

Dear Polestar Graduates,

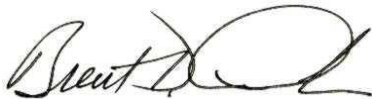
Polestar's certifications/qualifications are valid for two years, after which time re-qualification is required. It is important that we maintain high standards in the Pilates industry. Polestar Pilates Education continues to improve and develop its curriculum and examination process. Like most high-quality 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 examination established in 2005 through the Pilates Method Alliance (PMA), which will standardize the quality of Pilates practice. As a result, in the United States, Polestar will grant a diploma to students meeting graduation requirements. Polestar graduates will be eligible to sit for the national certification exam through the PMA. For details on the PMA's certification exam, please visit [www.pilatesmethodalliance.org](http://www.pilatesmethodalliance.org).*

*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.*

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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:

EITHER

1. Maintain their PMA ®-CPT Credential.
- OR
2. Teach Pilates or use Pilates as treatment 10-15 hours per week (minimum 1040 hours over a 2-year period);
  3. Practice Pilates at least 2 hours per week;
  4. Earn 16 Polestar CEC's 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 (資格更新申請)

Please submit a separate application for each qualification.  
(更新対象の資格ごとに申請書をご提出ください。)

Please complete and submit application along with payment for re-qualification. PLEASE WRITE CLEARLY IN ENGLISH. COMPLETE ALL FIELDS. MARK [X] AS NEEDED  
(ご記入の上、資格更新料と合わせてご提出ください。英語ではっきりとお書きください。すべての欄にご記入願います。選ぶ必要のある箇所は該当する口に×印を)

Mr / Ms Student Number: (生徒番号) 0000 First Name: (名) Taro Last Name: (姓) Kuramae

Name as it will appear on Certificate: 名前(認定証にはこれに従って表記されます) TARO KURAMAE

Home Address: (住所) Kuramae 0-0-0 City/Town: (市町村) Taito State/Province: (都道府県) Tokyo

Postal Code: (郵便番号) 0000-0000 Country: (国名) Japan Phone (Country Code - City Code - Number): 電話番号(国番号-市外局番-番号)

Phone (Country Code - City Code - Number): 電話番号(国番号-市外局番-番号) 81-00-0000-0000 E mail: (メールアドレス) 00@0000

Qualification (更新対象の資格) (該当するものに×印)  
 Rehab (リハビリ)  Studio (スタジオ)  Reformer (Allegro) リフォーマー(アレグロ)  Mat (マット)  
Qualification Date (mm/yy) 資格取得日(月/年) 00/0000

## Pilates Teaching Record (ピラティス指導の記録)

### 1<sup>ST</sup> YEAR AFTER QUALIFICATION DATE - WEEKLY SUMMARY (資格取得後1年目-1週間の指導概要)

Studio/Site Name (スタジオ/会場名)	Site Address (City, State, Zip) 住所(市、県、郵便番号)	Site Phone Number (電話番号)	Supervisor's Name (責任者名)	Average Weekly Hours x Wks/Yr (週の平均時間数×1年の週数)	TOTAL Hours per Year (1年間の総時間数)
STUDIO 00	Kuramae 0-0-0 Taito, Tokyo 111-0051			10h x 52wk	=520h
				x	=

資格により必要時間が異なりますのでご注意ください。

### 2<sup>ND</sup> YEAR AFTER QUALIFICATION DATE - WEEKLY SUMMARY (資格取得後2年目-1週間の指導概要)

Studio/Site Name (スタジオ/会場名)	Site Address (City, State, Zip) 住所(市、県、郵便番号)	Site Phone Number (電話番号)	Supervisor's Name (責任者名)	Average Weekly Hours x Wks/Yr (週の平均時間数×1年の週数)	TOTAL Hours per Year (1年間の総時間数)
00Hospital	Nishinakasima 0-00-0, Yodogawa, Osaka 532-0011			10h x 52w	=520h
				x	=
				x	=
				x	=
<b>2-YEAR TOTAL (2年間の合計時間数)</b>					<b>=1040h</b>

電話番号、責任者名は可能な範囲でご記入ください。



## Instructions for Submission of Application (申請書提出の方法)

1. Complete the Re-Qualification Application (資格更新申請書をすべてご記入ください)
2. Complete the billing and credit card information (see below) (支払い明細およびクレジットカード情報(下記)をすべてご記入ください)
3. Copy your continuing education certificates or receipts for each course/workshop attended (継続教育で出席したコース/ワークショップの認定証もしくは領収書のコピーをご用意ください)
4. Mail completed application, credit card information and copies to **Polestar Pilates Asia**. (すべて記入された申請書、クレジットカード情報、認定書もしくは領収書のコピーをPolestar Pilates Asia宛にご郵送、またはメール添付してください)

**NOTE:** Missing, incomplete or inaccurate information will result in delay of processing or possible rejection of application.  
(注意:書類の不備、記入漏れ、記入間違いがありますと、処理に遅れが生じたり申請を受理できない場合もあります)

### RE-QUALIFICATION DEADLINES AND FEES(各更新内容・料金)

USD\$75.00 fee for applications received by November 1 of re-qualification year (The year you passed your exam + 2yrs)  
(更新年(合格した年+2年)の11月1日までに更新申請が受理される場合の更新料: 75米ドル)  
USD\$150 fee for applications received after November 2 of the re qualification year – April 30 of the following year.  
(更新年(合格した年+2年)の11月2日から翌年4月30日までに更新申請が受理される場合の更新料: 150米ドル)

Payment Instructions (お支払い方法):

PLEASE PRINT CLEARLY (はっきりと記入してください): 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)

(この金額を私のクレジットカードから引き落としてください(MASTERもしくはVISAに限ります)金額: US\$ 75)

IN WORDS (次の欄には金額を英語で書いてください。75米ドルであればSEVENTY-FIVE、150米ドルであればONE HUNDRED FIFTY):

金額: US\$ SEVENTY-FIVE

MASTER CARD  VISA (使用するクレジットカードの[ ]に×印をつけてください)

CREDIT CARD NUMBER (クレジットカード番号): ○○○○ / ○○○○ / ○○○○ / ○○○○

3 DIGIT SECURITY CODE (カード裏面に記載されている3桁のセキュリティーコード): ○○○

EXPIRY DATE: (MM/YY) (有効期限(月/年)): ○○/○○

NAME ON CREDIT CARD (クレジットカードに記載されている名前): ○○○○

SIGNATURE AS APPEARS ON CREDIT CARD (クレジットカードに記載されている署名) ○○○○

### FOR OFFICE USE ONLY

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

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

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