



PILATES
METHOD
ALLIANCE

Candidate Application Instructions for the
PMA® Pilates Certification Exam



A. INTRODUCTION:

The PMA Certification Program is the certifying agency within the Pilates Method Alliance (PMA), a not for profit professional association, dedicated to the teachings of Joseph H. and Clara Pilates. The PMA's mission is to foster community, integrity, and respect for diversity; establish certification and continuing education standards; and promote the Pilates method of exercise.

'Certification' as defined by ICE (Institute for Credentialing Excellence) 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.'

The purpose of the PMA Certification Program is to advance the profession of comprehensive teaching of Pilates by establishing, maintaining, and promoting professional standards, and by awarding the title of PMA Certified Pilates Teacher (PMA®-CPT) to the comprehensively trained Pilates teacher who has provided evidence that he or she meets accepted professional standards.

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. Candidates are allowed three hours to complete the exam.

The examination is offered at testing centers worldwide in a computer-based format (English only). It is also offered in a paper and pencil format at events hosted education providers, large studios, conferences, or the PMA Association. Paper and pencil events are scheduled throughout the year.

The PMA Pilates Certification examination has been designed to validate the skill and knowledge of a comprehensively trained Pilates teacher.

B. ELIGIBILITY

The eligibility requirements to sit for the exam are:

- Candidates must be at least 18 years of age.
- Candidate must meet the training requirement

C. APPLICATION FEES

The fee is \$295; this fee covers application processing, exam, and the first two years of certification. Current PMA members are eligible for a 15% discount. Payments can be made using Visa, MasterCard, or American Express. The fee must be paid in U.S. Dollars. The application fee is non-refundable.

D. APPLICATION SUBMISSION

Castle receives and processes all applications. Complete applications consist of two completed documents: *Pilates teacher Application Form and Verification of Training Form*.

You must provide verification of comprehensive Pilates teacher-training proficiency using as a basis, 450 hours of training on all apparatus and all levels of mat. To provide validation, you must submit a completed Validation of Training Form. Complete the Personal Information section of this form, sign the release of information attestation, and forward the form as specified.

- If you completed your training with a single training provider, forward this form to the provider for signature.
- If you completed your training by transferring credits from one or more training courses to a final training program which has determined your comprehensive proficiency, forward this form to that final training provider for signature.

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 written request and a \$75 fee within 30 days of the application expiration. If the application is not completed during this 90-day period, the application will be closed and the candidate must re-apply and pay the application fee.

Castle will confirm a candidate's eligibility and process an application within 10 business days.

NOTE: Processing of paper and pencil applications may be delayed until minimum candidate requirements are met and event is confirmed.

Once an application is approved, Castle will send you an email with a link to provide payment using Visa, MasterCard, or American Express.

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.

The *Pilates teacher Application Form and Verification of Training Form* are available at:
www.pilatesmethodalliance.org/certificationforms

Submit completed application and verification of teacher training (after proper validation) to Castle Worldwide via email, mail or fax: Please choose only 1 method of submission.

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
Email: PMA@castleworldwide.com

For questions regarding the application process, please contact Ray Infante at the Pilates Method Alliance (Phone: +1 305.573.4946 x208 or Email: rayi@pilatesmethodalliance.org).

E. SCHEDULING IBT EXAMS

Scheduling within the US and Canada for Internet Based Testing (IBT):

- Upon approval of an application and receipt of payment, Castle will send the candidate a Notice to Schedule (NTS) via e-mail and will provide a username, password, along with directions on how to schedule a testing session. Candidates are given available locations near them, as well as dates and times. The candidate chooses the best date; this date may be chosen up to 6 months in advance.
- Candidates must schedule the exam within 90 days of receiving their eligibility notice. If candidate does not schedule the exam within 90 days of receiving the eligibility notice, the username and password will expire. Once these expire, candidate will have a 30-day grace period in which to renew the eligibility for a \$50 fee, allowing for an additional 90 days in which to schedule. If candidate does not renew within the additional 30-day grace period, candidate will forfeit all fees paid and will need to reapply.
- NOTE: The actual testing date does not have to fall within this 90-day period.

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

- The same procedure applies as in scheduling within the U.S. and Canada; Please note that there is an additional \$150 international scheduling fee that will be charged when a scheduling request is submitted.

Rescheduling an IBT Examination

- If a candidate needs to reschedule their testing session, they must log back into their Notice to Schedule and reschedule at least four (4) business days prior to the test date. A \$50 rescheduling fee will apply.

