



STUDIO B PILATES
Comprehensive Pilates Teacher Training



2023

Student Handbook

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1. ABOUT OUR PROGRAM

BALANCED BODY PILATES TEACHER TRAINING AT STUDIO B PILATES

Balanced Body is one of the leading Pilates Education Programs world-wide. For 40 years Balanced Body has been making the finest Pilates Equipment available. Balanced Body Education was launched in 2004 with continuing educational conferences – Pilates on Tour. Balanced Body Pilates Teacher Training is now offered throughout the United States, and on every continent. Our Program, like those of other leaders in the Pilates industry, offers an assessment-based certificate of completion, based on the recommendations of the Pilates Method Alliance (PMA).

The Balanced Body Pilates teacher training program is designed to create thoughtful, creative and successful Pilates teachers. Our curriculum emphasizes the principles underlying each exercise. Students of our program receive manuals, which are considered to be some of the best in the industry and for more in depth study, each student also receives a link to Balanced Body streaming educational videos.

Our program is designed in modules, so you can take your first course now and continue your training next week, next month or next year. Each module is self-contained so you can take them as quickly or as slowly as your schedule and budget allow. If a student begins their teacher training at Studio B Pilates, it can be completed at any Balanced Body Host Site across the country or around the world. The schedule, pricing and registration are all available on the Balanced Body website at www.pilates.com. In addition to our Pilates Instructor training program, Studio B Pilates also offers the continuing education workshop Anatomy in 3D, as well as Balanced Body Barre Instructor Training.

MISSION STATEMENT

Studio B Pilates is a Wisconsin-based facility dedicated to further development and education in the field movement arts and science, specializing in Pilates Teacher Training. Partnering with Balanced Body Inc. we are able to offer the most well-known and innovative curriculum of it's kind. Our goal is to provide learning opportunities that are stimulating, personal and deeply rooted in the art and science of movement. Providing students with a deep understanding of Pilates and it benefits, we are able to provide our students the tools for a successful career as a Pilates professional.

FACILITIES

Studio B Pilates is located in downtown Stevens Point, Wisconsin. We are a full service Pilates studio. We currently have (4) Reformers, (2) Trapeze Tables, (1) Wunda Chair, (1) Ladder Barrel. Additionally we have several Pilates Arcs, Pilates Foot Corrector, Pilates Toe Corrector, Magic Circles, Orbits and various small pieces of equipment.

SCHEDULE

Our program is designed in modules, so you can take your first course now and continue your training next week, next month or next year. Each module is self-contained so you can take them as quickly or as slowly as your schedule and budget allow. Please visit www.studiobpilates/teacher-training to see our upcoming schedule. In addition to our Pilates Instructor training program, Studio B Pilates also offers the continuing education workshop Anatomy in 3D, as well as Balanced Body Barre Instructor Training.

PROGRAM FACULTY

Pilates teacher training at Studio B Pilates is taught by Balanced Body faculty members Amy Beversdorf and Pamela Luedtke. Biographical information about Ms. Beversdorf and Ms. Luedtke is available at www.pilates.com, and at www.studiobpilates.net.

2. ADMISSION REQUIREMENTS

EDUCATION PREREQUISITES

To successfully complete this program it is essential to have experience with the Pilates repertoire. Therefore the following prerequisites are observed:

20 Hours of Pilates Instruction: This can occur in the form of group classes, or private instruction. **We strongly recommend that prospective students have completed three personal sessions with either Amy or Pamela prior to starting their first course. Registered students will receive the discounted rate of \$40/session.**

Balanced Body Movement Principles:

This course covers the fundamentals of movement and biomechanics. It introduces anatomy and exercise categories. It is the foundation of the Pilates Teacher Training.

Entrance to the Comprehensive Pilates Teacher Training program is determined by successful completion of the Balanced Body Movement Principles course. On day two of the Movement Principles course, students will be notified of their completion status on a Pass/Fail basis. Should a student fail, they will be permitted to schedule a tutoring/make-up session. Serious students are encouraged to preregister Mat I and/or Reformer I modules in order to secure a spot.

