



Vitality Pilates

Teacher Training Academy

2020 CATALOG



2201 NE 65th St. Seattle, WA 98115 (206) 297-6263

education@vitalitypilates.com vitalitypilates.com/education

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Inquiries or complaints regarding this private vocational school may be made to:

Workforce Training and Education Coordinating Board

128 – 10th Avenue Southwest

Olympia, Washington 98504

(360) 709-4600

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President: Hilery Avritt

Vice President: Lawrence Tamkin

CEO: Vera Bullen

CFO: Cory Brown

Welcome to Vitality Pilates Teacher Training Academy!

We are excited that you are interested in a career as a Pilates instructor.

We welcome students of all ages, fitness levels, and backgrounds. We provide an in-depth training experience attuned to individual learning needs. Some of our students are already immersed in the worlds of movement and wellness, like dance, yoga, sports, and massage therapy. Many others do not come from a movement background yet find the information, guidance, and support here to flourish. Some of our most gifted graduates have struggled with their own fitness goals or injury. No matter what path brings you to Vitality Pilates, the Teacher Training Academy is dedicated to supporting your professional and personal growth.

In this catalog, you'll find a clear guide to our program. We look forward to answering any questions you may have about the Teacher Training Academy.

For assistance, please email education@vitalitypilates.com. Visit vitalitypilates.com/education for more information and the upcoming training schedule.

The Teacher Training Academy Team

FACULTY

Adena Atkins NCPT

Administrative Program Director & Instructor — adena@vitalitypilates.com

Adena's love for movement is closely tied to a passion for music. While studying opera, she turned to Pilates to improve posture and body awareness. She was hooked by the precision and accessibility of Pilates. Adena completed instructor training with Body Arts and Science International in 2003 under the tutelage of Kristi Cooper. She has taught ever since in a variety of settings, from coast to coast. Adena joined the Teacher Training team in 2016. Adena's clients describe her teaching as "masterful" and "challenging" and appreciate her ability to meet them where they are on any given day.

Andy Bond NCPT

Instructor — andy@vitalitypilates.com

A lifelong runner, Andy Bond has always enjoyed movement. Still, he never considered trying Pilates until his physical therapist suggested it would help him rehabilitate a torn rotator cuff. In Pilates Andy found a workout that not only relieved pain, but also improved his quality of life. Originally from northern England, Andy initially completed instructor training with Polestar Pilates in London in 2008, and received a comprehensive equipment certificate from Vitality Pilates in 2013. He's been teaching ever since in a variety of capacities, from being the sole Pilates instructor at a physical therapy clinic all the way to working with us here in Seattle at Vitality. Andy brings an easy going focus to his teaching which reflects the work of Ron Fletcher and emphasizes flexibility, length, and posture. He specializes in Pilates fitness and sports rehabilitation.

Vera Bullen NCPT

Admissions Director & Instructor — vera@vitalitypilates.com

Vera's lifelong passion for movement richly informs her Pilates instruction. A dancer since childhood, Vera earned her BA in Dance and Drama from the University of Washington. She earned her MA in Dance Studies from Laban in London. Afterwards, she returned to Seattle and taught dance. In 2005, Vera was hired as a Senior Tutor in Dance Studies at the University of Auckland, where she earned an MA in Creative and Performing Arts. In 2009, she returned to Seattle and started training to be an instructor at Vitality Pilates. In 2010, she graduated from the Teacher Training Academy at Vitality and began teaching at the studio. In 2012, she joined the Teacher Training Academy team.

Natalie Wilson

Administrative Assistant — natalie@vitalitypilates.com

Born and raised on Kauai, Natalie Wilson's background in movement comes from decades of training in the native dances of Hawaii, Tahiti, and New Zealand. After college, Natalie pursued a career in social work and family law. She discovered Pilates after the birth of her second child and enjoyed her renewed strength, energy, and focus. Desiring a career shift, Natalie enrolled in the Vitality Teacher Training Academy, graduating in early 2017. She teaches at our Ravenna location, is an instructor coach, and is the TTA program's administrative assistant.

Mission Statement

Vitality Pilates Teacher Training Academy offers students the intensive study and experience they need to tailor the Pilates method to their client's individual needs.

We integrate the Pilates method with adaptive applications based on an evolving understanding of the human body.

