

Advanced Teacher Training Program

Completion Requirements: 950 program hours

Orientation – 5 hours

New Student 2 hours

Orientation is completed with the students Host Advisor/Licensed Teacher Trainer. At orientation, students will be introduced to iTPC and be given their log-in and password to their account. The HA/LTT will go over the program information with the student. Upon completion of the new student orientation, students will begin the training program beginning to view the online Formal Lecture Series and internship hours in their local studio.

Case Study 1 hours

The Case Study Orientation is viewed on iTPC when students are to begin their case study. The students will also discuss this with their HA/LTT at their Second Advisor Meeting.

Formal Lectures - 120 hours

Students will view the online lectures twice during their program. Students have the option to attend them live in Boulder while enrolled in the program for no additional cost, but it will be in addition to viewing the lectures online twice. If students are able to attend the live lectures after viewing them online, it will reinforce the information viewed online. If students attend the lectures live, these hours can be counted towards Observation and Miscellaneous.

Local and long distance students: Attending live lectures at TPC. Schedule for all Formal Lecture weekends:

Friday	Lecture	4:00 p.m. – 7:00 p.m.
Saturday	Lecture	Noon – 3:00 p.m.
	Break	3:00 p.m. – 4:00 p.m.
	Lecture	4:00 p.m. – 7:00 p.m.
Sunday	Lecture	9:00 a.m. – Noon
	Break	Noon – 1:00 p.m.
	Lecture	1:00 p.m. – 4:00 p.m.

Trainees should be dressed in comfortable attire for the Formal Lecture Series. Some trainees will volunteer to be the “body” for exercises during the weekends. On certain days of the weekends, the Teacher Trainer will teach a Mat class. Typically trainees will be sitting on the floor or equipment and are encouraged to bring seating if so desired.

Advisor Meetings - 5 hours

First Advisor Meeting 1 hour

During this meeting, students will meet with their HA/LTT in person or over the phone. Students will learn how to utilize the studio to begin practice teaching and discuss program hours and progress. Full explanation in Phase 2 in the 12 month schedule and Phase 3 in the 18 month schedule. Refer to *First Advisor Meeting* document.

Second Advisor Meeting – teach Level I-II 1.5 hours

During this meeting, students will practice teach in front of their HA/LTT and discuss their program hours and progress. A beginner client is recommended during this meeting. The student should plan to bring their own client to the meeting. If the student needs assistance this needs to be requested in advance. The student will be critiqued and given feedback and assistance during teaching. Full explanation in Phase 3 in the 12 month schedule and Phase 5 in the 18 month schedule. Refer to *Second Advisor Meeting* document.

Third Advisor Meeting – teach Level III-IV 1.5 hours

During this meeting, students will practice teach in front of their HA/LTT and discuss their program hours and progress. A trainee or more advanced client is recommended during this meeting so that the student can teach more advanced exercises. The student needs to organize the body used in this meeting. If the student needs assistance this needs to be requested in advance. The student will be critiqued and given feedback and assistance during teaching. Full explanation in Phase 6 in the 12 month schedule and Phase 9 in the 18 month schedule. Refer to *Third Advisor Meeting* document.

Fourth Advisor Meeting 1 hour

During this meeting, students will meet with their HA/LTT in person or over the phone. This appointment is scheduled a day or a week after completing the Practice Practical and Practice Performance. This appointment is scheduled a day after if the student does this in person with a LTT or TPC teacher. If the student completes the practice exams long distance through a video they will meet with their HA to discuss the feedback from TPC or LTT. The Fourth Advisor Meeting is in addition to the exam review and should be done a week later to discuss if the feedback was being incorporated into their internship hours: practice teaching, lessons,

observation, and personal workouts. Full explanation in Phase 9 in the 12 month schedule and Phase 15 in the 18 month schedule. Refer to *Fourth Advisor Meeting* document.

