



**gerdaPilates**

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**GERDA PILATES**  
**PILATES TEACHER TRAINING CATALOG**

**2020**

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## **Introduction**

GERDA PILATES offers a comprehensive Pilates teacher-training program in both Istanbul, Turkey (their own curriculum) and Newport Beach, CA (as a PAI - Pilates Academy International - Satellite Studio). The program is taught by IT (Instructor Trainer) Gerda Ergul and her assistant Instructor Trainer Elif Aydiner.

Gerda Ergul has been the owner and program director of Gerda Pilates for almost 16 years. She and her husband are both graduates of Physical Education and Sports Administration University in Istanbul and Tirana, Albania. They both operate and run the studios-schools since 2001.

From 2003 to 2007, Gerda Pilates first functioned as a satellite school of PAI (Pilates Academy International). Then, Gerda Pilates created her own curriculum and manuals. To this date, she is still teaching all over Turkey with her own curriculum and program. In 2017, Gerda started teaching PAI Curriculum as a PAI Satellite Studio once again in Newport Beach, CA.

Gerda Pilates Studio and School in Istanbul which is PSAP approved, has all Pilates Equipment necessary for the comprehensive program, as well as other offers : Core Align, Suspension Training, Zumba, Yoga, Antigravity Classes and Fitness Apparatus, Massage Facilities and some Cardio Machines in about 400 square meters. In Newport Beach studio, Gerda Pilates has all Pilates Apparatus and Suspension Training, Yoga and Barre Classes.

## **Facilities**

In Istanbul, Turkey, Gerda Pilates Studio is located at SINASOS AVM. Istanbul Cad. Telekom Sok. No. 35/3 Göktürk - Eyüp / Istanbul 34077.

Our studio is 400 square meters, in a 3 story building. Our Pilates equipment includes Reformer, Trapeze Table, Wunda Chair, Ladder Barrel and Spine Corrector. We also offer Barre Classes, Yoga, Zumba, Suspension Training and Pilates prop, massage and dance classes. Charts, diagrams and videos are available to enhance the learning experience.

## **OUR MISSION**

For our Pilates Students; Gerda Pilates is committed to helping dedicated individuals gain the knowledge and teaching skills they need to become excellent, sought-after Pilates instructors.

## **OUR PHILOSOPHY**

- Fitness is a prerequisite of happiness.
- Through Pilates, our students can achieve a higher level of health and vitality.
- We believe in the power of every human
- It's our responsibility to nurture exceptional instructors
- Loving our students comes naturally
- Respect the practice. Bring your best to every class
- And remember...keep smiling!

## **OUR GOALS**

- To be an international center of excellence in Pilates in Turkey.
- To broaden reach, opening satellite schools in other 3 city of Turkey till 2025.
- To foster community and networking among graduates.
- To aid graduates in their professional development.
- Graduate at least 2 teachers per year to become Nationally Certified Pilates Teachers (NCPT) by 2025.

## Teacher Biographies

### GERDA ERGUL

Program Director - IT (Instructor Trainer).

Gerda is an elite, nationally recognized track and field athlete who competed professionally for the Albanian National Team from 1978 to 1991. Gerda is a formally trained graduate of the Sports Academy in Tiran, Albania. Gerda competed in international competitions throughout the Balkan States and much of Europe. Gerda's specialty is the 400m and 400m hurdles; during her career, she broke 8 Albanian national records in various disciplines, and still holds the record for the fastest time in the 300m hurdles.

Gerda moved to Istanbul, Turkey in 1991 and worked as both Manager and Fitness Specialist in 2 of the top ranked sports companies: Hillside Beach-City Club and Kemer Golf & Country Club Resorts. Gerda is the founder, owner and program director of Gerda Pilates.

For nearly 16 years (2002 to present), Gerda has been running her own Pilates studios in different locations throughout the country. Gerda obtained her Master Degree as Training Instructor from Pilates Academy International, located in Manhattan in 2007.

