



# CATALOG

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**Volume I**

**January 2024**

Park View Pilates, LLC, is approved by the State of Wisconsin, Educational Approval Program

The Pilates Center, Approved and Regulated by the Colorado Department of Higher Education,

Private Occupational School Board



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## **Introduction**

The Pilates Center offers the most respected, comprehensive, and intensive “classical” Pilates teacher training programs in the world.

Park View Pilates, LLC is an authorized studio to offer The Pilates Center Teacher Training Program

The mission of the school is to increase the quality of Pilates teachers by teaching the “art of teaching” the Pilates method. Pilates instructors can then teach the Pilates Method to everybody and ultimately change the world.

## **Faculty**

### **TPC Licensed Teacher Trainers in Boulder Colorado**

Amy Taylor Alpers

Debora Kolwey

Rachel Taylor Segel

Leah Weksler

Kailee Larson Ziemba

### **Park View Pilates, LLC licensed Teacher Trainers**

Debra Orlando (licensed since 2007). All teachers are graduates of TPC.



## **Officers and Owners**

President Rachel Taylor Segel and Vice-President Amy Taylor Alpers own The Pilates Center (TPC). Kelli Burkhalter Hutchins is the Director of Education, Pace Wilson, Assistant to the Director Education.

Debra Orlando owns Park View Pilates, LLC. She is the Director of Education and Business Manager for Park View Pilates.

## *Self-Evaluation*

Once a student graduates, they are asked to fill out an exit questionnaire through iTPC. The questions asked include a rating of their experience with the Licensed studio. This information is viewed by the Licensed Studio.

There is an annual meeting at The Pilates Center to discuss the teacher training program and to ensure that the most up-to-date information is included in the curriculum. In addition, the Director of Education at Park View Pilates attends movement workshops and seminars during the year for continuing education credits that is required to maintain the Certified Pilates Instructor status through the Pilates Method Alliance.



**Tuition and Fees**

	12-Month	18-Month	Intermediate	Bridge from Intermediate	Bridge from outside training program	Intermediate-Plus	Bridge-from Intermediate Plus
Enrollment Requirements	Injury free  Passing Level III Performance on Reformer or Mat in performance evaluation	Injury Free  Passing Level III Performance on Reformer or Mat in performance evaluation	Injury free  17 hours of Pilates classes  Proof with TPC internship log sheets or financial receipt showing lessons taken: 5 each mat, reformer, and privates; 1 pole; 1 chair	Injury free; completion of TPC intermediate program	Injury free  Diploma showing completion of 450 classical comprehensive teacher training program with  125 hrs. practice or professional teaching or proof* of teaching classical Pilates for 10 years	Passing Level, I-II on reformer;  Injury fee	Injury free; completion of TPC intermediate-Plus Program
Application Fee	\$100	\$100	\$100	N/A	\$100	\$100	N/A
Program Evaluation Fee	\$80	\$80	N/A	\$80 ****	\$80	\$80	N/A
Practical Evaluation Fee	N/A	N/A	N/A	N/A	\$160		N/A
Registration fee	\$250+500+\$50	\$250+\$500+\$50	\$125+\$250+\$50	\$250+\$50	\$125+\$250+\$50	\$125+\$250+\$50	\$250+\$50
Tuition (Internship + Education)	\$6450	\$6990	\$3000	\$3515	\$3610	\$3875	\$2940



Exams	\$2000	\$2000	\$750	\$1800	\$1800	\$1000	\$1200
Total Costs	\$9430+lessons/books	\$9970+lessons/books	\$4275+lessons/books	\$5795+lessons/books	\$6175+lessons/books	\$5580+lessons/books	\$4440+lessons/books
Books (estimate)**	\$300	\$300	\$300	\$300	\$300	\$300	\$300
Lessons (estimate)***	\$4000	\$4000	\$2500	\$2500	\$2500	\$2500	\$2500
Degree Earned	TPC Advanced Program diploma	TPC Advanced Program diploma	Certificate of completion	TPC Advanced Program diploma	TPC Advanced Program diploma	Certificate of completion	TPC Advanced Program diploma
Length of course	12 months	18 months	12 months	12 months	12 months	12 months	12 months
Total Hours	950	950	450	500	500	600	350
Graduate qualifications	PMA Certification Exam qualified Teach and perform classical Pilates Levels I-V	PMA Certification Exam qualified Teach and perform classical Pilates Levels I-V	PMA Certification Exam qualified Teach classical Pilates Levels I-III Enter TPC advanced program	PMA Certification Exam qualified Teach and perform classical Pilates Levels I-V	PMA Certification Exam qualified Teach and perform classical Pilates Levels I-V	PMA Certification Exam qualified teach and perform classical Pilates Levels I-IV	PMA Certification- Exam-qualified teach and perform classical Pilates Levels I-VI

\*Proof of employment teaching classical Pilates; or owning your own studio \*\*Books – This price is only an estimate and subject to change. Park View Pilates does not sell any books. Books/supplies are non-refundable. \*\*\*Lessons – prices are only estimates. Lessons are non-refundable and not part of tuition. \*\*\*\*Evaluation required only if >one year since graduated from Intermediate Program. \_\_\_(initial)





## **Admissions and Entrance Requirements**

### *Enrollment Procedure*

Prospective students can enroll anytime based on enrollment quota openings as long as they have met the entrance requirements. Acceptance into the program does not guarantee completion.

Listed in the above table are the entrance requirements for the training program.

