



**CLASSICAL PILATES** EDUCATION



**SCHOOL CATALOG**  
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**CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY BY  
CLASSICAL PILATES EDUCATION OWNER, STEFANIE ELLIS.**

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# Introduction

Classical Pilates Education, developed by Stefanie Ellis in 2013, provides Classical Pilates Mat and Apparatus Teacher Training Programs. Joseph Pilates originally developed his method, which he called "contrology", as a sequence of controlled exercises to strengthen and stretch the body, connect to the core and bring the individual into proper alignment, in order to improve mobility and decrease pain. Classical Pilates Education program is centered around the 6 core principles of Pilates: Centering, Concentration, Control, Precision, Breath and Flow. We believe that it is paramount to uphold Joseph Pilates' legacy by molding future instructors who teach intelligent, safe and effective workouts as Pilates was intended to be taught.

## Mission and goals

### MISSION STATEMENT

Classical Pilates Education Teacher Training Programs are designed to inspire new Pilates instructors to carry on the legacy of Joseph Pilates' system of Contrology. Our school is described as "classical" because we adhere to Joseph Pilates methodology that is outlined in his 1945 book, "Return to Life," as well as Romana Kryzanowski's method of teaching on the apparatus. Romana's style had a great influence on the founders of Power Pilates. Stefanie Ellis, the President of Classical Pilates Education, drew her main inspiration from Power Pilates leaders, Bob Liekens and Susan Moran-Perich.

In our school, we inspire excellence by preparing our graduates for the highest of professional standards in the practice of Pilates. We integrate the study of anatomy with movement as it pertains to the Pilates Method and we teach students to assess each client's unique needs. We prepare all Classical Pilates Education graduates to successfully pass the National Pilates Certification Program (NPCP) immediately after they complete their final test-out.

### WHAT SETS US APART

Our qualified and committed Teacher Trainers will teach students the Classical Pilates Method in a formulated way through training weekends, online videos, workouts, meetings, exams, and observation. By the time students finish their final test out, they will have performed over 600 hours of practice and observation, leaving them well equipped to begin teaching immediately thereafter. By following a standardized Teaching Methodology and by building upon a key set of Teaching Skills, students will become confident and effective Pilates instructors. Our reputation is built upon the excellence of the CPE instructors that successfully go through our Teacher Training program.

Training weekends are taught progressively from beginner to advanced, each weekend building upon the last. Apprentices learn to progress clients effectively and to modify for any injuries or other limitations. By the end of the program, apprentices are not only prepared to teach the complete sequence of exercises that Joseph Pilates developed in a progressively challenging way, but also to adjust as needed to formulate an intelligently designed exercise plan to ensure the workout is tailored to the needs and goals of each specific client.

## Programs and courses offered

Classical Pilates Education offers the following programs:

**Beginner Mat:** The Beginner Mat Training is a 16-hour course that is a pre-requisite to all further CPE programs. In this weekend course, students will learn the foundation of the method, pilates history, basic anatomy, teaching skills, and Beginner Mat exercises. By the end of the weekend course, students will have the knowledge to teach a Beginner Pilates Mat class. Pre-requisite: experience 10 Classical Pilates Mat classes at a CPE studio or by watching the CPE videos.

**Intermediate Mat:** The Intermediate Mat Training is an 18-hour course enhances the skills introduced in the Beginner Mat Training. In this weekend course, students will learn the intermediate mat exercises, how to modify and progress exercises, and how to incorporate props in the workout. By the end of the weekend course, students

will have the knowledge to teach a multi level Intermediate Mat class. The Intermediate Mat, included in the Comprehensive Program, is also pre-requisite to the Advanced Mat training. Pre-requisite: Beginner Mat Training.

