

## Candidate Handbook

PHI Pilates Training Course Policies and Procedures

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#### 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 category 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 for the comprehensive program may download the enrollment form from the website (<a href="www.phipilates.com">www.phipilates.com</a>) and mail or fax it to PHI Pilates. Mailing address is 4158 Library Road, Pittsburgh, PA 15234 and the fax number is 877-716-4879.
- 2. All candidates may apply online via the PHI Pilates website. A credit card will be required for this application and the enrollment form is required for the comprehensive program.
- 3. Candidates may call PHI directly at 877-716-4879 to apply and walk through the proces by phone.

#### **Pre-Requisites**

Each course description lists the specific prerequisites. For the PHI Pilates comprehensive curriculum progressing to full training, the Mat Level I course, or an approved mat training course, is required. A college level anatomy or physiology course and a personal training or group exercise instructor certification is required. Licensed healthcare professionals need not be concerned about holding a fitness certification. If you have not had training in anatomy and

<sup>\*\*</sup> No applicant will be denied based on race, national origin, color, creed, religion, sex, age, disability, gender identity, gender expression, or sexual orientation.

physiology, please call PHI as we can offer home study or an online course. For continuing education courses and the comprehensive teacher training courses, prerequisites 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 (2 days)	\$475 plus manual \$35 plus S&H	\$500 plus manual \$35 plus S&H
Pilates Mat Level II (1 day)	\$350 same manual as Mat I course	\$375 plus manual \$35 plus S&H
Pilates Mat with Props (1 day)	\$350 plus manual \$19.95 plus S&H	\$375 plus manual \$19.95 plus S&H
Reformer Foundations I (2 days)	\$699 plus manual \$60 plus S&H	\$724 plus manual \$60 plus S&H
Reformer Foundations II (2 days)	\$699 same manual as Reformer I	\$724 plus manual \$60 plus S&H
Reformer Foundations III (2 days)	\$699 same manual as Reformer I	\$724 plus manual \$60 plus S&H
Tower Training (2 days)	\$699 plus manual \$25 plus S&H	\$424 plus manual \$25 plus S&H
Wunda/Combo Chair Course (1 day)	\$399 plus manual \$19.95 plus S&H	\$424 plus manual \$19.95 plus S&H
Pilates Arcs & Barrels (1 day)	\$399 same manual as props course	\$399 plus manual \$19.95 plus S&H
Integrated Training (Elective) (1 day)	\$399 plus manual \$25 plus S&H	\$424 plus manual \$25 plus S&H
Reformer Foundations III (Elective) (2 days)	\$699	\$724
Pilates & Pregnancy - 1-Day Live Course (Elective)	\$399 plus DVD \$39.95 plus S&H	\$424 plus DVD \$39.95 plus S&H
The Gluteals and their Link to Low Back Pain - Live Training (Elective)	\$225	N/A
Back to Basics - Online Course (Elective)	\$90	N/A
Reformer Choreography – Online Course (Elective)	\$75	N/A
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)		
The Gluteals and their Link to Lower Quarter	\$95	N/A
Dysfunction – Online Course (Elective)		
Pilates for the Endurance Athlete – Online Course (Elective)	\$95	N/A

Pilates as Treatment for Back Pain in the Client with Sway Back Posture – Online Course (Elective)	\$95	N/A
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 Prevention and Rehabilitation Online Course (Elective)	\$110	N/A
YUR Back: The Perfect Program for Spinal Stenosis Online Course	\$125	N/A

We offer a closed training option for facilities that would like to train their own staff. Enrollment agreements are required for those who desire to complete the comprehensive training. However individual course scheduling is welcom.

#### **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.
Reformer Foundations III	Maximum people in course for \$4,000 is 10, then \$666.00 per head over 10.
Tower Training	Maximum people in course for \$4,000 is 10, then a \$666.00 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 a 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: Mastercard, 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 will still be USPS, but may take longer than 72 hours.

#### **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 are provided for cancellations made within 14 days of the original scheduled training date.

#### Transferring from a PHI course to other PHI course

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.

#### **Comprehensive Teacher 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 after passing the exam students will carry the credentials PMA®CPT after their name. Presently PHI Pilates graduates report a 100% pass rate on their first attempt of the Pilates Certification exam.

In addition to PHI's fees for courses and books, 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 <a href="www.pilatesmethodallliance.org">www.pilatesmethodallliance.org</a>. Information and pricing for the Pilates Certification exam is also provided on the Pilates Certification website. 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 PHI comprehensive training curriculum, students will apply for a final training certificate and complete the Pilates Certification Exam form to sit for the PMA Certification examination. These forms are provided on the PMA website and can be completed and emailed to the PHI Pilates office via <a href="mailto:info@phipilates.com">info@phipilates.com</a>. There is a \$25 fee to PHI 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. PHI Pilates has several continuing education courses available that can meet these needs for you.

#### The Comprehensive Teacher Training Program

(required to sit for the Pilates Certification Program exam approved by the NCAA and administered through PMA)

Please see the additional descriptions to follow, however this is a summary provided for 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 463 hours. The Comprehensive Teacher training is made up of a required series of individual courses and practical experiences, that occur in an integrated format. Students enroll in each of the courses at their own pace in the required order to fulfill the requirements for comprehensive training, with self paced practical experiences in between courses. This will allow each student to work at their own pace to suit their lifestyle and financial needs.

