



Club Pilates Teacher Training

WISCONSIN ADDENDUM

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General Information

The Club Pilates Teacher Training program was originally produced in 2007. The newest release of our program catalog is recent as of July 2023.

- The studio is equipped with 12 Mats, 12 studio Reformers, 12 Springboards, 12 EXO Chairs, 12 Magic Circles, 12 TRX, 12 TriggerPoint Grids, and 12 Ballet Barres, 1 Reformer Trapeze Table, 1 Ladder Barrel, 1 Spine Corrector
- Wisconsin Teaching Locations:
 - Club Pilates Sun Prairie: <https://www.clubpilates.com/location/sunprairie>
 - Club Pilates Mequon: <https://www.clubpilates.com/location/mequon>
 - Club Pilates Pewaukee: <https://www.clubpilates.com/location/pewaukee>
 - Club Pilates Brookfield: <https://www.clubpilates.com/location/brookfield>
 - Club Pilates Monroe Street: <https://www.clubpilates.com/location/monroestreet>
 - Club Pilates Wauwatosa: <https://www.clubpilates.com/location/wauwatosa>
 - Club Pilates Third Ward: <https://www.clubpilates.com/location/thirdward>
 - Club Pilates Madison West: <https://www.clubpilates.com/location/madisonwest>
 - Club Pilates Monroe Street: <https://www.clubpilates.com/location/monroestreet>
- Name of school administrator and the administration of each teaching location:
 - Club Pilates Franchise: Tianna Strateman
 - Club Pilates Mequon: Karen Wegner
 - Club Pilates Pewaukee: Shaun York and Dan Castellini
 - Club Pilates Brookfield: Shaun York and Dan Castellini
 - Club Pilates Monroe Street: Tanya Demattia
 - Club Pilates Madison West: Tanya Demattia
 - Club Pilates Sun Prairie: Tanya Demattia
 - Club Pilates Wauwatosa: Beth and Robert Tsuchiyama
 - Club Pilates Third Ward: Beth and Robert Tsuchiyama
- Club Pilates Master Trainers
 - All in-studio days, mentorship, grading and final test out will be conducted by a Club Pilates Master Trainer. To be a Master Trainer an instructor must have a Comprehensive Pilates certificate, at least 5 years of teaching comprehensive Pilates, NPCP certified, and have attended and tested out of our Master Training Summit.
 - The following Master Trainers are available for Teacher Training in Wisconsin, but new trainers are added on a regular basis:
 - Sara Gordon
 - Angela Herlofsky
 - Jennifer Stanford
- All course and session dates are listed on the Education website and are updated weekly <https://www.clubpilates.com/teacher-training/>
- The staff members of the Club Pilates Corporate Education department are: Jenna Morris- Senior Director of Training and Experience, Shannon Brown - Director of Training, Natalie Schneider - Teacher Training Sales Manager, Amy Hathorn - Manager of Training and Experience, Kaila Melanson - Teacher Training Sales Coordinator
- The Club Pilates Teacher Training program adheres to all guidelines and policies of the NPCP (National Pilates Certification Program). Upon completion of the program, we ask participants to complete an evaluation/feedback form.

Admissions & Entrance Requirements

- Admission policies and entrance requirements:
 - Must be at least 16 years old, any participant under 18 must have a signed waiver from parent or legal guardian
 - Must sign liability waiver stating they are physically able to participate in program's in-studio applied learning sessions
 - Must have access to high-speed internet
 - Must possess basic computer and internet skills
 - Must have an email address
- Participants can sign up online by visiting www.clubpilates.com/teacher-training/ or by contacting their host studio. Once enrolled, within 2-4 business days participants will receive a welcome email to begin their education. Participants can get started on self-practice, observation, and online hours as soon as enrollment is complete. Participants will have access to the online learning content for 12 months from the date of enrollment. Extensions are granted on a case by case basis by request.
- Participants may enroll in Teacher Training up to 24 hours prior to the start of the in-studio learning days. Requests to enroll in programs that are starting in less than 24 hours MAY be accepted and will be evaluated based on availability.
- All course and session dates are listed on the Education website and are updated weekly: <https://www.clubpilates.com/teacher-training/>

Advanced Standing

- Our program is modular based. If a participant has previously completed a Pilates certification in the following apparatus, they MAY be eligible to test out of that module and receive credit: Mat, Reformer, Chair, Springboard, Cadillac, Chair, Ladder Barrel, Spine Corrector, Magic Circle, Anatomy. To qualify for credit, the participant will need to submit one or more of the following documents to the Master Trainer and/or Club Pilates Corporate Education Department: certification or diploma, course syllabus, email from program's Master Trainer confirming completion of education. Only approved Pilates education will be considered for transfer credit, other fitness certifications will not be accepted.
- The hours and cost breakdown of each module is as follows and would be adjusted in length and/or cost of Comprehensive program if previous education credit was approved:
 - Mat, Foundation, and Anatomy Module: \$895, 89 hours
 - Reformer, Anatomy, and Special Populations Module: \$2,100, 190.5 hours
 - Springboard and Cadillac Module: \$895, 89 hours
 - Chair Module: \$630, 50.5 hours
 - Ladder Barrel, Spine Corrector, and Magic Circle Module: \$630, 50.5 hours
 - Teaching Skills and Programming Module: \$250, 5.5 hours
 - Anatomy Modules: \$200, 15 hours

