



Pilates is a way of life

TEACHER TRAINING PROGRAM in Classical Pilates

Offered by

Harmonious Pilates, Inc.

Volume 1

March 2018

Program Director

Joanna U. Telacka

Master Teacher

PMA-Certified Pilates Teacher

Location

1025 Northern Boulevard, Suite 93

Roslyn, New York 11576

website: www.harmoniouspilates.com

email: harmoniouspilates@yahoo.com



TABLE OF CONTENTS

INTRODUCTION	2
FACILITIES	2
MISSION STATEMENT	3
GOALS	3
PROGRAM DESCRIPTION	4
PROGRAM COSTS	8
ADMISSIONS REQUIREMENTS	10
ENROLLMENT PROCEDURE	10
ATTENDANCE REQUIREMENTS	11
CONDUCT POLICY	12
PROGRESS POLICY	13
EDUCATIONAL SERVICES	14
GRADING SYSTEM	14
SATISFACTORY COMPLETION	15
LEAVE OF ABSENCE PROCEDURE	16
TIME EXTENSION FOR PROGRAM COMPLETION	16
DISMISSAL	17
TRANSFER OF CREDITS POLICY	18
CANCELTION AND REFUND POLICY	19
STUDENT GRIEVANCE PROCEDURE	21
SEXUAL HARASSMENT PROCEDURE	21
ACCESS TO STUDENT FILES	22
TEACHERS' BIOGRAPHIES	23



INTRODUCTION:

Harmonious Pilates has been offering the Pilates Teacher Training Program since 2002. Our graduates include Pilates teachers working independently, as well as Pilates studio owners and Licensed Physical Therapists.

Over the years, in addition to training teachers, we have also conducted several continuing education workshops for Pilates teachers as well as numerous workshops for Physical Therapists.

In 2017, we offered continuing education workshops as a PMA CEC provider. That same year, we have completed an independent research on utilizing Pilates as a form of rehabilitation following a knee reconstruction surgery, which we presented at the 17th Annual Meeting of the Pilates Method Alliance in California.

OUR FACILITIES

The school is located in a professional building at 1025 Northern Boulevard, Suite 93 in Roslyn, New York. Our 1800-square foot Pilates studio houses 5 Reformers, 1 Trapeze Table (Cadillac), 6 Mats, 5 Towers, 1 Low Chair, 1 High Chair, Ped-O-Pull, High/Ladder Barrel, 5 Spine Correctors and several pieces of small apparatus and props. We also have life-size human skeleton, muscle charts, diagrams and DVDs available to enhance the Student's learning experience.



OUR MISSION STATEMENT:

Our mission is to train future Pilates teachers who will strive to preserve the timeless teachings of Joseph and Clara Pilates.

In that spirit, we teach the classical Pilates repertoire. We maintain the original order of the exercises, emphasize transitions and highlight the importance of precise instructions.

OUR GOALS

- To provide in-depth knowledge of all aspects of the Pilates method
- To create teachers competent/skilled to teach all body types and all fitness levels
- To instill the importance of maintaining professional integrity as Pilates teachers
- To advocate the advantage of our 900-hour Pilates Teacher Training Program
- To prove the value of apprenticeship-based system of Pilates training
- To encourage our graduates' forward thinking and further development as Pilates professionals
- To prepare our graduates to sit for the Pilates Method Alliance Certified Teacher Exam



PROGRAM DESCRIPTION

The curriculum of our training program meets the standards established by the Pilates Method Alliance. We offer 900-hour Program that consists of 780 apprenticeship hours and 120 lecture hours. Our Students usually complete the Program in about 12-18 months.

PART 1

Formal Lecture Series:

Our Program features a 60-hour lecture cycle, covering all exercises on Mat, all pieces of equipment (Reformer, Cadillac, High and Low Chair, Ped-O-Pull, High Barrel, Half Barrel, Spine Corrector) and on small apparatus (Magic Circle, Bean Bag, Foot Corrector, Toe Gizmo, Head Harness, small weights).

The lecture cycle explains in depth each exercise and its modifications for different ability levels, therapeutic application of Pilates, kinesthetic anatomy and teaching techniques.

Every Student is obligated to take the lecture cycle twice, receiving the total of 120 hours of classroom instructions.

