

CANDIDATE HANDBOOK

PHI PILATES TRAINING COURSE POLICIES AND PROCEDURES

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CHAPTER 1 - THE APPLICATION

Introduction

PHI Pilates and PHI University are divisions of Performance Enhancement International (PHI), LLC. PHI Pilates was founded in 1997 and PHI University was founded in 2004. PHI provides live and distance education as well as books, DVD's, and educational resources in the fields of wellness and rehabilitation. It is crucial to the integrity of PHI to uphold defined standards as an assessment certificate program and continuing education provider. This handbook will provide details on the policies and procedures of PHI.

Mission Statement

It is our organizational mission through vision and insight to guide the rehabilitation and or wellness professional in the development of their skills in all aspects of wellness and to achieve specific training in the area of mind body exercise entitled Pilates. We desire to lead these industries with quality education and assessment of competence that will ensure graduates of our program success in their respective credentialing processes as well as public trust and confidence.

Application Process

There are 3 ways to make application to PHI:

- 1. Candidates may download the registration form from the website (<u>www.phipilates.com</u>) and mail or fax it to PHI Pilates. Mailing address is 4158-B Library Road, Pittsburgh, PA 15234 and the fax number is 877-716-4879.
- 2. Candidates may apply online via the PHI Pilates website. A credit card will be required for this application.
- 3. Candidates may call PHI directly at 877-716-4879 to apply by phone.

Pre-Requisites

Each course description lists the specific pre-requisites. For the PHI Pilates comprehensive curriculum progressing to full training, the Mat Level I course, or an approved mat training course, is required and college level anatomy or physiology and a personal training or group exercise instructor certification is highly recommended. Licensed healthcare professionals need not be concerned about holding a fitness certification. If you have not had training in anatomy and physiology, please call PHI as we can offer home study or an online course. For continuing education courses, pre-requisites are indicated within each course description.

Course Fees

Course fees are determined on the type of training, open or closed, and are listed below. (Prices are subject to change.)

Open Training Fee Schedule (Elective Courses are shaded)

COURSE	EARLY REGISTRATION LATE REGISTRATION	
	(ENDS 15 DAYS PRIOR TO COURSE)	(LESS THAN 15 DAYS PRIOR TO COURSE)
Pilates Mat Level I	\$475 plus manual \$35 plus S&H	\$500 plus manual \$35 plus S&H
Pilates Mat Level II	\$350 same manual as Mat I course	\$375 plus manual \$35 plus S&H
Pilates Mat with Props	\$350 plus manual \$19.95 plus S&H	\$375 plus manual \$19.95 plus S&H
Reformer Foundations I	\$699 plus manual \$35 plus S&H	\$724 plus manual \$35 plus S&H
Reformer Foundations II	\$699 same manual as Reformer I	\$724 plus manual \$35 plus S&H
Tower Training	\$399 plus manual \$25 plus S&H	\$424 plus manual \$25 plus S&H
Wunda/Combo Chair Course	\$399 plus manual \$19.95 plus S&H	\$424 plus manual \$19.95 plus S&H
Pilates Arcs & Barrels	\$399 same manual as props course	\$399 plus manual \$19.95 plus S&H
Integrated Training (Elective)	\$399 plus manual \$25 plus S&H	\$424 plus manual \$25 plus S&H
Reformer Foundations III (Elective)	\$699	\$724
Pilates for a Healthy Back – Live Training	\$200	N/A
(Elective)		ĺ
Pilates & Pregnancy - 1-Day Live Course	\$399 plus DVD \$39.95 plus S&H	\$424 plus DVD \$39.95 plus S&H
(Elective)		
The Gluteals and their Link to Low Back Pain	\$225	N/A
– Live Training (Elective)		
Stability Creates Flexibility – Live Training	\$225	N/A
(Elective)		
Active Nutrition - Online Course (Elective)	\$40	N/A
Back to Basics - Online Course (Elective)	\$90	N/A
Reformer Choreography – Online Course	\$75	N/A
(Elective)		
Working With A Client With The Forward	\$95	N/A
Head Posture- Online Course (Elective)		
Pilates for Pre and Post Natal Clients – Online	\$150	N/A
Course (Elective)		
Skilled Intervention in De-Rotating Scoliosis –	\$75	N/A
Online Course (Elective)		
The Gluteals and their Link to Lower Quarter	\$95	N/A
Dysfunction – Online Course (Elective)		
Pilates for the Endurance Athlete – Online	\$95	N/A
Course (Elective)		
Pilates as Treatment for Back Pain in the	\$95	N/A
Client with Sway Back Posture – Online		
Course (Elective)		
Take It To The Wall – Online Course (Elective)	\$99	N/A
Addressing Spinal Forces on the Cadillac –	\$99	N/A
Online Course (Elective)		
The Amazing Push Through Bar – Online	\$95	N/A
Course (Elective)		
Low Back Pain: The Role of the Gluteals in	\$110	N/A
Prevention and Rehabilitation Online Course		
(Elective)		