To apply, students submit an Application Form (addendum B) with a \$100 application fee to Debra Orlando, Park View Pilates, Owner, and Director of Education. Once an application form is received a paid performance evaluation will be scheduled (except for entrance into the Intermediate Program). Once the evaluation is complete, the student will be informed if they passed the evaluation, and all additional requirements will be determined if they can be met. Students that participate in the program will then sign an Enrollment Agreement (Addendum A) showing school protocols, procedures, refund policies, trainee policies, and payment options. A registration fee is then paid along with tuition per a payment plan if necessary.

A student will receive an acceptance letter either by email or given to them during their orientation confirming them of their acceptance into the training program.

Once all registration fees are paid and the Enrollment Agreement is read and signed, a trainee will be enrolled in iTPC gain access to all training documents.

### *Payment Options*

Students have two options to pay their tuition and fees (see Addendum D). Should they choose to pay in monthly installments; a \$50.00 late charge will be applied to all late payments. Students must read and sign a Monthly Payment Plan Agreement (Addendum C).

### *Lessons*

As part of the student's Internship, they are required to take lessons. Students will receive private lessons for \$65.00 if they buy a package of 10 lessons. If they choose to buy one lesson at a time, the price is \$70 per session. Lessons are nonrefundable, however, if a student



withdraws from the training program, they will not be refunded any monies left on package of lessons they have already purchased.

### *Books/Supplies*

Books are required; however, Park View Pilates does not supply any of the books, so it is the student's responsibility to obtain the required books and workbooks. Books and supplies are nonrefundable as Park View Pilates does not supply/sell these items. A reasonable estimate of books and supplies is \$300.

## **Advance Standing**

The Pilates Center Training Program does not accept previous credits from any other non-TPC training facility. Therefore, any previous training completed by a student from a non-TPC training facility will not affect the student's admission or standing in the program, nor its cost. In addition, it will not affect the refund policy.

## **Students' Progress**

### *Progress Policy*

Each student is placed with an advisor. The required advising meetings are held during the student's enrollment in the program, as shown in the Trainee Schedule in iTPC, to ensure the student is progressing appropriately. Additional times can be scheduled with the advisor if needed

### *Completion Requirements*

Successful Completion of the program hours required as listed on the above table. The student is also required to complete the Anatomy Coloring Book units; keep a journal; keep accurate trainee log sheets that are signed on a timely basis; complete required reading;

### *Examination Process*

The Advanced Program has seven exams total: three written exams, one Practice Practical exam, one Practice Performance exam and one Final Practical exam, and one Final Performance exam.



All exams are pass/fail with the passing mark at 85%. The first two written exams are graded by the Director of Education who reports grades to the students in person or via phone call or email. Park View keeps the tests on iTPC and students may look at their own exams at any time. The practice practical, practice performance, as well as the final practical and performance exams are graded on the spot by the Licensed Teacher Trainer, and discussed with the student immediately afterward. The practical and performance exams are graded using a criteria sheet that is available in the trainee binder for the student to study before the testing. A passing grade on this criteria sheet is “average to outstanding grades.” If the student receives an “unacceptable” mark, they will be required to demonstrate proficiency in that category to pass.

If a student does not pass any exam, they must repeat it in order to continue in TPC training program at Park View Pilates – and are responsible for paying a separate fee to repeat the exam. Should a student fail any exam a second time, a written warning will be issued by the Director of Education. The student will be placed on probation for a specific period of time that is agreed upon by the Director of Education and the student. This time period is for the student to concentrate on what is required for them to pass the tests. If the probationary period expires and the tests are still unsatisfactory, the student will be given an option to go on “hold” or to withdraw from the program. If they withdraw, any monies due will be refunded according to the refund policy. If the student goes on “hold” and comes back from “hold” and still is not able to satisfactorily pass the exams or finish their internship hours, the school will elect to dismiss them. If they want to reenter the training program, they would need to repeat the entire program curriculum paying the current tuition and enrollment fees.

## **Student Records**

All student records will be kept for six years from their graduation. The records are kept in a locked file and are only accessible by the student after a written request to the Director of Education at Park View Pilates. No third party will be allowed to access a student’s records. Student transcripts are kept indefinitely in iTPC.

The records kept on each student includes the completed Application Form, signed Enrollment Agreement, Payment agreement; observed teaching critiques, practice practical and performance critiques, final practical and performance critiques. All written tests are stored in iTPC. In addition, a copy of the student’s diploma or certificate of completion will be kept.



## **Non-Discrimination**

Park View Pilates does not discriminate on the basis of age, gender, marital status, national origin, sexual orientation, race or religion.

## **Leaves of Absence**

### *Hold*

Students can go “on hold” once during the duration of their program. A Hold Request Form must be signed and turned in to the Director of Education at Park View Pilates for the hold to go into effect, which includes a copy of the trainee’s internship log sheets. The hold status can last for up to one year from the date of the hold. All trainee benefits will cease during this period of time. A student may take advantage of this option if they are injured, have a personal emergency or are not progressing as required. Based on the length of time on hold, the student may be required to purchase and perform a Re-entrance Evaluation. Should any pricing change during the leave, the student is responsible to pay the cost of the current prices. The student is required to notify the Director of Education when they come off hold to receive trainee benefits.

### *Extensions*

Extensions are offered to provide extra time for students to prepare themselves for exams, complete Internship hours or to extend their benefits and graduation date due to personal issues. Extensions are \$175.00 for one month (30 days) from the date of purchase. During an extension, students keep all benefits and continue to count all Internship hours. Multiple extensions may be purchased. The student must fill out an extension form to stay enrolled if Park View Pilate does not receive the extension form and payment, the student will automatically be withdrawn and may be required to purchase and perform a Re-Entrance Evaluation (\$80.00). A Re-entrance Fee of \$100.00 will be charged.

