



# **PATH Intl. Registered Therapeutic Riding Instructor Certification Program Handbook**



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## **ADDITIONAL BOOKLETS REGARDING CERTIFICATION (VISIT [www.pathintl.org](http://www.pathintl.org) TO DOWNLOAD)**

- **THE PATH INTL. REGISTERED INSTRUCTOR CRITERIA**
- **THE PATH INTL. REGISTERED INSTRUCTOR CERTIFICATION POLICIES AND PROCEDURES**
- **THE PATH INTL. REGISTERED INSTRUCTOR GLOSSARY**

***NOTE: The instructor certification program described in this handbook will be available to PATH Intl. Registered Therapeutic Riding Instructor candidates until June 30, 2021.***



### Mission

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

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

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

**Email: [path@pathintl.org](mailto:path@pathintl.org) / Website: [www.pathintl.org](http://www.pathintl.org)**

**1 YEAR**

to complete from date of application

**PHASE I**

- Be 18 years of age or older
  - Be a PATH Intl. member
  - Have submitted a Registered Instructor application  
NO LATER than October 31, 2019
    - Submit accommodation request (if applicable)
  - Submit Adult & Child CPR and first aid certifications
  - Submit signed Equine Management Skills Checklist
  - Complete the online Standards Course and exam  
(score valid for one year)
  - Complete the online Instructor Self-Study Course and exam  
(score valid for two years)
  - Complete the online Pre-Certification Self-Assessment exam
- RECEIVE INSTRUCTOR IN TRAINING (IT) LETTER**  
(valid for 12 months from date of issue)

*Recommended but optional during Phase I:*

- Audit a PATH Intl. on-site Registered Instructor workshop*

NOTE: This diagram is intended to be a general checklist/overview of the application and certification process. Please thoroughly review this booklet for details on each component within the process.

**1 YEAR**

to complete from date of IT letter

**PHASE II**

- Complete a minimum of 25 hours of teaching mounted therapeutic riding to a group (two or more riders)  
(max of two years old at time of certification)
- Attend a PATH Intl. on-site Registered Instructor workshop (max of two years old at time of certification)
- Attend a PATH Intl. on-site Registered Instructor certification **NO LATER THAN June 30, 2021**

**PATH Intl.  
Registered  
Therapeutic  
Riding Instructor  
certification  
granted**

**TRANSITION**

To the PATH Intl.  
Certified Therapeutic Riding  
Instructor  
(CTRI) credential  
**NO LATER than  
June 30, 2021**





# *The PATH Intl. Registered Therapeutic Riding Instructor Certification Process*

A PATH Intl. Registered Therapeutic Riding Instructor must possess the knowledge, skills and abilities to effectively and safely teach riding skills to individuals with disabilities. This booklet is meant to serve as a guide to help you through the PATH Intl. Registered Instructor On-site Workshop and Certification process. In order to become a PATH Intl. Certified Registered Instructor, you must successfully complete both phases of the process.

**The PATH Intl. Registered Therapeutic Riding Instructor certification program will be available to instructor candidates until June 30, 2021. Registered instructors will be required to transition to the PATH Intl. Certified Therapeutic Riding Instructor (CTRI) credential by June 30, 2021 to maintain active certification into 2022. PATH Intl. Registered Therapeutic Riding Instructor certification will not be recognized past July 1, 2021.**

## **METHODS FOR OBTAINING REGISTERED INSTRUCTOR CERTIFICATION**

You may obtain your PATH Intl. Registered Therapeutic Riding Instructor certification via one of three methods before June 30, 2021:

- 1) **Successfully complete the PATH Intl. On-Site Workshop and Certification Program (most common method).**

- 2) Attend a college or university with a PATH Intl. Higher Education Membership. Visit [www.pathintl.org](http://www.pathintl.org) to learn more about our current higher education partnerships.
- 3) Attend and successfully complete a PATH Intl. Approved Training Course and on-site certification. *NOTE: Many PATH Intl. Member Centers offer instructor training and/or certification prep courses, but only courses recognized by PATH Intl. as an ATC count towards certification requirements.* Contact information for each PATH Intl. Approved Training Course is available on the PATH Intl. website ([www.pathintl.org](http://www.pathintl.org)).

## **THE PATH INTL. ON-SITE WORKSHOP AND CERTIFICATION PROCESS**

Most commonly, candidates pursue certification through the PATH Intl. On-Site Workshop and Certification Program. This multi-step process is composed of two phases and culminates in an on-site certification. The requirements of each phase are designed to prepare candidates to achieve PATH Intl. Registered Therapeutic Riding Instructor certification. The PATH Intl. Registered Therapeutic Riding Instructor certification program will be available to instructor candidates until June 30, 2021.

## PHASE I REQUIREMENTS

- Be a PATH Intl. member.
- Be 18 years of age or older.
- Submit instructor application. **NOTE: October 31, 2019 was the LAST DATE that PATH Intl. Registered instructor applications were accepted.** *After this date, instructor candidates will need to follow [PATH Intl. Certified Therapeutic Riding Instructor \(CTRI\) certification processes](#) to obtain entry-level therapeutic riding instructor certification.*
- Obtain Adult & Child CPR and first aid certifications.
- Submit signed equine management skills checklist.
- Complete pre-certification self-assessment.
- Successfully complete the online standards course and exam within 60 days of enrollment.
- Successfully complete the online instructor self-study course and exam within 180 days of enrollment.