Goals

We aim to train graduates of our program to do the following:

- Impart comprehensive knowledge of the Pilates repertoire to their clients.
- Integrate the Pilates method into their own personal practice.
- Modify and progress individual exercises for client success.
- Uphold professional standards within the Pilates industry.
- Retain a strong foundation of Pilates history and philosophy.
- Effectively utilize all major pieces of traditional Pilates equipment.
- Impart knowledge of anatomy and kinesiology as they relate to Pilates.
- Periodically assess client postural and movement patterns.
- Appropriately address a diverse client population.
- Respect the appropriate scope of practice as Pilates instructors.
- Design intelligent sessions and long term programs.
- Embody the Pilates principles of alignment, breath, centering, concentration, control, flow, and precision.
- Empower their clients for success.

PROGRAM HIGHLIGHTS

- Comprehensive training on the Mat, Reformer, Cadillac, and Wunda Chair.
- Complementary training on the Ladder Barrel, Spine Corrector, Ped-O-Pull, Foam Roller and Magic Circle.
- Class and studio access at all Vitality Pilates locations.
- Study of anatomy, special populations, and postural analysis as they relate to Pilates.
- Contemporary perspective with a firm commitment to the integrity of the original work.
- Maximum class size: 10; 1:10 student ratio.



ADMISSIONS REQUIREMENTS

- Possess a high school diploma or General Education Development (GED) Diploma.
- Conduct an interview with the Admissions Director in person.
- Complete a minimum of six months continuous preparatory Pilates classes at Vitality Pilates. Class costs are included in the tuition. Level 3 permission is required before the first day of training.

To apply to the Teacher Training Academy, candidates should email the Admissions Director at education@vitalitypilates.com.

COMPREHENSIVE PILATES EQUIPMENT CERTIFICATE

Students have 13 months to complete all course work and the 450 required hours. The curriculum includes the full spectrum of major Pilates equipment and props as well as rigorous studies in anatomy, special populations, and postural analysis. Upon successful completion of this program, students earn a Comprehensive Pilates Equipment Certificate.

TRANSFER OF CREDIT POLICY

Vitality Teacher Training Academy does not guarantee transfer of its credits to another institution.

Credits from another institution will be evaluated on a case-by-case basis. A maximum of 90 previously earned hours may be accepted at the discretion of the Admissions Director. Candidates with relevant certificates, diplomas or degrees should inquire. Tuition is reduced by \$500 per 90 hours of credit. There is no fee required for the review of transcripts.

REASONABLE ACCOMMODATION

Vitality Pilates Teacher Training Academy does not discriminate against students or potential students on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. If you require reasonable accommodation for your disability, please make your request in writing upon application to the program. Upon acceptance into the program, an additional meeting to implement the agreed upon accommodation will be required.



MINIMUM REQUIRED HOURS

- 180 Education Hours
- 120 Practice Teaching Hours
- 75 Personal Practice Hours
- 10 Private Lessons
- 65 Observation Hours

WEEKLY TIME COMMITMENT

In order to fulfill the minimum required hours, students must commit roughly 12-15 hours per week to their training for the duration of the program. The following is a guideline to stay on track in all categories.

- Education Hours: 4.5 hours
- Practice Teaching: 3 hours
- Personal Practice: 3 hours
- Observation: 2 hours

HOURS BREAKDOWN

- Education Hours are fulfilled by attending Wednesday and Saturday sessions or by scheduling make up sessions for any missed dates.
- Practice Teaching hours are fulfilled by students teaching clients they recruit. At least half the practice teaching hours are dedicated to group sessions. The remainder of the practice teaching hours may be fulfilled by private lessons. The duration of teaching practice teaching sessions is a minimum of 50 minutes. Student teaching clients must fill out a waiver in MindBody before their initial session at vitalitypilates.com/signup. 10 minimum group class and private lesson teaching hours in the following categories: Mat, Reformer, Cadillac, Wunda Chair and Small Apparatus.
- Personal Practice hours are fulfilled by taking Vitality Pilates classes, private lessons, and reviewing the curriculum. 10 private lessons are required. It's recommended to take these throughout the year.
- Observation Hours are fulfilled by observing Vitality Pilates instructors teaching private or group classes, with a minimum of 15 hours at each level: Foundations, Level 2, and Level 3.

