



# PRAJNA Advanced Studies Program

2022-2023



## Pilates Teacher Training

- Module 1: Fundamentals, Principles, and Matwork
- Module 2: Apparatus Part 1
- Module 3: Apparatus Part 2



[loveprajna.com](http://loveprajna.com)



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## **WELCOME**

**to the PRAJNA Advanced Studies Program**

Thank you for your interest in the PRAJNA's Advanced Studies Programs. Our school offers Universal Yoga® and Pilates Teacher Training Programs. Whether you choose our yoga training or dive into the Pilates training, our programs help practitioners develop a well-formed and mature practice, focusing not just on the physical aspects of yoga and Pilates but including the body, breath, mind, and spirit connection. You may intend to simply deepen your understanding of the practices or you aspire to teach and share with others; our training will prepare you for your journey.

We consider the study of Pilates and yoga a science—continually evolving. There is a common saying in the yoga community, “When the student is ready, the teacher appears.” If you are drawn to this program, it is most likely because you are ready for the teachings.

Our Pilates program is based on the classic teachings of Joseph Pilates. PRAJNA provides a comprehensive training on the matwork and apparatus. The program is set up as three modules. The fundamentals, principles, and matwork is included in Module 1. For those wishing to continue on the Pilates' journey, Module 2 covers anatomy and the apparatus including the reformer, cadillac, and chair. Module 3 is for those wishing to complete their full certification and includes the ladder barrel, pedi-pole, and other smaller props. Upon successful completion of the full program, graduates will be qualified for the option to take the National Pilates Certification Program exam and become a NCPT.

As a Pilates teacher for many years now, I have seen how this system can be utilized for all ages and fitness levels, from pre-teens who have injured their bodies during extracurricular activities, office workers, doctors, and mothers who have developed poor posture from daily life, middle-aged athletes who have lost their edge, and seniors citizens who can hardly walk. The list can go on and on. It is a great compliment to yoga as both systems focus on body, mind, and breath, while the Pilates equipment offers a unique way to train the physical body that are missed on a yoga mat alone.

We are honored you are considering our programs. An amazing journey awaits you including the benefits you gain from regular practice and the effects they have on everyday life. Our many years of practice and teaching experience will ensure you a rewarding adventure. We are looking forward to practicing with you.

In health,

*Sheri*

Sheri Baemmert,  
E-RYT® 500, RCYT®, RPYT®, YACEP®,  
NCPT, Certified Pilates Teacher PhysicalMind Institute  
Director and Instructor PRAJNA Advanced Studies Program





## **Mission Statement**

To guide students in the unification, balance, and control of their body, breath and mind through the teachings of authentic yoga and Pilates as a science that continues to evolve so everyone has the opportunity to reach the ultimate goal—happiness.

## **Vision Statement**

To allow those who walk through our door the opportunity to realize how special they truly are and to encourage them to show up and do the work. What we practice enhances how we choose to live.

## **Core Values**

1st ~ Be grounded.

2nd ~ Be energetic.

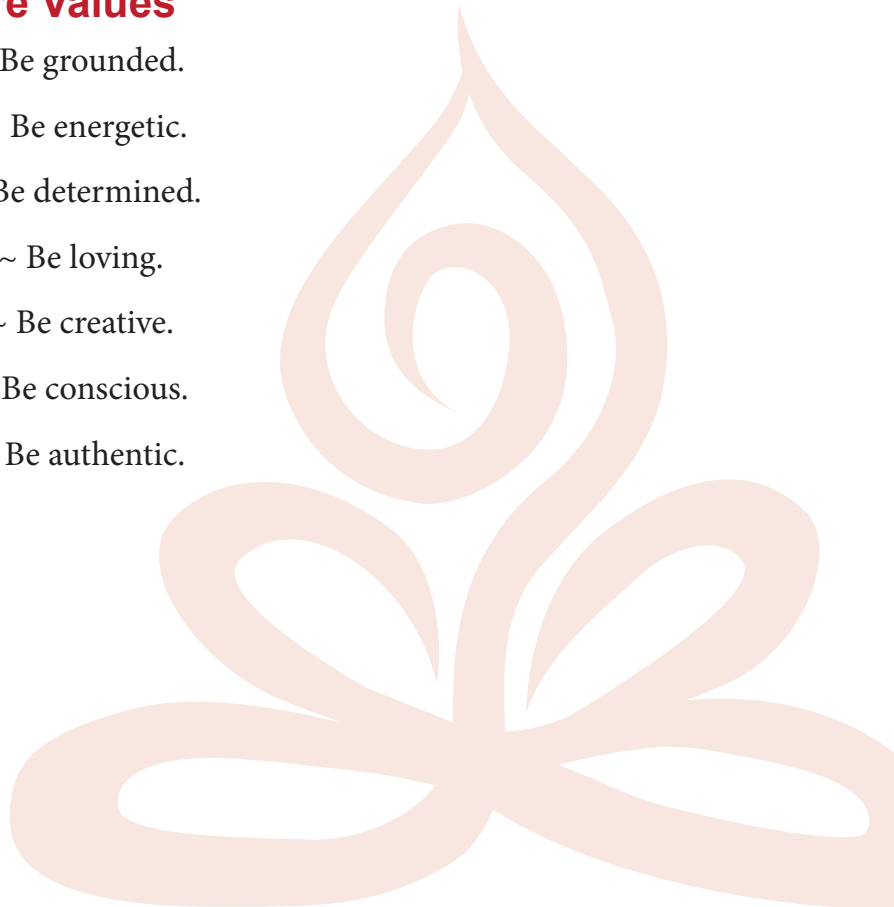
3rd ~ Be determined.