Closed Training Fee Schedule (\$1000.00 deposit due at contract signing, balance to be paid 21 days prior to Course date). Course manuals are an additional fee as described above.

COURSE	REGISTRATION FEE			
Pilates Mat Level I	Maximum people in course for \$4,000 is 12, then \$333.00 per head over 12.			
Pilates Mat Level II	Maximum people in course for \$2,000 is 10, then \$200.00 per head over 10.			
Pilates Mat with Props	Maximum people in course for \$2,000 is 10, then \$200.00 per head over 10.			
Reformer Foundations I	Maximum people in course for \$4,000 is 10, then \$666.00 per head over 10.			
Reformer Foundations II	Maximum people in course for \$4,000 is 10, then \$666.00 per head over 10.			
Tower Training	Maximum people in course for \$2,000 is 8, then a \$250.00 per head over 8.			
Integrated Training	Maximum people in course for \$2,000 is 8, then a \$250.00 per head over 8.			
Wunda/Combo Chair Course	Maximum people in course for \$2,000 is 8, then a \$250.00 per head over 8.			
Pilates Arcs & Barrels	Maximum people in course for \$2,000 is 8, then a \$250.00 per head over 8.			

Closed Training Cancellation Policy

There will be a 10% cancellation fee off the total contracted amount. Cancellations must be made 21 days in advance of the scheduled training(s).

If training is cancelled within 21 days of scheduled training(s), facility will be responsible for any and all travel costs incurred prior to cancellation date along with the 10% cancellation fee.

Payment Options

Method of Payment: Master Card, VISA, American Express and Discover or Checks/Money Orders made payable to: PHI Pilates (There will be a \$35 fee charged for returned checks).

Shipping Methods/Material Delivery

Within the United States - PHI Pilates will ship all items PRIORITY via United States Postal Service (USPS). Orders may take up to 72 hours to process.

International Shipping - Please contact PHI Pilates directly at 1-877-716-4879 for international rates.

Refund Policy for Open Trainings

PHI Pilates will refund 100% of the training fee when PHI Pilates cancels the training.

Customer Cancellation - PHI Pilates will honor a refund, minus a cancellation fee of \$50 when a customer cancels 14+ days from the original date/time training was to occur. Customer must call 1-877-716-4879 to cancel, and then submit the cancellation in writing to 4158-B Library Road, Pittsburgh, PA 15234, or email via info@phipilates.com. Once the letter confirming the request for cancellation is received, the refund will be processed. Refunds will be made via check.

^{**}No refunds for cancellations made within 14 days of the original scheduled training date.

Transfer Policy

Customer may transfer to another training by notifying PHI Pilates within 14 days of the course. PHI Pilates will charge a \$50 transfer fee.

Cancellations or transfers requested after 14 days prior to course date will not be accepted.

Transfers must be used within one (1) year from the original scheduled course date. Failure to utilize the transfer process within the one (1) year time frame will be forfeited by customer.

• Product Return Policy

Only sealed products will be accepted for a refund/credit. Customer is responsible for all postage. Original postage is non-refundable.

