

## **State of Wisconsin School Catalog**

7/20/22

### **The Pilates Studio LLC**

Teacher Training program through Pilates Sports Center “PSC”

**1052 Oak Forest Drive #320**

**Onalaska, WI 54650**

### **PSC Teacher Training Program at The Pilates Studio LLC:**

Become a fully certified Pilates Instructor with our 450+ hour training program. Pilates Sports Center teacher training program at The Pilates Studio offers not only one of the most profoundly effective exercise systems ever developed, but gives special emphasis to the extensive rehabilitative aspects of the work of Joseph H. Pilates. The Pilates Sports Center Teacher Training Program (“PSC”) offers a comprehensive Pilates instructor educational program that provides the student with both the classic work as well as modern modifications to make you a highly qualified and sought after instructor.

### **Our Mission:**

The PilatesStudio LLC Teacher Training program strives to produce excellence in Pilates teacher training. Through our program our students will get the most comprehensive education in Pilates Teacher Training instruction. After completing our program our students will be sought after Pilates instructors that will be prepared to work anywhere in the country and the world.

### **Our Facility:**

The Pilates Studio LLC is a fully equipped classic studio with six Reformers, a Cadillac, three Combinations Chairs, and a Ladder Barrel as well as an extensive collections of small barrels and props/ The studio also features a Power Plate and a CoreAlign. These pieces of equipment nicely compliment the Pilates repertoire and help us meet our clients individual needs. Our highly qualified instructors offer Private and Duo sessions as well as Reformer and Mat classes.

### **Hours of Operation During Holidays:**

The studio is closed New Years Eve, New Years Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving, Christmas Eve, and Christmas day.

### **Our Master Trainers:**

Heather Froh and Heather Happel are co-owners and administrators of the Pilates Studio LLC as well as full time instructors and Master Trainers.

**Heather Froh** has been a certified trainer in Pilates through Physical Mind Institute since 1998. She first came to the work earning her Bachelor of Fine Arts Degree in Modern dance and Ballet from the University of Wisconsin Steven Point in 1996. Heather went on to dance with various dance companies in the Twin Cities from 1996-2003 while keeping up with her Pilates practice to help maintain her strength and stay injury free. Heather worked as a Pilates trainer in the Twin Cities starting in 1998 and then moved to Lacrosse in 2004 and has been training here ever since.

Heather has worked with clients ranging from elite athletes and dancers to people who are healing from injury, recovering from surgery, or who are dealing with chronic joint, spine, and muscle pain. Heather has also worked with women throughout their pregnancies. Heather has continued her education over the years certifying in Demi Bar Pilates, and Corealign as well as taking many continuing education classes in anatomy, kinesiology, and Pilates repertoire.

Heather recently completed the Master Trainers program with Pilates Sports Center in Los Angeles California and is excited to educate future trainers to help people stay healthy, happy, and continue to move.

**Heather Happel** was introduced to Pilates through Mat work, and loved the initial challenge it posed in her body. She stayed committed because of the changes she felt happening to her posture, strength, body composition, and balance. She became certified by PhysicalMind Institute to teach classical Pilates in 2007. Heather has a passion for anatomy, movement, figuring out correctable problems, and helping people find their strengths: Often returning them to activities they thought were no longer possible. She has clients ranging in age from 14 to 89; golfers, athletes of all levels, deconditioned populations, and the weekend warriors.

Heather has continued her education with certificates in

\*Anatomy in Clay; \*Demi-Barre certification; \*Power Plate certification; \*Multiple conferences on movement and pain reduction; and Pelvic Floor workshops.

Most recently she has completed the Master Trainer program with the Pilates Sports Center in Los Angeles. She is looking forward to continuing the work of Joseph Pilates and sharing it with the next generation of teachers.

#### **Master Trainer Self-evaluation Process:**

Both Heather Happel and Heather Froh attend continuing education classes each year in Pilates, anatomy and kinesiology. They both watch multiple classes on line as well as teacher trainer seminars. Both Heathers are in constant contact with their host teacher training studio Pilates Sports Center in California, and the instructors and administrators make themselves available for all questions the Pilates Studio may have should they arise. We are required through PSC to stick to a strict criteria in our teacher training program. All graduates of our teacher training program will be ready to take the PMA (Pilates Method Alliance) exam if they so choose. PMA is a world wide governing body for the Pilates community.

