

PATH Intl. Registered Therapeutic Riding Instructor Workshop and Certification

Host Site Intent to Host Packet

Welcome

Dear PATH Intl. Premier Accredited Center,

Thank you for your interest in hosting a Professional Association of Therapeutic Horsemanship International (PATH Intl.) Registered Therapeutic Riding Instructor workshop and certification. Hosting a PATH Intl. Registered Therapeutic Riding Instructor workshop and/or on-site certification allows you as a center to deliver the education and/or testing instructor candidates need to become PATH Intl. Certified Registered Therapeutic Riding Instructors. Your center has the option of hosting the workshop and certification together or separately, but PATH Intl. recommends that instructor candidates take the workshop well in advance of certification so they may take home the information and practice what they've learned before returning for testing.

The following packet provides an overview of the hosting process and requirements for each portion of the PATH Intl. Registered Therapeutic Riding Instructor workshop and/or on-site. If your center determines that it can meet the host site requirements and would like to host a PATH Intl. Registered Therapeutic Riding Instructor workshop and/or on-site certification, please follow the directions within this packet and submit a completed intent to host form to PATH Intl. for approval and further instructions. Please keep the rest of this packet to refer to throughout the workshop and/or certification, as the information herein will be valuable to you before, during and after the event. If you have any questions about hosting a PATH Intl. Registered Therapeutic Riding Instructor workshop and/or on-site certification, please feel free to call PATH Intl. at (800) 369-7433.

Good luck and thank you for helping make PATH Intl. a leader in the field of equine-assisted activities and therapies!

Hosting Basics

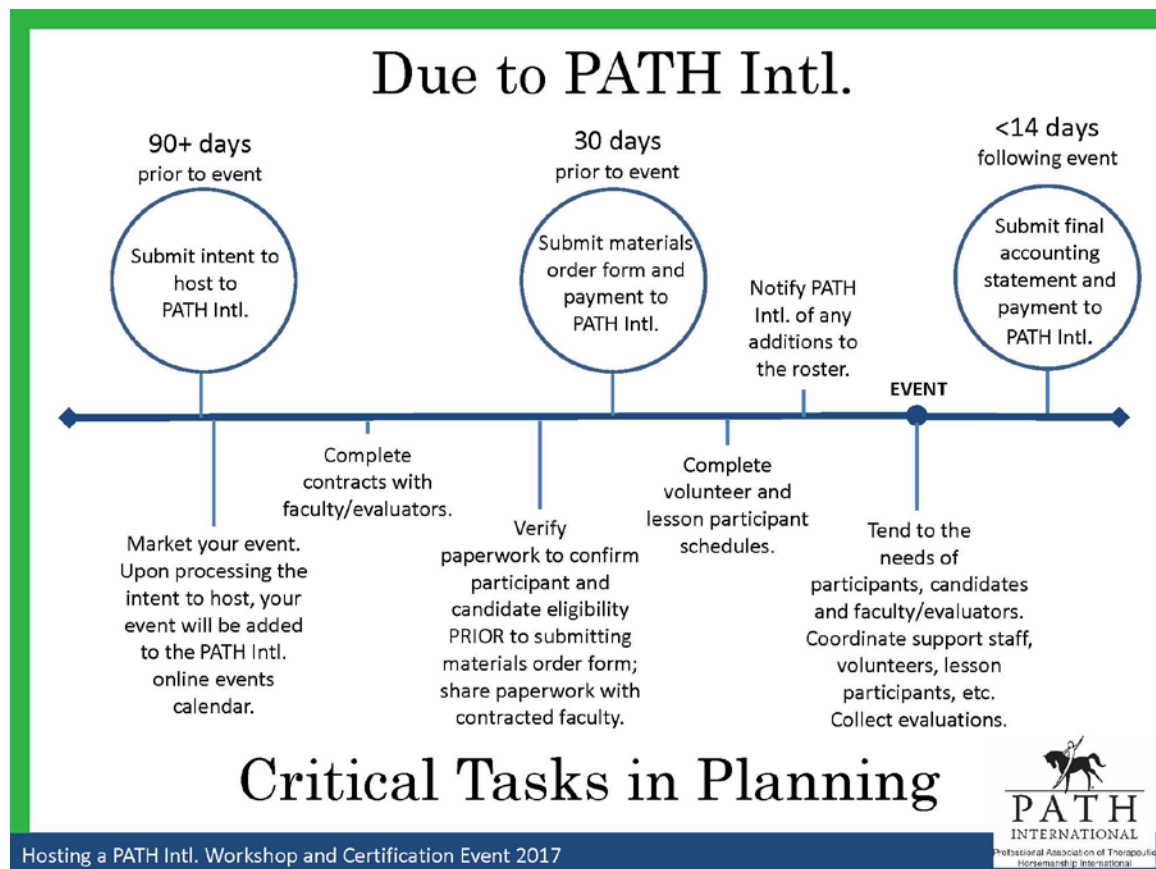
There are essentially phases to hosting a PATH Intl. Registered Therapeutic Riding Instructor workshop and/or on-site certification:

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 in 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 form
- 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 the **two-and-a-half day workshop**, the host site should have:

- PATH Intl. Premier Accredited Center status*
- Contracts with two faculty (one associate and one lead OR two leads) selected from the list of approved PATH Intl. faculty/evaluators on the last page of this packet
- 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
- Vaulting barrel
- Mounting ramp and block
- Wheelchair (or access to/use of a wheelchair)
- Adaptive and safety equipment (see list on next page for specifics)
- Safe, good-tempered and sound horses for hands-on activities:
 - ✓ Horse movement activity: three to four horses with different body types and movement
 - ✓ Mounting activity: two horses who are ramp trained
 - ✓ Volunteer activity: three to four horses already tacked up
 - ✓ Equipment activity: two to three horses with differently shaped backs
 - ✓ Role-playing activity: four to six horses
- Assigned tack for all horses participating

If your center cannot provide any item in the above list, please contact the lead evaluator to consider and prepare alternatives.

*** If your center is not a PATH Intl. Premier Accredited Center, please contact PATH Intl.**

To host a **one day on-site registered certification**, the host site must provide the following:

- PATH Intl. Premier Accredited Center status*
- Contracts with two evaluators (one associate and one lead OR two leads) selected from the list of approved PATH Intl. faculty/evaluators on the last page of this packet
- 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)
- 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 registered candidate riding demonstration warm-up and pattern, including walk, trot and canter on the correct lead in both directions
 - ✓ Accommodate both Western and English riders at the walk, trot/jog and canter/lope. If equines used for the riding component are not equines used in the riding program, there must be documentation of screening and acceptance by a center representative for the purpose of use during the OSWC.

- Enough suitable equines to limit the equines to no more than three candidate riding demonstrations, including the warm-up.
- Enough volunteers and riders with disabilities to provide 10 lessons of 20 minutes and two riders each for the teaching component of certification. It is recommended that the host site not schedule the riders with disabilities for more than two candidate lessons. Riders should have mild cognitive, behavioral and/or physical disabilities. All riders must be able to walk and trot either independently or with side walker assistance (no riders with severe mobility impairments).
- 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.

** If your center is not a PATH Intl. Premier Accredited Center, please contact PATH Intl.*

Equipment Needs

To deliver the intended benefit to PATH Intl. Registered Therapeutic Riding Instructor workshop and/or on-site certification participants, host sites should have all the equipment listed below available. If your center does not have any of the items listed, please contact PATH Intl. or your lead evaluator to discuss substitute equipment.

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 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 registered 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. For those centers hosting a workshop and/or on-site registered certification that carry the Markel Insurance policy, the workshop and/or on-site registered certification can be included on your policy as one public event day. Markel has agreed to count this entire workshop and/or registered certification as one event day, rather than three (or four, if offering a second registered certification day.) Be sure to submit your public event form to Markel 32 days prior to the workshop and/or on-site registered certification. There will be no payment due with the public event form if this is your free event day under the policy coverage. If you have already used your one public event day, please contact Markel directly as fees will vary.

