



Student Catalog
January 1, 2020 - December 31, 2020
Volume Number 3

Body & Core Pilates
4103 Burns Rd
Palm Beach Gardens FL 33410
Phone: (561) 775-8416
Website: www.bcpilates.net

Table of Contents Page

Introduction	3
Mission and Goals	4
Programs and Courses	4 - 9
Costs and Fees	10
Payment and Payment Plans	11 - 12
Admission Requirements	13
Enrollment	13
Attendance Requirements	13
Internship	14 - 16
Leave of Absence	16
Conduct Policy	17
Dismissal	17
Educational Services	18
Grading System	18
Pilates Labs, Quizzes and Exams	19 - 20
Transfer of Credits Policy	20 - 21
Refund Policy	21 - 22
Student Grievance Procedures	23
Sexual Harassment Policy	23 - 24
The Use of Touch	24
Facilities	24
Access to Student Files	25
Satisfactory Completion	25
Time Extension for Program Completion	25
Instructor Biography	26 - 27

Introduction

Welcome and thank you for your interest in learning to become a Pilates instructor with us at Body & Core Pilates Education. We have been educating instructors since 2007 and we are proud to be a leader in the Pilates industry.

This Student Catalog is designed to provide you with an in-depth introduction to our school, courses and teaching faculty, as well as information about fees, registration and other relevant administrative issues.

If anything in this Catalog is not clear to you, or it does not provide answers to all your questions, please do not hesitate to contact us by phone or email. Our contact details are listed below.

During a career spanning over 18 years, I have seen first-hand how Pilates has improved the lives of countless people.

I congratulate you for choosing a career in Pilates and sincerely hope that you decide to pursue it in partnership with Body & Core Pilates Education.

In health and happiness,



Bernie Nelson
Founder
Body & Core Pilates
4103 Burns Road
Palm Beach Gardens, FL 33410
561-775-8416



Mission and Goals

In our school, we want to inspire excellence by preparing our graduates for the highest standards of professional practice of Pilates. We integrate scientific research to provide practical applications to the Pilates method and we teach students to assess each client's unique needs, all while expanding the understanding of the Pilates method.

The goals of our institution are the following:

1. Have our second location approved by the Pilates School Approval Program (PSAP) by the beginning of the next course in March of 2021.
2. Be approved as a vocational School by the state of Florida by the beginning in the first quarter of 2021.
3. Develop two new continuing education courses by the May of 2021.
4. Have a teacher trainer teach a workshop at the 2021 Pilates Method Alliance Conference.
5. Increase the enrollment of each of the next three Comprehensive programs by 3 students.
6. Establish two locations in the region within three years.

Programs and Courses

For a full list of current Body & Core Pilates teacher training programs and schedules, please consult our web site.

The Biomechanics of Pilates Mat (BPM)

This course is structured to provide a strong foundation in the Pilates method of mat exercises. The course includes three days of classroom instruction (Friday through Sunday). We begin with a four hour anatomy lecture that will lay a foundation for a better understanding of the following two days of exercises. The Saturday segment teaches Core Concepts and Movement Principles of Pilates and applies these concepts to the basic exercises. The last day incorporates the intermediate and advanced mat work. We finish the weekend with instruction on structuring a Pilates mat class to best suit our participants.

Students are required to perform 20 hours of internship. The internship includes 10 hours of

Programs and Courses (Continuation)

participating in Pilates mat classes and 10 hours of assisted teaching or teaching a mat class. Once these hours are completed, the individual will be allowed to take the final step in the diploma process by taking the practical and written exams.

Comprehensive Pilates Teacher Training Program (CPTTP)

This Pilates Teacher Training Program covers both classical and contemporary exercise repertoire, anatomy and kinesiology along with Body & Core Pilates unique teaching methodologies. The CPTTP consists of eight modules and one functional Anatomy course. This program consists of 550 hours, including internship.

Specific subjects addressed include:

- Physiology, applied anatomy, the theory of movement, the principles of alignment and posture, exercise assessment and problem solving.
- The exercise repertoire studied in the Comprehensive Program are performed on the Mat as well as on all major Pilates apparatus, among them the Reformer, Trap Table, Wunda Chair, Ladder Barrel, Ped-o-Pull and auxiliary equipment.
- The course comprises of eight academic modules.