Along with her training by Pilates Academy International she is also trained by Stott Pilates. She was trained by the second generation instructors Kimberly & Katherine Corp and Shari Berkowitz.

In June 2008, she participated at FAMI, a workshop in Functional Anatomy for Movement & Injuries and Gerda became well known for her Pilates expertise when she began teaching Pilates LIVE on TV, encouraging people all over Turkey to practice Pilates and maintain a healthy lifestyle. Gerda is known to be very energetic, positive, and disciplined with a wealth of knowledge in Functional Anatomy, Biomechanics and Posture. She teaches educational Pilates courses at all levels, including Special Conditions workshops for people with significant injuries or disabilities, throughout Turkey and CA, USA.

### Professional Experience

- 1982 National Runner in Albanian Track & Field Team (8 national records holder in 400m-400m/ hurdles)
- 1989 Graduated from Sports Academy, Vojo Kushi in Tirana, Albania (Art of Teaching)
- 1991 Hillside City Club – Hillside Beach Club- Step & Aerobics Instructor and Fitness Manager
- 2002 Kemer Country & Golf Club Wellness Manager and Pilates Instructor
- 2002 Full Stott trained Pilates Instructor in NYC.
- 2002 Gerda Pilates, Founder & Studio Owner
- 2004 Stott Pilates Certificate for Special Populations in NYC.
- 2006 Pilates Academy International trained Pilates Instructor in NYC.
- 2007 Pilates Academy International Lead Instructor in NYC.
- 2008 FAMI Functional Anatomy Workshop, NYC.
- 2008 Pilates on Fifth, Active Core (Red cord) Lead Instructor in NYC.
- 2009 Extend Bar Method trained Instructor NYC.
- 2010 Balanced Body Core Align level 1 trained Instructor, Germany.
- 2012 Pilates on Fifth Stretch- Eze trained Instructor in NYC.
- 2012 Zumba Basic 1 Trained Instructor, Istanbul-Turkey.
- 2013 Program Director at Gerda Pilates, Istanbul, Turkey.
- 2013 Balanced Body Core Align 2, 3, Istanbul, Turkey.
- 2014 Pilates Method Alliance Certified Instructor, Istanbul, Turkey
- 2014 Shari Berkowitz & The Vertical Workshop – Functional Anatomy and Pilates Applications in NYC.
- 2015 Gerda Pilates-Balboa Island, Founder & Studio Owner in California-USA
- 2018 Pilates Method Alliance Certified Instructor, Long Beach , CA
- 2019 Nationally Certified Pilates Teacher-NCPT.

## **Assistant IT. Elif Aydiner**

Elif Aydiner was born in 1985 in Ankara. She was a professional volleyball player in top Clubs of Turkey. She graduated from Physical Education and Sports Administration University in Istanbul. Elif started to study Pilates at Gerda Pilates in 2007 and finished all apparatus and exams to become an IT in December 2017. Between 1995 and 2011, she participated in many championships in Turkey women volleyball. In 2010, she received her training in Fitness Turk and Pilates Coach [abp, mat 1-2, reformer 1-2].

In 2010, she worked as personal trainer and spinning instructor at Sports International Club. In 2011, she completed her full Pilates Certificate at GERDA PILATES and started teaching in the same institution.

In 2011, she took a workshop with Shari Berkowitz, about unusual pain and functional anatomy. In 2013, she established her own Pilates Studio in Bursa.

She got her IT degree in GERDA PILATES SCHOOL in 2018, and started to teach as IT in the same school.

### **Professional experiences**

-2001 / 2002 Turkish women's volleyball league 4th place.

-2002 / 2003 Turkish women's volleyball league 3rd place.

-2013 founded her Pilates studio Elif Aydiner.

-2018 Gerda Pilates Instructor Trainer.

-2003 / 2004 Turkish women's volleyball league 3 rd place 3 season Ankara region.

-2004 / 2005 Turkey Championship.

-2007 / 2008 Turkey Championship 2

-2008 graduate of Gazi University sport administration department.

-2010 sports international the Pilates coach.