Once you submit your PATH Intl. Registered Instructor Application, you will have ***one year*** to fulfill all of the requirements of Phase I. Once PATH Intl. has received documentation of the successful completion of Phase I requirements, the candidate's status will be updated from Phase I to Phase II, all so known as an instructor-in-training (IT). Once a candidate is granted IT status, PATH Intl. will issue an IT letter, which will be required for final certification. IT letters will be valid for ***12 months from the date of issue or until June 30, 2021—whichever comes first. Candidates are not eligible for certification without a valid IT letter.***

## PHASE II REQUIREMENTS

- Minimum of 25 hours instructing mounted therapeutic riding to groups of two or more individuals with disabilities under the supervision of a PATH Intl. Certified Riding Professional
- Possess a valid instructor in training (IT) letter
- Attend an on-site PATH Intl. Registered instructor workshop at a PATH Intl. Premier Accredited Center.
- Attend and successfully complete a certification event at a PATH Intl. Premier Accredited Center **NO LATER THAN June 30, 2021.**
- Complete resubmission **NO LATER THAN June 30, 2021** for any components of certification found not to meet criteria.

If for any reason a candidate fails to complete the Phase I or Phase II processes within the allotted time frames, the candidate's application will expire and the candidate will need to reapply. No refunds of application or membership fees will be provided.

## PATH INTL. APPROVED TRAINING COURSES

### Prerequisites for Approved Training Course (ATC):

- Be a current PATH Intl. Individual Member.
  - Be 18 years of age or older.
  - Be certified in basic Adult and Child CPR and first aid.
  - Meet the ATC entrance requirements.
- PATH Intl. Approved Training Courses (ATC) are held at PATH Intl. Premier Accredited Centers (PACs). These intensive training programs offer specialized educational curriculum that includes classroom and lecture time, observations, training in facility management and administration, horsemanship practicums, horse schooling, and mentored teaching experiences. Most ATCs provide applicants the opportunity to attain either PATH Intl. Registered or Advanced Level Certification upon completion of the course.

Candidates interested in attending a PATH Intl. ATC should contact directly the center hosting the ATC to obtain current information on location, course fees, schedules, housing options and entrance requirements.

## RECOMMENDED MATERIALS

*PATH Intl. Standards for Certification and Accreditation* (current edition) – May be ordered via the online PATH Intl. store ([www.pathintl.org](http://www.pathintl.org)). PATH Intl. members may download the manual for free from the “member's only” section of the PATH Intl. website at [www.pathintl.org](http://www.pathintl.org).

*PATH Intl. Instructor Educational Guide, 2019 Edition.* Available from PATH Intl. (800) 369-7433 or [www.pathintl.org](http://www.pathintl.org).

*Certified Horsemanship Association Composite Horsemanship Manual*, available from CHA. Call Certified Horsemanship Association at (859) 259-3399 or Toll Free (800) 399-0138 or order at the website <http://www.cha-ahse.org>.

*101 Arena Exercises*, available from Storey Communications Inc. Order by calling (800) 441-5700.

## WHAT TO EXPECT AT A PATH INTL. ON-SITE WORKSHOP

A two-and-a-half day educational on-site workshop, hosted by a PATH Intl. Premier Accredited Center (PAC) is required to be eligible for certification. The workshop certificate of attendance is valid for two years.



## Registration requirements

Candidates should contact the host site directly to learn about the center's specific registration requirements and deadlines.

## Content and Faculty

The content of the workshop is determined and governed by the PATH Intl. Riding Certification Subcommittee. The workshop is conducted by two PATH Intl. faculty members who have completed training and have advanced knowledge of therapeutic riding. The workshop is a combination of lecture, interactive activities and hands-on application of concepts. All attendees are expected to fully participate in all activities unless they are attending as an auditor only.

## What will the host site provide?

The PATH Intl. Premier Accredited Center hosting the event will provide the classrooms, arena, educational materials, equines, participants and other facilities needed to make the workshop possible.

## WHAT TO EXPECT AT A PATH INTL. CERTIFICATION EVENT

The candidate's final evaluation takes place at an on-site certification. This two-day event is divided into two testing sessions for 1) the horsemanship component and 2) the teaching component. Successful completion of both components is required to obtain certified instructor status. To attend a certification event, candidates must have successfully completed all Phase I components, possess a valid IT letter, attended a PATH Intl. On-site Workshop and completed 25 full hours teaching mounted therapeutic riding to groups of two or more riders. Candidates may choose, if they wish, to complete the on-site workshop and certification simultaneously, or attend an on-site workshop followed by a certification event at a later date.