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

#### **PHI Pilates Comprehensive Training Program Description**

The PHI Pilates Comprehensive Training Program is modular in design allowing students to progress through portions of the training one weekend at a time. It takes most students at least one year to complete the program, and other students up to two years or more. The program consists of 98 hours of live onsite training, 15 hours of online instruction, and includes 3 written exams, 3 practical exams and 350 hours of documented practical experience.

The Comprehensive Training Courses:

Training Course and Cost	Hours	Supplement Online Hours	Exam	Prerequisites	Required Text and cost
Mat Level I \$475	14	5	50 question online exam Community Experience Practical Exam	College level Anatomy or Fitness Certification 14 years old	Pilates Mat Work \$35
Mat Level II \$350	7	3	25 question online exam	Mat Level I	Pilates Mat Work \$35
Reformer I \$699	14	5	50 question online exam Practical Exam	Mat Level I	Reforming Human Movement \$60
Reformer II \$699	14		Performance Evaluation Form	Reformer Level	Reforming Human Movement \$60
Reformer III \$699	14		Practical Exam	Reformer Level	Reforming Human Movement \$60
Tower/Cadillac \$699	14		Performance Evaluation Form	Mat Level I	Tower Cadillac Manual \$25
Chair \$399	7		Performance Evaluation Form	Mat Level I	The Pilates Chair \$20
Props \$350	7		Performance Evaluation Form	Mat Level I	Pilates Using Small Props for Big Results \$20
Barrel \$399	7	2	Performance Evaluation Form	Mat Level I	Pilates Using Small Props for Big Results \$20
\$4769.00	98 hours	15 hours			\$160

Total Cost of training and books: \$4929.00\*\*
Additional fees to PHI: \$50 Online Portal Fee per year, \$25 Final Certificate. The PMA test application fee is payable to Castle Worldwide.

<sup>\*\*</sup>These totals do not include fees for shipping and handling of textbooks 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.

#### **The Practical Experience**

Students are required to complete a total of 350 hours consisting of observation hours, apprenticeship hours, and self-practice hours. Descriptions of the three types of Practical Experience:

<u>Self-Practice Hours</u>: These are hours that you spend taking classes from other teachers or doing online or video classes with experienced teachers. This can also be time that you spend reading Joe Pilates books or other research or publications on Pilates. Attending a conference or participating in a CEU course could be counted for time here.

<u>Apprenticeship Hours</u>: These are hours spent teaching others. This can be a free lesson to a friend or group of family members or could be teaching at a facility under the direction of an approved Pilates teacher.

<u>Observation Hours</u>: These are hours spend observing another approved Pilates teacher teaching a class or a private session. You should not be participating in this class. Attending a conference or participating in a CEU course could be counted for time here.

To ensure a well-rounded experience, PHI requires that students have a minimum of 75 hours of each of the 3 activities in your total 350 hours.

PHI will ask that you document these hours by having the participating teacher sign off, by describing and logging the activity such as the book read or video classes completed, or by showing a pay stub with hours for any apprentice teaching. These hours must be documented in the online portal prior to receiving your final certificate. For example, if the student is planning to take a CEU course, PHI Pilates would assess it and approve the level of the teacher and the topic as something appropriate to meet the learning objectives of this portion of the curriculum. The amount of time allotted to self-practice activities such as reading and studying will be monitored and measured by PHI Pilates in the online portal.

PHI Pilates will provide you with an online module where you can upload your practical experience hours with documentation. The cost of this service is \$50 per year and will allow us to monitor your progress.

Teachers which you observe or apprentice under must be approved by PHI Pilates. We offer teachers near our training locations but welcome you to find teachers in your area to assist with your experience. General requirements are that the teacher has a minimum of 5 years of experience teaching Pilates and that they are PMA Pilates Certified. Specific types of internship experiences are available to meet the needs of different professionals. Documentation of these experiences require basic membership in PHI Pilates where each candidate is provided an online portfolio to log their experience and complete assigned projects. PHI requires practical experience hours to be confirmed and documented to allow a participant to sit for the Pilates Method Alliance Certification Exam.

#### Practical Experience Learning Objectives:

1. Students will experience Pilates movement with visual cueing of a PHI approved experienced Pilates teacher in a group or private setting.

- 2. Students will evaluate the effectiveness of a PHI approved more experienced Pilates instructor in teaching a class or private session.
- 3. Students will recall the principles of Pilates as used while observing or experiencing the instruction of a PHI approved more experienced Pilates instructor.
- 4. Students will apply learned Pilates skills on a client under the supervision of a PHI approved more experienced Pilates instructor.
- 5. Students will analyze and critically compare information on differing concepts of Pilates.
- 6. Students will defend Pilates principles by reading and identifying evidence based research.

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 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
- 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

In addition to the above listed fees for comprehensive training, you should consider the following additional costs:

\$25 fee for final certificate and PMA test application processing

Travel and housing fees to attend trainings

Purchase of Joe Pilates books and the PMA Pilates Certification Study Guide

Fees for taking the PMA Certification Exam

Fees that may be involved in participation or observation at a facility

Late registration fees

Shipping and handling fees

#### **Admissions requirements**

The PHI Pilates program is modular where a candidate may complete a comprehensive program one course at time on their own schedule. Students enroll in one course at a time and there is no obligation to complete the entire program. See page 1 of the candidate handbook. To be admitted to a course, the student needs to meet the required prerequisites of that course, pay the fee and agree to the refund policies of the course. This is done via a web sign agreement in our store. See attached screenshot. The student who desires to complete the comprehensive

training program must sign the enrollment agreement and progress through the specified course work and practicum.

