

# 2023 - 2024 CATALOG OF INFORMATION



MIDWEST PILATES INSTITUTE ∴ TEACHER TRAINING PROGRAM

Midwest Pilates Institute  
412 Water Street  
Prairie du Sac WI 53583  
608.370.1424

[www.midwestpilatesinstitute.com](http://www.midwestpilatesinstitute.com)

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## TABLE OF CONTENTS

1. GENERAL INFORMATION (pg. 1)
  - a) Mission Statement
  - b) Philosophy
  - c) Facilities
  - d) Use of Facilities and Equipment
  - e) School Evaluation
  - f) Holiday and Vacation
2. ADMISSIONS AND ENTRANCE REQUIREMENTS (pg. 4)
  - a) Requirements
  - b) Application Process
3. PROGRAM OF STUDY (pg. 5)
4. PROGRAM CURRICULUM (pg. 5)
  - a) Courses
  - b) Training Seminars Schedule
  - c) Training Seminar Objectives
  - d) Training Seminar Course Overview
  - e) Training Hours
  - f) Description of Training Hours
  - g) Final Examination
5. TUITION AND FEES (pg. 16)
  - a) Tuition and Fee Amounts
  - b) Description of Fees - What is Included
6. EMPLOYMENT SERVICES (pg. 18)
7. CONTINUING EDUCATION (pg. 18)
8. PILATES METHOD ALLIANCE (pg. 19)
9. ADVANCED STANDING (pg. 19)
10. STUDENT PROGRESS (pg. 19)
11. STUDENT RECORDS (pg. 19)
12. NON-DISCRIMINATION (pg. 20)
13. ACADEMIC PROBATION, DISMISSAL AND READMITTANCE (pg. 21)
  - a) Student Conduct
  - b) Studio Etiquette
14. LEAVE OF ABSENCE (pg. 22)
15. ATTENDANCE (pg. 23)
16. TARDINESS (pg. 23)
17. FINANCIAL AID (pg. 23)
18. CANCELLATIONS AND REFUNDS (pg. 24)
  - a) Refund Policy
19. STUDENT COMPLAINTS (pg. 25)
20. ABOUT MIDWEST PILATES INSTITUTE (pg. 26)
  - a) Staff Qualifications

# 1. GENERAL INFORMATION

## Welcome to the MIDWEST PILATES INSTITUTE!

The Midwest Pilates Institute teaches authentic Pilates in the style of a traditional apprenticeship. The Midwest Pilates Institute comprehensive 500 hour PROGRAM OF STUDY consists of 3 trimesters and a total of 360 hours of training, observation, practice, and teaching, 96 hours of seminars, 12 hours of teacher training clinic, 3 practical exams, and 1 final examination.

It is expected that the student will complete the PROGRAM OF STUDY in 12 months. At the completion of this program and passing the final examination the student will receive a diploma from the Midwest Pilates Institute. The education students receive through MPI will prepare them to successfully complete the Pilates Method Alliance (PMA) International Pilates Certification Exam.

## Mission Statement

We teach the “abc’s” of Pilates. The mission at MPI is to provide a top-notch education in Pilates by staying true to the original teachings of Joseph H. Pilates and his wife Clara. Once students have completed our program they will have the confidence and expertise to teach others the authentic and complete system of the Pilates Method. MPI is committed to the success of each and every individual student.

## Our Philosophy

“One can learn every Pilates exercise on every piece of equipment and still not know Pilates.”  
- Eve Gentry in 1991

The Midwest Pilates Institute offers a comprehensive Pilates teacher training program. In 2010 MPI voluntarily sought out the Wisconsin Education Approval Board committee to consider their teacher training program for post-secondary education state approval. In 2011, after a lengthy and tedious approval process, The Midwest Pilates Institute became the first state- approved Pilates school in Wisconsin and one of only a few in the nation.

The Midwest Pilates Institute is not a franchise. There are no hidden fees or partial programs in our agreement. We do not offer a “fast track” to learning the intricacies and beauty of the Pilates Method. We produce teachers who want to be the very best at what they do. We provide extensive training in all skills necessary for the student to become a successful Pilates teacher in a busy, working Pilates studio.

Our “hands-on” approach to teaching the Pilates Method allows the student to develop and grow at his or her own pace with on-going support and feedback. We teach authentic Pilates as taught to Eve Gentry by Joseph Pilates. We operate in a fully equipped, state-of-the-art studio. We ensure an educationally rich and nurturing environment in which to learn.

## Facilities

The Midwest Pilates Institute is located inside EJ Movement LLC in Prairie du Sac WI. The 2000 sq ft studio sits on the banks of the Wisconsin River. It has 3 Universal Reformers, 1 Half Trapeze Table/Reformer combo, 5 Exo Chairs, 4 Spring Boards, 1 Spine Corrector, and 1 Ladder Barrel. Free parking is available.

## Use of Facilities and Equipment

Students may use the equipment and facilities during regular studio hours.

## School Evaluation

Throughout the year, networking events with professionals in the industry will be arranged providing students with opportunity to connect with studios and instructors throughout the industry. At the end of each year, there will be a student survey.

