

Pilates Method Alliance



Certified Pilates Teacher™

Candidate Handbook and Application for the PMA-Pilates Certification Exam™



A. INTRODUCTION

The Pilates Method Alliance (PMA) is a not-for-profit professional association dedicated to the teachings of Joseph H. and Clara Pilates. The PMA's mission is to protect the public by establishing certification and continuing education standards for Pilates professionals.

'Certification' as defined by NOCA (National Organization for Competency Assurance) is 'a voluntary process by which individuals are assessed against predetermined standards for knowledge, skills, and competencies and granted a time-limited credential. The primary purpose of certification is assessment, and the assessment process is independent of a specific course of study or any education, course, or curriculum provider.'

Certified Pilates Teacher Definition

The PMA-Certified Pilates Teacher™ creates and implements safe and effective individualized programs for apparently healthy clients to improve health and fitness through exercise and physical activity. The goal of a PMA-Certified Pilates Teacher™ is to impart the knowledge, skill, and confidence for clients to exercise for a lifetime. By awarding the title of PMA-Certified Pilates Teacher™, PMA is formally recognizing the Pilates teacher who has provided evidence that he or she meets accepted professional standards.

To achieve certification in the field of Pilates instruction, candidates must pass a 150-item multiple-choice examination. The examination is computer-based and offered on-demand following application approval. The examination is also offered in a paper and pencil format at the PMA's annual educational conference and at other sites to be scheduled by the PMA.

The PMA-Certified Pilates Teacher™ (PMA-CPT™) examination has been designed to measure skill and knowledge at the level of completion of a comprehensive Pilates teacher training program comprising a minimum of 450 hours of lecture, observation, personal Pilates practice, apprenticeship, supervised student teaching, covering Pilates exercise repertoire in Mat, Reformer, Trapeze Table, Barrel, Chair, and Ped-O-Pull.

B. ELIGIBILITY

The eligibility requirements to sit for the exam are:

Age

Candidates must be at least 18 years of age.

Compliance with ONE (1) of the following two eligibility options:

1. 450 documented hours of training in a Pilates teacher training program. Please fill out Form A at the back of this Candidate Handbook and return it with your application. If you have completed your training requirement through more than one teacher training program, a separate Form A must be submitted for each training provider.

OR

2. 720 hours of employment as a Pilates teacher within the last 12-month period. Please fill out Form B at the back of this Candidate Handbook and return it with your application. You may not verify your own employment.

C. APPLICATION FEES

The fee is \$295. Current PMA members are eligible for a 15% discount. Payments can be made via Visa, MasterCard, money order, cashier's check, or personal check. The fee must be paid in U.S. Dollars. Please make all checks payable to 'Castle Worldwide, Inc.' The application fee is non-refundable.

All fees are subject to change. If such a change occurs before the reprinting of this Candidate Handbook, a notice of the change will be attached to the application. Be aware of the importance of any notices inserted.

D. APPLICATION SUBMISSION

Applications can be downloaded from Castle's website www.castleworldwide.com/pma or from the PMA's website www.pilatesmethodalliance.org.

Send all materials to the following address:

Castle Worldwide, Inc.

**Attention: PMA-Pilates Certification Examination
P.O. Box 570, Morrisville, NC 27560 USA**

Telephone: +1 919.572.6880

Facsimile: +1 919.361.2426

E. APPLICATION PROCESS

The application steps include:

1. Review the Candidate Handbook prior to completing the application. Failure to follow the instructions can lead to the denial of an application. For questions regarding the application process, please contact Amy Bloom Havlin at the Pilates Method Alliance (Phone: +1 305.573.4946 x205 or E-mail: amybh@pilatesmethodalliance.org).
2. Review the eligibility requirements. DO NOT submit an application before satisfying all eligibility requirements. Documentation of eligibility must be provided with the candidate's application. Major delays are often caused by incomplete applications. Applications still incomplete after 90 days from the date of submission will require a \$75 fee to reactivate.
3. Complete and mail the application and application fee. An original signature must be on the application. Candidates are expected to provide truthful and complete information.

Please include maiden names if they are needed to confirm experience or training requirements. Provide complete information including all ZIP/Postal Codes, telephone numbers, and e-mail addresses in order to expedite processing.