Internship – 802 hours

The Internship hours should not be considered as “check marks” for trainees to complete, but rather the hours are used to understand on a deep level how to teach different types of clients that will have individual needs. Trainees need to learn to evaluate how to best communicate with clients, at the same time keeping them moving during a lesson and creating a lesson plan. Part of learning how to teach is also learning how to work with different types of personalities. If a student completes the internship hours as “check marks” it will be difficult to pass the final exams. It is important to use this time and the requirements to understand the Pilates Method. All internship hours are reported daily/weekly in iTPC. Students must turn in an assignment in each Phase for the internship hours.

Practice Teaching

250 hours

Students will begin to practice teach in Phase 2. Choose volunteer clients that are “healthy” and do not have recent injuries. These days almost all clients that you work with have a previous injury, as long as it is not within the last six months these clients are eligible to be volunteer clients. Always make sure they have been cleared by their doctor prior to working with them. Volunteer clients must be post-partum six months for a trainee to work with them. Please use the *Volunteer Client Agreement* when beginning to work with new clients during the program. Teach one client for a week or two before adding more clients to your schedule. Interview prospective clients to get those that will be committed two to three times per week. When working with volunteer clients, remember that they are your guinea pig. Sometimes volunteer clients will come to trainees with an agenda. A student’s agenda may be teaching that client the same exercises for a half an hour to get their words out, remember the choreography, etc. Take clear but simple “SOAP” notes in the client’s file, please refer to the *SOAP Notes* document.

If students are nervous about beginning this process start by attending a teaching skills class (available at TPC), teaching another trainee, a friend, or relative.

Local Trainees: Practice Teaching is included in the tuition of the teacher training program, all students can use The Pilates Center facility to teach volunteer clients. There may be busy times in the studio that trainees cannot teach. Trainees cannot teach volunteer clients during Movement Skills classes (these classes are designed for students so they should either be enrolled or observing these classes).

Long Distance Trainees: Will need to find a studio and/or their own equipment where they can practice teach their volunteer clients. Students may have to pay additional fees to use equipment outside of TPC. The student should check with the local studio regarding Studio Protocol for teaching on the equipment. It is encouraged for long distance students to visit TPC during Host Advisor and Licensed Teacher Training Meetings to volunteer to practice teach for additional feedback for no additional cost.

What is considered Practice Teaching?

Teaching Volunteer Clients and other trainees.

Teaching clients if already a professional teacher.

Teaching Skills classes are considered Practice Teaching.

Advising Appointments and Practical Exams are not.

Observation

200 hours

Observation begins immediately. Prior to observing students should read the *Observation Guidelines (How to Observe)* document. This is a great way to begin observations. Start with the basic information; for example: names of equipment, exercises, order, set up for exercises and safety. Students should begin by observing a mixture of privates, beginner classes, and one advanced class each week. Slowly progressing to more advanced classes as the student begins to find a focus for their observation. Observing beginner clients will help the trainee to understand how to begin practice teaching. (This may not be available to long distance students depending on their local studio.) Once a student becomes more comfortable with observing, refer to the *Practice Teaching Critique 1 and 2* documents to further look for a deeper understanding of the Pilates exercises.

*The point of the observation is to learn in a “real life” situation how to teach clients. Students can use hours of attending live lectures towards observation but should keep in mind that students should observe throughout the trainee program. As we grow in our careers, there is always more to learn.

Local Trainees: Observation is included in the tuition of the teacher training program, all students can use The Pilates Center facility to observe clients. Students must ask permission from teachers in advance and out of ear shot of clients if they can observe. Students should arrive at TPC in advance to determine what hours and teachers they would like to observe. This is especially true with private lessons. Private lessons can only be observed by two trainees at a time. Classes can have up to four observers as long as there are not more observers than clients in the classes. More advanced classes may have more observers since it is likely these attendees are trainees, graduates, and/or teachers that are participating in these classes; please check with the teacher prior to observing. There is a computer screen located at the front desk that students

can look at for the entire day to see what is available in the studio to observe. It is a good idea to ask the receptionist to show the student what will be happening the next day so that the student can plan ahead. Students should sit a good distance away and not interrupt the lesson when observing. Plan to ask questions at the end of the lesson. If the teacher is in a hurry, write your question down and leave it at the front desk or email the teacher your questions. Be sure to look for modifications, words the teacher uses to move the client on and off the equipment, safety. Please refer to the *Observation Protocol* when observing at TPC.