Fees associated with the PATH Intl. Registered On-site Workshop and Certification:

Due to PATH Intl. with the materials order form BEFORE the event:

| | |
|---------------------------------|--|
| Workshop participant fee | \$55 (per participant; includes workshop manual) |
| Auditors | \$35 (per auditor, if receiving a manual) |
| Lead faculty/evaluator fee | \$300 (per lead faculty/evaluator per day) |
| Associate faculty/evaluator fee | \$250 (per associate faculty/evaluator per day) |

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

| | |
|----------------------------------|---|
| Certification participant fee | \$80 (per candidate) |
| Materials order form late fee | \$40 (per week, additional shipping fees may apply) |
| Additional auditors | \$35 (per auditor, express shipping fees may apply) |
| Additional workshop participants | \$55 (per participant, express shipping fees may apply) |
| Manual restocking fee | \$25 (per manual) |

Sample Budget: based on 20 workshop participants, 10 certification candidates and two auditors.

This is only a sample; each host site's circumstances are different. Some host sites may choose to have the entire workshop and/or registered certification underwritten through donations.

| | | | |
|------------------|--|-----------------------------|----------------|
| Income: | Workshop participant fees | \$375 each | \$7,500 |
| | Certification participant fees | \$150 each | \$1,500 |
| | Auditor fees | \$85 each | <u>\$ 170</u> |
| | Total income | | \$9,170 |
| Expenses: | Workshop participant fees to PATH | \$55 each | \$1,100 |
| | Certification participant fees to PATH | \$80 each | \$800 |
| | Auditor fees to PATH Intl. | \$35 each | \$70 |
| | Faculty/evaluator fees to PATH Intl. | for 3.5 days | \$1,925 |
| | Airfare for faculty/evaluator | | \$800 |
| | Hotel and car rental for | | \$500 |
| | Insurance for host site | (estimate) | \$72 |
| | Food | | \$300 |
| | Advertising | | \$350 |
| | Total expenses | | <u>\$5,920</u> |
| | | Profit to Host Site: | \$3,250 |

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

- If your center decides to proceed with hosting a workshop and/or on-site registered 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
- Materials order form
- Proposed workshop and/or registered certification schedule
- Registered certification candidate checklist
- Phase II packet with candidate forms, which include the following:
 - ✓ "Welcome Candidate" letter*
 - ✓ Riding demonstration pattern
 - ✓ Instructor personal reference, professional reference and essay questions*
 - ✓ Candidate briefing*
 - ✓ 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 that last page of this packet.
- At least one faculty/evaluator must have lead status (you may have two lead faculty or one lead and one associate).

- The contracts should include faculty/evaluator fees to be paid to PATH Intl. prior to the workshop, as well as expenses (transportation, meals, lodging, etc.) to be paid directly to faculty/evaluators at the conclusion of the workshop. See sample contract on page 17.

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: Faculty/evaluators must be notified immediately of any cancellations and be reimbursed for any accrued contractual expenses. All workshop and/or certification materials must be returned to PATH Intl., and any shortage in materials will be paid for by the host site. Please see the updated PATH Intl. policy on page 11 concerning fees for certification candidates without an IT letter; it is recommended that you include a policy for those candidates who do not have all necessary testing requirements completed to withdraw from the certification. **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, lodging and equipment: 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. The host site should also decide and communicate whether or not participants will be allowed to use any of their own tack, equipment or equines; PATH Intl. approves the use of participants' own horses as long as the host site agrees to it.

Height, weight and other special restrictions: If the host site decides to have a height and/or weight limitation (due to the horses' 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 event will be included on the PATH Intl. events calendar free of charge, but it is the host sites responsibility to market their event on other platforms.
- You may use the following sample text to advertise your workshop and/or registered certification:

This workshop is for any PATH Intl. member who is considering becoming a PATH Intl. Registered Instructor, or who would simply like to improve their therapeutic riding instruction skills. The purpose of this workshop is to provide participants with knowledge of the basic skills and information utilized by successful entry-level therapeutic riding instructors. The two-and-a-half day workshop will cover such topics as teaching techniques, task analysis, class structure, lesson plans, various types of disabilities, horse analysis, equipment, mounting and dismounting, and volunteers. The instructor workshop provides participants the opportunity to synthesize and apply the knowledge in role-play situations and hands-on sessions. The workshop may be audited, but please note that auditing will not fulfill the requirements for registered instructor certification eligibility.

