

PATH Intl. Advanced Therapeutic Riding Certification

Host Site Intent to Host Packet

Welcome

Dear PATH Intl. Premier Accredited Center,

Thank you for your interest in the Professional Association of Therapeutic Horsemanship International (PATH Intl.) Advanced Instructor Certification and/or Advanced Prep Course/Workshop. Following is the initial information packet concerning the process and requirements. Please review the information, and feel free to call if you have any questions regarding the process.

If you determine that you meet the requirements and would like to host a PATH Intl. Advanced Instructor Certification and/or Advanced Prep Course/Workshop event, please follow the directions and complete the Intent to Host Form(s) included with this packet. Intent to Host Forms should be returned to the PATH Intl. office for approval **NO LESS THAN 90 DAYS PRIOR TO THE DATE OF YOUR EVENT**. Please keep this packet for use throughout your event, as this information will be valuable to you before, during and after the event.

All Intent to Host requests are accepted. PATH Intl. does not regulate the number of events held within proximity of one another. Bear in mind that if you choose to book your event close to another nearby event, this may result in poor registration numbers for both events. Host sites are responsible for checking the PATH Intl. online event calendar and being aware of already scheduled events.

Upon receipt and approval of your Intent to Host Form, you will be sent a second packet of materials and information.

If you choose to host an Advanced Prep Course/Workshop, please see the Advanced Certification Application Booklet for the minimum curriculum requirements for the educational component. Advanced Prep Courses/Workshops may be designed by any current PATH Intl. Advanced instructor and run completely independently of the PATH Intl. office. However, PATH Intl. will advertise Advanced Prep Courses/Workshops instructed by PATH Intl. Advanced Evaluators.

Please note that instructors who teach at your center **MAY** attend and become certified at a PATH Intl. Advanced Instructor Certification hosted by your center. In this case, the Evaluators for the Certification **MAY NOT** be from your center.

Thank you for your support of the PATH Intl. Advanced Instructor certification program!

Hosting Basics

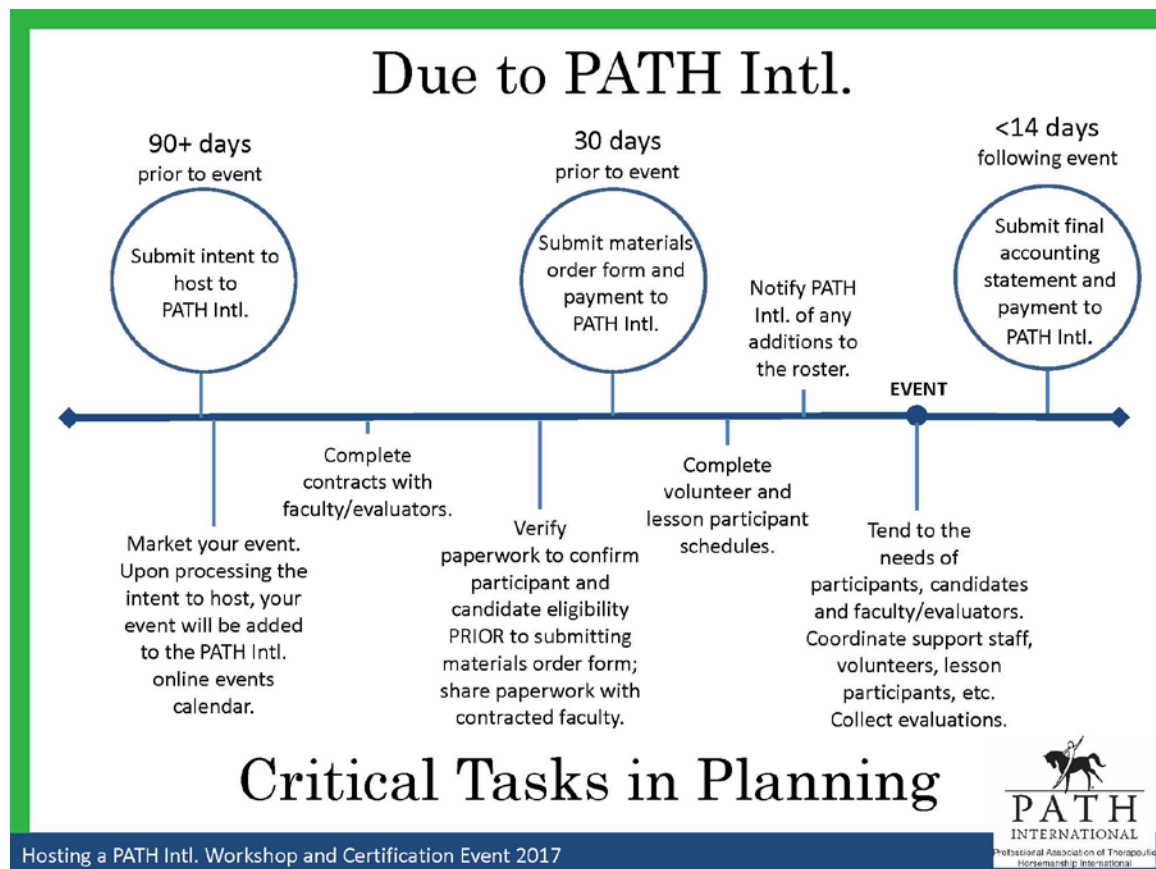
There are essentially phases to hosting a PATH Intl. Advanced Therapeutic Riding Instructor workshop and/or on-site certification:

1. **Intent phase** (involves confirming your center can meet the host site requirements, viewing the Hosting a PATH Intl. Workshop and Certification Event webinar, notifying PATH Intl. of your intent to host an event and contracting faculty/evaluators.)
2. **Event prep phase** (includes ordering materials, confirming the participant roster and submitting payment for participant and faculty/evaluator fees)
3. **Event phase** (includes holding the event and submitting the final fees due along with all participant paperwork, event evaluations and unused materials)

You are now in the intent phase. This intent to host packet will guide you through this first phase and includes important materials such as:

- Host site requirements and processes
- Equipment needs
- Sample budget information
- Recommended policies for use by the host site
- Intent to host forms (separate forms for prep courses/workshops and certifications)
- List of approved faculty/evaluators
- Sample contract
- Sample registration forms

Timeline Overview



Host Site Requirements

During the intent phase and PRIOR to submitting an intent to host form, you should determine that your center can successfully meet the following host site requirements.

To host an **Advanced Prep Course/Workshop**, the host site should have:

- PATH Intl. Premier Accredited Center status
- Contract with at least one faculty member to conduct the course/workshop. It is advised to select this faculty member from the list of approved PATH Intl. faculty/evaluators on the last page of this packet. You may contract with other individuals holding PATH Intl. Advanced Instructor certification, but it is advised that you review the planned curriculum with them ahead of time to verify it meets the minimum curriculum requirements (see the advanced instructor application booklet and criteria posted on the PATH Intl. website)
- Access to an indoor arena
- Classroom facility large enough to comfortably accommodate all attendees
- Presentation materials: a TV/DVD player, PowerPoint projector and screen (recommended) or overhead projector, flip chart
- Copy machine and paper
- Mounting ramp and block
- Wheelchair (or access to/use of a wheelchair)
- Adaptive and safety equipment (communicate with contracted faculty for specifics)
- Safe, good-tempered and sound equines for hands-on activities (communicate with contracted faculty for specifics)
- Assigned tack for all equines participating

To host an **Advanced Instructor certification**, the host site must provide the following:

- PATH Intl. Premier Accredited Center status
- Contracts with two evaluators selected from the list of approved PATH Intl. faculty/evaluators on the last page of this packet. You must contract with at least one lead and one associate faculty/evaluator.
- Access to an indoor arena
- Mounting ramp and/or block appropriate for the students
- All materials needed for testing (organized with lead evaluator's guidance)
- Enough suitable equines to limit the equines to no more than three candidate riding demonstrations, including the warm-up (10 recommended)
- Equines to meet the following criteria:
 - ✓ Appropriate size and weight to carry adults
 - ✓ Sound of leg, wind and temperament
 - ✓ Safe
 - ✓ Trained and conditioned to the level of the advanced candidate riding demonstrations (see horsemanship criteria in the advanced instructor criteria posted on the PATH Intl. website)
 - ✓ Accommodate both Western and English riders at the walk, trot/jog and canter/lope for up to one hour of moderate work at a time.
 - ✓ Equines that are not are part of your program must have documentation of screening and acceptance by a center representative for the purpose of use during the certification.
- Appropriate lungeing equipment and 5 to 10 equines that are trained to lunge safely and obediently.
- Enough riders with disabilities to provide:
 - ✓ 15 to 30 riders with physical impairments -- 3 riders per lesson for a maximum of 8 total lessons for 3 riders with physical impairments. Include riders who have physical disabilities other than, in addition to, hearing or visual impairments. The riders may ride in two lessons but the groups must be mixed up so it is not the same three riders in two lessons.