## **Criteria For Admittance Into The Teacher Training Program:**

- Meet with a Master Teacher Trainer
- Prospective students must have a high school diploma or equivalency diploma to be accepted for enrollment
- 30+ documented hours of well-rounded Pilates instruction with a Qualified Pilates Instructor. (PSC Host Studio will offer you a Student Discount to complete)
- Completed Application and deposit
- Personal Liability Insurance if practicing in your Host Studio
- No applicant will be denied on the basis of race, national origin, color, creed, religion, sex, age, disability, gender identity, gender expression, or sexual orientation, medical condition (cancer-related), ancestry, marital status, citizenship, or status as a veteran or special disabled veteran.

## **Course Description:**

Our 450 + hour comprehensive Teacher Training program course includes:

- A fully photographic Manual will be provided to you for the course or module(s) you will attend.
- Fundamental Pilates principles and philosophies
- Client assessment and alignment protocol
- Anatomy and biomechanics taught using visual aids in an interactive environment
- Pilates Mat Repertoire
- Reformer Repertoire
- Cadillac/Trapeze Table Repertoire

- Wunda/Combo Chair Repertoire
- Pilates Props skills utilizing the jump board, magic circle, rotating discs, balance/wobble board, foam rollers, thera bands and balls
- Combining Classical and Progressive Pilates styles with modifications and variations
- Creative training and program development skills for any level of proficiency
- Medical anatomical terminology
- Verbal and tactile cueing skills
- Attitude, confidence and composure of a professional instructor
- Studio etiquette and equipment safety
- Ethics and scope of practice
- Understanding indications and contraindications for specific injuries/dysfunctions and special circumstances
- 15+ Hours of review of all material
- *No delayed modules, no extra testing fees, no levels, no delay in your education*
- *No required PSC Continuing Education Workshops for graduates – all optional*

*\*Upon completion of the Comprehensive course and a separate weekend Barrels workshop the student will have all the criteria to text for the PMA exam if they choose.*

### **How Our Students Will Benefit From Our Teacher Training School:**

- The PSC Program was written over 19 years ago and had been taught nationwide and internationally thousands of times with a great reputation.
- PSC's program is not a "big box" product that was simply sold to a Studio without vetting or training the Studio / Instructor.
- Each location is hand selected for its location, quality and integrity of its teachers.
- With PSC you will learn the original exercise method developed by Joseph Pilates on all apparatus Not a "hybrid" that is only loosely based on Pilates with partial apparatus.

- PSC’s Master Teachers have achieved a high level of excellence in their field. They have been teaching for years, have multiple additional certifications in Pilates and other related fields, have passed rigorous testing, and are PMA Certified Pilates Teachers™ Not a hired hand who has not been extensively trained in this program or has very little work experience.
- Extensive photographic Manual is included in Course No extra fees.
- PSC refuses to offer a low quality “quick” program. We have 2 options:
- Comprehensive Program 16-week course (2 days a week/4 hours per class) Graduates of a Comprehensive Program will then meet criteria for, and be prepared to take, the Pilates Method Alliance Certification Exam™
- “Modular” programs to learn the Mat and Equipment individually. You can’t become a great teacher in a “traffic school” style program that is too quick, with too many long hours to get it done in one day, video learning, low classroom hours, eliminating equipment or taking out valuable review time.
- PSC offers 140 + “class room hours” to offer the best support to our students – NO online video education. You need to be with a Teacher who is there to guide you, take time with you and cover material fully, classmates to work with, enough equipment to practice on – this can’t be done online.
- PSC requires an entrance and exit interview / exam to accept and graduate those who are truly ready. PSC is proud to be an educational leader who cares about the integrity and success of our graduates. We don’t open our doors purely to take tuition and graduate students regardless of skill – as a graduate, you want to know you are a skilled and prepared instructor who will be respected in your field.
- PSC is competitively priced with no hidden costs. No surprise testing fees, anatomy courses, extra book fees or forced to purchase sessions in the studio, no mandatory PSC workshops to remain a teacher.