## Holiday and Vacation

Midwest Pilates Institute is closed Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve, Christmas Day, New Years Eve, New Years Day, Memorial Day, July 4th, and Labor Day. This policy is subject to change.

# **2. ADMISSIONS AND ENTRANCE REQUIREMENTS**

## a.) Requirements

- Applicants should have attained 18 years of age
  - Submit a \$100 application fee
  - Complete and submit the application form
  - Complete a satisfactory admissions interview
  - Applicants are expected to have at least 6 months Pilates or past movement experience
  - Candidates must have a mature understanding of themselves and others
  - Applicants are expected to be computer literate

## b.) Application Process

- 1) Complete and send an application 30 days prior to the first day of classes.
- 2) Submit resume with application
- 3) Submit one letter of recommendation
- 4) Letter to Academic Advisors explaining why you would like to be accepted into school

Application, resume, letter of recommendation, and personal letter can be sent to:

Midwest Pilates Institute  
c/o EJ Mmovement LLC  
412 Water Street  
Prairie du Sac, WI 53578  
[ejmovement@gmail.com](mailto:ejmovement@gmail.com)

- 5) Schedule meeting with the Director of Admissions. To schedule a meeting: Call 608.370.1424 or email: [ejmovement@gmail.com](mailto:ejmovement@gmail.com)
- 6) You will be notified by letter of acceptance into the school after all materials and fees have been received and the meeting complete.

Set up first personal tutoring session with Academic Advisors to discuss class schedule, availability, and personal tutoring session appointments.

### **3.) PROGRAM OF STUDY**

The Midwest Pilates Institute teacher-training program has flexibility in its offering and will work together with the students to come up with a time-line that fits for each individual.

### **4.) PROGRAM CURRICULUM**

#### **a.) Courses**

**Trimester 1 – The Beginning Program: Setting the foundation**

Course 101: The History & Philosophy

Course 102: Pre-Pilates; The Eve Gentry Technique

Course 103: Pilates Mat 1-2 Exercises, Technique Review, Modifications, and Contraindications

Course 104: Level 1 Equipment Exercises, Technique Review, Modifications, and Contraindications

**Trimester 2 – The Intermediate Program: Developing your teaching skills** Course

201: Business Basics; Ethics, Professional Conduct, Tax Laws, Marketing a Private Practice

Course 202: Level 2 Equipment Exercises, Technique Review, Modifications, and Contraindications

Course 203: Teaching Skills and Methodologies

Course 204: Level 3 Equipment Exercises, Technique Review, Modifications, and Contraindications

Course 205: Program Design for Private lessons and Group Classes: Lesson Planning and Charting

**Trimester 3 – The Advanced Program: Discovering how to “see”.** Course

301: Level 3 -4 Mat Exercises, Technique Review, Modifications, and Contraindications

Course 302: Anatomy in Three Dimensions

Course 303: Transitioning Clients from One Level to the Next

Course 304: Level 4 Equipment Exercises, Technique Review, Modifications, and Contraindications



*“Change Happens through movement and movement heals.”*

**- Joseph Pilates**

## Training Seminars - Weekend Workshop Schedule

### PRE-SESSION

- Orientation: TBA

### TRIMESTER 1 – THE BEGINNING PROGRAM

- Pre-Pilates: TBA
- Pilates Mat 1-2 Seminar: TBA
- Level 1 Seminar: TBA

### TRIMESTER 2 – THE INTERMEDIATE PROGRAM

- Level 2 Semina: TBA
- Level 3 Seminar: TBA

### TRIMESTER 3 – THE ADVANCED PROGRAM

- Pilates Mat 3-4 Seminar: TBA
- Anatomy In Clay Seminar: TBA
- Level 4 Seminar: TBA

UNLESS OTHERWISE NOTED SEMINAR HOURS ARE AS FOLLOWS:

Level 1-4 Seminars & Mat Seminars:

Friday 6:30p-8:30p, Saturday 1p-6p & Sunday 8a-3p

Total Seminar Hours: 96

For all updates on course start and end date as well as class schedule, visit [www.ejmovement.com](http://www.ejmovement.com)



## c.) Training Seminar Objectives

### TRIMESTER 1 – THE BEGINNING PROGRAM: Setting the foundation

Pre-Pilates; Gentry Technique Seminar: Eve Gentry. Introduction to Pre-Pilates exercises.

Pilates 1-2 Mat Seminar : Review basic breath patterns. Discuss Pilates philosophy, history, and principles. In depth analysis of each Pilates Mat exercise includes technique review, modifications, and contraindications. How to teach a group Mat class.

Level 1 Seminar: In depth analysis of all Level 1 exercises on the Trapeze Table, Universal Reformer, Wunda Chair, Ladder Barrel, and Spine Corrector includes technique review, modifications, and contraindications.

Clinics: Watch raw footage of Joseph Pilates demonstrating exercises. Introduction to Equipment. Safety and precautions. Watch Eve Gentry 1991 video and The Power of Pilates video. Question and answer session with an MPI teacher. Review seminar information. Student teaching. Case studies often discussed.