- ✓ 15 to 30 riders with a primary diagnosis of cognitive impairments (may include riders with mental health diagnosis) -- 3 riders per lesson for a maximum of 8 lessons for 3 riders with cognitive or mental health challenges. The riders may ride in two lessons, but the groups must be mixed up so it is not the same three riders in two lessons.
 - If the riders have dual diagnoses then riders may ride both days, but there must be enough riders to ensure that each instructor teaches different riders on each day. Host site representative will collaborate with the assigned Evaluators to work on the schedule depending on the number of candidates who are testing. See enclosed sample copy of the Rider Profile form.
 - ✓ 10 to 20 intermediate level riders without disabilities.
 - Each rider may ride in two lessons for a maximum of 8 lessons with two riders.
- Sufficient number of volunteers to assist in every lesson
 - Complete, up-to-date files for all riders participating in the lessons. See the rider profile in the host site final forms packet for more information.
 - Tack, props and equipment for lessons available and easily accessible to candidates
 - A quiet, private place for the candidates to write their self-reflection after their teaching component is completed
 - Private location for meetings and report writing for faculty/evaluators.
 - Provide the means to print the evaluator's written reports.

Being Prepared for the Advanced Instructor On-site Certification Test Components

The PATH Intl. Advanced Instructor certification testing process is rigorous for all involved. The host site should be prepared to support candidates through testing on the following components and skill subsets.

1. Horsemanship
 - Riding (english and western; includes grooming and tacking)
 - Stable Management (oral exam regarding knowledge/skill of items in the Advanced instructor criteria)
 - Lungeing (5 minute demonstration)
 - Equine Evaluation (oral presentation on suitability of assigned equine for therapeutic riding activities, including the equine's characteristics, conformation and gaits)
2. Teaching
 - Able-bodied lesson (2 students without disabilities)
 - Cognitive disabilities lesson (3 students with cognitive disability or mental health diagnoses)
 - Physical disabilities lesson (3 students with physical disability diagnoses)

Please remember that this certification is designed to test the skills of an Advanced Level Instructor. Please do not interfere with decisions the candidates make. If there is something that the center deems unsafe, unethical or a risk to their riders and/or equines, please inform the evaluators so they can redirect and/or intercede as necessary.

Advanced Instructor Certification Schedule

- A maximum of 8 candidates can be tested. This number may vary if a few candidates are only resubmitting a few components and not completing the full certification – please confirm with the contracted evaluators.
- No more than 3 candidates can be tested daily.
- 3 candidates per day is a very ambitious schedule and is difficult to maintain for several days in a row. It is strongly advised to limit certification events to 3 days.
- Please work closely with the evaluators to determine the best order of testing in order to allow for adequate breaks for all involved.

Equipment Needs

To properly support PATH Intl. Advanced Instructor certification candidates host sites should have, at a minimum, the equipment listed below. If your center does not have any of the items listed, please contact PATH Intl. or your lead evaluator to discuss substitute equipment. Please defer to contracted faculty about equipment needs for Advanced Prep Courses/Workshops. **Host sites must have all safety equipment as required by PATH Intl. standards, particularly approved safety helmets for all riders.**

- 1. Saddles:**
 - Dressage saddle
 - Close contact saddle
 - Forward seat saddle
 - All-purpose saddle
 - Jumping saddle
 - Western saddle
 - Australian stock saddle
 - Endurance saddle
 - Saddle with a rigid handhold
 - Saddle with blocks
- 2. Surcingles:**
 - Two-handle (vaulting)
 - Single-handle (anti-cast)
 - Over girth
- 3. Bareback pad**
- 4. Stirrups:**
 - S Stirrups Peacocks
 - Quick outs
 - Western safety stirrups
 - Devonshire boots
- 5. Reins:**
 - Loop reins
 - Ladder reins
 - Rein handle
- 6. Saddle Fleece:**
 - Seat saver
 - Full saddle fleece
- 7. Easy Ride/Natural Ride**
- 8. Handholds**
- 9. Side Pull/Jumping Hackamore**
- 10. Bit Lead**
- 11. Additional equipment for role-playing certification lessons:**
 - Cones Barrels
 - Poles (ground and upright)
 - Props
 - Games

Before the Event

- 1. Designate an event point of contact**
 - This individual will be in charge of coordinating with PATH Intl. regarding all event requirements, paperwork and payments.
 - In order to effectively support participants and faculty during the event and due to a conflict of interest, the event contact person/host site rep CANNOT also participate in the workshop or certification.
 - It is recommended that this individual is also the point of contact for the prep course/workshop and certification participants.
- 2. Determine your centers ability to host an event**
 - Designated individual (preferably the event point of contact) views the “Hosting a PATH Intl. Workshop and Certification Event” webinar to gain an understanding of host site commitments.
 - Review the requirements within this packet to determine if all host site requirements can be met.
 - Decide if your center is able and willing to host.