4th ~ Be loving.

5th ~ Be creative.

6th ~ Be conscious.

7th ~ Be authentic.





## Prajna's Location, Facilities, Amenities

Eau Claire, Wisconsin is located in Western Wisconsin. "Eau Claire" is the singular form of the original French name, "Eaux Claires," meaning "clear waters," for the Eau Claire River. According to local legend, the river was so named because early French explorers journeying down the rain-muddied Chippewa River, happened upon the Eau Claire River, excitedly exclaiming "Voici l'eau claire!" ("Here [is] clear water!"), the city motto.

With a population of over 65,000, Eau Claire has all of the modern conveniences for anyone traveling from out-of-town.

Our training facility, PRAJNA, is located at 705 S Barstow Street in downtown Eau Claire, Wisconsin.

Please bring your own Pilates/yoga mat. A limited number of blocks and straps are available at the facility for use during classes. The Pilates equipment used during the Pilates Teacher Training includes Reformers, Cadillacs, Chairs, Ladder Barrel, Arm Chair, Pedi Poles, Foot Correctors, and other props including magic circles, orbits, poles, balls, and more.

There are a variety of restaurants, lodging facilities, a grocery/convenience store, walking trails, and parks nearby.

Lodging options within walking distance include The Lismore Hotel and The Oxbow Hotel. There are many more options within a short drive. There may also be [airbnb.com](https://www.airbnb.com) options within driving distance. Please book your lodging in advance to ensure you have a place to stay.

There are two airport options. The Chippewa Valley Regional Airport (EAU) has a layover in Chicago, then lands directly at Eau Claire. The Minneapolis-St. Paul International Airport (MSP) lands in Minneapolis which is about an hour and 45 minutes from Eau Claire. There are airport shuttle services that also offer transportation from MSP to Eau Claire.

Transportation options to get around Eau Claire include car rental, Lyft, Uber, taxi, and city bus.



## School Information

**PRAJNA LLC - PRAJNA Advanced Studies Program**

*Mailing Address: 705 S. Barstow Street, Eau Claire, WI 54701*

*PRAJNA website: [www.loveprajna.com](http://www.loveprajna.com)*

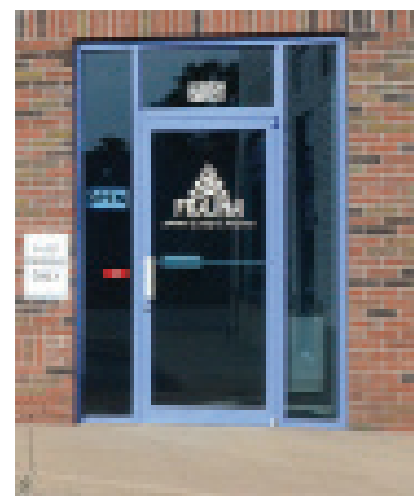
*PRAJNA phone: 715-577-5502*

*Email: [sheri@baemmert.com](mailto:sheri@baemmert.com)*

*PRAJNA LLC Owner, Operator and School Administrator: Sheri Baemmert, E-RYT®  
500, RCYT®, RPYT®, YACEP®, NCPT, Certified Pilates Teacher PhysicalMind  
Institute, Certified Universal Yoga® Teacher*

*Universal Yoga Website: [www.universal-yoga.com](http://www.universal-yoga.com)*

*PhysicalMind Institute Website: [www.physicalmindinstitute.com](http://www.physicalmindinstitute.com)*



## PRAJNA Advanced Training Program Faculty



**Sheri Baemmert, E-RYT® 500, RPYT®, RPYT®, YACEP®, NCPT, Certified Pilates Teacher PhysicalMind Institute**

Sheri Baemmert is the owner and senior Pilates and yoga teacher at PRAJNA. She started teaching wellness classes in 1990, yoga in 1995, and Pilates since 2001.

Sheri is a certified Pilates teacher through The PhysicalMind Institute and she is a National Certified Pilates Teacher (NCPT). Her Pilates training includes all of the apparatus, mat, and standing Pilates, plus extensive anatomy training. She has completed an advanced Pilates training for neurological conditions along with numerous other continuing education trainings. Sheri wants to share the benefits of Pilates ('Contrology' as Joe Pilates called it) to all of those interested.

Besides her Pilates training, Sheri has trained with many world-renowned yoga teachers over the years. Since 2011, she has been studying under Andrey Lappa, founder of Universal Yoga®. Sheri has been studying extensively with him to learn the full Universal Yoga® system, which contains the authentic yoga teachings and is based on the mayakoshas. She has completed over 1000 hours of Universal Yoga® trainings including multiple rounds of Level 1, Level 2 and Level 3, and many workshops. Sheri now co-teaches Universal Yoga® Teacher Training Programs with Andrey when he is in the U.S. and is dedicated to spreading the wealth of knowledge contained in this authentic yoga system. Sheri holds the highest qualification possible with Yoga Alliance, E-RYT® 500, RPYT®, RPYT®, YACEP®.

Sheri is also trained in Thai Yoga Bodywork, but now reserves that practice for her children. Learn more about Sheri at [www.loveprajna.com](http://www.loveprajna.com).



