



WHOLE BODY
METHOD

PILATES EDUCATION



Certification Program Agreements

Welcome to Whole Body Method Classical Pilates Certification Program.

We're grateful you chose us for your Pilates journey.

In order to provide you with the best Certification experience,
we ask that all students read and agree to our agreements
for your benefit and the benefit of all students.

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Levels of Certification

You are invited to participate in each of the Certification Levels:

Level 1 – Discovery

Level 2 – Professional I

Level 3 – Professional II

Level 4 – Advanced Practicum I

Level 5 – Advanced Practicum II

Full payment is required prior to the start of each level to participate.

Note: Things happen. We reserve the right to cancel any program and will provide as much notice as possible when possible. If a program is canceled your program fee may be transferred to a new program or refunded in full.

Professionalism & Responsibilities

To create a healthy, relaxed, and wellness-focused environment, we ask that you respect the following agreements:

1. As a student, we ask that you bring a positive attitude and good energy to the studio, both while training clients and with each other.
2. Being on time reflects the level of respect you have for our peers, clients, and this program.

We ask that you arrive at least 10 minutes prior to all workshops/client appointments, and are settled and prepared to begin working on time.

Students who are continually tardy may be denied entry into the subsequent levels.

3. All equipment must be cleaned and put back in its place after use.
4. All food & drink must remain in the student lounge at all times.
5. No student or client cell phones are allowed on the training floor. Place phones on vibrate or silent in the student lounge.

6. No videotaping is allowed except in the case that you are filming for social media, and in that case, ensure you have permission from all parties involved.
7. No chewing gum while in the studio.
8. No bags on the training floor. Books related to certification are the only items allowed.
9. We ask that students wear clothing appropriate for a professional Pilates instructor such as leggings, yoga pants, and a fitness-friendly top. Toe socks are required when working out on our equipment.
10. No unsupervised children or pets in the studio.
11. No scented perfumes while in the studio.
12. Behavior is to be consistent with the Whole Body Method Philosophy of courteousness and respect for instructors, clients, and fellow students. Please read our philosophy in our Certification Program Guide.

Attendance

1. We ask for **100% attendance** for all Whole Body Method Certification Programs. This is a critical part of your learning and certification experience. If you should miss **any part** or **all** of scheduled workshops, it must be made up privately with a certified instructor.

Refer to the rate chart for pricing. It is up to the discretion of the certification instructor as to how many minutes/hours are required to make up any missed portion, or missed workshop(s) day(s).

2. All make-up sessions are automatically charged to the student's credit card on file when the session is booked. There is a 24-hour cancellation policy for sessions. If a student cancels inside the 24-hour window, the full amount of the scheduled session(s) will be charged.
3. All scheduled workshop hours are included in the cost of each program. Extra review sessions are available outside of the program cost. Refer to the rate chart for pricing.

Testing

1. Test fees are paid separately from the certification payment. You are required to pay for each program test prior to the test date. There is no admittance to the test without payment.

Level 1 – Discovery: \$75

Level 2 – Professional I: \$155

Level 3 – Professional II: \$155

Level 4 – Advanced Practicum I: \$155

Level 5 – Advanced Practicum II: \$255

2. You are required to successfully pass a practical and written test in each of the levels in order to advance to the next level. **Passing grade is 70% for both practical and written tests.**

In the event a student does not pass the practical or written test, a retake will be required. Retake tests continue until the minimum passing grade is achieved in each of the tests. Retake test payments are processed automatically at the time of booking. *Refer to the rate chart for pricing.*

3. If you miss a test for any reason, the student may join on the next available group test date. Missed tests are not available to be taken privately except for test retakes.

