

**Pilates**  **Connection** LLC  
**Teacher Training School**  
Catalog



3113 Valley Ave., Ste 110, Winchester VA 22601  
[www.pilatesconnectionwinchester.com](http://www.pilatesconnectionwinchester.com)  
540-662-1117

## Table of Contents

INTRODUCTION:	2
MISSION STATEMENT:	2
TEACHER BIOGRAPHIES:	2
PROGRAMS & COURSES OFFERED:	3
PROGRAM/COURSE COSTS:	4
FACILITIES:	5
ADMISSIONS REQUIREMENTS:	5
ENROLLMENT PROCEDURES:	5
ATTENDANCE REQUIREMENTS:	5
LEAVE OF ABSENCE:	5
CONDUCT POLICY:	6
DISMISSAL:	6
EDUCATIONAL SERVICES:	6
PROGRESS POLICY:	6
TRANSFER OF CREDIT POLICY:	6
REFUND POLICY:	7
STUDENT GRIEVANCE PROCEDURE:	7
SEXUAL HARASSMENT PROCEDURE:	7
ACCESS TO STUDENT FILES:	8
SATISFACTORY COMPLETION:	8

## Introduction:

The **Pilates Connection Teacher Training School** (hereinafter referred to as the School) offers a Pilates instructor educational program and is staffed with qualified, approved instructors.

Pilates Connection LLC owns the School. The training director of the school is Hope Michelle Dowell. Founded in 2012, under our previous name The Fitness Studio Pilates Method.

## Mission Statement:

Our mission is to provide teacher trainees with a comprehensive understanding of the Pilates Method. We emphasize current scientific understanding of functional movement and strive to advance and integrate scientific research to provide education and practical application to the Pilates Method. We will provide a quality, fully equipped studio environment with an emphasis on learning and continued education, to prepare our graduates for the highest standards of professional competence in the practice of Pilates and support them in planning and achieving professional careers.

## Goals:

- To integrate the intricate details of the Pilates method into each student's body, enabling them to lead a class with ease and confidence.
- Impart a knowledge of anatomy and kinesiology as they relate to Pilates.
- Help students embody the key principles of Alignment, Breath, Centering, Concentration, Control, Flow and Precision.
- To provide an inviting and friendly learning environment by encouraging the sharing of knowledge and focusing on continuing education.

## Teacher Biographies:

Our staff is comprised of the following faculty members:

- Hope M Dowell. *Hope has worked in small business office administration for over 10 years before taking over the management of Pilates Connection in 2010. Since then she has successfully grown the services and client base. Completing her first Pilates training course in April 2001 she continued to practice and study working part-time in the studio until she became a certified PMA ® CPT in 2011. Hope has enjoyed participating in workshops over the years with leaders in the industry including Madeline Black, Sherry Betz, Suzanne Martin, Elizabeth Larsen, Jean Claude West and Kim Gibilisco.*
- Jaime M. Haines. *Jaime began practicing Pilates in 1990 to ease sports-related pain and muscular imbalances. She earned a Bachelor of Science in Sports Fitness from Shepherd University in 2000, graduating with honors. She is NETA certified Pilates Mat Specialist, Group Exercise Instructor, Barre instructor, Personal Trainer as well as certified PMA® CPT. As a personal trainer, she specializes in pre- and post-natal care, women's fitness, and acute or chronic pain management. Jaime has managed several small gyms. She is our office manager and faculty teacher trainer.*

## Programs & Courses Offered:

### Diploma/Certificate Programs:

Comprehensive Pilates Education - 450 hours

Occupational Objective: The graduate should be able to acquire an entry-level position as a comprehensively trained Pilates teacher.

***Pilates Connection offers 9 teacher training modules to students. The first is an introductory anatomy module. Students with a strong anatomy understanding can test out of this module by taking a written test given at our studio located at 3113 Valley Ave. Suite 110, Winchester VA. The testing fee is \$100, non-refundable and due at the time of scheduling. Completion of 8 training modules consisting of 114 lecture hours will be required. Students who complete the prerequisite anatomy module can apply the 12 lecture hours received towards the required 450 hours needed to complete the program. Testing of the students understanding will be assessed using a written and practical test at the end of each module***

### **Required Books: (To be purchased individually before the course begins approximate cost \$134)**

*Return to Life* by Joseph Pilates

*Pilates* by Rael Isacowitz

*Pilates Anatomy* by Rael Isacowitz

*Trail Guide to Movement* by Andrew Biel

Pilates Connection Teacher Training Manual supplied at time of enrollment.