**Advanced Mat:** The Advanced Mat Training is an 8-hour course which is often taught during day one of the Comprehensive Advanced Weekend. The Advanced Mat polishes the teaching skills reviewed in the Beginner and Intermediate Mat weekends. In this day long course, students will explore how to take the beginner and intermediate exercises to the advanced level and will learn the advanced mat exercises; how to spot, modify and progress them. The Advanced Mat is included in the Comprehensive Program. Pre-requisite: Beginner and Intermediate Mat Training.

**Comprehensive Program:** The Comprehensive Training is a 600 hour course that includes 5 mandatory training weekends, monthly meetings, and test-outs. In addition to the mandatory sessions, students must complete a log of observation, practice, home-study, and workout hours on a weekly basis. Students learn to teach private and group pilates on all of the Classical Pilates apparatus including Reformer, Cadillac/Tower, High Chair, Wunda Chair, Ladder Barrel, Spine Corrector/Small Barrel, Pedipul, Magic Circle, Foam Roller, Ball, and more. In addition, students learn Anatomy of Movement, and how to teach Pilates to individuals of any gender, age, fitness level, injury, or condition (ie prenatal, overweight, children). Students are given free access to online videos that accompany the Comprehensive manual. Pre-requisite: Beginner Mat Training. Note the Intermediate Mat is included in the Comprehensive.

Vault Fitness Boca Raton gives all new students 1 month of free classes when they register for the program. They receive discounted prices: \$70/private, \$35/semi private, \$20/group apparatus class, \$16/mat class.

**The Test Out Process is:**

- Beginner Mat Test during Beginner Mat Weekend
- Intermediate Mat Test during Intermediate Mat Weekend
- 200 Hour Test: Beginner System
- 400 Hour Test: Intermediate System
- 500 Hour Test: Advanced System
- 600 Hour Test: Teach a Multi-Level Apparatus Class

Upon completion of the Program, student receives a certificate of completion. Completion of the Comprehensive Pilates program does not guarantee employment or certification.

## Costs

Early Bird Discount: \$5000

Regular Price: \$4500

Includes all of the following:

- Application Fee
- Enrollment Fee
- Tuition
- Manuals & Videos
- Prerequisites (Beginner Mat, Anatomy Workshop, 10 FREE Pilates Mat classes, 1 FREE Month of Mat/Apparatus classes)
- Comprehensive Training Program

Note:

After they do their free month, the prices are \$70/private, \$35/semi, \$20/apparatus class, \$16/mat class.

There is no fee to observe or practice at the studio.

Students should budget a minimum of \$400 for extra classes during the course of the Comprehensive program.

## Admission requirements

Prospective students must meet the following criteria:

- Age limit: Must be 16 years or older to participate.
- Level of education: Recommended high school diploma.
- Have no injuries that would prevent performance of challenging exercises during the course of the program.
- 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.
- Level of proficiency in the Pilates method:
  - a. Beginner Mat Pre-requisite: 10 Classical Pilates Mat Classes.
  - b. Intermediate Mat Pre-requisite: Beginner Mat Training.
  - c. Advanced Mat Pre-requisite: Beginner & Intermediate Mat Training.
  - d. Comprehensive: Beginner Mat Training & at least 20 sessions of Classical Pilates apparatus sessions.

## Enrollment procedures

**The enrollment process includes:**

- Submission of an application
- Payment of fees
- Signing of online contract
- Review of school catalog
- Review of policies and procedures
- Completion of enrollment agreement

**Enrollment model:**

- Enrollment calendar
- Late enrollment policy

Prospective students enroll based upon the enrollment calendar. Late enrollments will be accepted only one week into the course, depending on length of the course, but will require a private review of material that was missed.

## Attendance requirements

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 85% is required. Instructors may request a student to withdraw from a course or program if absences or tardiness exceed 70%.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal. Any students that withdraw may rejoin any Classical Pilates Education course in the future at no additional charge.

All students must finish their final 600 hour test out within one year of the start of the Comprehensive Program to avoid a late testout fee of \$50. Exceptions may be allowed if there are extenuating circumstances such as injury, illness, or move.