- If the candidate does not appear for the testing session and has not rescheduled at least four (4) business days prior to the scheduled test date, the testing fee will be forfeited.
- Exceptions to this policy will be made only for substantiated emergencies. Emergencies should be directed to:
 - rayi@pilatesmethodalliance.org
 - pma@castleworldwide.com
 - Castle at +1 919.572.6880

F. SCHEDULING PAPER AND PENCIL EXAMS

Upon approval of an application for a paper and pencil exam, Castle will send the candidate confirmation of eligibility to sit for the examination.

- Two weeks prior to the exam date, Castle will send candidates an Admission Notice that includes registration number, reporting date, reporting time, required items, prohibited items, exam location information, as well as directions to the examination site.
- If a candidate needs to reschedule their testing session, he or she must contact Ray Infante at rayi@pilatesmethodalliance.org at least four (4) business days prior to the test date.
- If the candidate does not appear for the testing session and has not rescheduled at least four (4) business days prior to the scheduled test date, the testing fee will be forfeited.
- If a paper and pencil exam is cancelled, applicants will be given the option to:
 - Cancel their application
 - Reschedule for a different paper and pencil exam
 - Transfer their application to IBT testing (an additional fee of \$50 will be charged, plus \$150 if site chosen is outside the U.S. and Canada).

G. TAKING THE EXAM

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).

The examination consists of 150 multiple-choice questions. Candidates will be given three (3) hours to complete the examination. Please plan to arrive at the testing center at least 30 minutes prior to the start of the testing session. Those who arrive late may not be allowed to test.

Candidates are expressly prohibited from bringing the following items to the examination room:

- Cameras, cell phones, optical readers, or other electronic devices that include the ability to photograph, photocopy or otherwise copy test materials
- Notes, books, dictionaries or language dictionaries
- Book bags, purses, handbags or luggage

- iPods, mp3 players, headphones, or pagers
- Calculators, computers, PDAs, or other electronic devices with one or more memories
- Personal writing utensils (i.e., pencils, pens, and highlighters)
- Watches
- Food and beverage
- Hats, hoods, or other headgear
- Coats and jackets (sweaters and sweatshirts without pockets or hoods are permitted)

An area will be provided for storage of such materials.

If it is determined that a candidate has brought any prohibited item to the test site, the item may be confiscated and held by the testing staff. The test administration company, the examination host, and the test administration staff will not be held liable for lost or damaged items brought to the examination site.

Candidates who choose to opt-out of the exam must surrender all testing materials to the proctor. These candidates are not permitted to re-enter the controlled testing area once they have departed. After the examination, proctors check the test booklet inventory to ascertain that all booklets for which they are responsible are present.

i. Violations of the PMA Code of Ethics:

It is illegal and unethical to recall (memorize) and share questions that are on any PMA certification exam. At exam day registration, exam candidates are required to agree to a confidentiality statement attesting to their intent to keep the contents of the exam confidential. As such, candidates may not solicit questions or discuss items that were on previous exams with other PMA Certification Examination candidates or individuals who currently (or previously) hold the certification. Recalling and sharing questions from the exam with anyone else violates the confidentiality agreement and Federal Copyright Laws. The PMA will prosecute violations of this agreement. Violation of this security agreement is also a violation of the PMA Code of Ethics, which may result in suspension or revocation of the PMA certification from those who have earned it, and suspension or denial of eligibility for future exams for candidates found to have violated their confidentiality agreement.

Test site supervisors complete a summary report following each test administration. The report describes any irregularities that arose, their resolution, and recommendations for improvements.

Cheating, disruptive behavior, and refusal to cooperate with exam proctors are violations of the PMA Code of Ethics which may result in suspension or revocation of PMA certification for those who have earned it, and suspension or denial of eligibility for future exams for candidates found to have violated their confidentiality agreement. Upon receipt of notification from Castle, the issue is forwarded to the Chair of the Commission for review. The candidate is contacted and a determination is made based on the circumstances. If a resolution is not reached, Certification Commission is engaged in making final determinations.

ii. No Shows – Paper and Pencil, and IBT:

If a cancellation or rescheduling request is made less than five (4) business days in advance of the testing appointment, the candidate will be considered a 'no show'.

If the candidate does not appear for a testing session and has not cancelled or rescheduled at least five (4) business days prior to the test date, the testing fee will be forfeited. In order to take the exam, the 'no show' candidate would then need to submit a new Candidate Application with the associated testing fee.