CHAPTER 2 - THE TRAINING

Training Curriculum

PHI Pilates is a member of the Pilates Method Alliance (PMA) Registry of Schools and the curriculum prepares students to sit for the PMA certification exam. This exam is accredited by the NCAA and on passing the exam students will carry the credentials PMA®CPT after their name. Presently PHI Pilates graduates have a 100% pass rate on their first attempt of the PMA certification exam.

In addition to our training curriculum described below and the fees described above students will need to purchase and study two books from the PMA and pay for the exam through the Castle World Wide Testing Service. The two books are, The Return to Life by Joseph Pilates, and the PMA Study Guide available in the PMA store at www.pilatesmethodallliance.org. Information and pricing for the PMA exam is also provided on the PMA website under certification. PHI Pilates also recommends that students become student members of the PMA (\$35 fee) to begin to build professional relationships and assist in job opportunities.

After the completion of the training curriculum, students will apply for a final training certificate and PMA form check off to sit for the exam. These forms are provided on the PMA website and can be completed and emailed to the PHI Pilates office via info@phipilates.com. There is a \$25 fee to process these forms. This fee includes a final certificate with a seal suitable for hanging that is mailed to the student from PHI Pilates.

After taking and passing the PMA certification exam, students will be certified for a period of 2 years through the PMA and will need to renew their certification every 2 years through the PMA. Information on the re-application process is available on the PMA website and requires documented continuing education every 2 years.

The Comprehensive Program (approved by and required to sit for the PMA Certification exam)

Please see the additional descriptions to follow, however this is a summary provided for the purpose of budgeting your education time and expense. PHI Pilates recommends that the program be completed in 2 years, but it is possible to complete the program in a much shorter time frame by concentrating your time spent in the program. The total program time is 450 hours.

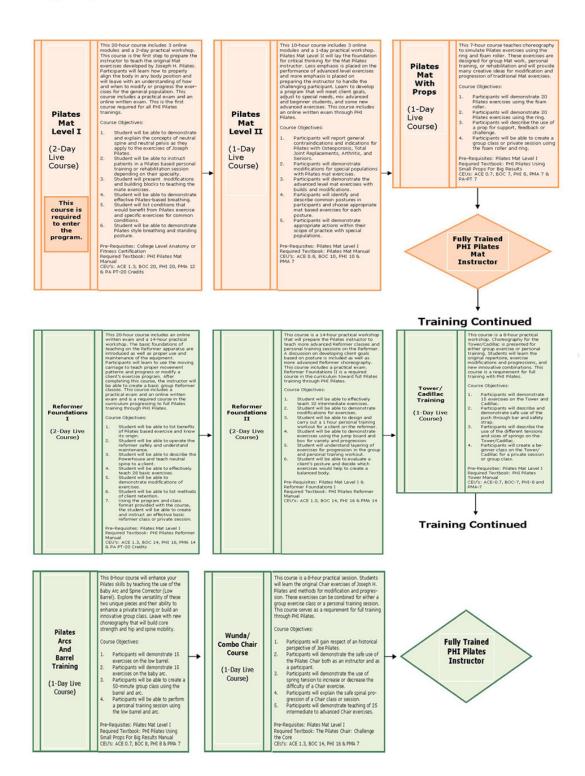
Activity	Fee
Pilates Mat Level I	\$475 plus Manual \$35
Pilates Mat Level II	\$350 same manual as Mat I
Pilates Mat with Props	\$350 plus Manual \$19.95
Reformer Foundations I	\$699 plus Manual \$35
Reformer Foundations II	\$699 same manual as Reformer I
Tower Training	\$399 plus Manual \$25
Integrated Training (Elective)	\$399 plus Manual \$25
Wunda/Combo Chair Course	\$399 plus Manual \$19.95
Pilates Arcs & Barrels	\$399 same manual as Props
Portfolio Fee	\$50 Annually (1 year included in total
	below)
Internship Fees	As arranged with site, also consider cost
	of required student liability insurance
Observation Fees	As arranged with site, or required by
	selected method
Self Practice Fees	As required by selected method
Final Certificate Fee	\$25
TRAINING COST***	\$3979.90

^{***}These totals do not include fees for shipping and handling of text books or travel/lodging required by students to attend trainings, internship, observation and self practice fees by site or method, late registration or cancellation fees, PMA exam study guide and required reading (Return to Life), PMA certification exam and application fees.