## Certification Registration Requirements

Each candidate will locate an event to attend, contact the PATH Intl. Member Center to register, and submit the required Phase II paperwork to the host site along with the candidate's IT letter. *Please contact the host site directly to obtain its registration brochure and the required paperwork.*

## Documentation of Teaching Hours

Documentation of a minimum of 25 hours teaching mounted therapeutic riding to groups of two or more riders with disabilities under the supervision of a current PATH Intl. Certified Riding Professional must be supplied to the host site (not PATH Intl.) prior to certification testing along with the rest of the Phase II forms to be eligible for

certification. Candidates may begin counting hours at any time (either during Phase I or Phase II) but the hours cannot be more than two years old at the time the candidate attends his or her certification testing.

**Only hours spent teaching MOUNTED therapeutic riding to groups of two or more riders count —pre- and post-lesson activities do not count.** Teaching hours must be acquired under the supervision of a current PATH Intl. Certified Riding Professional. Hours documented without a supervising instructor's signature will not be accepted. As part of the teaching hours, candidates must have also practiced emergency response procedures, **including demonstration of an emergency dismount.**

**Candidates who cannot supply documentation of 25 hours instructing mounted therapeutic riding to groups of two or more riders with disabilities will be considered INELIGIBLE for certification.**

It is the candidate's responsibility to ensure he or she is working with a PATH Intl. Certified Riding Professional **in good standing**. This means that the supervising instructor's certification must be current at the time all 25 hours take place. Candidates may verify current certification with PATH Intl. or by asking to see the supervising instructor's PATH Intl. membership or certification validation card.

## Certification Eligibility

All candidates **MUST** be able to provide BOTH of the following to the host site 30 days prior to the date of certification in order to proceed with PATH Intl. Registered Instructor certification testing – **NO EXCEPTIONS**.

- 1) A valid IT letter – IT letters will be valid for 12 months from the date of issue or until June 30, 2021—whichever comes first. Candidates without a valid IT letter will be considered **INELIGIBLE** for certification.
- 2) Documentation of 25 hours teaching mounted therapeutic riding to groups of two or more riders with disabilities under the supervision of a current PATH Intl. Certified Riding Professional – Candidates who cannot supply documentation of 25 full hours are **INELIGIBLE** for certification.

**If, upon verifying candidate paperwork following certification, PATH Intl. identifies that a candidate has insufficient hours or was supervised by an expired/non-compliant instructor, the original documentation of hours presented will be considered invalid and the candidate's certification results will be considered null and void.**

## Evaluators

A candidate's skill will be assessed by two PATH Intl. Evaluators. These individuals have been through specialized training and have commensurate knowledge of the certification process.

## Riding Component

All candidates will be expected to demonstrate their riding skills in a riding test observed by two evaluators. For more information on the warm-up and riding pattern expectations, refer to **page 12**.

## Teaching Component

All candidates will be expected to demonstrate their teaching skills by instructing a 20 minute group riding lesson to mounted riders with disabilities observed by two evaluators. The host site will provide candidates with rider profiles in preparation for the teaching component of certification.

## Evaluation

The candidate must pass both components of the certification event. If the candidate is found not to meet criteria, information on how to certify will be sent to the candidate.

## What will the host site provide?

The PATH Intl. Premier Accredited Center hosting the certification event will provide the arenas, equines, volunteers, participants, and other facilities needed to make the certification event possible.

## ON-SITE CERTIFICATION RESULTS

At the completion of the on-site certification, candidates will be notified of their results by the evaluators. Candidates will receive a registered instructor summary sheet and comment sheet at the conclusion of the certification. 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 official notification 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 both components**

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

### **2) Candidates who are found not to meet criteria on one or both components**

Candidates will receive an official letter from PATH Intl. within 45 days after the certification is complete outlining their resubmission options. **A copy of this letter is required to be eligible for resubmission.**

## RESUBMISSION PROCESSES

Resubmission is offered for instructor candidates who are found not to meet criteria of one or more components of the registered level certification process. An official results letter stating resubmission options will be sent to candidates. **Candidates will have 12 months from the date of their official results letter or until June 30, 2021—whichever comes first—to resubmit.** Failure to resubmit the necessary information prior to the resubmission expiration date will result in annulment of the candidate's application.

### **a) Candidates who do not meet criteria for one component:**

**Option 1:** Attend a PATH Intl. Registered On-Site Certification

--OR--

**Option 2:** Resubmit by video to PATH Intl. The video resubmission process will be detailed in the official results letter from PATH Intl. A video resubmission fee applies. *It will take 45-60 days to receive your video resubmission results back from PATH Intl.*

Candidates may resubmit via video twice after attending an on-site instructor certification evaluation. If the candidate is still found not to meet criteria after two video resubmissions, another on-site certification must be attended to retest for both components again.

**b) Candidates who do not meet criteria for both components:**

Instructors in training who attend the registered on-site certification and are found to not meet criteria for both certification components are not eligible to resubmit via video.

In addition to attending another on-site certification, the instructor candidate will have to provide documentation of an additional 10 hours teaching mounted riders with disabilities, supervised by a PATH Intl. Certified Riding Professional.

**PATH Intl. Registered Therapeutic Riding Instructor certification may not be granted past June 30, 2021. Candidates who need to resubmit must successfully complete all resubmission requirements by June 30, 2021 in order to earn PATH Intl. Registered Therapeutic Riding Instructor certification and must complete transition to the PATH Intl. CTRI credential no later than June 30, 2021.**

## **ACCOMMODATIONS**

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

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

Requests for an accommodation to any part of the process must be made in writing by the candidate and submitted to PATH Intl. 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 in order 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.

