



WHOLE BODY METHOD

PILATES EDUCATION

Certification
Apprenticeship
Program Guide





Table of Contents

The 500 Hr Apprenticeship Program	3
Apprenticeship Program Set-up	4
Client Teaching Guide	5
Client Screening & Safety.....	7
WBM Health Screening Questionnaire	8
Client Teaching Summary.....	9
Pilates Equipment Safety.....	10
Testing	11
Certification Policies	14

The 500 Hour Apprenticeship Program

This program gives students an opportunity to practice the material covered in the workshops while also teaching clients in a real-life studio setting. It develops confidence, creates self-awareness and builds client relationship skills.

Students may begin the apprenticeship program while in Discovery, excluding the client teaching requirement. Client teaching begins in Level 2 – Professional I.

Self-motivated students average 10–12 hours of studio/home time per week to complete the entirety of the program below:

200 hrs Hands-on Client Teaching

Students teach clients 1 on 1. Clients pay \$30 to work with a student and the student is paid \$9. Student may bring in friends, family and WBM may also assist with client recruiting.

200 hrs Self-Practice

Students have access (refer to certification policy) to the studio to practice on the equipment. Working with other students is also considered self-practice.

50 hours of self-practice may be accrued by viewing online resources in the student portal. Student will receive password access to the portal during training.

20 hours of self-practice may be accrued by practicing mat at home.

100 hrs Pilates Education Including:

- **10 HRS TAKING CLASSES:** Taking classes gives students a unique opportunity to experience the flow, precision and sequencing of a classical Pilates workout. Students must first ask the certified

instructor if they can join the class. Class participation begins in the Professional Program.

- **10 HRS CLASS OBSERVATION:** Observing classes gives students the opportunity to learn the art of teaching in a group setting, how to safely work with the group while connecting to each client individually.
- **10 HRS ASSISTING CLASS TEACHING:** Once students feel comfortable teaching clients privately they can begin to assist our certified instructors in teaching classes. Students will be under the guidance of the class instructor in directing them to spot or even teach several exercises.
- **10 HRS PRIVATE TRAINING OBSERVATION:** Students are required to observe our certified instructors conducting private sessions. It is encouraged that the student takes notes and write down vocal and hands on cues and workout designs. Ask the instructor for permission to observe and do not sit too close.
- **10 HRS MENTORSHIP WITH A HIGHER LEVEL STUDENT:** Students pair up with a student from a higher level program to workout, ask questions, discuss workout design and program success strategies.
- **50 HRS ANATOMY STUDY:** Students are required to log a minimum 50 hours of anatomy self-study in the apprenticeship program.

Apprenticeship Program Set-up

Logging Apprenticeship Hours

At the beginning of Discovery, students will receive an online Google Sheets document to log the 500 apprenticeship hours.

- It is the student's responsibility to keep their personal Google Sheets chart updated, as proof of completed hours is required prior to enrolling in the final test.
- This log is also used as a pay chart for student payments. (Students receive a cumulative of \$1800 during their program and are paid on the WBM pay cycle.) It is important, therefore, that students record client-teaching hours in a timely manner.

W-9 Form & Student Payment

All student instructors are paid as independent contractors and will be required to fill out a W-9 form prior to beginning client teaching.

- Please download <https://www.irs.gov/pub/irs-pdf/fw9.pdf> and email completed form to info@wholebodymethod.com.
- If students receive more than \$600 in a calendar year, the student receives a year-end 1099 form. Whole Body Method reports non-salary income to the IRS for federal tax purposes.

Client Teaching Availability

At the beginning of Professional 1, students send their available client teaching times to the student coordinator.

- Send this information to info@wholebodymethod.com.
- When the coordinator has a client that matches the available training times as the student, the client's name and number will be sent to the student.

Student/Client Computer Entry

When students book clients, they will be required to enter them into the mind-body online booking system.

- The student receives a tutorial on how to download and use the mind-body business app at the start of Professional I.
- The student uses the columns: zstudent1, zstudent2, zstudent3 and marks the time out as unavailable.
- Place student name and client's name in this column.
- No client may enter the studio unless it is recorded in mind-body.

Client's First Session

For first-time clients, the student is required to have the client:

- Fill out the online client profile and sign the liability waiver.
- Fill out the health screening questionnaire.

This can be done on the studio iPad or the student's phone, via the mind-body app. No client may begin training unless a liability waiver has been signed.

