



MINDFUL MOVEMENTS

FORM FOCUSED INTELLIGENT MOVEMENT



Comprehensive Pilates Teacher Training Program

School Catalog

5750 Coventry Lane
Fort Wayne, IN 46804

260-710-7709

mindfulmovementspilates@yahoo.com

www.mindfulmovementspilates.com

Table of Contents:

Introduction.....	3
Mission.....	3
Goals.....	3
Teacher Biographies.....	3
Program and Courses.....	4
Program Costs.....	5
Admission Requirements.....	5
Studio Facilities.....	6
Enrollment Procedures.....	6
Leave of Absence.....	6
Conduct Policy.....	7
Dismissal.....	7
Educational Services.....	7
Grading System.....	8
Progress Policy.....	9
Transfer of credit policy.....	9
Refund policy.....	9
Student Grievance Procedure.....	9
Sexual Harassment Procedure.....	10
Access to student files.....	10
Satisfactory Completion.....	11

Introduction

This specialized 454 hour Comprehensive Mat and Equipment Comprehensive Pilates Teacher Training Certification Program includes the Classical Pilates repertoire, contemporary and advanced teaching techniques as well as information typically only found in Special Population/Injury/Rehab and Continuing Education courses.

It has been structured and designed to facilitate the learning process and enable prospective Pilates teachers to truly understand how and why Pilates exercises really work for both healthy clients and those that are in need of modifications and/or different exercise prescriptions and guidelines.

Our Program includes over 150 supervised course lecture hours, hours of self-practice, observation, student-to-student teaching, additional lecture observation, and apprentice teaching. All lecture hours and practice time in the studio are included in the tuition.

Mission:

To produce Pilates teachers that are well versed about the kinesiological principles developed by Joseph Pilates as well as implementing new science and information from the 21st century. This combination of education will prepare our graduates to provide safe and effective sessions for every type of client they encounter including those with medical conditions.

Teacher Biographies:

Rebecca Bell, Owner and Director

Rebecca Bell founded and created Mindful Movements in 2001. Rebecca received her pilates training from PhysicalMind® Institute and Polestar® Pilates. In addition, Rebecca has worked with many of the masters of the pilates field through continuing education workshops and specific training in all realms of the Pilates field. Rebecca also holds certificates as a Level 5 Neurostrength Instructor in the MELT® Method, Gil Hedley's Integrated Anatomy Course, BioMechanics Method Corrective Exercise Specialist, Barreamped® Method, SpinPOWER™, NKT® Therapy, TRX® Sports Medicine, as well as numerous fitness certifications.



With over 30 years experience directing fitness, mind/body, and post rehabilitation programs Rebecca offers an integrated approach to whole body wellness and embraces the guiding principles of Pilates techniques to overall fitness and wellness. This experience and knowledge allows a prospective pilates teacher to focus on the reality of growing a rewarding career in the Pilates field.

Programs & Courses Offered:

We offer a 454 hour Comprehensive Mat and Equipment Teacher Training Program Certification Program. Upon completion of the Mat Program they are awarded a Mat Certification. Upon Completion of both the Mat and Equipment Programs they are awarded a Comprehensive Pilates Mat & Equipment Teacher Training Certification.

MAT PROGRAM (108 HOURS)

Lecture Session Courses (Total 48 hours personally taught by Rebecca Bell.

History of Joseph Pilates The Skeleton and Muscular Systems Integration of Anatomy, Biomechanics, and Movement Effective Cueing and The Art of Observation Fundamental Movement Principles Beginner to Advanced Mat Choreography

Studio Practice Time (Total 60 hours)

20 hours of self-practice 10 hours of unsupervised teaching (student teaches student) 10 hours of Mat Class observation 10 hours of supervised teaching, 10 hours of Mat Class apprentice teaching.



EQUIPMENT PROGRAM (346 HOURS)

Lecture Session Courses (72 hours)

Beginner to Advanced Equipment Choreography including Reformer, Cadillac, Chair Barrel and other Props Teaching Methods and Techniques for Beginners, Intermediate and Advanced Clients Facilitating Client Alignment and Manual Teaching Special Populations and Clients with injuries.

Studio Practice Time (Total 274 hours)

80 hours of self-practice 50 hours of unsupervised teaching (student teaches student) 50 hours of Private Session and Equipment Class observation, (25 hours each).

30 hours of supervised teaching
64 hours of apprentice teaching



Program Tuition Costs:

MAT PROGRAM Total 108 Hours:

1. Pay in Full with registration: \$1,100.00
2. Down Payment Option: \$1,200.00 - 4 equal payments of \$300.00 with final payment due on or before first day of mat program.

EQUIPMENT PROGRAM Total 346 Hours:

1. Pay in Full with registration: \$4,300.00
2. Down Payment Option: \$4,400.00 - 4 equal payments of \$1,100.00 with final payment due the first day of program.

*Your Tuition Includes: Manuals, all lecture hours, free use of studio for your required practice hours, written and practical exams, expert and director supervised teaching, 5 free mat and equipment classes and a 50% discount on any additional classes you wish to purchase.