Please allow up to 60 days to receive accommodation request results in all cases.\*\*\_For more information please contact PATH Intl.

*\*\*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.*



# PATH INTL. REGISTERED INSTRUCTOR CERTIFICATION

## Phase I Equine Management Skills Checklist

Candidate Name: \_\_\_\_\_ PATH Intl. Member# \_\_\_\_\_

<i>Candidate checks off this section ONLY</i>	
Check	PATH Intl. STANDARDS
	Know and implement PATH Intl. Standards and their interpretation for horse care and maintenance. (Core Standards)
	Know and implement PATH Intl. Standards and their interpretation regarding the use of safety and adaptive equipment. (Mounted and Ground Activity Standards)

**In preparation for PATH Intl. Registered Therapeutic Riding Instructor certification, a PATH Intl. Certified Riding Professional at any level must sign off on your knowledge and skill in the following areas.**

<i>*All topics below are to be checked off by a PATH Intl. Certified Riding Professional*</i>	
Check	BREED/COLORS/MARKINGS/PARTS OF THE HORSE
	Identify a horse by age, color and markings, breed characteristics, height and weight.
	Know the parts of the horse.
HORSE SENSES AND BEHAVIOR	
	Know the characteristics of the senses of the horse.
	Know the characteristics of horse behavior.
	Know how the senses of the horse and horse behavior affect the safety of the riding setting.
	Identify stable vices, including cribbing, weaving, biting and kicking, wood chewing.
FEEDS AND FEEDING	
	Know the feed requirements of the horse including hay, salt and minerals, grains, feeding intervals, water.
	Recognize signs of poor quality feed.
STABLE MANAGEMENT	
	Identify appropriate protection for horses, including fly masks and bonnets, shelter, fly repellents.
	Know horse manure handling methods for sanitary conditions of stall and turnout areas.
	Identify bedding materials.
	Identify potential stall hazards.
HEALTH AND SICKNESS	
	Know and recognize the signs of behavior change, rabies, colic, good health, thrush, laminitis, weight loss.
	Know and recognize when a horse is unsound.
	Identify normal range and how to take TPR (temperature, pulse, respiration).
	Describe deworming, vaccination, hoof and teeth care programs.
GROOMING	
	Identify and explain the use of grooming tools, including curry comb, mane or tail comb, hard or dandy brush, shedding blade, soft or body brush, sponges, hoof pick, and sweat scraper.
	Know how to give a horse a bath.
	Know how to cool down a horse following a work session.
	Know how to clip a horse for maintenance, including bridle path, muzzle, fetlock.

# PATH INTL. REGISTERED INSTRUCTOR CERTIFICATION

## Phase I Equine Management Skills Checklist

Candidate Name: \_\_\_\_\_ PATH Intl. Member# \_\_\_\_\_

Check	TACK AND TACKING
	Identify and know the purpose, use and function of bits (snaffle and curb), adaptive equipment, bitless bridles, breastplates and collars, bridles, safety stirrups, saddles (English and Western), safety helmets, saddle pads, surcingles, bareback pads.
	Know the parts of the English and Western saddles and bridles.
	Know how to tack a horse.
	Identify and explain equipment needs for riders and horses, including types of saddles and bridle, how the saddle affects rider position, how the bridle and saddle affects the horse, adaptive equipment.
	Know how to fit tack to horses and riders.
	Know how to educate team, including riders and volunteers, in the use of the equipment.
	Know and demonstrate tack cleaning, care and maintenance.
	UN SOUNDNESS AND BLEMISHES/FORM TO FUNCTION
	Recognize the difference between a blemish and an unsoundness.
	Identify and describe the foot falls and beats of the walk, trot/jog, canter/lope.
	SELECTION AND TRAINING
	Identify the criteria and the rationale behind selecting horses for a therapeutic riding program.
	Discuss and demonstrate effective techniques to safely expose and get positive responses from horses with regards to leaders and sidewalkers, ambulation aids, mounting ramps and blocks, game equipment, mounting procedures.
	Identify and make recommendations for a conditioning and maintenance program for therapeutic riding horses, including lungeing, mounted and ground schooling, record keeping and turnout.

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

can competently perform all of the items on the above checklist.

\*PATH Intl. Certified Riding Professional's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*I, the candidate, have confirmed that the PATH Intl. **membership AND certification** of the PATH Intl. Certified Riding Professional signing off on this form are **current**.

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

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*A PATH Intl. Certified Riding Professional is defined as a professional with at least one of the following certifications:

- Registered, Advanced or Master Therapeutic Riding Instructor
- Interactive Vaulting Instructor

The PATH Intl. Certified Riding Professional's membership and certification must be current as of the date on this form. You may request a copy of the instructors current PATH Intl. membership or certification validation card, or contact PATH Intl. at (800) 369-7433 to verify membership and certification/compliance.



*Please mail or email completed form to PATH Intl.*  
**PATH Intl., P.O. Box 33150, Denver, CO 80233**  
**Fax: (303) 252-4610**

# PATH Intl. Registered Therapeutic Riding Instructor Certification Program

## DOCUMENTATION OF GROUP TEACHING HOURS

Only hours spent teaching MOUNTED therapeutic riding to groups of two or more riders may be documented.  
Pre- and post-lesson activities may not be counted as part of teaching time.

