

Dear Polestar Graduates,

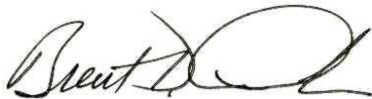
Polestar's certifications/qualifications are valid for two years, after which time re-qualification is required. It is important that we maintain high standards in the Pilates industry. Polestar Pilates Education continues to improve and develop its curriculum and examination process. Like most high-quality education programs, re-qualification is an essential part of maintaining skills and quality of care.

Included in this package is a fact sheet, application, and payment form. Students from who graduated from an Asia Host will turn in their application to Polestar Pilates Asia Inc. When your application is approved you will receive a new certificate valid for another two years.

Please pay attention to the due dates to avoid any late fees and to expedite receipt of your new certificate. If your application is submitted more than 6 months after the due date (November of the requalification year), it might be necessary for you to fulfill certain obligations such as re taking of the exam or attending an update course, before your application will be considered. Please feel free to contact Polestar Headquarters or your licensee regarding this process.

As you know, Polestar has continued to raise the bar in all of our education products. We thank you for your feedback on how we can continue to make our curriculum better.

Sincerely,



Brent D. Anderson, PhD, PT, OCS  
President

*Polestar Education supports the national Pilates certification programme which aims to standardize the quality of Pilates practice. Polestar Pilates Comprehensive graduates (Pilates for Rehabilitation and Pilates Studio) are eligible to sit for the certification exam through the NPCP if you have access in your country to a computer exam centre or at a Paper and Pencil Exam sponsored by the NPCP*

*As there is not yet a standard international certification examination, we will continue to offer certification exams for participants in non-US countries.*

*Polestar Education will regard Polestar US students who have completed all graduation requirements as having gained the same qualification as someone certified internationally through Polestar Education.*

## RE-QUALIFICATION APPLICATION

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### REHABILITATION AND STUDIO PRACTITIONERS RE-QUALIFICATION REQUIREMENTS

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In order to re-qualify, Rehabilitation and Studio practitioners must:

1. Maintain their National Pilates Certification (Read more about the National Pilates Certification Program (NPCP) here - <https://nationalpilatescertificationprogram.org/NPCP/About/NPCP.aspx>)
- OR
1. Practice Pilates in his or her own body at least 2 hours per week AND
2. Teach Pilates at least 10-15 hours per week AND
3. Complete 16 hours of continuing education from Polestar's Advanced Teacher program over a 2-year period.

### REFORMER (ALLEGRO) AND MAT PRACTITIONERS RE-QUALIFICATION REQUIREMENTS

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In order to re-qualify Reformer (Allegro) and Mat practitioners must:

1. Reformer (Allegro) and Mat Practitioners are required to teach 2-3 classes per week (minimum 208 hours over a 2-year period);
2. Practice Pilates at least 2 hours per week;
3. Earn 16 Polestar CEC's over a 2-year period.

For PPA office use only:

Received: \_\_\_\_\_

Approved: \_\_\_\_\_

# RE-QUALIFICATION APPLICATION

**Please submit a separate application for each qualification.**

Please complete and submit application along with payment for re-qualification. **PLEASE WRITE CLEARLY IN ENGLISH. COMPLETE ALL FIELDS. MARK [X] AS NEEDED**

Mr / Ms      Student Number:      First Name:      Last Name:

Name as it will appear on Certificate:

Home Address:      City/Town:      State/Province:

Postal Code:      Country:      Phone (Country Code - City Code - Number):

Phone (Country Code - City Code - Number):      E mail:

Qualification  
 Rehab     Reformer (Allegro)    /Qualification Date (mm/yy)\_\_\_\_/ \_\_\_\_

## Pilates Teaching Record

### 1<sup>ST</sup> YEAR AFTER QUALIFICATION DATE - WEEKLY SUMMARY

Studio/Site Name	Site Address (City, State, Zip)	Site Phone Number	Supervisor's Name	Average Weekly Hours x Wks/Yr	TOTAL Hours per Year
				x	=
				x	=
				x	=
				x	=

### 2<sup>ND</sup> YEAR AFTER QUALIFICATION DATE - WEEKLY SUMMARY

Studio/Site Name	Site Address (City, State, Zip)	Site Phone Number	Supervisor's Name	Average Weekly Hours x Wks/Yr	TOTAL Hours per Year
				x	=
				x	=
				x	=
				x	=
<b>2-YEAR TOTAL</b>					<b>=</b>



## Instructions for Submission of Application

1. Complete the Re-Qualification Application
2. Complete the billing and credit card information (see below)
3. Copy your continuing education certificates or receipts for each course/workshop attended
4. Mail completed application, credit card information and copies to **Polestar Pilates Asia**.

**NOTE:** Missing, incomplete or inaccurate information will result in delay of processing or possible rejection of application.

### RE-QUALIFICATION DEADLINES AND FEES

USD\$75.00 fee for applications received by November 1 of re-qualification year (The year you passed your exam + 2yrs)

USD\$150 fee for applications received after November 2 of the re qualification year – April 30 of the following year.

Payment Instructions:

PLEASE PRINT CLEARLY: COMPLETE, SIGN AND FAX TO: +852-2869-6903

TO: ISO FIT-ON BEHALF OF POLESTAR PILATES ASIA INC.

PLEASE DEBIT MY CREDIT CARD (MASTER/VISA ONLY) FOR US\$ \_\_\_\_\_

MY CREDIT CARD DETAILS ARE AS FOLLOWS:

MASTER CARD       VISA

CREDIT CARD NUMBER: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

3 DIGIT SECURITY CODE: \_\_\_\_      EXPIRY DATE: (MM/YY): \_\_ / \_\_

NAME ON CREDIT CARD: \_\_\_\_\_

SIGNATURE AS APPEARS ON CREDIT CARD \_\_\_\_\_

#### FOR OFFICE USE ONLY

Licensee Signature: \_\_\_\_\_

Polestar Representative Signature: \_\_\_\_\_

New Certificate Sent:                      Date \_\_\_\_\_