**Cassie Brenden, Certified Pilates Teacher - PRAJNA Advanced Studies Program, Universal Yoga® Teacher**

Cassie Brenden has been teaching at PRAJNA since 2017. After graduating from her first Yoga Teacher Training program in 2015, she furthered her training by completing The Adventures of Super Stretch Children's Yoga Teacher Workshop. In 2018, Cassie completed a 100-hour Universal Yoga® Teacher Training co-taught by Sheri and Andrey Lappa, plus additional workshops.

Cassie was introduced to Pilates at Sheri's mat and chair classes starting in 2010 and fell in love with the Pilates Method. She instantly felt the benefits on how Pilates enhanced her yoga practice. Through Pilates, she found the strength to support her mobility and everyday life movements. Cassie completed the 450 Hour Prajna Advanced Pilates Training Program and has been teaching private sessions and group classes. She continues to learn and refine her knowledge in Pilates. Cassie will be assisting with the Pilates Teacher Training program at PRAJNA.

Cassie's professional teaching education is Early Childhood Special Education. Over the years, she has worked with preschool, elementary, middle and high school aged children. Learn more about Cassie at [www.loveprajna.com](http://www.loveprajna.com).



## What is Pilates?

Pilates is an exercise system developed by Joseph Pilates. As a child, Pilates suffered from a variety of ailments and became obsessed with becoming healthy. He studied various forms of physical fitness including boxing, fencing, wrestling, gymnastics, yoga, and zen meditation. Eventually, Pilates pulled these forms of exercise together and developed his own method called Contrology. Today, his method is named after him and is known the world over as Pilates.

Joseph Pilates' philosophy, as stated in his 1945 book, *Return To Life*, is a vision of health and well-being that gives a context to his exercises. There are three guiding principles: whole body health, whole body commitment, and breath.

### Whole Body Health

*“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 tasks with spontaneous zest and pleasure.”* —Joseph Pilates

Whole Body Health refers to the development of the body, the mind, and the spirit in complete coordination with each other. Mr. Pilates wrote that the Whole Body Health could be achieved through exercise, proper diet, good hygiene and sleeping habits, plenty of sunshine and fresh air, and a balance in life of work, recreation, and relaxation.

### Whole Body Commitment

*“To achieve the highest accomplishment within the scope of our capabilities in all walks of life, we must constantly strive to acquire strong, healthy bodies and develop our minds to the limit of our ability.”*

—Joseph Pilates

*“Faithfully perform your Contrology exercises only four times a week for just three months...you will find your body development approaching the ideal, accompanied by renewed mental vigor and spiritual enhancement.”* —Joseph Pilates

Whole Body Commitment is mental and physical discipline, a work ethic, an attitude toward one's self, and assuming a lifestyle that is necessary to achieve Whole Body Health.

### Breath

*“Above all, learn how to breathe correctly.”\**

\*—Joseph Pilates as told to Ron Fletcher

The breath is an integral part of overall body functioning, increasing volume capacity, oxygenation and other physiological changes. Full consistent inhalation helps the circulatory system nourish all the tissues with oxygen-rich blood while carrying away impurities and metabolic waste. Pilates referred to this cleansing mechanism as the “internal shower” which results in mental and physical invigoration and rejuvenation.





## The Pilates Movement Principals

*“Physical fitness is the first requisite of happiness.”* —Joseph Pilates

In Pilates, as in yoga, there is a powerful mind-body connection. The mind and the body must actively engage to achieve physical fitness in the Pilates exercise regime.

The following Pilates Movement Principals are integral in achieving this mind-body connection:

- |                              |                |
|------------------------------|----------------|
| ~Whole Body Movement         | ~Breathing     |
| ~Balanced Muscle Development | ~Concentration |
| ~Control                     | ~Centering     |
| ~Precision                   | ~Rhythm (flow) |

The body is organized to move by centering. Balanced muscle development allows efficient movement and proper joint mechanics. Constant mental concentration is required to fully develop the body. Precision, meaning exact, defined, specific, intentional movement, is necessary for correct form. Only a few repetitions of each exercise are appropriate so that each repetition can be performed with a greatest control, using only the necessary muscles and effort necessary for each movement. Breathing promotes natural movement and rhythm and stimulates muscles to greater activity. Performance of the Pilates exercises is distinguished by always using the whole body.

As such, Pilates aids in strength, posture, flexibility, and concentration. These attributes not only ease the aches and pains of everyday life, they are sought after by top athletes looking to perfect their capabilities.

## Goals and Benefits

*“One of the major results of Contrology is gaining the mastery of the mind over the complete control of your body.”* —Joseph Pilates

The Guiding Principles and Movement Principles facilitate long-term goal achievement. The benefits are both measurable and perceived:

- Coordination
- Strength
- Mobility
- Efficient movement
- Flowing movement
- Proper posture
- Mental and spiritual rejuvenation
- Self awareness
- Self confidence
- Restoration of natural animal movement
- Integration of mind, body, and spirit
- Sense of well-being
- Enhanced quality of life





## About the Pilates Teacher Training Program

The PRAJNA Pilates Teacher Training provides a solid foundation in Pilates. The goal of this program is to prepare participants on how to safely and successfully instruct individual clients and group classes. This is also for individuals wanting to have the knowledge to have a well-designed in-studio or home practice.

*The program is set up in three modules, each one building on the previous.*

### **Module 1: Fundamentals, Principles, and Matwork (45 hours)**

Module 1 is the foundation and includes the Pilates fundamentals, principles, and matwork. This can be taken as a stand-alone program. The program starts with teachings on the core principles and the fundamentals that can be applied to all Pilates exercises. Participants will learn matwork exercises for beginners and intermediate students.