## Leave of absence

Students who are not able to continue the program may take a leave of absence.

- Personal or family circumstances: must submit a written request to the Program Director
- Medical: must submit a note from a doctor to the Program Director
- Length: 1 year maximum
- Pregnancy: leave of absence policy

Students who interrupt their registration because of personal or family circumstances, injuries or illness, but plan to return may take a leave of absence. Failure to attend class is not equivalent to a leave of absence and students will not receive an adjustment of charges unless a formal leave of absence is filed and approved.

If a student needs to withdraw from training for a short period of time (1– 6 weeks) we ask that the student provides a letter, personally or from a doctor, explaining the circumstances. If the student paid the program in full, the school will retain all payments and allow the student to start with the next training course. If the student is on an installment plan, (s)he will continue to pay the remaining payments. on the balance of the first attempted course. Leave of absences that are longer than 6 weeks will be treated as a drop. The refund will be determined by the refund policy and will include all payments made in advance for any future training. There will be no additional fee to rejoin a future program.

## Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members as well as school's property, assets and traditions. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school. As Pilates engages touch for cueing and adjustment purposes, the program will require some level of touch, although sensitivity will be respected.

## 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 Program Director 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. If a student is dismissed, the refund policy will be applied. The school keeps progress records and will be furnished to the students upon request.

## Educational services

Classical Pilates Education will recommend books and online resources to students in the program. All students will have free access to Classical Pilates Education videos that accompany each manual.

## **Grading system**

All written quizzes and test-outs will be graded by Pass/Fail. Evaluations of test outs will be done either verbally with the Teacher Trainer and/or by email within 24 hours of the test out. Test outs are scheduled by the Teacher Trainer and the student based upon the student's progress and readiness.

## **Progress policy**

The school implements methods to monitor student's progress:

- Monthly check of student log
- Monthly check in with mentor

Each student is assigned a mentor. There are monthly check-ins between the mentor and the student during the program to make ensure that the student makes satisfactory progress and is on track with hours. The Teacher Trainer monitors the student's overall progress. Unsatisfactory progress will be grounds for dismissal.

## **Academic probation**

Students who have frequent absences and show no commitment to the program will be placed on probation for 30 days. During the probation period, students show increased participation and commitment. The student may be terminated if progress is not deemed satisfactory at the end of the probationary period. Termination shall be at the Teacher Trainer's discretion. The Teacher Trainer has final authority and shall notify the student of the final decision.

## **Transfer of credits**

### **School's policy on transferring credits from another school**

Credits from another institution will be evaluated on a case-by-case basis. Transfer of credits from other institutions requires a review fee of \$150 if a transcript is available. In the absence of a written transcript, test-out options will be considered and fees related to the process will be charged by subject matter. Each level of mat, reformer, trapeze table of any other equipment will incur a \$300 fee per assessment.

## **Refund policy**

Cancellation and Refund Policy:

Students not accepted to the school are entitled to all moneys paid, except for the \$100 application fee. Student who cancel their contract by notifying the school within 3 business days are entitled to a full refund of all tuition and fees paid, except for the application fee. Students who withdraw after the program begins must continue the agreed upon payment plan. There is an option to withdraw from the program and rejoin a future course with no penalty or expiration, however the payments must continue.

## Student grievance procedure

The School recognizes a student's right to have grievances and to file complaints. The School is committed to addressing complaints and grievances effectively and fairly. This policy provides a procedure for documenting grievances and complaints related to issues both academic and non-academic, as well as complaints of unlawful discrimination and unfair treatment.

The School aims to address complaints and grievances through a fair and impartial resolution process that is carried out with transparency, that is accessible and available to all students and that respects the privacy of all parties involved. A student may file a complaint or grievance without fear of reprisals.