Name of Candidate: \_\_\_\_\_ Member#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Day (\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Additional forms may be used for additional hours and/or supervising instructors.

Date	Location/Organization	Discipline (Western/ English/etc.)	# of riders in group	Supervising PATH Intl. Certified Riding Professional's Name and PATH Intl. # (required)	Hours
<b>TOTAL HOURS</b> (minimum of 25 overall)					

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

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

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

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

Instructor Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Certified Riding Professional's Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_



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



### Rubric for Registered Level Instructor Certification – Riding Component

Component	1 – Does not meet criteria	2 – Meets Criteria	3 – Exceeds Criteria
Warm-up	Not appropriate for horse, unsafe for horse or rider, did not demonstrate walk, trot/jog, canter/lope in both directions, did not demonstrate secure position at all gaits, inconsistent or incorrect postural alignment shown	<u>Met all relevant criteria including:</u> Warm up was appropriate for horse and rider, showed knowledge of all three gaits, demonstrated safe spacing in arena, used time efficiently, warm up was adequate for pattern, demonstrated knowledge of arena etiquette.	<u>Met all criteria and:</u> Demonstrated keen sense of what horse needed during warm up, incorporated bending and stretching exercises into warm up appropriately. Made a positive difference in the horse's response to aids and way of going.
Walk	Inadequate impulsion, poor alignment, insecure seat, inappropriate contact, did not use aids effectively	<u>Met all relevant criteria including:</u> Demonstrated control of horse, straightness of horse, secure seat, light rein contact, postural alignment, use of natural aids (and artificial aids as appropriate)	<u>Met all criteria and:</u> Improved quality of gait, encouraged impulsion using natural (and appropriate artificial aids if needed) Improved the horses balance, obedience and way of going.
Posting trot/jog	Poor or awkward upward transition, incorrect posting diagonal demonstrated, inadequate contact, no bending around corners, lacked control, insecure seat demonstrated, gait of horse lacked proper rhythm or tempo, incorrect or inconsistent postural alignment	<u>Met all relevant criteria including:</u> Demonstrated control of horse, straightness of horse, bending of horse around corners, correct posting diagonal maintained, appropriate aids applied, secure seat demonstrated with correct postural alignment, light contact shown	<u>Met all criteria and:</u> Utilized half halts to improve quality of gait, encouraged impulsion in horse with effective aids, longitudinal flexion present as result of natural aids to match capability and training level of horse, security of seat shown, adaptability of skill to maximize horse's potential demonstrated
Posting trot/jog: change rein across diagonal	Incorrect posting diagonal demonstrated with change of rein,	<u>Met all relevant criteria including:</u> Demonstrated control	<u>Met all criteria and:</u> Utilized half halts to improve quality of gait,



	inadequate contact, no bending around corners, lacked control, insecure seat demonstrated, gait of horse lacked proper rhythm or tempo, incorrect or inconsistent postural alignment	of horse, straightness of horse, bending of horse around corners, correct posting diagonal with proper change when changing rein, appropriate aids applied, secure seat demonstrated with correct postural alignment, light contact shown	encouraged impulsion in horse with effective aids, longitudinal flexion present as result of natural aids to match capability and training level of horse, demonstrated bending around corners, security of seat shown, adaptability of skill to maximize horse's potential demonstrated
Sitting trot/job: change rein across diagonal	Inadequate or inconsistent contact, balancing off reins, no bending around corners, lacked control, insecure seat demonstrated, gait of horse lacked proper rhythm or tempo, incorrect or inconsistent postural alignment	<u>Met all relevant criteria including:</u> Demonstrated control of horse through downward transition, straightness of horse, bending of horse around corners, secure seat in saddle at sitting trot, appropriate aids applied, correct postural alignment maintained, light contact shown	<u>Met all criteria and:</u> Utilized half halts to improve quality of gait, encouraged impulsion in horse with effective aids, longitudinal flexion present as result of natural aids to match capability and training level of horse, demonstrated bending around corners, security of seat shown, adaptability of skill to maximize horse's potential demonstrated
Canter/lope: right lead	Awkward upward transition and downward transition due to improper aids, wrong canter lead shown, insecure seat, lack of control of horse, too much or too little contact, interfering with horse's movement, incorrect or inconsistent postural alignment	<u>Met all relevant criteria including:</u> Demonstrated control of horse through upward transition and downward transition, appropriate aids applied, correct postural alignment maintained, light contact shown	<u>Met all criteria and:</u> Solid and secure seat demonstrated through transitions and gait, encouraged impulsion in horse with effective aids, longitudinal flexion present as result of natural aids to match capability and training level of horse, demonstrated bending around corners, adaptability of skill to maximize horse's potential demonstrated
Posting trot/jog: ½ circle right, ½ circle left	Incorrect posting diagonal demonstrated with change of rein,	<u>Met all relevant criteria including:</u> Demonstrated control	<u>Met all criteria and:</u> Utilized half halts to improve quality of gait,