Participant Progress

- The school's grading or progress system:
 - 50% - Final Practical Test-out (Teaching LIVE or recorded for Master Trainer to evaluate and grade)
 - 25% - Completed assignments, class participation, and attendance. Completion of the Observation, Practice Teaching, and Assistant Teaching Hours includes completing worksheets provided.
 - 10% - Final Online Written Exam
 - 10% - Anatomy Course
 - 5% - Final Written Assignment
- Completion Criteria & Graduation Process
 - Participants must complete all hours and assignments indicated in the syllabus including the final exams, quizzes and completion of assignments.
 - Once a student has completed an assignment, they should notify their Master Trainer who will provide a grade within 14 business days. The Master Trainer will post all grades in the student's Canvas portal. The student has access to view their grades for the year period they have access to the Canvas portal. If grades are needed once Canvas access has expired, students can email teachertraining@clubpilates.com, and their grades can be emailed to them.
 - Final, practical, exam passing score = 80-100%, all other assignments and quizzes are either graded online or given complete or incomplete grades. No score will be rounded up to the next higher score.
 - Failure to pass the final exams may result in additional fees to retest.
 - Participants will receive a diploma proving their total accomplishments and readiness to teach upon completion of all requirements and fees paid.
 - Participants will not receive diplomas if they have outstanding fees or if they do not pass their exams.
 - Diplomas will be mailed out within two weeks of submission by the Master Trainer.

Student Records

- An electronic summary of the participant's online studies including assignments, tests and grades will be kept on file in the Corporate office indefinitely. Grades for completed assessments will be made available to the student in their Canvas portal for the 1-year duration that they have access to Canvas. It is the participant's responsibility to download a copy of their grades for use after their access to Canvas has expired. If the student needs access to their grades after their Canvas has expired, they can email teachertraining@clubpilates.com for a copy of their records.
- Club Pilates Corporate also maintains the following records for at least 6 years and students can email teachertraining@clubpilates.com for a copy of those records:
 - Enrollment agreement and documentation relating to student payments;
 - Student information including attendance reports, progress records, grades, student address, etc.
 - Date student completed the program and/or was terminated from the program and the reason thereof; and
 - Student grievances and subsequent resolutions.
- Once a student has graduated, they receive a diploma. The participant's diploma ID number will be kept on file with the Club Pilates Franchise Education department. Records are private and can be accessed only by the participant or Club Pilates staff/faculty.

Academic Probation, Dismissal, & Readmittance

- Probation, Dismissal and Re-admittance: A student will be considered to be in a probationary period if they fail to pass their quizzes or final test out. The student will have up to two additional opportunities within a 6-month period to earn a passing score of at least 70% or more. A student will be considered off probation when they receive a pass grade. If the student has not taken the necessary measures to obtain and receive a pass grade, the student may be dismissed from the program.
- If a student is not grasping the content in the course, but wishes to remain in the training without the expectation of receiving a diploma, the student will sign an agreement to that effect.
- A student, who has an expectation of receiving a diploma but is unable or unwilling to participate in any class activities and exams will be dismissed from the program. Unused tuition will be refunded per the refund policy.
- Readmission after academic or conduct dismissal may be granted if a written appeal is made to both Club Pilates Corporate and the host studio that mitigating circumstances were involved and corrective measures have been taken to prevent a reoccurrence. Appeals must be made within 10 days of the date of dismissal. The appeal will be reviewed and the student will receive a response with a determination within 10 days of receipt of appeal.

Participant Conduct

- Professional and adult behavior is expected at all times throughout the program. Inappropriate or unprofessional behavior reflects upon the student, the program, the student's classmates and the Master Trainer. It is essential that students conduct themselves in a manner that reflects the high standards that represent this program and the Pilates profession. A participant who violates this provision is subject to disciplinary action, up to and including dismissal from the course. Participants are expected to come prepared for class with required reading completed and ready to engage in classroom discussions and group learning exercises. Any criminal activity associated with the training program such as theft or illegal drug possession will result in immediate dismissal from the program. Participants who violate the code of ethics or etiquette policy will receive a written warning and a corrective action plan will be discussed with the participant. If a second violation occurs, dismissal from the program will result. The studio owner will implement the dismissal. Refunds will be applied per the refund policy. A participant who has been dismissed may apply for re-enrollment to a future training, but approval is not guaranteed.
- It is important that all participants maintain a positive and professional demeanor when in the studio. Respecting the studio, staff, and fellow participants is key to a successful in-studio training experience. All participants will be asked to sign an Etiquette Agreement that will clarify use of studio and expectations on how to accomplish all categories of hours. As a participant, we expect participants:
 - Refrain from the use of substances that impair learning or judgment
 - Listen and respect other participants and the Master Trainer
 - Create and maintain a safe, clean and comfortable environment
 - Avoid words and actions that constitute sexual harassment
 - Avoid words or actions that may harm another participant or staff
 - Be respectful of phone use during in-studio training days
 - Adhere to the in-studio attendance policy
- See "Probation, Dismissal and Re-Admittance" for violating Participant Conduct and our Etiquette Agreement.

