



## Student Application for Test Out Approval

### Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### I am applying for the following test out:

- Mat Pilates Instructor  
 Reformer Pilates Instructor (includes Mat)  
 Comprehensive Pilates Instructor

### I have met the following requirements:

	BBU Module Completed	Location	Date
Mat 1	<input type="checkbox"/> yes <input type="checkbox"/> no		
Mat 2	<input type="checkbox"/> yes <input type="checkbox"/> no		
Ref 1	<input type="checkbox"/> yes <input type="checkbox"/> no		
Ref 2	<input type="checkbox"/> yes <input type="checkbox"/> no		
Ref 3	<input type="checkbox"/> yes <input type="checkbox"/> no		
Trap/Twr	<input type="checkbox"/> yes <input type="checkbox"/> no		
Chair	<input type="checkbox"/> yes <input type="checkbox"/> no		
Barrels	<input type="checkbox"/> yes <input type="checkbox"/> no		

If you have not completed one of the modules above through BBU, please provide an explanation and any supporting documentation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe completion of anatomy requirement and attach documentation:

\_\_\_\_\_

### Submit completed application and documentation to:

Balanced Body University  
8220 Ferguson Avenue, Sacramento, CA 95828  
Ph: (877) PILATES (745-2837), Fx: 916-388-0609

### Approval for Test Out Process

#### Step 1 - Student applies for test out

- 1) Student completes application form and submits to BBU along with completed documentation of hours, proof of anatomy requirement, and any additional documentation.
- 2) BBU must receive this at least 4 weeks prior to test out.

#### Step 2 - Review of records and approval for test out

- 1) BBU reviews the complete 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

- 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 5 - Certificate Processed

- 1) Certificates are processed and mailed out within 2-4 weeks upon arrival to BBU.
- 2) If a student does not pass, BBU will communicate with instructor and student regarding next steps.

**PLEASE NOTE:**  
**Your application will not be reviewed until all documentation is submitted.**