4. Allow sufficient time for application review. Candidates are encouraged to submit applications and supplemental materials as early as possible to allow for any unanticipated delays. **Castle will confirm a candidate's eligibility and will process the application within 10 business days.**

In order to receive important electronic correspondence regarding certification, please ensure that your e-mail program will accept e-mails from ibt@castleworldwide.com and pma@castleworldwide.com.

5. Schedule a testing session. Upon approval of the application, Castle will send notification of eligibility to sit for the examination and will provide a username, password, and directions on how to schedule a testing session. Castle will do its best to accommodate the requested test site and date. These are filled on a first-come, first-served basis, based on test center availability. Although this system may not in every case be able to accommodate the desired date and time, it is a great improvement over the more traditional approach of holding an examination at limited sites on only a few occasions each year.

Candidates must register for testing within 90 days of receiving their eligibility notice. Please note that the actual testing date does not have to fall within this 90-day period. If the candidate does not register for testing within 90 days of receiving an eligibility notice, his or her username and password will expire. For a fee of \$50, candidates will have 90 additional days to register for the examination. Beyond that, candidates forfeit the application and all fees paid and must reapply to take the examination, including paying the application fee again.

Scheduling outside of the US and Canada for Internet Based Testing (IBT)

When you receive your Notice to Schedule (NTS) via e-mail from Castle, you will have the option of taking the IBT examination outside of the US and Canada. Please note that there is an additional \$200 international scheduling fee that you will pay when you submit your scheduling request.

1. Log into the scheduling system from the Web link included in your NTS.
2. View the list of international sites/dates that are already available.
 - a. If one of these options is acceptable to you:
 - Select that option.
 - Pay the international scheduling fee of \$200 US dollars by credit card (MasterCard or Visa). Your payment will be processed immediately.
 - You will receive your confirmation by e-mail within 24 hours.
 - b. If none of the available options are acceptable to you:
 - You will see a statement that says, "Note: If you desire to test at a site outside of the US or Canada and there are no sites listed on this page that are convenient to you, you may try using the extended list by clicking here."
 - When you click "here," you will be able to submit up to three requests for sites and dates. Please list sites in order of preference.

- Pay the international scheduling fee of \$200 US dollars by credit card (MasterCard or Visa). Your payment will NOT be charged until your testing appointment is confirmed. Your funds for the amount due will be placed on hold until the testing appointment is confirmed, but no longer than 30 days.
- Within five (5) business days, Castle will issue a confirmation notice for one of the requested sites/dates, if it is available.
- If none of the requested sites/dates are available, Castle will offer an alternate site/date for your approval. Upon approval, Castle will issue a confirmation notice to you.

Please note: Castle cannot guarantee the availability of testing sessions at specific international locations, and the international testing locations are subject to change. Castle will make every effort to accommodate your request wherever possible.

6. Sit for the examination. The examination consists of 150 multiple-choice questions. Candidates will be given three (3) hours to complete the examination. At most computer-based testing locations, morning examinations begin at 9:00 a.m. and afternoon examinations begin at 1:00 p.m.

Candidates will be notified of the exact test location, date, and time. Please plan to arrive at the testing center at least 15 minutes prior to the start of the testing session. Those who arrive late for your testing session may not be permitted to test.

Candidates must bring photo identification with signature to the examination site. Acceptable forms of identification include driver's licenses, passports, and government-issued identification cards. Unacceptable forms of identification include gym memberships, warehouse memberships, school identification cards, credit cards, and identification with signature only (no photo).

7. Wait for the examination results. **Examination results will be mailed within six weeks the testing session.** Examination results will be released only in writing by mail, not by telephone or fax.

F • ADDITIONAL APPLICATION INFORMATION

Personal Information

Please complete all sections of the application that pertain to personal information. This information is needed in order to facilitate communication with candidates. **During the application and certification process, it is the candidates responsibility to keep Castle informed of current addresses so that they will continue to receive certification updates and renewal notices.**

Candidate Data

The PMA-Certified Pilates Teacher™ credential is held by Pilates practitioners around the world. In order for the PMA-CPT™ database to accurately and efficiently reflect the locations and

contact details of its certificants for the benefit of the public, the PMA has adopted a range of naming conventions.

Countries

- US shall be used, not USA, U.S., U.S.A., or United States.
- All country names shall be written in English. For example, Italy, not Italia; and Germany, not Deutschland; and so forth.
- The initials UK shall be used to signify the country of candidates living in England, Wales, Scotland, and Northern Ireland. For example, London, UK; Cardiff, UK; Edinburgh, UK; Belfast, UK. UK shall be used, not U.K., United Kingdom, GB, or Great Britain.
- Ireland shall be used, not the Republic of Ireland or Eire.
- Puerto Rico should be written into the country field.

