



PATH Intl. Advanced Riding Instructor Certification Booklet



PATH
INTERNATIONAL

Professional Association of Therapeutic
Horsemanship International

*Ensuring excellence and changing lives
through equine-assisted activities and therapies*

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ADDITIONAL BOOKLETS REGARDING CERTIFICATION (VISIT www.pathintl.org TO DOWNLOAD)

- **THE PATH INTL. ADVANCED INSTRUCTOR APPLICATION BOOKLET**
- **THE PATH INTL. ADVANCED INSTRUCTOR CRITERIA**
- **PATH INTL. ANNUAL INSTRUCTOR COMPLIANCE**
- **PATH INTL. REGISTERED INSTRUCTOR GLOSSARY**

NOTE: THESE BOOKLETS ARE UPDATED ON A REGULAR BASIS TO ENSURE ACCURACY AND CLARITY OF INFORMATION. PLEASE VISIT THE CERTIFICATION WEBPAGE TO CONFIRM YOU ARE REFERENCING THE MOST RECENT VERSION, ESPECIALLY PRIOR TO ATTENDING A CERTIFICATION EVENT.



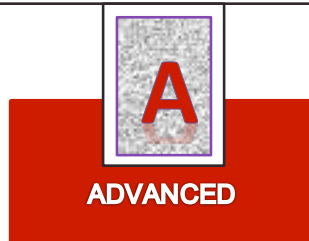
MISSION

PATH Intl. promotes safety and optimal outcomes in equine-assisted activities and therapies for individuals with special needs.

PATH Intl., Inc. / P.O. Box 33150/ Denver, CO 80233

1-800-369-7433 (RIDE) / Fax: 303-252-4610

Email: path@pathintl.org / Website: www.pathintl.org



The PATH Intl. Advanced Riding Instructor Certification Process

A PATH Intl. Certified Advanced Therapeutic Riding Instructor must demonstrate riding and teaching ability, knowledge, and, above all, safety while teaching equine-centered lessons to all abilities. We look forward to helping you achieve your certification goals.

A certified advanced therapeutic riding instructor is able to conduct an effective, safe and equestrian lesson and demonstrate instruction that shows progression of riding skills for riders of all physical, cognitive and riding abilities.

REGISTERING FOR ADVANCED CERTIFICATION

It is recommended that candidates do not make non-refundable travel arrangements until the application deadline has passed and it has been determined that the certification will take place.

Eligibility for registering:

- Have submitted PATH Intl. Advanced Instructor Application to the PATH Intl. office (valid for one year; see page 7 of the application booklet) no less than 60 days prior to the certification event. Your application will sign you up for the PATH Intl. Advanced email newsletters, which will provide guidance and information about educational offerings and certification events.
- Have a minimum of 120 hours instructing riders with disabilities in mounted activities at a current PATH Intl. Center (exceptions to teaching hours completed at a PATH Intl. Center must be made in writing to the PATH Intl. office).

- Have completed the advanced instructor exam. This exam is administered online in the presence of a proctor. A testing accommodation request MUST be submitted in writing by the candidate and approved by PATH Intl. for a written version of the exam to be administered (see page 5). Exam scores are valid for one year. As of October 1, 2016, an updated version of the online exam will be issued. Candidates who signed up for the exam prior to October 1, 2016 must complete the former version of the exam before December 1, 2016, for the score to be honored.

Certification Registration Paperwork Submitted to the Host Site:

- Personal reference
- Professional reference
- PATH Intl. Member Center reference
- Proof of current adult & child CPR and first aid certifications
- Proof of completion of the educational prerequisite
- Proof of passing score on the advanced exam
- Registration fee as determined by the host site

Advanced Certification Policies and Procedures:

- All registration deadlines are no less than 32 days prior to the certification—registrations received after the deadline will only be accepted at the host site's discretion.
- The registration fee for the advanced on-site certification is determined by the host site.
- Maximum attendance for each certification may vary, depending on the host site's choice of certification

format. Qualified applicants will be accepted on a first come, first served basis.

- Minimum attendance for each certification will be based on the format of certification. If less than the minimum number of candidates registers for a location by the application deadline, the certification may be canceled.
- Candidates must check with the host site regarding their refund policy.

