

M E M B E R



A U T H E N T I C
P I L A T E S U N I O N
WWW.AUTHENTICPILATESUNION.COM

The Pilates Institute of Boulder, Inc.

**2770 Dagny Way, Ste. 114
Lafayette, CO 80026
Ph: 303-443-2439**

**Approved and Regulated by The Colorado Department of Higher Education,
Private Occupational School Board**

**Approved by Colorado State Approving Agency for Veterans Education and
Training**

"It is Spirit itself that builds the body." — Friedrich Von Schiller, and Joseph Pilates' favorite quote.



Richard & Romana, 1998 (Drago's Gym)



Welcome to the Pilates Institute of Boulder, Inc

We are an institute of Classical Pilates, licensed and approved by the Colorado Department of Higher Education DPOS and the Colorado State Approving Agency for Veterans Education and Training (G.I. Bill). We certify teachers in the complete classical movement repertoire and ingenious training methods of Joseph H. Pilates otherwise known as the Pilates Method of Physical and Mental Conditioning or originally as Contrology.

We, the owners and instructors of Pilates Institute of Boulder, Inc., share Joseph Pilate's great vision: Extraordinary fitness and vitality can be achieved and maintained and will result in a deeper adaptability, appreciation and enjoyment of life. We further hold that the pursuit of vitality and physical excellence is imperative to the expansion of human consciousness, and that it is our mission and unrelenting intention to bring this quest to its highest possible realization.



Faculty Members:

Richard Rossiter, 2d Generation Master Instructor, Director, The Pilates Institute of Boulder (PIB licensed agent):

Richard became a Pilates instructor in 1985 and founded The Pilates Institute of Boulder, Inc. in 2000, a school for Pilates teachers, licensed by the Colorado Department of Higher Education and the Veterans Administration. Cofounded The Pilates Institute of North America, Inc., a not for profit organization (501 (c) (3)) that is dedicated to the rehabilitation and education of U.S. military veterans, in 2011. Richard is one of the founding members of a member of the grassroots committee: Military Mind Body Therapies Consortium.

Richard has studied with 7 First Generation Master Teachers: Romana Kryzanowska, Ron Fletcher, Kathy Grant, Lolita San Miguel, Mary Bowen, Jay Grimes (currently enrolled in his Continuing Education program for qualified Romana instructors), and Bruce King (deceased). You can also find the history of The First Generation Master Teachers by going to respective websites.

Director of Teacher Education and Certification staff for The Pilates Institute of Boulder, Inc. (State Certified (Colorado Dept. of Higher Education DPOS; Colorado State Approving Agency for Veterans Education and Training) Instructor).

Other:

Served in the U.S. Army Special Forces (Green Berets) from 1966 to 1969. Began writing climbing guidebooks in 1981 and has had 20 titles in print to present time. Also writes essays, short stories and is published in Chicken Soup for the Soul. Currently writing a novel.

Bonnie Grebe, 2d Generation Master Instructor, Associate Director, Business Manager. Bonnie has been teaching Pilates since 1986. Her purpose is to guide her



students to achieve their personal fitness goals. She is a Rehabilitation specialist and Teacher Training and Certification staff for The Pilates Institute of Boulder, Inc. (State Certified (Colorado Dept. of Higher Education DPOS; Colorado State Approving Agency for Veterans Education and Training) Instructor). In addition, she has recently become a Representative/Speaker for the American Bone Health Association and a member of the grassroots committee: Military Mind Body Therapies Consortium.

Bonnie has studied with 6 First Generation Master Teachers: Ron Fletcher (deceased), Kathy Grant, Lolita San Miguel, Mary Bowen, Jay Grimes, and Bruce King (deceased). You can also find the history of The First Generation Master Teachers by going to respective websites.

Raoul de Rossiter. Colo. Dept. of Higher Ed. DPOS Certified Pilates instructor. 14 years experience. Rehabilitation and athletic specialist. Certified personal trainer. Other interests: Skiing, rock climbing, roadbikes, running, computer graphics, professional musician (drummer).

