

Pilates Method Alliance®

The logo for the Pilates Method Alliance (PMA) features the letters 'P', 'M', and 'A' in a large, blue, sans-serif font. The 'P' is the tallest, followed by the 'M', and the 'A' is the shortest. A small registered trademark symbol (®) is located at the bottom right of the 'A'.

*Candidate
Handbook for
Pilates
Certification
Exam™*

A. INTRODUCTION

The Pilates Method Alliance (PMA) is a non-profit 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.

To achieve certification in the field of Pilates instruction, candidates must pass a 150-item multiple-choice examination. The Certified Pilates Teacher (CPT) examination has been designed to measure skill and knowledge at the level of a person who has received comprehensive Pilates teacher training (to include 450 hours or more of lecture, self study, apprenticeship, and assistant teaching hours). While candidates are not required to have formal comprehensive teacher training, they must meet certain other eligibility requirements to sit for the examination (see section F, page 2). By awarding the title of Certified Pilates Teacher, PMA is formally recognizing the Pilates teacher who has provided evidence that he or she meets accepted professional standards.

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). The PMA-Certified Pilates Teacher is at least 18 years of age with certification in cardiopulmonary resuscitation and is knowledgeable of current exercise sciences and related fields.

B. APPLICATION DEADLINES AND EXAMINATION SCHEDULE

Applications are accepted on a continual basis. The examination is computer-based and is offered on-demand, following approval of your application.

C. APPLICATION FEES

Currently, the application fee is \$295. Payments can be made via Visa, MasterCard, money order, cashier's check, or personal check. The fee must be paid in U.S. funds. 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

Send your completed application, application fee, and supporting documentation to CASTLE Worldwide, Inc. The office receives and processes all applications. Applications can be downloaded from CASTLE's website (www.castleworldwide.com) or from Pilates' website (www.pilatesmethodalliance.org). An application will not be processed until it is complete. An application that is still missing pertinent information 90 days after it was originally received will be closed, and the application fee will be forfeited. In that circumstance, if you still wish to pursue the credential, you must update and resubmit all application materials and a new application fee.

Send all Materials to the Following Address:

CASTLE Worldwide, Inc.
Attention: Pilates Certification Examination
P.O. Box 570, Morrisville, NC 27560

Telephone: 919.572.6880
Facsimile: 919.361.2426

E. APPLICATION PROCESS

The Application Steps Include:

- 1 Review the candidate handbook prior to completing the application.** Follow the instructions given, and address any questions to CASTLE Worldwide, Inc. Failure to follow the instructions can lead to the denial of an application.
- 2 Review the eligibility requirements.** To sit for the CPT examination, an applicant must be at least 18 years of age, have current CPR certification, and have the necessary education and/or experience (meeting one of the four eligibility options: 200 hours of teacher training; 6 months full-time employment as a Pilates teacher; 3rd party certification by ACE, BOC, or NSCA; or healthcare professional licensure). See section F for further details.
DO NOT submit an application before you have satisfied all eligibility requirements. You must provide documentation of your eligibility with your application.
- 3 Complete and mail the application and application fee.** A completed application must be received at CASTLE Worldwide, Inc. before processing begins. Applications still incomplete after 90 days from the date of submission will be moved to a closed file and must be resubmitted along with the application fee.
- 4 Allow sufficient time for application review.** You are encouraged to submit your application and supplemental materials as early as possible to allow for any unanticipated delays. CASTLE Worldwide, Inc. will confirm an applicant's eligibility and will process the application within 10 business days. Major delays are often caused by incomplete applications.

5 Schedule a testing session. Upon approval of your application, CASTLE will notify you of your eligibility to sit for the examination and will provide you with a user name, password, and directions on how to schedule a testing session.

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.

6 Sit for the examination. Morning and afternoon testing sessions will be available. The examination consists of 150 multiple-choice questions. You will be given three (3) hours to complete the examination.

7 Wait for the examination results. Examination results will be mailed within six weeks of your testing session.

Examination results will be released only in writing by mail. Examination results will not be given via telephone or fax.

F. ELIGIBILITY REQUIREMENTS

To sit for the certification examination, you must meet certain requirements. Please provide all requested documentation of your eligibility with your application. Applications will not be considered complete without eligibility documentation.

Age

To sit for the examination you must be at least 18 years of age.

CPR Certification

To sit for the examination you must currently be CPR certified. Please include a copy of both sides of your CPR card with your application.

Education and/or Experience

To sit for the examination you must have education and/or experience in the field of Pilates or other current exercise sciences or related fields. You must meet one (1) of the following four eligibility options:

1 200 documented hours of training in a Pilates teacher training program. Please fill out Form A at the back of this booklet and return it with your application.

2 Six (6) months (or 720 hours) of full-time employment as a Pilates teacher within the last twelve (12) month period. Please fill out Form B at the back of this booklet and return it with your application.

3 Current licensure as a healthcare professional through an accredited program (e.g., MD, RN, LPN, DO, PT, OTR, DC). Please provide a copy of your license with your application.

4 Certification from one of the following NCCA-accredited programs:

- American Council on Exercise (ACE): GFI or PT
- Board of Certification for the Athletic Trainer (BOC): ATC
- National Strength and Conditioning Association (NSCA): CSCS or NSCA-CPT.

Please provide a copy of your certificate with your application.

G. 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 you. You should include maiden names if they are needed to confirm experience or training requirements. Provide complete information including all zip codes, telephone numbers, and e-mail addresses in order to expedite processing. During the application and certification process, it is your responsibility to keep CASTLE Worldwide, Inc. informed of current addresses so that you will continue to receive all certification updates and renewal notices.