Registered certification is offered to those candidates who have completed:

1. Phase I of the registered instructor certification process and possess an instructor-in-training (IT) letter
2. A minimum of 25 hours mounted, group instruction of individuals with disabilities verified by a current PATH Intl. Certified Riding Instructor
3. A PATH Intl. Registered Instructor Workshop (either previously or in conjunction with certification)

8. Register participants

- Register workshop participants (maximum 30) and/or certification candidates (maximum 10 per day), depending on which event(s) the host site is offering. These numbers are recommended participant capacities but may be modified with faculty/evaluator approval. There may be an unlimited number of auditors at the workshop, who do not participate in the hands-on portions of the workshop and who would not be included in the 30-participant maximum. Participants should purchase PATH Intl. membership ahead of the event. Please do not accept any membership applications or payments but instead refer the individual to contact PATH Intl. directly to request membership. 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.
- **Please be sure to emphasize the necessity of completing Phase I 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 workshop and/or registered 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 workshop and/or certification PRIOR to submitting a materials order form to PATH Intl. In as many cases as possible, verification of candidate eligibility should take place 30 days prior to the certification.** All registered certification candidates should present a valid instructor-in-training (IT) letter, workshop certificate of completion and documentation of 25 hours of mounted, group instruction of individuals with disabilities. *(IT letters are valid for 12 months from the issue date on the letter; workshop certificates are valid for 2 years from the date on the certificate.)*
- 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 registered certification candidates have completed the required pre-requisites BEFORE including them on the materials order form/certification roster.

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

- The materials order form and payment are due to PATH Intl. 30 days prior to the event. A late fee of \$40 per week and possible express shipping costs will be assessed if the materials order form and fees are late.
- 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.
- Once the materials order form and payment are received by PATH Intl., delivery of the following will be scheduled:
 - ✓ Workshop manuals – sent from a third party printer via FedEx
 - ✓ Certificates for workshop participants – sent by PATH Intl. via USPS

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:

- ✓ Workshop evaluation form*
- ✓ Workshop site evaluation form *
- ✓ Host site rider profile form*
- ✓ Lesson evaluation form*
- ✓ Instructor comment sheet*
- ✓ Riding demonstration score sheet*
- ✓ On-site registered instructor 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 horses, equipment failure, etc.

- Begin planning a schedule for the workshop and/or on-site certification.

12. Recruit volunteers

- The host site should provide volunteers to help during the 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 registered 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 horse 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

17. Collect paperwork and review for completeness

- Includes 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 workshop and/or registered 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 workshop and certification participant 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.

CERTIFICATION ELIGIBILITY POLICIES AS OF JANUARY 1, 2018:

PATH Intl. will return to enforcing the policy requiring candidates to provide BOTH a valid IT letter and documentation of 25 full hours of mounted, group instruction of individuals with disabilities in order to proceed with PATH Intl. Registered Instructor certification testing – NO EXCEPTIONS. Candidates who cannot supply these items to the host site in a timely manner will be considered INELIGIBLE for PATH Intl. Registered Instructor certification.

PATH Intl. has long required that all certification candidates must have completed Phase I of the registered certification process, possess a valid instructor-in-training (IT) letter, and supply documentation of 25 hours of mounted, group instruction for individuals with disabilities before attempting the certification test. Beginning November 1, 2010, policies were put in place giving candidates the option to pay a penalty fee to proceed with testing without an IT letter or documentation of 25 teaching hours. A review of these policies has revealed that these types of exceptions have been counterproductive to candidate preparedness, wasteful of host sites' time and resources, and undermines the importance of candidates having adequate experience in the arena to safely conduct therapeutic riding lessons. Therefore, as of January 1, 2018, the policies allowing for these exceptions will be repealed.

When candidates register to attend a PATH Intl. Registered Certification, they must be able to produce their IT letter to the host site 30 days in advance of the certification they wish to attend. IT letters are valid for 12 months from the date of issue/date at the top of the letter. Similarly, registered candidates must also be able supply documentation of 25 hours instructing therapeutic riding to groups of two or more individuals with disabilities signed by a current PATH Intl. Certified Riding Instructor to the host site 30 days prior to the certification they wish to attend.

Ultimately, it is every candidate's responsibility to ensure all prerequisite requirements have been satisfied by the appropriate deadlines to ensure they are eligible for certification. However, as the host site, you will be expected to verify candidate eligibility to help ensure resources are not needlessly expended.