### Procedure:

Any student with a complaint or a grievance should take the following actions:

- Contact the person with whom they have the grievance and attempt to resolve the issue informally.
- If this is not a reasonable option, or if such an option does not remedy the situation, students should speak with the Teacher Trainer or Director.
- If the matter is still not resolved, students may appeal in writing to [PSAP@pilatesmethodalliance.org](mailto:PSAP@pilatesmethodalliance.org)
- Attempting to resolve any issue with the school first is strongly encouraged. Student complaints may be brought to the attention of the Pilates School Approval Program. Contact: [PSAP@pilatesmethodalliance.org](mailto:PSAP@pilatesmethodalliance.org)

## Sexual harassment procedure

### Definition:

Sexual Harassment is defined as unwelcomed verbal, visual, or physical conduct of a sexual nature that is severe or pervasive and affects learning conditions or creates a hostile environment.

### Examples:

- Verbal or Written - Comments about clothing, personal behavior, or a person's body; sexual or sex based jokes; requesting sexual favors or repeatedly asking a person out; sexual innuendoes; telling rumors about a person's personal or sexual life; threatening a person.
- Physical - Assault; impeding or blocking movement; inappropriate touching of a person or a person's clothing; kissing, hugging, patting, stroking.
- Non-verbal - Looking up and down a person's body; derogatory gestures or facial expressions of a sexual nature; following a person.
- Visual - Posters, drawings, pictures, screensavers or emails of a sexual nature.



**Procedure:**

Any student who feels s/he has been subject to sexual harassment should take the following actions:

- Speak directly to the source of the discrimination.
- If this is not a reasonable option, or if such an option does not remedy the situation, speak with the immediate supervisor.
- If this is not a reasonable option, or if such an option does not remedy the situation, speak with the Director.
- If this is not a reasonable option, or if such an option does not remedy the situation, document all relevant facts and send documentation to:  
[PSAP@pilatesmethodalliance.org](mailto:PSAP@pilatesmethodalliance.org)

## Access to student files

**Student files content**

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

Students may review their complete file during studio hours by requesting an appointment with the Teacher Trainer.

## Satisfactory completion

A student who satisfactorily completes training at Classical Pilates Education will be awarded a certificate of completion (diploma) by email within 1 week of test-out. Employment, occupational advancement, and/or certification are not guaranteed upon completion of the program. The term “certification” addresses the misuse of this term in the Pilates industry. Certification, as a norm in the US, is administered by a third-party and not related to training.

- Beginner/Intermediate/Advanced Mat Training Requirements:
  - a. Participation in weekend training
  - b. Positive evaluation of Mat test-out
- Comprehensive Training Requirements:
  - a. Participation in weekend trainings and meetings
  - b. Positive evaluation of all test-outs
  - c. Completion of 600 hours

## Time extension for program completion

All students must complete all Mat testouts within one month of the training. Should the student need an extension for any reason, they must submit a request via email to the Teacher Trainer.

All students must complete the 600 final test out and hours for the Comprehensive Training within one year. Should the student need an extension for any reason, they must submit a request via email to the Teacher Trainer.

## Teacher biographies

Our staff is comprised of the following team members:

- 1) The president, or Program Director, Stefanie Ellis, is responsible for the hiring and managing the Teacher Trainers, scouting new Classical Pilates Education training studios, managing the relationship with CPE Korea, setting the CPE training and continuing ed calendar, billing, and maintaining the database of CPE students and their certificates.
- 2) The marketing director, Melany Briceno, manages the website, email blasts, video/photo shoots and online video store.
- 3) The videographer and graphic designer, Chase Brown, updates the manuals, films all online videos, and creates graphics for CPE flyers and advertising.
- 4) The bookkeeper, Dan Young, manages finances. Scott Berger of Kauffman Rossin is the accountant. Seth Ellis is the company's legal counsel.
- 5) The Social Media Director is Brooke Botko. She manages promotions on facebook and Instagram.
- 6) The administrative manager is Amanda King. She runs the Virtual programming and handles any technical issues on that end.
- 7) The Classical Pilates Teacher Trainers run the Teacher Training programs (trainings, meetings, test-outs, reviews). Tanya Failla Clark is the Lead Teacher Trainer who works directly with the Program Director, Stefanie Ellis, on program changes, continuing ed content, and overall company direction.