PSC takes only a maximum of 12 students!

- You will learn how to maintain, modify and perform safety servicing of the Pilates equipment – this is unique to PSC.
- You will learn many PSC exercise variations to make them more challenging as well as modifications to assist client with injuries or special needs – this creates the most capable and skilled trainer. Will you just learn basic exercises to save time and get the course done faster? We dissect each exercise.
- PSC material review time (15+ hours) and final exam are 99% practical, not written - you will learn to think on your feet and apply information in a practical, physical way. This enables us to help you refine your skills throughout the program and ensure you understand the material completely for your success. This also allows us to provide you with an “Assessment Based Certificate.”
- Optional private tutoring fees if classes are missed (discounts offered for “group” make-up sessions, OR you may borrow FREE DVD’s of the entire PSC course for missed material or review)

**How A Student Is Accepted And Notified Of Acceptance:**

Upon receiving a completed application, and the non-refundable deposit if \$100.00, the student is sent a welcome letter along with a schedule of the program.

**Application Deadline:**

We will accept applications up until the first day of class provided there is still room. Late applications will be accepted on a case by case basis.

**Beginning And End Dates Of The Training Program:**

Currently the set dates of the programs are as follows:

Mat: August 26,28 (no class September 2), September 4,9,11,16

Reformer: September 18,23,25,30, October 7,9,14,16,21,23,28  
Cadillac: October 30, November 4,6,11  
Chair November 13,18,20,25,27  
Review and Written Exam: December 2,4  
Practical Exam: December 9

Comprehensive program hours: Monday and Wednesday 12:30-4:30

Winter 2020: February 3- May 20

Fundamentals: February 3,5  
Mat: February 10,12,17,19,24,26  
Reformer: March 2,4,9,11,16,18,23,25,30, April 1,6,8  
Cadillac: April 13,15,20,22  
Chair: April 27,29, May 4,6,11  
Review and Written Exam: May 13,18  
Practical Exam: May 20

We plan on running two teacher training programs a year, no less than one a year, with approximately the same dates. These dates will both be posted on our web site and in our printed material.

### **A Statement Of Advanced Standing:**

If a student already has a certificate of completion from another Pilates program they are then eligible to take our Bridge Program:

Requirements to Transition/Bridge with PSC

- Application
- \$100.00 Non-Refundable Deposit
- PSC's Fundamentals / Philosophy ("Nuts & Bolts") Program
- Supply a certificate of completion as proof of previous education • A Mat certificate of completion, required prior to any PSC Apparatus module



- Once prior education is verified, you will be admitted to PSC's Bridge Program.
- Once admitted to a program, all requirements will apply as outlined in this brochure to obtain a Certificate of Completion.

Should you wish to review, are missing some apparatus, or were unsatisfied with your education elsewhere, PSC offers a "Bridge Program". The program can accomplish two things:

1. An instructor with incomplete education may add a PSC module as outlined on Page 8 to improve your skills, earning power and your add to your credentials.
2. An instructor with an education that was unsatisfactory in any way, may wish to "re-educate" thru PSC in a comprehensive or modular program. \*We offer a 50% discount to any instructor who wishes to re-educate with us. Discount offered only on any previously accomplished portion a program (Mat Pilates already taken? Pilates Sports Center will offer Mat Pilates at 50% off - see regular Tuition Rates Page 8)
3. Only graduates of a Comprehensive Program (Pilates Mat / Reformer / Cadillac/ Chair and Barrels) will meet criteria for, and be prepared to take, the PMA Certification Exam™ Why Bridge with PSC? Pilates Sports Center is internationally recognized and upholds all of the PMA criteria for a Pilates educational program.

Requirements to Transition/Bridge with PSC:

- Application
- Payment
- PSC's Fundamentals / Philosophy ("Nuts & Bolts") Program
- Supply a certificate of completion as proof of previous education
- A Mat certificate of completion, required prior to any PSC Apparatus module
- Once prior education is verified, you will be admitted to PSC's Bridge Program.