### TRIMESTER 2 – THE INTERMEDIATE PROGRAM: Developing your teaching skills

Business Basics Seminar: Ethics, Professional Conduct, Tax Laws, Marketing a Private Practice. Lesson Planning and Charting

Teaching Skill and Methodologies Seminar: Information on technique and execution of each exercise, anatomy and bio-mechanics of each exercise, exercise modifications, spotting, cueing, and correcting skills, workout design and lesson planning, as well as transition and progression skills.

Level 2 Seminar: In depth analysis of all Level 2 exercises on the Trapeze Table, Universal Reformer, Wunda Chair, Ladder Barrel, and Spine Corrector includes technique review, modifications, and contraindications.

Program Design for Private Lessons and Group Classes

Clinics: Read and discuss “lesson planning and charting” handout. Read and discuss “program design” handout. Question and answer session with an MPI teacher. Review seminar information. Student teaching. Case studies often discussed.

### TRIMESTER 3 – THE ADVANCED PROGRAM: Learning how to “see”

Level 3 Seminar: In depth analysis of all Level 3 exercises on the Trapeze Table, Universal Reformer, Wunda Chair, Ladder Barrel, and Spine Corrector includes technique review, modifications, and contraindications.

Level 4 Seminar: In depth analysis of all Level 4 exercises on the Trapeze Table, Universal Reformer, Wunda Chair, Ladder Barrel, and Spine Corrector includes technique review, modifications, and contraindications.

Anatomy in 3 Dimensions: Basic musculoskeletal anatomy and kinesiology. Understanding anatomical terminology and kinesiology and identifying muscles, muscle origin and insertion, bones, joints, actions, and planes. Understanding anatomical terminology and kinesiology and identifying muscles, muscle origin and insertion, bones, joints, actions, and planes.

## .d.) Course Overview

Trimester 1 – The Beginning Program: Setting the foundation.

### Course 101: The History of Pilates

Text: Return to Life through Contrology and Your Health by Joseph Pilates Media:

Watch raw footage of Joseph Pilates demonstrating exercises (in class) Handout:

Read “History of Pilates” from the PMA study guide (in class) Handout: Read

“Introduction to Equipment” (in class)

Personal Tutoring Sessions: 2 hours Observation: 5  
hours

Personal Practice and Workouts: 10 hours Written  
Progress Test

### Course 102: Pre-Pilates; The Gentry Technique

Seminar: Pre-Pilates; The Gentry Technique

Media: Watch 1991 Pre-Pilates Workshop with Eve Gentry (in seminar) Media:

Watch The Power of Pilates (in seminar)

Personal Tutoring Sessions: 2 hours Observation: 5 hours

Personal Practice and Workouts: 10 hours Written  
Progress Test

### Course 103: Pilates Mat 1-2 Exercises

Seminar: Pilates Mat Exercises, Technique Review, Modifications, and Contraindications Teaching: 10 hours

Personal Tutoring Sessions: 3 hours Observation: 10 hours

### Course 104: Level 1 Equipment Exercises

Seminar: Level 1 Exercises, Technique Review, Modifications, and Contraindications Teaching: 20 hours

Personal Tutoring Sessions: 3 hours Observation: 10 hours

Personal Practice and Workouts: 10 hours Written  
Progress Test

Studio Marketing Project

PRACTICAL EXAM

## Trimester 2 – The Intermediate Program: Developing your teaching skills.

### Course 201: Business Ethics, Professional Conduct, Tax Laws, Marketing a Private Practice

Text: PMA Professional Code of Conduct (in class)

Develop Brochures and Business Cards and Charting Notes Personal

Tutoring Sessions: 3 hours

Personal Practice and Workouts: 10 hours Written

Progress Test

### Course 202: Lesson Planning and Charting Observations Handout:

Read MPI “Lesson Planning and Charting” (in class)

Self-Directed Study: Write 10 lesson plans. Use the guidelines outlined in the “Lesson Planning” handout.

Teaching: 10 hours

Personal Practice and Workouts: 10 hours Written

Progress Test

### Course 203: Teaching Skills and Methodologies

Seminar: Teaching Skills and Methodologies using verbal cues, demonstration, imagery, and hands on assists.

Personal Tutoring: 3 hours

Observation: 10 hours

Teaching: 10 hours

Personal Practice and Workouts: 10 hours Written

Progress Test

### Course 204: Level 2 Equipment Exercises

Seminar: Level 2 Equipment Exercises, Technique Review, Modifications, and Contraindications

Personal Tutoring Sessions: 3 hours Observation: 10 hours

Teaching: 10 hours

Personal Practice and Workouts: 10 hours Written

Progress Test

### Course 205: Program Design for Private Lessons and Group Classes

Handout: Read MPI “Program Design for Private Lessons and Group Classes” (in class) Personal

Tutoring Sessions: 3 hours

Teaching: 10 hours Assistant

Teaching: 10 hours Written

Progress Test

Studio Marketing Project

PRACTICAL EXAM

## Trimester 3 – The Advanced Program: Learning how to “see.”

### Course 301: Level 3 Equipment Exercises

Seminar: Level 3 Equipment Exercises, Technique Review, Modifications, and Contraindications

Teaching: 10 hours

Personal Tutoring Sessions: 3 hours Personal

Practice and Workouts: 10 hours Observation:

10 hours

Written Progress Test

### Course 302: Anatomy in 3 Dimension

Suggested:Text: Anatomy Coloring Book by Dr. Joseph Muscolino

Suggested: Text: Anatomy of Movement by Claudis Blandine

Teaching: 10 hours

Personal Tutoring Sessions: 2 hours Assistant

Teaching: 10 hours

Personal Practice and Workouts: 10 hourWritten Progress Test

### Course 303: Pilates Mat 3-4 Exercises, Technique Review, Modifications, and Contraindications

Handout: Read MPI “Evaluation and Re-evaluation” reference sheet (in class) Teaching: 10 hours

Personal Practice and Workouts: 5 hours

Written Progress Test

### Course 304: Level 4 Equipment Exercises

Seminar: Level 4 Equipment Exercises, Technique Review, Modifications, and Contraindications

Teaching: 10 hours

Personal Tutoring Sessions: 1 hour

Observation: 10 hours

Personal Practice and Workouts: 10 hours

Written Progress Test

Course 305: Advance Pilates Continued:

Personal Tutoring Sessions: 2 hour Teaching;  
10 hours

Personal Practice and Workouts: 5 hours

Written Progress Test

Studio Marketing Project

PRACTICAL EXAM



### e.) Training Hours

The studio training consists of 360 hours including personal tutoring sessions with an MPI teacher, observation of private lessons and group classes, assistant teaching in class or with general studio operations, personal practice at the studio, studio workouts in group classes, self-directed study at home, and student practice teaching. Of these training hours 350 are supervised and 10 are unsupervised.

#### Trimester 1 - The Beginning Program

Personal Tutoring Sessions	10 Hours
Observing Teachers	30 Hours
Personal Practice and Workouts	40 Hours
Student Teaching	30 Hours

TOTAL AMOUNT 110 Hours

#### Trimester 2 - The Intermediate Program

Personal Tutoring Sessions	12 Hours
Assistant Teaching	10 Hours
Self-Directed Study	10 Hours
Observing Teachers	20 Hours
Personal Practice and Workouts	40 Hours
Student Teaching	40 Hours

TOTAL AMOUNT 132 Hours

#### Trimester 3 - The Advanced Program

Assisting Teaching	8 Hours
Self-Directed Study	10 Hours
Observing Teachers	10 Hours
Personal Practice and Workouts	40 Hours
Student Teaching	50 Hours

TOTAL AMOUNT 118 Hours

**TOTAL AMOUNT OF TRAINING HOURS 360 Hours**

## f.) Description of Training Hours

### Personal Tutoring Sessions:

Personal sessions are the most effective way to address your individual needs and goals as well as prepare you for the intensive Pilates seminars. It is important to maintain notes of each lesson as well as writing questions about exercises that still seem unclear.

### Observation Hours:

Observe private lessons/group classes and take notes. Watch how teachers and clients interact, see how a lesson develops, and watch how different clients move. Observation hours help the student understand how a private lesson unfolds, why teachers do certain exercises with specific clients, and how to behave professionally in a private lesson and/or group class.

### Assistant Teaching Hours:

Assist the teacher with class and equipment set up, hands on assists and spotting, retrieval of props, demonstration of exercises, clean up after class. Assistant teaching hours can be used in group equipment classes or private lessons as well as helping out with general studio operations such as answering telephone, cleaning equipment, sweeping floors, tidying restrooms, emptying garbage, giving tours and demonstrations.

### Personal Practice Hours:

A student must have a solid understanding of Pilates in their own body before attempting to teach it to others. Personal practice allows the student to work through each exercise at his/her own pace, to make mistakes, and to become physically stronger and emotionally confident.

### Workouts:

Group Pilates classes at Madison Pilates can be used toward these hours. Small group classes will help students learn the pace of a Pilates workout, gain knowledge in transition skills, develop an understanding of "group" dynamics, as well as further ones own mastery of Pilates exercises.

### Teaching Hours:

Teaching hours can start to accrue after the Pilates Mat Seminar. Begin to teach what you know on willing participants. Each student teaches free lessons until he/she completes/passes the Trimester 1 practical exam. (Teaching hours can be set up during a time when the studio is open and a Level 3 Instructor is present.) Once the student has been approved by the Academic Advisors to teach group classes, Madison Pilates, Inc. may hire the student as an employee, and the student will be able to teach private lessons and/or group classes as a Level 1 Instructor. During the course of the Teacher Training Program, it is required that the student teacher either: one evening class (6:00pm or after), OR one weekend class (Saturday or Sunday). Additionally, students will be required to teach at least one Reformer Basics class throughout the program (this class has reduced pay. This will solidify the students' technique in teaching a Reformer-based class and provides foundational practice that is necessary to become a successful Pilates teacher.

### Self-Directed Study:

#### TRIMESTER ONE

- 1) Read Return to Life through Contrology and Your Health by Joseph Pilates
- 2) Complete one studio marketing campaign, which must be approved by Academic Advisors.

## TRIMESTER TWO

- 1) Write 10 lesson plans and submit to Academic Advisors. Please submit one at a time and wait for feedback before writing the next lesson plan. Use the guidelines in the "lesson planning" handout.
- 2) Complete one studio marketing campaign which must be approved by Academic Advisors.