3. Create a budget and fee schedule

- Assess budgetary requirements for the host site and determine workshop and/or on-site Advanced certification fees. You can review a sample budget and budgetary recommendations below. Costs for meals and lodging may be included with registration fees, or those may be covered separately by participants, depending on the host site's preferences and capabilities.
- Please note that special insurance charges or different coverage may be required to host an event at your center.

Fees associated with the PATH Intl. Advanced Instructor Certification:

Due to PATH Intl. with the certification roster BEFORE the event:

Lead faculty/evaluator fee	\$525 (per lead faculty/evaluator per day)
Associate faculty/evaluator fee	\$525 (per associate faculty/evaluator per day)

Due to PATH Intl. with the final accounting statement AFTER the event:

Certification participant fee	\$85 (per candidate)
Candidate roster late fee	\$40 (per week, additional shipping fees may apply)

Sample Budget: based on 8 certification candidates over 3 days

Income:	Certification Participant fees	\$675.00 each	\$5,400.00
Expenses:	Certification Participant fees to PATH	\$85/Candidate	\$680.00
	Evaluator Fees to PATH Intl.	\$525/evaluator/day	\$3,150.00
	Air fare		\$800.00
	Insurance for facility (estimated)		\$75.00
	Hotel		\$310.00
	Advertising		\$100.00
	Total Expenses		<u>\$5,115.00</u>
	Profit to Host Site:		285.00

4. Complete and submit the intent to host and webinar acknowledgement forms

- If your center decides to proceed with hosting a prep course/workshop and/or on-site Advanced certification, submit the completed intent to host AND the webinar acknowledgement forms to PATH Intl.
- Upon approval of your intent to host request, your event will be added to the PATH Intl. events calendar free of charge.

NOTE: PATH Intl. does not regulate the number of events held within proximity of one another. Bear in mind that if you choose to book your event close to another nearby event, this may result in poor registration numbers for both events. Host sites are responsible for checking the PATH Intl. online event calendar and being aware of already scheduled events.

Upon receipt and approval of the intent to host form, PATH Intl. will send the event point of contact the second host packet which includes event prep instructions and the following items:

- Candidate requirements and forms list
- Candidate roster
- Advanced certification candidate checklist
- Packet with candidate forms, which include the following:
 - ✓ "Welcome Candidate" letter*
 - ✓ Instructor personal reference, professional reference and essay questions*

✓ PATH Intl. Release of Liability and Photo Release forms*

*Single form provided. The host site must make the appropriate number of copies for participants, evaluators, etc.

5. Contract approved PATH Intl. faculty/evaluators

- Contract two of the approved faculty/evaluators listed on the last page of this packet for Advanced certifications. At least one faculty/evaluator must have lead status (you may have two lead faculty or one lead and one associate). Host site will pay the evaluator fees via PATH Intl.
- The contracts should include specify evaluator fees to be paid via PATH Intl. prior to certification as well as expenses (transportation, meals, lodging, etc.) to be paid directly by the host site. See sample contract on page 15.
- It is advised to hire at least one faculty listed on the last page of this packet for Advanced Prep Courses/Workshops. Host site will pay course/workshop faculty directly.

6. Create policies

- The faculty/evaluators may provide input on policies for your event, but it is up to the host site to create these policies and make them known to participants. Below are some issues you might want to consider when writing your event policies.

Cancellation and refund policies: Participants, candidates, faculty/evaluators and PATH Intl. must be notified immediately of any cancellations. Faculty/evaluators must be reimbursed for any accrued contractual expenses. It is recommended to establish a policy to address situations in which candidates do not end up completing the necessary prerequisite requirements prior to the event and have to withdraw from the certification due to ineligibility. **Please make sure your refund policy is clearly stated on all advertising materials.**

Extra fees incurred: The host site should also decide if it will pass on any extra fees that may be accumulated for late registrants.

Confidentiality and information release forms: PATH Intl. recommends that host sites create and distribute confidentiality agreements for all participants and volunteers to sign, which helps protect the confidentiality of all certification candidates as well as any student riders with disabilities who may be aiding in the certification evaluations. In addition to confidentiality agreements, it is recommended that host sites have participants and volunteers sign photo release forms if any part of the workshop is being photographed; however, please note that photographs or video may not be taken during certification. Finally, of course, it is necessary to gain permission from all student riders (or their families, when appropriate) for their participation in the event and the use of their information.

Food and lodging: The host site should decide if it will provide meals, snacks and/or lodging to participants, and if these costs will be included with registration fees. If the host site chooses not to provide any of these things, PATH Intl. recommends making this clear to participants and giving them resources to find nearby lodging.