Objectives:

- Understand and apply the basic principles of Pilates in the teaching and demonstration of exercises.
- Recognize common postural deviations and provide cues for improvement of the functional components of these conditions.
- Analyze and understand key Pilates exercises, based on anatomical and biomechanical principles.
- Learn how to modify key Pilates exercises in order to address common individual limitations and goals.
- Effectively teach and demonstrate a wide range of classical and contemporary Pilates exercises along with their modifications on the Mat, Reformer, Trap Table, Ladder Barrel, Wunda Chair Ped-o-Pull and other auxiliary equipment.

Functional Anatomy Course

This course is conducted over an 11 week period and consists of a complete overview of the human anatomy and how it applies to movement. Every two weeks, we will break down sections of the body, beginning with the bones and alignment, followed by the muscles and the movements.

Programs and Courses (Continuation)

This course consists of 16 hours of class time which include the following topics:

- Anatomy of the body will be broken up into five segments or chapters
- Each week builds on the foundation of the previous weeks lessons
- Understanding of both agonist and antagonist muscles
- Much more then just memorization of muscles and their location

Module 1: The Fundamentals and Basic Exercises of Mat, Reformer and Trapeze Table

This Module consists of 16 hours of class time and is structured to provide a strong foundation in the basic Pilates method of Mat, Reformer and Trapeze Table exercises.



- We begin by teaching the Body & Core Pilates Education Core Concepts and Movement Principles, as well as the equipment and safety.
- We then progress to teaching the basic Mat, Reformer and Trapeze Table exercises.
- We complete this Module covering the scope of practice for a Pilates instructor, along with the code of ethics.

Module 2: Intermediate exercises of Mat; Basic, Intermediate and Advanced Ladder Barrel, and Wunda Chair

This Module consists of 16 hours of class time, which include the following:

- History of Pilates
- Intermediate Mat exercises
- Basic, Intermediate and Advanced exercises on Ladder Barrel and Wunda Chair.
- We begin to introduce practical and written quizzes.

Module 3: Intermediate exercises of Reformer and Trapeze Table

This Module consists of 16 hours of class time which include the following topics:

- Review of prior Modules

Programs and Courses (Continuation)

- Intermediate exercises of Reformer and Trapeze Table
- Begin to implement teaching and how to flow from one exercise to the next.
- Continue with practical quiz

Module 4: Advanced Exercises of Mat, Reformer and Trapeze Table & Small Apparatus

This Module consists of 16 hours of class time which include the following topics:

- Review of prior Modules
- Advanced exercises of Mat, Reformer and Trapeze Table
- Flow of Exercises
- Setting purpose behind choice of exercises
- Introduce the smaller apparatus: Spine Corrector and Ped-o-Pull.



Programs and Courses (Continuation)

- Continue with both written and practical quizzes

Module 5: Anatomy of Pilates Routine

This Module consists of 16 hours of class time which include the following topics:

- Breaking down the exercises
- Distinguishing what muscles are being used during an exercise
- Identify weakness and strengths of clients to be able to modify the exercises either with prep exercises and/or advancement
- Tactile Cueing
- How to begin to cultivate clients
- Continue with written quiz

Module 6: Posture of Pilates

This Module consists of 16 hours of class time which include the following topics:

- Posture Analysis and identifying deviations and muscle imbalances and finding the proper exercises to address these postures.
- Functional Screening
- Corrective Exercises
- Base Lines and Goal Setting
- Continue with practical quiz

Module 7: Special Populations

This Module consists of 16 hours of class time which include the following topics:

- Know your limitations as a Pilates teacher.
- Common Special Populations and guidelines
- Having a base for referrals
- Case Studies
- Continue with written quiz

Module 8: Hands on Approach for Pilates

This Module consists of 16 hours of class time which include the following topics:

- Create a better understanding of what you are teaching
- Understanding the do's and don't of tactile teaching
- Work on overall teaching techniques
- Problem solving
- Continue with practical quiz

Upon completion of the Program, student receives a diploma/certificate to completion.