The prerequisites for each course and comprehensive study requirements are outlined in the handbook and on the phipilates website at:

https://www.phipilates.com/curriculum/core-classes/

https://www.phipilates.com/pilates-certification/

https://www.phipilates.com/wp-content/uploads/2017/04/PHI\_Candidate\_Handbook\_rev-2-25-16.pdf

#### **Attendance requirement**

Each student fills out and signs a waiver at the live training and shows their ID to the instructor to demonstrate that they attended the 7 or 14-hour training. They are provided a login and password for the online portions of the trainings and the system maintains a time log to demonstrate that they attend. There are also quizzes/tests to assess their participation. The internship and observation require the sign off by their mentor in our mentorship system.

#### **Refund Policy**

Our program is modular so payment is collected for one course at a time. You may not pay for the entire comprehensive training in one payment. Registration is processed for each individual course. Students may withdraw from the program at any time and will not be responsible for fees for trainings (modules) not yet completed. If a student withdraws, the student is not responsible for additional fees for books or materials for trainings not taken or any fees for practical experiences that the student not yet completed. There are no refunds for previously completed trainings (modules) or practical experiences which have already been completed.

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

Customer Cancellation - PHI Pilates will honor a refund request, minus a cancellation fee of \$50 when a customer cancels more than 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.

#### Testing

At each stage of the curriculum there is a written online exam or an in person 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 may have to 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. Trainings that do not contain written examinations or formal practical examinations have a formal performance evaluation for each student which is completed by the teacher trainer.

#### **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 re-apply and enroll to repeat course in its entirety with the financial penalty of the price of the course.

#### **Appeals Process**

Participants who choose to appeal any grade assessment 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.

#### **Certificates of Completion**

Official certificates of completion will be mailed within 2 weeks of each course and assessment completion. Certificates will include CEC information for PMA. CEC information for PA Physical Therapy 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.

#### **Access to Student Portfolio**

Students will have ongoing online access to their portfolio of grades and intern hours via a personal login provided when they pay the \$50 membership for the comprehensive portfolio. Students may also contact the PHI office at any time to review their files via phone or email.

#### **PHI Pilates Teaching Faculty**

(Please view the PHI Pilates website for more in depth bios)

PHI Pilates Director of Education: Christine Romani-Ruby PT, D.Ed., MPT, ATC, PMA®CPT

US Dean: Christine Romani-Ruby PT, D.Ed., MPT, ATC, PMA®CPT

Teaching Faculty:

Christine Romani-Ruby PT, D.Ed., MPT, ATC, PMA®CPT

Cindi Smith PTA PMA®CPT

Ariel Hernandez PMA®CPT

Dawn Keating PMA®CPT

Stephanie Wilkins MA, PMA®CPT

Susan Holewinski PMA®CPT

Registrar:

Joan Mahfood

#### **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 a course 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 director has the option to do a temporary suspension where the student may be permitted to return to class after meeting required conditions.

#### Leave of absence

Due to the unique modular curriculum and pay as you go model PHI has no need for leave of absence policy. Students can take as long as needed to complete the curriculum, and can self stipulate leave of absence when necessary without approval from PHI. Students should refer to our refund policies to know the details on withdrawing or rescheduling an individual course and this is on pages 11 of the handbook.

#### **Enrollment procedures**

Students desiring to progress through the comprehensive Pilates training are presented with an enrollment agreement that contains all of the necessary elements specified by the Commonwealth of Pennsylvania. The enrollment agreement is presented to participants on the website as an applicant considers the comprehensive program. The applicant has the option of signing and faxing or mailing in the enrollment agreement as he or she decides to pursue the comprehensive training.

#### **Comments/Complaints/Grievances**

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).

PHI Pilates recognizes a student's right to have grievances and to file complaints and is committed to addressing complaints and grievances effectively and fairly. Complaints can be addressed to our director Christine Romani-Ruby (cruby@phipilates.com).

PHI Pilates aims to address complaints and grievances through a fair and impartial resolution process that is carried out with transparency, that is accessible and available to all students and that respects the privacy of all parties involved. A student may file a complaint or grievance without fear of reprisals.

For any complaints students are encouraged to:

- 1. First approach the person with whom they have a grievance and attempt to resolve the issue.
- 2. If the problem is not resolved, students should reach out to the program director in their country. Students will be asked to present their complaints in writing and PHI Pilates will address their concerns directly.
- 3. For PSAP approved schools, if concerns remain, the student may contact PSAP at PSAP@pilatesmethodalliance.org

#### **Transfer of Credit Policy**

PHI Pilates does not guarantee the transfer of its credits to any other Pilates training schools. Phi Pilates will evaluate credits from another Pilates training organization on a case by case basis. Testing may be required to assess the incoming student for placement and testing fees will apply. These assessments will be made by the program deans.

#### Description of the facilities

The main PHI Pilates facility is located at 4158 Library Road, Pittsburgh, PA. It is a full and active studio as well as the training facility. The facility is 2 floors. The top floor contains all the Pilates equipment and the bottom floor is used primarily for mat based trainings. They upstairs area is 2640 square feet and the downstairs is 660 square feet. Equipment to student ratios in trainings are a maximum of 2 students per each piece of equipment and no more than 12 students to one faculty member. The facility has a small kitchenette with a microwave, refrigerator and coffee maker for student use.