Tanya Failla Clark is a graduate of Florida State University with a degree in theater. Tanya discovered Pilates as a freshman in college. With a dance and theater background, Pilates offers Tanya a mind/body outlet. As a Teacher Trainer, Tanya relishes being part of the new teacher's journey and learning process. Tanya is trained by Power Pilates, Classical Pilates Education and Xtend Barre. Tanya teaches at Vault Fitness and has been a Teacher Trainer for Classical Pilates Education since 2013.

Allison Buckenheimer graduated from Florida State University in 2008 with a bachelor's degree in fashion merchandising. Allison was drawn to Pilates as a dancer, but it was after her dance career that she truly appreciated the benefits of the method. Allison left a career in the fashion industry to pursue her love of teaching Pilates. Alison holds a diploma from Power Pilates, Xtend Barre, TRX and Real Ryder. Allison became a Teacher Trainer for Classical Pilates Education in 2013 and lives and teaches in Tallahassee.

Sarah Michelle Lovern's physical journey began at a young age as a professional dancer, which in time led to the healing modalities of Pilates and Yoga. After suffering from an ankle injury as a Miami Heat dancer, Sarah became a consistent Pilates enthusiast. As a true believer in the method, Sarah pursued the YogaFit certification followed by the Classical Pilates Education Teacher Training program and Vault Barre Teacher Training Program. Several years later, Sarah became a Classical Pilates Education and Vault Barre Teacher Trainer and enjoys sharing her knowledge with aspiring teachers.

Lauren Small graduated from the University of Florida with a BFA in Dance in 1998, where she helped to build the dance major program. Immediately after college, Lauren began her professional dance career with the Radio City Rockettes. During her career as a Rockette, she sustained an injury which led her to Pilates. After falling in love with the method, she transitioned to a career in Pilates. Lauren has a classical certification from Performing Arts Physical Therapy and the Pilates Studio of LA in 2001. She holds a contemporary diploma from All American Pilates, is certified in Xtend Barre and TRX. Lauren became a Teacher Trainer for Classical Pilates Education in 2013.

Stefanie Ellis graduated from Emory University in 1997 and Harvard Graduate School of Arts & Sciences in 1999. Her business background led her to work in Tokyo and New York before she decided to change her lifestyle and transition to a career in fitness. Initially trained by All American Pilates and Power Pilates, Stefanie created Classical Pilates Education in 2013 to continue the legacy of Joseph Pilates original method. Stefanie owns Vault Fitness Boca and WPB.

## **Facilities**

Classical Pilates Education programs are held at Vault Fitness Boca Raton. Vault Fitness Boca Raton is a 5000 square foot space. Within the space is a retail/reception area, yoga room which is also used for Pilates mat or chair classes, a ballet barre room for group exercise, a room for tower classes with 6 towers, and the main pilates room which has 8 reformers, 6 chairs, 1 high chair, 2 Trapeze Table, 1 barrel, 2 spine correctors, 1 small barrel, 6 Pilates arcs, foam rollers, magic circles, and pedipul. The studio address is 9930 Clint Moore Rd in Boca Raton, FL.

Legal holidays are observed by the school. Beginning & ending date of each evaluation period are stated at the beginning of each program. The school is open 7 days a week and students are given their own keys to allow for self guided practice.