Long Distance Trainees: Will need to find a studio where they can observe TPC graduates teach clients. Students may have to pay additional fees to observe outside of TPC. The student should check with the local studio regarding Studio Protocol for observing clients. It is encouraged to film lessons that trainees take with any TPC graduate so that they can view it at a later date for observation. This has shown to be extremely valuable for long distance students' progress with observation and practice teaching, as well as their own personal journey in the Pilates repertoire. Students can observe DVD's created by TPC and Pilates Anytime classes taught by Amy, Rachel, Kelli, and Debora (as long as classical repertoire and not a different lineage: Eve Gentry). It is encouraged to observe as many TPC graduates as possible, in other words if a student is working with a Host Advisor, they should still find another TPC graduate to observe. This will give the trainee more exposure to different styles of teaching, which is extremely important when learning how to teach. Master's Program graduates who did not complete the teacher training program are observable; however, students should understand that the MP graduates did not learn how to teach from TPC so there will be differences in their teaching style. This will need to be taken into consideration when observing a MP graduate.

What is considered Observation?

Observing TPC graduates teach

Observing TPC staff teach on Pilates Anytime, must be classical repertoire

Watching TPC staff teach on TPC's DVD's and/or online classes

Filming a lesson taken with a TPC teacher, Licensed Teacher Trainer, Host Advisor, and graduate then viewing it later. This option is used for local and long distance students.

Personal Workouts

150 hours

Students should refer to the *Personal Workout Guidelines* to begin personal workouts. These workouts are important to a student's movement progress during the program. When students take a lesson, they should write notes of discoveries that were made about Pilates exercises. It is a great idea to re-create a lesson as a personal workout. This will encourage changes in a student's body. TPC encourages that trainee's workout together as a group, as well as begin to find flow in the Pilates repertoire. It is encouraged for trainees to "be a body" while in the

program. This is considered a personal workout because the trainee is teaching the client with feedback from a TPC graduate. This allows trainees to hear different descriptions about their movement patterns that will enhance their own teaching and movement. If students vocally record a teacher teaching a class or private, they can listen to this while working out and this is considered a Personal Workout.

Long distance students: Will need to find a studio and/or their own equipment where they can complete their personal workouts. Students may have to pay additional fees to use equipment outside of TPC. The student should check with the local studio regarding Studio Protocol for use of the equipment. It is encouraged for long distance students to visit TPC during Host Advisor and Licensed Teacher Training Meetings to volunteer to as a body for additional feedback for no additional cost.

What is considered Personal Workouts?

Working out with other trainees or on your own.

Another trainee teaching you.

Taking a lesson with a non-TPC graduate that is not approved for the training program.

Being a body for Host Advisor Meeting, Licensed Teacher Training Meeting, Advisor meeting, Observed Teaching, or Practical exam.

Lessons

100 hours

A balance of classes and privates will enhance your uniform development. Understand that the goal of each teacher is based in the foundation of “Return to Life”, although the language used for cues, images, and the modifications given for exercises may vary. When in doubt re-read “Return to Life” and see how the lessons enhance your own awareness related to the goals of Pilates or review the online lectures. Refer to the current class schedule. Take regular classes to experience this type of teaching with flow and take trainee classes to delve deeper in the teacher training questions. It is encouraged for students to film or vocal record private lessons. Students can vocally record classes as well. These are an additional cost to the student and not included in the program.

Local students: At TPC, there 8 – 10 teachers that have been working in a teacher training facility for at least 2 years, and teachers with 20 plus years’ experience. It is encouraged to take lessons (classes and privates) with different teachers to find a teacher that resonates with a student. TPC offers Movement Skills classes that are created for trainees to better learn skills needed to complete the exercises. These classes are a great way to collaborate with your fellow trainees and ask questions with the experience teachers at TPC.