If you have any questions about this change in policy, please contact PATH Intl. at (800) 369-7433 or via email.

PATH INTL. REGISTERED INSTRUCTOR ON-SITE WORKSHOP AND CERTIFICATION 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)

Center intends to host a PATH Intl. Registered Instructor Workshop and/or On-Site Registered Certification on the following dates:

Registered workshop dates: _____ Registered certification dates: _____

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

Workshop fee \$ _____ Registered certification fee \$ _____ Both \$ _____

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 adaptive equipment (see adapted equipment list)
- Can provide safe, sound EAAT horses as outlined in the requirements for the workshop/registered certification capable of performing the registered riding instructor pattern
- Is able to accommodate both English and Western riders
- Can provide riders and volunteers for 10 twenty-minute lessons of two riders with disabilities per day (Riders with severe mobility impairments are not appropriate for registered certification events.)
- 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 the Instructor Workshop and/or On-Site Registered Certification on the events calendar on the website – Please check one of the following:

We DO **OR** We DO NOT want this 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. Registered Instructor on-site workshop and/or 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. Registered Instructor workshop and/or certification in the future.

Event point of contact signature: _____ Date: _____

Contracting Faculty/Evaluators

Two faculty/evaluators are required to conduct a registered on-site workshop and 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).

Apprentices:

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

| Name | City/St | Contact Number | Email |
|------|---------|----------------|-------|
| | | | |

Associate Faculty/Evaluators:

| | | | |
|----------------------|----------------------|----------------|------------------------------------|
| Erika Berg | Kindred, ND | (701) 799-4819 | erika.berg@ndsu.edu |
| Sarah Carlson | Old Lyme, CT | (860) 334-4629 | scarlson@highhopestr.org |
| Joan Cutler | Fate, TX | (512) 677-1028 | JCutler@equest.org |
| Antoinette DeGruccio | Smithtown, NY | (631) 873-8036 | adegruccio86@gmail.com |
| Imanol Echeverria | Old Lyme, CT | (860) 391-2476 | imanolecheverria@gmail.com |
| Megan Ellis | Salem, CT | (915) 526-4335 | mellis@highhopestr.org |
| Elizabeth Fortes | Croton On Hudson, NY | (914) 271-4740 | forliz@aol.com |
| Kelly Hall | Grayson, KY | (606) 471-0344 | hallk16@aol.com |
| Gloria Hamblin | Thousand Oaks, CA | (818) 700-8412 | Gloria@rideon.org |
| Katie Hurlburt | Victor, NY | (716) 597-7394 | krposner@yahoo.com |
| Sharon Mason | Newark, IL | (815) 690-8144 | CSGG2013@yahoo.com |
| Laura Moya | Ledyard, CT | (860) 326-4474 | lebrown85@gmail.com |
| Saebra Pipoly | Phoenix, AZ | (623) 326-7589 | saebra.p@hooffallsandfootfalls.com |
| Cathe Struble | Pine Island, NY | (973) 768-8194 | cathe@winslow.org |
| Martha Underwood | Haverstraw, NY | (781) 771-0833 | martha.underwood17@gmail.com |
| Emily Wygod | Bedford, NY | (858) 342-1397 | emily.wygod@endeavorth.org |

Lead Faculty/Evaluators:

| | | | |
|------------------------|-------------------------|----------------|---------------------------------|
| Liz Adams | Eastham, MA | (910) 280-3217 | eaharrisadams@gmail.com |
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SAMPLE CONTRACT

THIS CONTRACT made and entered into for the PATH Intl. Registered Instructor on-site workshop and 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 \$300.00/ day for the _____ day workshop on the dates of _____ and for the _____ day certification on _____.

This fee will be paid by the Host Site to PATH Intl. prior to the workshop 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. Registered Instructor On-site Workshop and/or Certification

Hosted by CENTER NAME

Registration Form

Name _____

Address _____

City _____ State _____

Zip _____

Home phone: _____

Cell _____

Email _____



PATH
INTERNATIONAL

Professional Association of Therapeutic
Horsemanship International

Please register me for the following:

(fees determined by the center)

____ 2 1/2 day Instructor Workshop ONLY*
\$350.00 August 3, 4 & 5

____ Instructor Workshop & Registered
Certification*
\$500.00 August 3, 4, 5 & 6

____ Registered Certification ONLY**
\$150.00 August 5 & 6

____ Instructor Workshop Audit
\$ 75.00 August 3, 4 & 5

* Programs include lunch.