- Once admitted to a program, all requirements will apply as outlined in this brochure to obtain a Certificate of Completion. See page 10 for requirements.

### **How Our Teacher Training Program Will Award A Certificate Of Completion:**

Once the student has completed all their hours, turned in all their written documents and projects within 6 months of the final day of class, and passed both the written and practical examination, the student will then be awarded their certification of completion from The Pilates Studio and the Pilates Sports Center. The student may be granted an extension on a case to case basis. The extension must be approved by both owners Heather Happel and Heather Froh, and the students must stay in high communication with the owners so as to keep them up to date on their progress. The certificate will be handed in person to the student but the student also has the option of it being mailed to them.

### **The Teacher Training Programs Grading System:**

Approximately every four weeks there is a verbal/practical review done in a round robin format. (“Hat Trick”) of the material to monitor each Student’s retention and execution of the material. Progress reports will be issued to students throughout the program.

96 - 100 Excellent = A  
86 - 95 Above Average = B  
76 - 85 Average = C  
66 - 75 Below Average = D  
Under 65 Unsatisfactory = U

Students must maintain a 76% grade point average on the reviews. Those who do not will be counseled and may not pass the final exam and receive a Certificate of Completion. A non-passing grade or missing (optional or not) the Final (written OR Practical) Exam for any reason will require a retest at a later date with a \$100 retest fee. Additionally, a project may be assigned, and/or additional hours of observation or practice may be assigned on a case-by-case basis by the Master Trainer at his/her discretion.

### **How A Student Will Receive Their Grades Or Progress Reports:**

After the completion of each “Hat Trick” the student will be notified verbally of their score or via email if requested. (We will keep a written score on file as seen above for each student and the student can request a copy of their score.) After the final written exam and practical exam the student will meet with one or both Mater Trainers to discuss their scores.

### **Student Record Maintenance During And After Enrollment:**

Each student has a file folder kept in a locked cabinet in the Master Trainer office. Each file folder contains the students signed application and contract as well as all receipts of monies paid. The folder will also contain any progress notes taken by the Master Trainer as well as the students scores for both the “Hat Tricks” and final examination. Also included in the file will be the two projects the student must complete in order to receive their certificate of completion. All files will be kept indefinitely.

### **School Confidentiality:**

Per our student contract, “Communication: I understand that this Contract is made between myself and PSC and that any communication will only be made between myself and PSC (or PSC Master Trainers). PSC (or its Master Trainers) are under no obligation to communicate with any third-party purporting to represent the applicant, unless 1) the applicant is physically unable to communicate with PSC on her or his own behalf, or 2) the third-party is the applicant’s attorney at law. In addition nothing in students file will be shared with anyone other than the student.”

### **Schools Policy On Probationary Period For Unsatisfactory Grades Or Progress:**

This is based on a case by case basis. We strive to have everyone complete their education if they have the desire to do so. We encourage the students to get together to study in groups. We also offer private tutoring at an additional cost if the student needs it. If an extension is needed that again would be given on a case by case basis.

### **Reasons And Criteria For Dismissal:**

“PSC” reserves the right to terminate any student from the Course for misconduct and/or any other unprofessional behavior. (Misconduct is defined as violent behavior, alcohol or drug use, sexual misconduct, verbal or physical abuse, intentional property damage or theft.) If a student is terminated for misconduct, there will be no refund of any program or module tuition.

### **Type Of Conduct Required From Students:**

#### General:

Etiquette: Attend fully to the “Instructor”(s) by refraining from conversations or activities that are not pertinent to the instruction. Cell phones and pagers should be silenced at all times during class. Phone conversations / texting should be taken outside and may be considered missed class time. Eating is not allowed in Studio at any time. (An area will be provided for you – ask your “Instructor”). Please respect “Instructor’s” breaks and lunch; this time is needed for rejuvenation. Please dress appropriately, no shoes in the studio or on equipment and personal items should be stowed. Socks are required to work on machines. Please arrive perfume and fragrance free. Please do not attend class if you are sick – this will be considered missed class time. “PSC” reserves the right to terminate any student from the Course for misconduct and/or any other unprofessional behavior. (Misconduct is defined as violent behavior, alcohol or drug use, sexual misconduct, verbal or physical abuse, intentional property damage or theft.) If a student is terminated for misconduct, there will be no refund of any program or module tuition.