TRACKING HOURS

- Students are given electronic time sheets that they may print or track online.
- Students are encouraged to record training hours on the same days as they complete them.
- Lost or stolen time sheets are the student's responsibility.

COURSE LOCATION

The front classroom at Ravenna (2201 NE 65th Street, Seattle, WA 98115) contains seven Reformer/Tower units, as well as magic circles, foam rollers, splits platforms, jumpboard platforms, long boxes, overballs, hand weights and dowels. The private lesson room contains three Wunda Chairs, one Ped-O-Pull, one Ladder Barrel, two Reformer/Tower units, one Trapeze/Cadillac, one arc barrel, one Spine Corrector, as well as mats, magic circles, foam rollers, overballs, Swiss balls, assorted therabands and hand weights.

TAKING CLASSES

Students are entitled to two class reservations per week, one week in advance. Students are expected to follow all client guidelines found on Vitality's Health Form. Students are charged an \$8 late cancel fee for missing classes with less than 18 hours notice, and a \$15 fee for missing class without cancellation.

FACILITY USE

Students are invited to use the facilities for practice teaching and personal practice. While doing so, they are expected to work around the needs of the Vitality Pilates company overall. Students are expected to use a quiet voice when sharing space and reserve socializing for outside of the classroom.

After finishing a teaching or study session, students must clean any equipment they used and return it to its designated space. When closing any Vitality location, students are required to ensure that all doors and windows are locked. Failure to comply with closing and safety procedures of Vitality Pilates as a whole may result in loss of studio access. Students are required to adhere to additional studio specific opening and closing procedures and to seek out additional training in these procedures if necessary.

OBSERVATION

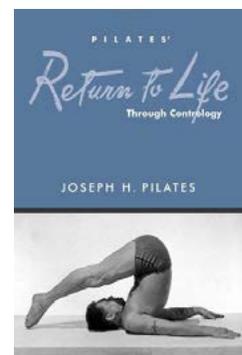
Students must ask a teacher's permission before observing a session. While observing, students are expected not to intrude on the session in any way. Students should sit a respectful distance from clients, focus on the teacher rather than a specific client, and silence electronic devices. Questions and comments are not permitted during a session.

ADDITIONAL LOCATIONS

Two additional Vitality Pilates locations, Mount Baker (S Seattle) and Phinney Ridge (NW Seattle) are available for students to study.

REQUIRED TEXTS

- Vitality Pilates 'Teacher Training Manuals' (supplied by Vitality Pilates)
- Calais-Germain, B. 'Anatomy of Movement: Revised Edition'
- Isacowitz, R. & Clippinger, K. 'Pilates Anatomy'
- Pilates, J. 'Return to Life Through Contrology'



RECOMMENDED TEXTS

- Biel, A. 'Trail Guide to the Body 5th Edition' Spiral Bound
- Bowman, K. 'Alignment Matters'
- Franklin, E. 'The Art & Science of Cueing'
- Kapit, W & Elson, L. 'Anatomy Coloring Book'

COURSE SCHEDULE

Students receive a detailed calendar and course outline. Training days include a selection of the following:

- Introduction of concepts & theory
- Learning the Pilates exercise curriculum and teaching practice
- Anatomy lecture
- Curriculum quiz and teaching quiz

If Wednesday evenings or Saturday training days are missed, the student must purchase make up sessions sufficient to cover the material missed. See Program Fees section on page 14.



GENERIC COURSE OUTLINE

EVERY OTHER SATURDAY—11AM-5:30PM (6 HOURS)

WEDNESDAYS—7:30-9PM (1.5 HOURS)