The lectures are conducted during 8 weekends (Fri, Sat and Sun) spread out throughout a 10-month period of time.

PART 2

Apprenticeship:

Our 780-hour apprenticeship requirement is the principal part of the Program, and it consists of the following:

- **200 observation hours** (observing our Pilates instructors working with clients and taking detailed notes)
- **100 lessons** (taking private lessons and group classes in our Studio at a pre-approved by the Program Director ratio).
- **150 personal workout hours** (working out independently during the Studio's business hours)
- **250 practice teaching hours** (practicing teaching non-paying clients, either provided by the Student or offered by the Studio on an availability basis). After completing at least 6 months of training, the Student may begin teaching a paying-client, who will be charged a reduced rate.
- **50 miscellaneous hours** (books, videos, podcasts and specialized workshops approved by the Program Director).
- **30 case study hours**

To complete the Program within 12 months, the Student must devote 15 – 20 hours per week to the Program.

As proof of satisfying the apprenticeship requirements, the Student is required to keep an Apprenticeship Log. All Log entries must be validated by the Studio's instructors.

Unless otherwise specified in the Enrollment Agreement, all lessons, student teaching, case study and observations must take place at the Studio.



SAMPLE OF PROGRAM TIMELINE

APPRENTICESHIP: O- Observations; L- Lessons; T - Teaching; PW - Personal Workouts; M - Miscellaneous

MONTH	O	L	T	PW	M	LECTURES	TEACHING	CASE STUDY	WRITTEN EXAM	PRACTICAL EXAM
January	20	10	0	15	5	L 1				
February	20	10	0	15	5					
March	20	10	5	15	5	L 2	Start teaching non-paying clients		Anatomy Exam	
April	20	10	10	15	5	L 1				
May	20	10	20	15	5	L 2		Begin your case study		
June	20	10	25	15	5				Mid-year Exam	
July	15	5	30	10	5	L 3				
August	15	5	30	10	5	L 4				
September	20	10	35	15	5	L 3				
October	20	10	35	15	5	L 4			Final Exam	Practice Performance Exam
November	10	10	35	10	0					Practice Exam Teaching
December	0	0	25	0	0					Final Teaching Final Performance Exam
Total	100	200	250	150	50	120		30		

EXAMS:

Written exams:

1. Anatomy exam
2. Mid-year theory exam
3. Final theory exam plus final case study report

Performance exam

Level V on Mat or Reformer, supplemented by chosen by Harmonious Pilates, Inc. advanced exercises on the Cadillac and Chair

Teaching exams

1st exam is a practice teaching exam designed to evaluate the Student as a teacher. Student receives detailed, written feedback.

2nd exam is the final teaching exam with detailed, written feedback as well.

Teaching exams should be scheduled at least a month apart.

Upon completion of the program, the student receives a Pilates Teacher Diploma.

Notice:

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



PROGRAM COSTS

FEES

Entrance Evaluation Exam - \$85

Must be taken before admission to the Program to determine whether the prospective Student demonstrates the skills necessary to satisfy the Enrollment Requirements.

Registration fee - \$100 (non-refundable)

Books: \$ 200 (approximately)

“Return to Life” – Joseph H. Pilates

“The Everything Pilates Book” – Amy Taylor Alpers, Rachel Taylor Segel, Lorna Gentry

“Anatomy of Movement” - Blandine Calais- Germain

“The Anatomy Coloring Book” – Wynn Kapit/ Lawrence M. Elson

“Taking Root to Fly” – Irene Dowd

We accept cash, checks and credit cards. A 2.75% service charge will be applied to all credit card transactions.

Note: Partial or full payment alone without a satisfactory completion of the Program requirements does not entitle the Student to receive a certificate of completion of the Harmonious Pilates Teacher Training Program.

