



**PATH Intl.
Driving Instructor Level I
Application and 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. DRIVING INSTRUCTOR LEVEL I CRITERIA**
- **THE PATH INTL. ANNUAL INSTRUCTOR COMPLIANCE**
- **THE 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 WEBSITE 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.***

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The PATH Intl. Driving Instructor Level I Application and Certification Process

The PATH Intl. Driving Instructor On-Site Certification program is offered for individuals who seek certification in the specialty discipline of driving. The purpose of this certification is to determine if the candidate possesses the professionalism, experience and skill level to meet the PATH Intl. Certified Driving Instructor criteria.

The PATH Intl. Certified Driving Instructor has demonstrated the ability to drive a variety of horses to different vehicles, over varying terrain. This candidate has demonstrated thorough knowledge of driving skills, teaching driving and the ability to safely direct a driving program. This candidate has demonstrated skills to supervise others as assistants and volunteers in a driving program.

Level I: A PATH Intl. Driving Instructor Level I is an individual who has at least 200 driving hours in a turnout driving two or more different horses, is safety oriented, capable of teaching basic driving skills, has knowledge of disabilities, knows parts of the harness, their purpose and proper fit to the equine, can long line, and has knowledge of vehicles and their maintenance.

Level II: A PATH Intl. Driving Instructor Level II knows all the information a Level I Instructor is required to know, plus is an individual who has at least 400 hours in a turnout in various settings with different horses, can teach challenging and beneficial lessons to individuals with disabilities, can identify and manage problems with students/equines/volunteers, and the organizational and leadership skill to be the head instructor of a driving program. **Refer to the level II application booklet for more information.**

THE PATH INTL. ON-SITE WORKSHOP AND CERTIFICATION PROCESS

This multi-step educational process is composed of two phases and culminates in a PATH Intl. Driving Level I certification event. Completion of all components in both phases helps applicants to prepare for and succeed in achieving PATH Intl. Driving Level I Instructor certification.

PHASE I REQUIREMENTS

- Become a PATH Intl. individual member
- Be 21 years of age or older
- *Audit a PATH Intl. On-site Driving Instructor workshop OR attend a demo only workshop (optional but recommended)*
- Submit Driving Instructor Level I Application
- Submit accommodation request (if applicable)
- Obtain adult & child CPR and first aid certifications
- Successfully complete the Standards Course and Exam (in-person or online; valid for one year)
- Complete the on-site driving instructor workshop OR demo only workshop at a PATH Intl. Premier Accredited Center. *This workshop must be completed 60 or more days prior to attending certification. Candidates are not permitted to complete the workshop and certification at the same event.*

Once a PATH Intl. Driving Instructor Level I Application has been submitted, the candidate has **one year** to fulfill all of the requirements of Phase I.

PHASE II REQUIREMENTS

Phase II of the PATH Intl. Driving Instructor Level I Program allows candidates to apply the knowledge gained in Phase I to hands-on teaching experiences. Candidates have **two years** to fulfill all of the requirements of Phase II from the date of their workshop.

- Successfully complete the online driving instructor exam with a minimum score of 92% (valid for one year)
- Have completed at least ONE of the below **within the last two years**:
 - **Two** public driving clinics
 - **Six** hours of private lessons
 - Competed in **one** sanctioned arena driving trial at the preliminary level
 - Competed in **one** sanctioned combined driving event at the preliminary level
 - Competed in **one** sanctioned pleasure or breed show in the driving division
 - Competed in harness racing or distance driving
- Have a minimum of **25** hours teaching driving to able-bodied students
- Have a minimum of **200** hours experience driving two or more different equines in a turnout, including **25** hours of receiving lessons (private, group or clinic) or being directly supervised by a driving instructor while driving
- Have a minimum of **25** hours working with individuals with disabilities if the candidate is not already a current PATH Intl. Certified Riding Instructor. These hours must be supervised by a PATH Intl. Certified Professional holding the certification for the type of lessons being provided (riding, driving, etc.).
- Attend a PATH Intl. Driving Instructor Level I on-site certification event at a PATH Intl. Premier Accredited Center **NO LESS** than 60 days following completion of the workshop

Documentation of Teaching Hours:

Please use the forms included with this application booklet for documenting your hours. If the candidate is not a current PATH Intl. Certified Riding Instructor, hours documented instructing individuals with disabilities without the signature of the supervising PATH Intl. Certified Instructor will not be accepted.