WEDNESDAY ORIENTATION

SATURDAY

Point/label quiz

Anatomy Lecture, Fundamental Mat

WEDNESDAY Anatomy Exploration

WEDNESDAY Teaching Practice

SATURDAY

Safety quiz at lunch

Curriculum/Teaching Quizzes

Anatomy lecture, Beginning Mat, Foam Roller

WEDNESDAY Anatomy Exploration

WEDNESDAY Teaching Practice

SATURDAY

Curriculum/Teaching Quizzes

Postural Analysis, Beginning Reformer

WEDNESDAY Anatomy Exploration

WEDNESDAY Teaching Practice

SATURDAY

Curriculum/Teaching Quizzes

Anatomy Lecture, Beginning Cadillac, Ped O Pull

WEDNESDAY Anatomy Exploration

WEDNESDAY Teaching Practice

SATURDAY

Curriculum/Teaching Quizzes

Anatomy Lecture, Beginning Chair, Spine Corrector

WEDNESDAY Anatomy Exploration

WEDNESDAY Teaching Practice

SATURDAY

Curriculum/Teaching Quizzes

Anatomy lecture, Intermediate Mat, Magic Circle,

Ladder Barrel

Check ins

WEDNESDAY Anatomy Exploration

WEDNESDAY Teaching Practice

SATURDAY

Curriculum/Teaching Quizzes

Anatomy Lecture, Intermediate Reformer

WEDNESDAY Anatomy Exploration

WEDNESDAY Teaching Practice

SATURDAY

Curriculum/Teaching Quizzes

Special Populations Lecture, Intermediate Cadillac

WEDNESDAY Anatomy Exploration

WEDNESDAY Teaching Practice

SATURDAY

Curriculum/Teaching Quizzes

Special Populations Exploration, Intermediate Chair,

Advanced Mat

SATURDAY

Curriculum/Teaching Quizzes

Fascial Lecture Advanced Reformer, Stretching

SATURDAY

MindBody Training

Advanced Cadillac, Advanced Chair

Get ready for Midterms or Finals

SATURDAY Midterm Day

SATURDAY/SUNDAY Finals Days

EXAM OVERVIEW

GRADING

Grading on all quizzes and exams is pass/fail, with a minimum requirement of 70% to pass. Students will receive their grades within seven days of taking a quiz. Quiz feedback is placed in the student files cabinet or returned in person.

SAFETY QUIZ

In order for students to practice teach at any Vitality Pilates studio, students must first pass a safety quiz. After passing this quiz, students receive keys to all three Vitality Pilates studios and are permitted to begin teaching practice clients.

CURRICULUM QUIZZES

There are nine curriculum quizzes throughout the term. Each quiz requires students to perform or teach a selection of Pilates exercises presented in the previous training session. Notes are not permitted. Grading is based on these elements for a total of 10 points:

- Equipment setting (2)
- Start (2)
- Choreography (2)
- Finish (2)
- Pilates principles: alignment breath, centering, concentration control, flow, precision (2)

TEACHING QUIZZES

Before each training day students prepare three exercises to teach their peers. Written materials are not permitted during quizzes. The instructor will offer teaching feedback upon completion of the teaching quiz. Grading is based on these elements for a total of 10 points:

- Verbalizes exercises with detail & clarity (2)
- Logical lesson plan & smooth class flow (2)
- Pilates Principles: alignment, breath, centering, concentration, control, flow, precision (1)
- Provides individual verbal & tactile feedback (1)
- Offers modifications & keeps clients safe (1)
- Knowledge of equipment settings (1)
- Shows confidence & inspiring energy (1)
- Voice projection & variance (1)



MIDTERMS

There are three midterm exams to be taken on the midterm exam day scheduled on the training calendar. If a student needs to retake any portion of the midterms, they will need to purchase and schedule a make up session with an instructor. Exam results are emailed within 30 days.

CURRICULUM MIDTERM

The curriculum midterm consists of 25 exercises to be performed or taught by the student. Students are not informed of the exercises in advance of the exam. Instructors evaluate students according to the same rubric as curriculum quizzes (page 10). This exam includes a selection of exercises on all major equipment at all levels except advanced. Students have 1.5 hours to complete their curriculum midterm.

TEACHING MIDTERM

Students select and prepare 20 minutes of Mat exercises to teach their fellow students. Students may choose exercises from all levels of the Mat curriculum. Instructors evaluate students according to the same rubric as teaching quizzes (page 10). Written materials are not permitted. The total length of participation in the teaching midterm is determined by the number of students present.

ANATOMY MIDTERM

The anatomy midterm requires 15 short essay questions that demonstrate a synthesis of the material presented over the entire term. The exam draws from the required texts, the anatomy study guides, and anatomy lectures. Students have 1.5 hours to complete the anatomy midterm.