** MUST have proof of having attended a PATH Intl. Instructor Workshop within the previous two years or provide registered certification resubmission letter.

REGISTRATION DEADLINE:

Enter date that is 32 days prior to the start of the workshop.

Reimbursement policy: *Description of your center's reimbursement or cancellation policy.*

Mail your registration form, fee and confirmation letter to:

Center Name

Center Address

Center City, State Zip

000-000-0000

Upon receipt of the forms and payment, **Center Name will send you a PATH Intl. Phase II Packet.*

**PATH Intl. Registered
Instructor On-site Workshop
& Certification**

On-Site Instructor Workshop *Insert date of workshop*

On-Site Registered Certification *Insert date of registered certification*

With:

Lead Faculty/*Evaluator Name* Lead
Evaluator Accomplishments

&

Associate Faculty/*Evaluator Name* Associate
Evaluator Accomplishments

HOSTED BY

Center Name Center

Address

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

www.centername.org Center

Email address

PATH INTL. INSTRUCTOR CERTIFICATION PROCESS

PATH Intl. offers three levels of instructor certification for therapeutic riding: registered, advanced and master. This instructor workshop and/or on-site certification is for the registered level.

In order to become a PATH Intl. Certified Instructor, a candidate must successfully complete the two phases of the registered certification process. For current information on this process, please refer to the booklets provided on the PATH Intl. website at www.pathintl.org under the *Certification* drop down menu. Any questions regarding Phase I should be directed to PATH Intl., and questions regarding Phase II should be directed to PATH Intl. or **Center name**.

Phase I (PATH Intl.)

Upon submission of the registered instructor application form, an application fee, copies of current adult & child CPR and first aid certification cards, and PATH Intl. membership number or application to PATH Intl., you will officially enter Phase I. Upon receipt, PATH Intl. will email you **Phase I instructions**. These instructions include access to the following online components:

- PATH Intl. Standards Course
- Instructor Self-Study Course
- Pre-certification self-assessment

NOTE: Candidates have **12 months** to complete Phase I. Please note the PATH Intl. Standards Course with Exam has a 60-day timeframe and the Instructor Self-Study Course has a 180-day timeframe.

Upon successful completion of Phase I, candidates will receive confirmation of instructor-in-training status via email from PATH Intl. At this point, a candidate is considered a **PATH Intl. Instructor-In-Training**. You may retain this designation for **12 months** from the date of your confirmation letter.

Phase II (Host Site – Center Name) Within the 12-month timeframe, candidates must have completed all the components of Phase II. These components are:

- Complete 25 hours of teaching group mounted

- therapeutic riding lessons under supervision of a PATH Intl. Certified Riding Instructor
- Attend a registered instructor workshop **PRIOR** to attending a registered certification
- Successfully complete a registered instructor on-site certification

If you are interested in attending the instructor workshop and/or registered certification, please complete the attached form and mail with appropriate fees to the address listed. Please include a copy of your confirmation of instructor-in-training status letter from Phase I if registering for certification. Candidates are registered on a first come-first served basis, so make sure to register early. All certification candidates **must** register 32 days prior to the registered certification.

Once registered for the workshop and/or certification, we (**Center Name**) will send your **Phase II paperwork**. The paperwork will include the following and will need to be completed and returned to the host site to complete your workshop and/or certification registrations:

- On-site registration form
- Liability, photo release and confidentiality forms
- Additional forms for registered certification candidates:
 - Instructor personal reference, professional reference, and essay questions
 - Documentation of group teaching hours form

To participate in registered certification, complete the Phase II packet and return to **Center name** with a copy of your PATH Intl. membership card, and current copies of your CPR and first aid certificates. All Phase II forms need to be returned to the host site at least 32 days prior to the registered certification.

DIRECTIONS AND LODGING

DIRECTIONS:

Directions to your center.

LODGING:

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