### **Prerequisite Introduction Anatomy Module**

This module is offered for those who do not have a strong anatomy understanding. Student can test out of this module by taking a written and practical test. The module will teach basic musculoskeletal anatomy, including joints, bones and muscles emphasizing how the anatomy creates and affects movement. You will learn planes of motion and anatomical terminology. Using several teaching modalities including sculpting muscles with clay, videos, lecture time and partnering to explore and palpate anatomy. *12 credit hours*

**Module 1:** This module will discuss Joseph Pilates book, *Return to Life* and the history of Joseph Pilates. The principles of Pilates will be taught along with a review of the basic anatomy needed to effectively understand and communicate the Pilates method. Students will participate in two mat classes and will partner up to practice and teach to one another. The key to understanding Pilates exercises lies in understanding the fundamentals of functional movement applied to the Pilates principles and philosophy. In this module you will learn Fundamental and Beginner Mat exercises along with Joseph Pilate's philosophy and principles of movement which are the foundation to every Pilates session. Basic posture assessment and deviations and understanding the Learning Matrix will also be taught. *16 credit hours*

**Module 2:** This module will teach Intermediate and Advanced mat exercises. A comprehensive review of spine and respiratory anatomy will be used to teach an understanding of the use of breath in Pilates exercises, thinking of the diaphragm as a breathing and postural muscle, as well as contraindications and modifications for spinal issues. This module will prepare you to teach using the Pilates principles of centering, breath, flow, concentration, precision and control, by understanding the diaphragm and its connection to movement. *16 credit hours*

**Module 3:** This module will teach beginner Reformer exercises including proper equipment setup and safety. A comprehensive review of abdominopelvic anatomy will deepen the students understanding of proper execution. Students learn contraindications for spinal issues and modifications used to create a safe but challenging Pilates session. *16 credit hours*

**Module 4:** This module will teach intermediate Reformer exercises. Students will participate in a comprehensive anatomy review of the foot and hip. We will explore standing posture and the common deviations. Assessment, modifications and program design will be taught. *14 credit hours*

**Module 5:** This module will teach Wunda Chair beginner and intermediate exercises including learning the proper setup and safety of the equipment. Students will discuss various learning styles and cueing methods. Students will practice using appropriate touch to facilitate movement, to position the client and prevent injury, along with using cues to reach clients with different learning styles. Students will also learn the legalities involving touch and apply it practice teaching. Emphasis will be placed on understanding rotation, lateral movement and spinal extension with a comprehensive review of spinal function. *12 credit hours*

**Module 6:** This module will teach the beginner and intermediate exercises on the Trapeze Table including equipment safety and setup. A comprehensive anatomy review of the shoulder girdle will enable students to effectively assess clients, create an individualized program and reassess for success. *16 credit hours*

**Module 7:** This module will teach students Pilates exercises using the Spine Corrector, Magic Circle and Ladder Barrel. Proper equipment setup and safety for all exercises including contraindications and modifications, business legalities, ethics, scope of practice and performance domains will be taught. A comprehensive review of the anatomy of the arm/hand and head/neck will help students embrace the whole body integration and commitment required to progressive in the Pilates method. *12 credit hours*

**Module 8:** This module will teach students intermediate and advanced exercises using the Reformer, Trapeze Table and Mat. Students will perform and break down the exercises into spinal action and progression, choice of movers and stabilizers, orientations to gravity, agonist/antagonist muscle pairs, types of muscle contractions, problem specific movement and integrated movement. An emersion into the various types of equipment will also take place by having the students create a program using the various pieces of equipment and discussing the underlying principles of program design. *12 credit hours*

**All modules will weave anatomy, principles, assessment, contraindications, cueing, and exercise progression into learning the exercises. Equipment safety and terminology will be taught as the participants use the equipment.**

Practical hours required to meet the 450 hour comprehensive training program comprise of the following categories; personal sessions, observation hours and practice teaching hours. Students will be required to provide a written log to Pilates Connection.