Telephone Numbers

- Telephone numbers must always include a country code and city code if outside the US. For example for the UK, +44 20 1234 5678. For France, +33 4 12 34 56 78.
- Do not include an international access code, 011, or 001, before the country and city codes.

Reasonable Accommodations

Reasonable accommodations provide candidates with disabilities a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions being measured by the examination. Reasonable accommodations are decided upon based on the individual's specific request, disability, documentation submitted, and appropriateness of the request. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination.

Reasonable accommodations generally are provided for candidates who have a physical or mental impairment that substantially limits that person in one or more major life activities (e.g., walking, talking, hearing, performing manual tasks); have a record of such physical or mental impairment; or are regarded as having a physical or mental impairment.

To apply for reasonable accommodations, the candidate must submit documentation provided by an appropriate licensed professional on the professional's letterhead. The documentation must include a diagnosis of the disability and specific recommendations for accommodations.

G. CERTIFICATION REVOCATION/ APPLICATION REFUSAL

Applications for the PMA-CPT™ examination may be refused or PMA-CPT™ certification may be revoked for any of the following reasons:

- * Incomplete applications
- * Failure to meet eligibility requirements
- * Falsification and/or misrepresentation of credentials of application data
- * Adjudicated penalty for violation of the PMA Code of Ethics.

If a certificant is notified of revocation, he or she will also be notified of the available appeal process.

H. EXAMINATION INFORMATION

Examination Development

PMA contracted with Castle to develop the certification examination. Castle is a full-service testing company providing licensure, certification, and specialty examinations, including practical and simulation tests, for associations, state boards, government agencies, and corporations.

The development of a valid examination for the PMA certification process began with a clear and concise definition of the knowledge, skills, and abilities needed for competent job performance. Using interviews, surveys, observation, and group discussions, Castle worked with Pilates teachers to delineate critical job components. The knowledge and skill bases for the questions on the multiple-choice examination were derived from the actual practice of the Pilates teachers as outlined in the 2005 PMA Role Delineation Study.

Examination Content

The certification examination consists of 150 multiple-choice questions. Candidates will be given three (3) hours to complete the examination. Three major performance domains account for the examination's content. These three domains, as well as the task statements for each domain and the percentage of the examination which will address each domain, are listed below.

DOMAIN I: Assessment and Evaluation (13%)

Task 1: Obtain information as it pertains to client's medical, health history, and current fitness level using questionnaires, interviews, and other available records in order to evaluate the client and to design a safe Pilates program.

Task 2: Identify risk factors and co-morbidities (e.g., medications, surgeries, injuries, systemic illness, physical disabilities, psychological disabilities) by review of information gathered that might preclude or limit participation in a Pilates program without a medical release.

Task 3: Discuss, determine, align, and prioritize goals by evaluating subjective and objective information to facilitate the greatest opportunity for improvement in the client's program.

Task 4: Identify needs, imbalances, and symmetries as they pertain to client's posture, movement, balance, and coordination using observation and movement assessment tools to ascertain an appropriate Pilates program.

Task 5: Identify information that pertains to the special conditions of a client with a medical release in order to apply appropriate modifications to the program design.

DOMAIN II: Teaching (65%)

Task 1: Develop and design a client's program incorporating Pilates methodologies (e.g., repertoire, philosophy) and information gathered during the assessment to ensure a successful movement experience.

Task 2: Apply knowledge in basic movement science (e.g., functional anatomy, physiology, biomechanics, kinesiology, motor learning) to assessment, design, implementation, progression and modification of Pilates program to optimize Pilates benefits for clients.

Task 3: Use basic teaching skills (e.g., verbal and tactile cuing, imagery, pacing, multitasking, spotting, demonstration) to educate clients in correct movement technique as it pertains to the Pilates method.

Task 4: Employ comprehensive Pilates syllabus and philosophy in the client's program to provide a healthy and safe movement experience in the Pilates environment (i.e., Reformer, Trapeze Table, Chairs, Barrels, Ped-O-Pull, Mat, Magic Circle, Tower, Foot Corrector, Toe Corrector, Finger Corrector, Pin Wheel, Head Harness, Weighted Shoe, Bean Bag).

