



ART & SCIENCE OF CONTROLGY
PILATES CERTIFICATION PROGRAM
 Dedicated to a Tradition of Teaching and Movement

The Art and Science of Controlgy Pilates Certification Program (ASCPCP)

Full Certification

Mat Certification

Enrollment Form

Name _____ Date of Birth _____

Address _____

Address 2 _____

Phone (day) _____ (evening) _____

Cell _____ Email _____

Pilates Experience:

Instructor's Name _____

Studio Name _____

Studio Phone _____ Number of sessions (or years of Pilates practice) _____

Please detail Pilates experience:

Additional fitness and movement activity:



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Medical History:

Physical limitations, including pre-existing conditions, prior injuries and/or surgeries:

Medications:

Emergency Contact:

Name _____

Relationship _____ Phone _____ Cell _____

Tuition deposit

Check # _____ Credit Card # _____ Visa ___ MC ___ AMEX ___

Name on Card _____ Expiration _____ Code _____

Billing Address:

Payment Schedule: _____

If the apprentice is expelled from the program for disciplinary reasons and/or chooses to withdraw for any other reason, The Art of Control reserves the right to have the full balance of the Certification program paid by the apprentice within ten (10) days of withdrawal/expulsion.

Apprentice signature _____ **Date** _____



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The requirements and conditions for participating in the ASCPCP are set forth below

1. By signing this agreement, the Apprentice acknowledges that he/she has read and understands all of the requirements and conditions, and agrees to the following terms:

Initial _____

2. Read and sign "2016-01-05 ASC/AOC Confidentiality, Non-Solicitation & Non-Compete Agreement"

Initial _____

3. The Apprentice represents that he/she is in excellent mental and physical health prior to entering the ASCPCP, and agrees to participate in the ASCPCP at his/her own risk (Note: A Doctor's note allowing participation in the ASCPCP is required if any physical limitations were noted in the Medical History Section of this form. If no Doctor's note is given, then the Apprentice acknowledges that they are fully able to participate in the program and will not hold The Art of Control, Inc., its agents and/or employees liable for any injury arising from the program.)
4. The Art of Control, Inc. reserves the right to terminate any Apprentice from the ASCPCP for misconduct or other unprofessional behavior, included but not limited to, violent or aggressive behavior, harassment including sexual harassment or misconduct, physical or verbal abuse (including discrimination based on race, religion, sexual identity or sexual preference), alcohol or drug use, theft, or other property damage.
5. No refund of money paid or waiver of unpaid tuition will be given for incomplete participation (whether it is voluntary withdrawal or mandatory expulsion). An Apprentice may request a temporary leave of absence due to medical or personal reasons. Permission may be granted at the discretion of The Art of Control, Inc., or its designee.
6. Apprentices are prohibited from teaching Pilates outside of The Art of Control Studio (and/or Ambassador Studios, with express permission by The Art of Control, Inc., its agents and/or employees) until they have completed the ASCPCP and have acquired their Certificate of Certification. Any violation of this policy will result in expulsion from the ASCPCP.



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7. Apprentice logs must be kept by the Apprentice and signed by The Art of Control, Inc., or its designee, on a timely basis. Copies of apprentice logs must be kept on file at the Art of Control.
8. Apprentices must present their completed hour logs and pass all tests before proceeding to the next Module level.
9. Modifications and exceptions to the ASCPCP may be made at the sole discretion of The Art of Control, Inc., or its designee.
10. Cancellation policy: if the Apprentice pays a deposit and/or tuition, and cancels 30 or more days prior to the program start date, the Apprentice will be entitled to a full refund of the monies paid, less a \$100 processing fee.
11. The Art of Control, Inc. reserves the right to cancel the ASCPCP if enrollment is fewer than four Apprentices.

I _____ acknowledge receipt and agree with the above terms, and agree to abide by the requirements and conditions of the Art of Control, Inc. and the ASCPCP.

Apprentice signature _____ **Date** _____



The Art of Control Teacher Studio Policies

1. Please arrive at least 10 minutes before your appointment to sign in and warm up.
2. All sessions are 50 minutes long – But if a session starts late, remember to end it on time.
3. The studio maintains a 24-hour cancellation policy. Clients are expected to notify the studio of changes 24 hours prior to their scheduled session to avoid charge.
4. Please be aware of all sessions taking place and coordinate equipment use with other instructors.
5. Be mindful of voice volume and reflect a professional demeanor.
6. Review existing client card and update information as needed. Note introduction of new exercises and changes in injury and/or health status.
7. For new clients, fill out registration form. Be sure to note injuries, physical limitations and any previous Pilates experience.
8. Equipment should be left clean, neat and ready for the next client's use.
9. Neat, appropriate fitness attire is required. Please remove street shoes and jewelry.
10. Cell phones must be kept silent and are not to be used in the studio. Messages and/or calls may be made discreetly in the hall or elsewhere in the building.
11. Please no photographing or videotaping in the Studio
12. Notify the studio as soon as possible regarding illness, late arrival and/or needed time off. Instructors are expected to secure a replacement teacher whenever possible.
13. Encourage clients to book their next appointment before leaving, or to use MindBody.com to secure their preferred sessions.
14. Always make the client your first priority while they are in session. Keep focus so as to maximize the client's time and energy for best effect.

Apprentice signature _____ **Date** _____