ADVANCED CERTIFICATION COMPONENTS

Testing is comprised of three sections consisting of unique components:

Section 1: **Proctored Exam**

Section 2: **Horsemanship:**

- Riding
- Stable management
- Lungeing
- Equine evaluation

Section 3: **Teaching:**

- Able-bodied lesson
- Cognitive disabilities lesson
- Physical disabilities lesson

Proctored Exam

The closed-book, proctored exam must be completed prior to attending your certification. The examination covers stable management as well as disabilities and their relationship to therapeutic riding. Candidates must score an 80% or above to pass the examination.

On-site Demonstrations for Sections 2 and 3

Candidates' riding, lungeing and instruction skills will be assessed by two PATH Intl. Evaluators. These individuals have been through specialized training and have commensurate knowledge of the certification process.

1) The Riding Component

All instructors must wear ASTM/SEI approved helmets during their riding demonstration.

- Candidates will be assigned one or more horses.
- Candidates may ride either English or western. Candidates may choose to ride hunt seat, dressage, or western but may also be asked to demonstrate some proficiency in another discipline. Advanced-level instructors are expected to be very skilled in at least one discipline and functionally adequate in another.
- If candidates have specific horse needs, please be sure to inform the evaluators prior to the riding portion.

- Candidates will groom and tack their mounts.
- The demonstration(s) will include the components as listed in the Advanced Instructor Criteria (enclosed). Riders will be asked to perform skills common to each discipline and should perform them appropriately for the discipline in which they are riding (e.g., Western riders may be asked to perform a side-pass, Dressage riders a leg-yield, etc.).
- Candidates will be evaluated on stable management and may be asked questions in addition to the demonstration of these skills/knowledge.
- Candidates will provide feedback on the suitability of the assigned horse(s) for a therapeutic riding program, including characteristics, conformation and gait.

2) The Lungeing Component

Candidates will be assigned one horse to lunge for five minutes.

- Choice of equipment may include: surcingle, saddle, halter, lungeing cavesson, bridle, side reins, etc. (subject to host site requirements). Candidates are expected to be capable of lungeing using any equipment provided by the host site.
- Candidates will be evaluated on proper techniques, handling of lungeing equipment, safety, ability to control the horse and appropriateness of work for the individual horse's needs.

3) The Teaching Component

Lesson for riders without disabilities:

Candidates will teach one 15 minute lesson to two students without disabilities.

- The candidate will draw the topic out of a hat immediately before teaching the lesson.
- The riders assigned will be appropriately matched to the skill the candidate will teach.
- These will be higher level riders, and the candidate may have to teach such things as simple change of canter/lead, shoulder in, leg yield, etc.
- Be prepared to teach western, hunt seat or dressage.

Lessons for riders with cognitive and physical disabilities:

Candidates will teach two lessons to three students with disabilities: one lesson for students with primarily cognitive disabilities and one lesson for students with primarily physical disabilities.

- Lessons will be randomly assigned.
- The host site will provide each candidate with detailed rider profiles for students the evening prior to the certification lessons.
- The lesson plans should be developed based on the information provided in the rider profiles.

- Candidates will need to provide lesson plans to the evaluators prior to the beginning of the lessons.
- Lessons for students should be no longer than 30 minutes each. This includes mounts, lesson content and dismounts.
- Lessons should show progression in riding skills in safe, challenging lessons.
- Candidates are responsible for ensuring that their horses, volunteers and arena are set up for the class. The host site representative will identify volunteer needs. Candidates are responsible to check with the host site representative to determine how these needs will be met. Candidates are also expected to make any equipment or other changes deemed necessary.
- Every effort has been made by the host site to provide suitable riders, volunteers and horses; however, as in any therapeutic riding program, there exists the possibility of last minute substitutions. In the event that a substitution is made, the host site representative will provide the candidate with information specific to the change.
- At the conclusion of each lesson, the candidate will need to complete the evaluation portion of the lesson plan and give it to the evaluators.

ON-SITE CERTIFICATION RESULTS

At the completion of the on-site certification, the evaluators will schedule individual exit interviews with each candidate. Candidates will receive their results during the exit interview in the form of the evaluators' summary and comment sheets. These documents are provided as proof of successful or unsuccessful completion of the certification components.

Upon conclusion of the certification, the results are sent to PATH Intl. to be processed. Formal notification of the results will be sent to the candidate by PATH Intl. via US Mail within 45 days after the completion of the certification. (Not a guaranteed time frame.)

PLEASE NOTE: Candidate on-site certification results will not be official until you receive formal documents from PATH Intl.