REGISTRATION:

Entrance into our courses is determined by completion of prerequisites and on a first come first served basis. Registration is available on the Balanced Body website at www.pilates.com. Payment is due at the time of registration, students will receive confirmation of their registration and receipt via email.

3. PROGRAM OVERVIEW



Pilates Program Overview

Course of Study	Pilates Modules				Test Out Requirements
Mat Instructor Training	Movement Principles	Mat 1	Mat 2	Mat 3	<ul style="list-style-type: none"> » Successful completion of all modules. » Completion of practice hours: 20 Mat personal sessions, 15 observation hours, 35 students teaching hours. » Anatomy in 3D (recommended) » Total hours: 134
Reformer Instructor Training	Movement Principles	Reformer 1	Reformer 2	Reformer 3	<ul style="list-style-type: none"> » Successful completion of all modules. » Completion of practice hours: 30 Reformer personal sessions, 30 observation hours, 90 students teaching hours. » Anatomy in 3D or equivalent » Total hours: 230
Mat and Reformer Instructor Training	Movement Principles	Mat 1 Reformer 1	Mat 2 Reformer 2	Mat 3 Reformer 3	<ul style="list-style-type: none"> » Successful completion of all modules. » Completion of practice hours: 20 Mat personal sessions, 30 Reformer personal sessions, 45 observation hours, 125 student teaching hours. » Anatomy in 3D, or equivalent. » Total hours: 348
Comprehensive Pilates Instructor Training	Movement Principles	Mat 1 Reformer 1 Apparatus 1 or Trap Table	Mat 2 Reformer 2 Apparatus 2 or Chair	Mat 3 Reformer 3 Apparatus 3 or Barrels	<ul style="list-style-type: none"> » Successful completion of all modules » Completion of practice hours: 20 Mat personal sessions, 65 Reformer and Studio personal sessions, 65 observation hours, 220 student teaching hours. » Anatomy in 3D or equivalent. » Total hours: 540

Balanced Body Pilates Mat Instructor:

Modules: Movement Principles, Mat I and Mat II

The Balanced Body Pilates Mat instructor training includes the complete Pilates Mat repertoire as well as an introduction to the movement principles that make Pilates such a successful exercise program. Balanced Body Pilates Mat instructor training will empower you to become a successful, creative and transformative Pilates teacher.

Our Mat instructor training program includes:

- Exercise instruction in the complete Pilates Mat repertoire
- A comprehensive manual consistent with current national standards
- Cueing, coaching and teaching tips for clients at different levels of ability
- Safety information for teaching older adults, pre- and post-natal women, and clients with back, knee, neck and shoulder conditions
- Tips on teaching successful group programs.

Movement Principles (16 hours)

This is the first module of our program. It covers bio-mechanical principles, movement patterning and postural analysis. We also cover teaching skills and appropriate cueing for movement instruction. Guidelines for developing a safe and effective mindful movement exercise program are emphasized.

Mat I (16 hours) SEP Introduction to Pilates & Beginning/Intermediate Exercises

Mat I includes an introduction to the history and principles of Pilates, beginning and most intermediate level exercises with modifications, lectures on class order and programming in a group setting, and guidelines for teaching seniors, pre-, and post-natal classes.

Mat II (16 hours) SEP Intermediate/Advanced Exercises

Prerequisites: Mat I

Mat II includes the remaining intermediate and advanced level exercises as well as essential movement principles and training tips for advancing clients to the higher levels. Pilates for sports specific activities are also covered.

Balanced Body Pilates Mat Instructor Training Certificate Requirements for Completion

To become a fully qualified Balanced Body® Mat Instructor, students must complete the following:

- Movement Principles (16 hours)
- Balanced Body Mat 1 - Course work, written and practical test (16 hours)
- Balanced Body Mat 2 - Course work, written and practical test (16 hours)
- Balanced Body Mat 3 - Course work, written and practical test (16 hours)
- 25 Mat Personal Sessions and 45 Mat Student Teaching Hours **or**
- 20 Mat Personal Sessions, 15 observation hours and 35 student teaching hours
- Final written and practical test

Total hours for completion of Mat program: 134 hours

Upon completion of all of the requirements, a certificate of completion as a Balanced Body® Mat Instructor will be issued.