After successfully completing Module 1, a PRAJNA Pilates Matwork Certificate is issued to instructors who attend all lectures, pass all assessments/exam (80% needed to pass), and submit the required logged hours. This qualifies the graduate to teach Pilates matwork classes. There are no prerequisites for Module 1, but previous exposure to Pilates is recommended. Successful completion of Module 1 is a pre-requisite to taking Module 2.

### **Module 2: Apparatus Part 1 (300 hours)**

Module 2 begins the Pilates apparatus training. Successful completion of Module 1 is mandatory prior to taking Module 2. Module 2 includes anatomy and training on the Reformer, Cadillac, and Chair. Upon successful completion of Module 2, a PRAJNA Pilates Apparatus Certificate of Completion is issued to instructors who attend all lectures, pass all assessments, and submit the required logged hours. They will have the qualifications to start their apprenticeship teaching on the apparatus, but are not qualified to apply to take the National Pilates Certification Program exam.

This comprehensive program is designed to build on the key concepts of Pilates that were introduced in Module 1. Participants will learn a full program for the Reformer, Cadillac (trapeze table), and Chair, along with why to choose one apparatus over another in various circumstances. Participants will learn how to utilize Pilates to work with modern-day people and the adjustments for different lifestyles and populations. This course will also discuss how to teach, not just what to teach. Participants who complete the program will have the tools to teach successfully.

For individuals wanting to learn how to use the apparatus for home use, but don't want to teach others, this would also be a good fit. Anyone can purchase Pilates equipment, but just because one has the equipment doesn't mean they are practicing Pilates. There is a difference between Pilates and just plain exercises. This program will point out how to turn exercise into Pilates.

Students are required to attend all scheduled lectures and make up any missed sessions by watching the recordings and/or through one-on-one mentoring with one of the faculty members at the student's own expense. Observation, self-practice, and practice-teaching hours are scheduled separately each week during regular studio hours. Students are expected to start observation and self practice hours within the first two weeks of the start of the program. Practice teaching hours are to be started within 30 days of the start of the program. Students are required to put in observation, self-practice, and practice-teaching totaling at least 10 hours weekly. Students will be given logs to use to track hours and must have them initialed by the teacher. The teacher will check log sheets during the lecture meetings. The teacher will observe students as they practice teaching periodically throughout the program. Students will be given homework assignments at each lecture. Students are expected to complete the homework before the next lecture (Pass/Needs More Refinement). All logged self-practice, observation, and practice teaching hours must be completed within 3 months of the completion of the final lecture (Complete/Incomplete). (Additional fees will be charged for participants needing to utilize the studio beyond the scheduled time frame.)



### Module 3: Apparatus Part 2 (105 hours)

Module 3 begins the internship, additional Pilates apparatus training including small props, Ladder Barrel, Pedi-Pole, Arm Chair, and taking the final exam. Successful completion of Module 2 is mandatory prior to taking Module 3. Students are required to complete the logged teaching hours, lecture and homework portions of Module 3 of the training prior to taking the final exam. Students are responsible for finding a facility to complete the internship teaching portion of the training. Some studios pay interns to teach, some do not pay until intern is fully certified. If there are no studios in your community to intern at, another option is to purchase equipment for your home and teach family and friends.

Upon successful completion of Module 3 which includes attending all lectures, passing all assessments, submitting the required logged hours, and passing the exam (80% needed to pass), a PRAJNA Pilates Apparatus Certificate will be issued to graduates. Plus, the graduate is qualified to apply to take the National Pilates Certification Program exam.

## Module 1: Fundamentals, Principles, and Matwork (45 Hours)

### Dates and Schedule:

Friday, November 4 — 8:30am - 2:30pm (Lunch 12:30-1pm)

Friday, November 11 — 8:30am - 2:30pm (Lunch 12:30-1pm)

Friday, November 18 — 8:30am - 2:30pm (Lunch 12:30-1pm)

Sunday, November 27 — 1:00pm - 6:00pm; Exam: 6:00-8:00pm (Supper 4:30pm)

*Participants must attend all lectures in order to take the exam. Recording of the lectures will be made available.*

### Syllabus:

- Basic Body Mechanics
- Principles
- Whole Body Movement
- Balanced Muscle Development
- Concentration
- Control
- Centering
- Precision
- Rhythm (flow)
- Breathing
- Cueing
- Imagery
- General Anatomy
- Lumbar-Pelvic Region
- Pelvic Stability and Mobility
- Neutrality and Trunk Stability
- Building Blocks
- Fundamentals that Support each Exercise
- Foundational teaching for Successful Execution of the Exercise
- Beginner Pilates Matwork Exercises
- Intermediate Pilates Matwork exercises
- Matwork Classes
- Personal Performance
- Teaching Skills
- Written/Practical Exam

### Breakdown of Module 1 Hours (45 Hours):

Lectures (see scheduled dates).....	21 Hours
Practice Teaching.....	10 Hours
Practicum.....	6 Hours
Additional Homework.....	6 Hours
Exam.....	2 Hours
	<hr/>
	<b>45 Hours</b>



## Module 2: Apparatus Part 1 (300 Hours)

### Schedule Dates:

**Fridays, December 2, 9, 16, 2022, Jan. 6, 13, 20, February 3, 10, 24, March 3, 10, 31, 2023**

Lectures held on Fridays from 8:30am - 2:15pm (11a-11:45p lunch). Lectures will be recorded for students to have access to if a situation arises that prohibits someone from attending a lecture in-person. Note: a small portion of the scheduled lecture time will be used for the lead teacher to observe as students practice teaching to allow for feedback.