## **Attendance**

### *Attendance Requirements*

Students are required to attend either one full cycle of the Formal Lecture Series (four weekends total, 60 hours), or two full cycles (eight weekends total, 120 hours). One cycle is required to be



completed on iTPC. In addition, students must complete their internship hours. Students are expected to arrive on time and with proper materials and attire. An overall attendance rate of 100% is required. In the event of an absence, due to an emergency the student must confer with the Program Director to develop a strategy to learn the course content and fulfill the required hours. Make-ups resulting from absences maybe charged up to \$60 per hour. Lectures can be re-taken for one-half price of the going rate at the time.

### *Schedule*

Besides the Formal Lecture Series, students do not attend classes in a traditional setting, but they are expected to complete approximately 15-20 hours weekly doing various Internship components (i.e., observing lessons, taking lessons and classes, practice teaching, personally practicing Pilates, watching videos and reading books.)

### *Records*

Attendance is taken each day at all Lecture series weekends and recorded as part of the student's record. It is also reported to The Pilates Center in Boulder. Student Intern log sheets are initialed on a weekly basis to ensure the students performing their internship hours.

### *Tardiness*

It is expected that you are on-time for all lectures, symposiums, and lessons. If you come late (more than 10 minutes past the start time) to a class, session, or lecture, please remains quiet at all times as to not disturb the flow or conversation being led within the class you are participating. If you are tardy more than three times per lecture weekend you will be considered absent from that lecture. If at all possible, please let the studio or instructor know if you are going to be late. Notification can be done by telephone or email.



## Program Curriculum

### Lecture Weekends Curriculum

#### Weekend I (total of 15 hours)

##### Introduction/Announcements

Protocols: Studio, observation

##### Overview

Return to Life: History and philosophy of Joseph Pilates and his method of Contrology

Pedagogy: Themes, Components to Teaching, How to Observe/Observation Guidelines

Anatomy/Kinesiology: Recognizing bony landmarks

##### Practice Teach

##### Technique:

**Introductory Level:** Fundamentals, Mat, Universal Reformer, Cadillac, High and Low Chairs, Wall, and Magic Circle

**Level I (Beginner):** Mat, Universal Reformer, Cadillac, High and Low Chairs, High and Small Barrels, Spine Corrector, Magic Circle, Towel, Standing Foot Exercises, Ped-o-Pul, Hand Weight Series, and Foot Corrector

**Level II (Beginner/Intermediate):** High and Low Chairs, Ped-o-Pul, Magic Circle, Wall, Towel, Standing Foot Exercises, Hand Weight Series, and Bean Bag



## **Weekend II (Total of 15 hours)**

### **Announcements**

**Pedagogy:** Conducting an evaluation session; creating and balancing a session; transitioning clients between levels

**Anatomy/Kinesiology:** Reading muscular patterning

### **Practice Teach**

#### **Technique:**

**Level II (Beginner/Intermediate):** Mat, Universal Reformer, Cadillac, High and Low Chairs, High and Small Barrels, and Spine Corrector

**Level III (Intermediate):** Mat, Cadillac, High and Low Chairs, High and Small Barrels, and Spine Corrector



## **Weekend III (total of 15 hours)**

### **Announcements**

**Review:** History, Philosophy, Pedagogy, Anatomy/Kinesiology, Technique (all previous levels)

**Pedagogy:** The use of imagery; teaching different types of learners; a teacher's "toolbox" of skills; group teaching; creating a challenge for your clients (increase speed, rhythm, dynamics)

### **Practice Teach**

#### **Technique:**

**Level III (Intermediate):** Universal Reformer, and High and Low Chairs

**Level IV (Intermediate/Advanced):** Mat, Universal Reformer, Cadillac, High and Low Chairs, Ped-o-Pul, Magic Circle, Toe Corrector, and Magic Square (Head Harness)





## **Weekend IV (total of 15 hours)**

### **Announcements**

**Review:** Summary of full program

**Pedagogy:** The art of being a teacher; creating a program for your client

**Anatomy/Kinesiology:** Exercises for special applications; common complaints and injuries

### **Practice Teach**

#### **Technique:**

**Level IV (Intermediate/Advanced):** Universal Reformer, Cadillac, High and Low Chairs, High Barrel and Spine Corrector

**Level V (Advanced):** Universal Reformer, Mat, Cadillac, High and Low Chairs, High Barrel and Spine Corrector

## Internship and Education Breakdown by Hours

### Internship Hours

Hours	12- Month	18- Month	Intermediate	Bridge from /Intermediate	Bridge from outside training program	Intermediate- Plus	Bridge- Plus
Observation	200	200	100	100	100	125	100
Practice teaching	250	250	125	125	125	150	75
Personnel workouts	150	150	75	75	75	75	40
Lessons	100	100	50	50	50	100	40
Miscellaneous	42	42	17	14	10	16	12
<b>Total Internship Hours</b>	<b>742</b>	<b>742</b>	<b>367</b>	<b>364</b>	<b>360</b>	<b>466</b>	<b>267</b>

\_\_\_\_\_(initial)

### Education Hours

Hours	12- Month	18- Month	Intermediate	Bridge from Intermediate	Bridge from outside training program	Intermediate Plus	Bridge- Plus
New student orientation	3	3	3	3	3	2.5	1
Lecture Series I	30	30	15	15	15	15	15
Lecture Series II	30	30	15	15	15	15	15
Lecture Series III	30	30	15	15	15	15	15
Lecture Series IV-V	30	30	15	15	15	15	15
Advisor Meetings	5	4	3	3	3	4.5	3
Case Study Orientation	2	1	N/A	2	2	1	
Teaching Clinics	8	8	4	4	4	4	4
Observed Teaching	10	10	3	10	10	10	5

Case study	40	40	N/A	40	40	40	
Exams	20	20	10	14	18	12	10
<b>Total Ed Hours</b>	<b>208</b>	<b>208</b>	<b>83</b>	<b>136</b>	<b>140</b>	<b>134</b>	<b>83</b>
<b>Total Education + Internship</b>	<b>950</b>	<b>950</b>	<b>450</b>	<b>500</b>	<b>500</b>	<b>600</b>	<b>350</b>

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## Internship Definitions

**Practice Teaching:** Teaching Volunteer Clients. Advising Appointments and Practical exams are not considered practice teaching.