-2011 Gerda Pilates ABP, MAT 1-2, REFORMER 1-2, CADILLAC 1-2, CHAIR, BARREL, CORE ALIGN 1-2, RED CORD 1-2, SPECIAL CONDITION, PRENATAL, POSTNATAL, BAR METHOD, FOAM ROLLER, SMALL BALL, STABILITY BALL TRAINING.

-2011 Shari Berkowitz workshop in Istanbul Gerda Pilates Studio. Unusual pain and functional anatomy.

## **Programs & Courses Offered**

### **Anatomy, Biomechanics and Posture Review (ABP) – 15 hours**

This course reviews the structures (bones, muscles, joints, etc.) that form the support of the human body. An emphasis will be placed on the “ideal” posture and biomechanics of each joint while helping students learn how to detect abnormalities both statically and dynamically. Open to all personal trainers, this invaluable course will help you provide lasting results for your clients and will increase your marketability.

### **Mat I (MAT I) – 35 hours**

This course teaches the first of the Pilates Mat repertoire and how to modify exercises for all age groups and fitness levels. Students leave the course confident and capable of creating safe and effective workouts for today’s diverse clients. Students will learn how to modify exercises for all age groups and fitness levels to create safe and effective workouts. Emphasis is placed on maintaining variety and providing small challenges while safely progressing a client in order to avoid monotony. Prerequisite: ABP or equivalent

### **Mat II (MAT II) – 6 hours**

This course teaches the last level of the full Pilates Mat repertoire. Students learn how to assess when a client is ready to be challenged and then how to make the client progress safely and effectively.

Prerequisite: ABP-APM I

### **Reformer I (REF I) – 50 hours**

This course teaches students the Reformer exercises needed to be ready to customize workouts for all ages and fitness levels (fundamental through Intermediate). The emphasis is placed on the differences between Pilates machine work versus regular gym equipment so that instructors are prepared to meet the needs of clients from all backgrounds.

Prerequisite: ABP

### **Reformer II (REF II) – 20 hours**

This course teaches students to teach clients the intermediate and advanced exercises to complete the full repertoire on the Pilates Reformer.

Prerequisite: ABP-APR I

### **Trapez Table (Cadillac) I (CAD I) – 35 hours**

This course teaches students the fundamental through Intermediate exercises conducted on the Cadillac/tower. The Trapez Table provides focus on isolated joint movements to strengthen the joint properly and correct faulty movement habits. Emphasis will be placed on the benefits of Trapez Table exercises as stepping stones to a more challenging workout.

Prerequisite: ABP

### **Trapez Table (Cadillac) II (CAD II) – 12 hours**

Building on the previous course, this course teaches the full Trapez Table repertoire so students may challenge their clients safely and effectively.

Prerequisite: ABP - APTrapez Table I

### **Barrels I (BAR I) – 10 hours**

This course must be preceded by the Mat course. Students will learn the first exercises on the spine corrector and ladder barrel, and, more importantly, how to incorporate the barrel into a client's workout, and use it as a support or a challenge, depending on the exercise.

Prerequisite: ABP

### **Barrels II (BAR II) – 6 hours**

This course builds on the material learned in the All Populations Barrels I course, adding the final two tiers of the full repertoire.

Prerequisite: ABP - APBarrels

### **Chair I (Ch I) – 15 hours**

This course teaches the Chair exercises from Fundamental I through Intermediate. Students will be taught the many merits of the chair and how to integrate this often under-used piece of equipment into clients' workout routines.

Prerequisite: ABP

### **Chair II (Ch II) – 6 hours**

This course builds on the material learned in the Chair I course, adding the final of the full repertoire. Students will not only learn the new exercises, but also how to progress carefully with their clients, delivering optimal results in strength and control.