Here is a list of the equipment on site:

- 8 Clinical Reformers with Towers with sitting boxes and standing platforms
- 1 Clinical Reformer with sitting box and standing platform
- 1 Studio reformer with Konnector with sitting box and standing platform
- 2 Trap Tables
- 5 Combo Chairs
- 1 Exo Chair

- 1 ladder barrel
- 1 pedi pole
- 1 foot corrector
- 10 Arc spine correctors
- 4 Clara barrel spine correctors
- 20 Pilates rings
- 5 core aligns
- 15 airex mats
- 10 foam rollers
- 2 orbits
- 1 toe corrector
- 8 Bellicon trampolines
- 8 TRX straps

#### **Educational services**

PHI Pilates offers additional online resources for its students including an online library of articles and videos that are free.

Please see our blog at https://www.phipilates.com/move/

We also offer educational books and DVD for purchase on our website and on Amazon.com to assist with learning. The online portions of the courses are asynchronous and can be viewed more than once to assist with studying.

#### **Certificates of Completion**

Official certificates of completion of individual courses will be mailed within 2 weeks of the course and test completion. Certificates will include CEC information for BOC 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.

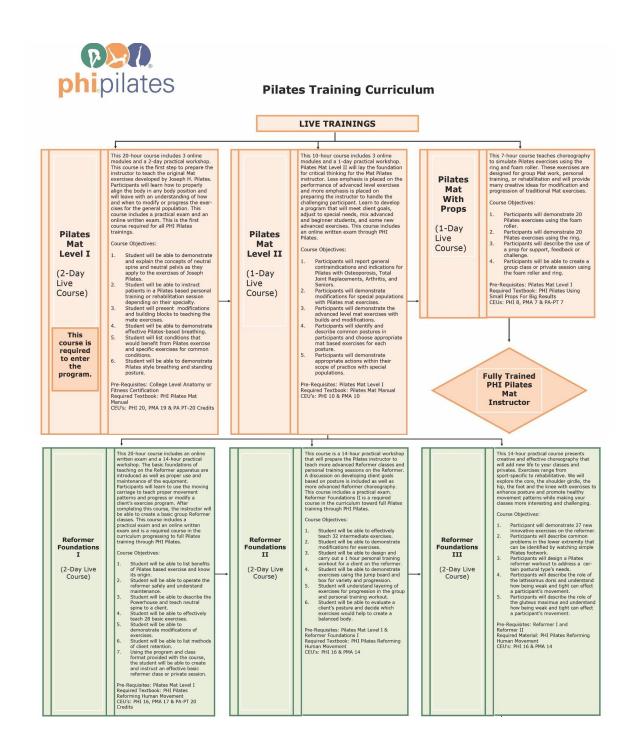
#### **Sexual Harassment Procedure**

Any student who feels she or 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 program 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: Christine Romani-Ruby at cruby@phipilates.com

• For PSAP approved schools, the last contact would be PSAP at PSAP@pilatesmethodalliance.org
Please see the form attached in the appendices.

#### **Descriptions of PHI Education Curriculum**





#### LIVE TRAINING ELECTIVES

This 9-shour practical workshop introduces the Pilates instructor to the most provided by the Pilates that combines the Tower with the moving Reformer carriage providing a challenging workout for experienced Pilates teachers and clients. This course serves as an elective with PHI Pilates.  Course Objectives:  1. Participants will be able to create a group class or private session using the Tower and Reformer blended exercises.  2. Participants will describe the use of the carriage for perturbation to the course of processionals.  Training  This 1-day course discusses Pilates an effective method of exercises and effective method of exercises to the new providing exercises both on the Mat and on the equipment will be presented. This course will prepare you to confidently lead healthy pre-and post-natal clients in a safe and effective Pilates program.  Course Objectives:  1. The participant will recognize the Pilates instructor scope of practice with pre and post natal clients and Pre- and Pre- and Pre- and Pre- indicated to medical professionals.  Training  This 1-day course discusses Pilates and effective method of exercises on the fective method of exercises to the new pre- modes of effective method of exercises to the certage of precision of the carriage providing a challenging exercise.  Training		_ +		
Course)  Cou	Training (1-Day Live	the Pilates instructor to the most innovative technique in Pilates exercise. Students learn choreography that combines the Tower with the moving Reformer carriage providing a challenging Norkout for experienced Pilates teachers and clients. This course serves as an elective with PHI Pilates.  Course Objectives:  1. Participants will be able to create a group class or private session using the Tower and Reformer blended exercises.  2. Participants will demonstrate 20 exercises carriage for perturbation to create control from the center.  3. Participants will demonstrate 20 exercises using the combined Tower and Reformer.  4. Participants will demonstrate safe transfers to and from the moving carriage when performing integrated exercises.  Pre-Requisites: Pilates Mat Level I & Reformer Foundations I Required Textbook; PHI Pilates Integrated Training Manual	Pre- and Post Natal Training (1-Day Live	effective method of exercise for the pre-and post-natal client. Precautions, contraindications and prescriptive exercises both on the Mat and on the equipment will be presented. This course will prepare you to confidently lead healthy pre-and post-natal clients in a safe and effective Pilates program.  Course Objectives:  1. The participant will recognize the Pilates instructor scope of practice with pre and post natal clients and will refer when indicated to medical professionals.  2. The participant will demonstrate variations for basic mat exercises for the pre and post natal client.  3. The participant will describe common pregnancy symptons and sickness and disastasis rectus and their implications on activity.  4. The participant will list the benefits to exercise for the pre and post natal client.  5. The participant will list the contraindications for Pilates for certain clients who are in the pre or post natal periods.  Pre-Requisities: This course is most effective for the experienced Pilates professional who has formal training in at least the Mat repertoire.