- Vault Fitness Boca Raton is a 5000 square foot space. Within the space is a retail/reception area, yoga room which is also used for Pilates mat or chair classes, a ballet barre room for group exercise, a room for tower classes with 6 towers, and the main pilates room which has 8 reformers, 6 chairs, 1 high chair, 2 cadillacs, 1 barrel, 2 spine correctors, 1 small barrel, 6 pilates arcs, foam rollers, magic circles, and pedipul. The studio address is 9930 Clint Moore Rd in Boca Raton, FL.
- Vault Fitness WPB is a 2000 square foot space with 3 rooms: a retail/reception room, a ballet barre room which is used for Pilates Mat and chair classes, and a pilates room with 4 reformers, 1 cadillac, 4 towers, 4 chairs, 1 barrel, 1 pedipul, 1 spine corrector, 1 small barrel, magic circles, foam rollers and arcs. The studio address is 3030 S. Dixie Highway in West Palm Beach, FL.
- OptimalFit Pilates Studio is a 1,300 square foot space with 3 rooms: Pilates studio, Sauna room and small Barre studio. Pilates equipment located in the main Pilates room consists of 1 Cadillac, 2 convertibles (Reformer/tower), 3 Reformers, 1 Electric chair, 1 Barrel, 1 Pedipul, 3 towers, 3 small barrels, 1 spine corrector, 9 arcs, 5 Wunda chairs. The studio address is: 10887 NW 17th street, unit 209, Miami, FL 33172
- Pilates Pavilion opened in 2006 and is located in Tallahassee, FL. The 2000 square foot, fully equipped studio offers the following Balanced Body equipment: five reformers, eight towers, five wunda chairs, one hi/low combo chair, one ladder barrel, one cadillac, two spine correctors, one pedipul, six small barrels and many props (magic circles, mini balls, physio balls, weights, foam rollers, etc).The studio includes a separate, 600 sf barre/yoga/trx room. The address is 1451 Market Street Tallahassee, FL 32312.
- Willow Pilates, located in the Green Hills area of Nashville, offers private and semi-private Pilates sessions, Gyrotonic, and Power Plate instruction, as well as a host of core fitness classes including Tower Pilates mat classes, Pilates reformer classes, Pilates Medley, Barre classes, Yoga Pilates classes, TRX Core classes, interval training, and dance/fusion classes. With more than 3,000 square feet of bright, open, airy space, Willow Studio is a fully equipped studio that includes quality equipment from Gratz, Willow has 5 reformers, 14 Tower mats, 2 Cadillacs, 2 wunda chairs, 2 high chairs, 2 ladder barrels, 2 pedipuls, 3 spine correctors, 2 small barrels, 1 Gyrotonic, 1 Power Plate, multiple foam rollers and magic circles. Willow's address is 2203 Bandywood Dr. Nashville TN 37215
- The Vitality Method Studio is a 3200 square foot space; 2000 square feet is a dedicated classical Pilates studio and 1200 square feet is a Super Slow and tactical personal training studio. There is a small area with Redcord and an Infrared sauna. The Pilates area is equipped with: 6 classical reformers, 3 classical Cadillacs, 6 wall units with raised mats, 2 ped-o-puls, 2 arm chairs 5 spine correctors, 2 small barrels, 2 ladder barrels, 2 high chairs, 3 classical wunda chairs, 1 guillotine tower, magic circles, 3 neck stretchers, 3 airplane boards, 5 toe correctors, 3 breath-a-cizers, 1 foot corrector, 1 finger exerciser, 3 pairs of weighted shoes, 3 weighted bean bags, 1 pair Push up devices, 1 Swedish bar wall unit, light hand weights, 3 2x4 foot exercisers. The Studio address is: 2590 Peachtree Industrial Blvd Suite D, Duluth, GA 30097
- Pilates of Kansas City is a 2000 square foot space with two rooms: a Tower room with 7 towers used for tower classes, as well as barre, TRX, and mat classes and a Reformer room with 7 reformers, 1 cadillac, 7 chairs, 1 barrel, 1 pedipul, 1 spine corrector, 1 small barrel, 1 high chair, 1 arm chair, 1 guillotine, and all small apparatus like the toe corrector and neck stretcher. The studio address is 7656 State Line Road, Praire Village, KS 66208.