Completion of the comprehensive Pilates program does not guarantee employment or certification. It does qualify you to take the National Pilates Certification Program Exam



Cost and Fees

Activity	Early Registration (Ends 1 Month prior to course commencement)	Registration
Biomechanics of Pilates Mat (BPM)	\$425	\$525
Application and Fee	\$100	\$100
Training Cost Total	\$525	\$625
Body & Core Pilates Comprehensive Training (CPTTP)	\$4075	\$4575
Application Fee	\$100	\$100
10 privates and 20 group classes	900	900
Training Cost Total	\$5075	\$5575

Pricing includes; registration, materials, internship and other associated fees. The Final exam is included in Registration. **However, there is a \$250 fee for each retake of the Final exam.**

Ten private sessions at a discounted rate of \$60 per session and 20 group classes at a discounted rate of \$15 per class are required as part of the Internship program. The sessions and classes must be taken at Body & Core Pilates Education.

Financial Aid

Body & Core Pilates does not offer or participate in Title IV programs or State/ Federal loan programs.

Payment and Payment Plans

The Payment policy for all teacher-training programs is as follows:

- **Body & Core Pilates Comprehensive Training (mat and equipment training)**

A \$500 registration fee is required for this program, comprising a \$400 deposit and \$100 application fee, which must be submitted with the Student Agreement. The \$400 deposit will be credited towards the cost of the comprehensive program. Payment options are described on Page 12 for this program.

- **Biomechanics of Pilates Mat**

A \$150 registration fee is required for this program, comprising a \$50 deposit and \$100 application fee, which must be submitted with the Student Agreement. The deposit will be credited towards the cost of the Mat program. There are no payment plans offered for this program. The entire fee due at beginning of course.



All deposits and fees must be paid no later than five business days prior to the commencement of the program.

In the event of a student's registration not being accepted by Body & Core Pilates or the student choosing to withdraw from the program before it begins, the \$400 deposit will be reimbursed. The \$100 application fee will remain with Body & Core Pilates as a non-refundable administration fee.

Policies regarding fees.

- A receipt is provided for all deposits and fees.
- Fees for any future courses may be subject to amendment. In the event that Body & Core Pilates decides to make a refund, administration fees will apply.

Body & Core Pilates education reserves the right to cancel any course. If a course is cancelled and a suitable replacement is not offered, students will be refunded all fees that have been paid including \$100 processing fee.

Payment and Payment Plans

Below you will see the breakdown of payment plans and the different options that Body and Core Pilates Education Comprehensive Program. A total of \$500.00 (\$100 application fee and \$400 deposit, which will be put towards total amount due) will be paid five days prior to first class. Should you have any questions regarding our payment plans or options, please contact us.

EARLY REGISTRATION

Option	A	B	C	D
CPTTP	\$4075	\$4,075	\$4,075	\$4,075
Privates and classes	\$900	\$900	\$900	\$900
Application Fee	\$100	\$100	\$100	\$100
Total cost	\$5,075	\$5,075	\$5,075	\$5,075
Payments				
Payments	1	6	9	12
Deposit	\$400	\$400	\$400	\$400
Interest rate	0%	18%	20%	22%
Monthly Payment	\$0	\$862.99	\$578.85	\$437.55
Interest paid	\$0	\$502.96	\$534.66	\$575.64
Total cost of Program	\$5,075.00	\$5,577.96	\$5,609.66	\$5650.64

REGISTRATION

Option	A	B	C	D
CPTTP	\$4575	\$4,575	\$4,575	\$4,575
Privates and classes	\$900	\$900	\$900	\$900
Application Fee	\$100	\$100	\$100	\$100
Total cost	\$5,575	\$5,575	\$5,575	\$5,575
Payments				
Deposit	\$400	\$400	\$400	\$400
Payments	1	6	9	12
Interest rate	0%	18%	20%	22%
Monthly Payment	\$0	\$955.29	\$640.76	\$484.35
Interest paid	\$0	\$556.75	\$591.84	\$637.21
Total cost of Program	\$5,575.00	\$6,131.75	\$6,166.84	\$6,212.21

Admission Requirements

Prospective students must have a high school diploma or General Education Development (GED) for enrolment. All prospective students will also have an interview that must be done before the first day of participants first module.

This school does not discriminate based on race, national origin, color, creed, religion, sex, age, disability, gender identity, gender expression, or sexual orientation.

Enrollment

Prospective students may enroll anytime. Any late enrollments must be approved by Body & Core Pilates Educational Coordinator.