The observation, practice teaching, practicum, homework and private or group sessions **ARE IN ADDITION TO THE SCHEDULED LECTURE TIMES**. These additional hours (observation, practice teaching, self-practice, and private or group sessions) are scheduled during studio hours.

### Syllabus:

- Pilates History: Who is Joseph Pilates; how has Pilates changed over the years
- Beginner, Intermediate, Advanced Reformer exercises including what the exercises are, how to spot, cueing, transitions, touch techniques, rhythms, how to adjust equipment, how to check equipment for safety, and how to change the springs
- Beginner, Intermediate, Advanced Cadillac exercises including what the exercises are, how to spot, cueing, transitions, touch techniques, rhythms, how to adjust equipment, how to check equipment for safety, and how to change springs
- Beginner and Intermediate Chair Exercises including what the exercises are, how to spot, how to adjust equipment, how to check equipment for safety, and how to change springs
- Alignment in different body positions and common errors
- Anatomy: bones, muscles, joints, fascia in relation to the Pilates repertoire
- Fascia: the fabric of the body, how Pilates exercises incorporate the whole body
- Reading Bodies, understanding how to plan a session based on a client's needs
- Essay Assignments (given during lectures.)
- Observation: observe how a teacher teaches a session or group class, observe cueing, techniques, how session is organized, what is done for a warm-up, main body of session and cool-down, and how does teacher communicate with different personalities
- Practice-Teaching: practice teaching the exercises given during lectures, only teach the exercises you are familiar with; start out by teaching to participants in good physical health
- Self-Practice: practice the exercises given during lectures, familiarize yourself with the modifications and variations, feel what it is like if equipment is not set up to size of student, and observe your own progress in the exercises
- Technique and Teaching Feedback: teacher will offer guidance to continue progressing student to teach safely and effectively, giving corrections as needed

### Breakdown of Module 2 Hours (300 Hours):

Lectures (see scheduled dates).....	52 Hours
Observation (scheduled with teacher).....	50 Hours
Practice Teaching (participants schedule when studio is open).....	60 Hours
Practicum/Self-Practice (participants schedule when studio is open and/or at home).....	75 Hours
Homework (assigned weekly).....	48 Hours
Private or Group Classes (additional fee per studio rates).....	15 Hours

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**300 Hours**



## Module 3: Apparatus Part 2 (105 Hours)

### Dates:

Fall 2023 TBA

Participants must attend all lectures in order to take the final exam to be fully certified.

### Schedule:

Lectures will be scheduled similar to Module 1 and 2.

### Syllabus:

- Reformer Add-ons to keep students interested and progressing
- Group Reformer and Chair Teaching, how is it different than private sessions, how to keep students safe, how to decide if someone is ready for group classes, and how to teach to different levels of students
- Advanced Chair Exercises including what the exercises are, how to spot
- Beginner, Intermediate Small Barrel and Ladder Barrel including what the exercises are, how to spot
- Arm Chair exercises including what the exercises are, how to spot, cueing, transitions, touch techniques, rhythms
- Practice-Teaching
- Technique and Teaching Feedback: teacher will offer guidance to continue progressing student to teach safely and effectively, and giving corrections as needed
- Assessments:
  - Theoretical Exam (written)
  - Technique Assessment(practical)
  - Teaching Assessment (practical)

### Breakdown of Module 3 Hours (105 Hours):

Internship Teaching (student responsible for finding a location to practice teaching on the equipment to prepare for the exam) .....	65 Hours
Lectures/Q&A .....	20 Hours
Homework.....	16 Hours
Exam (additional fee).....	4 Hours

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**105 Hours**





# Registration, Tuition, Program Information

## Pilates Teacher Training Program

### Requirements:

This course is suitable for all dedicated students, aspiring Pilates teachers, and current teachers seeking additional training. This program is very demanding, both emotionally and physically. Commitment, determination and good health are basic requisites. Students must be prepared to make personal sacrifices in order to achieve 100% course attendance.

### Students seeking teacher certificate must:

- Have a minimum of one year of Pilates or similar experience (example yoga, personal training, etc.)
- A minimum of two months of Pilates apparatus experience (recommended).
- Have a passion to learn and to explore the deeper dimensions of Pilates.
- Be free of major injuries going into the program (students with minor but recurring injuries must inform the teacher of their condition).
- Be fully committed to 100% attendance.

### Tuition:

- Application fee: \$300 (due when applying, goes towards tuition)
- Module 1: \$750 (exam included)
- Module 2: \$3000 (group/private sessions additional)  
Module 2 Lectures Only (for students wanting to learn but not teach): \$1300
- Module 3: \$500 (exam additional)
- Module 3 Exam Fee for Certificate of Completion: \$200

### Required reading:

- Pilates Student Manual (Provided during program)

### Recommended reading:

- *Return to Life* by Joseph Pilates
- *Your Health* by Joseph Pilates
- *Anatomy Trains* by Thomas Myers
- *National Pilates Certification Exam - Study Guide*

### Application

Please return application to Sheri Baemmert via email [sheri@baemmert.com](mailto:sheri@baemmert.com) or mail to PRAJNA studio. Applications are due by October 21, 2022 for Module 1 and November 18, 2022 for Module 2.

### Acceptance and Notification

You will be contacted within 5 working days upon receipt of your application. You will be provided a link to pay the deposit online (if you haven't already), or you may pay in person, or by mailing a check to PRAJNA.

### Minimum Students

This program requires a minimum of 3 students. PRAJNA has the right to cancel or post-pone program if minimum requirement is not met.