- Personal Sessions include any Pilates personal training sessions or classes taken with a Pilates teacher. 85 hours required. Approximate cost for 85 hours of classes is \$1600 depending upon types of sessions completed. Students who complete the anatomy prerequisite course can apply the 12 hours of lecture received to this area of practical hours required.
- Observations hours include watching experienced teachers leading a group or private session online or in person. No charge if completed in our studio. 65 hours required
- Student teaching hours include time spent teaching Pilates either as an employee or for family and friends. No charge if completed in our studio. 188 hours required

Pilates Connection's studio at 3113 Valley Ave., Suite 110, Winchester VA is available to students for observation and student teaching hours by scheduling with the studio manager, Jaime Haines. Personal sessions and classes can be scheduled online through our website [www.pilatesconnectionwinchester.com](http://www.pilatesconnectionwinchester.com) or the Mind Body online app.

Practical hours are an important part of the training process. The lecture hours will introduce you to movement concepts, exercises and their modifications but you must have the language in your body to be an effective teacher. Course materials provide the tools, practicing the method makes you a teacher.

**Completion of the comprehensive Pilates program does not guarantee employment or certification.**

#### **Program/Course Costs:**

**Course fees for 2017 are as follows:**

<b>Course</b>	<b>Cost</b>
Anatomy Prerequisite	\$500
Module 1	\$525
Module 2	\$525
Module 3	\$525
Module 4	\$500
Module 5	\$500
Module 6	\$525
Module 7	\$500
Module 8	\$500
Total	\$4600

**Required instructional reading literature must be purchased separately before the course begins. Additional instructional material will be provided at no additional cost.**

See **Educational Services** for more details on Programs/Courses offered.

### **Facilities:**

The school is located at 3113 Valley Ave. suite 110, Winchester VA 22601. Our studio is a 3400 square foot, one story building in the Creekside Station shopping center. We have three separate rooms for training. One room is a Barre/Mat room, one is a Reformer room with 8 reformers, 3 towers and a Cadillac. The third room has two reformers used for private and semi-private lessons. Other equipment available for use includes spine correctors, Wunda chairs, and other Pilates props.

### **Admissions Requirements:**

Admittance to the program requires a 3-step interview process as follows:

- Meet with the admissions director
- Participate in three consecutive Pilates reformer classes or private sessions
- Pass a multiple-choice exam that measures basic cognition

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.

### **Enrollment Procedures:**

Prospective students may enroll anytime. Prior to beginning of each training module.

The enrollment process includes submission of an application, signing of all file content related documents, review of school policies, and completion of enrollment agreement.

### **Attendance Requirements:**

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 85% is required. Instructors may request your withdrawal from a course or program if absences or tardiness exceed 70%.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

Attendance and payments are recorded in the Mind Body Online software used by Pilates Connection LLC.

### **Leave of Absence:**

Students have the option to go request a leave of absence and put their training "on hold" once during the year. The hold status can last for up to one year from the date of the hold. All student benefits will cease during this period of time. A student may take advantage of this option if they are injured, have a personal emergency or are not progressing as required. If a trainee becomes pregnant, the student will have an extended hold until the student is six months post-partum. After six months of "hold" status the student will be required to purchase and perform a re-entrance evaluation (\$60.00 fee). Should any pricing change during the leave, the student is responsible to pay the cost of the current prices. The Training Director must receive a written request to "hold" training in writing with an explanation of the reason needed.

## Conduct Policy:

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

## Dismissal:

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The Training Director may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

## Educational Services:

The studio has learning resources on location that may be used by enrolled students. The resources are to be used in the studio only. Appointments can be scheduled with the Training Director for counseling or questions. Additional online resources can be provided by the training school if requested.

**Grading System:** Students will take a written exam at the end of each training module, to be graded as follows. Students are also given a practical exam to determine ability to teach the method. The rubrics for the practical exam are provided in an addendum at the end of this catalog.