Please note: It is the candidate's responsibility to ensure they are working with a PATH Intl. Certified Instructor in good standing. This means that the supervising instructor must be current at the time all 25 hours take place. Candidates may verify current certification through the PATH Intl. office or by asking

to see their supervising instructor's PATH Intl. membership card. If the candidate performs his or her hours under an expired/non-compliant instructor, the hours will not count and the candidate will be assessed a \$150 fee from the PATH Intl. office prior to the official certification results being released. The host site will also be assessed a \$75 fee, which may be transferred to the candidate. The candidate will be required to submit his or her completed hours within 90 days of notification from the office or the certification results will be null and void and the candidate will be required to begin the process over again.

ON-SITE CERTIFICATION EVENT

To complete level I certification, candidates must attend an on-site PATH Intl. Driving Level I certification event at a PATH Intl. Premier Accredited Center. **There must be a minimum of 60 days in between completion of the workshop and attendance at an on-site certification.** Candidates will be evaluated based on the PATH Intl. Driving Instructor criteria. Candidates must be found to meet criteria in each component below in order to achieve PATH Intl. Driving Instructor Level I status.

Component 1: Driving skills

Candidates are assigned one horse to demonstrate the following:

- Harness
- Ground drive
- Put to

Component 2: Driving skills

Candidates are assigned a horse/carriage to drive a dressage test and a cones course.

Component 3: Instruction of an able-bodied driver

Candidates will be asked to teach one of the four driving skills listed below to an able-bodied driver in 10 minutes from the ground. The lesson plan will need to be prepared before the start of the certification and handed into the evaluators the morning of day one based on the skill the candidate would like to teach. The host site will provide the able-bodied drivers who are capable of learning all four skills. If a candidate is being evaluated for level II he or she must show a skill at the trot.

- Figure 8 walk/trot
- Serpentine walk/trot
- Change of diagonal walk/trot
- 40 meter circle walk/trot

If the candidate doesn't pass components 1, 2 or 3 they may not be allowed to complete component 4.

Component 4: Instruction of a driver with a disability

Candidates will be asked to teach a 20-minute lesson from the ground to a driver who has a disability. The lesson plan prepared based on the horse/carriage assignments and driver profiles given to each candidate on day one will need to be given to the evaluators prior to the start of the lesson. The candidate may teach a skill of his or her choice that shows skill progression based on the driver profile given them.

Evaluators

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

ON-SITE CERTIFICATION RESULTS

Upon completion of the on-site certification, candidates will be notified of their results by the evaluators. Candidates will receive an instructor summary sheet and comment sheet defining whether or not criteria were met for each component. These documents are provided as proof of successful or unsuccessful completion of the certification components. ***IMPORTANT: Candidate on-site certification results are NOT official until the candidate receives formal documents from PATH Intl.***

Upon conclusion of the certification, the results are sent to PATH Intl. to be processed. PATH Intl. is not able to discuss the details of your certification status or resubmission options prior to processing your results. Please refrain from contacting PATH Intl. regarding the status of your results until after you have received formal notification that your results have been processed.

RESULTS NOTIFICATION FROM PATH INTL.

Formal notification of certification results will be sent to the candidate by PATH Intl. within 45 days after the completion of the certification.

Depending on their certification results, candidates can expect the following notification results from PATH Intl.:

1) Candidates who are found to meet criteria for all components

Candidates will receive formal notification and an instructor certificate from PATH Intl. within 45 days after the certification. Annual compliance requirements must be adhered to in order to maintain instructor status.

Compliance must be submitted to PATH Intl. annually on the date of membership renewal (determined by the date membership was established), not the certification date.

2) Candidates who are found not to meet criteria on one or more components

Candidates will receive an official letter from PATH Intl. within 45 days after the certification is complete outlining resubmission options for the component(s) not meeting criteria. **A copy of this letter is required to be eligible for resubmission.** All candidates found not to meet criteria must attend another on-site workshop to complete resubmission. Resubmission must be successfully completed before a candidate can achieve certification.

ACCOMMODATIONS

An accommodation is an adjustment or an adaptation of a component or components of the 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.*

For more information please contact the PATH Intl. office.