### Refund/Cancellation Policy

See section on Refunds for Dismissal or Withdrawal.



## **Exam and Certification**

### **Module 1:**

A 45-hour Certification of Completion will be given to those who successfully complete the program including:

- Successfully attend all scheduled lectures and make-up any missed sessions through one-on-one mentoring with one of the faculty members at the student's own expense.
- Completion of the homework assignments (Pass/ Needs Additional Refinement).
- Completion of all logged hour sheets (Additional 2 months given after completion of lecture.)
- Pass the written exam (80% needed to pass).
- Payment of application fee and tuition and payment for any make-up hours or additional mentoring required to meet completion requirements. (Complete/Incomplete).

Exams will be graded and results returned to students via email within 2 weeks of taking exam.

### **Module 2:**

A 300-hour Certification of Completion will be given to those who successfully complete the program including:

- Successfully attend all scheduled lectures and make up any missed sessions through one-on-one mentoring with one of the faculty members at the student's own expense.
- Completion of the homework assignments (Pass/ Needs Additional Refinement).
- Completion of all logged hour sheets (Additional 3 months given after completion of lecture. Additional fees will be charged for participants needing to utilize the studio beyond the scheduled timeframe.

### **Full Program (Modules 1, 2, and 3):**

A 450-hour Certification of Completion will be given to those who successfully complete Modules 1, 2, and 3 of the program including:

- Successfully attend all scheduled lectures and make up any missed sessions through viewing the recorded sessions and/or one-on-one mentoring with one of the faculty members at the student's own expense.
- Completion of the homework assignments (Pass/ Needs Additional Refinement).
- Completion of all logged hour sheets (Additional 3 months given after completion of lecture. Additional fees will be charged for participants needing to utilize the studio beyond the scheduled time-frame.)
- Complete 3+ months of Internship Teaching totaling at least 65 teaching hours.
- Pass the written exam (80% needed to pass). Participants must complete an internship for at least 3 months prior to taking the exam in order to have experience teaching.
- Payment of application fee and tuition and payment for any makeup hours or additional mentoring required to meet completion requirements. (Complete/Incomplete).

Exams will be graded and results returned to students via email within 2 weeks of taking exam.

Sheri Baemmert is a National Certified Pilates Teacher. Participants have the option of applying to take the National Pilates Certification Program exam after successfully completing the FULL 450-Hour PRAJNA Pilates Teacher Training Program (Modules 1, 2, and 3).

### **Probation, Dismissal and Re-Admittance for Pilates Program**

Students who violate the code of ethics will be considered on probation and will receive a verbal warning first, second offense will be given a written warning, and the third offense will result in dismissal from the program.

Any criminal activity associated with the training program such as theft or illegal drug possession will result in immediate dismissal.

Non-payment of fees will result in dismissal from the program.

There are no reinstatements back into the program once a student has been dismissed. The student may apply for a future program but there is no guarantee of acceptance.



A student will be considered to be in a probationary period if they have homework that needs refinement or they aren't up-to-date with homework assignments. The student will have up to 2 additional opportunities within a 1 month period to convert a "Needs Additional Refinement" to "Pass." Students will have up to 1 month to turn in homework past the time that it is due. If they have homework in that time that "Needs Additional Refinement," they will have up to 2 additional opportunities within a 1 month period to convert a "Needs Additional Refinement" to "Pass." Students will be considered off probation when homework is turned in and a "Pass" is achieved.

Students are required to log 10 hours each week during the apparatus program. If a participant falls behind on hours, they must meet the regular requirements for 2 weeks in a row. If the student falls behind again on logging hours, the participant will be put on probation. Students will be considered off probation when they have caught up on logged hours. Students will have 3 months after the lecture portion of the program ends to complete all logged hours. Additional fees will be charged for participants needing to utilize the studio beyond the scheduled timeframe.

If a student is not grasping the content in the course or not satisfactorily completing the homework and logged hours but wished to remain in the training without expectation of receiving a completion certificate, the student will sign an agreement to that effect.

A student who has an expectation of receiving a completion certificate but is unable or unwilling to develop a personal practice, complete homework, or log the required hours, will be dismissed from the program after the probationary period is over. Unused tuition will be refunded per the refund policy.

Students not satisfactorily completing the program will need to repeat the program at the students expense.

## School Policies

### Non-Discrimination

PRAJNA Advanced Studies Program does not discriminate on the basis of age, gender, physical ability, marital status, sexual orientation, race, or religion.

### Attendance and Tardiness

- Attendance at all sessions is required.
- Students who are more than 15 minutes late to a session will have 1 hour deducted from their contact hours and must make up that time watching the recording or with teacher at their own expense of \$150/hour.
- Attendance is taken at each scheduled time block on the calendar and records are kept electronically.
- In the event of an emergency or planned absence, make-up of any missed sessions is through one-on-one mentoring with one of the faculty members or watching the recorded lectures and answering questions about the lecture to guarantee the full lecture was watched and the concepts understood. A plan will be developed to make up course content, assess understanding of the course content and fulfill required hours. Any one-on-one mentoring for make-up is at the student's own expense and is billed at \$150/hour.
- Please see **Probation, Dismissal and Re-Admittance** policy under Pilates/yoga for how unexcused absences are handled.
- Some students may not pursue certification or registration as a teacher but are interested in deepening their personal practice and study of Universal Yoga® or Pilates. Please talk with Sheri Baemmert about attendance suggestions. You will be expected to arrive on time for sessions you plan to attend. You will also be expected to review any content from missed sessions in advance of the next session so that you have the same background as other participants.