	inadequate contact, no bending around corners, lacked control, insecure seat demonstrated, gait of horse lacked proper rhythm or tempo, incorrect or inconsistent postural alignment	of horse, straightness of horse, bending of horse around corners, correct posting diagonal with proper change when changing rein, appropriate aids applied, secure seat demonstrated with correct postural alignment, light contact shown	encouraged impulsion in horse with effective aids, longitudinal flexion present as result of natural aids to match capability and training level of horse, demonstrated bending around corners, security of seat shown, adaptability of skill to maximize horse's potential demonstrated
Canter/lope: left lead	Awkward upward transition and downward transition due to improper aids, wrong canter lead shown, insecure seat, lack of control of horse, too much or too little contact, interfering with horse's movement, incorrect or inconsistent postural alignment	<u>Met all relevant criteria including:</u> Demonstrated control of horse through upward transition and downward transition, appropriate aids applied, correct postural alignment maintained, light contact shown	<u>Met all criteria and:</u> Solid and secure seat demonstrated through transitions and gait, encouraged impulsion in horse with effective aids, longitudinal flexion present as result of natural aids to match capability and training level of horse, demonstrated bending around corners, adaptability of skill to maximize horse's potential demonstrated
Sitting trot/jog circle	Inadequate or inconsistent contact, balancing off reins, no or inadequate bending around circle, lacked control, insecure seat demonstrated, gait of horse lacked proper rhythm or tempo, incorrect or inconsistent postural alignment	<u>Met all relevant criteria including:</u> Consistent bending of horse around circle, secure seat in saddle at sitting trot, appropriate aids applied, correct postural alignment maintained, light contact shown	<u>Met all criteria and:</u> Utilized half halts to improve quality of gait, encouraged impulsion in horse with effective aids, longitudinal flexion present as result of natural aids to match capability and training level of horse, demonstrated bending around circle, security of seat shown, adaptability of skill to maximize horse's potential demonstrated
Sitting trot/jog	Inadequate or inconsistent contact, balancing off reins, no	<u>Met all relevant criteria including:</u> Consistent bending of	<u>Met all criteria and:</u> Utilized half halts to improve quality of gait,

	or inadequate bending around corner, lacked control, insecure seat demonstrated, gait of horse lacked proper rhythm or tempo, incorrect or inconsistent postural alignment	horse around corner, secure seat in saddle at sitting trot, appropriate aids applied, correct postural alignment maintained, light contact shown	encouraged impulsion in horse with effective aids, longitudinal flexion present as result of natural aids to match capability and training level of horse, demonstrated bending around circle, security of seat shown, adaptability of skill to maximize horse's potential demonstrated
Walk	Awkward transition, inadequate impulsion, poor alignment, insecure seat, inappropriate contact, did not use aids effectively	<u>Met all relevant criteria including:</u> Demonstrated control of horse to facilitate smooth transition, maintained straightness of horse, appropriate impulsion, secure seat, light rein contact, postural alignment, use of natural aids (and artificial aids as appropriate)	<u>Met all criteria and:</u> Smooth transition demonstrated while maintaining forward impulsion, utilized half halts to improve quality of gait, encouraged impulsion using natural aids, longitudinal flexion present as a result of the aids used, continued to demonstrate appropriate bending
Halt and back	Aids applied inappropriately, lacked respect for horse, improper alignment and position, unable to affect horse positively to achieve desired result	<u>Met all relevant criteria including:</u> Effective use of aids with light contact, demonstrated respect for horse, maintained proper alignment and secure seat	<u>Met all criteria and:</u> Demonstrated smooth coordination of all aids to affect horse positively, horse and rider maintained balance for smooth execution of rein-back
Walk, halt and dismount	Aids applied inappropriately, lacked respect for horse, improper alignment and position, unable to affect horse positively to achieve desired result, unsafe dismount	<u>Met all relevant criteria including:</u> Effective use of aids with light contact, straightness of horse maintained, demonstrated respect for horse, had proper alignment and position, safe	<u>Met all criteria and:</u> Demonstrated smooth coordination of all aids, respectful to horse, careful with tack and equipment, both horse and rider remain well balanced throughout
Overall impression	Overall impression is that the candidate did not demonstrate level	<u>Met all relevant criteria including:</u> Overall impression is	<u>Met all criteria and:</u> Overall impression is exceptionally positive,

	<p>of riding skill necessary to achieve certified instructor status at this time</p>	<p>positive, candidate is a solid rider at all gaits and has demonstrated knowledge of riding skills needed to be an effective instructor at the Registered Level</p>	<p>as candidate consistently demonstrated high level of skills to positively affect the horse. Candidate is perceived as a trainer for the horse, and possesses the skills to support this role and over time to improve the horse with continued schooling</p>
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## Rubric for Registered Level Instructor Certification – Teaching Component