Facilities: Richard Rossiter, Director of Pilates of Boulder, owns The Pilates Institute of Boulder. The studio is currently located at 2770 Dagny Way, Lafayette, CO. The facility currently occupies 1500 sq. ft. The studio has 5 Gratz reformers, 1 Cadillac, 3 low chairs, 1 high/low chair, 4 spine correctors, 3 ladder barrels, Ped-o-pul, 3 semi-barrel, several magic circles Guillotine Tower and various other Pilates tools.

COMPREHENSIVE PILATES TEACHER EDUCATION PROGRAM

EVALUATION OF PREVIOUS EDUCATION:

The Pilates Institute of Boulder will evaluate previous education and training, when applicable, this will apply as pre-certification training.

Course fee: \$10,000.00. Total time commitment: ~9 months. First 7-8 months are the lecture series. The last month is for the Final Examination and Graduation. Internship hours may take longer than 9 mos.



Registration fee: \$150.00 (non-refundable) Not included in course fee.

**Studio offers 20 hours of Lecture/Labor hours per week.
Three Days per week.
Students are encouraged to attend all hours, if possible.**

SEE APPENDIX for additional information see last page

Studio Usage Fee: \$50.00/mo.

**Call 720-371-3236 to REGISTER, or for PRE-CERTIFICATION TRAINING,
TESTING. Test fees apply**

Or email: pilatesinstitute@comcast.net

**INTERMEDIATE PILATES TEACHER EDUCATION PROGRAM (Level I-III)
only!**

Course fee: \$5,500.00. Total time commitment: ~4 months. First 4 months are the lecture series. Internship hours may take longer than 4 mos.

**Studio offers 20 hours of Lecture/Labor hours per week.
Three Days per week.
Students are encouraged to attend all hours, if possible.**

Registration fee: \$150.00 (non-refundable) Not included in course fee.

Studio Usage Fee: \$50.00/mo.

ADVANCED PILATES TEACHER EDUCATION PROGRAM (Level IV-V) only!

Course fee: \$5,500.00. Total time commitment: ~6 months. First 6 months are the lecture series. The last month is for the Final Examination and Graduation. Internship hours may take longer than 6 mos.

Studio offers 20 hours of Lecture/Labor hours per week.



Three Days per week.

Students are encouraged to attend all hours, if possible.

Registration fee: \$150.00 (non-refundable) Not included in course fee.

Studio Usage Fee: \$50.00/mo.

PILATES FULL MAT CERTIFICATION

Course fee: \$3,500. Total time commitment: ~3.0 months. The last week is for the Final Examination and Graduation.

Studio offers 20 hours of Lecture/Labor hours per week.

Three Days per week.

Students are encouraged to attend all hours, if possible.

Registration fee: \$150.00 (non-refundable) Not included in course fee.

Call 720-371-3236 to REGISTER

Or email: pilatesinstitute@comcast.net

PRE-CERTIFICATION TRAINING

The prerequisite for entering Full Teacher Certification Training is a demonstrated proficiency in Levels 1 to 4. Students of the Pilates Method who feel they have reached this degree of mastery in their training may take an examination. For others who are not sufficiently advanced in their work, the Pre-Certification Training Program is required. This program is designed to bring the student to Level 4 proficiency within a concise period of time. The advanced and super advanced exercises (Levels 4 and 5) must be mastered during the Lecture Series in Teacher Certification Training.

Studio offers 20 hours of Lecture/Labor hours per week.

Three Days per week.

Students are encouraged to attend all hours, if possible.



Registration fee: \$150.00 (non-refundable) Not included in course fee.
Call 720-371-3236 to REGISTER

Weekly Time Commitment:

**Studio offers 20 hours of Lecture/Labor hours per week.
3 days per week!**

Students are encouraged to attend all hours, if possible.