TUITION

Tuition for the Program is \$ 11,545 USD and **it includes** the following:

- 120 hours of step by step live instructions analyzing in depth how to teach all the exercises, all levels (beginner through advanced), on mat and all apparatus - Reformer, Cadillac, Wunda Chair, High Chair, Ped-O-Pull, High Barrel, Spine Corrector, Foot Corrector, Toe Gizmo, Bean Bag, Magic Circle, Head Harness and weights. - \$ 5280
- 50 private lessons - \$ 3250
- 50 group classes - \$ 1400
- Apprenticeship fee - \$ 1320
 - i. Access to the studio during it's business hours to complete all observations, personal workouts, practice teaching and case study
 - ii. Quarterly progress review
 - iii. 10 evaluations of teaching skills
 - iv. 2 evaluations of personal workouts
 - v. All exams (3 written, 2 teaching, 1 performance)
- Registration fee to take the PMA Certified Teacher exam- \$ 295

Tuition is paid in full or in 4 installments according to a mutually agreed upon in writing timetable.

Note: All private lessons and group classes must be taken at Harmonious Pilates.



ADMISSION REQUIREMENTS

To enroll, a prospective Student must:

- Be a high school graduate or have a high school equivalency diploma
- Be 18 years of age
- Have no injuries that would prevent performance of challenging exercises during the course of the Program
- Pass an Entrance Evaluation Exam demonstrating proficiency in intermediate level Reformer
- Have beginner level understanding of Mat and Cadillac
- Feel the benefits of Pilates in their own body and be able to understand the corrections

No applicant will be denied on basis of race, national origin, color, creed, religion, sex, age, disability, gender identity, gender expression, or sexual orientation.

ENROLLMENT PROCEDURES

Our Program offers rolling admission. The enrollment procedure includes submission of an application, passing of an Entrance Evaluation Exam, completion of the Enrollment Agreement, signing of the accompanying enrollment documents and paying required fees and tuition.

Acceptance into the Program does not guarantee graduation.

Graduation from the Program does not guarantee employment or certification.



ATTENDANCE REQUIREMENTS

Students are required to arrive to class on time, prepared and with proper materials.

Students must attend all 120 hours of lectures.

If a Student does miss a lecture, she/he must make appropriate arrangements with the Program Director to attend a make up instructional meeting for each missed lecture, which are offered at \$65 per hour.

Students are expected to complete the program within 12-18 months. A 6-month time extension for Program completion is offered to those students who need extra time to graduate.

(see *Time Extension for Program Completion*).

Students unable to continue the Program for medical reasons or due to personal hardship are required to seek formal leave of absence until they are able to return to the Program. Proper documentation is required to substantiate the Student's temporary withdrawal from the Program (see *Leave of Absence Procedure*).

An overall attendance rate of at least 90% is required.

Program Director may request a student to withdraw from the program if absence or tardiness exceeds 50%.

Students are assigned an advisor with whom they have quarterly meetings in order to stay on track.



CONDUCT POLICY

Our Students receive full access to the Studio, its teachers, clients and equipment during the Studio's business hours (Mon-Fri 8 am – 8 pm; Sat 8 am – 1 pm; closed on Sundays).

Students are expected to conduct themselves in a respectful and mature manner and follow the **Observations, Personal Workouts and Practice Teaching Protocols, which** they receive from the Program Director during orientation.

Students are prohibited from soliciting the Studio's clients for personal gains.

Students must have a valid Professional Liability Insurance to practice teach non-paying and paying clients at the Studio. Upon request, the Program Director will provide assistance in obtaining such insurance coverage.



PROGRESS POLICY

Each student is assigned an advisor. There are four meetings between the advisor and the student held within the 12-month training program to ensure that the student makes satisfactory progress. Students must keep an Apprenticeship Log to record all the hours spent at the studio and submit the log to the advisor during each quarterly meeting. Student's progress is evaluated according to the number of apprenticeship hours completed as specified in the Advisory Schedule sheet and exams passed. Student should meet the minimum of 85% of the projected number of hours during each quarters of the program

The Program Director monitors student's overall progress. Unsatisfactory progress will be grounds for dismissal.

Academic probation procedure

Students who do not maintain an 85% on required tests as well as projected apprenticeship hours (see *program timeline in Program Description*) will be placed on probation for 30 days. During the probation period, students must pass all failed tests and increase the number of apprenticeship hours to satisfy the requirements. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the Program Director's discretion. The Program Director has final authority and shall notify the student of the final decision.



EDUCATIONAL SERVICES

Student has access to the Schools' library of books, publications and videos. All the materials include information on how to teach exercises, teaching techniques, anatomy, kinesiology, imagery and philosophy of teaching.

