

Pilates  **Connection**^{LLC}
Teacher Training School

Catalog



3113 Valley Ave., Ste 110, Winchester VA 22601
www.pilatesconnectionwinchester.com
540-662-1117

Table of Contents

INTRODUCTION:	2
MISSION STATEMENT:	2
TEACHER BIOGRAPHIES:	2
PROGRAMS & COURSES OFFERED:	3
PROGRAM/COURSE COSTS:	5
FACILITIES:	5
ADMISSIONS REQUIREMENTS:	5
ENROLLMENT PROCEDURES:	5
ATTENDANCE REQUIREMENTS:	5
CONDUCT POLICY:	6
DISMISSAL:	6
EDUCATIONAL SERVICES:	6
GRADING SYSTEM:	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, as well as support them in planning and achieving professional careers.

Goals:

- Communicating the intricate details of the Pilates method to clients is challenging. Our primary goal is to have each student experience the movements and instructions by performing the exercises themselves, integrating them into his/her own body, so that they may lead classes with the confidence of knowing what they are asking of each client.
- 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) Michelle Dowell. *Michelle had 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 while working part-time in the studio, until she became a certified PMA © CPT in 2011. Michelle 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.*

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 8 teacher training modules to students, comprising of 3 Foundational Modules and 5 Equipment Modules. Students who successfully complete our comprehensive training program modules will receive 113 credit hours to apply toward the 450 hours needed to complete the entire program. Testing of the students understanding will be assessed using a written test at the end of each module and a practical test upon program completion.

Required Books: (To be purchased individually before the course begins. Approximate cost \$140)

Return to Life by Joseph Pilates

Trail Guide to Movement by Andrew Biel

Pilates Connection Teacher Training Manual

Foundational Modules:

These foundational modules will teach how to design an appropriate mat workout session for all client skill levels. You will learn how to help clients reach their goals using safe and appropriate exercises in a creative, flowing manner. The following topics will be taught:

Module 1:

- *Return to Life* by Joseph Pilates
- History of Joseph Pilates
- Kinesiology / Anatomy
- Pilates Principles
- Fundamental Movement Exercises
- Practice Teaching

Module 2:

- Posture Assessments, Common Deviations
- Learning Matrix
- Contraindications and Modifications for exercises
- Business Legalities, Ethics, Scope of Practice and Performance Domains
- Beginner Mat Exercises
- Practice Teaching

Module 3:

- Intermediate and Advanced Mat Exercises
- Using the Magic Circle
- Learning Styles and Cueing Methods, including appropriate touch to facilitate movement
- Practice Teaching

Total lecture hours 48

Practical Hours: Required to complete the Foundational Modules.

- 25 hours Self Study - includes any Pilates personal training sessions or classes taken with a Pilates teacher or online. Approximate cost if all hours are completed in our studio classes \$425. Actual cost will vary since hours can be accumulated online and at other facilities.
- 15 hours Unsupervised Apprentice Teaching (Practice teaching to other students, family or friends)
- 15 hours - Observation of Mat classes

103 Total Hours Required to complete Foundational Modules

Pre-requisite: Completion of the 3 Foundational Modules.

Equipment Modules: These modules will cover beginner, intermediate and advanced exercises on all pieces of equipment. Students will learn equipment safety and setup. Students will perform and break down the exercises into spinal action and progression, orientation to gravity, agonist/antagonist muscle pairs, types of muscle contractions, problem specific movement, and integrated movement. An immersion 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.

Module 4: Reformer

Module 5: Reformer

Module 6: Trapeze Table

Module 7: Chair

Module 8: Ladder Barrel, Spine Corrector and Arcs

Total lecture hours 64

Practical Hours: Required to Complete the Equipment Modules:

- 85 hours Self Study - includes any Pilates personal training sessions or classes taken with a Pilates teacher or online. Approximate cost if completed in our studio \$1445. Actual cost will vary since hours can be accumulated online and at other facilities.
- 65 hours of Observation of Equipment Classes
- 132 hours of Apprentice Teaching (Practice teaching to other students, family or friends)
- One hour Practical Test to be scheduled with the Training Director at no extra charge, included with tuition costs.

Total Hours Required to Complete the Comprehensive Teacher Program is 450. Upon completion students will receive a Pilates Connection Teacher Training Course completion certificate and be eligible to take the Pilates Method Alliance Certified Pilates Teacher Exam.

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. Personal sessions and classes can be scheduled online through our website 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.

Note: As Pilates engages touch for cueing and adjustment purposes, the program will require some level of touch, although sensitivity will be respected.

Program/Course Costs:

Course fees for 2020 are as follows:

Course	Cost
Module 1	\$500
Module 2	\$500
Module 3	\$500
Module 4	\$500
Module 5	\$500
Module 6	\$500
Module 7	\$500
Module 8	\$500
Total	\$4000

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 Town 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 equipment.

Admissions Requirements:

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

- Submit Application
- Interview with the Training Director
- Attended 10 Pilates sessions either privately or in a group

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 the 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 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, H. Michelle 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 may be 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. 14th St. 9th 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. 14th St. 9th 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- 8 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.