**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.*

INSTRUCTOR APPLICATION REFUND POLICY

PATH Intl. Driving Instructor Certification Applications will only be refunded if a written request is made via mail or email, Attn: Certification Department. The written request must be received by the PATH Intl. office within five business days of the received date of the application. Please include in the written request: name, member number, address, phone number and reason for refund. If the online courses have already been accessed, a refund will not be given. Refunds will be issued in the original form of payment. If a credit card is not available for credit, a check will be issued for the refunded amount. Merchandise or materials purchased with the instructor application submission will be considered under the returns/refund policy. PATH Intl. Membership is non-refundable; please see the Memberships refund policy on the PATH Intl. website, www.pathintl.org.

RECOMMENDED MATERIALS

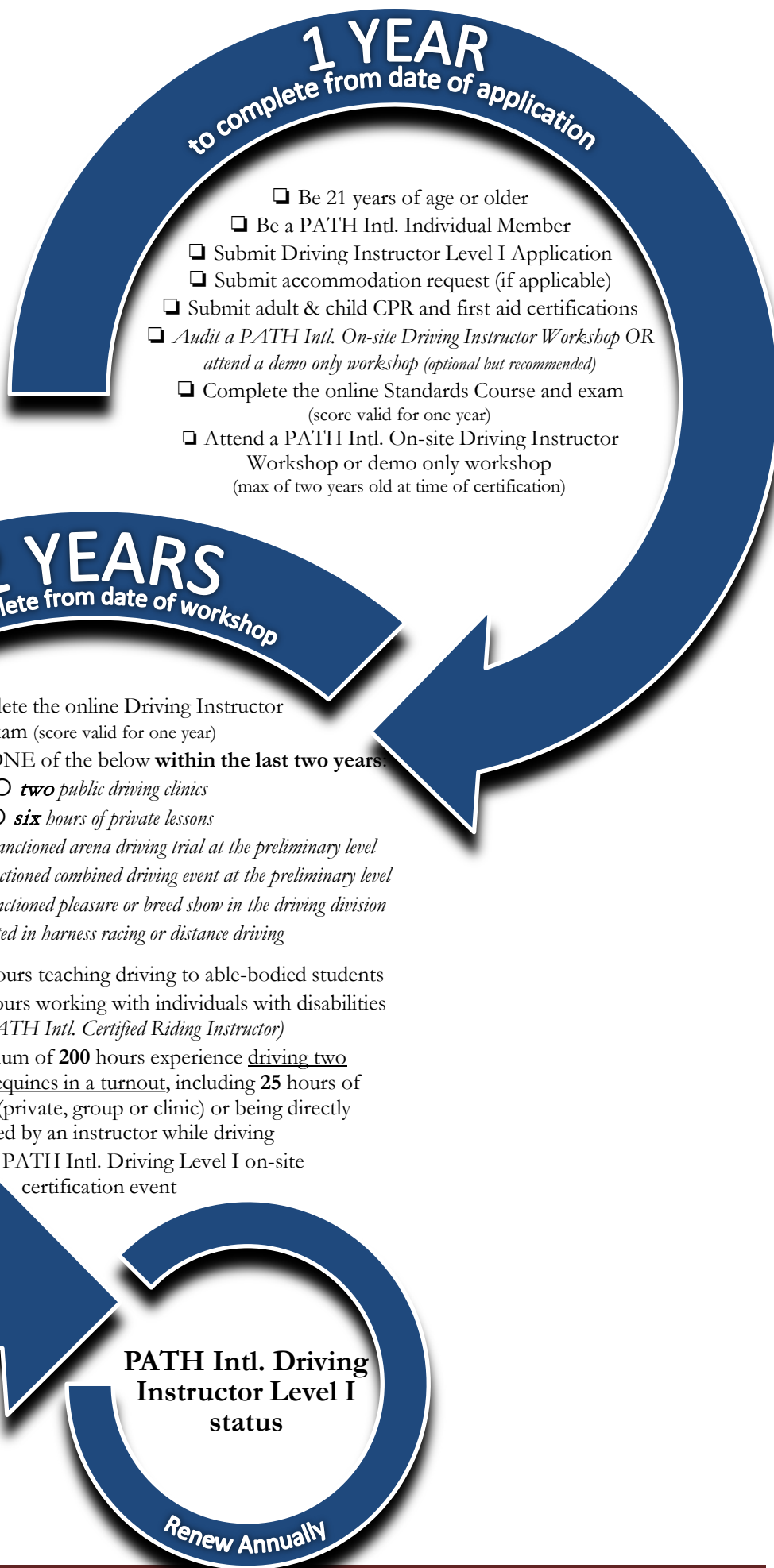
PATH Intl. Standards for Certification and Accreditation manual (current edition). The manual is available for purchase as a hard copy from the PATH Intl. Store at www.pathintl.org, by ordering on the PATH Intl. Registered Instructor Certification Application Form, or by calling the PATH Intl. office. PATH Intl. members may download the manual from the “member’s only” section of the PATH Intl. website at www.pathintl.org. (Please note this document is approximately 300 pages when printed single sided).