Students receive a complementary access to the Harmonious Pilates customized exercises library through the Pilates Metrics app and full access to the Pilates Metrics app for the duration of the program.

Students receive a complimentary access to the Pilates Anytime online for the duration of the program.

GRADING SYSTEM

Passing grade for all written exams is 85%. Students taking required written exams will be informed of their grades within 14 days of submitting the exam. The grade will be delivered to the student in person or via email.

The school provides study guides for each written exam.

All practical exams are pass/fail. Students are informed of their status within 30 minutes of taking the exam. Students are provided with oral and written feedback.

Student who fails a written or practical exam is allowed to repeat them.



SATISFACTORY COMPLETION

A student who satisfactorily completes the 900 hours of the comprehensive Teacher Training Program at Harmonious Pilates and makes all required payments will be awarded a Pilates Teacher Diploma.

To successfully complete the Program, the Student is required to:

- attend all Lectures
- complete 750 hours of Apprenticeship documented in the Apprenticeship Log with all entries verified by authorized signatures
- Complete 30 hours of case study and submit relevant reports as a part of the final exam
- complete “Anatomy Coloring Book” by Wynn Kapit and Lawrence M. Elson
- Complete reading of books and publications recommended by the Studio (“Return to Life”, “The Everything Pilates Book”, “Anatomy of Movement”, “The Inner Game of Tennis”, “Zen in the Art of Archery”)
- Receive a passing score of 85% or higher on all six exams: 3 written exams, 1 performance exam, 2 teaching exams

Notice: Acceptance into the Program without satisfactory completion of the requirements does not entitle the student to receive Harmonious Pilates Teacher Diploma.

Graduation does not guarantee employment and/or certification.



LEAVE OF ABSENCE PROCEDURE

If the Student is unable to continue the Program for medical reasons, his/her participation in the Program may be suspended for a period of up to one year from the date of the occurrence of the illness, injury, or medical condition, which must be documented by a licensed physician. Such documentation must be submitted to the Studio no later than 30 days after the illness, injury or medical condition has occurred. The Student is not permitted to resume any activity at the Studio without a written permission from a licensed physician attesting to the Student's ability to fully resume his/her participation in the Program.

Leave of absence due to pregnancy is one year and six months long. The student must be six months post-partum to resume the training.

In case of non-medical reasons for interrupting the Program, the Studio will make a reasonable effort to accommodate the Student's needs. A written statement of personal hardship, including the anticipated date of return to the Program, is required.

TIME EXTENSION FOR PROGRAM COMPLETION

Our School offers 6-month extension for students who need additional time to complete the Program. The time extension can be purchased for a fee of \$650 and are subject to a separate written agreement. Student can obtain up to 3 consecutive extensions.



DISMISSAL FROM THE PROGRAM

The Student may be may be dismissed from the Program for the following reasons:

- Unsatisfactory progress, such as but not limited to: failure to accumulate apprenticeship hours and complete exams as specified in the program timeline.
- Excessive absence exceeding 75% of the total Program hours
- Unethical or inappropriate conduct toward the Studio's employees or clients or harmful to the Studio's reputation
- Solicitation of Studio's clients or other Students for any purpose
- Violation of the policies set forth in this Catalog and the Enrollment Agreement
- Solicitation of Studio's clients or other trainees for personal gains
- Violation of the policies set forth in this Catalog and the Enrollment Agreement

The Student will be notified about the dismissal in writing **via email** and afforded an opportunity to submit written objections to the dismissal via email within 7 calendar days from the receipt of the dismissal letter. The Studio will reply to the written objections within 12 business days.



TRANSFER OF CREDITS POLICY AND PROCEDURE

Harmonious Pilates does not guarantee transferability of its credits to another institution unless there is a written agreement with another institution.