Teaching the Client

Students are allowed to refer to the certification manual while training clients. It is recommended that a student prepares for the session, using the workout designs included in the manuals. If at any time, a student feels it is unsafe to train the client (due to injuries or any inappropriate client behavior), reach out the Certification Directors ASAP.

Client Teaching Guide

Obtaining Clients

Obtaining clients is a partnership between Whole Body Method and yourself. Send the certification coordinator your available teaching times and we'll work via social media and friends outreach to build your schedule.

- Clients pay \$30 to work with student instructors. This fee is paid to Whole Body Method. You are paid \$9 per client for apprenticeship training.
- You are responsible for scheduling clients and building a professional relationship for the duration of the program.

Initial Client Contact

1. After receiving the name and number of the client, contact them ASAP. Be professional and friendly.
2. Introduce yourself as "Chris Jones," their Pilates instructor from WBM.
3. Make an appointment for the session.
4. Inform the client they should wear comfortable workout attire and that they will be required to wear socks. Also, inform the client that there is a 24-hr late-cancel policy.
5. Session time is 55 minutes. The session fee is \$30.00, CASH OR CHECK. Clients can pay for multiple sessions at a time.
6. Give the client your contact information (they are now your WBM client and your responsibility).

The First Session

Arrive at the studio at least 10 minutes prior to your client and be ready to meet them at the door.

1. Have your client complete the new client information/liability waiver on the iPad or on your smartphone.
2. Have the client fill out the health screening questionnaire.
3. Go through the questionnaire with the client, paying attention to exercise history, medical information, and goals. This is important in evaluating the client and designing a safe Pilates exercise program.
4. Perform a posture analysis using the chart provided. You may also do this in the second session when the client is more comfortable.
5. Take your client to the mat and start. You can let them know that this should be an open dialogue and if they have any questions to feel free to ask. Start with Pilates awareness skills. The workout will have a clear beginning, middle, and end.
6. After the session, collect payment (if you haven't already) and attach it to a payment slip. Write "client notes" in your personal folder/ journal/notebook. Keep the client handout in this folder, too.
7. Set up your next appointment with the client. The aim is to set a standing appointment so you "build your schedule" and the client can have a consistent Pilates practice.

(continued on the following page)

Client Teaching Guide

8. Before the client leaves, make sure they have your contact information. Clients DO NOT call the studio to book appointments. They call you directly.
9. Add the session to your Google Sheets chart.

Client Progress Notes

Purchase a small notebook. After every session, write client notes. Use the following procedures:

- **BEGINNING NOTES:** Write any pertinent information from the client history, i.e. “lower back surgery 2002”
- **WORKOUT NOTES:** describe workout and any other pertinent information

EXAMPLES:

1. 3/17/2020

SARAH – (hasn’t worked out in years, starting very basic), breathing, pelvic position, Pre-Pilates, Level 1 Reformer, worked on feet position on Footwork, 100’s in table-top, only 50, (no Stomach Massage Rounded, Tree, or Knee Stretch Rounded), finished with Wall exercise.

Slight kyphosis and inflexibility in thoracic extension. My plan is to work on safe extension and increasing flexibility in hamstrings.

2. 6/24/2020

JOE – (been coming for about 6 months), Pre-Pilates, strong Level 3 WC, posture getting better on Footwork, 100’s on WC, Mat – Series of 5 after Front Balance Control, finished with Traditional Ending on the Cadillac.

REASON FOR TAKING NOTES:

1. Learn how to build a session.
2. Learn to develop sequences properly.
3. If an accident ever happened, we have a record of the session to give to the insurance company.
4. Reference information to stay connected (session to session).
5. Sharing clients (information reference for next instructor).
6. Instructor reminder of client injuries and what to focus on in next workout.

Client Screening & Safety

Health Screening Questionnaire

Performing a basic client health screening is essential to a) evaluate whether it is safe for a client to participate in an exercise program and b) to develop a safe and effective workout.

If a client answers YES to two or more questions in the questionnaire, please seek further guidance from a WBM director.

Injuries

Of particular importance is the following question in the questionnaire.

Do you have any current or past injuries that would be beneficial for your instructor to know about?

If a client answers yes and they most likely will, it is important to dive deeper into their injuries. To do this, ask the following questions:

1. How long ago was the past injury?
2. Did you see a doctor and get a diagnosis?
3. Did you receive physical therapy?
4. What are the current limitations due to this old injury?
5. Are you ever in pain? If yes, how long does it last and on a scale from 1-10 how intense is the pain? (If a client's pain is continual for 3 months or longer, we refer to a doctor before beginning exercise).

