

Balanced Body University Final Test Out Process for Students

STEP 1 - Student applies for test out approval

- 1) Student completes application form and submits to BBU along with completed documentation:
 - Personal practice, observation and student teaching hours
 - Proof of completion of the anatomy requirement
 - Proof of completion of any additional certificates such as Mat or Reformer if they weren't completed through BBU
- 2) BBU must receive this 4 weeks before the test out.

STEP 2 - Review of records and approval for test out

- 1) BBU reviews the completed application
- 2) Upon approval, BBU notifies student and instructor/host site of application status by email along with test out procedures

STEP 3 - Test Out Date Scheduled

- 1) It is the responsibility of the instructor and student to schedule a test out date and time.
- 2) The instructor/host site notifies BBU of test out date and time
- 3) BBU posts the test out online and opens registration
- 4) Student is responsible for registration and payment

STEP 4 - Test out day - Instructor/Host site will inform student of final schedule

- 1) Student completes written test (approximately 1 hour)
- 2) Student completes practical test (approximately 1 hour)
- 3) Instructor gives feedback
- 4) Student receives copy of teaching evaluation
- 5) Instructor sends test, copy of evaluation and status to BBU

STEP 4 - Certificates processed

- 1) Certificates are processed and mailed out within 2-4 weeks of receipt of final test paperwork from instructor.
- 2) If a student does not pass, BBU will communicate with instructor and student regarding next steps.

Test Out Fees:

	Mat	Reformer	Comprehensive
Host site: Individual -	\$200 per student	\$250 per student	\$275 per student
Group (2 or more) -	\$150 per student	\$200 per student	\$225 per student
On site: 6 student minimum -	\$350 per student	\$375 per student	\$400 per student
Trade show or conference -	\$200 per student	\$250 per student	\$275 per student