FINAL EXAMS

There are four final exams, three of which are offered on the scheduled final exam weekend once the second term is completed. If a student needs to re-take any portion of their finals, they must purchase and schedule a make-up session with an instructor. The teaching final is taken by appointment with an instructor for no additional fee. Finals may be taken up to four times. Results will be emailed within 30 days.

PILATES THEORY FINAL

The Pilates theory final consists of 13 short essay questions. The exam draws from the Pilates history, principles, and theory sections of the Pilates Manual. Students have 1.5 hours to complete the Pilates theory final.

SPECIAL POPULATIONS FINAL

The special populations final consists of 14 short essay questions based on the special populations section of the Pilates Manual and the special populations lecture. Students have 2.5 hours to complete the special populations final.

CURRICULUM FINAL

The curriculum exam consists of students demonstrating five progressions of exercises. The progressions begin with fundamental, progress through beginning and intermediate, and culminate with an advanced exercise. Students select these advanced exercises from a list provided and must include three separate apparatus in their selection. Instructors evaluate students based on the same rubric as the curriculum quizzes (page 10). Students provide a written copy of their progressions. Other written material is not allowed. Students have 30 minutes to complete their curriculum exam.

TEACHING FINAL

The teaching final consists of teaching a 50 minute group class to a minimum of three participants. The student's lesson plan must emphasize intermediate to advanced curriculum on the Reformer, Cadillac, or Wunda Chair. The student is responsible for scheduling studio space, scheduling participants, and confirming an appointment with a program instructor. It is the student's responsibility to provide instructors plenty of notice and scheduling options. Instructors evaluate students based on the same rubric as the teaching quizzes (page 10). Written materials are not allowed.

STUDENT MILESTONES

Completing the online interview survey—This is the first step a potential student must take.

Interviewing for the program—This step will help determine whether the student and Teacher Training Program are a good match. The Admissions Director will reach out to applicants to schedule this.

Enrollment paperwork and deposit—Once students put down a deposit, they are eligible to begin taking classes, private lessons, and observation hours at Vitality prior to the start of the term.

Beginning of first term—The first term will start with an orientation day wherein students are oriented to the course and exchange contact information with peers.

Passing the safety quiz—Students receive keys to all three studios to begin practice teaching.

Passing midterms—Upon passing midterms, CPR certified students may apply to become a substitute instructor for Vitality Pilates in emergencies. Students may contact Vitality's Human Resources department at hr@vitalitypilates.com to request an application. Approval is not guaranteed. If approved, the student is required to train in studio specific opening and closing procedures as well as administrative procedures before becoming an emergency substitute instructor. Emergency substitute instructors receive minimum wage for the City of Seattle for each class taught and may count each hour of subbing as two hours of practice teaching hours.

Completing 200 hours—Upon completing 200 training hours, students who have passed their midterms are eligible to receive a Pilates Mat Certificate. Requests for Pilates Mat Certificates must be emailed to the Administrative Program Director. This certificate is proof of training in the Pilates matwork repertoire and has been used by many students to apply for matwork teaching jobs at outside studios.

Beginning of second term—All coursework is repeated for greater depth of understanding.

Passing finals—Finals dates are set in advance on the calendar.

Completing 450 hours—Once a student has paid all outstanding financial obligations to the Vitality Pilates Teacher Training Academy, they submit their completed timesheets for review. Graduation requirements are 180 education hours, 120 practice teaching hours, 75 personal practice hours, 10 private lessons with Vitality Pilates instructors, 65 observation hours, a passing grade on all quizzes, midterms, and finals, and completing any outstanding financial obligations to Vitality Pilates.

Scheduling an exit interview—The Administrative Program Director will confirm that the student is complete with all graduation requirements. This changes the student's status to that of graduate. At this time, an exit interview will be initiated by the Academy. This is a chance for graduates to offer feedback on their experience with the program and helps the Teacher Training Academy advance student interests.

Receiving a Comprehensive Pilates Equipment Certificate—This certificate can be mailed directly to the graduate or left at any Vitality studio for pickup. You'll be given timesheets for each month in electronic and paper versions to track your hours. The timesheets are broken down into the categories listed on page 6 of this catalog. Record your hours on the same days as you complete them. Keep backup copies in a safe place, and keep a running tally of the hours you have left to complete so it is easier to stay on track. Upon completion you will submit your timesheets to the Administrative Program Director.