RESUBMISSION

Section 1: **Proctored Exam** (\$35 retake fee)

Section 2: **Horsemanship:**

- Riding
- Stable management
- Lungeing
- Equine evaluation

Section 3: **Teaching:**

- Able-bodied lesson
- Cognitive disabilities lesson
- Physical disabilities lesson

If a candidate is found not to meet criteria for any component of sections 2 or 3, the candidate will be required to resubmit for the component(s) found not to meet criteria in order to earn certification. ONLY the components found not to meet criteria must be resubmitted, NOT all components within the section.

Resubmission may be done via two methods:

- 1) At a PATH Intl. Approved Training Course – Candidate must contact ATC to set up resubmission. The individual ATC determines fees and scheduling details. ATC is responsible for submitting candidate resubmission results and fees to PATH Intl.
- 2) At an on-site certification – Candidate must contact host site to register for an event. Resubmission forms and application fee are due to the host site. The host site is responsible for submitting the candidate resubmission results and fees to PATH Intl.

The following paperwork must be provided to the host site at the time of resubmission:

- Copy of results letter
- Proof of membership with PATH Intl. – must be current at the time of resubmission.
- Copies of adult & child CPR and first aid certifications – must be current at the time of resubmission.

No video resubmissions will be accepted except on a case-by-case basis for international candidates.

APPEAL PROCESS

If a candidate is found to not meet the criteria for PATH Intl. Advanced Instructor Status and would like to appeal his or her on-site certification results, a written request for an appeal may be submitted to the PATH Intl. office. The appeal request must:

- Be submitted within 15 business days of written notification of certification results from PATH Intl.
- Specifically refer to the criteria cited as not met in the evaluation
- Provide explanation as to how the candidate believes he or she met the criteria

The PATH Intl. Riding Certification Subcommittee will review the original application, examination and certification results to determine if the candidate's certification results will be upheld or overturned. *It may take up to 60 days to review an appeal.*

If the candidate disagrees with the riding certification subcommittee's decision, the candidate may appeal in writing to the PATH Intl. Certification Oversight Committee. The appeal to the oversight committee must be made in writing and submitted to PATH Intl. within 30 business days of receipt of written notification from the riding certification subcommittee.

The certification oversight committee will review the original application materials, examination and certification results to determine if the candidate's certification results will be upheld or overturned. Updated or new information will not be taken into consideration. *Decisions of the certification oversight committee will be final.*

ACCOMMODATIONS

An accommodation is an adjustment or an adaptation of a component or components of the registered or advanced instructor certification process in order to meet the special needs of a candidate.

Reasonable accommodations may be granted to qualified individuals with known disabilities, unless doing so would result in a fundamental change to the certification criteria, create an undue hardship or cause a direct threat to health or safety.

Requests for an accommodation to any part of the process must be made in writing by the candidate and submitted to the PATH Intl. office. All requests for accommodation must be accompanied by a letter from a physician (with letterhead and physician's handwritten signature) verifying the diagnosis and defining the candidate's limitations to help PATH Intl. determine appropriate, reasonable accommodations on an individual basis. Please visit the website at <http://www.pathintl.org/40-resources/certification/936-accommodations> to obtain the Reasonable Accommodation Policies and Procedures instructional booklet for the necessary forms.

Accommodation requests should be submitted with the initial instructor application. An accommodation request may be submitted after the instructor application has been received by PATH Intl., but sufficient processing time should be provided prior to

the intended date of certification. Please allow up to 60 days to receive accommodation request results in all cases.*

**PATH Intl. and affiliated centers are not responsible for refunding OSWC registration fees or travel expenses in the event that an accommodation request is submitted with insufficient processing time.*

Submitting a Reasonable Accommodation Request

If an advanced instructor candidate is unable to physically demonstrate competence of certain PATH Intl. Advanced Level Instructor criteria due to physical limitations caused by a disability, the following must be provided to the PATH Intl. Certification Coordinator no less than 60 days prior to certification:

- 1) A request in writing, by the candidate, which includes an explanation of the reason for a physical accommodation.
- 2) A letter from a physician (with letterhead and physician's handwritten signature) verifying the diagnosis and defining the candidate's limitations.
- 3) **If requesting a Riding Accommodation:** Documentation of prior demonstration and aptitude of riding skills that satisfy the PATH Intl. Advanced Level Instructor Horsemanship Criteria. The candidate must propose which criteria is/are satisfied by each piece of documentation.