Long distance students: Will need to find TPC graduates to work with that are local. It is best to take lessons from as many TPC graduates available in the student's area, even if the student is working with a Host Advisor and/or Licensed Teacher Trainer. Students can take lessons with Master's Program graduates who did not complete the teacher training program; however, students should understand that the MP graduates did not learn how to teach from TPC so there will be differences in their teaching style. This will need to be taken into consideration when taking lessons with a MP graduate.

What is considered Lessons?

Private lessons and/or classes from TPC graduates. It is encouraged to film your lessons. Movement Skills classes (Reformer, Mat, Chair, Pole/Tower) are considered Lessons. Skyping while a TPC teacher, Licensed Teacher Trainer, Host Advisor and/or graduate teaches the student.

* The trainee receive two free late cancels. Thereafter, the trainee is charged full-price for all classes or privates for that day that aren't cancelled within 24 hours. Any class on Monday must be cancelled within 24 hours. There are two options to cancel for Monday: Call the front desk by Saturday or use Mind Body On-line to cancel within 24 hours.

Miscellaneous

44 hours

These hours are considered to be "independent learning". This can be done through books, online videos (Pilates Anytime: viewing non-TPC teachers), and attending live workshops.

What is considered Miscellaneous?

Reading non-required books or Pilates literature.
Watching additional live lectures or reviewing online lectures.
Watching Symposium online or attending a live Symposium class.
Attending an anatomy course.
Attending continuing education workshops.
Reading Pilates related articles online.

Case Study (5 reports)

40 hours

Students will complete one Case Study during their program. The Case Study is a client that has not completed any or has very little Pilates experience. Students will need to plan to meet with their Case Study client twice a week for 40 sessions. During these sessions, students will introduce the exercises as shown on the *Lecture Curriculum*. Students will practice creating a lesson plan for each session, introducing different pieces of equipment, and using the optional exercises to help assist the client progress through the Reformer and Mat repertoire. The

Students will turn in a total of five Case Study Reports in iTPC. The fifth report is part of the Third Written Exam. When completing the assignment in iTPC, students will need to attach each Case Study Report. Upon completion of each Case Study Report assignment, the student should contact their Host Advisor/LTT that they have completed this assignment. Refer to the *Case Study Protocol* when beginning the Case Study.

Local students: At TPC, the Case Study client does not pay fees to TPC to use the facility. This is to ensure that the client will continue to work with the trainee for the required 40 hours.

Long distance students: Will need to discuss the possibility of a case study client being free with their local studio. This may not be the case. Students can use their own equipment if they own it. If a student does not have all pieces of equipment it is fine but should consider when writing reports whether or not it would be beneficial to have the missing piece of equipment would assist in the client's progress.

Details of Case Study

Only one case study who has not previously done much Pilates, but is strong and healthy; their lessons are free at TPC only while participating as a case study. This is to ensure that the client will commit to twice a week with the trainee. *If a case study client does not complete all 40 hours then the student will need to find a new case study client. This does not mean they must start over but will continue their required hours working with the new client writing reports.

Four case study reports are required to be turned in to receive feedback with a final report due with the third written exam.

Observed Teaching 10 hours

Observed Teaching's referred to as OT's begin after students have completed their Third Advisor Meeting, which begins in Phase 7. These appointments can be taken with any TPC teacher in Boulder. The student should challenge themselves by completing some or all of these with examiners/LTT's. Students can come to these appointments with an agenda; i.e. teaching flow, bringing a client they have questions about (clients do not pay a fee when being a "body" for OT's), teaching a certain level, etc. Refer to the *Observed Teaching Student Guidelines* document for guidance. These were added into the program so that students would be used to being critiqued by different teachers prior to practice and final Practicals. It is encouraged to film all Observed Teachings. These appointments are meant to allow the student to begin to get over "stage fright" of teaching in front of different teachers, especially examiners/LTT's.

These appointments can be catered to the student's needs. Students should come to their OT appointments with a teaching skill they would like to work on during the meeting. OT's are 55 minutes long and students will teach for 45 – 50 minutes and discuss the notes written by the

teacher completing the OT for 5 – 10 minutes. The teacher completing the OT will write notes for the student but will **not** be using the *Practice Teaching Critique 1*. The teacher will be looking for the student seeing more, multitasking, using imagery, speaking to issues with more accuracy and/or be capable of doing deeper work at tempo. The trainee will be required to turn in an assignment after completing each OT.