Admissions Requirements:

Mat Program Admission Requirements

Prospective Mat Program Students must:

- Must be at least 18 years of age.
- Must have a high school diploma.

Equipment Program Admission Requirements

Prospective Equipment Program Students must:

- Must be at least 18 years of age.
- Must have a high school diploma.

*Please Note: Mindful Movements Pilates Studio, LLC does not guarantee employment, certification or success as a Pilates Teacher upon completion of its Mat and/or Equipment Teacher Training Program.

*All admissions decisions are based on clearly published admissions criteria. 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

Facilities:

We have over 2200 square feet of practice space including fully equipped private practice rooms. We offer dressing rooms with bathroom facilities, a place to store food and beverages, and plenty of places to eat within walking distance of our studio.

We offer a variety of pilates equipment by Balanced Body, APT, and Peak Pilates to provide and safe and effective learning experience.

The equipment in our facility includes:

3 Reformers, 2 Cadillacs ,2 Ladder Barrels , 4 Spine Correctors 4 Wunda Chairs, 1 Foot Corrector, 4 Spring Boards, and 15 Mats. We also use props such as the Magic Circle and Physio ball and more props.

Enrollment Procedures:

Meet with the Program Director to review the Mat manual to fully understand the details and the level of learning the program is offering. Once your application is submitted and approved, an enrollment agreement must be completed and signed along with the payment for tuition. Payment can be made in full when the enrollment is signed or completed before the program start date.

Attendance Requirements:

For successful completion of the Mat and/or Equipment programs, it is required that all hours of course lectures be attended. If a student misses any part of the course, they have two options to make up the hours. They may make up the hours at a future course at no extra charge or they can make up the hours privately at a cost of \$75 per hour. If they decide to make it up privately, for every 2 hours of class course lecture missed it would equal one hour of private lecture.

All students self-practice, observation, student to student teaching, supervised teaching, lecture observation and apprentice hours must be also been completed.

In the case of any emergency, whether it is an hour, days, months, or leave of absence, for medical or personal reasons, proper documentation will be required to substantiate a student's withdrawal or take a leave of absence.

All course lecture hours and practice time must be completed within one year of the time the course lecture begins.

Leave of absence:

If medical reasons prevent the student from continuing the Program they may put a "hold" on the Program for a period of up to six months from the date the illness, injury, or medical condition occurred. This must be documented by a licensed physician and submitted to the Studio no later than 14 days after the illness, injury or medical condition has occurred.

The Student is not permitted to resume any activity in the Program at the Studio or at another studio without a written permission from a licensed physician that approves of the Student's ability to fully resume his/her participation in the Program.

For non-medical issues, if a student needs more than one year to complete the Program we offer three-month extensions, (90 days), A student can use a three month extension up to 4 times, (one full year). The charge for a student needing a three-month extension is \$500. Students seeking extensions to complete the Program must provide written detail as to why they need the extension and for how many months. They will then sign a separate document agreeing to the time and payment.

Conduct Policy:

All students are required to act in a mature manner and respect other students, teachers, managers and owners of the studio and the studio property including all Pilates' equipment. This relates to when a student comes in for their Program lecture hours or doing any practice time in the studio. The studio reserves the right to dismiss any student from the Program for consistent disruptive behavior.

Dismissal:

The studio Director may permanently dismiss any student for violation of any rule or regulation as set forth in the published school catalog. The studio Director may consider a student who was dismissed to resume the Program for re-admittance based on the student's sincere desire to adhere to the studio policies of conduct.

Educational Services:

Supervised Teaching

Our Program relies heavily on personal supervision given our Expert Teachers and Program Directors.

Included in our Program are Supervised Teaching Hours which are required hours in the Program. These hours are regularly scheduled during the week for students to come in and teach a friend or family member. Students are required to do at least 10 Supervised Teaching hours for the Mat Program and 30 Supervised Teaching hours for the Equipment Program.

The Session is supervised as follows:

- During the Session, the Director may make corrections with the students teaching.
- During the Session, the student may ask the Director questions about the teaching.
- After the Session, the student will meet with the Director to review the Session.
- We provide additional education with a small library in the studio.

7 Grading System:

Grades are based on test results. A grade of 75% or more out of 100% is a passing grade.

Mat Program Grading

There is one two formal written test and one manual assessment with comments during Mat Program lecture.

The written test is given after the Anatomy/Biomechanics/Movement Principle/Cueing and Observation lecture series. The written test has written answer questions, true and false questions and multiple-choice questions

The manual assessment is done during and after the teaching of the classical Mat exercises. Students are paired to teach each other and in a group class setting. Assessments are based on their ability to teach the Mat Choreography. Assessment are based on the following categories:

- Client/Class Assessment (0-10 pts.)
- Modifications (0-10 pts.)
- Use of Fundamental Movement Principles (0-25 pts.)
- Cueing and Observation (0-10 pts.)
- Selection of Exercises (0-25 pts.)
- Session Flow (20 pts.)