Component	1 – Does not meet criteria	2 – Meets Criteria	3 – Exceeds Criteria
Lesson Plans	No measurable objective, no riding skill taught or inappropriate skill chosen, not clear or not followed, missing elements, inadequate self-reflection or not done independently, confusing to follow	<u>Met all relevant criteria including:</u> clearly written, appropriate skill selected, contained measurable objective, included option to adapt as needed to meet needs of riders, appropriate activities chosen to support riding skill being taught, realistic independent self-reflection given	<u>Met all criteria and:</u> Exceptionally clear and well-written, included measurable objective with appropriately challenging riding skill, creatively allowed for progression, realistic with time allotted, self-reflection was detailed with insight into needs of riders and extensive awareness of strengths and weaknesses
Mounting	Inadequate or incomplete instruction given, awkward, compromising hand/body position, unsafe in any way, unclear instructions to riders or volunteers, not protective of horse or rider	<u>Met all relevant criteria including:</u> Clear and concise instruction given to entire team, safe for all, appropriate for riders, utilized efficient body mechanics, was respectful to participant and horse, fostered independence for rider	<u>Met all criteria and:</u> Demonstrated high level of skill knowledge, exceptionally efficient in use of time, utilized all members of team effectively, excellent use of body mechanics, empowered riders towards independence safely
Equipment/Tack	Tack checks not done or not done adequately, improper fitting saddles or helmet present, safety stirrups not in use with improper footwear, inappropriate clothing, horse/rider in obvious discomfort or unsafe situation such as uneven stirrups, stirrup adjustment too long or short, saddle too far forward or back or not centered	<u>Met all relevant criteria including:</u> Tack and helmet checks performed (at minimum prior to mounting), proper fitting saddles used to accommodate both horse and rider, demonstrated knowledge of tack used, was able to educate team in proper use of tack and equipment used, tack was adjusted properly and safely	<u>Met all criteria and:</u> High level of awareness demonstrated regarding all tack and equipment used, regular checks during lesson with adjustments as needed, tack was well matched for horse and rider, able to educate all involved in reasoning for tack decisions and adjustments, demonstrated extensive knowledge in creative



			use of equipment to enhance learning
<b>Volunteers</b>	Not enough or not well trained volunteers, volunteers were out of position, poor communication with team, did not correct volunteers when needed, had safety issues involving volunteers, inappropriately matched with needs of rider, volunteers provided too much or too little support without enough feedback	<u>Met all relevant criteria including:</u> proper number of volunteers utilized, well trained, had good rapport with volunteers, communicated effectively with volunteers, volunteers understood their role, gave correction/feedback to volunteers appropriately as needed, built sense of team among volunteers	<u>Met all criteria and:</u> Demonstrated high level of awareness of volunteer abilities, able to coach effectively to maximize benefit to rider, empowered volunteers appropriately, gave sense of ownership and independence to volunteers, built strong sense of team, demonstrated gratitude, encouraged volunteers by recognizing their efforts
<b>Instructor/Instruction</b>	Lacked control of lesson, inaudible, confusing, not teaching to group, disorganized, inappropriate skills chosen, insufficient or incorrect praise given, incorrect instruction of skill, no skill taught, lack of postural corrections, lacking in challenge, directing not teaching, use of negative language, no or little rapport built with riders, unsafe in any way, unprofessional demeanor, negative attitude displayed, no safety checks performed or inadequate, gate left open, chaotic, did not comply with PATH Intl standards	<u>Met all relevant criteria including:</u> Maintained a positive learning environment, provided "whats," "hows," and "whys," gave postural corrections, built rapport with riders, taught to level of riders, gave clear and concise directions, showed a genuine interest in students, maintained a central presence in arena, maintained control of class throughout, utilized safe spacing, demonstrated a positive attitude, was professional, self-confident, utilized appropriate specific praise, demonstrated knowledge of what was being taught, taught progression towards independence	<u>Met all criteria and:</u> Demonstrated teaching methodologies to inspire riders towards progression, consistently used "whats," "hows," and "whys," demonstrated creativity in activities chosen to support riding skill being taught, strong rapport built with all team members, strong central presence in arena, inspired confidence in riders, appropriately managed risks, consistent and fair in management of behavior issues, demonstrated flexibility in the moment while keeping rider's goals at forefront of teaching objective, connected all elements of lesson into cohesive learning experience

<b>Dismounting</b>	Inadequate or incomplete instruction given, awkward, compromising hand/body position, unsafe in any way, unclear instructions to riders or volunteers, not protective of horse or rider	<u>Met all relevant criteria including:</u> Clear and concise instruction given to entire team, safe for all, appropriate for riders, utilized efficient body mechanics, was respectful to participant and horse, fostered independence for rider	<u>Met all criteria and:</u> Demonstrated high level of skill knowledge, exceptionally efficient in use of time, utilized all members of team effectively, excellent use of body mechanics, empowered riders towards independence safely
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## **COMMON CRITERIA FOUND NOT TO BE MET AT CERTIFICATION**

### **IMMEDIATE DOES NOT MEET CRITERIA**

- Not closing the gate or doorway while riders are mounted (RI 1.5)
- Lack of safety stirrups or inappropriate footwear used with regular stirrups (RE 8.1.9, 8.6, RI 1.5)
- Lack of ASTM-SEI approved helmets on any rider (RE 8.1.10)
- A rider who is secured to the saddle in a way that would not allow him/her to fall free of the horse (RE 8.1.7, 8.4.4, 8.5)