### Missed Sessions

Any missed sessions must be made up through watching the recordings and answering questions or with one of the primary instructors at \$150/hour. If you know that you will miss an entire day due to a prior commitment, please contact Sheri Baemmert at PRAJNA Advanced Studies Program in advance of signing up for the program to discuss options. We will be recording the lectures in case of emergencies or other unpredicted circumstances, but highly recommend attending in-person.



## **Additional Mentoring Required**

Core concepts that are not understood or demonstrated by the student through homestudy, experiential learning or practice teaching may require additional mentoring by one of the lead instructors or assigned faculty and will be charged at \$150/hour.

## **Leave of Absense**

In the event a student must discontinue due to mitigating circumstances beyond the student's control, the refund policy will be applied to any unused tuition. If the student has completed at least 60% of the course instruction, all attempts will be made to assist the student in completing either through participation in another program or with one-on-one mentoring with lead or other designated faculty at the rate of \$150/hour. PRAJNA Advanced Studies Program is not responsible for any additional travel costs that a student might incur to attend another program or to do one-on-one mentoring.

## **Completion Requirements**

- Attendance at all scheduled sessions and make up of any missed sessions through watching the recorded lectures and any one-on-one mentoring that is needed with one of the faculty members at the student's own expense.
- Completion of homework assignments (Pass/Needs More Refinement). Students will be given verbal comments on homework from the teacher. A student may be asked to redo an assignment and will be given 2 additional opportunities within the program time to successfully complete the assignment.
- Development of a regular Pilates/yoga practice is expected.
- Pass the final exam if applying for certification (80% required to pass.) A failed exam will require retaking the exam for an additional fee.
- Payment of application fee and tuition and payment for any makeup hours or additional mentoring to meet completion requirements (Complete/Incomplete).

## **Student Records**

An electronic copy of the student's completion certificate will be kept on file with PRAJNA Advanced Studies Program indefinitely. A duplicate certificate fee of \$30 may be charged. Records are private and can be accessed only by the teacher trainee or PRAJNA Advanced Studies Program.

## **Student Conduct and Code of Ethics**

Please review the code of ethics, liability, and media release form.

## **Probation, Dismissal and Readmittance**

See review section on Probation, Dismissal and Readmittance under the Pilates/yoga program.

## **Advanced Standing**

The school does not offer any advanced standing.

## **Housing**

PRAJNA Advanced Studies Program does not provide housing.

## **Student Complaints**

Students with concerns of complaints are encouraged to bring them to the attention of the Director of PRAJNA Advanced Studies Program. The Director's decision on all complaints is final. If resolution cannot be reached, the student may contact the Wisconsin Educational Approval Program for assistance at 608-266-1996, <https://dsps.wi.gov/Pages/Programs/EducationalApproval/Default.aspx> or P.O. Box 8366, Madison, WI 53708-8366.

## **Employment Services**

PRAJNA Advanced Studies Program does not offer job placement services. We will help participants progress in their knowledge and ability to teach Universal Yoga and/or Pilates offering strategies and suggestions for employment. We do not offer career counseling or guarantee job placement.





## Refunds for Withdrawal or Dismissal

The student will receive a full refund of all money paid if the student:

1. Cancels within the three-business-day cancellation period under SPS 406.03;
2. Acceptance was unqualified and the school did not secure a disclaimer under SPS 409.04;
3. Enrollment was procured as the result of any misrepresentation in the written materials used by the school or in oral representations made by or on behalf of the school.

Refunds will be made within 10 business days of cancellation.

A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a prorata refund as follows:

At Least	But Less Than	Refund of Tuition:
1 unit/class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	no	No refund

As part of this policy, the school may retain a one-time application fee of no more than \$200. The school will make every effort to refund prepaid amounts for books, supplies, and other charges. A student will receive the refund within 40 days of termination date. If a student withdraws after completing 60% of the instruction, and withdrawal is due to mitigating circumstances beyond the student's control, the school may refund a prorata amount.

A written notice of withdrawal is not required.

To make the training flow smoothly, students are encouraged to withdraw by notifying Sheri Baemmert via email or a mailing letter to PRAJNA Studio. But any mode of withdrawal will be recognized. Students will be administratively withdrawn after missing three (3) of consecutive sessions. Students will be refunded based on last date of attendance.

Students must return all materials given during the teacher training. If materials are not returned or are damaged, a \$500 fee will be charged for the materials.



## **Student Agreements**

### **PRAJNA Yoga and/or Pilates Advanced Studies Teacher Training Program**

#### **Copyright Acknowledgement**

I acknowledge that all student materials provided in this training program, including print and audio, are the copywrite of PRAJNA LLC and are provided FOR MY PERSONAL USE ONLY. I acknowledge that I cannot alter or distribute in any way without written permission from PRAJNA LLC.

#### **Photo-Video-Audio Guidelines and Release**

Staff may take photographs, video, and record audio for use in future trainings or marketing of training programs. If you do not wish to be photographed or filmed, please advise the lead instructor. Students are permitted to take photographs as long as it is not distracting to the class. A student should ask classmates if they have their permission to be in personal photographs, especially if those photographs will be used on social media sites.

You must ask the lead instructor for permission to audio record. No video recording is allowed.

I consent to being photographed and recorded, and grant PRAJNA LLC, its assignees, employees, and agents, the unrestricted and absolute right to use the photographs or recordings by any means now known or to become known. I hereby release and discharge PRAJNA LLC, its assignees, employees, and agents any and all claims of action, including, without limitation, libel, defamation, invasion of privacy or right to publicity, infringement of copyright, trademark, or violation of any other right.