The enrollment process includes:

- Submission of an application
- Interview with program director
- Review of school catalog
- Review of policies and procedures
- Completion of enrollment agreement
- Payment of fees
- Signing of all documents

Attendance Requirement

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 85% is required. Instructors may request your withdrawal from a course or program if absences or tardiness exceed 70%.

Internship is a requirement for this program and all students are expected to complete a minimum of 16 hours of said internship per week. This internship will begin following Module 1. The internship must be completed within one year of the completion of Module 8. For more information see page.

Students who are unable to continue classes for medical reasons or severe personal problems, are required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate an extension or withdrawal. **(see Leave of absence).**

Internship

Internship is an integral part of the learning process. Students must get the experience to understand exactly how to work with the public. BCPE internship is broken up into 7 parts, workshops (128 hours), observation (100 hours), self practice (150 hours including 10 privates and 20 classes), assisted teaching (75 hours), teaching (75 hours), anatomy (16 hours) and test out (6 hours). All internship hours must be done at Body & Core Pilates. All of the internship hours are included in the cost of program.

Description of Hours

Workshops: All workshops will be taught on the weekend and will consist of 16 hours of both lecture and practical work. The comprehensive training program is made up of 8 workshops (modules). This workshop must be held at Body & Core Pilates. These hours must be signed off by said teacher trainer or instructor.

Observation hours: These hours will consist of watching privates sessions, classes and workshops at Body & Core Pilates. All sessions, classes and workshops must be taught by an instructor that has NCPT certification. These hours must be signed off by said teacher trainer or instructor.

Self Practice: are the hours that you spend practicing on equipment or mat. Along with any of the time you spend in the studio studying or practicing.

Assisted Teaching: This is the time that is spent assisting BCPE Teacher Trainer and/or NCPT Certified Instructors as they teach to other students and/or clients. These hours must be signed off by said teacher trainer or instructor.

Teaching: The hours spent teaching to other students or clients. These hours must be in the presence of a BCPE Teacher Trainer or NCPT certified instructor. These hours must be signed off by said teacher trainer or instructor. These hours may not be compensated for in anyway.

Anatomy: There is 16 hours of anatomy class that must be attended. This Course will be made up of 11 classes. Each class will be signed off by course instructor.

Test Out: Better know as the final exam is scheduled in two segments. First is the Written final exam and Special Populations exam which 4 hours are available to complete. The second part is the Practical exam which 2 hours are available to complete.

Internship Continued

Studio hours

Every student is expected to participate a minimum of 12 hours of their internship per week as Studio hours. Body & Core Studio will be available for these hours. Each student is expected to register for studio hours on a monthly basis. The availability for these hours are displayed in table below.

	Available morning hours		Available Evening Hours			Available Weekend Hours	
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							

Each Student will choose shifts of a minimum of 3 hours and a maximum of 5 hours. Each shift will have to be mirrored with another shift during week. Students will refrain from bunching shifts to close in the week. Example, A student would register for a morning shift on Monday and Wednesday from 8 am to 12 pm and an evening shift of Tuesday 4 to 8 pm and Friday 4 to 7 pm. Once the weekly mandatory studio hours are met students may do additional hours at their convenience.

Internship Continued

During these studio hours, Students may complete any of the following segments of hours, observation, self practice, assisted teaching or teaching. To assist in this process weekly labs will be given out to assure students have guidance on the materials they are learning.

Leave of Absence

Students have the option to take a leave of absence once during their year. The leave status can last for up to one year from the date it starts. All students hours and studio time will cease during this period of time. A student may take advantage of this option if they are injured, have a personal emergency or are not



progressing as required. If a trainee becomes pregnant, the student will have an extended leave until the student is six months post-partum.

Based on the length of time on leave, the student may be required to purchase and perform a Re-entrance Evaluation (\$80.00 USD). Should any pricing change during the leave, the student is responsible to pay the cost of the current prices. The School Director must receive the signed Leave of Absence Form.

If a student needs to withdraw from training for a short period of time (1– 6 weeks) we ask that the student provides a letter, personally or from a doctor, explaining the circumstances. If the student paid the program in full, the school will retain all payments and allow the student to start with the next training course. If the student is on an installment plan, (s)he will continue to pay on the balance of the first attempted course. Leave of absences that are longer than 6 weeks will be treated as a drop. The refund will be determined by the refund policy and will include all payments made in advance for any future training. Upon restarting, the school will determine if the student needs to start fresh with a new course and pay the requisite tuition, or if the student is eligible to jump into an existing program and tuition will then be calculated proportionately, based on the number of hours needed to complete.