**Observing:** Observing TPC graduates teach (100 hours required at Park View Pilates)

**Personal Workouts:** Working out with trainees or on your own or with another trainee teaching you, or being a body for an Advisor meeting, Observed Teaching, or Practical exam.

**Lessons:** Private lessons and/or classes from TPC graduates. Trainee classes (Reformer, Mat, Chair, Pole/Tower) are considered Lessons (150 hours required at Park View Pilates).

**Miscellaneous:** Reading non-required books or Pilates literature, watching DVD's, transferring notes from journal to workbooks, attending symposium (free at Park View Pilates), or meeting with Advisor beyond required advisor meetings.

**Case Study:** Only one case study who has not previously done much Pilates, but is strong and healthy; their lessons are free at Park View Pilates only while participating as a case study.



**Observed Teaching:** Observed teaching is in addition to teaching in Advisor meetings; observed teaching is with a licensed teacher trainer. Only three observed teachings per month for each trainee, unless permission from director of training (Debby Orlando).

**Teaching Clinics:** These are scheduled on a Saturday from 1-3 pm. Trainees can add their Practicing Teaching, Personal Workout, or Observation as double hours. All trainees must be a teacher once and be a body once. Trainees are required to attend all four Teaching Clinics. Teaching Skills class does not count as Teaching Clinic.

## **Refund Policy**

### **Full Refund**

The student will receive a full refund within 10 days of all money paid if the student:

1. Cancels within the three-business day cancellation period under Wis. Admin. Code § SPS 406.04
2. The student accepted was unqualified and the school did not secure a disclaimer under Wis. Admin. Code § SPS 409.04.
3. Enrollment was procured as the result of any misrepresentation in the written materials by the school or in oral representation made by or on behalf of the school.
4. If the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.

### **Partial Refund**

- A. All partial refunds will be made within 40 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  1. The date on which the school receives constructive notice of the student's intention to discontinue the Program – accompanied by copies of the student's internship log - or the student's last date of actively being present at the studio (or "home studio") and participating in Internship duties or attending lectures.
  2. The date on which the student violates published school policy which provides for termination.
  3. Should a student fail to return from going "on hold", the effective date of termination for the student is the earlier of: 1) the date the school determines the student is not returning, or 2) the day following the expected return date.
- B. The Pilates Center does not accept previous credits from any other non-TPC training facility. Therefore, any previous training completed by a student will not affect the refund policy.

C. The refund policy is based on the internship and education schedule. Any student who chooses to be long distance, and is therefore on an altered internship and education schedule, will be subject to that schedule as it affects their refund policy.

D.

<b>Student is entitled to upon withdrawal/termination</b>	<b><i>Refund</i></b>
1 unit/class but less than 10%	90%
At least 10% but less than 20%	80%
At least 20% but less than 30%	70%
At least 30% but less than 40%	60%
At least 40% but less than 50%	50%
At least 50% but less than 60%	40%
At least 60%	No refund

### **COVID-19**

Covid-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state and local governments and federal and state health agencies may recommend social distancing, mask wearing, vaccination, and have discouraged the congregation of groups of people without safety precautions in place. These guidelines may be enacted, while attending live lectures in the studio, as well as being in the studio practice teaching, taking lessons, or observing, social distancing will be maintained as well as wearing a mask, hand washing, and using hand sanitizer. If the live lectures cannot be given due to COVID-19, they will either be rescheduled or be done on-line via Zoom. This is also true for lessons, symposiums, observations, and teaching clinics. Full credit will be given for all instruction given on-line. \_\_\_\_\_(initial)

## School Calendar

### Formal Lecture Series

Formal Lecture Series are required to be viewed on-line through iTPC at least once. Live lectures can be attended by trainee to further enhance your learning; or if you are required to attend the Formal Lectures twice – you can do one on-line with iTPC and one live series. Live lectures may be cancelled or rescheduled due to low attendance in which case you can view the lectures again through iTPC to full fill your graduation requirements.

LIVE Lecture 2024 Cycle (these times and dates are subject to change based on enrollment and/or Covid-19 restrictions secondary to an increase in cases)

Weekend 1    January

Weekend 2    February

Weekend 3    May

Weekend 4    June

### Lectures Hours - All Cycles

Friday 4:00 p.m. – 7:00 p.m.

Saturday      Noon – 3:00 p.m., 4:00 p.m. – 7:00 p.m.

Sunday        9:00 a.m. – Noon, 1:00 p.m. – 4:00 p.m.

### Internship Hours

Monday            8:30 a.m. – 5:30 p.m.

Tuesday          7:00 a.m. – 5:30 p.m.

Wednesday       8:30 a.m. – 7:30 p.m.

Thursday         7:00 a.m. – 7:30 p.m.

Friday             8:30 a.m. – 3:00 p.m.



Saturday 9:00 a.m. – 12:00 p.m.

### Holiday Closures

New Year's Day

Memorial Day

4th of July

Labor Day

Thanksgiving Day

Week of Christmas and week between Christmas and New Year's Day

### **Facilities & Services**

Park View Pilates is located at 409 E. Silver Spring, Whitefish Bay, WI 53217. Park View is a fully equipped Pilates studio with five Universal Reformers, two Cadillacs/Trapeze tables, two pole Systems, five low-chairs, one High Chair, one arm chair, two Ped-o-puls, one Ladder Barrel, and several additional low barrels and spine correctors. Park View has a variety of magic circles of various strengths and smaller optional Pilates apparatus. Park View has a video and audio library, and study and support materials are available.

