



# WHOLE BODY METHOD

PILATES EDUCATION

## Classical Pilates Certification

REGISTRATION FORM, AGREEMENTS & CONTRACT

5700 W Pico Blvd.  
Los Angeles, CA 90019  
323.934.7134

3300 W 6th St.  
Los Angeles, CA 90020  
213.387.7134

[www.wholebodymethod.com](http://www.wholebodymethod.com)  
[info@wholebodymethod.com](mailto:info@wholebodymethod.com)

## Registration

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Date of birth: \_\_\_\_\_ Email: \_\_\_\_\_

Program date enrolled in: \_\_\_\_\_

Check Box: I have completed the 4 Private Pilates Session prerequisites:

## Payment

\$6,800

Students receive a total of \$1,800 in our “earn as you learn program.” Students are paid \$9 per client for every client trained. Students are paid every 2 weeks with WBM pay cycle.

### Payment Includes:

- All workshops on the syllabus
- Level 1-5 evaluation
- Books – *Pilates Certification Manual* and *Flashcards 1-5* by Nigel Sampson, *Trail Guide to the Body* by Andrew Beil, *Trail Guide to Movement* by Andrew Beil, *Return To Life* by Joseph Pilates
- Unlimited classes
- Complete access to studios

*\*The final evaluation fee IS NOT included in the cost of the program. This fee is \$155 and paid before the evaluation.*

*\*\*Extra review sessions are NOT included in the cost of the program. Review sessions are offered and are optional. Review sessions are \$30 for 2 hours.*

### Payment Schedule:

All student pay on a **per-level basis**. Students are charged 1 week prior to the start of each level with the cc on file. For Level 1, students are required to pay upon registration. Registration is due 2 weeks prior to the start of the program.

### Early Registration

Students who register early (1 month prior to certification start date), receive 8 free group classes.

## Payment

### **\$1600 for Level 1 and \$1300 for Levels 2-5**

Level payments are due 1 week prior to the start date of each level. All level payments are charged to credit card on file as authorized.

*There is a \$50 late fee for any declined credit card where payment is received more than 3 days after due date.*

### **Final test fee: \$155**

Test fee is charged to credit card on file as authorized, 1 week before the start of the final test.

## Credit Card Authorization Form

Please complete and sign this authorization form. All fields are required.

We will bill your credit card automatically. The charges will state WHOLE BODY METHOD on your statement.

You will be billed for:

- Each of the 5 levels and final test, 1 week prior to the start of the level/ test. Please refer to your program syllabus for these dates. If for any reason you withdraw from the program, you will NOT be required to pay for any levels after the withdraw date. All prior payments are non-refundable.
- Any extra private session during the program. These may include a) make-up sessions for missed workshops b) make-up sessions for missed evaluations or c) re-evaluations. You will be charged for session(s) when the bookings are made.
- Group review sessions. You will be charged \$30 for a 2 hour review when you confirm your attendance. This is non-refundable if you miss the review.
- Program deferment. If this occurs, you will be charged \$225 on your notice of deferment date.
- Completing the program longer than the allocated 14 months. You will be billed \$60 per month at the start of month 15.

Please refer to the pricing chart in this form for any extra certification program charges.

I authorize Whole Body Method to bill the card listed below as specified in the (above) paragraph.

## Credit Card Information

Visa       Mastercard       AMEX      CVV \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Expires \_\_\_\_\_

Cardholder Name (as shown on card) \_\_\_\_\_

Cardholder Signature (as shown on credit card) \_\_\_\_\_

**I have read and understand the payment plan policies.**

Print Name \_\_\_\_\_

Sign \_\_\_\_\_ Date \_\_\_\_\_

## Whole Body Method Agreements

The Whole Body Method Pilates Certification Program is first and foremost about whole body wellness and a healthy, happy culture and environment. Because this is so important to us, it is vital that we all share the responsibility in contributing to our wellness culture. Below are the agreements we ask you to make as you start your journey with Whole Body Method and your Pilates career.

### Professionalism & Responsibilities

1. We ask that you bring a positive energy & attitude to the studio especially while training your clients.
2. Being on time reflects the level of respect we have for our peers, clients and for this program. We ask that you arrive 10 minutes prior to all workshop times and have completed any settling in you may need to do before your training sessions and requested meetings begin.
3. All equipment must be cleaned and put back in its place after use.
4. All food & drinks must remain in the student lounge at all times.
5. **No Cell Phones are allowed on the training floor.** Place phones on “vibrate” in the student lounge.
6. **No video-taping allowed.**
7. No chewing gum while in the studio.
8. No bags on training floor. Books are the only item allowed.
9. We ask that you wear clothing appropriate for a professional Pilates instructor.
10. Parking is available on side streets and not in front or back of the studio. Students are asked to park down the block from the studio to allow hourly clients to park closer.
11. No pets or unsupervised children in the studio.
12. No perfumes on your body while in the studio.
13. Behavior to be consistent with the Whole Body Method Philosophy.