H. EXAM RESULTS

- Examinations are scored according to procedures accepted by the American Psychological Association, the American Educational Research Association and the National Council on Measurement in Education. The candidate's score is derived from the number of questions answered correctly and reported as a scaled score between 200 and 800 with a minimum passing score set at 500.
- Examination results for IBT testing are made available upon completion of the exam.
- Paper and pencil results will be mailed within six weeks after the testing session.
- Examination results will not be released by telephone, email or fax.
- Failing candidates will receive scores by major content area to assist them in their future study efforts. A more detailed diagnostic report of exam results is available for a fee at: <http://www.castleworldwide.com/forms>

Candidates that pass the exam will receive a personalized certificate, which is suitable for framing, and a wallet card. These will be issued the month following a completed IBT exam. Certificates for candidates that tested and passed the paper and pencil exam will be mailed within six weeks after the testing session along with their results. Within 6 weeks after passing determination, candidate information will be transferred to the PMA database at which point candidates will receive an email, directly from the PMA, including the PMA CPT certification logo, instructions on use, renewal information, a username and password. This user name and password will enable the candidate to update their information on the PMA website.

Current exam statistics may be viewed on the Certification page:
www.pilatesmethodalliance.org/examstatistics

I. APPEAL OF EXAM RESULTS

Candidates wishing to appeal their test results must submit a written request to the PMA office care of the Certification Commission Chair. This request must clearly indicate the basis for the appeal. Appeals must be received by the PMA no later than 30 days following the release of examination results.

To protect the integrity of the certification examination, exam materials are not available for review. In addition, the staff of the PMA and CASTLE will not discuss specific questions on any section of the examination.

The Certification Commission Appeals Committee will review all appeals. Candidates may be given the following options:

- For paper and pencil exams, the committee may offer a hand scoring of the answer sheet. An additional fee will apply.
- For IBT, the committee may review the candidate's responses using the exam answer key. An additional fee will apply.
- The Certification Commission Appeals Committee will inform candidates of their determination; the Certification Commission Appeals Committee's determination is final.

J. RETAKING AN EXAM

Candidates who do not pass the exam may reapply to take the examination following a 30-day waiting period from their last test date to focus, review study materials further, and prepare mentally for retesting. Candidates must complete a Retake Application (and pay the associated fee), available for download on the main certification page:

www.pilatesmethodalliance.org/retakeexam

Candidates not passing the examination after three attempts will be required to submit a new application and supporting documentation.

K. REASONABLE ACCOMODATIONS

Reasonable accommodations are provided for candidates who have any sort of impairment (e.g., walking, talking, hearing, reading, performing manual tasks etc). 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.

Reasonable accommodations are considered based on the candidate's 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.

L. CERTIFICATION APPLICATION REFUSAL

Applications for the PMA Pilates Certification Exam may be refused for any of the following reasons:

- Incomplete application
- Failure to meet eligibility requirements
- Falsification and/or misrepresentation of application data
- Violation of the PMA Code of Ethics

M. EXAM INFORMATION

The PMA exam was constructed following established norms that include the development of a "Role Delineation" that clearly establishes the role of a Pilates teacher. The Role Delineation for Pilates identifies three domains and the tasks associated with each domain. It is the percentages associated with these domains and tasks that serve as a "Blueprint" for the

exam's construction. For more information on the 2012 Role Delineation, go to:
www.pilatesmethodalliance.org/roledelineation

Domain I Assessment/ Evaluation 35.4%

- Task 1: Obtain medical, health, exercise history, and lifestyle information using questionnaires, interviews, and other records provided voluntarily by the client (e.g., medical records, former fitness records, previous Pilates programs) in order to evaluate the client and design a safe Pilates exercise program or to determine the need for a medical referral prior to commencement.
- Task 2: Identify risk factors and comorbidities (e.g., medications, surgeries, injuries, systemic illness, physical disabilities, psychological disabilities) by reviewing information gathered that might preclude or limit participation in a Pilates exercise program without a medical release.
- Task 3: Evaluate, discuss, determine, and prioritize goals with the client, based upon both subjective and objective information provided from assessment to create an effective Pilates exercise program.
- Task 4: Identify muscular imbalances and asymmetries that may affect a client's posture, movement, balance, and coordination using observation and movement assessment skills in order to develop an appropriate Pilates exercise program.
- Task 5: Identify information that pertains to the special conditions of a client with a medical release in order to develop and design an appropriate Pilates exercise program.

