rehabilitation and Pilates Mat work in 2001 and is a Nationally Certified Pilates Teacher. He is the founder and Director of the Pilates Career Institute Comprehensive Pilates Teacher Training School, which is a Colorado Private Occupational Teaching School under the Colorado Department of Education. He is also a Personal Trainer, and an American Massage Therapy Association Certified Massage Therapist. He has spent more than three decades bringing people back from injuries to their fully functioning....and often better selves. Don appreciates the effect that Pilates has had in his life and attributes his continued competitive performance and athleticism to his regular practice of Pilates. After completing a successful career as a professional bicycle racer, he started a new career in rehabilitation as a Neuromuscular Therapist with Orthopedic Center of the Rockies in Fort Collins, Colorado. He went on to become the Rehabilitative Fitness Coordinator for Health South Outpatient Rehab Centers in Northern Colorado. With his interest in rehabilitative exercise, Don then became a Practitioner of Pilates for Rehabilitation and Pilates Mat work in 2001. Don opened his first Pilates studio in December of 2004, and then opened his current location in the beautiful Palmer Flowers Retail Center in 2009. In 2014, Don launched Big Toe Studio Comprehensive Pilates Teacher Training School, which changed its name to Pilates Career Institute. The school compliments the Pilates studio while training student teachers to be experts in utilizing Rehab based Pilates to reach all levels of potential for clients, students and teachers.

***“Physical fitness is the first requisite of happiness. Our interpretation of physical fitness is the attainment and maintenance of a uniformly developed body with a sound mind fully capable of naturally, easily, and satisfactorily performing our many and varied daily tasks with spontaneous zest and pleasure.” Joseph Pilates***

### 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.