By gaining a thorough understanding of the injury, you can:

1. Better design a workout that accommodates any limitations (lack of R.O.M), from the past injury.

2. Learn more about specific injuries.
3. Prevent the old injury from worsening from a Pilates workout.

It is beyond the scope of the Pilates instructor to treat the injury, but an instructor can design a well-balanced workout program to strengthen, stretch, increase R.O.M and stabilize the area.

Client/ Instructor Safety

Due to the nature of Pilates, there are risks involved when performing exercises on the equipment. This is because:

4. There is significant spring tension attached to the equipment.
5. The equipment is moving.
6. Clients are required to balance on the equipment and may fall.
7. Clients may be performing the exercise incorrectly.
8. Students choose the incorrect spring tension and/or do not use the equipment properly.

It is a student instructor's responsibility to eliminate this risk by studying and following correct spring/equipment setup, spotting techniques, and exercise selection. The videos are an excellent resource for this.

If an accident does happen in the studio, assess the situation, call 911 if necessary and/or the WBM certification director immediately. There is also a first aid kit in the studio.

WBM Health Screening Questionnaire

FIRST NAME:

LAST NAME:

Do you exercise regularly?

Yes / No

Part One

Have you ever been told that you have a heart condition?

Yes / No

Have you ever had a stroke?

Yes / No

Do you ever have unexplained pains in your chest at rest or during physical exercise?

Yes / No

Do you consistently feel faint or suffer from spells of dizziness?

Yes / No

Do you suffer from asthma and require medication?

Yes / No

Do you suffer from type I or II diabetes?

Yes / No

Do you suffer from high blood pressure over 140/90 or low blood pressure below 100/80?

Yes / No

Part Two

Have you been told that you have high cholesterol?

Yes / No

Do you smoke? If so how many cigarettes per day/week?

Yes / No

Are you pregnant or have you given birth in the past 12 months?

Yes / No

Do you suffer from any major muscle or joint conditions that may limit you or be aggravated by physical activity?

Yes / No

Do you suffer from any medical conditions that may be made worse by participating in physical activity?

Yes / No

Part Three

Do you have any current or past injuries that would be beneficial for your instructor to know about?

Yes / No

If yes, please explain:

What is your motivation for participating in a Pilates exercise program?

Client Teaching Summary

Client Teaching To-Do List

1. **Fill out a W-9 and submit to info@wholebodymethod.com**
2. **Email your client teaching availability**
3. **When you receive a client:**
 - I. Call the client ASAP and book appointment.
 - II. Give the client your number, remind them of 24-hr cancellation policy.
 - III. Text client a day before the appointment to confirm.
4. **At the first session:**
 - I. Have client fill out new client profile/ liability waiver (use iPad or smartphone).
 - II. Have the client fill out the health screening/exercise history questionnaire. This information is kept in a file at the studio.
 - III. Ask the client relevant questions relating to the questionnaire.
 - IV. Begin the workout. (On workout 2, we recommend performing a postural assessment with photos).

5. After the session:

- I. Ask the client to pay and add the payment slip to the cash box.
- II. Rebook the client as a standing appointment. Ask the client if they would like to come in 1 or 2x a week?
- III. Write session notes in a journal.
- IV. Record session in Google Sheets Apprenticeship Log.

Pilates Equipment Safety

Students must always check each piece of equipment before using it, as Pilates uses ropes, straps, carabiners and springs to facilitate motion. These can often become loose, break or slip, which has the potential to cause serious accidents in the studio.

General Equipment Check List

- Make sure you are very familiar with equipment before using it
- Keep loose clothing and hair away from moving parts
- Never allow children to be around the equipment
- Check the springs before using the equipment
- Wipe down equipment after use, especially the Reformer rails

Reformer

EVERY SESSION

- Check all straps, hooks and attachments
- Check rails for build-up of dust/dirt. If these are dirty the Reformer will not glide smoothly
- Check foot-bar is in correct and safe position

MONTHLY

- Check wheels for wear
- Check springs, straps, ropes, eye bolts and any other hardware for wear and tightness
- Deep cleaning

Cadillac

EVERY SESSION

- Check that all springs, eye bolts, carabiners and safety chains are secure on the equipment
- Check roll down bar and push through bar is attached firmly to the poles
- Wipe down equipment thoroughly after use

MONTHLY

- Check all springs, eye bolts and moving parts
- Tighten all pole attachments using an Allen key
- Deep Cleaning

Wunda Chair

EVERY SESSION

- Check that springs are secure on the eye bolts
- Check that there are no loose bolts on the equipment
- Wipe down after every session

MONTHLY

- Tighten all eye bolts & screws

Testing

For each level in the Program, students are required to pass a written and practical test. The following is an outline of each test. A passing grade is 70% or higher.