DOMAIN III: Reassessment (22%)

Task 1: Monitor and record the client's progress using subjective and objective measures (e.g., chart, notes) to maintain awareness and documentation of client's current status and to assure program matches client's challenge point.

Task 2: Assess client's current status by gathering subjective and objective information (e.g., mobility, posture, menstruation, faint, cold sweats, chest pain, change of activity, sleep deprivation) and modify workout to accommodate any special circumstances to ensure a safe and effective movement experience or refer client to their physician or emergency services if situation warrants intervention beyond the teacher's scope of practice.

Task 3: Re-assess and re-align short and long term Pilates program goals and content, using observation and discussion to match program with client's challenge point.

Task 4: Identify habits or movement patterns that negatively impact function using observation and communication in order to redirect Pilates program with the goal of increasing awareness of healthy movement patterns.

Task 5: Evaluate and adjust client's workout environment (e.g., light source, noise level, private vs. class format, home programs) for client's optimal learning experience.

Task 6: Re-assess client's status following a hiatus from program (e.g., illness, accident, trauma, and general de-conditioning) using assessment tools for both subjective and objective measures and conduct new intake, medical release, history, and evaluation as appropriate to re-establish goals and to design Pilates program for a safe and effective movement experience.

Task 7: Re-assess client's status and progress using subjective and objective measures to redirect client towards a different learning style (e.g., group classes, private instruction, home programs) in order to foster client responsibility for personal progress and to improve the learning experience.

SAMPLE TEST QUESTIONS

The following six questions were taken from the PMA-CPT™ examination question item bank and serve as samples of the question type and question content found on the PMA-CPT™ examination. Please see section N for the answer key.

1. Before developing the Pilates method/Contrology, Joseph Pilates was a:
 - A. Dancer and director.
 - B. Stock broker and businessman.
 - C. Pugilist and acrobat.
 - D. Doctor and professor.
2. The information obtained in a postural screening includes which of the following?
 - A. Overall symmetry, height, weight, and balance
 - B. Overall symmetry, muscle development, and alignment deviations
 - C. Pelvic symmetry, muscular patterns, and movement deviations
 - D. Overall symmetry, alignment deviations, and proprioception
3. The Pilates exercises Rocking, Grasshopper, and Swimming, which are performed on the Reformer, are:
 - A. Performed holding the straps or rope handles.
 - B. Performed at the beginning of a Reformer workout.
 - C. Easily performed by participants with spinal stenosis.
 - D. Extension exercises performed on the long box.
4. The primary muscles/muscle groups that make up the core are:
 - A. Transverse abdominis, abdominal external oblique, iliocostalis, and adductors.
 - B. Hamstrings, rectus abdominis, abdominal internal oblique, and tensor fascia latae.
 - C. Diaphragm, transverse abdominis, multifidus, and pelvic floor.
 - D. Transverse abdominis, gluteus maximus, multifidus, and pelvic floor.
5. An example of assisted retraction and resisted protraction on the Pilates apparatus is:
 - A. Pulling straps on the Reformer.
 - B. Swan from floor on the Low Chair.
 - C. Swan on the Ladder Barrel.
 - D. Swan on the Low Chair.
6. Which of the following describes the muscular contraction in which the muscle shortens to produce force and accelerate movement?
 - A. Concentric
 - B. Isometric
 - C. Eccentric
 - D. Isotonic

I. FOR MORE PREPARATION

Demo Test

Castle offers a free online tutorial and demo test to familiarize candidates with the computer-based testing environment. The online demo and tutorial are accessible at any time, anywhere, through any computer with Internet access. **Candidates may access the tutorial and demo on Castle's website www.castleworldwide.com.**

Practice Test

A practice test, which simulates the actual testing experience, is available on Castle's website at www.castleworldwide.com/pma. The practice test includes 50 multiple-choice questions that reflect the content areas, level of difficulty, and format of the actual certification examination. **The practice test is accessible at any time, anywhere, through any computer with Internet access. The practice test fee is \$50 and must be paid by credit card (MasterCard or Visa).**

J. RESCHEDULING AN EXAM

Candidates must take the examination on the test date scheduled following approval of their application. If a candidate needs to reschedule their testing session, **he or she must provide a written request to Castle at least five (5) business days prior to the test date. The request may be submitted by mail, facsimile, or e-mail. A \$50 rescheduling fee will apply.**

If the candidate does not appear for the testing session and has not rescheduled at least five (5) business days prior to the scheduled test date, the testing fee will be forfeited. Candidates will be required to complete a Retake Application and pay an additional testing fee.