TPC is located at 3127 28<sup>th</sup> Street, Boulder, Colorado 80301. TPC is a fully equipped Pilates studio with nine Universal Reformers, two Cadillacs/Trapeze tables, six Pole Systems, six Low Chairs, one High Chair, one Ped-o-pul, one Ladder Barrel, and several additional barrels of various sizes. TPC has a variety of magic circles of various strengths and smaller optional Pilates apparatus and additional foam mats. TPC also has a video and audio library, and study and support materials are available.





## **School Policies and Procedures**

### *Conduct Policy*

Students are expected to act in a respectful, mature and professional manner when in TPC. Students are expected to follow observation, practice teaching, and studio protocol when applicable. These policies are outlined in detail in the trainee binder. Students receive copies of all Protocols upon beginning the program.

### *Dismissal*

Park View Pilates reserves the right to terminate any student from any program at any time if a school policy has been broken. A written warning will be issued and deemed as the “first notice” of an infraction. A second infraction of the conduct policy will result in termination of the program. In the event that a student is terminated from the program, Park View Pilates shall refund any unused Training Program money on a pro-rated basis per the Refund Policy.

### *Immediate Dismissal*

Acts resulting in immediate dismissal from the school with the offender barred from entering the studio premises thereafter:

Theft or vandalism of studio property or the personal property of another

Physical or verbal abuse of anyone, to include threats and/or racial slurs

Intentional disruption of classroom activity

Sexual advances or provocative conduct

Possession, use or sales of controlled substances, including alcohol



Dishonesty and cheating

Possession or display of weapons while on studio premises

*Conduct Dismissal Appeal*

A student who was dismissed for any reason may appeal the dismissal to the Director of Education at Park View Pilates in writing. Appeal documents will be reviewed and a decision and will be made and reported to the student within 30 calendar days. If the appeal is approved, the student will be readmitted to the school. If the appeal is denied, then the dismissal is final.

*Transfer Credits*

TPC does not require or accept credits in education or training from any other institution. TPC is not affiliated with any other training facilities and does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.

*Employment Assistance*

There are no employment services offered by Park View Pilates; however, TPC posts job openings on their website to aid students and graduates in finding employment.

Park View Pilates will provide student referrals to prospective employers; however, these are not based on direct contact with the employer regarding current job openings.

There is no guarantee, expressed or implied, regarding future employment opportunities.

*Student Grievance Procedure*

Student complaints should be brought to the attention of the Director of Education or Business Manager at Park View Pilates to be resolved. If a student complaint cannot be resolved between the student and Park View Pilates, a student may contact:

Department of Safety and Professional Services -- Educational Approval Program, P.O. Box 8366, 4822 Madison Yards Way, Madison, WI 53705; [www.dsps.wi.gov](http://www.dsps.wi.gov); [dspeap@wisconsin.gov](mailto:dspeap@wisconsin.gov); phone: (608)266-1996.



### *Postponement of Starting*

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:

- a) Whether the postponement is for the convenience of the school or the student, and
- b) A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, 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 and fees within 40 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 Education Act of 198 and the Department of Safety and Professional Services – Educational Approval Program.

### **Park View Pilates Payment Plans**

We understand that entering into the Teacher Training programs offered here at Park View Pilates requires a significant commitment, not only of the heart, but financially as well. To make the programs accessible, we offer two types of payment plans.

The Intermediate, Advanced Teacher Training 12- and 18-month programs, Intermediate-Plus, and Bridge programs each have an interest-free pre-set monthly payment option (Addendum C), or a full tuition one-time payment option. Details of these options are available upon request of Park View Pilates Business Manager.

Individualized payment plans for all TPC Teacher Training programs are also available. To discuss the individualized payment option, please make an appointment with Park View Pilates' Business Manager.

To learn more or to initiate a payment option, please call Debra Orlando, Park View Pilates, Owner and Business Manager at 414-640-2253, or by email [parkviewpilates@aol.com](mailto:parkviewpilates@aol.com).



**Enrollment Agreement (Addendum A)**

**Advanced Teacher Training Program, 12-month, 18-month, Bridge, Intermediate, and Intermediate-Plus, Bridge-Plus**

Park View Pilates, LLC  
409 E. Silver Spring Drive  
Whitefish Bay, WI 53217  
(414) 640-2253

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

Approved by State of Wisconsin Educational Approval Program

**Start Date** \_\_\_\_\_ **Expected Graduation Date** \_\_\_\_\_

\_\_\_\_\_  
First Name Last Name

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

\_\_\_\_\_  
City Country State /Province ZIP/Postal Code

\_\_\_\_\_  
Phone Email

The Pilates Center (TPC) Advanced Teacher Training Program is offered in a course consisting of 950 total hours.