## TRIMESTER THREE

- 1) Read Anatomy of Movement by Coudis Bladine
- 2) Complete one studio marketing campaign, which must be approved by Academic Advisors.

### g.) Final Examination

The Midwest Pilates Institute final examination is scheduled by appointment after completing TRIMESTER 3. It consists of 4 sections: written, performance, teaching, and at home research and completion. The written, performance, and teaching portions of the exam are held at EJ Movement and takes about 3-4 hours to complete.

#### IN STUDIO

Written Exam: The MPI final written exam consists of 8 sections. The student will be required to take the written exam at the studio on the test out date. No materials or notes can be used at this time. Your exam will be assessed on the same day and you will be able to take it home with you to look up incorrect answers and correct them on your written exam. \*Once your exam has been assessed you will have one week to complete the rest of the exam at home using resources.

Performance Exam: The student will be asked to perform a Level 3 Reformer workout or Wunda Chair workout. The student will not know which piece of equipment he/she will be performing on until the day of exam.

Teaching Exam: The student will be asked to teach a 50 minute balanced workout to a client chosen for him/her. The student will be given 5 minutes prior to start time to interview the client. Immediately after teaching, the student will write an explanation of the lesson just given. The student must also write three more lessons plans to show progressions for that client due one week later.

#### AT HOME

The student will have seven days from date of test-out to complete the final written exam with correct answers and to write three separate lesson plans for the client they taught at the final teaching exam. The student must send the written exam, the teaching explanation, and the three lesson plans with the cover letter in a large envelope to the Midwest Pilates Institute office at 412 Water Street, Sauk City WI 53583



## CERTIFICATE OF COMPLETION

The student will be notified within two weeks from which all documents have been received of passing status in the program. All examinations are pass/fail. If the student must retake any portion of the final examination an additional \$150 fee is required. A diploma issuing a certificate of completion will be mailed to the student after successfully completing all examinations.

## 5.) TUITION AND FEES

### a.) Tuition and Fee Amounts

The total cost for the Midwest Pilates Institute teacher training program is \$6500 and can be paid in three installments or financed in 12 monthly installments. Please see FINANCIAL AID for more information on monthly installments. Some textbooks are not included in this total.

REGISTRATION FEE	\$100	Due with application
TRIMESTER 1 – THE BEGINNING PROGRAM	\$1,750.00	
Pre-Pilates; Gentry Technique Seminar		
Pilates Mat 1-2 Exercises Seminar		
Level 1 Seminar		
Courses 101, 102, 103, 104		
Minimum 4 Clinic Sessions		
10 Personal Tutoring Sessions		
20 Group Pilates Classes		
4 Written Progress Tests		
1 Practical Test		
TRIMESTER 2 – THE INTERMEDIATE PROGRAM	\$1,750.00	
Due December 15 <sup>th</sup> , 2013		
Business Basics Seminar		
Lesson Planning and Charting		
Teaching Skills and Methodologies Seminar		
Level 2 Seminar		
Program Design for Private Lessons and Group Classes		
Courses 201, 202, 203, 204, 205		
Minimum 4 Clinic Sessions		
10 Personal Tutoring Sessions		
	\$1,750.00	

TRIMESTER 3 – THE ADVANCED PROGRAM

Level 3 Seminar

Anatomy in 3 Dimensions, Pilates Mat 3-4 Exercises

Level 4 Seminar,

Course 301, 302, 303, 304, 305

Minimum 4 Clinic Sessions

10 Personal Tutoring Sessions 20

Group Pilates Classes

4 Written Progress Tests 1

Practical Test

FINAL EXAM	\$250	Due four weeks before
exam		
Written Examination		
Performance Examination		
Teaching Examination		
<i>Other fees*</i> Printed MPI Comprehensive Manual	\$250	Due with Application
<i>Other fees*</i> Studio Training fee	\$900	Due with Application
<b>TOTAL MINIMUM PROGRAM COSTS</b>	<b>\$6,750.00</b>	

## b.) Description of Fees - What is Included

### ITEM(S)

### CONTENT

TRIMESTERS 1, 2, AND 3  
15 courses, 11 seminars, 30 personal tutoring sessions, at least 12 weekly clinic sessions, 60 group Pilates classes, 15 progress tests, and 3 practical tests.

MANUALS, HANDBOOK, AND DVDS  
Comprehensive manual, student progress handbook.

STUDIO TRAINING  
Allows the student direct access to the training studio to complete required training hours such as teaching, observation, assisting, and practice.

## **6.) EMPLOYMENT SERVICES**

The Midwest Pilates Institute offers employment services to students by working directly with EJ Movement. Students a chance to develop a clientele while finishing their Program of Study. Students will be notified about teaching opportunities at EJ Movement with an in person offer or offer via email correspondence. EJ Movement will help by connecting possible clients with students. Midwest Pilates Institute does not guarantee employment. Students referrals to prospective employers are not based on direct contact with the employer regarding current job openings.