Prerequisite: ABP - APChair

### **Foundations of Post-Rehabilitative : 4 Hours**

Teaching injured or deconditioned clients requires a different approach to the session and a different mindset throughout the client's attendance. This course outlines the protocol for teaching post-rehabilitative clients, from the initial meeting and first session to ongoing sessions and a return to recreational activities. Key concepts and definitions of injuries, post-rehabilitation and healing are covered. Students will be taught the benchmarks to hit before progressing a client to more challenging exercises and the importance of maintaining a dialogue with the client's treating physician(s). Anatomy is reviewed in terms of local stabilizers, global stabilizers and global mobilizers so that students both learn the terms used by physical therapists as well as understand how to safely progress these clients.

Prerequisite: APM

### **Post-Rehabilitation: The Sacrum and Lumbar Spine : 3 Hours**

Subjected to forces from both the upper body, and lower body, the sacrum and lumbar spine are critical structures for maintaining healthy biomechanics of the entire body. This course first reviews the anatomy of the lumbo-pelvic region in terms of local stabilizers, global stabilizers and global mobilizers. Then, common injuries to the area along with suggested protocol for teaching are discussed. Finally, exercises specific to post-rehabilitating the lumbo-pelvic region are reviewed or taught on all equipment.

Prerequisite: APM, Foundations of Post-Rehabilitative Pilates

### **Post-Rehabilitation: The Cervical Spine and Shoulder :3 Hours**

Though separate structures, the neck and shoulder are closely linked biomechanically, and thus are considered together in this course. Anatomy of the head, neck and shoulder is reviewed with special attention not only to the local stabilizers, global stabilizers and global mobilizers, but also to the muscles that cross the cervical spine and scapula and those that stabilize the shoulder joint. Common injuries to the neck and shoulder are covered along with suggested protocol for insuring a safe Pilates' experience. Exercises on all equipment specific to post-rehabilitating the cervical spine and shoulder girdle are taught.

Prerequisite: APM, Foundations of Post-Rehabilitative Pilates



### **Post-Rehabilitation: Hip, Knee, Ankle and Foot : 4 Hours**

Healthy biomechanics of the lower extremity are essential to everyone as bipedal human beings carrying on our daily activities! For instance, gait abnormalities (problems with walking) due to any pain or injury in the hip, knee, ankle or foot may lead to even greater problems in the lumbo-pelvic region and spine. Anatomy of the lower extremity is reviewed with regards to local stabilizers, global stabilizers and global mobilizers and common injuries to the lower extremity are discussed. Most importantly, exercises for the hip, knee, ankle and foot are taught on all equipment with close attention to modifications that may be necessary.

Prerequisite: APM, Foundations of Post-Rehabilitative Pilates

### **The Core Curriculum**

All courses at the Gerda Pilates will focus on the following:

- Fundamental execution of each exercise
- Anatomy and biomechanics of each exercise
- Exercise modification
- Cueing and correcting
- Workout design
- Transition
- Progression
- Teaching group classes
- Teaching a variety of fitness levels
- How to vary a workout
- Client retention

## GERDA PILATES, Course Requirements

Gerda Pilates upholds course requirements commensurate with other Pilates teachers training programs around the world. In the chart below, prospective students will find the hours required of them both in the classroom and out, as observation, personal practice and practice teaching are all necessary components of becoming a successful Pilates instructor.

These hours are to be logged and completed taking the test. The logs are turned in on the day of the test.

	Class	Practice Teach	Observation	Personal Study	Total
ABP	15	-	-	-	15
MAT I	35	20	10	10	75
REF I	50	25	15	15	105
Cad I	35	10	10	10	65
Ch I	15	10	10	10	45
Bar I	10	4	10	4	28
MAT II	6	5	10	5	26
REF II	20	10	10	10	50
Cad II	12	5	10	5	32
Ch II	6	5	10	5	26
Bar II	6	2	10	2	20
TOTALS	210	96	105	76	<b>487</b>

### Observation, Practice Teaching and Personal Study Hours

**Class Hours:** A Gerda Pilates Manual will be provided for every course. ABP requires an additional text which the student is responsible for obtaining: "Trail Guide to the Body" Fourth Edition by Andrew Biel. Students should dress in exercise clothing and wear socks, as they will be performing the exercises as they learn them.