PATH Intl. Driving Instructor Workshop Manual. Candidates receive this manual when they complete the PATH Intl. Driving Instructor Workshop, which is part of the PATH Intl. Driving Instructor On-Site Certification Process. PATH Intl. (800) 369-7433

PATH Intl. Instructor Education Guide, 2nd edition, available from PATH Intl.

CHA Composite Horsemanship Manual, available from CHA (800) 399-0138

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



PATH INTL. DRIVING INSTRUCTOR CERTIFICATION PROGRAM

DRIVING INSTRUCTOR LEVEL I
APPLICATION FORM

Please mail this completed form to the PATH Intl. office.
PATH Intl., P.O. Box 33150, Denver, CO 80233

Name of candidate: _____ Email (required): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Day (____) _____ Evening (____) _____

PATH Intl. center affiliation (if applicable): _____

Please complete entire checklist:

1. I am at least 21 years of age.
2. I have enclosed front and back copies of my current first aid and adult and child CPR cards
OR
 I am signed up for a CPR/ first aid course in my area, to be completed PRIOR to certification.
3. I am a current PATH Intl. Individual Member. Membership# _____
OR
 I am not a current PATH Intl. Member. I have filled out the Individual Membership application and included the appropriate fees.
4. I have enclosed the driving instructor Level I application fee of \$50.
5. I am able to complete the certification process as outlined and do not need an accommodation.
OR
 I am unable to complete the certification process as outlined and have:
 - Downloaded the Reasonable Accommodation Policies and Procedures instructional booklet for the necessary forms
 - Included my written accommodation request with this application
 - Included a letter from my physician verifying my diagnosis and associated limitations
6. I would like to purchase the following checked items (optional):
 - *PATH Intl. Standards for Certification and Accreditation* manual Hard copy\$77
(Also available for download on-line in the Members Only section for free)
 - *PATH Intl. Riding Instructor Education Guide, 2nd Edition* Hard copy\$44
7. I have carefully read and fully understand the policies and procedures pertaining to my certification that are laid out in this booklet.
8. I am requesting expedited (one business day) processing and have enclosed an additional \$25 processing fee.

TOTAL payment: _____ (Application fee, merchandise and expedited processing fee, if applicable)

Signature: _____ Date: _____

I wish to pay by (check one): Please make check payable to PATH Intl. in U.S. funds.

Check Master Card Visa American Express Discover Total Amount \$ _____

Credit Card No: _____ Exp. Date: _____ CVV #: _____

Signature: _____ Date: _____



Please mail this completed form to the PATH Intl. office.
PATH Intl., P.O. Box 33150, Denver, CO 80233
If you do not complete the PATH Intl. Driving workshop within one year of the date on this application, you will need to reapply for instructor certification.

DOCUMENTATION OF TEACHING HOURS - STUDENTS WITH DISABILITIES -

If you are not already a current PATH Intl. Certified Riding Instructor:

Please use this form to document a minimum of 25 hours working with individuals with disabilities. These hours must be supervised by a PATH Intl. Certified Professional holding the certification for the type of lessons being provided (riding, driving, etc.).

Additional forms may be used for additional hours

Name of candidate: _____ Member ID: _____

Date	Location/Organization	Discipline (Riding, Driving, etc.)	# of Students	Certified Professional's Name and PATH Intl. Member # (required)	# of Hours
TOTAL					

I, _____, verify that _____
(PATH Intl. Certified 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 the PATH Intl. Certified Professional signing off on this form are **current** and acknowledge this form is not valid without the Certified Professional's member ID(s).

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

Instructor candidate's signature: _____ Date: _____

PATH Intl. Certified Professional's signature(s): _____ Date: _____

_____ Date: _____



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