There are many careers available for Pilates instructors, which include teaching at a mind- body studio, a gym or health club, a corporate business, or starting a studio of your own. Graduates of this program can expect to earn \$15-\$40 per teaching hour depending on type of class/lesson and where the graduate finds work.

## **7.) CONTINUING EDUCATION**

The Midwest Pilates Institute does not require Continuing Education Credits (CEC's) to maintain graduate status in our program.

## **8.) PILATES METHOD ALLIANCE**

The Pilates Method Alliance (PMA) is the international not for profit professional association for the Pilates Method. The PMA's mission is to protect the public by establishing certification and continuing education standards for Pilates professionals. The Midwest Pilates Institute meets all criteria for the PMA Registry of Schools. After graduating from the Midwest Pilates Institute teacher training program students are encouraged to seek 3rd party credentials by becoming certified by the Pilates Method Alliance – PMA CPT.

## **9.) ADVANCED STANDING**

Midwest Pilates Institute has a system to determine transferability from another school. MPI will need all transcript from previous school and/or letter of reference from previous place of study via mail to:

Midwest Pilates Institute  
412 Water Street  
Prairie du Sac, WI 53578

The transcript will be reviewed and an interview will be given to determine the knowledge retained from the previous program to determine the appropriate place of transfer. The length and cost of program will be determined by the placement of the student.

## **10.) STUDENT PROGRESS**

Student progress is determined through successful completion of progress tests given at the end of each course and successful completion of 3 practical examinations given at the end of each trimester. Practical examinations include but are not limited to: mock test out procedures: student teaching exam, written exam and student performance exam. The success of the student teaching exam will be measured by meeting 6 key aspects of teaching throughout the lesson taught. Students will need to get a minimum of 70% on the written exam to pass that portion. Each student is required to perform the classical repertoire on one piece of equipment assigned by the instructor. Student progress is also noted at each clinic and discussed at personal sessions.

One week after the progress test is given, a written copy of evaluation with grades and feedback will be placed in the student file accessible by the student at all times. A written evaluation will be given to each student at the end of each practical examination. Personal evaluation sessions can be scheduled with the Academic Advisors at the end of each trimester.

## **11.) STUDENT RECORDS**

### **a.) Definition and Retention**

All student records including attendance, progress reports and grades will be maintained on file at the school for 6 years. The student transcript will remain on file at the school indefinitely. Records are private and can be accessed only with a written request from the student. Records will only be sent via USPS to a student – no records will be forwarded. All records on hand will contain but are not limited to the following

1. Enrollment Agreement
2. Tuition and payment records
3. Student information
  - a. Profile
  - b. Attendance Records
  - c. Progress Reports including grades and feedback from progress reports
4. Program completion or termination date with explanation of termination
5. Student grievances and resolutions

## b.) Confidentiality

Records are private and kept in a locked filing cabinet on campus. The records can be accessed only with a written request from the student delivered by hand or USPS. Records will then only be sent via USPS to a student – no records will be forwarded. Should a third party desire student records, the request must be submitted in writing in addition to written permission from the student. No records will be relinquished to a third party without both criteria being met.

## 12.) NON-DISCRIMINATION

The Midwest Pilates Institute does not discriminate on the basis of age, gender, marital status, national origin, sexual orientation, race or religion



## **13.) ACADEMIC PROBATION, DISMISSAL AND READMITTANCE**

### **Academic Probation**

Academic Probation is issued to a student for a period of one month if the following situations occur:

1. Student has not completed at least 70% of required participation hours within a trimester and has not created a plan with his/her advisor to catch up on required hours.
2. Student has failed progress tests without creating a plan with his/her advisor to re-test.

To return to good standing, the student must meet with his/her advisor to create a plan to correct shortfalls. The plan must be written and will be kept in the student's file.

### **Program Dismissal**

Program Dismissal will occur if a student is placed on academic probation and fails to work toward good standing within the given one month period of time.

### **Dismissal Appeal and Readmittance**

One year post-termination date, a student may choose to reapply for the upcoming year. The student must complete the entire program admittance process. The letter of recommendation must be a current letter and not one used previously.

## **14.) Student Conduct and Studio Etiquette**

### **Student Conduct**

Midwest Pilates Institute's campus is located in a fully operational Pilates studio. When a student enters Midwest Pilates Institute/EJ Movement, he or she is to conduct his/herself in the best interest of both the school as well as the Pilates studio. The following are the expectations for the student:

- A student must be dressed in proper attire to move and work in. Basic athletic attire including but not limited to athletic pants/shorts and athletic shirts. Clothes should not have profane, violent or sexually suggestive language or images on them. No street shoes are to be worn any further than the reception/waiting area.
- No profane, violent including racial slurs or sexually suggestive language should be used around students/clients of MPI or EJ Movement.
- If teaching or working for another Pilates studio, a student is not allowed to solicit business for another location.

#### **Drug and Alcohol Policy:**

The possession, use, or sale of non-prescription drugs as well as sale of prescription drugs that are controlled substances, including but not limited to marijuana, cocaine, stimulants, alcohol, and/or depressants will not be tolerated on the studio premises, or at any sponsored function off premises, Any student believed to be under the influence and/or in possession of any such prohibited substance will be suspended immediately and the police will be called to investigate the incident. Students are required to report any violation of this policy immediately.

