

Pilates Core Integration

**Virginia Nicholas, M.A., R.N.
1801 S. Jen Tilly Lane, Suite C-20
Tempe, AZ 85281
480.731.3101**

www.pilatescoreintegration.com

For your convenience, we have also provided an audio file of this document on our website.

TEACHER TRAINING AGREEMENT

As an instructor for Pilates Core Integration and/or Virginia Nicholas there are certain activities that require written consent of Virginia Nicholas.

Written permission is required to:

1. Publish, photocopy or reproduce in any manner the materials and content of the Pilates Core Integration, Moving Breath Pilates and/or Virginia Nicholas seminars, classes, and/or teacher training sessions.
2. Develop, reproduce, manufacture or distribute products based on Pilates Core Integration, Moving Breath Pilates or Virginia Nicholas methods.
3. Start a training program to teach the contents of this or any other Pilates Core Integration, Moving Breath Pilates or Virginia Nicholas technique.
4. Use the Pilates Core Integration, Moving Breath Pilates or Virginia Nicholas name in your business dealings outside my office, including flyers, brochures, business cards and advertising, or use the Pilates Core Integration, Moving Breath Pilates or Virginia Nicholas name in conjunction with any methods of bodywork or exercise training programs outside my office.
5. Teach Pilates outside the PCI studio during the course of training unless you receive written permission from Virginia Nicholas or the head of an Apprentice Studio director.

PHILOSOPHY

The work of an instructor is to help educate the student to keep the body in tune with nature. To maintain health leads to development. The skilled teacher understands how to keep the body healthy and without injury, but also understands how to revitalize and re-train a body/mind that has been injured or ill. One of the goals of movement is to balance the musculoskeletal and nervous systems to allow for efficient movement. Proper training allows the teacher to observe and correct kinesiology inefficient movement.

Revision "C", September 2008.

A second goal of an instructor is to maintain standardization and quality of movement to provide the highest level of mind/body education. Standardization and quality management will ensure consistent, progressive research to further improve this technique and program.

The ultimate goal of this program is a high degree of strength, body control, improved flexibility, and the integration of body and mind.

STUDENT TEACHING CONTRACT AND EXPECTATIONS

The teacher will:

1. Arrive no less than 10 minutes before scheduled class time.
2. Be prepared with appropriate lesson plan and follow said plan.
3. Put equipment in the exact order in which they were found on arrival.
4. Notify studio in writing if you are unable to teach any class (email is appropriate). Next, arrange for all substitutes and inform studio in writing who will be substituting. A qualified teacher must be approved prior to teaching. If you are unable to find a substitute, you must come in to teach your class.
5. Once your schedule is set (by you) and your client, the client's schedule may not be changed without written permission from the studio. If you are unable to teach due to illness, vacation, other work commitments, family issues, you must find a substitute. Do not cancel and re-schedule your clients for other times. Failure to follow policy may result in termination from the program.
6. Lock up studio, close blinds, turn lights off, and lock front office upon closing.
7. Convey and share any concerns regarding student difficulties or physical disabilities to PCI studio owner within one business day of noted difficulty. Teacher will place a written note in clients' chart regarding difficulty, plan of resolution, and progress toward resolution. The teacher trainee has a primary responsibility to the client's safety, health and welfare: this responsibility should never be compromised by the teachers/trainee's self interest.
8. Attend teacher training classes for review, update, and education.
9. Be a contract employee and pay all his/her own taxes, social security benefits, etc. when appropriate student teaching is completed.
10. Collect registration and monthly fees from his/her students per fee payment schedule the last week of the month and submit checks/cash to studio immediately upon receipt. Encourage all clients to sign up for automatic monthly deduction of tuition and packages.
11. Most importantly, instruct with the student's best interest in mind and teach in a manner that is creative, challenging, and interesting to the self. Keep track of the student's progress on an exercise check list to ensure quality exercise progression.
12. Maintain appropriate professional boundaries. A teacher trainee should not exploit his/her relationship with a supervisor, faculty, colleague, or client. A teacher trainee should focus on the business relationship, not a client's personal life, except as appropriate. Fraternalizing is prohibited. Teachers are not to buy/take gifts, cards, or other items for/from clients. Failure to follow policy may result in termination from the program.
13. A teacher trainee should use truth, fairness and integrity to guide all professional relationships and decisions.
14. Teacher trainees should never solicit business from another trainer's clients or from this studio. Teachers who work for this business should recognize the clients belong to this business. Any teacher or teacher trainee who violates this clause is subject to dismissal and potential legal proceedings.
15. All work-out schedules must be approved by the studio. Teachers may not be in the studio or work-out without permission.