Domain II Teaching 46.3%

- Task 1: Develop and design a client's program incorporating Pilates methodologies (e.g., repertoire, philosophy) and movement science utilizing information gathered during the assessment to deliver a successful Pilates exercise program.
- Task 2: Implement, progress, and modify a client's program, incorporating Pilates methodologies (e.g., repertoire, philosophy) and movement science to optimize Pilates benefits for clients.
- Task 3: Use individual and/or group Pilates teaching skills (e.g., verbal and tactile cueing, imagery, pacing, spotting, demonstration) to educate clients in appropriate and efficient exercise and movement technique as it pertains to the Pilates method.
- Task 4: Employ comprehensive Pilates syllabus and philosophy to provide a healthy and safe movement session (e.g., Reformer, Trapeze Table, Chairs, Barrels, PedOPull, Mat, Magic Circle, Foot Corrector, Toe Corrector, Finger Corrector, Pin Wheel, Head Harness, Weighted Shoe, Bean Bag).
- Task 5: Record the client's ongoing progress using subjective and objective measures (e.g., chart, notes) to assure the Pilates program matches client's status.
- Task 6: Continually assess the client's current status, adjust the Pilates program using observation and communication, and modify exercises for any special circumstances.
- Task 7: Evaluate and adjust Pilates exercise environment (e.g., light source, noise level, room temperature, home programs) for client's optimal learning experience.

Domain III Reassessment 18.3%

- Task 1: Periodically reassess and realign short and long-term Pilates program goals and content, using movement assessment skills and interactive discussion to match program with client's level.

- Task 2: Reassess client's status following a hiatus from program (e.g., illness, accident, trauma, general deconditioning and/or change of teacher or studio) using movement assessment skills for both subjective and objective measures and conduct new intake, medical release, history, and evaluation as appropriate to establish current goals and to revise the program for a safe and effective Pilates exercise experience.
- Task 3: Reassess client's status and progress using subjective and objective measures to redirect client, if needed, toward a different learning environment (e.g., group classes, private instruction, home programs) in order to improve the learning experience.

N. SAMPLE TEST QUESTIONS

The following 5 questions were taken from the PMA Pilates Certification Examination question bank and serve as samples of the question type and question content found on the PMA Pilates Certification Examination. Please see section "Q" for the answer key.

1. 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
2. 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
3. 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
4. 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
5. 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

O. PRACTICE TOOLS

For candidates who have been out of school for a while, or even recent graduates who feel a need for additional preparation, several tools are recommended:

- The PMA Pilates Certification Exam Study Guide
- The PMA Pilates Certification Practice Question Booklet
- Return to Life by Joseph Pilates
- All three texts are available on Amazon (Europe included) and on the PMA online store: www.pmashop.org

An online practice test, which simulates the actual testing experience, is available on the PMA Certification webpage: www.pilatesmethodalliance.org/practiceexam

The practice test includes 60 multiple-choice questions that reflect the content areas, level of difficulty, and format of the actual certification examination. The practice test fee is \$60 and must be paid by credit card (MasterCard, Visa or American Express).

P. GROUNDS FOR DISCIPLINARY ACTION

The PMA Pilates Certification Program has established the following guidelines to inform certificants, candidates for certification, and the public of its requirement for adherence to professional standards. The PMA Pilates Certification Program 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:

- Ineligibility for certification or certification renewal.
- Irregularity in connection with any certification exam.
- 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.
- 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.
- 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.
- 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.
- 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.
- Cheating, disruptive behavior, or breach of confidentiality agreement at a testing center or paper and pencil testing event.

Q. QUESTION ANSWER KEY

Answer	Examination Content
1	B Domain I, Task 4
2	D Domain II, Task 1
3	C Domain II, Task 4
4	D Domain II, Task 4
5	A Domain II, Task 4

R. CERTIFICATION RENEWAL

The PMA requires all PMA certificants to renew their certification every two years. To renew, certificants must earn 16 CECs within the 2 –year timeframe, submit the Certification Renewal Application, and pay a renewal fee. For details regarding renewal, see “Renew your Certification” on the PMA Certification website: www.pilatesmethodalliance.org/renew

S. CONFIDENTIALITY POLICY

The PMA Certification Program maintains an online registry of PMA certified individuals on its website. This service discloses the current status of PMA certificants. It is the policy of the program to provide only that information necessary to determine whether an individual is currently certified. No information related to pass or fail or an examinee’s scores may be released. All PMA employees are required to sign acknowledgement of this policy as a requirement for employment.

Confidential information will not be disclosed without the written consent of a candidate or certificant. The following is considered confidential information:

- Application status
- Certification exam score
- Phone number(s), email and residential address(s).

The following is NOT considered confidential information and is held in the public domain:

- Certification status
- Certification number
- Country and City

NOTE: No applicant for PMA certification will be denied on the basis of race, national origin, color, creed, religion, sex, age, disability, gender identity, gender expression, or sexual orientation. Candidates are expected to provide truthful and complete information.