Leave of Absence, Attendance, & Tardiness

- All in-studio applied learning days MUST be attended. If a participant cannot attend an in-studio applied learning day, it is the participant's responsibility to find and attend the same session day at another studio, or at their host studio at a later date when the training is offered again. If attending at another studio, a daily fee of \$100 will be assessed to the visiting studio. The Education department will assist in finding a studio to make up a missed training.
- If a leave of absence is needed, the student will notify their host studio and Master Trainer. When they are ready to resume the training program, they will fill out and submit a Canvas extension request, which will be sent to Club Pilates Corporate. There are no specific requirements for a leave of absence to be granted.
- In the event a participant must discontinue due to mitigating circumstances beyond the participant's control, the refund policy will be applied to any unused tuition. If the participant wishes to put their education on hold, we will grant a hold on their account and they will be able to resume their education when they are ready. When they are ready to resume the training program they will fill out and submit a Canvas extension request and provide a written notice to their host studio.
- Attendance of all in-studio applied learning days is required. Attendance is taken at each scheduled day. The remainder of the training hours, tests, assignments and test-outs will be self-logged and approved by the Master Trainer.
- Club Pilates expects participants to be on time for each in-studio day. A participant is considered tardy for a session if he/she arrives 15 minutes after the scheduled start of the class. Any combination of 5 documented tardies will be considered as 1 missed day and the student may be required to re-take those in-studio days. If a participant misses more than 30 minutes of an in-studio day, the host studio may record them as absent and the participant may have to make up the in-studio session at a later date. This applies to being tardy or leaving early. Make up fees may be applied.

Participant Complaints

- If a participant has a complaint about a Master Trainer, the program or another participant, the complaint should be brought to the host-studio owner for discussion, documentation, and resolution. A meeting between all involved persons may take place in the studio. If needed, the student may escalate the complaint to the Corporate Teacher Training department, teachertraining@clubpilates.com. If resolution cannot be reached with the host studio, the participant may also contact the Wisconsin Educational Approval Program for assistance, Department of Safety and Professional Services- Educational Approval Program, P.O Box 8366, 2488 Madison Yards Way, Madison, WI 53705; www.dsp.wi.gov, dspseap@wisconsin.gov, 608-266-1996

Employment Services

- Club Pilates does not offer job placement services nor do we guarantee employment. Participants who complete this Teacher Training program are eligible to apply for a job at any Club Pilates studio if desired.
- Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.

Tuition & Fees

- Access to the PDF version of the Teacher Training manuals are included in the cost of tuition. A student may view this PDF on their computer or tablet, or download and print the PDF at no extra cost. If the student wishes to have professionally printed hard copy manuals, they are available for purchase. Professionally printed hard copy manuals are not required. If a student wishes to purchase the manuals they are available here: <https://club-pilates-teacher-training.myshopify.com/>
- Manuals cannot be purchased anywhere else
- The cost of the manuals are:
 - o Mat- \$65
 - o Reformer- \$140
 - o RTC - \$65
 - o Chair- \$65
 - o Special Populations- \$65
 - o Ladder Barrel- \$65
 - o Manual Set - \$425

Cancellation & Refunds

- Participants will receive a full refund of all money paid if the participant does not log on to the online learning system and cancels within the three-business day cancellation period under SPS 406.03.
- If a participant cancels after they have already logged on to the online learning system and completed course work may be entitled to a prorated refund. Students who complete 60% of the potential online units of instructors in the current enrollment period are entitled to a prorated refund, less a one-time application fee of \$100.
- A student who withdraws or is dismissed after a period of time identified has passed, but before completing 60% of the program shall be entitled to a prorated refund, as calculated below. Refunds shall be determined as the number of units remaining after the last unit completed by thee student, divided by the total number of units in the enrollment period, rounded downward to the nearest 10%. Prorated refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period.
- Refunds will be made within 10 business days of cancellation. If a participant cancels after they have attended any in-studio days, the host-studio may issue a refund at their discretion and keep a portion of the tuition based on the following:

If the participant completes this many days of in-studio training:	The company may keep this percentage of the tuition:
1-2	20%
3-4	35%
5-6	50%
More than 7	100%

- A participant will receive the refund within 40 days of termination date
- A written notice of withdrawal is not required, but recommended. Participants are encouraged to withdraw by written notification or by speaking directly to the Master Trainer or host-studio owner, but any mode of withdrawal will be recognized.