Acceptable documentation may include but is not limited to:

- certifications/credentials earned through other riding certification programs
- competition score sheets
- references from qualified and certified riding professionals
- videos*
- photographs*

*Copy of driver's license must be provided to verify identity

NOTE: PATH Intl. reserves the right to request additional supporting documentation.

Physical accommodation requests will be reviewed by PATH Intl. on an individual basis to determine appropriate, reasonable accommodations. Candidates will be notified of the decision. When a request for a physical accommodation is approved, PATH Intl. will notify the candidate, certification site and faculty, and assist in making necessary arrangements.

For more information please contact the PATH Intl. office.

GETTING STARTED

APPLICATION PHASE

- Be 21 years of age or older
- Be a PATH Intl. Individual Member
- Submit Advanced Instructor Application
(no less than 60 days prior to certification event; valid for one year)
- Submit accommodation request (if applicable)
- Submit adult & child CPR and first aid certifications
- Complete the online Standards Course and exam
(score valid for one year)

Strongly recommended but optional before accruing teaching hours:

- Be a PATH Intl. Registered Instructor
- Complete a PATH Intl. Advanced Prep workshop
(valid for two years)

1 YEAR
to complete from date of application

- Complete a minimum of 120 hours instructing riders with disabilities in mounted activities at a PATH Intl. center
(max of two years old at time of certification)
- Attend a PATH Intl. Advanced Prep workshop, Approved Training Course OR PATH Intl. Registered Workshop
(max of two years old at time of certification)
- Complete the proctored online Advanced Instructor exam
(score valid for one year)
- Attend a PATH Intl. on-site Advanced Instructor certification

NOTE: This diagram is intended to be a general checklist/overview of the application and certification process. Please thoroughly review the advanced instructor application, certification and policies & procedures booklets for details on each component within the process.

**PATH Intl.
Advanced
Instructor status**

Renew Annually



Dear Proctor,

Please see the PATH Intl. Advanced Exam Administration policies below for instructions on administering this exam to candidates. Proctor and candidate; your signatures on the bottom of this form acknowledge that you are agreeing to abide by the policies listed below. A separate letter must be signed and submitted for each candidate.

When the exam is complete, please return this letter to the PATH Intl. office.

ADVANCED EXAM ADMINISTRATION POLICIES

1. Must be taken at a PATH Intl. Premier Accredited Center.
2. The exam is a closed book, online exam. A paper copy of the exam may only be administered if the candidate has received a testing accommodation from PATH Intl. An official letter from PATH Intl. verifying this accommodation **MUST** be supplied to the proctor by the candidate.
3. If the candidate needs reading or writing assistance, the proctor is expected to honor the accommodation parameters as defined in the accommodation letter from PATH Intl.
4. Exam time limit is two hours (unless otherwise defined by the accommodation letter from PATH Intl.)
5. All books and personal articles, including cell phones and electronics, must be cleared from the table during the exam.
6. The candidate is not allowed to leave the room once the exam has begun.
7. The proctor is not allowed to answer any questions from the candidates during the examination.
8. Only candidates who are eligible to take the advanced exam will be allowed in the exam room.
9. If a *paper copy* of the exam is administered, the exam should be scored by the proctor and the score should be emailed to the PATH Intl. office immediately upon completion of the exam. The scored exam should then be mailed or scanned and emailed to PATH Intl. and the exam key destroyed.

I, the exam proctor, have read the policies for administering the PATH Intl. Advanced Exam and promise to abide by the policies as defined above. I will not share copies of this exam with any individuals besides the candidate, nor share specific questions on the exam with others. I will destroy any copies of the exam key I have received following completing scoring of the exam.

Printed name of proctor: _____

Signature of proctor: _____ **Date:** _____

I, the candidate, have read the policies for administering the PATH Intl. Advanced Exam and promise to uphold the policies as defined above. I will not share copies of this exam with any individuals, nor share specific questions on the exam with others.

Printed name of candidate: _____

Signature of candidate: _____ **Date:** _____

Please return this form to PATH Intl., PO Box 33150, Denver, CO 80233

**PATH Intl. Advanced Instructor
On-Site Certification Paperwork**

DOCUMENTATION OF GROUP TEACHING HOURS

Name of candidate: _____ Member ID: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Day () _____ Evening () _____ Email: _____

Date	Location/Organization	Discipline (Western/ English/ etc.)	Hours	Mentor's Name and PATH Intl. # (required)	Comments

Total Hours _____

I, _____, verify that _____
(PATH Intl. Certified Riding Professional's Printed Name) (Candidate's Printed Name)

has practiced emergency response procedures, **including demonstration of an emergency dismount.**

I have confirmed that the PATH Intl. **membership AND certification** of each PATH Intl. Certified Riding Professional signing off on this form are **current** and acknowledge this form is not valid without the certified riding professional's member ID(s).