**There will be breaks during course hours.**

**Observation Hours:** The student watches a class, private session, or videos. Taking class is not considered observation. Observation hours are mandatory. At least ten hours are required for each course. When observing privates, the hours may be combined with other equipment courses. Please make sure to sit to the side and be considerate of the client's personal space. A log must be filled out by the student and initialed by the front desk. Logs must then be submitted when you take your practical exam.

**Practice Teaching:** Practice Teaching and Personal Review hours are mandatory. The student practices teaching the exercises on another person. Some of these hours are supervised by IT Gerda, IT Elif or by a senior teacher chosen by the school of Gerda Pilates.

Gerda Pilates students may practice at Gerda Pilates for free for 1 month after the last day of the course, bringing in one practice body total. After 1 month, students may practice for \$20/hr.

**\*\*\*Practice hours MUST be during OFF PEAK HOURS:**

Please check FIRST with Front desk to make sure there's availability. \*212.322.33.63 or e-mail to [info@pilateswithgerda.com](mailto:info@pilateswithgerda.com)

**Personal Study Hours:** The student studies the exercises on their own, studying design, breath patterns and muscles involved. Taking class can be considered as personal study hours.

#### **Policies for Practice Time**

- \* You may have only one practice body that may come in to work with you. A second must be approved.
- \* On your body's first visit they must fill out a release form before starting. No exceptions.
- \* You are not allowed to charge your practice body a fee.
- \* You may only practice on the equipment of the course or courses you have participated in.
- \* GERDA PILATES employees have priority in the studio. If you are asked to move off a piece of equipment you must do so.
- \* While you are personal review or practice teaching in the studio you must follow our dress code rules which are long-Short pants (solid color) and a full top (no half tops) with no big logos on it and absolutely no hats. Socks must always be worn.

#### **Logging Practice Time**

- \* A log must be filled out by the student and initialed by the front desk.
- \* Logs must be submitted when you take your practical exam.

#### **Student Progress Policy**

- Each student is assigned an advisor.
- There are four meetings between the advisor and the student held within the 12-month training program to ensure that the student makes satisfactory progress.
- Students must keep an Apprenticeship Log to record all the hours spent at the studio and submit the log to the advisor during each quarterly meeting.
- Student's progress is evaluated according to the number of apprenticeship hours, Practice Teaching and Personal Study Hours completed.
- Student should meet the minimum of 85% of the projected number of hours during each quarters of the program
- The Program Director monitors student's overall progress. Unsatisfactory progress will be grounds for dismissal.

## Program/Course Costs

Program Information: Gerda Pilates offers a full range of Pilates instructor training programs.

COURSE	GROUP COST	PRIVATE COST	EARLY BIRD (GROUP) %5
Anatomy			
Biomechanics			
Posture Analysis	365\$	525\$	315\$
Mat 1	395\$	655\$	365\$
Reformer 1	420\$	785\$	395\$
Mat 2	365\$	525\$	315\$
Reformer 2	420\$	785\$	395\$
Trapez Table 1	365\$	525\$	300\$
Trapez Table 2	365\$	525\$	300\$
Chair 1	265\$	460\$	250\$
Chair 2	265\$	460\$	250\$
Barrels 1	265\$	460\$	250\$
Barrels 2	265\$	460\$	250\$
Special Conditions	420\$	685\$	375\$

### Total Cost of the comprehensive Program:

(includes all modules, exams and enrollment fee.)

As Group Cost: 4175\$

As Private: 6850\$

As Early Bird: 3760\$

### Required Book

-“Trail Guide to the Body” Fourth Edition by Andrew Biel.40\$

-Anatomy of Movement (Revised Edition). By Blandine Calais-Germain.30\$

-Pilates’ Return to Life Through Contrology. By Joseph H. Pilates.30\$

### Enrollment Procedures

Applicant must be 18 years or older and have a minimum of two years post-secondary education.