Descriptions of PHI Education Curriculum:



Pilates Training Curriculum





Pilates Training Curriculum Continued

LIVE TRAINING ELECTIVES

rise Objectives:

The participant will recognize the Pilates instructor scope of practice with pre and post notal clients and professionals, instituted to medical professionals.

The participant will demonstrate variations for basic mat exercises for the pre and post natal client. The participant will describe and complications such as morning sickness and disastain rectus and their implications on activity. The participant will list the benefits the participant will list the contraindications for Pilates for certain clients who are in the per or post natal periods. rse Objectives:

Participants will be able to create a group class or private session using the Tower and Reformer blended exercises.

Participants will describe the use of the carriage for perturbation to Participants will denorstrate 20 exercises using the combined Tower and Reformer.

Participants will demonstrate safe transfers to and from the moving crassification and from the moving integrated exercises. Integrated Training Pilates and Pre- and Post Natal Training (1-Day Live Course) (1-Day Live Pre-Requisites: Pilates Mat Level I & Reformer Foundations I Required Textbook: PHI Pilates Integrated Training Manual CEU's: ACE 0.8, BOC 7, PHI 8 & PMA 7

Foundations III

(2-Day Live Course)

- participant will demonstrate 27 new innovative exercises on the reformer. Participants will describe common problems in the lower extremity that can be identified by watching simple Participants will describe common problems in the lower extremity that can be identified by watching simple Participants will design a Plates reformer workout to address a certain postural type's needs. Participants will describe the role of Participants will describe the role of the participant in movement. Participants will describe the role of the participant will describe the role of those being weak and tight can effect a participant will describe the role of those being weak and tight can effect a participant's movement.

Required Material: Manual Included CEU's: ACE 1.2, BOC 14, PHI 16 & PMA 14

Pilates for a Healthy Back

(1-Day Live Course)

Everyone will have back pain at some point in his or her lifetime. When it is one of your clients or yourself, will you know what to do? This workshop will discuss several types of back pain and help you flags of when to refer that client on or when to avoid certain activities. Then we will apply Plates Mat movements for a firress evaluation and post rehabilitation plain. Leave with a new confidence for or "Can'y out seach me a Plates program to help my back pain?"

- Participants will label back pain into 5 general exercise categories. Participants will identify red flags and know when to refer a client on or discontinue/modify an exercise. Participants will list permitted movement for each of the 5 categories and demonstrate 5 categories 4 categories 4
- exercises for each of the s categories. Participants will demonstrate the ability to administer a back pain questionnaire and movement son to qualify a client to a particular category of back pain.

Instructor: Christine Romani-Ruby PT, MPT, ATC, PMA@CPT

CEU's BOC 3.0, PMA 7.0

Stability Creates Flexibility

(1-Day Live Course)

When pain is present the debate of whether to stretch or strengthen often evolves. Evidence based research reveals that the pain is where there is too much movement. In this workshop see how Plates has the unique ability to create stiffness in a recrease in mobility of another segment and a decrease in pain.

- se Objectives:

 Participants will define muscle
 balance and the properties of rubalance and the properties of rubalance and the properties of rucles including stiffness, responsainhibition, and synergistic inhibition.
 Participants will demonstrate beside movements that apply these principles and correlate them with Participants will demonstrate the use
 Participants will suffer a stiff the stiff of the stiff of

Instructor: Christine Romani-Ruby PT, MPT, ATC, PMA@CPT

The Gluteals and their Link to Low Back Pain

(1-Day Live Course)

Over 95 % of adults will experience low back pain at some time in their life. For many the length and strength of the gluteal musculature can be a contributing factor and the reason that the back pain persists. In this workshop, the Plates instructor will destrilly shortness and so and then use those movements to build muscle balance. Whether you are working with a client with low back pain or doing a prevention program these exercises are key to working with a client with low back pain or doing a prevention program these exercises are key to working with any adult. Exercises are key to working with any adult, the secretary of the control with any adult.

- rso Objectives:

 The student will list the multiple roles of the gluteal musculature in healthy function of the low back for daily activities.