Local students: can work with any TPC teacher on staff.

Long distance students: usually will be working with a Host Advisor (HA) or Licensed Teacher Trainer (LTT). Students can only complete 5 OT's with a HA. Students working with a HA will complete the first OT with HA, then alternate each OT with TPC. The final OT will be completed prior to the final exams in Boulder. Students can choose to either Skype or send video footage of the OT's with/to TPC (attention Pace Wilson), if sending videos students can send through YouTube or Dropbox to the Director of Education, kelli@thepilatescenter.com. If a student is working with a local LTT, they can complete all 10 OT's with that LTT. However, it is encouraged for trainees to complete the required OT's with different teachers to receive a variety of feedback. Long distance students can request different teachers when sending footage to TPC.

What is considered Observed Teaching?

Observed teaching is in addition to teaching in Advisor meetings.

Observed teaching can be with any TPC teacher.

Long distance students can complete all OT's with a Licensed Teacher Trainer.

Long distance students can complete five OT's with a Host Advisor, the student will need to send video footage of themselves completing five OT's to TPC or with a LTT. Students will alternate with HA and TPC staff/LTT during the program.

*(It is encouraged to film all OT's, this can be used as observation)

Teaching Clinic/Skills

8 hours

Teaching Clinics and Teaching Skills classes are taught in a group setting. Students focus on specific teaching skills that either the teacher prepares for in advance or students bring questions to the classes. These are an additional cost to the student and are not included in the program.

Local students: have the option to attend a Teaching Clinic, which is available on Thursday's in between the Weekend I & II, and Weekend III & IV. These clinics are a great way to practice different teaching skills in a workshop setting for two hours. If students are unable to make the clinics, the student can attend Teaching Skills (1 hour) and this can count towards these required hours.

Long distance students: Will need to work with their local HA and/or LTT to attend Teaching Skills classes. TPC graduates may already offer an opportunity for these types of hours but call it something different; for example, “teacher time”.

What is considered as Teaching Clinic/Skills?

Offered at TPC in between lecture weekends as a two hour trainee workshop dedicated to teaching skills for students.

Teaching Skills classes **can** be considered as Teaching Clinics if clinics are unavailable.

Exams - 20 hours

The Pilates Center Advanced Teacher Training Program examination process ensures that each Trainee graduates with the extensive knowledge necessary to be an exemplary Pilates teacher. There are two objective exams, a Performance Evaluation in the first six months and five final exams - a final written essay exam, two practical teaching exams and two performance exams. During all performance and practical exams the examiners will ask why you are making specific choices and discuss (with you) what you are thinking.

All written exams are taken on iTPC.

All exams are pass/fail with the passing mark at 85%. Any failed exam must be repeated, and the Trainee is responsible for paying a separate fee to repeat the exam. Should a Trainee fail any exam a second time, a written warning will be issued and the Director of Education will discuss options with Amy/Rachel.

TPC’s primary mission in the Advanced Teacher Training Program is to produce the finest Pilates teachers in the world. To that end, the exam process is both challenging and stimulating, and yet sometimes even confronting as well. Know that the examiners have high standards; but at the same time, they are also profoundly committed to making sure you have achieved proficiency, and beyond that, to helping you reach even higher goals through the testing experience.

Because the final exams are meant to be learning experiences too, each situation is unique and personal. Expect the examiners to talk quietly between themselves, take notes, and to make requests of and suggestions to you. They may even stop you if they feel the need to steer you in a different direction or understand your thinking better. This is meant to stimulate your teaching to higher levels.

We highly suggest that you:

1. take every opportunity to watch others' exams
2. consider being a 'body' for other trainees' exams
3. practice teach in front of the examiners and your teachers as much as possible prior to your final practical exams
4. choose a volunteer client "body" who understands the rigorous agenda and is up to the challenges of this vulnerable and revealing experience. This body needs to be at least a Level IV, working on the Level V work.