#### During Observation:

- You may observe at your “PSC” Host Studio by reservation, free of charge.
- You must observe a qualified Pilates “Instructor” – PMA Certified if possible. Observing other students is not considered observation time. We urge you to diversify your observation as much as possible to see a range of work. Your “PSC” Studio should be your home base at least 50% of the time.
- Check with other Studios to see if observation etc. is allowed. “PSC” is not responsible for fees or rules at other (non “PSC”) locations.
- You may not observe any one “Instructor” for more than a 4-hour period in one day.
- Your “Instructor” or Host Studio may limit how many students can observe at once.
- The “Instructor” has the right to terminate the observation at any time.
- Verify with the “Instructor” you wish to observe for their/client’s agreement at least 24 hours prior.
- No photography or recording devices are permitted during observation. Notes may be taken.

\_\_\_ Initial [www.PilatesSportsCenter.com](http://www.PilatesSportsCenter.com) © Copyright 2004 All rights reserved May not be reproduced in whole or in part. Feb 2019 4 • Students may not sit behind the desk or at the “Instructor’s” work area. An observation area will be established for you and the “Instructor” may ask to reposition you at their discretion.- Only students who are actively taking the course can use the Studio for practice teaching/observation.
- Hold questions until the client is finished and departed and the “Instructor” becomes available.
- Keep a comfortable distance and be aware

of your angle of observation. You need to be seated and attentive. Lying down, working out/stretching, napping, talking, texting etc. is not observation time. • Conversation during observation is to be avoided. If the client or “Instructor” engages you in conversation, refrain from engaging – this is not an invitation to begin “co-training” • Apprentice hours in your Host Studio involve helping at the front desk, assisting in the Studio as determined by your “Instructor” and their staff. You will gain real Studio experience worth 10-25 hours in your Observation category (Depending if it’s a Modular or Comprehensive Program) – get signatures each time you finish a shift.

During practice teaching:

Etiquette: Attend fully to the “Instructor”(s) by refraining from conversations or activities that are not pertinent to the instruction. Cell phones and pagers should be silenced at all times during class. Phone conversations / texting should be taken outside and may be considered missed class time. Eating is not allowed in Studio at any time. (An area will be provided for you – ask your “Instructor”). Please respect “Instructor’s” breaks and lunch; this time is needed for rejuvenation. Please dress appropriately, no shoes in the studio or on equipment and personal items should be stowed. Socks are required to work on machines. Please arrive perfume and fragrance free. Please do not attend class if you are sick – this will be considered missed class time. “PSC” reserves the right to terminate any student from the Course for misconduct and/or any other unprofessional behavior. (Misconduct is defined as violent behavior, alcohol or drug use, sexual misconduct, verbal or physical abuse, intentional property damage or theft.) If a student is terminated for misconduct, there will be no refund of any program or module tuition.

Other:

Other: • Vulgar language, gossip, or rudeness is not appropriate in any Studio; you represent “PSC” and are building a reputation for yourself – please be professional. • If you have a conflict with another student, or “Instructor” in the Studio, you are expected to manage it with the utmost respect, and professionalism and may call on “PSC” Directors to assist in any way. “PSC” will attempt to resolve the issue if called upon to do so. • Complete your Log Sheets completely: ALL information at the top of each Log Sheet is vital. Incomplete information will delay your Certificate/Diploma • “PSC,” or Host Studio, cannot credit you lost time sheets for any hours. Copy them periodically with your name and contact number in case of loss . An authorized “Instructor” must sign time sheets at the time of observation/apprenticeship. • If any student falsifies hours or cheats, they will be terminated from the course with no refund or Certificate of Completion. • Violation of any of these terms may result in loss of observation/apprentice or practice time privileges. • If you are having issues completing your hours, ask for help from your “Instructor” or a “PSC” Director – we are here to assist you.