Harmonious Pilates accepts candidates who partially fulfilled requirements of another program or graduated from another program but wish to further expand their knowledge. The applicant must be evaluated by the Program Director and demonstrate practical skills as stated in this catalog under the heading: "Enrollment requirements". The cost of evaluation is \$85. Upon completion of the candidate's evaluation the Program Director then decides on the specific training plan that puts the individual on the path to graduating from the Harmonious Pilates, Inc. Teacher Training Program. The number of lecture units and studio time are determined and the cost of attending the program is then calculated based on the following formula:

1 lecture unit (15 classroom hours) = \$660

1 month of studio time = \$110



CANCELLATION AND REFUND POLICY

1. A Student who cancels within 7 days of signing the enrollment agreement but before instruction will receive a full refund of all monies paid minus the non-refundable registration fee of \$100.00.
2. After the first day of class, refunds will be processed as follows:
 - o **Students will be refunded all monies paid minus:**
 - o **the non-refundable registration fee**
 - o tuition earned by the school based on the student's last date of attendance.
 - o tuition earned by the school is calculated using percentages.

Student is entitled to upon withdrawal/termination	Refund
Within the first 10% of program	90% less registration fee
After 10% but within first 25% of program	75% less registration fee
After 25% but within first 50% of program	50 % less registration fee
After 50% but within first 75% of program	25% less registration fee
After 75%	No Refund

3. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:

- a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination
 - c. Should a student fail to return from a leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier date the school determines the student is not returning or the day following the expected return date.
4. The student will receive a full refund of tuition and fees paid if the school discontinues a Program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
5. The policy for granting credit for previous training shall not impact the refund policy.



STUDENT GRIEVANCE POLICY

A Student with a complaint or a grievance should take the following actions:

- Contact the person with whom they have the grievance and attempt to resolve the issue informally.
- If this is not a feasible option, or if such an option does not remedy the situation, she/he should notify the Program Manager in writing via email about the complaint or grievance.
- If the matter is still not resolved, students may appeal in writing to the Pilates School Approval Program. PSAP@pilatesmethodalliance.org

SEXUAL HARASSMENT POLICY

Sexual harassment is against the Studio's policy and will not be tolerated. All incidents of harassment must be reported to the Program Manager in writing. Once the harassment is reported, The Studio will take a prompt action intended to stop it.

Any Student who feels that she/he has been subject to sexual harassment should take the following actions:

- Speak directly to the source of the harassment
- If this is not a feasible option, or if such an option does not remedy the situation, she/he should submit a written harassment complaint to the Program Manager via email
- If this is not a feasible option, or if such an option does not remedy the situation, she/he should document all relevant facts and send the documentation to Pilates School Approval Program PSAP@pilatesmethodalliance.org



ACCESS TO STUDENT'S FILES:

The Student may access his/her file maintained by the Studio by submitting a written request to the Program Manager via email. The Student will be granted access to his/her file during the Studio's business hours. Student's files are the property of the Studio.

STUDIO BUSINESS HOURS

The Studio is open Monday through Friday, 8 am- 8 pm, Saturday 8 am – 1 pm, Sunday closed.



TEACHERS BIOGRAPHIES

Joanna Telacka

Ms. Telacka is the President of Harmonious Pilates, Inc. She has been teaching Pilates since 1999. She received her comprehensive Pilates training and earned her Master Program diploma in classical Pilates at The Pilates Center in Boulder, Colorado. Ms. Telacka is also a PMA Certified Teacher.

In her efforts to actively participate in maintaining the highest standard of teaching, Ms. Telacka is an educator of future Pilates teachers. She has been the Program Director and the lead teacher of the Harmonious Pilates Teacher Training Program for the past 16 years.

Ann Marino

Ms. Marino has been teaching Pilates since 2004. Prior to becoming a classical Pilates teacher, she taught aerobics, gymnastics and worked with children with learning disabilities.

Ms. Marino's Pilates education includes over 600 hours of apprenticeship at Power Pilates in New York City and a certificate of completion of the comprehensive teacher training program through The New York Pilates Studio. During the past 13 years, Ms. Marion has taught private sessions, duets and group classes at Pilates studios in Maine, New Jersey Shore and in New York City. She joined Harmonious Pilates in January 2016 and has been training future teachers since January 2018.

Wojciech Telacki, MSPT

Mr. Telacki is a Licensed Physical Therapist and a graduate of Harmonious Pilates Teacher Training Program. He utilizes Pilates method in physical therapy when appropriate, to treat patients. Additionally, he teaches Pilates in one-on-one setting and in a group format. He has been a part of the instructional personnel of the Harmonious Pilates Teacher Training Program since 2005.