Conduct Policy

Timeliness & Attendance

Please be on time for training & sign in every morning and afternoon, as well as evening sessions. Leave a message at the studio or email facilitator if you will be late or absent due to unforeseen circumstances or illness. Please inform a facilitator in advance if you have a planned absence.

Equipment

Please share the equipment among trainees of all levels or according to the facilitator's instructions. Clean the equipment thoroughly and return props to their designated locations after each session.

Involvement

Ask questions related directly to training topics. We love questions! Refrain from contributing lengthy stories, suggestions or providing information on other modalities unless invited to by the facilitator. Participate as a trainee but monitor your 'floor time' so the facilitators have the maximum amount of time to convey their knowledge.

Student interaction

No flirting. Be gentle with words and attitude. Know that people are almost always more sensitive about their body image and physical performance than they admit. Please act appropriately; giggle at jokes, not at each other. Be mindful and carefully construct the feedback that you give. Listen, delay response and be open to feedback that you receive.

Dismissal

A trainee who fails to maintain satisfactory progress, violates safety regulations, interferes with other trainees' work, is disruptive, obscene, under the influence of alcohol or drugs, acts in an unethical manner or does not make timely tuition payments, is subject to immediate termination.

Readmission may be considered after the initial payment agreement is paid in full and conduct issues have been resolved. A \$500 re-entry fee is required, and the trainee must go through the admissions process again to determine reacceptance into the program. Our Refund Policy will apply for any payments that have been excepted in advance of training.

Educational Services

Student has access to the School's library of books, publications and videos. The resources are to be used in the studio only. The Program has an open door policy for Student to feel comfortable talking to the faculty about the Program.

Grading System

Progress reports with grades and feedback will be issued to students throughout the duration of the program. The reports will be delivered to the students in person or via email.

Grading system:

96 - 100	= A	Excellent
86 - 95	= B	Above Average
76 - 85	= C	Average
66 - 75	= D	Below Average
Under 65	= U	Unsatisfactory

Progress policy

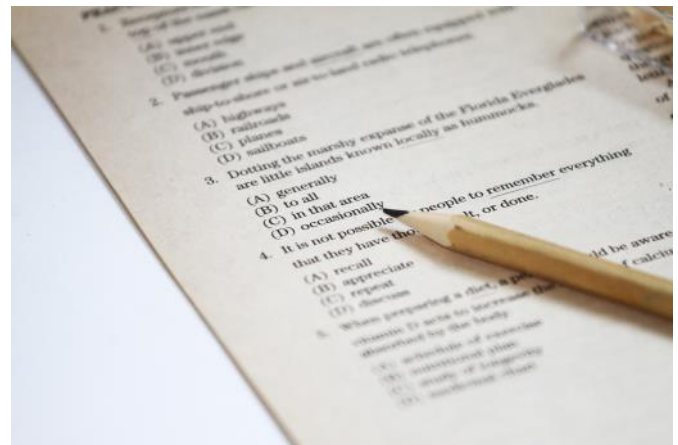
The school implements methods to monitor student's progress:

- Satisfactory progress requirements
- Advisory meetings
- Periodic assessments

Academic probation procedure

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 maintain an 80% grade point average. The school's director monitors student's overall progress. Unsatisfactory progress will be grounds for dismissal.

Students who do not maintain an 70% GPA will be placed on probation for 30 days. During the probation period, students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the school director's discretion. The director has final authority and shall notify the student of the final decision.



Pilates Labs

After each module of the BCPE program is completed the student will receive a Pilates lab. A Pilates lab will consist of practical and written assignments that will be required to be completed and handed in at the first day of the next module. The lab will be returned to the student at the end of the second day of the module along with a new lab.

Final Exams and Quizzes

Quizzes

There are two types of quizzes, written and Practical. The written quizzes will always be given after lunch the first day of a module. Practical quizzes will also be given after lunch the first day of a module unless there is to be both a written and practical quiz is to be taken. If both types of quizzes are to be taken in the same weekend the Practical quiz will be taken after lunch of the second day.

Final Exams

Once the student has finished the required internship and maintains a 80% GPA they may take the final exam. This exam is made up of two parts, written and practical.