## **Appeals And Readmittance:**

### Student Grievance and Non-Discrimination Policy:

Pilates Sports Center (PSC) is committed to a policy against legally impermissible, arbitrary, or unreasonable discriminatory practices. All “PSC” personnel including the Directors, Master Trainers/“Instructors,” staff, and students are governed by this policy of nondiscrimination. Pilates Sports Center Teacher Training Program (the “Program”), in accordance with applicable federal and state law and Pilates Sports Center policy, prohibits discrimination, including harassment, on the basis of race, national origin, color, creed, religion, sex, age, disability, gender identity, gender expression, or sexual orientation, medical condition (cancer-related), ancestry, marital status, citizenship, or status as a veteran or special disabled veteran.

I. Purpose and Scope A. The purpose of this procedure is to provide “PSC” students an opportunity to resolve complaints alleging discrimination based upon any of the above listed grounds. This procedure is also available for the resolution of complaints alleging inappropriate application to a student of any other rules or policies of the “PSC” Program. It is the intent of this procedure that student complaints should be resolved, if at all possible, in the “PSC” Program Host Pilates Studio (“Studio”) where they arise.

II. Definitions A. Director or “Instructor”: The person or persons designated to receive, investigate, mediate, and resolve complaints brought under this procedure. B. Student: An individual who (a) is enrolled in or registered in the Program; (b) has completed the immediately preceding term and is eligible for reenrollment, including the recess periods between academic terms; or (c) is on approved Leave of Absence status. C. Respondent: The person designated to answer or respond to the complaint. Generally, the respondent would be the head of the Studio in which the violation allegedly occurred. D. Notification: Notification takes place two days after the date of posting of any document in the United States mail, properly addressed. Written communications to a complainant are properly addressed when sent to the address given in the complaint or the last address given since the filing of the complaint. E. Time: All time periods referred to in this procedure refer to calendar days.

III. Studio Level Resolution Procedures A. Informal Process: Before filing a grievance under this Policy, a student should attempt to resolve the matter informally with the person alleged to have committed the violation, or with the head of the Studio in which the alleged violation occurred, or both of them. Attempts to resolve the matter informally should be completed within two (2)

days from the time at which the student knew or could reasonably be expected to have known of the action being grieved.

IV. Formal Resolution Procedures

A. Filing: If the student is not satisfied with the outcome of the studio level resolution, the student may file a formal student grievance with “PSC” Directors within five (5) days of notice of the outcome of the studio level process. Student grievances must be in writing and signed by the student. Grievances must contain the student's address and phone number to the extent available, a detailed statement of the specific action being grieved, the approximate date when the action took place, the resulting injury or harm, the specific policy, or rule alleged to have been violated (if known), a description of the evidence supporting the grievance, whether informal procedures were available and completed, and the remedy or relief requested. It is the responsibility of the complainant to update the “PSC” Director or “Instructor” as to the appropriate address to use throughout the grievance process.

B. Initial Review: Upon receipt of a formal student grievance, the Directors of “PSC”, shall promptly review the grievance and make an initial determination regarding whether the grievance is complete, timely, within the jurisdiction of the Student Grievance Procedure, and alleges facts, which if true, would constitute a violation of “PSC” policy. The Directors shall complete initial review of the grievance and notify the complainant of the determination in writing within five (5) days of the receipt of the complaint. If the Directors determine that the grievance is incomplete, the student will have two (2) days from the date of the written notice to make the grievance complete. If the student fails to make the grievance complete, the grievance will be dismissed. If the Directors determine that the grievance is untimely, outside the jurisdiction, or factually insufficient, the grievance will be dismissed. The Directors may investigate some issues and dismiss others pursuant to this review process. If a complaint is dismissed, the Directors will provide the student with a written explanation of the basis for the dismissal.

C. Investigation Process: The Investigation Process shall remain confidential. The “PSC” Director will commence the investigation by contacting the “Instructor” of the Program and any other parties. The Director may seek to mediate a resolution or negotiate an administrative settlement of the grievance at any time during the course of the investigation. If the Director believes Mediation to be the best resolution, the Student agrees to participate, if the alleged accused party is a Student or “PSC” Staff. If a resolution satisfactory to both the grievant and the respondent is reached, the Director will notify both parties of the voluntary resolution in writing and the grievance will be dismissed.