16. Teacher trainees are responsible for weekly equipment checks and need to sign off on the equipment check list.
17. Teacher trainees are responsible for daily emptying of the trash, watering plants, cleaning equipment, vacuuming, and overall cleanliness of the studio.
18. Teacher trainees are responsible for learning to use the credit card machine to charge client accounts for tuition. All new clients should be on the automatic credit card deduction program. If a client does not want to be on this program, inform them tuition is due on or before the 1st of each month, and there is a \$10.00 per week late fee. If a client pays for individual classes, there is a \$3.00 service fee above the regular class cost. Teachers are responsible to inform clients of our tuition policies.
19. The average time needed to complete the Pilates Core Integration certification program is one year. Check with your mentoring studio for fees and policies.
20. Teacher trainers are required to obtain liability insurance and CPR certification prior to entering the program. Insurance may be obtained through IDEA. CPR certification can be obtained through the Red Cross or Community Colleges. Proof of insurance and CPR certification are required to enter the program. Teachers release Moving Breath Pilates, PCI, Virginia Nicholas, and her representatives from any legal claims in regards to teaching, apprenticeship, and working at PCI studios.
21. Each teacher trainee will complete a specific “project” designed to enhance that individual’s abilities. For example: students in the past have created flyers, posters, press releases, etc. as marketing tools for the studio, or have designed mock programs to teach Pilates for kids or pregnant women. The project topic is decided by the studio and the teacher trainee.
22. Teacher trainees may bring one client to the studio to teach for “free” one time per week. The client must remain the same each week. The client is required to take group classes once a week (tuition varies per studio per month.). Check monthly tuition with apprentice studio.
23. Teacher trainees will have the studio sign the hour log book at least once every two weeks. This will keep the student on task, and will facilitate tailoring the program to meet each student’s needs. Failure to have the log book signed may result in hours accrued not being counted. Students must take an active role in maintaining hours, student teaching, observation and assisting.
24. Teacher trainees will maintain a professional appearance. Teachers need to be well groomed, fit, and within normal weight limits for height and weight.
25. Teachers may not solicit products of any kind to clients.
26. Teacher trainees must have their hours signed off once a month or hours will not count towards program completion.
27. Refund policy: if the teacher trainee drops out of the program any time during the course of study, the student will forfeit the apprentice fee and any other class fees. Unused weekend workshop fees are partially refundable/non-refundable per Pilates Core Integration policies. Please check the official policy through Pilates Core Integration.
28. Failure to comply with any policy may result in dismissal from the program. Success/certification in this program is not guaranteed.
29. Students need to fill out an application form to Pilates Core Integration (application fee payable to Pilates Core Integration). The Pilates Core Integration workbook, and the Return to Life book are included with Weekend 1 fees. The student should also purchase an anatomy book of choice, we suggest *The Anatomy Coloring Book*, *The Anatomy Trail Guide*, or *Anatomy of Movement* (from this studio or from the bookstore of your choice).
30. After Weekend II there will be a written and practical mid term-exam to assess the student’s progress. Students must pass this evaluation in order to progress to Weekend III/IV. Please view official Pilates Core Integration policies for further details.

31. If a teacher trainee chooses to quit the certification program at any time, written notification is required at least 30 days in advance of cessation of the program. The student forfeits all fees paid and is liable for all unpaid costs.
32. Teachers and teacher trainees are required to return phone calls from the studio within 8 hours.
33. Any complaints, concerns, or problems with Pilates Core Integration, Moving Breath Pilates, Virginia Nicholas, or the teacher training program will be addressed by the participant in writing before completion of the Pilates training program.

I agree to the above listed expectations and am able to fulfill my teaching and training obligation at my PCI studio(s).

Signature: _____

Name (printed): _____

Date: _____

WHAT YOU CAN EXPECT FROM ME

I will:

1. Maintain equipment in working condition except in the case of teacher negligence.
2. Ensure cleanliness and pleasant working conditions.
3. Provide lesson plan suggestions outlining course development as needed
4. Assist with special lesson plans for challenged students.
5. Consult and advise (if needed) on any questions or concerns you may have.
6. Provide music and a sound system.
7. Pay the rental cost of the studio.
8. Assist you in filling your schedule with referrals.
9. Provide teacher training class times.