Internship and Advanced Practical Training are **additional hours**

See Appendix (last page) for additional information

These sessions will be scheduled with each course group at the beginning of the course. Holiday exceptions: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve and Christmas Day.

Call 303-443-2439 to REGISTER

Start Dates for Comprehensive Pilates Teacher Education Program:

◆ Beginning June 1, 2006, PIB will offer **flexible start dates**. **Students can start a class anytime that PIB is open for operation.** The length of the course is 9 months from the start date. **Individual Teacher Training Programs are now available with flexible start dates to fit your life. Call or email to register for your course.**

Start Dates for Full Pilates Mat Certification:

◆ Beginning June 1, 2006, PIB will offer **flexible start dates**. **Students can start a class anytime that PIB is open for operation.** The length of the course is approx. 3-4 months from the start date. **Individual Teacher Training Programs are now available with flexible start dates to fit your life. Call or email to register for your course.**

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:



- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational education Act of 1981.

Attendance for Comprehensive Pilates Teacher Education Program & Full Mat certifications: Students are expected to arrive on time for each session. An overall attendance rate of at least 90% is required to be certified. If a student misses any sessions, these can be made up from the other on-going courses at PIB or the student can purchase individual tutoring as needed from PIB.

Progress Policy & Probationary Period: PIB teaches teachers, therefore, there is a probationary period of 60 days from the start date of the Formal Lecture series and 30 days for Full Mat Certification. Each student will have his or her 1st evaluation at that time.

PIB faculty will evaluate each student's progress bi-monthly. If a student falls behind and receives an unsatisfactory review, or fails to pass any tests, PIB faculty will meet with student and discuss the situation (Individual tutoring may be necessary). If a student continues to have unsatisfactory progress evaluations for more than 60 calendar days, then the student will be dismissed. **Upon completion of certification, a transcript is kept in Pilates of Boulder school records and available to the student upon request.**

Grading: Passing score of 85% or higher on all exams

Make-Up Requirements for Comprehensive Pilates Teacher Education Program Certification & Full Pilates Mat Certification: For all absences, a student is responsible for contacting the instructor before the ending date of the course to arrange for make-up work. Individual tutoring may be necessary. All make-up work is to be completed within 30 days from the end of the course. These make-up sessions can be made up from the other on-going courses at PIB or the



student can purchase individual tutoring as needed from PIB. Course may have to be re-taken at an additional fee to the student.

Leave of Absence: If a student needs to take time out from the program for any reason whatsoever, they will need to pass a Re-admittance Exam, if it is over 60 calendar days or if the reason for absence was an unsatisfactory progress review (i.e. failing scores on exams).

Conduct Policy & Dismissal: Students are expected to demonstrate maturity, personal responsibility and show respect for other students and faculty. Disruptive behavior, felony acts, theft, reckless endangerment or damage to studio equipment may result in permanent dismissal from PIB.

Placement Assistance: None at this time.

School Closures: When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone.

Pilates of Boulder does not guarantee the transferability of any the course hours to any other institution unless there is a written agreement with another institution.

Holiday exceptions: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve and Christmas Day.

Campus Restrictions for Veterans: Veterans must complete all instruction on-site at Pilates of Boulder in Lafayette, CO.

REGISTRATION POLICIES

These are important The Pilates Institute of Boulder policies on registration.

Please read carefully.



Tuition and Deadlines

- Registration deadline is 21 days in advance of course or exam start date. Registration received less than 21 days will be processed only if space is available, otherwise, you will be contacted. Late registration will be considered on a case-by-case basis with the Director of PIB approval.
- Registration is limited. Registration received for a course or exam that has reached full capacity will not be processed and you will be contacted.
- You are **not registered until you receive confirmation** from Pilates of Boulder.
- Full series, Lecture series or Mat series registration requires a \$400 deposit, plus a non-refundable registration fee.