Students applying for admission into a course administered by The Gerda Pilates will need the following:

- Completed application form
- Speak with the director
- Review the catalog,
- Pay a \$200 deposit, refunded if the student is not accepted
- Sign the enrollment agreement and the sexual harassment procedure.
- Personal Statement summarizing why you want to become a Pilates instructor

Gerda Pilates seeks personalities that reflect Pilates passion and purpose. As you will be training to work with others, your energy, interests and attention to details will be critical in this interview process. In the intensive course, we're looking for self-directed and highly motivated people with industry specific knowledge and skills, as well as strong interpersonal and communication skills.

### **Payment Deadlines**

- Early bird price: 5% discount
- Early bird deadline: One month before the start of the course.
- Full Payment deadline: Two weeks before the start of the course.
- Gerda Pilates students receive 10% off all group classes at Gerda Pilates in Istanbul, beginning the day they complete their course payment until one month after the last day of the course. It cannot be used on intro packages or any other discounted packages.
- Late sign up (within 2 weeks of the start of the course): \$50 late sign-up fee.

### **Cancellation and Transfer Policy**

If a student chooses to withdraw from training outside of two weeks prior to the start date, the course cost will be returned to the student with the exception of the \$200 non-refundable deposit. If the student leaves having completed 25% or less of the program, the refund is 75% less cancellation charge; if the student leaves having completed between 25% and 50% of the program, the refund is 50% less cancellation charge; if the student leaves after 50% of the program, there is no refund and the refund policy is applied. After 1 year, the payment is non-transferable. \*Cancellation Charge is \$200 non-refundable deposit.

If a student chooses to postpone training, the payment is transferable with a \$50 transfer fee for 6 months. After 6 months, the payment is transferable for another 6 months with an additional \$100 transfer fee. After 1 year, the payment is non-transferable and all money paid will be refunded according to the refund policy.

Gerda Pilates holds the right to cancel a course with 1 month notice. In the event of a cancellation, all payments will be returned including the \$200 deposit.

### **Exam and Fees**

A written and practical exam will be administered for all courses. The level II courses only require a practical exam. Exams must be taken within a year after the last day of the last course attended. You can move on to the next module if you haven't taken the test. You can take test at the end of all course.

The written and practical must be taken within two weeks of each other. If you do not pass your exam you may re-take it only once and for an additional 50\$ fee.

If the student takes longer than a year to take the exam, a review hour must be scheduled with an IT at the rate of \$100/hr. This hour serves to ensure the student is on track with studying and the information hasn't been lost throughout the year.

*A score of at least 80% is required to pass written exams. The practical is graded as pass/ fail.*

## **Attendance Requirements**

It is required that students attend every day of training. If a student has a conflict that cannot be resolved and must miss training hours, the student must notify Gerda Pilates prior to the course. Make up hours must be scheduled with an IT at \$100/hour. (Note that 3 hours of missed group training does not necessarily equal 3 make up hours as a student is often able to go through material faster in a one-on-one setting. The number of review hours will be decided upon by the IT and the Gerda Pilates).

## **Grievances/ Complaints**

While we hope that everyone has a great experience with Gerda Pilates, we understand that problems can arise. Attempting to resolve any issue with the School first is strongly encouraged. You can let us know of any concerns or difficulties by emailing us at [info@pilateswithgerda.com](mailto:info@pilateswithgerda.com). We will get back to you ASAP and your comments will be kept confidential.

As Pilates engages touch for cueing and adjustment purposes, the program will require some level of touch, although sensitivity will be respected.

Student Complaints may be brought to the attention of the Pilates School Approval Program. Contact: [PSAP@pilatesmethodalliance.org](mailto:PSAP@pilatesmethodalliance.org)

***No applicant will be denied on the basis of race, national origin, color, creed, religion, sex, age, disability, gender identity, gender expression, or sexual orientation.***

## **Leaves of Absence / Holds**

Students have the option to go “on hold” once during their year. The hold status can last for up to one year from the date of the hold. All students’ benefits will cease during this period of time. A student may take advantage of this option if they are injured, have a personal emergency or are not progressing as required. If a student becomes pregnant, the student will have an extended hold until the student is six months post-partum.