STUDENT CONTRACT AND EXPECTATIONS

Prior to acceptance into the Pilates Core Integration Teacher Training Program the student should be familiar with Level I and II exercises on the Mat and equipment. Once accepted the following expectations apply:

1. We recommend the student be in the studio approximately 10 hours per week if possible.
This can include:
*taking class (a minimum of 2 hours per week) *observing (a minimum of 1-2 hours per week) *assisting (a minimum of 1-2 hours per week)
*teaching class (when ready) (a minimum of 2 hours per week)
*attending teacher training class.
2. Four (4) three (3) day
Workshops and the two (2) day Anatomy in Clay workshop (90 hours), as well as two(2) two day weekend Mat workshops (30 hours) are required for the Pilates Core Integration comprehensive certification.
3. The total number of hours required for certification is 450 hours.
4. See the Pilates Core Integration web site for a breakdown of the required hours.
5. Scheduling is flexible. However, once a schedule is set, the student must adhere to that schedule for the entire semester (September through December, January through May, June through August).
6. Payment schedule: Each weekend workshop requires a \$200.00 non-refundable deposit 8 weeks prior to the workshop. The remaining workshop tuition is due 4 weeks in advance of the workshop. The apprentice fee is payable when the student begins the program. Additional time required to complete certification will result in an additional tuition charge.
7. The typical amount of time needed to complete the training is one year. The student may take up to 18 total months to complete the program. Between 12-18 months the student will pay for group classes. After 12 months the student will pay an additional per month studio fee in addition to classes taken. If the student does not complete the program within 24 months, he/she may be required to re-take Weekend Workshops and repeat required hours.

I agree to the above listed expectations and agree to fulfill my student obligation at PCI, Moving Breath Pilates, or other affiliated studios.

Signature _____ Date _____

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The undersigned, _____, (“Student”) has applied for instruction and participation programs, from time to time, by PCI, an Arizona LLC, in the methodology of the PCI system of Pilates training. As a material inducement to PCI’s allowing Student to participate in such instruction and programs, Student, for itself and its heirs, representatives and assigns, hereby acknowledges, represents and agrees with PCI as follows:

1. Student acknowledges that such participation in the training and programs will involve bodily contact, strenuous activities and the use of Pilates equipment, as well as weights, balls and explore boards is potentially dangerous to Student. As a safety precaution, Student agrees to follow explicitly all PCI rules and regulations given in connection with such training and programs.
2. Student represents to PCI that (a) Student understands the nature of the activities that Student will engage in, in connection with such instruction and programs, (b) Student is in excellent physical condition, does not suffer from any illness, pre-existing injury, impairment or other physical condition that would adversely effect its undertake such activities and (c) Student has received physical approval to so participate, or has decided to participate without such approval, and in either case fully accepts all risks of bodily injury and death that may arise in connection with such participation.
3. Student (a) releases and forever discharges PCI, and its officers, directors, PCI shareholders, employees, agents, teachers, associates and other students (individually a “Released Party” and, collectively, the “Released Parties”) from any and all causes of action, claims, damages, loss, cost and expense of any nature whatsoever (including any based on negligent act or omission) in any way arising out of or connected with Student’s participation in any instruction or program sponsored by, taught by or otherwise involving PCI or any other Released Party (individually and collectively a “Released Claim”) and (b) unconditionally waives in favor of the Released Parties each and every Released Claim that may arise hereafter arise.
4. Student may be seeking certification from PCI of its system of Pilates teaching. In this case, Student will be training others during both its pre- and post-certification phases. In all cases, Student agrees to forever defend, indemnify and hold harmless each Released Party from any and all causes of action, claims, damages, loss, cost and expense brought or asserted against any Released Party in any way arising out of or connected with Student’s pre- or post-certification training of other parties.
5. This Release shall be governed by the laws of the State of Arizona.

Dated: _____, 20____

(Signature of Student)

**Pilates Core Integration Apprenticeship Fee
At Moving Breath Pilates**

The apprentice fee entitles the student to observation/assisting/student teaching hours, work-outs with assigned (by Virginia) clients/teachers, and group classes where there are less than 8 students enrolled after the entire \$1500 apprentice fee is paid. If there are 8 students in a class the teacher trainer should assist/observe.

Students may be given homework assignments, quizzes, and a mock-test out to prepare for the certification exam.

Teacher trainers are allowed to take **group** classes for one year from the beginning of his/her program once the \$1500.00 apprentice fee is paid in full. It is recommended teacher trainees take a minimum of 1 private lesson per week along with other classes. Private class fees are not included in the apprentice fee.

I agree to the apprenticeship terms and agreements.

Signature **Date**

Print Name