Studio Access

1. Students will have access to the studio beginning the **first day of Level 1, until two weeks after the conclusion of the Level 1 final workshop.**
2. After this, students will **ONLY have studio access with pre-payment** for each level (levels 2–5), AND the student maintains a minimum of **4 client teaching AND 4 self practice/ pilates education hours per week.** There is a minimum total of 8 hours per week.
3. If the above requirements are not met, studio access is **discontinued.**

Apprenticeship & Minimum Required Hours

1. You are required to meet the minimum cumulative apprenticeship hours per level to be accepted into the tests AND move forward to the next level.
 - Level 1 Test – 15 self-practice hours**
 - Level 2 Test – 25 client teaching hours and 55 self-practice/pilates education hours**
 - Level 3 Test – 55 client teaching hours and 80 self-practice/pilates education hours**
 - Level 4 Test – 85 client teaching hours and 125 self-practice/pilates education hours**
 - Level 5 Test – completion of the apprenticeship program**
2. If the minimum cumulative hours are not met prior to the test date, you will be required to wait for the next test date. Once the hours are met and test is passed, you may join the next level offered.
3. You must complete the apprenticeship hours at the Whole Body Method studio unless other arrangements have been agreed upon with the certification director.
4. You receive 10 Pilates classes included in your program. These are only available when a student has registered for the Level 2–5. Before joining a class, the student must first ask permission from the instructor who is teaching. Any extra classes over the 10 allotted can be purchased through our online system.
5. If you falsify any apprenticeship hours you will be terminated from the course with no refund.
6. Once all 500 apprenticeship hours are complete, you may register for the final Level 5 test. Level 5 tests are only conducted as a group, so there may be a waiting period to sign up for the test.

Earn As You Learn Program

1. You receive a total of \$1,800 in our “earn as you learn program.” Students are paid every 2 weeks with the Whole Body Method pay cycle.
2. You must fill out a W9 and submit your social security number. Students will receive a 1099 at year end.
3. All clients brought into the Whole Body Method Studio by students for client teaching must pay for their session. This includes friends, family, and co-workers. The rate is \$30 per hour for each client. (Cash or check only.) Students will be paid \$9 per client.
4. Obtaining clients is a collaboration between Whole Body Method and you. We ask that students reach out to friends and family and in conjunction, our WBM team will actively promote the program and help to provide clients.
5. Client teaching apprenticeship hours are validated when you fill out the “green slips” with payment attached, and these sessions are required to be recorded in the online system. In the event there is no record of slips and/or payment, sessions will not be counted toward client apprenticeship hours.
6. You must have each client fill out all WBM online waivers and policies.
7. Before the first client training session begins, you must look at the medical history and ask any appropriate questions regarding the current health and fitness of the client. This information is outlined in the Pilates Certification Program Guide.
8. At no time can you instruct a client without the client paying at the time of the session.
9. At no time during or after the course can students take a WBM client (this is a client referred by WBM or referred by a WBM client) and personally train them at another facility. This is an industry ethical breach and you will be terminated from the course.
10. When a student speaks with a WBM client, either over the phone or during client instruction, they are required to be professional and friendly. An example of this dialogue is in the Pilates Certification Program Guide.
11. As a safety precaution, you are not permitted to train a pregnant client or those who have serious injuries.
12. If you fail to show up for a client, 5 extra hours will be added to the client teaching portion of your program.

Refunds

1. There are no refunds given within 30 days of any program start date, as our start dates are based on student enrollment. In lieu of any refunds, program fees received can be credited to future programs or WBM private training with a certified instructor.
2. Whole Body Method reserves the right to terminate a student from the program for any behavior that is considered disruptive, dishonest, or inconsistent with Whole Body Method's philosophy. In the event of this happening, no refunds will be given.

Certification Books

All certification books are included in the cost of each program. If you lose a certification workbook and require a replacement, the fee is \$55 per workbook.

Student Video Portal

1. Our student video portal consists of all of the exercises and educational material taught in the Level 1 – Discovery, Level 2 – Professional, Level 3 – Professional II, Level 4 – Advanced Practicum I & Level 5 – Advanced Practicum II.
2. You have access to the video portal while an active participant in the Certification Program (student is in the studio working on the apprenticeship program). Access is limited to the level the student is currently participating in with all previous levels successfully passed.
3. If you choose to discontinue the program or defer, you will not have access to the video portal.
4. Students who have received a Whole Body Method Pilates Certification will have 2-year free access to the video portal from their certification date. After 2 years, free access is terminated and a monthly fee of \$49.95 is available.
5. Viewing videos on the portal can be credited towards a maximum of 50 self-practice hours for the apprenticeship program.