We understand that at times students have to take personal time for various reasons. If you need to withdraw from training for a short period of time (one – 6weeks) we ask that you provide a letter, personally or from a doctor, explaining the circumstances. If you paid the program in full, the school will retain all payments and allow you to start with the next training course. If you are on an installment plan, you will continue to pay on the balance of the first attempted course. Leave of absences that are longer than 6 weeks will be treated as a drop. Your refund will be determined by the refund policy and will include all payments made in advance for any future training. Upon restarting, the school will determine if you need to start fresh with a new course and pay the requisite tuition, or if you are eligible to jump into an existing program and tuition will then be calculated proportionately, based on the number of hours needed to complete.”

Based on the length of time on hold, the student may be required to purchase and perform a Reentrance Evaluation (\$100.00 USD). Should any pricing change during the leave, the Trainee is responsible to pay the cost of the current prices

## **Extensions**

Extensions are offered to provide extra time for students to prepare themselves for exams, complete internship hours or to extend their benefits and graduation date due to personal issues. Extensions are \$175.00 USD for one month (30 days) from the date of purchase. During an extension, trainees keep all benefits and continue to count all internship hours.

Students are required to fill out, sign, and turn in an Extension Form to the Director of Education. If this does not occur, the student will be withdrawn from the program.

The student can take only 2 extensions (60 days). After that time frame, if the student does not start to program, the student will be required to re-apply for the entire teacher training program.

## **Studio Conduct**

- \* Please respect your fellow students and limit cell phone use to emergencies only.
- \* The studio must always be kept neat. If you are using small equipment (flexbands, balls, circles, etc.) please put them back where they belong after you are done with them.
- \* Please be considerate of Gerda Pilates clients at all time.
- \* Eat only in the area where your course is being held. There is no eating in the locker room.
- \* If you spill anything let the front desk know right away so we can keep our studio clean.
- \* Your bags and clothing must be left in the dressing room. Lockers are provided on a daily basis free of charge, just bring a lock. If you wish to keep items overnight, fees will apply.

## **Dismissal**

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

## **Crossover (Transfer of Credit)**

Students who have received certificates from other training programs may crossover to Gerda Pilates.

Here are their options:

1) The student may schedule private sessions with an IT (as many as needed) to go through the Gerda Pilates manual and find the differences between their first course and Gerda Pilates. These hours are at the rate of 90\$/hour.

Please note that this is NOT a certificate course. The IT will assign the amount of practice teaching and observation hours necessary left to graduate. The student must take the written and practical exams of each module to graduate from Gerda Pilates.

2) With proof of previous certificate, the student may take a module at 40% discount. The IT will assign the amount of practice teaching and observation hours necessary. The student must take the written and practical exams to graduate from Gerda Pilates.

### **\*Students who have had previous Anatomy\***

All student must show proficiency in Anatomy, Biomechanics and Posture no matter what their previous education is. They are required to take the placement test (50\$ fee). If the student does not pass they are required to take the ABP course and are eligible for a 40% discount.

For more information please e-mail, [info@pilateswithgerda.com](mailto:info@pilateswithgerda.com)

## **Access to student files**

Students may review their complete file during studio hours by requesting an appointment with the student counselor/lead teacher/ etc.

Studio hours are Monday to Saturday, 8 am- 9 pm.

Student files – contents and access:

- Picture identification (driver license, passport, etc.)
- Completed application
- Signed enrollment agreement
- Signed sexual harassment policy
- Signed non-discrimination Policy
- All academic records
- All faculty notes

## **Satisfactory Completion**

A student who satisfactory attends and completes the ABP+REFORMER 1-2 + MAT 1-2 training, will be given a letter of completion only for these modules.

So the students are not comprehensively trained yet.

Students also need to Trapez Table, Barrels, Chair, Spine corrector, Magic circle to be comprehensively trained and complete all the practice, observations and study hours to sit for the Certification Exam of the National Pilates Certification to receive the Diploma.

*\*Certification and/or employment are not guaranteed upon graduation.*