### Attendance & Evaluations

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 miss any of the workshop course-work (any coursework that is on the syllabus), the hours must be made-up privately with the certification instructors. *Refer to rate chart for pricing.* It is up to the discretion of the certification instructor as to how many hours are required to make up the missed workshop(s). There are no make-ups for missed anatomy workshops.
2. All make-up sessions and re-evaluations are automatically charged to your credit card on file at the time you book the session. There is a 24 hour cancellation policy for sessions. If you cancel inside the 24 hour window, you will be charged the full amount of the scheduled session(s).
3. All scheduled hours on the syllabus (except the final evaluation) are included in the cost of the program. Extra review sessions are available outside of the program cost. *Refer to rate chart for pricing.*
4. The final evaluation **IS NOT** included in the cost of the program. The final evaluation is \$155. If you decide to a) take the final evaluation with another group that you did not begin with the rate is \$195 b) take the final evaluation privately the rate is \$300.
5. You are required to successfully pass a practical evaluation in all levels of the program to receive the Pilates Certification. Passing grade is 75%. In the event you do not pass a practical evaluation, you will be required to schedule a one hour re-evaluation. Re-evaluations continue until the certification director is satisfied that you are proficient at the level. *Refer to rate chart for pricing.*

6. You are required to successfully pass a written test in all levels of the program to receive the Pilates Certification. Passing grade is 70%. In the event you do not pass a written test, you will be required to retake it. *Refer to rate chart for pricing.*
7. If you miss an evaluation for any reason you will be required to take the evaluation privately. *Refer to rate chart for pricing.*
8. If you miss or do not pass an evaluation, it must be taken and passed BEFORE the next level evaluation date. If it is not, you will be required to defer from the program and begin with another certification group. You can begin the new program at the place you left off OR may choose to start from the beginning with the new group. You may take the evaluation you missed/ did not pass, with the new group without having to pay a fee. If you take the evaluation privately there will be a re-test fee. If you are required by WBM to defer due to an evaluation not passed, there is no deferment fee.

## **Deferments & Withdraw**

1. You may defer from the program and start up again within one year from deferment date. You are required to fill out a deferment request form and email to the program manager. There is a \$225 deferment fee which will be charged automatically to your credit card on file after the program manager receives the form. This will hold space in the next program and allow you continued access to the studio. After a two-year deferment date has passed, any level payments are void and you will be required to apply for the program again.
2. If you defer from your current program and join another program, the level payments will be deferred to the new course dates.
3. If you decide to discontinue the program, a letter is required in writing. Send to [info@wholebodymethod.com](mailto:info@wholebodymethod.com). There are no refunds for any payments previously processed (from the discontinue date). All future scheduled automatic credit card payments will be null and void.

## **Apprenticeship Hours**

1. We do monitor apprenticeship hours for each student, and set goals for you along the way. These goal hours are listed in the apprenticeship folder. If you HAVE NOT completed a total of 55 client teaching hours and 55 self-practice hours by the LEVEL 3 evaluation date, you WILL be required to defer from the program and join the next program. This will give you an opportunity to get ahead and complete the program successfully. You will NOT be charged a fee if deferment is required of you by WBM.
2. You must complete their apprenticeship hours at any Whole Body Method Studio.
3. Students may join Pilates classes on the schedule if there is available spaces. First the student may join after asking the instructor who is teaching.
4. You MUST complete ALL your apprenticeship hours at a WBM studio.
5. You are paid for the client apprenticeship teaching program \$9 per client. You will be required to fill out a W-9 and are classified as an independent contractor for this portion of the program. You will receive a 1099 form from Whole Body Method at year end.
6. If you falsify any apprenticeship hours you will be terminated from the course with no refund.

## **Certification Books**

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

## **Program Instructors & Reviews**

1. Whole Body Method Certification Program is taught by a variety of qualified Pilates Certification Instructors, handpicked for their individual strengths.
2. For each level, review sessions are offered. These are NOT included in the cost of the program. A 2 hour review session is \$30. We require a minimum of 7 students to conduct the review.
3. Students have 14 months to complete the certification from the program start date. After this time, a monthly recurring fee of \$60 is automatically charged to your credit card on file for continued studio access.
4. The certification workshops are conducted at both our Echo Park, Mid-City and Koreatown studios.
5. Once a student has completed the entire program, fulfilled all apprenticeship hours and passed all evaluations, a certificate of completion in Classical Pilates is awarded. WBM does not guarantee that by enrolling in the program a certificate will be awarded.
6. Once program payments have been made there are NO program refunds. No exceptions.