Always remember that the examiners are trying to stimulate you to your deepest learning experience and to set you on the most powerful path to your future.

Written Exam 1

2 hours

A multiple choice exam that covers basic data supplied in the lectures and Return to Life such as: the history of Mr. Pilates and his studio, philosophy of Contrology, names of exercises, order and number of repetitions of any given level of Reformer or Mat exercises, etc. This exam is taken in Phase 5 in the 12 month schedule and Phase 7 in the 18 month schedule. Upon completion of the exam, students will find out the grade immediately. To study for the exam refer to *Written Exam 1 Study Guide, Level Card Reformer IV – V, and Exercises – Mat (all levels)*.

Performance Evaluation (perform Level IV)

2 hours

This is a milestone in which to assess readiness for the Practice Performance. Trainees must perform a Level IV workout on Mat or Reformer and demonstrate proficiency in equipment usage and safety, transitions and choreography. Proficiency must also be shown by obvious control over breath and core abdominals. This exam is taken in Phase 6 in the 12 month schedule and Phase 10 in the 18 month schedule with one Licensed Teacher Trainer.

Local students: complete this exam in person with a LTT. Students should be prepared to perform either Reformer or Mat (depending on equipment availability). Students completing exams locally need to email Kelli Burkhalter Hutchins: kelli@thepilatescenter.com two months in advance to schedule exams to ensure availability in the schedule.

Long distance students: will have a choice to either send TPC a video, Skype the exam, complete the exam at TPC, or complete the exam with a local LTT. If the trainee chooses to film themselves completing a Level IV performance on either the Mat or Reformer, the footage will be sent to TPC with a DVD (attention Pace Wilson) or through YouTube or Dropbox to the Director of Education, kelli@thepilatescenter.com. The footage will be viewed and feedback will be written TPC will send the feedback to the HA and the HA will schedule an appointment with the student to go over the feedback. Please allow up to two weeks to receive feedback. It is suggested to choose the equipment that the student feels they need the most feedback. If a long distance student is working with a local LTT, they can complete this exam in person with the local LTT and will receive feedback immediately. Any student can travel to TPC to complete

this exam. LTT will use the *Performance Critique 2* during this exam, students will need to complete an assignment in iTPC after receiving feedback. Refer to *Advanced Performance Evaluation (six month performance exam)* document for exercises. *It is advised that students complete this at the beginning of Phase 6 so that the student has enough time to receive feedback and will not get stopped in iTPC.

Written Exam 2

2 hours

A multiple choice exam that covers basic anatomy information covered in the lectures as well as The Anatomy Coloring Book, Taking Root to Fly, and The Anatomy of Movement such as: the names of major bones and muscles, the primary purpose of certain key muscles, major muscles used in a given Pilates exercise, etc. This exam is taken in Phase 7 in the 12 month schedule and Phase 10 in the 18 month schedule. Upon completion of the exam, students will find out the grade immediately. Refer to the *Written Exam 2 Study Guide*, *Diagram 1, Diagram 2, and Diagram 3* documents.

Practice Performance (perform Level V)

2 hours

This is an exam of the advanced (Level V) Pilates repertoire. It may be primarily Reformer or Mat with additional exercises on other optional equipment. The scheduling of this exam insures you additional time before your Final Performance exam to work on weak areas. This exam is taken in Phase 9 in the 12 month schedule and Phase 15 in the 18 month schedule with one Licensed Teacher Trainer.

Local students: complete this exam in person with a LTT. Students should be prepared to perform either Reformer or Mat (depending on equipment availability). It is suggested to choose the equipment that the student feels they need the most feedback. Students will perform the opposite in the Final Performance that they complete in the practice unless requested differently from the LTT. Students completing exams locally need to email Kelli Burkhalter Hutchins: kelli@thepilatescenter.com two months in advance to schedule exams to ensure availability in the schedule.