#### **Training Continued**



## Pilates Training Curriculum Continued ONLINE TRAINING ELECTIVES

			ONLINE TRAINING ELECTIVES		
Active Nutrition Online Training Course (Online Course)	This online course will provide the fitness professional with a basic overview on nutrition for the active individual. There are eight narrated presentations on the key components of nutrition, a voluntary activity and a quiz. There are also PDF files of the slides for each presentation. The information in this course is not meant to supersede consultation with a Registered Dietician (RD), but rather to provide health and fitness professionals with the basics of nutrition for the active individual.  Course Objectives:  1. Provide an overview of nutrients individuals ingest in their food. 2. Provide the basic concepts behind nutritional goals for active individuals. 3. Provide insight into how active individuals als should eat and drink before, during and after activity.	Back to Basics (Online Course	Students will identify neutral alignment in all body positions.	The Gluteals and their Linl to Lower Quarter	k  1. Identify the extensors of the hip and their isolated and integrated
	CEU's: PHI 3		<u></u>	Dysfunction	
Reformer :horeography	This 2-hour workshop focuses on new choreography for your reformer group classes or privates. If things are getting a bit stale, this will be sure to freshen it up! Chrissy Ruby presents new twists on old exercises as well as brand new creations that will liven up your classes adding challenge and interest.  Course Objectives:  1. Participants will demonstrate 21 new choreography exercises on the Reformer.	Working V	The forward head posture is one of the most common postural faults of our clients. It results from extended periods in sitting, age, and overtraining. We see it in the young, the old, the inactive and even in our best athletes. If untreated it will eventually cause muscle imbalance in the cervical spine and may lead to herniated discs, numbness and tingling in the arms, shoulder problems and headaches. In this online course, Chrissian the control of the course	(Online Course)	identifying characteristics in athletes 3. List the lower quarter dysfunctions common in athletes that are linked research to the lack of recruitment, the gluteals. 4. Present ten Pilates based mat or reformer exercises to improve moto control of the gluteals in athletes. 5. Identify faulty movement patterns and postures of that are associated with poor recruitment of the gluteal CEU's: PHI 3, PMA 3 and PA-PT 3 Credits
(Online Course)	Participants will define the idea of teaching by "using the move".      Participants will understand how a teacher should keep cadence with their voice and start combinations simple so that they can build.      Participants will remember that purpose, safety, and client goals are all as important as fun choreography.      Participants will define their demographic and understand how to use this to assist in choosing choreography.  CEU's: PHI 3 & PMA 3	A Client V The Forw Head Post (Online Course	North  and  ard  ture  or the studio/clinic in Pittsburgh where she  treats one of her clients using the Pilates  freats one of her clients using the Pilates  fromer, pedpole, Cadillac, chair, mat, and  ning. The course includes an online quiz and  if you get 70%, you are able to print a  certificate of completion. You get three  attempts on the quiz.  Course Objectives:  1. The participant will list the muscles  involved in the guy wire system that  holds the head in good posture.  2. The participant will ste muscles that  form the scapular force couple.  3. The participant will ste he muscles that  form the scapular force couple.  3. The participant will describe 14 exercis-  es for the forward head posture on the  various Pilates apparatus.  4. The participant will describe the upper  crossed syndrome and identify it in  posture evaluation of a client.		
			CEU's: PHI 3, PMA 3 & PA-PT 3 Credits	1	
					1-1.
Pilates for Pre and Post Natal Clients (Online Course)	This 3.5 hour online course will teach the Pilates instructor how to work safely and effectively with a pre or post natal client. Learn the best ways to plan a program for a safe and effective exercise program.  Course Objectives:  1. The student will describe the physiological changes in the more program, the program of the physiological changes in the program of	Pilates for Endurance Athletes (Online Course)	Endurance athletes are a growing sub population in the US. Last year almost half a million people completed a marathon. Research studies show that between 50 and 90 percent of runners miss training time due to injury. Pilates, which emphasizes control of the core as well as strengthening of short strong muscles is well suited to be a part of an endurance athletes training regimen. In this streamed lecture, we will explore repertoire which keeps eathletes functioning at their optimal potential.  Course Objectives:  1. To provide the Pilates instructor with an overview of the physical demands of endurance athletes.  2. To provide the Pilates instructor with an overview of the physical demands of endurance athletes.  3. To provide Pilates instructors with an overview of common movement impairments seen in endurance athletes.  4. To provide Pilates instructors with ideas to introduce endurance athletes to Pilates exercise.  4. To provide Pilates instructors with a rationale about why specific Pilates exercises are beneficial for endurance athletes.  5. To provide Pilates instructors with a rationale about why specific Pilates exercises are beneficial for endurance athletes.  6. To provide Pilates instructors with specific cues for Pilates exercises to work with endrance athletes towards the mastery of these exercises to work with endrance athletes towards the mastery of these exercises.	Take It To The Wall (Online Course)	This course which is presented by Karen Sanzo, MS, PT, PMA®, CPT is designed to facilitate advanced thinking prior to advancing exercises. This course will provide you with a new awareness of the muscles that often lie dormant during many exercises. Discover the role of the hamstrings and gluteals during a bridge. What about that famous quadruped position? Learn how the hands can make a better connection to the shoulder. Research regarding motor control and spinal stabilization will be briefly reviewed.  Course Objectives:  1. Define open/closed chain exercises.  2. Experience how closing the chain can create different core connections.  3. Understand the role of hamstrings and gluteus maximus during hip extension forces or active hip extension. Includes review of firing patterns.  4. Discover ideal prop placement to enhance hip and shoulder opening, 5. Review phases of motor control.  6. Build an integrated wall exercise program from suprine, quadruped, stitting and standing.  CEU's: PHI 3 and PMA 3