V. Disciplinary Procedures All matters of discipline against a “PSC” “Instructor” shall be confidential, and the Student shall only be notified that discipline has been imposed. Discipline is a matter of Employee/Employer relations. The purpose of this Grievance Policy is to remedy the harm done to the grievant and not to impose punitive sanctions on “PSC” “Instructor” or other students. However, in some cases, the proposed corrective action may include a recommendation for disciplinary action to be taken against a “PSC” “Instructor” or student. Any

disciplinary actions arising from the subject matter of such complaints shall be in accordance with established policies of “PSC” including, but not limited to: 1. The Student Contract - This contains “PSC” guidelines on student conduct and student disciplinary procedures 2. Master Trainer Agreement - This contains “PSC” policy on Pilates Sports Center Code of Conduct.

VI. If a student complaint is not satisfactorily resolved with The Pilates Studio or with Pilates Sports Center, the student can escalate the complaint to the EAP at:

Department of Safety and Professional Services

Educational Approval Program

P.O. Box 8366

4822 Madison Yards Way

Madison, WI 53705

608-266-1996

[www.dsps.wi.gov](http://www.dsps.wi.gov)

[dspseap@wisconsin.gov](mailto:dspseap@wisconsin.gov)

### **Tardiness And Leave Of Absence:**

Tardiness: Please arrive prior to class start time, tardiness disrupts the class and interferes with your learning. Excessive tardiness may count as partial absence, may result in counseling, and could affect your ability to complete the course.

Absences: Students who interrupt their program because of personal or family circumstances and plan to return may take a leave of absence. Failure to attend class is not equivalent to a leave of absence and students will not receive remittance unless a formal leave of absence is filed and approved. An approved leave of absence will entitle student to return to the next scheduled Program offered at the same location for the missed portion of the Program only.

Inform “Instructor” if you are anticipating missing any part of the course. Excessive absences will result in falling behind. Attendance of 90%+ is required. The Certificate of Completion may be held until class time is made up. Options for making up absences: • \$85 per hour for a private tutoring session on Manual Material session with an authorized “PSC” Master Teacher Trainer. This expense may be shared with another student(s). Late cancellation will apply if less than 24-hour notice is given verbally. Payable directly to the Master Trainer • Practice with fellow classmates to catch up on missed material. • Check out the corresponding DVD’s of the program from our library 1 DVD at a time (2-day max borrow time). A Credit Card number is required on file to check out DVD’s. • DVD’s are property of “PSC” and not included in the cost of the course. \$39 lost or damaged fee will apply. Tutoring: Tutoring with a “PSC” Master Trainer only



is \$85 per hour for private instruction using the course materials to review, quiz, mock test, etc. This expense may be shared with another student(s). Tutoring is considered an outside class activity and is not covered by your tuition. You may apply tutoring as: Observation / Self-Integration or Practice Teaching, all are acceptable. Late cancellation (less than 24 hours' notice) on any Tutoring session is charged at the full tutoring rate or any fraction thereof if time was to be shared with other student(s).

Each student's attendance records will be recorded and kept in their individual file

### **Tuition And Fees:**

- Comprehensive Program: \$5,200.00 minus \$100 deposit
- Payment can be made up front on the first day of class or in three installments with an additional \$100.00 finance fee.

Or we also offer our courses in Modular form:

- Fundamentals & Philosophy – **\$300**
- Pilates Mat – **\$1050** (Deposit of \$100)
- Reformer – **\$2100** (Deposit of \$100)
- Cadillac – **\$1050** (Deposit of \$100)
- Chair – **\$1040** (Deposit of \$100)
- *Completion of a Barrels module is required for graduate's eligibility to apply for the PMA Exam.*
- *Fundamentals is a prerequisite for the Mat module.*

- *Fundamentals and Mat are a prerequisite for any of the equipment modules.*

Or Private Courses:

- \$8,800 (Deposit of \$100) – Choose your own schedule and get private tutoring with undivided attention through the course and work at your own pace to accomplish a Comprehensive or ... *Modular options*

Additional Fees

- You will be responsible to purchase personal liability insurance no later than the first day of the Mat module. The cost to students is very minimum (\$25.00). We can recommend companies on the first day of class.
- For your 40 hours of self integration we will offer a student discount of \$10.00 off the package price of classes and privates.
- Lastly there is a \$10.00 studio rental fee charged every time you bring in an outside person (not in your PSC teacher training course) to train for your practice teaching. This cost should be passed onto the client that you bring in.