Long distance students: will have a choice to either send TPC a video, Skype the exam, complete the exam at TPC, or complete the exam with a local LTT. If a trainee chooses to film themselves completing a Level V performance on either the Mat or Reformer, the footage will be sent to TPC with a DVD (attention Pace Wilson) or through YouTube to the Director of Education, kelli@thepilatescenter.com. The footage will be viewed and feedback will be written. TPC will send the feedback to the HA and the HA will schedule an appointment with the student to go over the feedback. Please allow up to two weeks to receive feedback. It is suggested to choose the equipment that the student feels they need the most feedback. If a long distance student is working with a local LTT, they can complete this exam in person with the local LTT and will receive feedback immediately. Any student can travel to TPC to complete this exam. LTT will use the *Performance Critique 3* during this exam, students will need to

complete an assignment in iTPC after receiving feedback. Refer to *Advanced and Bridge Practice and Final Exams* document for exercises.

*It is advised that students complete this at the beginning of Phase 9 so that the student has enough time to receive feedback and will not get stopped in iTPC.

Practice Practical (teach Level V)

2 hours

This exam is a two hour session in which you teach a volunteer client who is well versed in Pilates (an intermediate/advanced (Level IV – V) student or Trainee). This exam is scheduled three months before your anticipated graduation date to assure us that you are on the right track, that there are no “holes” in your understanding or skills (levels I-V) and to give you the chance to get over any stage fright. This exam is taken in Phase 9 in the 12 month schedule and Phase 15 in the 18 month schedule.

Local students: complete this exam in person with two Licensed Teacher Trainer. Students should be prepared to teach either Reformer or Mat (depending on equipment availability). It is suggested to choose the equipment that the student feels they need the most feedback. Students will teach the opposite in the Final Practical that they complete in the practice unless requested differently from the LTT. Students completing exams locally need to email Kelli Burkhalter Hutchins: kelli@thepilatescenter.com two months in advance to schedule exams to ensure availability in the schedule.

Long distance students: will have a choice to either send TPC a video, Skype the exam, complete the exam at TPC, or complete the exam with a local LTT. If the trainee chooses to film themselves teaching a Level V Mat or Reformer, the footage will be sent to TPC with a DVD (attention Pace Wilson) or through YouTube to the Director of Education, kelli@thepilatescenter.com. The footage will be viewed and feedback will be written. TPC will send the feedback to the HA and the HA will schedule an appointment with the student to go over the feedback. Please allow up to two weeks to receive feedback. If a long distance student is working with a local LTT, they can complete this exam in person with the local LTT and will receive feedback immediately. It is suggested to choose the equipment that the student feels they need the most feedback. Ideally there are two LTT's or a LTT and HA sitting in on the exam. Any student can travel to TPC to complete this exam. LTT will use the *Practice Critique 2* during this exam, students will need to complete an assignment in iTPC after receiving feedback. Refer to *Advanced and Bridge Practice and Final Exams* document for exercises.

*It is advised that students complete this at the beginning of Phase 9 so that the student has enough time to receive feedback and will not get stopped in iTPC.

Written Exam 3 (essay)

6 hours

This essay exam is purposefully worded to show what you know and how you think. The questions range from history through theory and often combine multiple aspects of your training. The exam must be typed and attached to iTPC, refer to *Essay Writing* document. A Licensed Teacher Trainer at TPC or local to the long distance trainee will grade this exam. Please allow up to two weeks to receive feedback. In addition, you submit your final Case Study summation at this time. This exam is taken in Phase 10 in the 12 month schedule and Phase 16 in the 18 month schedule and will take up to 6 hours to complete. Refer to the *Written Exam 3 Study Guide* document.

Final Performance (perform Level V) 2 hours

In this exam you will perform the advanced (Level V) Pilates repertoire. Students will perform the opposite of what they completed at the Practice Performance (depending on equipment availability) unless told differently by the LTT at the completion of the practice exam. This exam is taken in Phase 12 in the 12 month schedule and Phase 18 in the 18 month schedule with two Licensed Teacher Trainers.