 The student will identify weakness of the gluteals through observation of Pilates movements and activities.

 The student will identify shortness of the gluteals through the observation of Pilates movements and activities of the gluteals through the observation of Pilates movements and activities of daily living.

 The student will demonstrate Pilates the student will demonstrate Pilates exercises to strengthen the gluteals.

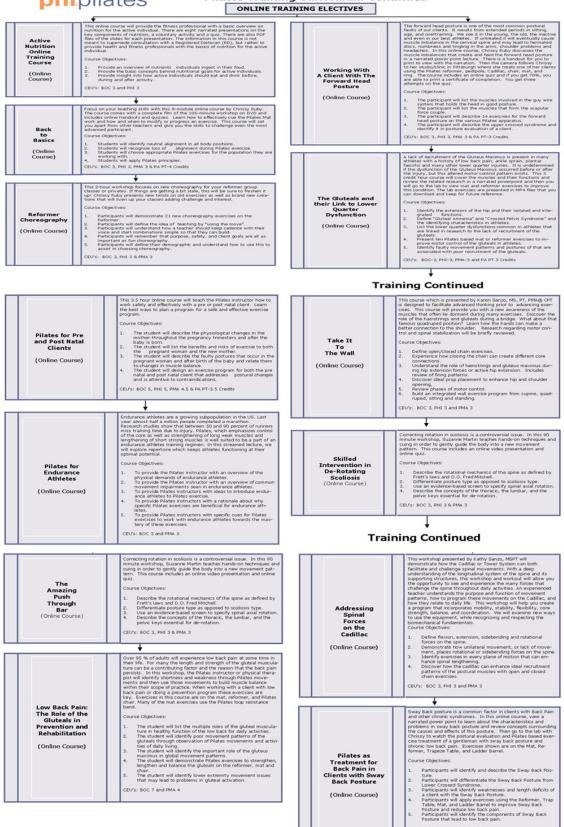
- Instructor: Christine Romani-Ruby PT, MPT, ATC, PMA®CPT

CEU's: BOC 7 and PMA 7

4158-B Library Road | Pittsburgh, PA 15234 | 1-877-716-4879 | www.phipilates.com



Pilates Training Curriculum Continued



Internship Hours and Options

The comprehensive PHI Pilates training program requires 75 hours of periodically supervised internship experience. This can be acquired at one of the sites listed below or you may suggest a location in your area to be considered by PHI Pilates. Approval of the site and supervising teacher is required by PHI. Please look for a site with a supervisor who has a minimum of 5 years of teaching experience and it is preferred that they are a PMA certified Pilates teacher. Please contact PHI Pilates at info@phipilates.com to seek approval of an internship site.

PHI offers the opportunity for candidates to gain valuable hands on experience through internship opportunities with PHI Master level teachers. Fees associated with internship experiences are set by and paid directly to the studio involved and there is no fee charged by PHI Pilates. PHI Pilates requires that students on internship carry liability insurance and this is available for purchase through the Pilates Method Alliance website (www.pilatesmethodalliance.org). The specific locations for internship include:

- PHI Pilates Studio 4158-B Library Road, Pittsburgh, PA 15234
- Fusion Fitness Pilates & Personal Training 1061 S. Sun Drive, Suite 1049, Lake Mary, FL 32746
- Kay Lynn Pilates 1435 C Avenue, West Columbia, SC 29169
- Club La Maison 215 Sugartown Road, Wayne, PA 19087
- Pilates to Fit 929 W. McNeese Street, Lake Charles, LA 70605 (Starting in February, 2015)
- Healthy Life Unlimited Grogan's Mill Shopping Center, 7 Switchbud Place, The Woodlands, TX 77381
- PHI Pilates Japan 1504, 1-2-12 Fukushima, Fukushima-ku, Osaka, Japan 5530003
- Time To Be Fit, 3711 J Street, Sacramento, CA 95816
- Life Time Fitness 381 East Warner Road, Gilbert, AZ 85296

Specific types of internship experiences are available to meet the needs of different professionals. These experiences require basic membership in PHI Pilates where each candidate is provided an online portfolio to log their experience and complete assigned projects. This membership fee is \$50 per year. These hours can be confirmed and documented to allow a participant to sit for the Pilates Method Alliance testing.