Exceptions to this policy will be made only for substantiated emergencies. Emergencies should be directed to amybh@pilatesmethodalliance.org and pma@castleworldwide.com. If a computer is not accessible, please call Castle directly at +1 919.572.6880.

K. EXAMINATION RULES

Castle follows industry standard testing rules as outlined below.

* No books, papers, or other reference materials may be taken into the examination room. An area will be provided for storage of such materials.

* No electronic devices, including telephones, cameras, signaling devices, pagers, alarms, and recording/playback devices of any kind may be taken into the examination room. An area will be provided for storage of such materials.

* Candidates cannot take examination materials, documents, or memoranda of any type from the testing room.

* No questions concerning the content of the examination may be asked during the examination period. Listen carefully to the directions given by the proctor.

L. EXAMINATION SCORING

Examination results will be mailed within six weeks of candidate's test date. Failing candidates will receive scores by major content area to assist them in their study efforts.

Candidates may request a detailed diagnostic report of their examination results for \$55. This detailed report provides a breakdown of scores in the major domains as well as in the individual tasks, in order to identify areas of relative strength and weakness.

Letter and Certificate

After passing the examination, candidates will receive a personalized certificate, which is suitable for framing, and a wallet card.

Examination Retakes

If a candidate fails the examination, he or she may reapply to take the examination following a 30-day waiting period from his or her last test date. Candidates must complete a Retake Application, which may be downloaded from Castle's website www.castleworldwide.com/pma. If a candidate has not successfully completed the examination after three attempts, he or she will be required to submit a new application and supporting documentation following a six-month waiting period, during which additional study and training are recommended.

M. PROFESSIONAL STANDARDS

The Pilates Method Alliance has established this statement of professional practices to inform certificants, candidates for certification, and the public of its professional standards. The Pilates Method Alliance may refuse to certify, suspend, or revoke an existing certification or otherwise take action with regard to the application or certification of an individual in the event of any of the following:

1. Ineligibility for certification or recertification.
2. Irregularity in connection with any certification exam.
3. Unauthorized possession, use, or distribution of exam score reports, trademarks, logos, written materials, answer sheets, certificates, certificant or applicant files, or other confidential or proprietary materials (registered or otherwise) of the Pilates Method Alliance or the testing body.
4. Material misrepresentation or fraud in any statement to the Pilates Method Alliance, to an employer or potential employer, or to the public, including but not limited to statements made to help the individual apply for, obtain, or retain certification.
5. Any physical, mental, or emotional condition of either temporary or permanent nature, including, but not limited to, substance abuse, which impairs or has the potential to impair competent and objective professional performance.

6. Negligent and/or intentional misconduct in professional work, including, but not limited to, physical or emotional abuse, disregard for safety, or the unauthorized release of confidential information.
7. The timely conviction, plea of guilty, or plea of nolo contendere in connection with a felony or misdemeanor that is directly related to public health and/or Pilates instruction or education and that impairs or has the potential to impair competent and objective professional performance and/or public confidence in the profession. These include, but are not limited to, rape, sexual abuse, actual or threatened use of a weapon or violence, or the prohibited sale, distribution, or possession with intent to distribute of a controlled substance.

N. SAMPLE QUESTION ANSWER KEY

Question Number	Correct Answer	Examination Content
1	C	Domain I, Task 1
2	B	Domain I, Task 1
3	D	Domain II, Task 1
4	C	Domain II, Task 1
5	D	Domain III, Task 1
6	A	Domain III, Task 1

O. APPLICATION CHECKLIST

(This checklist is for your benefit only and should not be returned.)

- I am at least 18 years of age.
- I have met one of the following education/experience requirements and have provided the necessary documentation.
- 450 documented hours of training in a Pilates teacher training program. Please fill out Form A at the back of this Candidate Handbook and return it with your application. If you have completed your training requirement through more than one teacher training program, a separate Form A must be submitted for each training provider.
 - 720 hours of employment as a Pilates teacher within the last twelve (12) month period. Please fill out Form B at the back of this Candidate Handbook and return it with your application. You may not verify your own employment.
- I have completed both sides of the paper application.
- I have enclosed payment in the amount of \$295.00 **OR** \$250.75 (for current PMA members) in US Dollars.