#### **Teacher-in-Training Code of Ethics**

A code of conduct is a declaration of acceptable ethical and professional behavior by which all yoga and/or Pilates teachers-in-training agree to conduct themselves in the classroom, in teaching, and in the business of yoga and/or Pilates. We will foster an atmosphere of respect for each other and a learning environment conducive to the development of each student. As a PRAJNA Teacher-in-Training, I agree to uphold the following ethical principles:

- Conduct myself in a professional and conscientious manner in the training and in my teaching.
- Refrain from the use of substances that impair my learning or judgement and associations while in the classroom.
- Listen to and respect the other students in the training.
- Acknowledge the limitations of my skills and scope of practice and where appropriate, refer students to seek alternative instruction, advice, treatment or direction.
- Create and maintain a safe, clean, and comfortable environment for the practice of yoga and/or Pilates.
- Make only realistic statements regarding the benefits of yoga and/or Pilates.
- Accurately reflect my teaching credentials, qualifications, abilities, certifications, and registrations.
- Respect all copyrights and trademarks associated with the training.
- Encourage diversity by respecting all students regardless of age, physical limitations, race, creed, gender, ethnicity, religion, or sexual orientation.
- Respect the rights, dignity, and privacy of all students in the training.
- Avoid words or actions that constitute sexual harassment.
- Avoid words or gossip or actions that may harm another student.
- Adhere to the traditional yoga principles as written in the yamas and niyamas in my relationships with the other students in the training, the instructors, in my teaching, and in my yoga and/or Pilates business relationships.

*Adapted from the Yoga Alliance Code of Conduct.*

#### **PRAJNA Advanced Studies Program Catalog Release**

I have read, understand, and agree to the terms and conditions for application, admission, and participation in the PRAJNA Advanced Studies Program.



## Ownership and Governance

All decisions are final and are at the sole discretion of Sheri Baemmert, owner of PRAJNA LLC. Sheri is the school director and the head instructor of PRAJNA Advanced Studies Program.

## Liability Waiver

I understand that yoga and/or Pilates includes physical movement as well as an opportunity for relaxation, stress reduction, and relief of muscular tension. As in the case with any physical activity, the risk for injury, even serious or disabling, is always present and cannot be entirely eliminated. If I experience any pain or discomfort, I will listen to my body, adjust the posture, and ask for support from the teacher. I will continue to breathe smoothly.

Yoga and/or Pilates is not a substitute for medical attention, examination, diagnosis, or treatment. Yoga and/or Pilates is not recommended and is not safe under certain medical conditions. I affirm that I alone am responsible to decide whether to practice yoga and/or Pilates. I hereby agree to irrevocably release and waive any claims that I have now or hereafter may have against Sheri Baemmert of PRAJNA LLC:

### I agree to the following:

1. Copyright Acknowledgement
2. Photo-Video-Audio Guidelines and Release
3. Teacher-in-Training Code of Ethics
4. Catalog Release
5. Ownership and Governance
6. Liability Waiver

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_



# Application Form

## Pilates Teacher Training

at PRAJNA in Eau Claire, WI



PLEASE PRINT CLEARLY

Full Name (as it might appear on a certificate): \_\_\_\_\_

Nickname (if different from above): \_\_\_\_\_

Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

.....

How long have you been practicing Pilates? \_\_\_\_\_

What apparatus have you used? \_\_\_\_\_

What portion of the Advanced Studies Program do you plan to attend?

- Module 1    Module 2    Module 3

Where (city/studio) do you currently practice? \_\_\_\_\_

How long have you been teaching? \_\_\_\_\_

Have you successfully completed another teacher training program? \_\_\_\_\_

If yes\*, Where? \_\_\_\_\_ With whom did you study? \_\_\_\_\_

.....

**Please include your \$300 application fee. It is applied toward tuition.**

Submit this via email or mail to:

sheri@baemmert.com

PRAJNA LLC, 705 S Barstow Street, Eau Claire, WI 54701

Signature \_\_\_\_\_ Date \_\_\_\_\_



# PRAJNA LLC

## ADVANCED STUDIES PROGRAM PAYMENT AND PARTICIPATION AGREEMENT FORM

### Pilates Teacher Training

I, \_\_\_\_\_ (print name,) agree to pay PRAJNA LLC on time and in full for the PRAJNA Advanced Studies Teacher Training Program. I will be attending and making payment for the following (check all that apply):

- Application fee: \$300 (due when applying, goes towards tuition)
- Module 1: \$750 (exam included)
- Module 2: \$3000 (group/private sessions additional)
- Module 3: \$500 (exam additional)
- Module 3 Exam Fee for Certificate of Completion: \$200
- Module 2 Lectures Only: \$1300

By signing this agreement below, I agree to make my payment in full of \$ \_\_\_\_\_. Any prepaid amount will be deducted from the total balance.

Total Due: \$ \_\_\_\_\_.

- Prepaid \$ \_\_\_\_\_.

Balance Due: \$ \_\_\_\_\_.

Full payment due October 21, 2022 for Module 1 and November 18, 2022 for Module 2. Late payment will be charged a \$25 late fee per day.

Payment method: Cash \$ \_\_\_\_\_ Check \$ \_\_\_\_\_ Charge \$ \_\_\_\_\_

Continuation of nonpayment will result in termination from the program. Certification of completion will not be given without full tuition payment being received.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_