• Self Practice (Participation) Hours

For the comprehensive program, PHI Pilates requires a total of 75 self practice hours. These hours may include attending and participating in Pilates classes or privates, attending a PHI Pilates elective workshop live or online, or attending an approved conference. A portion of these classes may be via DVD or Internet based classes. Reading and studying Pilates materials may also be included as a portion of this category. All attendance must be recorded in the student online portfolio (mentioned above). Please try to have a wide variety of experience with the different

apparatus. This experience is provided at the fees indicated for clients at each internship or studio site and payment is made directly to that studio. The only fee due to PHI Pilates is the \$50 annual fee for the online portfolio. Payment for these specific classes is made directly to the internship site.

Observation Hours

For the comprehensive program, PHI Pilates requires 75 hours of observation. For this experience the candidate shadows a master teacher in a group exercise, private training, or rehabilitation environment. A portion of this experience can be via Internet or DVD if necessary. The candidate will silently observe and then is provided time for questions and interaction with the master instructor. Payment for these services is set by and made directly to the internship site and is subject to the availability at the internship site. All observation hours must be recorded in the online portfolio (mentioned above) and the teacher observed must be indicated in the portfolio with contact information. Please choose a teacher with a minimum of 5 years of teaching experience. A PMA certified Pilates teacher is preferred.

Testing

At each stage of the curriculum there is a written online exam or a live practical exam. All online written exams require a 70% passing score and participants are allowed only 3 attempts to achieve this score. The written exams are included in the online material and if the test is not completed in the 30 day period there is a \$25 re-admission fee per extension; for a maximum of three (3) total extensions in a one (1) year period from the practical course date (i.e., Live Training date of January 4-5, 2009 extension period would end January 4, 2010). Please note any saved material will be lost after each extension period. Results of the written exam are given immediately on completion of the exam and the official certificate of completion is mailed within 2 weeks.

The practical exams are pass/fail and results are provided onsite. Participants are permitted to re-test one additional time at each testing stage. There is no fee for re-testing, but the participant must travel to a testing site on a future date. Participant is responsible for all travel related fees. Re-testing must take place within 4 months of the failed exam.

Policy on Cheating

Cheating will not be tolerated and any evidence of cheating will result in expulsion from the course with no refund. Participants will need to take the course again in its entirety.

Appeals Process

Participants who choose to appeal their test score may do so in writing to the main office of PHI Pilates (4158 B Library Road, Pittsburgh, PA 15234 or fax to 1-877-716-4879) within 2 weeks of the testing/training. All appeals will be reviewed by a committee of 3 PHI master teachers and responded to within a 4-week period.

Comments/Complaints

Each PHI Pilates course is followed by an anonymous online survey. We welcome and appreciate your comments in this survey and you are also welcome to contact us at any time via email (info@phipilates.com) or phone (1-877-716-4879).

CHAPTER 3-THE CERTIFICATE OF COMPLETION

Certificates of Completion

Official certificates of completion will be mailed within 2 weeks of the course and test completion. Certificates will include CEC information for BOC, ACE, and PMA. CEC information for PA PT will appear on select courses. Replacement certificates are available for a \$25 fee.

The final certificate for comprehensive training is available after completing all required work and submitting a complete online portfolio for a fee of \$25. This certificate has the company seal on it and is suitable for hanging.

APPENDICES

PHI Registration and Waiver Form

PHI Course Registration Form

PHI Credit Card Authorization Form



(Please Print)