Pilates Teacher Certification Application

Certified Pilates Teacher™

Please complete, sign, and date the application form and mail it to Castle Worldwide, Inc. with your application fee and required documentation. Your application will not be processed until it is complete with all requested information, including copies of your education/experience documentation. Please allow 10 days for application processing. In order to receive important electronic correspondence regarding certification, please ensure that your e-mail program will accept e-mails from ibt@castleworldwide.com and pma@castleworldwide.com.

A. PERSONAL INFORMATION

To sit for the certification examination, the applicant must be at least 18 years of age.

Last Name _____ First Name _____ Middle Name _____

Maiden/Former Last Name _____ Date of Birth _____

ADDRESS FOR CORRESPONDENCE WITH CASTLE WORLDWIDE, INC.:

Address _____

Address _____

City _____ State/Province _____ ZIP/Postal Code _____ Country _____

Telephone (home) (____) (____) _____ Telephone (work) (____) (____) _____
Country City Country City

Fax (home) (____) (____) _____ Fax (work) (____) (____) _____
Country City Country City

E-mail (required) _____

B. WEBSITE LISTING INFORMATION

The PMA's website has a 'Search' function so that members of the public may locate PMA-Certified Pilates Teachers™. Please provide the information you wish to have displayed on the PMA website. If you do not wish to display all or a portion of this information, simply leave the appropriate field(s) blank. To avoid spam, e-mail addresses are not included.

City _____ State/Province _____ ZIP/Postal Code _____

Country _____ Contact Phone (____) (____) _____
Country City

C. EDUCATION/EXPERIENCE

Please mark ONE (1) of the two boxes below, and attach the relevant documentation to your application.

- 450 documented hours of training in a Pilates teacher training program.
Please fill out Form A at the back of this Candidate Handbook and return it with your application. If you have completed your training requirement through more than one teacher training program, a separate Form A must be submitted for each training provider.

OR

- 720 hours of employment as a Pilates teacher within the last twelve (12) month period.
Please fill out Form B at the back of this Candidate Handbook and return it with your application. You may not verify your own employment.

Please Complete Both Pages of the Application

D. SIGNATURE AND VERIFICATION OF INFORMATION

I understand that, in order to process my application, Castle Worldwide may verify my education and training. I agree to cooperate in such a review and will allow others to provide information regarding my abilities and experience. I hereby solemnly declare and affirm, under the penalties of perjury, that the facts and matters contained in the foregoing application are true and correct.

Signature of Candidate _____ Date _____

E. PAYMENT INFORMATION

The application fee is \$295.00. Current PMA members are eligible for a 15% discount. The application fee is non-refundable.

Please check one:

- I am a current member of PMA. I agree to pay an application fee in the amount of \$250.75. (**Membership must be current at time of application submission to qualify for discount.**)
- I am **NOT** a current member of PMA. I agree to pay an application fee in the amount of \$295.00.

Check Payment Enclosed \$ _____ (Payable to Castle Worldwide, Inc. in US Dollars)

Credit Card Payment MasterCard Visa

Authorized Name on Card _____ Fee Amount to be Paid \$ _____

Credit Card Account Number _____ Expiration Date _____

Authorized Credit Card Holder's Signature _____

Billing Address _____

City _____ State/Province _____ ZIP/Postal Code _____ Country _____

Telephone (home) (____) (____) _____ E-mail _____
Country City

F. TEST REGISTRATION

I wish to take the examination by:

- Computer (On demand, subject to test site availability)
- Paper-and-Pencil **** Applications received 21-29 days prior to the exam will require a \$50 late fee for processing. Applications received 20 days or less before the exam date will require a \$75 late fee and will be processed at Castle's discretion.**
- May 28, 2010 in Rimini, Italy. Completed applications must be received by April 28, 2010.
 - June 12, 2010 in Madrid, Spain. Completed applications must be received by May 13, 2010.
 - June 12, 2010 in Dallas Texas. Completed applications must be received by May 13, 2010.
 - June 26, 2010 in Mexico City, Mexico. Completed applications must be received by May 27, 2010.
 - September 11, 2010 in Pretoria, South Africa. Completed applications must be received by August 12, 2010.
 - November 4, 2010 *PMA 10th Annual International Educational Conference* in Long Beach, California. Completed applications must be received by October 5, 2010.

Castle receives and processes all applications. An application will not be processed until it is complete. If an application is missing pertinent information 90 days after original receipt, the application will be closed and the application fee will be forfeited. Candidates who do not complete their application within 90 days may reactivate their application by submitting a \$75 fee within 30 days of the application expiration.