Balanced Body Pilates Reformer Instructor:

Modules: Reformer I, Reformer II, Reformer III

Pre-requisites: Movement Principles, Mat I and Mat II

The Pilates Reformer is an extraordinarily flexible piece of exercise equipment allowing resistance and support for exercises involving every part of the body. Our program gives you a thorough understanding of how to use the Reformer to develop core and extremity strength, stability, flexibility, coordination and balance. The wide range of exercises provides a stimulating workout for clients at any level of ability.

Our Reformer Instructor training program includes:

- Exercise instruction in the complete Pilates Reformer repertoire
- A comprehensive manual consistent with current national standards
- Cueing, coaching, safety and teaching tips for clients at different levels of ability
- Guidelines for teaching older adults, pre- and post-natal women, and clients with back, knee, neck and shoulder conditions
- Program design for clients at every level including sports specific lessons
- Equipment safety and maintenance

Reformer I (16 hours)

Introduction to Reformer & Beginning Exercises and Pilates Principles

Prerequisites: 30 Pilates Reformer classes or personal training sessions

Reformer I includes an introduction to the Pilates Reformer including set up and safety, plus beginning exercises, program sequencing and teaching tips for group classes. By the end of the course you will be able to teach a beginning Reformer class or personal training session.

Reformer II (16 hours)

Prerequisites: Reformer I

Reformer II includes intermediate exercises and modifications designed for group and individual instruction. Teaching successful classes and sessions to clients at different levels of ability is emphasized. Included are a variety of programs designed to keep your clients inspired.

Reformer III (14 hours)

Prerequisites: Reformer II

Reformer III includes advanced exercises plus modifications for sports specific activities, tips for training the advanced client and programs designed for specific sports.

Balanced Body Pilates Reformer Instructor Training Certificate Requirements for Completion

To become a fully qualified Balanced Body® Reformer Instructor, students must complete the following:

- Anatomy (16 hours)
- Balanced Body Mat Instructor training or equivalent (134 hours)
- Balanced Body Reformer 1 - Course work, written and practical test (16 hours)
- Balanced Body Reformer 2 - Course work, written and practical test (16 hours)
- Balanced Body Reformer 3 - Course work, written and practical test (16 hours)
- 50 Personal practice hours and 100 Teaching hours **or**
- 30 Reformer personal sessions, 30 observation hours and 90 teaching hours
- Final Test-Out

Total hours for completion for Reformer program: 348 hours

Balanced Body Pilates Teacher (Comprehensive):

Modules: Trapeze Table, Chair, and Barrels

Pre-requisites: Movement Principles, Mat I, Mat II, and Reformer I and II modules

The Balanced Body Pilates Trapeze Table, Chair, and Barrels program completes the comprehensive Pilates Teacher training program. Included is the complete repertoire on the Trapeze Table/Cadillac/Tower, the Pilates Chair, and Barrels. Completing the additional apparatus training gives you a great variety of tools to use when working with clients and qualifies you to take the national Pilates certification exam. The modules may be offered individually or they may be combined depending on the equipment available at the host studio.

- Trapeze Table (18 hours)
- Chair (14 hours)
- Barrel (6 hours)

Our Apparatus Certification program includes:

- Exercise instruction in the complete Pilates Trapeze Table/Cadillac/Tower, Pilates Chair and Barrels is included
- A comprehensive manual for each piece of equipment consistent with current national standards
- Cueing, coaching, safety and teaching tips for clients at different levels of ability
- Program sequences for classes and personal training sessions
- Equipment safety and set up

Trapeze Table/Cadillac (18 hours)

Prerequisite: Reformer II or Reformer certification

Provides a thorough introduction to Trapeze Table exercises as well as applications for beginning, post-rehabilitation and advanced clients. This training is appropriate for students working with the Allegro Tower of Power®, Half Trapeze and Wall Tower as well as those working with full Trapeze Tables. Sequencing programs using multiple pieces of equipment are covered as well as equipment set up, safety and maintenance.

Pilates Chair (14 hours)

Prerequisite: Reformer II or Reformer certification

Includes exercises and variations for both the original Wunda chair and the split pedal Combo Chair. The chair is great for doing strengthening work with athletic clients and as an addition to group programming in combination with the Mat. This course includes exercises and programming for both personal training sessions and classes.