Height, weight and other special restrictions: If the host site decides to have a height and/or weight limitation (due to the equines' capacity, facility issues, etc.), or any other special conditions or participant restrictions, this must be clearly communicated to all participants prior to the event. If any workshop participant or certification candidate needs accommodations because of the host site's policy, please contact PATH Intl. Video submission is not an option.

Accommodation requests: An accommodation is an adjustment or adaption to a component or components of the certification process in order to meet the special needs of a particular candidate. All requests for accommodations must be submitted in writing to PATH Intl. at least 60 days prior to the workshop and/or certification. Although it is the responsibility of the candidate to ask PATH Intl. for accommodation

requests, it is strongly suggested that the host site contact PATH Intl. as well if a participant has told the host site he or she will need an accommodation.

Requests for accommodations will be reviewed on an individual basis by PATH Intl. The candidate will be notified of the final decision in writing and will be provided with a letter to be shared with the host site defining the parameters of the accommodation. If an accommodation is granted, the host site must communicate this to the lead evaluator. All candidates with a riding accommodation will be required to teach the riding pattern to an able-bodied rider instead of riding the pattern; all candidates with a teaching accommodation will be required to instruct an able-bodied volunteer in mounting and dismounting procedures as well as any emergency dismount procedures. The host site will be required to provide appropriate volunteers to assist in these roles. Communicate with the lead evaluator for details on procedures and volunteer needs.

Faculty/evaluators are not authorized to grant accommodations on-site and accommodations are not granted part way through the certification process. If a certification candidate is unable to complete each component of certification and does not have proof of an accommodation granted by PATH Intl., the candidate may choose to withdraw from one or both component of certification. They will be required to complete certification under the same parameters that they began it, so an accommodation cannot be granted for resubmission only. Any candidate needing an accommodation after attending a certification event will need to start from the beginning and submit a new instructor application with his or her accommodation request.

7. Advertise the event

- Advertise and market your event. A template brochure is included later on in this packet.
- Your certification event will be included on the PATH Intl. events calendar free of charge, but it is the host site's responsibility to market their event on other platforms.
- Advanced Prep Courses/Workshops conducted by approved PATH Intl. Advanced Instructor certification faculty/evaluators may be included on the PATH Intl. events calendar free of charge. Again, it is the host site's responsibility to market their event on other platforms.
- When advertising an Advanced Prep Course/Workshop, it is advised to work with the faculty member(s) to clearly establish the learning outcomes for the course so that you can specify the expectations participants can have. It is also strongly advised to include a syllabus and/or curriculum outline in the participant information packet so that potential participants can determine if the course will meet their educational needs.

8. Register participants

- Register certification candidates **Remember there is a maximum of 8 and no more than 3 per day.** The only exception to this may be if/when candidates are only resubmitting a few components and not completing the full certification. Please keep the contracted evaluators informed of the number of candidates so they can work with you to establish the testing schedule.
 - Please do not accept any membership applications or payments but instead refer the individual to contact PATH Intl. directly to request membership. Participants should purchase PATH Intl. membership ahead of the event.
 - In order to effectively support participants and faculty during the event and due to a conflict of interest, the event contact person/host site rep CANNOT also participate in the prep course/workshop or certification.
- **Please be sure to emphasize the necessity of completing all prerequisites prior to attempting certification.** It is also recommended that you include any special information about your host site's fees, policies or limitations to better prepare participants.

9. Collect and review participant paperwork

- Ensure all paperwork is completely filled out for all prep course/workshop and/or certification participants. If a participant or candidate enquires about accommodations beyond handicap accessibility, please refer them to PATH Intl. directly.
- **The host site is responsible for confirming that all registrant paperwork is complete to ensure eligibility for the prep course/workshop and/or certification PRIOR to submitting a certification roster to PATH Intl. In as many cases as possible, verification of candidate eligibility should take place 30 days prior to the certification.** All certification candidates should present a valid prep course/workshop certificate of completion and documentation of 120 hours of mounted, group instruction of individuals with disabilities. (*Prep course/workshop certificates are valid for 2 years from the date on the certificate.*) An eligibility checklist is included in the second host packet for event prep.
- Share the certification roster with the evaluators so that they may determine if they have a conflict of interest with any candidates.
- Double check that all Advanced certification candidates have completed the required pre-requisites BEFORE including them on the certification roster.