## **Training Continued**



		ON	LINE TRAINING ELECTIVES		
	Ţ				
Pilates for Pre and Post Natal Clients (Online Course)	This 3.5 hour online course will teach the Pilates instructor how to work safely and effectively with a pre or post natal client. Learn the best ways to plan a program for a safe and effective exercise program.  Course Objectives:  1. The student will describe the physiological changes in the mother throughout the pregnancy trimesters and after the baby is born.  2. The student will list the benefits and risks of exercise to both the pregnant woman and the new mother.  3. The student will describe the faulty postures that occur in the pregnant woman and after birth of the baby and relate them to changes in must be balance.  4. The student will describe the faulty postures that occur in the pregnant design an every early and relate them to changes in must be balance.  4. The student will describe the faulty postures that occur in the pregnant woman and after birth of the baby and relate them to changes in must be balance.  4. The student will describe the student balance and post natal client that addresses postural changes and is attentive to contraindications.  CEU's: PHI 5, PMA 4.5 & PA-PT 3.5 Credits	Pilates for Endurance Athletes (Online Course)	Endurance athletes are a growing sub population in the US. Last year almost half a million people completed a marathon. Research studies show that between 50 and 90 percent of runners miss training time due to injury. Pilates, which emphasizes control or such that the substance of the properties of	Take It To The Wall (Online Course)	This course which is presented by Karet Sanzo, MS, PT, PMA® (CFT is designed if facilitate advanced thinking prior to advancing exercises. This course will provide you with a new awareness of the course of the hamstrings and gluteals during a bridge. What about that famous quadruped position? Learn how the hands can make a better connection to the shoulder. Research regarding motor control and spinal stabilization wie briefly reviewed.  Course Objectives:  1. Define open/closed chain exercises. 2. Experience how closing the chain can create different core connections. 3. Understand the role of hamstring: and gluteus maximus during hip extension forces or active hip extension forces hip extension forces hip extension fo
YUR Back: The Perfect Program for Spinal Stenosis (Online Course)	Lumbar Spinal Stenosis is a common disabiling condition in the older adult. In this online workshop we will review the etiology of the condition, symptoms of clients with lumbar spinal stenosis and how they respond to movement. Then we will apply the YUR BACK Pilates program for safe and effective exercise, education and safe activities of daily living. We will discuss current research that presents spinal flexion and distraction as the most spinal flexion and distraction as the most online course includes a 40 minute narrated lecture and 12 extended streamed movie clips between 5 and 8 minutes each of movement and exercise demonstration. To earn the CEU's you must pass a 12 questions quiz at 70%. Three attempts are offered on the quiz.  Course Objectives:  1. The student will describe the etiology of lumbar spinal stenosis (neurogenic claudication) and how it differs from	Low Back Pain: The Role of the Gluteals in Prevention and Rehabilitation (Online 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 Pilates instructor or physical therapist will identify shortness and weakness through Pilates movements and then use those movements to build muscle balance within their scope of practice. When working with a client with processing the pilates of the pilates are on the mat, reformer, and Pilates chair. Many of the mat exercises use the Pilates loop resistance band.  Course Objectives:  1. The student will list the multiple roles of the gluteal musculature in healthy activities.  2. The student will light through	•	

#### Course Objectives:

- Course Objectives:

  1. The student will describe the etiology of lumbar spinal stenosis (neurogenic claudication) and how it differs from vascular claudication.

  2. The student will demonstrate mat based, reformer, ladder barrel, chair, trapeze table and integrated training exercises appropriate for the client with lumbar spinal stenosis.

  3. The student will provide and use to relieve painful symptoms during activities of daily living.

  4. The student will describe symptoms that would indicate that an exercise is not appropriate for the client lumbar spinal stenosis.

  5. The student will list related conditions that can cause lumbar spinal stenosis.

CEU's PHI 4 and PMA 4

- In 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 poor move-the student of the gluteals through observation of Plates movements and activities of daily living. The student will identify the important role of the gluteals maximus in global movement patterns. The student will demonstrate Plates exercises to strengthen, lengthen and balance the gluteals on the reformer, met and chair.

  The student will identify lower extended the strengthen is considered that the strengthen is considered that the strengthen is considered that the strengthen is considered to the strengthen in gluteal activation.