Original Signature and Verification of Information

An original signature must be on the application. You are expected to provide truthful and complete information.

H. CERTIFICATION REVOCATION/ APPLICATION REFUSAL

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

- Incomplete applications
 - Failure to meet eligibility requirements
 - Falsification and/or misrepresentation of credentials or application data
 - Adjudicated penalty for violation of the PMA Code of Ethics.
- If you are notified of revocation, you will also be notified of the available appeal process.

I. EXAMINATION INFORMATION

Examination Development

PMA contracted with CASTLE Worldwide, Inc., to develop the certification examination. CASTLE Worldwide 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. You 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 an ascertain 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.

Demo Test

CASTLE Worldwide, Inc. 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. You may access the tutorial and demo on CASTLE Worldwide'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. The practice test includes 50 multiple-choice questions, which 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).

Sample Questions

The following six questions were taken from the CPT examination question item bank and serve as samples of the question type and question content found on the CPT examination. Please see page 6 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.

Examination Time Limits

You must take the examination on the test date scheduled following approval of your application. If you wish to reschedule your testing session, you must provide a written request to CASTLE Worldwide at least five (5) business days prior to your test date. The request may be submitted by mail, facsimile, or e-mail. A \$50 rescheduling fee will apply. If you do not appear for your testing session and you have not rescheduled at least five (5) business days prior to your test date, your testing fee will be forfeited. You 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.

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); has a record of such physical or mental impairment; or is regarded as having such a physical or mental impairment.

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.

Examination Schedule

You will have three (3) hours to complete the examination. At most testing locations, morning examinations begin at 8:30 am and afternoon examinations begin at 1:00 pm. You will be notified of the exact test location, date, and time. Please plan to arrive at the testing center at least 10 minutes prior to the start of the testing session.

If you arrive late for your testing session, you may not be permitted to test.

You 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).

Examination Rules

CASTLE Worldwide, Inc., 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.
- You cannot take examination materials, documents, or memoranda of any type from the testing room.
- The examination will be given only on the date and time noted on the examination admission ticket. If an emergency arises, and you are unable to take the examination as scheduled, you may call CASTLE Worldwide, Inc. at 919.572.6880.
- No questions concerning the content of the examination may be asked during the examination period. You should listen carefully to the directions given by the proctor.

Examination Scoring

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

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

Letter and Certificate

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

Examination Retakes

If you fail the examination, you may reapply to take the examination following a 30-day waiting period from your last test date. You must complete a Retake Application, which may be downloaded from CASTLE's website (www.castleworldwide.com). If your CPR certification has expired since your initial application, you must submit documentation of your CPR renewal with your Retake Application. If you have not successfully completed the examination after three attempts, you will be required to submit a new application and supporting documentation following a six-month waiting period, during which additional study and training is recommended.

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, access to, 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, pleas of guilty, or plea of nolo contendere in connection with a felony or misdemeanor which is directly related to public health and/or Pilates instruction or education, and which 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 of violence, or the prohibited sale, distribution, or possession with intent to distribute, of a controlled substance.

SAMPLE QUESTION ANSWER KEY

Question Number	Correct Answer	Examination Content (page 3)
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

APPLICATION REQUIREMENTS CHECKLIST

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

- I am at least 18 years of age.**
- I have provided a photocopy of both sides of my valid CPR card.**
- I have met one of the following education/experience requirements and have provided the necessary documentation.**
 - 200 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.
 - Six (6) months (or 720 hours) of full-time 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.
 - Current licensure as a healthcare professional through an accredited program (e.g., MD, RN, LPN, DO, PT, OTR, DC). Please provide a copy of your valid license with your application.
 - Certification from one of the following NCCA-accredited programs:
 - American Council on Exercise (ACE): GFI or PT
 - Board of Certification for the Athletic Trainer (BOC): ATC
 - National Strength and Conditioning Association (NSCA): CSCS or NSCA-CPTPlease provide a copy of your certificate with your application.
- I have completed both sides of the paper application.**
- I have enclosed payment in the amount of \$295.00.**

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 200 hours of Pilates teacher/instructor 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 Worldwide.

I authorize the release of any and all pertinent information to CASTLE Worldwide concerning my current and/or previous training in Pilates instruction/teaching 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 _____

Street Address (*home*) _____

City _____ State _____ Zip _____ Country _____

Telephone (*home*) _____ E-mail (*required*) _____

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 provided above and check the appropriate statement:

- The above named individual earned the number of hours indicated above in Pilates teacher/instructor training through the designated training provider.
- The above named individual is the owner/operator of the Pilates teacher/instructor training program and has been in operation for at least one (1) year.

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

Street Address _____

City _____ State _____ Zip _____ Country _____

Telephone _____ E-mail _____

Business license registration number _____ Contact Person _____

Authorized Signature of Training Provider _____ Date _____

Please Submit the Completed Form to:

CASTLE Worldwide, Inc., Attention: Pilates Certification Examination, P.O. Box 570, Morrisville, NC 27560

Telephone: 919.572.6880, Facsimile: 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 six (6) months (or 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 Worldwide.

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 _____

Street Address (*home*) _____

City _____ State _____ Zip _____ Country _____

Telephone _____ E-mail (*required*) _____

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 _____

Street Address _____

City _____ State _____ Zip _____ Country _____

Supervisor's Name _____

Supervisor's Telephone _____ Supervisor's E-mail _____

Authorized Signature of Employer _____ Date _____

Please Submit the Completed Form to:

CASTLE Worldwide, Inc., Attention: Pilates Certification Examination, P.O. Box 570, Morrisville, NC 27560

Telephone: 919.572.6880, Facsimile: 919.361.2426