Pilates Barrels (6 hours)

Prerequisite: Reformer II or Reformer certification

Includes exercises and variations for the Ladder Barrel, and Step Barrel. The Step Barrel and Ladder Barrel add variety to personal training sessions or classes.

Comprehensive Program Requirements: To become a fully qualified Balanced Body® Pilates Teacher, students must complete the following requirements, prior to scheduling a final test:

Coursework:

- Anatomy (16 hours)

Movement Principles (16 hours)
Balanced Body Mat Modules I, II and III (48 hours)
Balanced Body Reformer Modules I, II, and III (48 hours)
Balanced Body Cadillac/Tower (18 hours)
Balanced Body Chair (14 hours)
Balanced Body Barrels (6 hours)

Personal, Observation and Teaching Hours:

Mat: 25 Mat Personal Sessions and 45 Mat Student Teaching Hours **or**
20 Mat Personal Sessions, 15 observation hours and 35 student teaching hours.
(70 total)

Reformer: 50 Personal session hours and 100 Teaching hours **or**
30 Reformer personal sessions, 30 observation hours and 90 teaching hours.
(150 total)

Apparatus: 45 Personal session hours and 105 Teaching hours **or**
35 Personal sessions, 20 observations hours and 95 teaching hours.
(150 total)

Total hours for completion of full program including anatomy: **536 hours** SEP

Upon completion of all of the requirements, a certificate of completion will be issued and students may apply for and schedule their final test out, more details about this process will be provided in class.

GRADING: Each module is graded on a pass/fail basis. On Day 2 of each training weekend, students will be assessed on the following criteria: understanding of exercises, verbal and manual cueing, and class design. There will also be a written test which must be passed with a score of 60% or higher.

Should a student fail a module or are not in attendance during a portion of a module, they will be permitted to schedule a tutoring/make-up session at \$60/hr. Students will also be allowed to audit a module should they choose to for \$60.

4. STUDENT PROGRESS

Student Progress is measured through completion of required practice hours. Practice hours must be completed according our criteria to be eligible for Test-Out at Studio B Pilates.

Personal Sessions

Having a committed personal practice is essential to becoming an effective and successful Pilates Instructor. **100% of your hours must be completed with a Certified Pilates Teacher. Online participation in a Pilates course (Pilates Anytime or Fusion Pilates EDU) may constitute no more than 25% of your total hours per category.** Students may count any classes or Pilates personal training session they have already taken in the last **six months** prior to beginning the program.

*Certified Pilates Teacher must initial student log or verify completion via writing.

Student pricing available at Studio B Pilates:

Mat Classes: \$12.50

Reformer Class: \$20.00

Private Sessions: \$50 with Studio B Pilates Education Staff

Observation Hours

Observation hours include watching experienced instructors teach group classes or private sessions. Observation is a great way to understand verbal and manual cueing, program sequencing, modifications specific to capabilities, and to generally hone your teaching skills. Observation hours at Studio B Pilates or one of our local partners is free of charge.

Teaching Hours

Teaching hours include any Pilates teaching of a group class or private session. Hours should be completed in a professional setting either Studio B Pilates or at another approved facility. Student Teachers will be provided opportunities to fulfill Pilates Mat hours in a group class setting at Studio B Pilates or one of our partner facilities. To fulfill private training hours we strongly encourage you to work with your classmates. This is a safe way for you to practice your cueing and teaching skills. If this is not possible, private training may be scheduled with family and friends. You may practice at Studio B Pilates anytime during regularly scheduled business hours. **If you desire to use the studio space and equipment, outside of scheduled business hours, there is a \$10/hour usage fee.**

5. FINAL TEST OUT and CERTIFICATE OF COMPLETION

****Students must complete all required hours, have application and student agreement on file to be considered eligible for Test-Out.**

Once instructors have completed all coursework for their intended level of certification, Mat, Reformer or Comprehensive, they must pass a practical exam demonstrating their teaching ability. If instructors are

not able to test out due to geographical challenges, testing out at another Balanced Body Host-site can be arranged. If a student is completing both the Reformer and the Apparatus sequence, they will not need to test out separately on the Reformer and the Apparatus.