**Tuition and Fees**

	12-Month	18-Month	Intermediate	Bridge from Intermediate	Bridge from outside training program	Intermediate-Plus	Bridge from Intermediate-Plus
Enrollment Requirements	Injury free  Passing Level III Performance on Reformer or Mat in performance evaluation	Injury Free  Passing Level III Performance on Reformer or Mat in performance evaluation	Injury free  17 hours of Pilates classes  Proof with TPC internship log sheets or financial receipt showing lessons taken: 5 each mat, reformer, and privates; 1 pole; 1 chair	Injury free; completion of TPC intermediate program	Injury free  Diploma showing completion of 450 classical comprehensive teacher training program with  125 hrs. practice or professional teaching or proof* of teaching classical Pilates for 10 years	Passing Level, I-II on reformer;  Injury fee	Injury free; completion of TPC Intermediate-Plus program
Application Fee	\$100	\$100	\$100	\$100	\$100	\$100	N/A
Program Evaluation Fee	\$80	\$80	N/A	\$80 ****	\$80	\$80	N/A
Practical Evaluation Fee	N/A	N/A	N/A	N/A	\$160		N/A
Registration fee	\$250+500+\$50	\$250+\$500+\$50	\$125+\$250+\$50	\$250+\$50	\$125+\$250+\$50	\$125+\$250+\$50	\$250+\$50
Tuition (Internship + Education)	\$6450	\$6990	\$3000	\$3515	\$3610	\$3875	\$2940



Exams	\$2000	\$2000	\$750	\$1800	\$1800	\$1000	\$1200
Total Costs	\$9430+lessons/books	\$9970+lessons/books	\$4275+lessons/books	\$5795+lessons/books	\$6175+lessons/books	\$5580+lessons/books	\$4440+lessons/books
Books (estimate)**	\$300	\$300	\$300	\$300	\$300	\$300	\$300
Lessons (estimate)***	\$4000	\$4000	\$2500	\$2500	\$2500	\$2500	\$2500
Degree Earned	TPC Advanced Program diploma	TPC Advanced Program diploma	Certificate of completion	TPC Advanced Program diploma	TPC Advanced Program diploma	Certificate of completion	TPC advanced diploma
Length of course	12 months	18 months	12 months	12 months	12 months	12 months	12 months
Total Hours	950	950	450	500	500	600	350
Graduate qualifications	PMA Certification Exam qualified  Teach and perform classical Pilates Levels I-V	PMA Certification Exam qualified Teach and perform classical Pilates Levels I-V	PMA Certification Exam qualified Teach classical Pilates Levels I-III Enter TPC advanced program	PMA Certification Exam qualified Teach and perform classical Pilates Levels I-V	PMA Certification Exam qualified Teach and perform classical Pilates Levels I-V	PMA Certification Exam qualified teach and perform classical Pilates Levels I-IV	PMA Certification Exam qualified to teach and perform classical Pilates Levels I-IV

\*Proof of employment teaching classical Pilates; or owning your own studio, \*\*Books – This price is only an estimate and subject to change. Park View Pilates does not sell any books. Books/supplies are non-refundable, \*\*\*Lessons – prices are only estimates. Lessons are non-refundable and not part of tuition. \*\*\*\*Evaluation required only if >one year since graduated from Intermediate Program. \_\_(initials)

### Internship and Education Breakdown by Hours

#### Internship Hours

Hours	12- Month	18- Month	Intermediate	Bridge from /Intermediate	Bridge from outside training program	Intermediate- Plus	Bridge- Plus
Observation	200	200	100	100	100	125	100
Practice teaching	250	250	125	125	125	150	75
Personnel workouts	150	150	75	75	75	75	40
Lessons	100	100	50	50	50	100	40
Miscellaneous	42	42	17	14	10	16	12
<b>Total Internship Hours</b>	<b>742</b>	<b>742</b>	<b>367</b>	<b>364</b>	<b>360</b>	<b>466</b>	<b>267</b>

\_\_\_\_(initial)

**Education Hours**

<b>Hours</b>	<b>12- Month</b>	<b>18- Month</b>	<b>Intermediate</b>	<b>Bridge from Intermediate</b>	<b>Bridge from outside training program</b>	<b>Intermediate Plus</b>	<b>Bridge- Plus</b>
New student orientation	3	3	3	3	3	2.5	1
Lecture Series I	30	30	15	15	15	15	15
Lecture Series II	30	30	15	15	15	15	15
Lecture Series III	30	30	15	15	15	15	15
Lecture Series IV-V	30	30	15	15	15	15	15
Advisor Meetings	5	4	3	3	3	4.5	3
Case Study Orientation	2	1	N/A	2	2	1	
Teaching Clinics	8	8	4	4	4	4	4
Observed Teaching	10	10	3	10	10	10	5
Case study	40	40	N/A	40	40	40	
Exams	20	20	10	14	18	12	10





<b>Total Ed Hours</b>	208	208	83	136	140	134	83
<b>Total Education + Internship</b>	950	950	450	500	500	600	350

— \_\_\_\_\_(initial)

### Internship Definitions

**Practice Teaching:** Teaching Volunteer Clients. Advising Appointments and Practical exams are not considered practice teaching.

**Observing:** Observing TPC graduates teach

**Personal Workouts:** Working out with trainees or on your own or with another trainee teaching you, or being a body for an Advisor meeting, Observed Teaching, or Practical exam.

**Lessons:** Private lessons and/or classes from TPC graduates. Trainee classes (Reformer, Mat, Chair, Pole/Tower) are considered Lessons.

**Miscellaneous:** Reading non-required books or Pilates literature, watching DVD's, transferring notes from journal to workbooks, attending symposium (free at Park View Pilates), or meeting with Advisor beyond required advisor meetings.

**Case Study:** Only one case study who has not previously done much Pilates, but is strong and healthy; their lessons are free at Park View Pilates only while participating as a case study.



**Observed Teaching:** Observed teaching is in addition to teaching in Advisor meetings; observed teaching is with a licensed teacher trainer. Only three observed teachings per month for each trainee, unless permission from director of training (Debby Orlando).

**Teaching Clinics:** These are scheduled on a Saturday after a Lecture Weekend from 1-3 pm. Trainees can add their Practicing Teaching, Personal Workout, or Observation as double hours. All trainees must be a teacher once and be a body once. Trainees are required to attend all four Teaching Clinics. Teaching Skills class does not count as Teaching Clinic.