96 - 100	= A	Excellent
86 - 95	= B	Above Average
76 - 85	= C	Average
70 - 75	= D	Below Average
Under 70	= U	Unsatisfactory

## Progress Policy:

Students must maintain an 70% grade point average. Those who do not will be placed on probation for 30 days. During the probation period students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision.

## Transfer of credit policy:

Credits from another institution will be evaluated on a case-by-case basis. Pilates Connection LLC does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution. Pilates Connection LLC does not guarantee transferability of its credits to another institution.

Transfer of credits from other institutions requires a review fee of \$100 if a transcript is available. In the absence of a written transcript, test-out options will be considered and fees related to the process will be charged by subject matter. An assessment fee of \$150 per module will be incurred in order to determine entry level. Students that transfer in will receive a certificate of completion once they complete the training program.

## Refund policy:

If the student leaves having completed 25% or less of the program, the refund is 75% less cancellation charge; if the student leaves having completed between 25% and 50% of the program, the refund is 50% less cancellation; if the student leaves after completing between 50% and 75% the refund is 25% less cancellation fee. If the student leaves after completing 75% of the program there is no refund. The cancellation fee is always \$150.00.

The refund is based on the official written date of termination or withdrawal.

1. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
  - b. The date on which the student violates published school policy, which provides for termination.
  - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
2. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
3. The policy for granting credit for previous training shall not impact the refund policy.

## Student Grievance Procedure:

Pilates Connection encourages students to resolve differences as informally as possible. When informal efforts to resolve differences, raise concerns, or effect change do not reach a satisfactory result, students are encouraged to report the concerns to the instructor or school director, Hope Dowell. Formal written complaints should be in writing and addressed to the school director and will be addressed in a timely manner. Legal and professional counsel maybe sought by the school administrator in order to facilitate an effective resolution. Students have one year to file a complaint from last date of attendance. In the event of a school closure, students have 60 days to file a complaint. The State Council of Higher Education for Virginia 101 N. 14<sup>th</sup> St. 9<sup>th</sup> Floor, James Monroe Building, Richmond VA 23219-3659 shall be the last contact made in the case of student grievance.

## Sexual Harassment Procedure:

### Definition:

Sexual Harassment is defined as unwelcomed verbal, visual, or physical conduct of a sexual nature that is severe or pervasive and affects learning conditions or creates a hostile environment.

### Examples:

- Verbal or Written - Comments about clothing, personal behavior, or a person's body; sexual or sex based jokes; requesting sexual favors or repeatedly asking a person out; sexual innuendoes; telling rumors about a person's personal or sexual life; threatening a person.
- Physical - Assault; impeding or blocking movement; inappropriate touching of a person or a person's clothing; kissing, hugging, patting, stroking.
- Non-verbal - Looking up and down a person's body; derogatory gestures or facial expressions of a sexual nature; following a person.
- Visual - Posters, drawings, pictures, screensavers or emails of a sexual nature.

### Procedure:

Any student who feels s/he has been subject to sexual harassment should take the following actions:

- Speak directly to the source of the discrimination.



- If this is not a reasonable option, or if such an option does not remedy the situation, speak with the immediate supervisor.
- If this is not a reasonable option, or if such an option does not remedy the situation, speak with the Director.
- If this is not a reasonable option, or if such an option does not remedy the situation, document all relevant facts and send documentation to The State Council of Higher Education for Virginia 101 N. 14<sup>th</sup> St. 9<sup>th</sup> Floor, James Monroe Building, Richmond VA 23219-3659 1(800) 225-2600

Students who are found to have sexually harassed or knowingly filed a false complaint of sexual harassment shall be subject to disciplinary action, including dismissal.

I have read and understood the above procedures, and commit to following the steps delineated.

Student Name (print): \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Access to student files:

Students may review their complete file during studio hours by requesting an appointment with the student counselor/lead teacher/ etc. Studio hours are Monday through Friday, 8 am-10 pm.

#### *Student files – contents and access*

- Picture identification (driver's license, immigration card, passport, etc.)
- Completed application
- Signed enrollment agreement
- Signed sexual harassment policy
- Signed non-discrimination Policy
- All academic records
- All faculty notes

### Satisfactory Completion:

A student who satisfactorily completes the Pilates Connection Teacher Training School will be awarded a certificate of completion.