Level 1: Discovery

SELF-WORKOUT

The student is required to demonstrate Level 1 Pilates.

This will include designing and performing a 1-hour self-workout. The Certification Examiner (CE) will lay out the basic workout plan, i.e. “design and perform a 1-hour workout using Reformer, 3 Small Apparatus exercises and Traditional Ending on the Cadillac.”

TEACHING

The student is required to teach 4–6 exercises, each demonstrating different planes of motion. The Certification Examiner (CE) will lay out the basic workout plan, i.e. “Teach a Level 1 Wunda Chair exercise that predominately involves spinal extension.”

WRITTEN

A written test is given which includes anatomy, program design & safety. For anatomy study, refer to books, handouts and online resources.

Level 2: Professional I

SELF-WORKOUT

The student is required to demonstrate Level 1–2 Pilates.

This will include designing and performing a 1-hour self-workout. The Certification Examiner (CE) will lay out the basic workout plan, i.e. “design and perform a 1-hour workout using Cadillac, Wunda Chair and 3 Small Apparatus exercises.”

TEACHING

The student is required to teach a 1-hour Level 1–2 workout to a fellow student. The Certification Examiner (CE) will lay out the basic workout plan, i.e. “design and teach a 1-hour workout using Pre-Pilates, Reformer and 3 Small Apparatus exercises.” The workout must have a clear beginning, middle and end.

WRITTEN

A written test is given which includes anatomy, program design & safety. For anatomy study, refer to books, handouts and online resources.

(continued on the following page)

Testing

For each level in the Program, students are required to pass a written and practical test. The following is an outline of each test. A passing grade is 70% or higher.

Level 3: Professional II

SELF-WORKOUT

The student is required to demonstrate Level 1–3 Pilates.

This will include designing and performing a 1-hour self-workout. The Certification Examiner (CE) will lay out the basic workout plan, i.e. “design and perform a 1-hour workout using Mat, Wunda Chair and 3 Small Apparatus exercises.”

TEACHING

The student is required to teach a 1-hour Level 1–3 workout to a fellow student. The Certification Examiner (CE) will lay out the basic workout plan, i.e. “design and teach a 1-hour workout using Pre-Pilates, Wunda Chair, Cadillac & Large Barrel. The workout must have a clear beginning, middle and end.

WRITTEN

A written test is given which includes anatomy, program design & safety. For anatomy study, refer to books, handouts and online resources.

Level 4: Advanced Practicum I

SELF-WORKOUT

The student is required to demonstrate Level 1–4 Pilates.

This will include designing and performing a 1-hour self-workout. The Certification Examiner (CE) will lay out the basic workout plan, i.e. “design and perform a 1-hour workout on the Reformer plus traditional ending on the Cadillac.

TEACHING

The student is required to teach a 1-hour Level 1–3 workout to a fellow student. The Certification Examiner (CE) will lay out the basic workout plan, i.e. “design and teach a 1-hour flowing workout using Pre-Pilates, Mat, Wunda Chair and Small Apparatus.” The workout must have a clear beginning, middle, and end.

WRITTEN

A written test is given which includes anatomy, program design & safety. For anatomy study, refer to books, handouts and online resources.

(continued on the following page)

Testing

For each level in the Program, students are required to pass a written and practical test. The following is an outline of each test. A passing grade is 70% or higher.

Final Test

The final test may be taken when a student has completed the 500-hr apprenticeship program and passed Discovery, Professional I, Professional II & Advanced Practicum I. The final test consists of:

SELF-WORKOUT

The student is required to perform a Level 1–4 (or 5) complete Reformer workout on their own body.

TEACHING

The student is required to teach a 1-hour Level 1–4 (or 5) workout to a fellow student. The Certification Examiner (CE) will lay out the basic workout plan, i.e. “design and teach a 1-hour workout using Pre-Pilates, Cadillac and Spine Corrector.

ASSIGNMENT & WRITTEN

Students are required to complete an assignment which is to be emailed in before the test date. On the test date, students will be given a written test which includes anatomy, exercise physiology, Pilates history, postural assessment and program design. The assignment counts for 30% and written is 70% of overall grade.