RE-TESTING TIME LIMIT & FEE:

If a PIB student does not pass one or more of the final examinations, they will need to re-test that part/s within 60 days (or written approval of PIB director) of previous date of final exam/s. There is a re-test fee of \$250.00.

Registration fee: \$100.00 (non-refundable) Not included in course fee.

The Pilates Institute of Boulder payment plan

A deposit/down payment is required to reserve space for any certification or study series.

- **Minimum** payment of \$500/mo.

Payment Plan Registration must be arranged via phone with a Pilates of Boulder representative by calling, or mailing a signed registration form.

Cancellations

- Request for cancellation must be submitted in writing.



- Full refund minus non-refundable portion, with written notice post-marked 3 days prior to start date.
- Full refund if student is not accepted by the school

Refunds (non Veteran Student):

If you register for one of the certification packages and have completed some courses in your package but need to cancel any remaining courses, tuition for completed courses will be charged at the individual course rate of \$75.00/session for full certification and Lecture/Lab series; \$75.00/hr. for mat certification. The remaining balance minus the non-refundable deposit will be issued. Refunds will be issued within 30 days. Registration fee is non-refundable.

REFUND POLICY FOR VETERAN STUDENTS:

Students not accepted by the school and students who cancel the contract by notifying the school within three business days are entitled to a full refund of all tuition and fees paid. If any student/s withdraw after three business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the registration fee of \$10. In the case of students withdrawing after commencement of classes, the school will retain a cancellation fee plus a percentage of tuition and fees, which is based on the percentage of contact hours, attended as described in the table below. The refund is based on the last date of recorded attendance.

REFUND TABLE FOR V.A. STUDENT

Student entitlement upon withdrawal/termination	Refund
10 % of program completed	90% Refunded
20 % of program completed	80% Refunded
30 % of program completed	70% Refunded
40 % of program completed	60% Refunded
50 % of program completed	50% Refunded



60 % of program completed	40% Refunded
70 % of program completed	30% Refunded
80 % of program completed	20% Refunded
90 % of program completed	10% Refunded

Refunds will be issued within 30 days.

Note: Complaints, which cannot be resolved by direct negotiation between the student and the school, may be filed with the Division of Private Occupational Schools of the Colorado department of Higher Education, 1380 Lawrence St., Ste. 1200, Denver, CO 80204, (303) 494-2960. There is a two-year limitation on the Division taking action on student complaints.



APPENDIX:

I. The Formal Lecture Series: The exercises are presented in five levels of difficulty. The student must gain mastery in all five levels and learn the language, cues and techniques needed to teach each exercise at each level to others. For each movement, the student must learn the equipment set up, physical orientation, purpose of exercise, muscles trained, prerequisite skills, cautions and safety considerations. **(60 hours of Lecture Theory & 80 hours of Lecture Lab).**

Studio offers 20 hours of Lecture/Labor hours per week.

3 days per week.

Students are encouraged to attend all hours, if possible.

II. The Internship: Case-work, or practice teaching hours, is also required as part of the program. The Internship is invaluable, acting as a primer for all real-life situations. The Internship can be started before you begin, during, or after finishing a Formal Lecture Series Cycle. **80 hours of teaching are required for graduation.**

III. Observation Time: The student observes full



instructors giving private lessons or teaching classes.
40 hours required.

IV. Advanced Practical Training: Individual technique practice. (150 hours of non-Lecture Lab. not included in Sec. I). This time is supervised by The Pilates Institute of Boulder Faculty, if performed at POB.

V. Human Anatomy: A working knowledge of the muscular and skeletal systems is taught during the Lecture/Lab Series, plus 10 hours of Formal Lecture in Anatomy and Kinesiology. For students interested in learning Pilates as physical rehabilitation and working with insurance claims, college level anatomy and physiology is necessary. Continuing Education in rehabilitation is available through The Pilates Institute of Boulder (**Time in Sec. I**)