## Conduct Dismissal

A student who violates one or more of these criteria will be issued a written warning which will be placed in the students file. The warning will include the date of offense as well as the details surrounding the offense. Upon second infraction the student will be dismissed from the program. Additionally the following acts will result in immediate dismissal from the school, and the offender will be barred from entering the studio premises thereafter:

Acts Resulting in Immediate Dismissal:

1. Theft or vandalism of studio property or the personal property of another.
2. Physical or verbal abuse of anyone, to include threats and/or racial slurs.
3. Intentional disruption of classroom activity.
4. Sexual advances or provocative conduct.
5. Possession, use, or sales of controlled substances, including alcohol.
6. Dishonesty and cheating
7. Possession or display of weapons while on studio premises.

## Conduct Dismissal Appeal and Readmittance

If a student is dismissed for reasons other than those listed under reasons for immediate dismissal, he/she may reapply one year post-termination date. The individual must follow the complete application process. Readmittance is not guaranteed.

## Studio Etiquette

- EJ Movement is a scent-free studio. In consideration of others please do not wear perfumes, cologne or heavily scented body lotions or hair spray.
- Silence Policy: While observing lessons, conversation between students, teachers and clients is prohibited.
- Personal Maintenance Policy: Students must maintain a groomed appearance and exhibit proper posture while in the studio.

## **14.) LEAVE OF ABSENCE**

A leave of absence may be issued for military duty, jury duty, family or personal emergency or family or personal medical issues. A student may be granted a leave of absence for any time between one and six months. Students must schedule a meeting with and provide a written request to the advisor. The meeting may be done in person, virtually through zoom or another virtual method or over the phone.

## **15.) ATTENDANCE**

Due to the nature of this program, students have flexibility in attendance and completion of hours. With that flexibility, students need a higher amount of self motivation. Students are responsible to set up a schedule with the instructors to complete the program hours. If 70% of the required hours for each trimester are not completed by the scheduled progress test, students are at risk of being put on academic probation.

Attendance in all scheduled seminars is mandatory. If unable to attend a scheduled seminar, a meeting with the advisor prior to the seminar is required to set up additional time to make up missed seminar hours. Make up hours resulting from absences will be an additional charge of \$60/hr.

All scheduled lessons and classes fall under the 24 hour cancellation policy of EJ Movement. Each student will be required to sign a copy of that agreement stating: If lessons or classes are cancelled within 24 hours of scheduled class, the student will be responsible for payment of that hour. In addition, that hour will not be counted as completed toward the required hours. The signed agreement will be kept in the student's file.

All attendance or hours of completion are to be recorded in the student workbook breaking down the type of hour as well as the date. MPI will also keep a record of class, lesson and seminar attendance within the EJ Movement scheduling system. At the end of each trimester, the student advisor will print off the attendance report and use it to evaluate student progress as explained in section 10.

Please refer to Academic Probation, Dismissal and Readmittance for the policy regarding attendance and how it contributes to the student's program standing.

## **16.) TARDINESS**

Punctuality is expected. More than 10 minutes late for a session deducts one half hour from your training hours total. If you must come late to a class/session please remain quiet at all times so as to not disturb the flow or conversation being led within the class you are participating.

## **17.) FINANCIAL AID**

The Midwest Pilates Institute offers extensive payment plans. Our payment plans break up the trimester tuition into monthly payments with a 5% interest rate. A personal loan through your bank or credit union may also apply.



## 18.) CANCELLATIONS AND REFUNDS

### a.) Refund Policy

#### Full Refund:

The student will receive a full refund of all money paid if the student cancels within the three-business-day cancellation period; the student accepted was unqualified and the school did not secure a disclaimer; the school procured the student's enrollment as the result of false representations in the written materials used by the school or in oral representations made by or on behalf of the school. The school will issue refunds within 10 business days of cancellation.

#### Partial Refund:

A student who withdraws or is dismissed after the three-business-day cancellation period, but before completing 60% of the potential units of instruction in the current enrolment period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current enrollment period, less a one time application fee of \$100

Pro rata refund shall be determined as the number of units remaining after the last unit completed divided by the total number of units in the enrollment period, rounded downward to the nearest ten percent. Pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period.

#### Before Attending Any Units of Instruction:

100% refund less a one-time application fee of \$100

#### After Completing:

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

As part of this policy, the school may retain a one-time application fee of no more than \$100.

The school will make every effort to refund prepaid amounts for books, supplies, and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.

The school will issue refunds within 40 days of the effective date of termination. A written notice of withdrawal is not required. The student is considered withdrawn from the school if the student fails to attend classes, utilize instructional facilities, or submit lesson without providing an explanation to the school regarding the inactivity.