10. Complete and submit certification roster (in the Event Prep packet) no less than 30 days prior to event

- The candidate and payment for evaluator fees are due to PATH Intl. 30 days prior to the event. A late fee of \$40 per week.
- If the host site would like to sign up late registrants who were not included on the initial materials order form, the host site must notify PATH Intl. immediately to determine if the late registrants are in fact eligible for participation.
- A roster does NOT need to be submitted for Advanced Prep Courses/Workshops

Also upon receipt of the materials order form, PATH Intl. will send the event point of contact event follow-up instruction and the final forms packet which includes:

- ✓ Host site rider profile form*
- ✓ Lesson evaluation form*
- ✓ Instructor comment sheet*
- ✓ Riding demonstrations score sheet*
- ✓ Advanced instructor candidate summary sheet*
- ✓ Candidate report form
- ✓ Faculty/evaluator feedback form*
- ✓ Apprentice/associate faculty/evaluator evaluation form*
- ✓ Apprentice/associate faculty/evaluator recommendation form*
- ✓ Final accounting statement

**Single form provided. The host site must make the appropriate number of copies for participants, evaluators, etc.*

11. Double check requirements and available resources, plan event schedule

- Work with your selected faculty/evaluators to make sure your center is prepared to meet all necessary host site requirements. It is particularly important revisit host site requirements and resources if there is a likelihood of inclement weather. Be sure you have backup options available for changes in weather, issues with equines, equipment failure, etc.
- Begin planning a schedule for the prep course/workshop and/or on-site certification.

12. Recruit volunteers

- The host site should provide volunteers to help during the prep course/workshop and assist certification candidates during their evaluations. Your faculty/evaluators can help you plan for how many volunteers you will need for your event.
- Note that there may not be time for breaks during these events, particularly during the certification, so you will need enough volunteers to trade out throughout the day if necessary.

During the Event

13. Ensure that all host site requirements are continually met throughout the event

14. Orient evaluators, attendees, volunteers, support staff and riders for teaching demonstrations

- Ensure comments about equines and lesson participants are kept to a minimum. Candidates often use comments made by center staff to support an appeal of their certification results.
- You may answer equine and rider profile questions but should not offer teaching advice specific to riding an equine or about the lesson participants.

15. Monitor needs of evaluators and attendees

- Ensure that amenities and facilities are functioning as expected.

16. Distribute paperwork and manuals to attendees

- If you are hosting an Advanced Prep Course/Workshop, please provide certificates of completion to the participants for their records and required documentation of certification prerequisites.

17. Collect paperwork and review for completeness

- Includes prep course/workshop and certification registration paperwork, event evaluations, etc.

After the Event

18. Double check completeness of paperwork

- Work with the faculty/evaluators to make sure all prep course/workshop and/or certification materials are collected, including all evaluation forms (with reports written by evaluators)

19. Organize and mail all event paperwork to PATH Intl.

20. Complete and submit the final accounting form (in the final forms packet)

- The host site must complete and return the final accounting statement, including any outstanding payments, to PATH Intl. **within 14 days of the conclusion of the event.**
- The final accounting statement should be accompanied by all certification candidate paperwork.
- Unused manuals may also be returned to PATH Intl. for a refund. If there are reimbursements due to the host site from PATH Intl., payment will be sent after PATH Intl. processes the final accounting statement.

21. Assess your center's ability to meet the host site requirements and successfully host the event

- Informed by the host site evaluations filled out by the attendees, conduct an honest assessment about how successfully the event was delivered.
- Consider what changes/improvements may need to be made in order to more smoothly run your next event.

PATH INTL. ADVANCED INSTRUCTOR CERTIFICATION 2019 INTENT TO HOST FORM

Name of Host Site: _____ PATH Intl. Center #: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

Point of contact: _____ Phone number: _____

Point of contact's email (required): _____

(This person must be staff at the host site and responsible for all communication throughout the event hosting process)

We intend to host a PATH Intl. Advanced Instructor Certification on the following dates: _____

Candidate registration deadline: (set approx. 32 days before date of event) _____

Certification registration fee \$ _____

Center has contracted* with the following evaluators:

Lead: _____ Associate: _____

**Please enclose a copy of contracts ONLY if fees different than those recommended by PATH Intl. are negotiated with your faculty/evaluators.*

Does the center have a candidate height/weight limit? _____ If so, what is it? _____

Does the center have any concerns with providing Western or English riding options? _____

The Host Site:

- Is a PATH Intl. Premier Accredited Center
- Received contracts from faculty/evaluators chosen from current list provided by PATH Intl.
- Has access to an indoor facility
- Has access to a classroom facility
- Has access to PowerPoint projector/screen, flip chart, copy machine and paper
- Can provide a vaulting barrel, mounting ramp and block
- Can provide appropriate adaptive equipment as outlined in the requirements for Advanced certifications
- Can provide safe, sound equines as outlined in the requirements for Advanced certifications
- Is able to accommodate both English and Western riders
- Will provide up-to-date information for riders on the rider profile form
- Guarantees that a designated individual has viewed the "Hosting a PATH Intl. Workshop and Certification Event" webinar and has submitted the webinar acknowledgement form to PATH Intl.**

PATH Intl. offers free posting of Advanced Instructor Certification on the events calendar on the website – Please check one of the following:

We DO **OR** We DO NOT want this certification posted on the PATH Intl. events calendar.