The written test must be passed as well as all student practice and teaching hours completed for a student to receive their Mat Certificate and progress into the Equipment Program. Manual assessments will be reviewed by the student and teacher with recommendations given before proceeding to the equipment program.

Equipment Program Grading

There is a final written test and manual test once all Equipment lecture hours are attended and all required student practice and teaching hours are completed. Both require at least a 75% grade to pass.

The final written test includes information that encompasses both the Mat and Equipment lecture courses. This written test includes written answer question, true and false and questions regarding special populations and clients with medical conditions.

The final manual test is scheduled once the written test is passed. The student is assigned a client they have never met. The test includes the following categories of grading:

- Client Assessment (10 pts.)
- Use of Fundamental Movement Principles (0-25 pts.)
- Proficient use of all apparatus (0-25 pts.)
- Cueing and Observation (0-10 pts.)
- Session Flow (10 pts.)
- Assessment use in session (20 pts.)

Progress Policy:

Students must pass all Mat and Equipment Program tests and have a teaching assessment done with the Program Director to continue onward and receive their Pilates Certification.

The grading system shown above is used to qualify students for advancement. If a student fails a test they may retake the test as many times as necessary at a cost of \$75. Further progress evaluation is done during students "Supervised Teaching" hours, which are required hours in the Program. Here, the Program Director supervises students' sessions and when necessary provides both verbal and/or written feedback, these progress evaluations are done each time a student does a "Supervised Teaching" hour. There are 10 hours of supervised teaching during the Mat Program and 30 hours of supervised teaching during the Equipment Program.

Additional progress evaluation is done when students begin their Apprentice teaching at the studio. There are a total of 74 Apprentice teaching hours each student is required to do, (10 Mat and 64 Equipment)

Apprentice Teaching Policies: Apprentice teaching is a combination of Private sessions and Group Classes. For Private sessions, the student may bring in a family member or friend for a rate of \$30 per session. For teaching group classes in the studio, the student must first be approved by the Program Director to teach classes and follow the studio class teaching policies. When necessary, students are given verbal and/or written feedback and progress evaluations after each Apprentice teaching session that covers:

- Assessing their clients
- Providing the proper exercises and modifications in the one-hour session.
- Teaching the Fundamental Movement Principles
- Cueing and Observation
- Session Flow

In the event that students are not progressing in a positive manner, the program director will meet with them to discuss them completing additional supervised teaching hours to help them progress.

Transfer of Credit Policy:

If you have taken another Pilates Teacher Training Program or Course at another studio, you may be able to receive credit towards our Program. Please speak to our Program Director.

Cancellation and Refund policy:

A student that cancels within 30 days of signing the enrollment agreement but before instruction will receive a full refund of all monies paid minus the non-refundable registration fee of \$250.00.

If the student leaves having completed less than 50% of the program lecture hours, (this would be less than 60 lecture hours), the refund will be 50% less the registration fee of \$250.

if the student leaves having completed more than 50% (more than 60 lecture hours), of the program, lecture hours, there is no refund.

Student Grievance Procedure:

Students with grievances adhere to the following protocol:

Speak directly to the source of grievance. If this is not a reasonable option, or if such an option does not remedy the situation, speak with the Director.

Sexual Harassment Definition:

Sexual Harassment is defined as un-welcomed verbal, visual, or physical conduct of a sexual nature that is severe or pervasive and affects working conditions or creates a hostile work environment.

Mindful Movements Pilates, LLC abides by the No Tolerance Policy to sexual harassment in the work place. Federal, State, and local laws prohibit sexual harassment and provide protection to employees, which may include civil, and in some cases criminal remedies. In an effort to prevent such illegal harassment, this company will promptly and confidentially investigate all complaints of sexual harassment. Appropriate action, including possible termination, will be taken against those who violate this policy. No employee, or student, of this company is exempt from this policy. (See EEOC definition in Title VII of the Civil Rights Act of 1964).

Individuals who are found to have sexually harassed or knowingly filed a false complaint of sexual harassment against another individual shall be subject to disciplinary action, including termination of employment and/or enrollment in the program. Any student who feels they have been subjected to sexual harassment should document any information with relevant facts and contact the studio director.

Sexual Harassment Procedure:

Speak directly to the source of grievance. If this is not a reasonable option, or if such an option does not remedy the situation, speak with the Director.

Access to student files:

Documents listed below are kept confidential on file at Gramercy Pilates NYC. Students are welcome to access them at the studio Monday through Friday from 9:00 am to 5:00 pm. Student information on file includes:

- Personal information/application form including
- Signed enrollment agreement
- All test and progress reports

Satisfactory Completion: Pilates Certification Mat Program:

Students who satisfactorily complete only the Mindful Movements Pilates Studio, LLC Mat Program will receive a Pilates Mat Certification.

Mat and Equipment Program:

Students who satisfactorily complete both the Mat and Equipment Programs will receive a Comprehensive Mat and Equipment Teacher Training Certification.