No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

## **19.) STUDENT COMPLAINTS**

If a student has a complaint he/she should contact the Academic Advisor to work toward resolution. Complaints which cannot be resolved by direct negotiation between the student and the Academic Advisors may be filed by contacting

Department of Safety and Professional Services - Educational Approval Program

P.O. Box 8366

4822 Madison Yards Way, Madison WI 53705

(608) 266-1996

[dspseap@wisconsin.gov](mailto:dspseap@wisconsin.gov) \* [www.dsps.wi.gov](http://www.dsps.wi.gov)

## 20.) ABOUT MPI

The Midwest Pilates Institute offers the most comprehensive Pilates teacher training in the nation. Our “hands-on” approach to teaching the Pilates Method allows the student to develop and grow at his/her own pace while being offered on-going support and feedback. Students will work side by side with Academic Advisors and other Midwest Pilates Institute teachers to ensure an educationally rich and safe environment to learn. Graduating from MPI will give you the skills necessary to grow from student into teacher.

### a.) MPI Staff

Qualifications:

MPI staff members must meet the following criteria:

Founder/Master Teacher

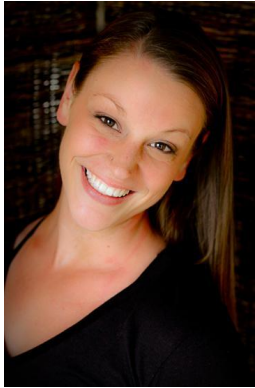
- At least 10 years full time Pilates teaching experience
- Certified through comprehensive program requiring the completion of at least 450 hours.
  - Pilates Method Alliance Certified
  - At least 5 years practical studio experience, ex: studio owner or studio manager
  - At least 5 years teaching students enrolled in teacher training program

MPI Teachers

- Certified through comprehensive program requiring the completion of at least 450 hours.

# Managing Director/Owner

**Emily Udelhofen PMA®CPT**



Emily Jean Udelhofen is excited to be back in Sauk Prairie. Her dream was to open a movement center in small town bringing new forms of movement to experience. She is more than happy to be back in Sauk Prairie to work with the community she grew up in.

She started moving and shaking at a young age. Growing up she was a gymnast and a dancer. In January of 2006, Emily took her first Pilates mat class and proceeded to sign up for the Core Dynamics Teacher Training program through Marissa Lins at Madison Pilates. After close to three years of intensive study, Emily received her Certification in October of 2008. She has studied with Marissa Lins, Margarett Raymond, Virginia Nicholas as well as Michele Larsson.

Her love for Pilates comes from being able to work with all types of bodies. It allows every body (tall/short, wide/narrow, injured/healthy) to find balance of mind and body through movement. She has worked with many bodies from herniated disks to double hip replacement to avid runners. All have experienced the benefits of a stronger core, longer musculature as well as improvement in posture and balance. Emily plans to continue her work as a Pilates Instructor and Movement Facilitator.

## Workshop Presenters

**Emily Udelhofen PMA®CPT**

## 2021 APPLICATION CHECKLIST

Application

Resume

Letter to Academic Advisor

Letter of Recommendation

\$100 Application fee

Schedule meeting with Director of Admissions  
(call [608-370-1424](tel:608-370-1424) or [ejmovement@gmail.com](mailto:ejmovement@gmail.com))

# AGREEMENT BETWEEN MIDWEST PILATES INSTITUTE AND STUDENT

Midwest Pilates  
Institute  
412 Water Street  
Prairie du Sac, WI 53578  
608-370-1424  
[www.midwestpilatesinstitute.com](http://www.midwestpilatesinstitute.com)  
[ejmovement@gmail.com](mailto:ejmovement@gmail.com)

This Enrollment Agreement is between the above named school

and:

Student's Name \_\_\_\_\_

Student's Address \_\_\_\_\_

Student's Telephone \_\_\_\_\_

The school agrees to provide the following training:

Comprehensive Pilates Teacher Training Program as described in the school  
catalog Start date:

Completion date: \_\_\_\_\_

Program consists of 500 total hours.

This training will cost:

Registration fee	\$100.00
Tuition	\$5250.00
Comprehensive Manual	\$250.00
Studio Training Fee	\$900.00
Final Examination Fee	\$250.00
<b>TOTAL COST FOR THE COURSE</b>	<b>\$6750.00</b>

Down payment \$ \_\_\_\_\_

Monthly payments \$ \_\_\_\_\_

Trimester payments \$ \_\_\_\_\_

Agreement is Binding: This agreement will be binding only when it has been fully completed, signed, and dated by the student and an authorized representative of the school prior to the time instruction begins.

Changes in the Agreement: Any changes in the agreement will not be binding on either the student or the school unless such changes are acknowledged in writing by an authorized representative of the school and by the student or the student's parent or guardian if he/she is a minor.

Cancellation of Classes: The school reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will be considered a rejection by the school and will entitle the student to a full refund of all money paid.

Effective Date of Acceptance: I certify that I have read and understand the cancellation and refund policy and the complaint procedure; I have received a copy of the school catalog or brochure; and I am entitled to an exact copy of this Enrollment Agreement, school catalog, and any other papers I sign.

Notice to Buyer: Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal document. All pages of this agreement are binding. You are entitled to an exact copy of the agreement, school catalog, and any other papers you may sign and are required to sign a statement acknowledging receipt of those.

Student's Name (please print) \_\_\_\_\_

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

Parent/ Guardian (please print)

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

As the authorized representative of the school, I hereby agree to the conditions set forth herein:

Authorized School Representative Name (please print)

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