POST PROGRAM OPPORTUNITIES

APPLYING FOR EMPLOYMENT

The Comprehensive Pilates Equipment Certificate allows graduates to qualify for an entry level position as a comprehensively trained Pilates teacher.

EMPLOYMENT AT VITALITY PILATES

The Teacher Training Academy does not state or imply that employment, occupational advancement, or certification are guaranteed upon completion of the program. After completion, graduates may apply for a teaching position through Vitality Pilates' Human Resources Manager, however employment at Vitality Pilates is not inherent with enrollment.

NATIONAL PILATES CERTIFICATION PROGRAM (NCPT)

The Pilates Method Alliance (PMA) is the not-for-profit professional association dedicated to the Pilates field. Its mission is to advance Pilates as a profession and to promote and perpetuate the teachings of Joseph H. and Clara Pilates. The PMA is the only organization that offers certification in the Pilates Method, however the PMA is not in itself a training organization. Graduates are eligible to test for certification with the PMA only after receiving a comprehensive training certificate. More information can be found at pilatesmethodalliance.org.

PROGRAM FEES

- Deposit: \$1,000
- Remaining Tuition: \$4,900
- Manuals included in tuition cost
- Private lessons with Vitality Instructors: \$60/session (minimum 10 required)

ADDITIONAL COSTS

- Students are required to purchase their own textbooks (approximately \$150). See page 8 for a list of required and recommended titles.
- Students may elect to take Private Lessons with Vitality instructors: \$60/session.

CONTINGENCY FEES

- Financing fee: 5% of unpaid tuition
- Missed training day make-up session: Wednesday \$75 / Saturday \$225
- Monthly program extension: \$169/month
- Replacement set of Vitality Pilates Training Manuals: \$60
- Additional term: \$1,000
- Replacement Studio Keys: \$30
- Replacement Certificate of Completion: \$25

Vitality Pilates Teacher Training Academy does not offer financial aid.

CHANGE OF STATUS

GRADUATION

Students of the program become graduates after completing all payment, passing all coursework and exams, and submitting completed timesheets.

EXTENDED PARTICIPATION

Students can extend their training in two ways:

- If a student needs an additional term, they may purchase one in advance of its commencement. The additional term gives the student inclusion in all training days, continued studio access, and continues the student's active status in the Teacher Training Academy.
- If a student does not file a change of status or does not complete the program by the time their enrollment agreement has expired, they will be automatically enrolled in a monthly program extension. This extension grants the student continued studio, class, and administrative access and extends the student's active status in the Teacher Training Academy.

LEAVE OF ABSENCE

In the event that a leave of absence is needed, the student must withdraw from the program completely and reapply at a later date.



WITHDRAWAL FROM THE PROGRAM

To withdraw from the program a student must submit their intention to discontinue to the Administrative Program Director. The student may be eligible for a refund according to the Refund Policy below.

PROBATION

If any of the following conditions apply, the student will be put on probation:

- If a student misses education days and does not make up that training within two weeks, the student will be put on probation. See Program Fees on page 14.
- ▪ If a student needs to make up more than 25% of education days per term, (i.e. three Saturdays and three Wednesdays) the student will be put on probation.
- ▪ If a student is absent for more than three education days without communication they are put on probation.

If a student is put on probation, studio access is suspended until the issue is resolved. To end probation, the student must initiate a return interview at which time an action plan can be agreed upon, written, and signed by both the student and present faculty. If a resolution is not reached within two weeks, the student risks expulsion. A student on probation is still responsible for all tuition fees.

EXPULSION

A student who repeatedly fails to maintain satisfactory progress as outlined above, violates safety regulations, interferes with other students' learning, is disruptive, obscene, under the influence of alcohol or drugs, or does not make timely tuition payments, is subject to immediate termination.

Readmission may be considered after the original payment agreement is paid in full and conduct issues have been resolved. A \$500 re-entry fee is required, and the student must go through the admissions process again to determine reacceptance into the program.