You must register for testing within 90 days of receiving your eligibility notice. If you do not register for testing within 90 days, your username and password will expire and you will be charged a \$50 fee to re-activate your eligibility.

Send all materials to the following address:

Castle Worldwide, Inc.

Attention: Pilates Certification Examination

P.O. Box 570

Morrisville, NC 27560 USA

Telephone: +1 919.572.6880, Facsimile: +1 919.361.2426



FORM A
VERIFICATION OF TEACHER TRAINING

If the certification candidate elects to meet the Education/Experience requirement through training verification, then the certification candidate must provide documentation of at least 450 hours of Pilates teacher training. If the candidate completed the training requirement through more than one training program, a separate verification form must be submitted from each training provider. The candidate should complete the Personal Information section of this form, sign the release of information attestation below, and forward this form to the training provider for completion and submission to Castle.

I authorize the release of any and all pertinent information to Castle Worldwide concerning my current and/or previous training in Pilates and hereby release the training provider from all liability for any damage that may result from utilization of such information.

Candidate Signature _____ Date _____

Personal Information

Last Name _____ First Name _____ Middle Name _____

Maiden/Former Last Name _____

ADDRESS FOR CORRESPONDENCE WITH CASTLE WORLDWIDE, INC.:

Address _____

Address _____

City _____ State/Province _____ ZIP/Postal Code _____ Country _____

Telephone (home) (____) (____) _____ E-mail (required) _____
Country City

Training Provider/School _____ Number of Hours Earned _____ Dates Attended _____

Training Provider Information

The following section is to be completed by the training provider and returned to Castle Worldwide at the address shown below. Please verify the accuracy of the training information above by checking the following statement.

The above named individual earned the number of hours indicated above in Pilates teacher training through the designated training provider listed below.

Name of Training Provider/School _____ Number of Years in Business _____

Address _____

Address _____

City _____ State/Province _____ ZIP/Postal Code _____ Country _____

Telephone (____) (____) _____ E-mail _____
Country City

Training Provider/School Tax I.D. Number _____ Contact Person _____

Authorized Signature of Training Provider _____ Date _____

Please Submit the Completed Form to:

Castle Worldwide, Inc., Attention: PMA-Pilates Certification Examination, P.O. Box 570, Morrisville, NC 27560 USA
Telephone: +1 919.572.6880, Facsimile: +1 919.361.2426

FORM B

VERIFICATION OF EMPLOYMENT

If the certification candidate elects to meet the Education/Experience requirement through employment verification, then the certification candidate must provide documentation of at least 720 hours of full-time employment as a Pilates teacher/instructor within the last twelve (12) month period. If the candidate completed the employment requirement through more than one employer, a separate verification form must be submitted from each employer. The candidate should complete the Personal Information section of this form, sign the release of information attestation below, and forward this form to the employer for completion and submission to Castle. You may not verify your own employment.

I authorize the release of any and all pertinent information to Castle Worldwide concerning my current and/or previous employment as a Pilates instructor/teacher and hereby release the employer from all liability for any damage that may result from utilization of such information.

Candidate Signature _____ Date _____

Personal Information

Last Name _____ First Name _____ Middle Name _____

Maiden/Former Last Name _____

ADDRESS FOR CORRESPONDENCE WITH Castle WORLDWIDE, INC.:

Address _____

Address _____

City _____ State/Province _____ ZIP/Postal Code _____ Country _____

Telephone (home) (____) (____) _____ E-mail _____
Country City

Employer _____ Total Number of Hours as a Pilates Instructor During the Last 12 Months _____

Position Held _____

Employment Information

The following section is to be completed by the employer and returned to Castle Worldwide at the address shown below. Please verify the accuracy of the employment information provided above by checking the following statement.

The above named individual worked the number of hours indicated above as a Pilates teacher/instructor within the last twelve (12) month period.

Employer _____

Address _____

Address _____

City _____ State/Province _____ ZIP/Postal Code _____ Country _____

Supervisor's Name _____

Supervisor's Telephone (____) (____) _____ Supervisor's E-mail _____
Country City

Authorized Signature of Employer _____ Date _____

Please Submit the Completed Form to:

**Castle Worldwide, Inc., Attention: PMA-Pilates Certification Examination, P.O. Box 570, Morrisville, NC 27560 USA
Telephone: +1 919.572.6880, Facsimile: +1 919.361.2426**