I, the event point of contact, have carefully read the requirements and process for hosting a PATH Intl. Advanced Instructor certification event. I understand and agree that the host site will meet those requirements and follow the processes as outlined. This includes verification of certification candidate eligibility no less than 30 days prior to the event. I understand that failure to do so could result in loss of the privilege to host the PATH Intl. Advanced Instructor certification in the future.

Event point of contact signature: _____ Date: _____

ADVANCED PREP COURSE/WORKSHOP 2019 INTENT TO HOST FORM

Name of Host Site: _____ PATH Intl. Center #: _____

Address*: _____ City: _____ State: _____ Zip: _____

***Note: This is the address that PATH Intl. will use to send all event materials.**

Physical address (if different from above): _____

Point of contact: _____ Phone number: _____

Point of contact's email (required): _____

(This person must be staff at the host site and responsible for all communication throughout the event hosting process)

We intend to host an Advanced Prep Course/Workshop on the following dates: _____

Registration deadline: (set approx. 32 days before date of event) _____

Prep course/workshop registration fee \$ _

This is an Advanced Prep Course/Workshop ONLY (we are NOT also holding a certification)

This Advanced Prep Course/Workshop will be offered in conjunction with a certification held on*: _____

*Separate Advanced Instructor Certification Intent to Host must be submitted

(dates)

We have contracted with the following Advanced Prep Course/Workshop instructors:

Lead: _____ Associate (optional): _____
(name) (name)

The maximum number of workshop participants the host site can accommodate: _____

Does the center have a candidate height/weight limit? ___ If so, what is it? _____

The Host Site:

- Is a PATH Intl. Premier Accredited Center or covered arena
- Has access to an indoor facility
- Has a room to accommodate number of candidates to sit for the exam without interruption (if applicable)
- Can provide materials, equines, riders, volunteers, etc. as specified by Advanced Prep Course/Workshop instructor(s)
- Agrees to uphold all relevant PATH Intl. Standards at all times during the event
- Agrees to provide certificates of completion to attendees for their records
- Guarantees that a designated individual has viewed the "Hosting a PATH Intl. Workshop and Certification Event" webinar and has submitted the webinar acknowledgement form to PATH Intl.**

PATH Intl. offers free posting of Advanced Prep Courses/Workshops facilitated by approved PATH Intl. faculty on the events calendar on the website - Please check one of the following:

WeDO **OR** We DO NOT want this prep course/workshop posted on the PATH Intl. events calendar.

I, the event point of contact, have carefully read the requirements and process for hosting a PATH Intl. Advanced Prep Course/Workshop.

Event point of contact signature: _____ Date: _____

Contracting Faculty/Evaluators

Two faculty/evaluators are required to conduct a PATH Intl. Advanced instructor certification. You can contract with those listed as lead evaluators and associate evaluators. One **MUST** be a lead evaluator (for example: contract can be with two lead evaluators OR one lead and one associate evaluator).

For Advanced Prep Courses/Workshops, it is advised to contract with one of the associates or leads listed below.

Apprentices:

(faculty/evaluators approved for training, cannot be contracted; attend at their own expense)

Name	City/St	Contact Number	Email
Sue Adams	Egg Harbor Township, NJ	(609) 927-3785	alphamarenj@aol.com
Kim Berggren	Climax, MI	(269) 665-0334	khenning99@yahoo.com
Heather Hernandez	Richmond, TX	(806) 252-6595	heather@reiningstrength.org
Lindsey Jameson	Hailey, ID	(310) 729-7301	lindsjameson@gmail.com
Kate Robbins	Williamsburg, VA	(352) 875-0380	freshpaintfarm@yahoo.com
Jacqueline Tiley	Fort Collins, CO	(970) 980-9674	jactiley@gmail.com

Associate Faculty/Evaluators:

Marsha Anderson	Hutchinson, MN	(320) 296-3227	Marsha_anderson@hotmail.com
Amy Causey	Wylie, TX	(720) 560-6103	horsedustltd@yahoo.com
Patti Coyle	Fairfield, CT	(203) 767-7977	pcoyle@highhopestr.org
Meggan Hill-McQueeney	Cheyenne, WY	(847) 366-4571	meggan@braveheartsridding.org
Lauren Fitzgerald	Old Lyme, CT	(201) 264-8217	jester31x79@hotmail.com
Michelle LaFleur	Broomfield, CO	(303) 594-8641	smsfleur@ecentral.com
Teresa Morris	Newbury, OH	(440) 655-7940	teresamorris@windstream.net
Jenny Nell	Rozet, WY	(307) 680-8881	jenny.f.nell@gmail.com
Amy Newman	Augusta, MI	(269) 806-3525	Amy@cheffcenter.org
Pebbles Turbeville	Laurinburg, NC	(910) 280-2664	PTurbeville@gmail.com
Susan Radcliffe	Chester, NJ	(908) 879-1628	sjr50@embarqmail.com

Lead Faculty/Evaluators:

Liz Adams	Eastham, MA	(910) 280-3217	eaharrisadams@gmail.com
Octavia Brown	Gladstone, NJ	(908) 234-1907	octavia.brown@centenaryuniversity.edu
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Sandy Webster	Mission Viejo, CA	(949) 701-5271	grmeadow@pathcom.com

SAMPLE CONTRACT

THIS CONTRACT made and entered into for the PATH Intl. Advanced Instructor certification to be held at **Host Site Location** on **Date** by and between **Host Site Name** and **Faculty Name**, hereinafter called FACULTY.

Now, therefore, it is agreed between the two parties as follows:

The compensation of the FACULTY is \$525.00/ day for the _____ day certification on the dates of _____. This fee will be paid by the Host Site to PATH Intl. prior to the certification and delivered to the FACULTY via mail directly from PATH Intl. The total fee paid will be \$_____.

Expected arrival date for FACULTY is: _____

Expected departure date for FACULTY is: _____

The Host Site will provide the following reimbursement(s) to the FACULTY:

Actual expenses OR Expenses up to \$_____ for travel;

(circle one)

Actual expenses OR Expenses up to \$_____ for lodging;

(circle one)

Actual expenses OR Expenses up to \$_____ for meals;

(circle one)

Federal mileage reimbursement rate OR Expenses up to \$_____ for mileage;

(circle one)

will be reimbursed for the following time period: _____

Receipts for the above expenses must be submitted by FACULTY to the Host Site by: _____
(date)

Reimbursement of the above expenses will be delivered by the Host Site directly to the FACULTY by: _____
(date)

FACULTY Signature: _____

Host Site Signature: _____

FACULTY Contact Information:

Address: _____

Home Phone: _____ Work/Cell: _____

Fax: _____ Email: _____

Before the event

- Designate event point of contact
- Determine host site eligibility
- Create a budget and fee schedule
- Submit intent to host and webinar acknowledgement forms to PATH Intl.
- Contract approved PATH Intl. faculty/evaluators
- Create policies
- Advertise event
- Register participants
- Collect and review participant paperwork (especially for certification eligibility)
- Submit materials order form and fees to PATH Intl.
- Double check host site requirements and resources available
- Plan event schedule
- Recruit volunteers

During the event

- Ensure that all host site requirements are continually met throughout the event
- Monitor needs of evaluators and attendees
- Orient evaluators, attendees, volunteers, support staff and riders for teaching demonstrations
- Distribute paperwork and manuals to attendees
- Collect paperwork and review for completeness

After the event

- Double check completeness of paperwork
- Organize and mail all event paperwork to PATH Intl.
- Complete and submit the final accounting form within 14 days of the event
- Assess success of meeting the host site requirements and determine any changes/improvements that may need to be made for future events.



PATH Intl. Advanced Instructor Certification

Insert date of certification

Hosted by

Center Name

Center Address

Phone: 000-000-0000 x00 Fax: 000-000-0000

www.centername.org

With:

Lead Faculty/Evaluator Name

&

Associate Faculty/Evaluator Name

**REGISTRATION DEADLINE:
ENTER DATE THAT IS 32 DAYS PRIOR
TO THE START OF THE WORKSHOP**

Registration Form

NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE: DAY _____ EVENING _____

PATH INTL. MEMBER ID _____ EMAIL _____

Please register me for the following:

_____ Certification* \$675.00 ~ August 3, 4, & 5

* Price includes lunch.

I understand that I must earn a passing score the online Advanced Instructor exam BEFORE attending this event in order to be eligible certification

Send your registration form, fee, and completed candidate packet to:

Center Name

Center Address or email

Refund policy:

Description of your center's policy.

DIRECTIONS:

Directions to your center.

LODGING:

Names and phone numbers for contacting hotels or bed and breakfasts near your center.

You will need to complete the Advanced Instructor certification candidate packet (provided upon confirmation of registration) and return to *Center name* with a copy of your PATH Intl. membership card and copies of current CPR and First Aid certifications by *<32 days prior to the certification>* in order to fully reserve your spot.