REFUND POLICY

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this or any other private vocational school may be made to the Workforce Training and Education Coordinating Board, 128 - 10th Avenue SW, PO Box 43105, Olympia, Washington 98504-3105 (360-709-4600)

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all monies 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.
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 "registration 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 (\$25/class), private lesson, workshop, or observation. If training is terminated after the student enters classes, the school may retain the registration fee established under (3) of this subsection, \$25 for each studio class attended, and a

percentage of the total tuition as described in the following table:

If the student completes this amount of training:

The school may keep this percentage of the tuition cost:

One week or up to 10%, whichever is less	10%
More than one week or 10%, whichever is less, but less than 25%	25%
25% through 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:

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.

6. All refunds must be paid within thirty calendar days of the student's official termination date.

DISCONTINUED PROGRAMS

If the school discontinues instruction in any program after students enter training, including circumstances where the school changes its location, students must be notified in writing of such events and are entitled to a pro-rated refund of all tuition and fees paid unless comparable training is arranged for by the school and agreed upon, in writing, by the student. A written request for such a refund must be made within 90 days from the date the program was discontinued or relocated, and the refund must be paid within 30 days after receipt of such request.

TERMINATION BY THE SCHOOL

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

CANCELLATION OF CLASSES

The school reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will be considered a rejection by the school and will entitle the student to a full refund of all money paid.

TRAINING EXPECTATIONS

ATTENDANCE POLICY

100% attendance is required in order to receive a Comprehensive Pilates Equipment Certificate. Make up sessions for up to 25% of the education hours per term are offered for a fee. Three Saturdays and three Wednesdays would be 25% of education hours in a term. See Program Fees section on page 14.

TIMELINESS

Students are expected to be on time for training sessions and to sign in every morning, afternoon, and evening. Students are expected to notify faculty in advance of any planned absences and to notify faculty as soon as possible for any unplanned absence or tardiness. If a student misses a Saturday or Wednesday education day, they must schedule a make up session before the following education day. See Program Fees section on page 14.

EQUIPMENT

Students are expected to share equipment with their peers and to clean equipment thoroughly after use, returning props to their proper locations after each session.

PARTICIPATION

Students are encouraged to ask questions related directly to training topics. When doing so, students are expected to keep their comments and questions concise and relevant.

CLEAR TEACHING

When students teach what they know, they foster a clear and safe learning environment. Students are expected to teach only from the training received from the Teacher Training Academy and leave outside modalities outside the studio. Students are expected to use sensitivity in all interactions with their peers.

ADDITIONAL POLICIES

HARASSMENT PROCEDURE

To report an incident of harassment, a harassment incident report form must be filled out and submitted to the Administrative Program Director. We encourage students to resolve the problem with its source, then talk to the Administrative Program Director or the Vitality Pilates Human Resources Administrator. If a student wishes to report an incident of harassment to the Workforce Training and Education Coordinating Board, they may contact them at 128 10th Ave SW PO Box 43105, Olympia, Washington 98504-3106, (360) 709-4600.

GRIEVANCE PROCEDURE

If a student wishes to report a grievance within the Vitality Pilates Teacher Training Academy, they may email the Administrative Program Director . We encourage students to resolve the problem with its source, then talk to the Administrative Program Director or the Vitality Pilates Human Resources Administrator. If a student wishes to report a grievance to the Workforce Training and Education Coordinating Board, they may contact them at 128 10th Ave SW PO Box 43105, Olympia, Washington 98504-3106, (360) 709-4600.

RELIGIOUS ACCOMMODATION

Vitality Pilates Teacher Training Academy will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to the Administrative Program Director within 2 weeks of enrollment. The request must specify the dates of absence. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the Administrative Program Director to determine a schedule for making up missed work.

INFORMATION UPDATES

Students must provide updated information to the Administrative Program Director in the event that they change any contact information. Students must inform instructors if their physical status changes in any way that can impact their training. Examples include injury, a change in medication, or becoming pregnant during training.

TRANSCRIPTS

To request transcripts, students may contact the Administrative Program Director in writing. The request must include the student's year of completion, social security number, and current address. Requests may take up to two weeks.

STUDENT RECORDS

Student records will be maintained by the school for 50 years or until the school closes. If the school closes, records may be forwarded to the Workforce Training and Education Coordinating Board. Students may request their copies by writing the school. Student records are available for review by the student at any time.





Vitality Pilates

Teacher Training Academy

GET STARTED TODAY!

Email education@vitalitypilates.com for more information,
or to schedule a meeting with an Admissions Director.