Local and long distance students: complete this exam in person in Boulder at The Pilates Center. This exam needs to be schedule at least two months in advance to ensure availability in the schedule. If a long distance student is working with a local LTT, they can complete this exam in person with the local LTT and will receive feedback immediately; these students do not have to travel to TPC to complete their finals. Ideally there are two LTT's or a LTT and HA sitting in on the exam. However, it is highly suggested to visit TPC at least once during the training program. LTT will use the *Performance Critique 3* during this exam, students will need to complete an assignment in iTPC after receiving feedback. Refer to *Advanced and Bridge Practice and Final Exams* document for exercises.

Final Practical (teach Level V) 2 hours

This teaching exam allows us to consolidate all previous exam information so we can guide you through any lingering questions. The exam will be done on the Mat or Reformer teaching the advanced work. It is a two hour exam similar to the Practice Practical and assures us that you know every exercise on every piece of Pilates equipment, are able to modify as necessary for your client, and can teach using all the skills outlined in the Critique and How to Observe forms. Choose a volunteer client who is well versed in Pilates (an advanced (Level IV – V) Trainee that can complete all Level V exercises). Students will teach the opposite of what they completed at the Practice Practical (depending on equipment availability) unless told differently by the LTT at the completion of the practice exam. This exam is taken in Phase 12 in the 12 month schedule and Phase 18 in the 18 month schedule with two Licensed Teacher Trainers.

Local and long distance students: complete this exam in person in Boulder at The Pilates Center. If a long distance student is working with a local LTT, they can complete this exam in

person with the local LTT and will receive feedback immediately; these students do not have to travel to TPC to complete their finals. However, it is highly suggested to visit TPC at least once during the training program. Ideally there are two LTT's or a LTT and HA sitting in on the exam. LTT will use the *Practical Critique 2* during this exam, students will need to complete an assignment in iTPC after receiving feedback. Refer to *Advanced and Bridge Practice and Final Exams* document for exercises.

*Upon completion of the Final Performance and Practical, students will complete a final assignment, the *Graduation Form*.

Leaves of Absence

Hold

Trainees have the option to go “on hold” once during their year. The hold status can last for up to one year from the date of the hold. All Trainee benefits will cease during this period of time. A Trainee 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.

Based on the length of time on hold, the Trainee may be required to purchase and perform a Re-entrance Evaluation (\$80.00 USD). Should any pricing change during the leave, the Trainee is responsible to pay the cost of the current prices. The Director of Education and/or Assistant to DE must receive the signed *Hold Form*.

Extensions

Extensions are offered to provide extra time for Trainees to prepare themselves for exams, complete internship hours or to extend their benefits and graduation date due to personal issues. Extensions are \$175.00 USD for one month (30 days) from the date of purchase. During an extension, trainees keep all benefits and continue to count all internship hours. Multiple extensions may be purchased.

Each student is enrolled in iTPC and will have access throughout the program weekly internship requirements, program events, and online Formal Lectures and Exam requirements. Students are required to fill out, sign, and turn in an *Extension Form* to the Director of Education or Assistant to DE. If this does not occur, the student will be withdrawn from the program and be required to complete a Re-entrance Evaluation (\$80.00 USD) and Re-entrance fee (\$100.00 USD) up to one month of expiration of the program after one month has passed the student will be required to re-apply for the entire teacher training program again.

Sending Videos to TPC

Long distance students will need to send videos to TPC via DVD or through the internet. These trainees are responsible for filming and mailing or emailing the videos. Students should plan to send required videos at least two weeks prior to the timeline in iTPC to receive feedback so that the student will not be “stopped” in iTPC. Students turn in assignments after receiving feedback for Observed Teachings, Performance, and Practical exams.

Below are ideas how to send videos:

Any video camera or camera that takes video would work fine. YouTube, Vimeo, or Dropbox can work. Both of these sites are slightly different, but both of them allow students to sign up for an account, upload a video and email the link.

If a student decides to send a video via DVD through the mail, it should be sent to the following address:

The Pilates Center

Attention: Pace Wilson

5500 Flatiron Parkway, Suite 110

Boulder, CO 80301

If a student is sending a video via Vimeo or YouTube, it should be emailed to Kelli@thepilatescenter.com. If a student plans to use Dropbox, email Kelli@thepilatescenter.com for details. Be sure to invite Kelli to the video so it can be view