**Payment installment plan and its conditions:**

We offer an In-House Payment Plan for \$100 fee. If a payment plan has been agreed to the payments should be divided up in the following manner:

Day One of Course:

1. Full Payment (minus deposit) OR.....

2. Payment Plans: collect 1/3 of the total balance (you must add \$100 to your total for this option).
3. Four weeks later to the day, another payment is due (Day 1 of Reformer) MARK YOUR CALENDAR!
4. Third and last payment is due 4 weeks from that date – mark your Tracking Form and your Calendar to keep on top of it.

A Payment Plan Agreement will need to be filled out and signed by the student. A copy must remain on file and one given to student after signed. The Credit Card Authorization Form will remain on file in a secure place. If you loan out DVDs or books then you will need a CC Auth form to cover costs if a disc/book is not returned – located in Student Contract \*\*With a Modular or Mat only program NO payments plans are available. No Manuals or DVDs are to be given unless a payment plan is current or a full tuition payment has been made. Deposits do NOT constitute payment or the ability to obtain any Manual or DVD. If a modular format is being taken only that portion of the Manual is to be given to the student. Do NOT hand out manuals early.

### **Books and materials required for the course:**

Required: *(you will need to purchase these books, not included in course or course fees)*

- Trail Guide to the Body 4<sup>th</sup> Edition Text – by Books of Discovery
- Trail Guide to the Body Student Workbook – by Books of Discovery

These books will need to be purchased separately as they are not included in the course fees and can not be purchased at the studio.

### **Refund/Cancellation Policies:**

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. Accepted, 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 pro rata refund as follows:

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

All refund amounts are based on the total cost of tuition. As part of this policy, the school will retain the one-time application fee of \$100. A student will receive the refund within 40 days of termination date. Any manuals, or books not given to the student at the time of their dismissal or withdrawal will remain in the possession of the training center. If a student withdraws or is dismissed before a unit is completed then that unit's manual or book will remain at the training center. It is recommended that a student schedule a time to meet with one or both Master trainers to submit and discuss his/her withdrawal from the program. The meeting and notice however are not required and a student is deemed to have provided constructive notice of withdrawal if he/she does not notify the School but ceases to attend class for 3 consecutive class days. A written notice of withdrawal is not required.

**Student Notice Of Withdrawal From The Program:**

A student may withdraw at any time from the program. Please see Refund and Cancellation section of this catalog for refund policies.

### **A Listing Of Units For Each Program Taught:**

- Nuts and Bolts / Philosophy - “Fundamentals” – required for any program approx 1 week

This section of the program teaches the Fundamentals of movement in the method of Pilates which is the basis of all Pilates work. It also teaches the student how to train their clients in the Fundamentals.

- Pilates Mat - (you will attend the first 3 weeks of a Full Course)
- Reformer - 6 weeks approx.
- Cadillac - 3 weeks approx.
- Chair - 2.5 weeks approx.

In the Mat, Reformer, Cadillac, and Chair repertoire sections we address:

1. The name or names of the exercise.
2. Contraindications for the exercise.
3. The Set-Up for the exercise.
4. The muscular focus for the exercise.
5. The position, movement, and execution for the exercise.
6. How to monitor the exercise.
7. How to cue the exercise.
8. Modifications for the exercise.
9. Variations for the exercise.

Throughout all the sections we also layer in units on functional anatomy for the Pilates repertoire and proper body alignment and function.

### **Statements On Employment:**

After completing our teacher training program you will be qualified to teach in any studio however we do not guarantee employment at any studio including ours. The Pilates Studio’s teacher training program does not offer employment services to students and any potential student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.