The final test out consists of:

Teaching a personal a session with a client or an apparatus class. The specific requirements will be determined prior to the testing.

During the exam we will be observing and rating the instructor’s skills in the following areas:

- Correct set up and execution of the exercises
- Client safety
- Appropriate sequencing
- Appropriateness of the exercises to the client or class
- Understanding and application of the principles
- Cueing and the ability to communicate with your client or class

If the instructor does not pass on the first try, we will work with the student on problem areas and set-up a timeline for completion.

6. BALANCED BODY BRIDGE PROGRAM

If you have previously completed all or part of another Pilates educational program and want to add a Balanced Body education to your resume, you are eligible for our Bridge Program. Prior education will be reviewed and based on what you have previously completed, you will be provided a customized list of Balanced Body courses required for completion. Application and information regarding this program is available at www.pilates.com or contact us at 1-877- PILATES (877-745-2837).

7. PROGRAM CALENDAR/MODULE SCHEDULE

Our comprehensive program is currently offered in a two-year cycle. Student teachers may begin gaining practical experience and teaching after completion of the first Mat or Reformer module. The program must begin with *Movement Principles* or *Anatomy in Three Dimensions*.

Modules will not conflict with major US Holidays including: New Year’s Day, Easter, July 4th, and Christmas

Please refer to our website for the most up to date schedule: www.studiopilates.net

8. TUITION AND FEES

2022-2023 Course Fees:

Module	Price of Course	Price of Materials	Hours
Movement Principles	\$449 Early Bird \$499 Regular	\$60 Manual and Streaming Video	16
Mat I Module	\$449 Early Bird Price \$499 Regular Price	\$60 – Manual and Streaming Video	16

Mat II Module	\$449 Early Bird Price \$499 Regular Price	\$60 – Manual and Streaming Video	16
Mat III Module	\$449 Early Bird Price \$499 Regular Price	\$60 – Manual and Streaming Video	16
Reformer I Module	\$449 Early Bird Price \$499 Regular Price	\$60 – Manual and Streaming Video	16
Reformer II Module	\$449 Early Bird Price \$499 Regular Price	\$60 – Manual and Streaming Video	16
Reformer III Module	\$449 Early Bird Price \$499 Regular Price	\$60 – Manual and Streaming Video - training manual and DVD	16
Pilates Chair Module	\$350	\$60 – Manual and Streaming Video	14
Trapeze Table/Tower Module	\$475 Early Bird Price \$525 Regular Price	\$60 – Manual and Streaming Video	18
Pilates Barrels Module	\$200	\$60 – Manual and Streaming Video	6
Anatomy in 3D (not required if previous anatomy course was taken)	\$449 Early Bird Price \$499 Regular Price	\$60 – Manual and Streaming Video	16
TOTAL PROGRAM:	\$4617 (Early Bird Prices)	\$640	
Estimated cost of Personal Sessions: (This figure includes student discounts and is only an estimate , based on all of your personal sessions being conducted at Studio B Pilates, using our discounted student prices. Personal sessions are required to be completed with a fully Certified Pilates Instructor.)	\$1500-\$2000 (estimate – may be spread out to fit the needs of the individual)		
Tutoring Fee/Makeup Session: (If you need to miss part of a module, you may schedule a make-up session.)	\$60/hr		

* Registration for all modules and Ai3D available through **Balanced Body** at www.pilates.com

9. STUDENT RECORDS

A record of students transcripts indicating which courses a student has successfully completed with will kept indefinitely at Baalnced Body. Records of student progress including Personal, Observation and Teaching hours will be kept for (7) years at Studio B Pilates. We ask that students finish their chosen track (Pilates Mat Instructor, Pilates Reformer Instructor, Comprehensive Pilates Teacher Instructor) within a (7) year timeframe.

10. ACADEMIC ISSUES/FAILURE TO SUCCEED

We make every effort to ensure full preparedness of our students before they are allowed to schedule a final test-out.

In the event that you do not pass a module or final test out on the first try, a Balanced Body Faculty member will provide detailed information of what you need to practice/study in order to pass and set up a reasonable timeline for completion.