PERSONAL INFORMATION				
Name:				
(Please print your name neatly, as this is how it will appear on your final training document. A fee is charged for replacement final training documents.)				
Street Address:			P.O. Box	No./Apt./Floor:
City:			State:	ZIP Code:
City.			State.	ZIP Code.
Home Phone No.:	Cell Phone No.:	Employer Phor	e No.:	
()	()	()		
Email Address:				
How did you hear about our program?				
What had a land				
What training are you attending today?				
☐ Mat Level I ☐ Mat Level II ☐ Mat with Pr	rops 🔲 Reformer I 🔲 Reformer II 🗀 Integrate	d 🗖 Tower/Ca	adillac 🗖	Wunda/Combo Chair
☐ Arcs & Barrels ☐ Rehab Specialist I ☐ R	ehab Specialist II 🔲 Rehab Specialist III 🔲 Reh	nab Specialist IV	∕ □ Rehal	Specialist V
☐ Pregnancy ☐ YUR Back Licensure Course	☐ Barre Bellas Licensure Course ☐ Other			
Ackno	wledgement of Risk and Waiver of Li	ability		
I understand that I, (Print Name)				
insurers responsible for any bodily injury or property damage that I may suffer as a result of my participation in a fitness program through PHI® Pilates, whether at the PHI® Pilates training, at home, or elsewhere. As such, I understand and agree that PHI® Pilates, its employees, agents, or insurers shall not be liable for any bodily injury or property damage that may result either directly or indirectly from my participation in a fitness program through PHI® Pilates. Any limitation that we need to be aware of:				
Any influedon did: We need to be aware or.				
Signature (Participant or Guardian):			Date:	



4158-B LIBRARY ROAD \diamond PITTSBURGH, PA 15234 \diamond 1-877-716-4879 www.phipilates.com

PHI® PILATES COURSE REGISTRATION FORM

(If you prefer not to register via the online store, please fill out this form and either mail to the address above or fax to 1-877-716-4879)

*Prices subject to change.

(Please Print)

COURSE INFORMATION								
Course Title: (Check All That Apply) (Early registration payment must be received 15+days in advance of scheduled training. Registration payments received within 15 days of registration will endure a \$25 late fee per training. A \$35 NSF fee will be applied for returned checks.)								
	Pilates Mat Le Arcs & Barrel			ormer I - \$699 unda/Combo Chair - \$		Reformer II - \$699		eformer III - \$699 ower/Cadillac - \$399
☐ Other (Specify):								
Manuals & Materials for Course: (C	Check All That	Apply)						
□ Pilates Mat Manual (Required for both Mat Level I & II Courses) \$35 plus S&H and Tax where applicable (7% for PA Residents) □ Tower/Cadillac Manual (Required for Tower/Cadillac Course) \$25 plus S&H and Tax where applicable (7% for PA Residents) □ Integrated Manual (Required for Integrated Course) \$25 plus S&H and Tax where applicable (7% for PA Residents) □ Reformer Manual (Required for both Reformer Foundations I & II) \$35 plus S&H and Tax where applicable (7% for PA Residents) □ Using Small Props for Big Results Manual (Required for Pilates Mat with Props & Pilates Arcs & Barrels Courses) \$19.95 plus S&H & Tax where applicable (7% for PA Residents) □ The Pilates Chair: Challenge The Core Manual (Required for Wunda/Combo Chair Course) \$19.95 plus S&H and Tax where applicable (7% for PA Residents) □ Pregnancy DVD (Required for the Pregnancy Course) \$29.95 plus S&H and Tax where applicable (7% for PA Residents)								
Workshop Date:				Workshop Location:	:			
PERSONAL INFORMATION – Print Legibly								
Name:								
Street Address:							P.O. Box	No./Apt./Floor:
City:							State:	ZIP Code:
Home Phone No.:		Cell Phone No.:				Employer Phone	No.:	
()				()				
*Email Address (Required):								
Method of Payment:								
☐ MasterCard ☐ Visa ☐ American Express ☐ Discover ☐ Personal Check ☐ U.S. Money Order								
Card #:				T	Ex	piration Date:	9	Security Code:
Name As It Appears On Card:	Total Char	ge:		Signature:				
Billing Address: (If different from a	bove)							

Rev. 8/12



PHI® PILATES CREDIT CARD AUTHORIZATION FORM

I,	rint Name	give PHI Pilates authorization to charge my credit card.
Signed:		
		Date:
S	Signature	
		of the front and back of your credit card and driver's us at: 4158-B Library Road, Pittsburgh, PA 15234.
***Please be av	ware that your pho	otocopies will be shredded and will not be kept on

Rev. 7/11