\_\_\_\_\_ (initial)

### **Placement Assistance**

There are no employment services offered by Park View Pilates; however, TPC posts job openings on their website to aid students and graduates in finding employment.

Park View Pilates will provide student referrals to prospective employers; however, these are not based on direct contact with the employer regarding current job openings.

There is no guarantee, expressed or implied, regarding future employment opportunities.

\_\_\_\_\_ (initial)

### **Payment Agreement**

The payment options are as outlined in Addendum D. Students may pay by cash, check, or credit card. Long distance students may also have additional fees to pay their approved "home" teacher and/or studio which they use to complete their internship duties. All prices are subject to change. \_\_\_\_\_ (initial)

By signing below, the student agrees to pay Park View Pilates the total stated tuition and fees. The student acknowledges that they have received the school's current Catalog (Volume I, January 2022) ("Catalog"). The school agrees to provide the occupational training in accordance with the provisions of the Catalog. Payments of all monies due shall be a condition of



continuing enrollment. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to the school have been met, the school will award The Pilates Center diploma or certificate of completion to the student. The student and school understand that this Enrollment Agreement, which includes the refund policy, may not be amended except in writing and signed by both parties. \_\_\_\_\_

(Initial)

**Please read carefully the following:**

1. I have enrolled in a program of instruction in the Pilates Method by Park View Pilates, LLC I have been advised and I understand that participation in this program presents some unavoidable risk of injury, especially to people who have pre-existing injuries, illnesses, or medical disabilities. I understand that the use of exercise equipment also carries with it a risk of injury. I have and I will continue to keep Park View Pilates fully informed of any physical condition or disability which would prevent or limit my participation in the program.

\_\_\_\_\_

(Initial)

2. I agree to comply with all the rules and directives, delivered orally or written, of the program as outlined in the trainee binder, school catalog, printed materials and lectures. \_\_\_\_\_

(Initial)

3. I acknowledge that The Park View Pilates Intake Form has been fully and correctly completed by me, and that all information provided on that form applies to this program as well, including but not limited to the waiver of liability and informed consent release. I understand that I participate in this program at my own risk and agree to release The Pilates Center, and Park View Pilates, LLC its officers, and representatives from any and all liability resulting from any form of personal and /or physical injury incurred during any movement lessons or procedures performed while a participant in the program or while in The Pilates Center or Park View Pilates facility. \_\_\_\_\_

(Initial)



4. State laws may vary with regard to the uses or application of the movement lessons and/or procedures taught in this course. I acknowledge that I must make my own inquiry regarding the uses or applications of the movement lessons and/or procedures taught in this course. The Pilates Center, and Park View Pilates, LLC its officers, and representatives make no representation or warranties concerning the uses or application of the movement lessons, and/or procedures taught in this course other than that the course is fully approved by The Pilates Center, and that the course curriculum satisfies the requirements of the Pilates Center Training Program. \_\_\_\_\_ (Initial)

5. I understand that I have (12 months or 18 months) to complete The Pilates Center Advanced Teacher Training Program; depending on what track I have chosen. I have 12 months to complete the Intermediate Program with successful completion qualifying me to enter the Advanced Teacher Training Program (see table above). I have 12 months to complete the Intermediate-Plus Program with successful completion qualifying me to enter the Advanced Teacher Training Program (see table above). I understand that should a circumstance arise, that would not allow me to complete the program in the time allotted, I have the option to take a leave of absence (go “on hold”) for up to one year, or purchase one-month extensions at \$175 per month that will be valid (30 days) from the date of each month purchased.

I understand that if I go on hold all my trainee benefits cease. To go on hold I must be current with all Teacher Training Program payments and have a zero, or positive, balance for studio lessons. Based on the length of time on hold, I may be required to purchase and perform a re-admittance exam. Once the on-hold period is completed, I am aware that I will resume the program where I left off. Should any pricing change during my leave, I am responsible to pay the cost of the current prices.

Should I elect to purchase an extension, my trainee benefits continue and I may attend the Formal Lecture series a third time for half price. I may purchase multiple extensions if needed. I understand that if my program expires, I must purchase an extension or I will automatically be withdrawn. Based on the length of time of my expiration, I may need to purchase and perform a Re-entrance Evaluation exam and pay a \$100 registration fee to be re-admitted into the



program. If I fail to successfully complete my program in the time allotted (and do not go “on hold” or purchase an extension), I will not be awarded a diploma. \_\_\_\_\_

(Initial)

6. I understand that all written exams are pass/fail with the passing mark at 85% or above. Practical exams are graded with a criteria sheet, copy which is located in iTPC. Any failed exam must be repeated in order to continue my education program at TPC and Park View Pilates, LLC, and I am responsible for paying a separate fee to repeat the exam as outlined in the “Examination Process” document in iTPC.

\_\_\_\_\_ (Initial)

7. I understand that all materials, oral or written, presented in The Pilates Center Advanced Teacher Training Program are protected. I agree that I will not sell or in any way attempt to personally profit from the use of these materials. \_\_\_\_\_ (initial)

8. Park View Pilates, LLC reserves the right to terminate any student from the program at any time for just cause as outlined in the school catalog. In the event that a student is terminated from the program, Park View Pilates, LLC shall refund any unused training program money based on the Refund Policy below. \_\_\_\_\_ (initial)

9. 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:

- a) Whether the postponement is for the convenience of the school or the student, and
- b) A deadline for the new start date, beyond which the start date will not be postponed.