Program Instructors

1. The Whole Body Method Certification is taught by a variety of qualified Pilates certification instructors, hand-selected for their individual strengths.
2. Whole Body Method reserves the right to change certification workshop instructors without notifying students.

Path to Certification

A Certificate in Pilates Instruction will be given when a student has completed:

- a) **Level 1-5** and passed **all tests**
- b) Completed the **500 hour** apprenticeship program

Certification Rate Chart

DESCRIPTION	RATE
MAKE-UP HOURS FOR MISSED WORKSHOPS – It will be up to the discretion of the certification instructor as to how many hours of private instruction students will need to make up the missed workshop hours	\$175/hour with a master instructor \$125/hour with a senior instructor \$75/hour with a senior instructor – duo \$55/hour with a senior instructor – 3 or more
EXTRA STUDENT SESSIONS – If students would like extra learning sessions while pursuing the certification program	\$175/ hour with a master instructor \$125/hour with a senior instructor \$75/hour with a senior instructor – duo \$55/hour with a senior instructor – 3 or more
DISCOVERY TEST – Fee is due before test date	\$75
LEVEL 1-4 – Fee is due before test date	\$155
LEVEL 5 FINAL TEST – A two-part test after successful passing of Level 1-4 and the 500 hr apprenticeship program are completed. Fee is due before the test date	\$255
RETAKE WRITTEN TEST – Passing grade is 70%	\$55
RETAKE PRACTICAL TEST – Passing grade is 70%	\$255 private \$175 duo
REPLACE CERTIFICATION WORKBOOK	\$55 per workbook

Whole Body Method Pilates Certification Contract & Waiver

1. Whole Body Method Pilates Certification reserves the right in its sole discretion to accept or deny students into the program.
2. Students must adhere to studio agreements while in the studio. The WBM directors can at any time terminate a student from the course for misconduct or any other unprofessional, disruptive, or unsafe behavior. In the event of this happening the student will not be refunded the unused portion of the course. Whole Body Method students are expected to exhibit behavior consistent with the highest professional standards in the exercise industry.
3. Cancellations: Once any program payment has been made refunds will only be processed up to 30 days prior to the start date. There are no refunds within 30 days of a program start date, as start dates are based upon student enrollment. If a student decides to discontinue the program enrolled in, for whatever reason, all workshops are forfeited and no payments will be refunded.
4. Student has read, understands and agrees to the extra program fees that incur for testing, test retakes, missed workshops and studio access.
5. The WBM course handbook is protected by copyright laws. At no time can the student reproduce copies of the workbook. Students acknowledge that the design, content, sequence of exercise, and methodology are all proprietary of WBM and are protected by copyright, trade secret, and unfair competition laws. Students shall take all responsible steps to protect the materials from any use, copying, reproduction, publication, or distribution. The student acknowledges that the materials contain trade secrets, which are not generally known and have been developed by WBM in a lengthy amount of time and money. The student agrees to protect and maintain the confidentiality of these materials.
6. Students agree to knowingly, voluntarily, and expressly waive any claim they may have against Whole Body Method for injury or damages that may be sustained as a result of participating in the certification program. Furthermore, the student, heirs, or student's legal representatives forever release, waive, discharge, and covenant not to sue Pilates, Health & Fitness, Inc., or any of its officers, employees, or vendors for any injury or death caused by their negligence or other acts. Students shall hold WBM harmless from any suit or proceeding brought against students based on a claim related to this agreement.

I have fully **read and understand** the Whole Body Method Pilates Certification Policies, Agreement & Waiver.

Name (*please print*): _____

Signature: _____ Date: _____