CEU's PHI 4, PMA 4 and PA-PT 4 Credits

**Training Continued** 



Rehabilitation

This series of courses will assist the rehabilitation professional in assessing and promoting healthy movement using the Pilates part series will progress the therapist in using the functional movements of Pilates to assess the neuromuscular system and then assist the client in optimizing their movement patterns to reduce pain, optimize function, and prevent injury. Each course will make use of the mat work and all of the Pilates apparatus. This series of courses will assist the rehabilitation professional in assessing and prometing healthy movement using the Pilates repertoire. Each 10-hour course in the 5 part series will progress the therapist in using the functional movements of Pilates to assess the neuromuscular system and then assist the client in optimizing their movement patterns to reduce pain, optimize function, and prevent injury. Each course will make use of the mat work and all of the Pilates apparatus. This series of courses will assist the rehabili-tation professional in assessing and promot-ing healthy movement using the Pilates repertoire. Each 10-hour course in the 5 part series will progress the therapist in using the functional movements of Pilates to assess the neuroruscular system and then assess the neuroruscular system and then assist the client in optimizing their move-ment patterns to reduce pain, optimize function, and prevent injury. Each course will make use of the mat work and all of the Pilates apparatus. Rehab Rehab Rehab Rehab Specialist II—Posture is the shadow of movement. Use static posture to determine imbalance and faulty movement patterns and reform posture by resolving the imbalances and correcting the movement. Specialist II Specialist III Specialist I Rehab Specialist III—Building better relationships. Healthy movement requires muscles to work together in many different relationships. One muscle may have several different types of relationships and many partners. In this course learn to use Pilates as counseling for these muscle relationships. Rehab Specialist I—Adopting a visual scan. In this course explore how distal movements and positions can reveal proximal imbalances. Then use them to teach new movement patterns. Adopting a Visual Scan Posture is the Building Shadow of Relationships Movement (1-Day Live Pre-requisites: This course is for rehabilita-tion professionals such as PT, PTA, OT, RN, MD, ATC, etc. Students should have prior Pilates training. Required Textbooks: The Pilates Chair: Challenge the Core, Pilates: Using Small Props for Big Results, Tower/Cadillac, Cell with Sturman Neventin CEU's: PMA 10, PAPT—10 Credits, and PHI 10 (1-Day Live (1-Day Live Pre-requisites: This course is for rehabilita-tion professionals such as PT, PTA, OT, RN, MD, ATC, etc. Students should have prior Pilates training. Required Textbooks: The Pilates Chair: Challenge the Core, Pilates: Using Small Props for Big Results, Tower/Cadillac , Reforming Human Movement CEU's: PMA 10, PAPT—10 Credits, and PHI Course) as counseing for these muscle relationsings
Pre-requisites: This course is for rehabilitation professionals such as PT, PTA, OT, RN,
MD, ATC, etc. Students should have prior
Pilates training.
Required Textbooks: The Pilates Chair:
Challenge the Core, Pilates: Using Small
Props for Big Results, Tower/Cadillac,
Reforming Human Movement
CEU's: PMA 10, PAPT—10 Credits, and PHI
10 Course) Course) This series of courses will assist the rehabili-tation professional in assessing and promot-ing healthy movement using the Pilates repertoire. Each 10-hour course in the 5 part series will progress the therapist in using the functional movements of Pilates to assess the neuromuscular system and then assist the client in optimizing their move-ment patterns to reduce pain, optimize function, and prevent injury. Each course will make use of the mat work and all of the Pilates apparatus. This series of courses will assist the rehabilitation professional in ascessing and promoting healthy movement using the Plates repertoire. Each 10-hour course in the 5 part series will progress the theraptst in using the functional movements of Plates to assess the neuromuscular system and then assist the client in optimizing their movement patterns to reduce pain, optimize function, and prevent injury. Each course will make use of the mat work and all of the Plates apparatus. **Training Continued** Rehab Specialist V Specialist IV The Rehab Specialist IV—Transforming new movement into function. Healthy move-ment needs practice. Apply the movements learned in the Pilates environment to life function and incorporate practice into daily activities. Choose Pilates movements to match life challenges and goals. Transforming Relationship New Between Movement into Function Mobility and Stability Pre-requisites: This course is for rehabilita-tion professionals such as PT, PTA, OT, RN, MD, ATC, etc. Students should have prior Pilates training. Required Textbooks: The Pilates Chair: Challenge the Core, Pilates: Using Small Props for Big Results, Tower/Cadillac , Reforming Human Movement CEU's: PMA 10, PAPT—10 Credits, and PHI 10 (1-Day Live Pre-requisites: This course is for rehabilita-tion professionals such as PT, PTA, OT, RN, MD, ATC, etc. Students should have prior Pilates training. Required Textbooks: The Pilates Chair: Challenge the Core, Pilates: Using Small Props for Big Results, Tower/Cadillac , Reforming Human Movement CEU's-PMA 10, PAPT—10 Credits, and PHI 10 Course) Course)



#### **Licensure Courses**

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 categorize them. We will discuss red flags of when to refer that client on or when to avoid certain activities. Then we will apply Pilates mat movements for a fitness evaluation and post rehabilitation plan. Leave with a new confidence for when your client says: "I hurt my back" or "Can you teach me a Pilates program to help my back pain?" Completion of this program is the first step in becoming a qualified licensed teacher of the VIR Back program. This course includes a one year license as a YUR Back instructor. YUR Back: Fitness Instructor Licensure Course Required Textbooks: Included (2-Day Live Course) CEU's: PMA 14

Barre Bellas Instructor Course Objectives:

1. Identify and correct faulty movement patterns that can lead to back or knee injury

2. Demonstrate proper hip rotation using the roto disc

3. List the principles of the Barre Bellas work out

4. Describe the concepts of stability and mobility

mobility

Demonstrate 15 Barre Bellas exercise sequences Licensure Course (2-Day Live Course)

This 14 hour workshop trains you to teach the Barre Bellas concept of a work out using a Barre; not a class for dancers. Learn how to safely challenge clients while protecting knees and backs and teaching healthy movement patterns for life. The Barre Bellas teacher program will provide the knowledge, choreography, music, and tools for a one of a kind work out using bands, barres, weights, rotation discs and more! Make physical activity fun and provide a well rounded class for everybody.