Written exam

This exam is made up of multiple choice, fill in the blank, short answer questions along with case studies. The exam will cover all the materials covered in all eight modules along with the anatomy class. The student will have 3 hours to finish this exam.

Practical exam

After the student has finished the written portion of the final exam and has received a score of 80% or better they may schedule the practical exam. For this exam the student must provide a person to work with. The practical exam consists of a postural analysis of said person, along with choosing and teaching 5 exercises per piece of equipment. Certain exercises will be omitted due to the simplicity. The student will be evaluated on equipment set up, client position, instructor position and teaching performance. Once the student has completed the teaching portion of the practical exam they will be assigned 5 exercises per piece of equipment to perform.

This portion will be evaluated on equipment setup, body position and performance. To pass the practical exam the student must score a 80% or better. Any failed exam or quiz must be repeated, in order to continue the program at Body & Core Pilates Education. **There will be a \$250 fee for retaking the final exam which shall be paid prior to retaking the exam.**



Transfer of Credits Policy

(Including Required Assessments and Fees)

Credits Transferring from BCPE

The transferability of credit you earn at Body & Core Pilates is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the Body & Core Pilates Teaching Certificate you earn in the Body & Core Pilates Teacher Training Program is also at the complete discretion of the institution to which you may seek to transfer. If the Body & Core Pilates Teaching Certificate that you earn at this institution is not accepted at the institution to which seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Body & Core Pilates to determine if your Body & Core Pilates Teaching Certificate will transfer.

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

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

Transfer of Credits Policy (continued)

Credits Transferring in to Body & Core Pilates Education

To transfer credits into our program, trainees need to pass written and practical exams. The passing score for the 100 question written exam is 80 – study materials available in the student welcome package. Passing requirements for practical exams are identified in the Rubric, also available in the student welcome package. The cost for Transfer Credit Examination is \$250 Per module or \$400 for multiple modules.

No retakes are allowed.



Refund Policy

1. The school must refund all money paid, excluding the \$100.00 application fee, paid if the applicant is not accepted.
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed as long as the applicant has not begun training.

Refund Policy Continued

3. The school may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A “Application fee” is any fee charged by a school to process student applications and establish a student record system.
4. When calculating refunds, the official start date of a student’s program is determined by the first day of recorded attendance for any studio orientation, preparatory Pilates class, private lesson, workshop, or observation class. If training is terminated after the student enters classes, the school may retain the registration fee established under (3) of this subsection, plus a percentage of the total tuition as described in the following table:
5. When calculating refunds, the official date of a student’s termination is the last day of recorded attendance.
6. When the school receives notice of the student’s intention to discontinue the training program in writing; OR when the student is terminated for a violation of a published school policy which provides for termination; OR when a student, without notice, fails to attend classes for thirty calendar days.
7. All refunds must be paid within thirty calendar days of the student’s official termination date.
8. If the applicant chooses to drop out of the program AFTER taking preparatory Pilates classes but before the actual training days begin, they will be responsible for the price of the Pilates classes taken. Currently the per-class cost is \$30.

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

Student Grievance Procedures

Informal—Students are encouraged to resolve grievances informally. Complaints concerning a Faculty member or a member of the Body & Core Pilates administration should be resolved directly between the people involved, whenever possible. Body & Core Pilates does not initiate formal grievance procedures unless informal efforts have been made to resolve the grievance.

Formal—If a grievance has not been satisfactorily resolved by informal procedures, the student may file a written grievance with the School Director within 60 days of the event that preceded the grievance. School Director shall investigate the complaint within five business days of being filed and shall contact the student in an effort to resolve the grievance. The Program Coordinator shall present all concerned parties with a written response within an additional 10 business days. The decision will be final. 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: PSAP@pilatesmethodalliance.org

Sexual Harassment Policy

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.

Sexual Harassment Continued

Procedure:

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 immediate supervisor.

If this is not a reasonable option, or if such an option does not remedy the situation, speak with the 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:

PSAP@pilatesmethodalliance.org

The Use of Touch

As Pilates engages in touch for cueing and adjustment purposes, the program will require some level of touch, although sensitivity will be respected and permission will be required.