I hereby affirm that the information recorded above is accurate and factual.

Candidate signature: _____ Date: _____

Certified riding professional's signature: _____ Date: _____

Additional forms may be used for additional hours and/or mentors



**Please submit this form to the host site with your on-site certification paperwork.
DO NOT send to the PATH Intl. office.**

Personal Reference

This reference must be different from the PATH Intl. Center Reference and Professional Reference and should NOT be a family member. Please type or print clearly in ink. Please attach extra sheets if needed.

Candidate's name _____

Name of reference _____ Age _____

Reference's address _____ City _____ State _____

Zip/Postal Code _____ Profession _____

Phone: Daytime _____ Evening _____ Cell _____

In what capacity does the reference know the candidate?

Evaluate the candidate's knowledge of horses and horsemanship:

Evaluate the candidate's understanding of individuals with disabilities and riding:

Evaluate the candidate's riding skills:

Signature of reference _____ Date _____

**Candidate: Please submit this form to the host site with your on-site certification paperwork.
DO NOT send to the PATH Intl. office.**

Professional Reference

This reference must be different from the PATH Intl. Center Reference and Personal Reference and should NOT be a family member. Please type or print clearly in ink. Please attach extra sheets if needed.

Candidate's name _____

Name of reference _____ Age _____

Reference's Address _____ City _____ State _____

Zip/Postal Code _____ Profession _____

Phone: Daytime _____ Evening _____ Cell _____

In what capacity does the reference know the candidate?

Evaluate the candidate's knowledge of horses and horsemanship:

Evaluate the candidate's understanding of individuals with disabilities and riding:

Evaluate the candidate's riding skills:

Signature of Reference _____ Date _____

**Candidate: Please submit this form to the Host Site with your on-site certification paperwork.
DO NOT send to the PATH Intl. office.**

PATH Intl. Center Reference

This reference must be different from the Professional Reference and Personal Reference and should NOT be a family member. Please type or print clearly in ink. Please attach extra sheets if needed.

Candidate's name _____

Name of reference _____

Reference's Address _____ City _____ State _____

Zip/Postal Code _____ Profession _____

Phone: Daytime _____ Evening _____ Cell _____

In what capacity does the reference know the candidate?

How many hours of lesson instruction has the candidate completed at your center?

Evaluate the candidate's knowledge of horses and horsemanship:

Evaluate the candidate's understanding of individuals with disabilities and riding:

Evaluate the candidate's riding skills:

Signature of Reference _____ Date _____

**Candidate: Please submit this form to the Host Site with your on-site certification paperwork.
DO NOT send to the PATH Intl. office.**



PATH Intl. Advanced Level Instructor Certification Liability Release Form

I, _____ would like to participate in the PATH
(Participant's Name)

Intl. Advanced Instructor On-Site Certification. I acknowledge the risks and potential for risks of horseback riding. However, I feel that the possible benefits to myself are greater than the risks assumed. I hereby, intending to be legally bound, for myself, my heirs and assigns, executors or administrators, waive and release forever all claims for damages against PATH Intl., its board of trustees, employees and faculty/evaluators for any and all injuries and/or losses I may sustain while participating in the PATH Intl. Advanced Instructor On-Site Certification.

Signature of Participant _____ *Date* _____

**Candidate: Please submit this form to the host site with your on-site certification paperwork.
DO NOT send to the PATH Intl. office.**



PATH Intl. Photo Release Form

I hereby consent to and authorize the use and reproduction by the Professional Association of Therapeutic Horsemanship International (PATH Intl.) of any and all photographs taken of me/my son/my daughter/my ward for promotional printed materials, educational activities, the PATH Intl. website, exhibitions or for any other use for the benefit of PATH Intl. and equine-assisted activities.

Signature of participant _____ *Date* _____

For PATH Intl. Records

Name _____

Name of person(s) in photo _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

**Candidate: Please submit this form to the host site with your on-site certification paperwork.
DO NOT send to the PATH Intl. office.**