Required Textbooks: Included

CEU's: PMA 14

#### **APPENDICES**

PHI Registration and Waiver Form
PHI Course Registration Form
PHI Credit Card Authorization Form
PHI Pilates Sexual Harassment Form
PHI Pilates Enrollment Agreement



(Please Print)

	PERSONAL INFORMATION			
Name:				
(Please print your name neatly, as this is he training documents.)	now it will appear on your final training docum	ent. A fee is o	harged for	replacement final
Street Address:			P.O. Box	No./Apt./Floor:
City:			State:	ZIP Code:
Home Phone No.:	Cell Phone No.:	Employer Pho	ne No.:	c.
( )	( )	( )		
Email Address:				
How did you hear about our program?				
What training are you attending today?				
☐ Mat Level I ☐ Mat Level II ☐ Mat with P	rops 🗆 Reformer I 🗀 Reformer II 🗀 Integrate	ed 🗖 Tower/C	adillac 🗖	Wunda/Combo Chair
☐ Arcs & Barrels ☐ Rehab Specialist I ☐ R	Rehab Specialist II 🔲 Rehab Specialist III 🔲 Re	hab Specialist I	√ □ Reha	b Specialist V
☐ Pregnancy ☐ YUR Back Licensure Course	☐ Barre Bellas Licensure Course ☐ Other			
Ackno	owledgement of Risk and Waiver of L	iability		
I understand that I, (Print Name)				
I understand that, by signing this statement, I am agreeing not to hold PHI® Pilates or any of its employees, owners, agents, or 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:				
Signature (Participant or Guardian):  Date:				

Rev. 12/15



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## 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)

		COURS	E INFORMATIO	N			
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.)							
	l Pilates Mat Le l Arcs & Barrel		☐ Reformer I - \$699 ☐ Wunda/Combo Ch	□ F nair - \$399	Reformer II - \$699		former III - \$699 ower/Cadillac - \$399
☐ Other (Specify):							
Manuals & Materials for Course: (	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 Loo	cation:			
	PE	RSONAL INF	ORMATION - Pr	int Legi	bly		
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 #: Name As It Appears On Card:	Total Char	ge:	Signature:	EX	piration Date:		Security Code:
Billing Address: (If different from a	above)		'				

Rev. 8/12



## PHI® PILATES CREDIT CARD AUTHORIZATION FORM

I,	Print Name	give PHI Pilates authorization to charge my credit card.
Signed:		
	Signature	Date:
	•	copy of the front and back of your credit card and driver's hail to us at: 4158-B Library Road, Pittsburgh, PA 15234.
***Please	e be aware that you	r photocopies will be shredded and will not be kept on

Rev. 7/11



#### **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:

Date:

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 program 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: Christine Romani-Ruby at cruby@phipilates.com
- For PSAP approved schools, the last contact would be PSAP at PSAP@pilatesmethodalliance.org

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:

# PHI® Pilates 4158 Library Road, Pittsburgh, PA 15234 877-716-4879 info@phipilates.com

#### PHI Pilates Comprehensive Teacher Training Enrollment Agreement

Address			
PHI modular training and 3 detailed description of coustudent will earn a certification.	sive Teacher Training program is 463 hours in length with 113 hours of 50 hours of practical experience. (see PHI Candidate Handbook for rsework and practical experiences) On completion of the program the te as a comprehensively trained teacher by PHI® Pilates. You may work our schedule. PHI recommends a target completion of two years.		
In addition to the above listed fe Travel and housing fees to attend	ee per year, \$25 Final Certificate and PMA test application fee es for comprehensive training, you should consider the following additional costs: d trainings d the PMA Pilates Certification Study Guide		
	ticipation or observation at a facility (fees can vary as described in the PHI Pilates		
Terms of Payment: PHI® Pilates due on registration or 14 days pr	accepts cash, checks and all major credit cards. Payment for each modular course is for to the course date. Payment		
(modules) not yet completed. If a materials for trainings not taken	hdraw from the program at any time and will not be responsible for fees for trainings a student withdraws, the student is not responsible for additional fees for books or or any fees for practical experience that the student not yet completed. There are eted trainings (modules) or practical experiences which have already been		
Customer Cancellation - PHI Pilat days from the original date/time submit the cancellation in writing Once the letter confirming the re	es will refund 100% of the training fee when PHI Pilates cancels the training. tes will honor a refund, minus a cancellation fee of \$50 when a customer cancels 14+ training was to occur. Customer must call 1-877-716-4879 to cancel, and then g to 4158-B Library Road, Pittsburgh, PA 15234, or email via info@phipilates.com. equest for cancellation is received, the refund will be processed. Refunds will be or cancellations made within 14 days of the scheduled module training date.		
I have received and unders	tand the PHI® Pilates Candidate Handbook and a copy of this		

I participate in this program at my own risk and agree to release PHI Pilates its officers, and representatives from any and all liability resulting from any form of personal and /or physical injury incurred during any movement lessons or procedures performed while a participant in the program or while in the facilities. I agree to participate in the PHI Pilates comprehensive training in accordance with the policies provided in the PHI Pilates Candidate Handbook.

enrollment agreement: Initials: \_\_\_\_\_

Student Name (Print):	Date:	
Student's Signature:		
School's Representative (Print):	Date:	
Representative's signature:	-	

<sup>\*\*</sup>If the student is under 18yo, parent or guardian must sign above.