10. If the course has not commenced, 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 and 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 State of Wisconsin Approval Program. \_\_\_\_ (initial)



## **Refund Policy**

### **Full Refund**

The student will receive a full refund within 10 days of all money paid if the student:

1. Cancels within the three-business day cancellation period under Wis. Admin. Code § 406.04
2. The student accepted was unqualified and the school did not secure a disclaimer under Wis. Admin. Code § 409.04.
3. Enrollment was procured as the result of any misrepresentation in the written materials by the school or in oral representation made by or on behalf of the school.
4. If the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.

### **Partial Refund**

All partial refunds will be made within 40 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:

1. The date on which the school receives constructive notice of the student's intention to discontinue the Program – accompanied by copies of the student's internship log - or the student's last date of actively being present at the studio (or "home studio") and participating in Internship duties or attending lectures.
2. The date on which the student violates published school policy which provides for termination.
3. Should a student fail to return from going "on hold", the effective date of termination for the student is the earlier of: 1) the date the school determines the student is not returning, or 2) the day following the expected return date.



TPC training program does not accept previous credits from any other non-TPC training facility. Therefore, any previous training completed by a student will not affect the refund policy.

The refund policy is based on the internship and education schedule. Any student who chooses to be long distance, and is therefore on an altered internship and education schedule, will be subject to that schedule as it affects their refund policy.

<b>Student is entitled to upon withdrawal/termination</b>	<b><i>Refund</i></b>
1 unit/class but less than 10%	90%
At least 10% but less than 20%	80%
At least 20% but less than 30%	70%
At least 30% but less than 40%	60%
At least 40% but less than 50%	50%
At least 50% but less than 60%	40%
At least 60%	No refund

Agreed and accepted by: \_\_\_\_\_

Student complaints should be brought to the attention of the Director of Education, or Business Manager, to be resolved. If a student complaint; Department of Safety and Professional Services, ATTN: Educational Approval Program, P.O. Box 8366, 4822 Madison Yards Way, Madison, WI 53705; [www.dsps.wi.gov](http://www.dsps.wi.gov); email: [dpspcap@wisconsin.gov](mailto:dpspcap@wisconsin.gov). (608)266-1996.

**COVID-19**

Covid-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state and local governments and federal and state health agencies



may recommend social distancing, mask wearing, vaccination, and have discouraged the congregation of groups of people without safety precautions in place. These guidelines may be enforced, while attending live lectures in the studio, as well as being in the studio practice teaching, taking lessons, or observing, social distancing will be maintained as well as wearing a mask, hand washing, and using hand sanitizer. If the live lectures cannot be given due to COVID-19, they will either be rescheduled or be done on-line via Zoom. This is also true for lessons, symposiums, observations, and teaching clinics. Full credit will be given for all instruction given on-line. \_\_\_\_\_(initial)

### **Legally Binding Contract**

This enrollment agreement is a legally binding contract upon acceptance of the student by the school unless the student cancels the enrollment within 3-business days of acceptance by the school day cancellation period. \_\_\_\_\_ (initial)

### **Trainee iTPC Access**

On reading and signing this enrollment agreement and paying all enrollment fees, the trainee will be given access to iTPC through The Pilates Center. All documents will be viewed and assignments completed on this program. This online information includes an outline of the program with definitions, curriculum, policies, and procedures. The completion of all assignments and written examinations on iTPC is required for graduation. \_\_\_\_ (initial).

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Debra Orlando

\_\_\_\_\_  
Date

Licensed Teacher Trainer  
Owner, Park View Pilates, LLC  
Teacher Training Program Director





**Addendum B**



**APPLICATION FORM**

---

First Name

Last Name

---

Street Address

---

City

State /Province

ZIP/Postal Code

Country

---

Phone

Email



Describe your Pilates experience:

How did you hear about the Teacher Training Program?

**Prior Pilates Experience**

Instructor's name:

Studio name:

Phone:

Length of time at this studio:

How many times in the past six months have you worked out?



What are the main concepts emphasized in your sessions?

Which apparatus do you have experience with?

Reformer  Mat  Cadillac  Pole  Chair  Barrels

Describe your movement/athletic history:

Describe your health history:



Why do you want to become a Pilates instructor?

Questions? Call Debby at 414.640.2253 email her at [parkviewpilates@aol.com](mailto:parkviewpilates@aol.com)

4. Submit your application with a \$100 fee (non-refundable after three days Wis. Admin. Code § 406.04) to Park View Pilates, LLC, 409 E. Silver Spring Drive, Whitefish Bay, WI 53217



**Addendum C**

**Name of Program**

**Monthly Payment Plan Agreement**

First Name

Last Name

Due Date	Amount	Total Due	Date Paid
September 28, 2012	\$00.00		_____
November 1, 2012	\$00.00		_____
December 1, 2012	\$00.00		_____
January 2, 2012	\$00.00		_____
February 1, 2012	\$00.00		_____
March 1, 2012	\$00.00		_____
April 1, 2012	\$00.00		_____
May, 1, 2012	\$00.00		_____
June 1, 2012	\$00.00		_____
July 1, 2012	\$00.00		_____
August 1, 2012	\$00.00		/ _____
September 1, 2012	\$00.		-----
October 1, 2012	\$00.00		_____
	<b>Total Due</b>	<b>\$00.00</b>	<b>\$Total Due</b>

\*Includes application fee of \$100+\$80 (evaluation) +\$250/\$500 (registration); 20% of balance; All monies listed in US Dollars. A \$50.00 late charge will be applied to all late payments. I hereby acknowledge and agree that any account that becomes delinquent will be subject to collections service. I agree to pay all court costs and reasonable attorney fees for collection of all past due amounts owed, plus interest thereon at 22% (twenty-two percent) per annum on all such amounts outstanding.

I hereby affirm that I fully understand and will comply with the terms of this agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **Addendum D**

### Park View Pilates Payment Plans

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