11. STUDENT CONDUCT

Students are expected to be in attendance and on time during all scheduled lecture, personal, observational or practical teaching hours.

When working in our studio space, students are expected to dress like a movement professional (no half shirts or sports bras, shorts must be no shorter than mid-thigh)

Students are expected to participant fully as this field of study requires an experiential process. Students will not be asked to try to perform any exercise that is in any way unsafe or beyond their abilities. In the event of pregnancy, injury or chronic illness, modifications are given.

No weapons or illicit drugs are permitted on our premises.

12. ATTENDANCE/TARDINESS

For successful completion of each teacher-training module, students must be in attendance for the entire workshop. If a student knows ahead of time that they will miss a portion of a module they have the option to reschedule that time with one of our faculty. In this event the make-up time should be scheduled prior to missing the module. If a student is more than 15 minutes tardy, they are required to schedule make-up te time to cover missed material. Please note the Tuition section of this handbook for the current price of rescheduling all or part of a lecture.

13. STUDENT FEEDBACK/STUDENT COMPLAINTS

Students are asked to fill out an evaluation and provide anonymous feedback at the end of each module course. These evaluations are shared with the Balanced Body Faculty member and any constructive criticism of our course is taken quite seriously. We encourage open communication between students and faculty, if a specific concern should arise it should be brought to the attention of the program faculty immediately. Concerns will be taken seriously and we will make every effort to handle it promptly.

Concerns that remain unresolved may be brought to the attention of:
Department of Safety and Professional Services – Educational Approval Program; P.O. Box 8366; 4822
Madison Yards Way, Madison, WI 53705; www.dsps.wi.gov; dspseap@wisconsin.gov; (608) 266-1996.

14. CANCELLATION AND REFUND POLICY

The student will receive a full refund of all money paid if the student:

1. Cancels within the three-business-day cancellation period under SPS 406.03;
2. Accepted was unqualified and the school did not secure a disclaimer under SPS 409.04;
3. Enrollment was procured as the result of any misrepresentation in the written materials used by the school or in oral representations made by or on behalf of the school.

A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro-rata refund as follows:

At least:	But less than:	Refund of Tuition:
1 unit/class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	no	no refund

As part of this policy, the school may retain a one-time processing fee of no more than \$100. The school will also refund prepaid amounts for books and/or supplies upon their return. A student will receive the refund within 40 days of termination date. If a student withdraws after completing 60% of the instruction and withdrawal is due to mitigating circumstances beyond the student's control, the school may refund a pro rata amount. A written notice of withdrawal is not required.

15. CONTINUING EDUCATION REQUIREMENTS

Sixteen hours of continuing education every 2 years are required to maintain your status as a Pilates instructor. Continuing education credits can be earned through workshops from Balanced Body or any of our affiliated educators or approved continuing education providers.

16. EMPLOYMENT SERVICES

Completion of a Pilates Teacher Training program does not guarantee employment. We will do our very best to connect you with other professionals in our area. All of our graduates who want to find gainful employment have done so. Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.

Balanced Body Job Board:

Balanced Body's Pilates Job Board is dedicated to connecting Pilates Professionals with top employment opportunities. At www.pilates.com/jobboard, you can post a job or search for one worldwide.

17. PILATES METHOD ALLIANCE

Our program meets national guidelines in accordance with the Pilates Method Alliance, and is designed to prepare you for the National Pilates Certification Program exam. Upon completion of the full comprehensive program student are eligible to sit for the national exam and earn the title Nationally Certified Pilates Teacher (NCPT).

18. COVID-19 SAFETY

Studio B Pilates and Balanced Body are committed to providing safe learning experiences. As such, all trainings which occur in-studio will require masks and will adhere to social distancing guidelines. When education can effectively occur online we will offer that as an option. Course that are offered ONLINE or HYBRID (in-person or online) will be indicated on teacher training page of our website www.studiopilates.net.

ONLINE courses will take place via Zoom, students must have access to a laptop or tablet, strong internet connection and any required props.

HYBRID courses take place in-person or online via Zoom. Hybrid courses will have two faculty members present, all present in-studio will use masks and adhere to social distancing guidelines. Students taking the course ONLINE must have access to a laptop or tablet, strong internet connection and any required props.