Facilities

Body & Core Pilates is located at 4103 Burns Rd, Palm Beach Gardens, Florida, 33410. The studio is a one story building with 2,960 square feet of usable space. There are three restrooms along with four class rooms consisting of equipment by



BASI, Peak and Balanced Body and RedCord, including but not limited to, Reformers, CoreAlign, Trapeze Tables, Ladder Barrel, Wunda Chair, Spine Corrector, Ped-o-Pull, Redcord, mat and magic circle. Projectors, T.V.'S, and videos are included to enhance the learning experience.

Access to Student Files

Student files content consists of :

- Picture identification (drivers license, immigration card, passport, etc.)
- Completed application
- Signed enrollment agreement
- Signed sexual harassment policy
- Signed non-discrimination Policy
- All academic records
- All faculty notes

Students may review their complete file during studio hours by requesting an appointment with the student counselor / lead teacher. Studio hours are Monday through Friday, 9 am-5 pm.

Satisfactory Completion

A student who satisfactorily completes the following will be awarded Body & Core Pilates Education Diploma as a comprehensive Pilates instructor:

- 109 hours of workshops(85% of what is offered)
- 100 hours of observation
- 150 of Self Practice (includes 10 privates and 20 classes at Body & Core Pilates)
- 50 hours of assisted teaching (10 hours must be done at Body & Core Pilates)
- 100 hours of teaching
- 16 hours of anatomy Course
- Completion of final written exam with a minimum score of 80% (Exam must be completed within 4 hours)
- Completion of final Practical exam with a minimum score of 80% (Exam must be completed within 2 hours)

Time Extension for Program Completion

If a student takes final exams and does not score 80% or better the student may qualify for a three month extension. The only cost for extension is the cost of exam retake fee of \$250. The only other way of getting an extension for program completion would be by attending workshops given by Body & Core Pilates Education at the cost of \$400 and must be approved by educational director. If Student does not pass retake of final exam, student will have to retake the module they are deficient in. The charge for this will be \$400. Each retake of final exam will cost \$250.

Instructor Biography



Bernie Nelson, founder of Body & Core Pilates, certified through the National Pilates Certification Program, has completed Pilates programs from all American Pilates, the Kane School of Core Integration for Pilates and Lolita San Miguel Pilates Master. A former collegiate football player for the University of Nebraska at Omaha, he has also held Certification in Personal training from the American Council on Exercise and National Strength and Conditioning

Association.

In 2001, after working in the fitness industry as a Personal Trainer and a Licensed Massage Therapist, Bernie became a Certified Pilates Instructor and opened his first Pilates studio inside Gold's Gym. With a growing clientele, he opened Body & Core Pilates Studio in 2003. Two years later, Bernie began to facilitate the Kane School of Core Integration of New York teacher training program. In 2008, after completing his second Pilates training program, he developed his own Pilates educational program. In 2011, Bernie completed a mentorship program under master and first generation Pilates instructor Lolita San Miguel. Along with Pilates, Bernie has also been a teacher trainer for Redcord, a suspension based exercise training from Norway.

Bernie currently travels nationally to give advanced workshops and conduct teacher training. He focuses his teaching and workshops on problem solving techniques that use Pilates to enhance whole body health.



Deanna Marose is certified through the National Pilates Certification Program. She earned her initial comprehensive diploma from the Kane School of Core Integration for Pilates in 2007. She also earned the distinction of Second Generation Master Pilates Teacher from first generation Pilates teacher Lolita San Miguel, which was a two year program focusing on the classical foundations of the method and the evolution and progression of Pilates today. In 2011, she

joined Body & Core Pilates Education as a teacher trainer and is now the Program Director and School Coordinator.

To compliment her Pilates background, she earned her TRX Suspension Training Certification and Redcord Active.



Monica Perez
DPT, PT, NCPT

Monica Perez is a Doctor in Physical Therapy specializing in vestibular therapy and balance through Pilates rehabilitation. Owner of The Core Pilates studio in Saint Augustine, FL, Ms. Perez has 15 years' experience teaching and treating patients through Pilates rehabilitation. She has completed certifications through Stott Pilates, Kane School of Core Integration, Body and Core Pilates, and is a

second generation Pilates Instructor through Lolita San Miguel's Pilates Master Mentor Program. Monica joined Body & Core Pilates Education in 2018 as a teacher trainer. She lives in Saint Augustine Beach enjoying mermaid life, surfing, running, and everything ocean.