## **Earn As You Learn Program**

1. Students receive a total of \$1800 in our “earn as you learn program”. Students are paid \$9 per client for every client trained. Students are paid every 2 weeks with WBM pay cycle.
2. Student are paid only when they teach.
3. Students must fill out a W2 and submit social security number. Student will receive a 1099 at year end.
4. All clients brought into the Whole Body Method Studio by you for client teaching must pay for their session. The rate is \$30 per hour for each client.
5. At no time can you instruct a client without the client paying for it.
6. At no time can you collect the instruction fee from the client without submitting payment.
7. You must have each client fill out all WBM forms (new client folder).
8. At no time during or after the course, can you 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 the student will be terminated from the course.
9. Before the first client training session begins, you must look at medical history and ask any appropriate questions regarding current health and fitness of clients.
10. When you are speaking with WBM clients from the waiting list either over the phone or during instruction they must at all times remain professional, friendly and arrive at all sessions at least 10 minutes prior to the session time.
11. Only if are actively taking certification lessons can use the studio for practicing, taking classes and teaching. Any friends brought into WBM must be part of the client teaching program and pay a fee.
12. As a safety precaution, you cannot train pregnant women or those that have serious injuries.
13. After completing the level 2 evaluation, you may train duos during the program, but only between 11am-4pm. Duo sessions are recorded as two session. A maximum of 20 duo sessions are allowed. Duo client's pay \$30 each person.
14. If you do not show up for a client, 10 extra non-paid hours will be added on to the client teaching portion of the program.

## **Student Deal Breakers**

It's important that our students adhere to the Whole Body Method standard which prepares them for success in the health, healing & fitness industry. If any student breaks any of the following (below) they will be given a written reprimand. After a 2nd occurrence, we will initiate a 3 month probationary period. During

this period, if any student breaks any of the following (below) for the 3rd time, they will be suspended or terminated from the program. There are no refunds given upon termination.

1. If a student is disruptive or exhibits behavior that is considered unacceptable by Whole Body Method code of conduct. Please refer to this in our Student Handbook.
2. If a student does not show up for a client.
3. If a student does not call client back within 24 hours.
4. If a student does not respond to communication from the program managers within 24 hours.
5. If a student is abusive.
6. If a student is aggressive toward clients or other students.
7. If a student is late for any reason to certification workshops, evaluations or reviews.
8. If a student does not adhere to any of the agreements as outlined in the Student Handbook.
9. If a student takes a Whole Body Method client and trains outside of the studio
10. If a student falsifies their apprenticeship hours

### Certification Rate Chart

Description	Rate
<b>Certification Make-Up Hour</b> – 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.	\$110/hour with a certification instructor. \$60/hour with a certification instructor- duo \$45/hour with a certification instructor- 3 or more
<b>Extra Student Sessions</b> – If students would like extra learning sessions.	\$110/hour with a Annette – private \$95/hour certification instructor \$60/hour with a certification instructor- duo \$45/hour with a certification instructor- 3 or more
<b>Final Evaluation</b> – Is not included in the cost of the program and is paid before taking the evaluation.	\$155 with current certification group \$195 with another certification group \$300 privately
<b>One-on-One Re-Evaluation</b> – For any student that does not pass an evaluation. A passing grade is 75%. Re-evaluation continues until the student passes the level. This assessment will be made by the Certification Program Director.	\$125
<b>Retake Written Test</b> – Passing grade is 70%.	\$25
<b>Private Evaluation Fee</b> – If a student misses the group evaluation.	\$225 level 1-5
<b>Program Deferment Fee</b> – To be paid upon deferment date.	\$225
<b>15 Month Fee</b> – If a student is still completing hours after 15 months of program start, a monthly fee is applied for studio access.	\$60 month
<b>Replace Certification Workbook</b>	\$55 per workbook
<b>Group Review Fee</b> – For each level reviews are offered.	\$30

**I have fully read and understand the Whole Body Method Pilates Certification Agreements.**

**Name (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 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 course payments has been made there are no refunds given. If a student decides to discontinue the program enrolled in, for whatever reason, all workshops are forfeited and no payments will be refunded.
4. If a student cannot complete the course enrolled in, they may transfer to another course starting. There is an additional \$225 early withdrawal and transfer/rejoining fee. The new course must be started within one calendar year of leaving the current course, otherwise all payments (excluding the deposit) will be considered void.
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 is 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. Student agrees to knowingly, voluntarily, and expressly waives 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 students 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. Student shall hold WBM harmless from any suit or proceeding brought against student based on a claim related to this agreement.

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

**Name (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please email registration to [info@wholebodymethod.com](mailto:info@wholebodymethod.com)**

**We look forward to your Pilates Certification journey with us.  
You will receive your anatomy books and workbooks on the  
first day of the program.**