### **COMMON FACTORS IN THE RIDING COMPONENT NOT MEETING CRITERIA**

- Failure to demonstrate skills and knowledge of correct canter leads (RH 4.1)
- Failure to demonstrate knowledge of posting diagonals

- Insufficient horsemanship skills (RH 1.0-4.0)
- Lack of effective use of natural aids (RH 5.1)
- Improper alignment and/or riding position (RH 3.2)
- Inadequate control during the pattern (RH 4.4)
- Failure to complete all elements of the pattern

### **COMMON FACTORS IN THE TEACHING COMPONENT NOT MEETING CRITERIA**

- Insufficient knowledge of how to structure a realistic and meaningful lesson (RT 3.1- 3.3)
- No riding skill taught (RT 4.1)
- Unsafe procedures and inability to recognize or correct unsafe situations (RI 1.5, RT 4.1, 4.2, 5.2, 5.3)
- Unsafe ring set-up (RI 1.5)

- Not teaching to the group, i.e. not using group teaching techniques and conducting individual lessons (RT 4.1)
- Poor time management (RT 4.1, 4.2)
- Absence of quality feedback including “hows” and “whys,” position corrections, and specific praise appropriate to the cognitive, emotional, learning and physical abilities of each rider (RT 4.1, 5.1)
- Insufficient skill challenge or progression for the riders’ level (RT 4.1)
- Lack of thorough understanding and compliance with PATH Intl. Standards (RE 1.0, RI 1.5, RT 1.0)
- Inappropriate use of equipment including, but not limited to, incorrect use of safety stirrups (RE 8.1.9, 8.6, RI 1.5)

## **PATH Intl. Registered Therapeutic Riding Instructor Certification Candidate Briefing**

**Evaluators will be assessing candidates' knowledge and skill level. PATH Intl. Registered Therapeutic Riding Instructor certification will be awarded to those who demonstrate sufficient skill to conduct a safe and effective therapeutic riding lesson for people with disabilities without supervision.**

### **Riding**

- Equines and tack are assigned by host site. Check with the host site representative to see if candidates will groom and tack.
- Candidates may use their own saddle IF it fits the assigned equine and is approved by the host site representative. This should be arranged with the host site representative well before the start of the riding segment.
- Ask host site representative before using artificial aids.
- Candidates will warm-up as a group and then test one at a time
- During warm-up, if it appears there is an unsafe match of rider to equine, a swap may be requested by the candidate, the evaluators or the host site staff. There will be only one change offered. This option is available only during the warm-up segment.
- Candidates may ride another short warm-up before beginning their test if they feel the equine needs it. The candidate should inform the evaluators when they are ready to start the pattern.
- Candidates may arrange ahead of time to have someone call out the pattern for them.
- The pattern may be started at either end of the arena.
- If the candidate goes off course or misses a part of the pattern, the evaluators will ask the candidate to repeat that component. If there is a component of the test that the candidate would like to demonstrate additional proficiency, he/she may ask to revisit that component at the conclusion of the test, before dismounting. Candidates will be allowed 3 minutes to re-ride one component of their choice with the approval of the evaluators. It is up to the candidate to request to perform a component of the pattern again—there will be no reminder from the evaluators. Candidates will not be allowed to re-ride the entire test nor remount to perform a component. Candidates are not being judged on their ability to memorize the pattern, but rather on how they ride each component.
- Testing situations can make candidates tense. Equines feel the tension. Remember to relax, breathe and reward the equine.

### **Teaching Assignments**

- Lessons times will be drawn out of a hat.
- If a candidate wishes to trade times with another candidate, they may do so only BEFORE the rider profiles are handed out. Once the rider profiles have been distributed, no changes or trades can be made.
- If a candidate has a question regarding the rider profiles, they may ask the designated host site representative for clarification. Host site representatives are not permitted to provide tips or suggestions on instruction techniques, they may only answer clarifying questions.
- Candidates should be familiar with all types of tack on the rider profiles (i.e. how to adjust girth/cinch, stirrups and any adaptive equipment listed). If there is an unfamiliar piece of tack that will be used, please ask the host site representative to review and clarify its use.
- Ask the host site representative about available arena props and equipment before designing your lesson plan. Candidates must make sure PRIOR to testing that all props or equipment being utilized have been approved by the host site.
- Riders also feel the tension of the testing situation. Teach and meet the needs of the riders in the class.

### **Substitute Riders:**

- Last minute substitution of riders may occur due to rider illness, late arrival, etc.

- If a substitution is made, candidates may have to adjust their lesson plan, but will not need to write another plan.
- Candidates and evaluators will be provided with a new rider profile for the substitute.

### **Other Details:**

- The host site will assign equines, tack and volunteers and will prepare equines for the lessons.
- If you determine that additional volunteers (more than listed on the rider profiles) are necessary, ask the host site representative well in advance of your lesson.
- As the instructor, candidates are responsible for volunteer management. Be respectful, but make corrections/adjustments as needed.
- If the riders were in an earlier lesson, do not assume their tack/helmets/stirrups were correctly adjusted. It is your responsibility to make adjustments as needed.
- Candidates are responsible for setting up and breaking down the arena. Candidates should help each other out with this to save time and energy.
- Follow host site procedures for equine-handling, mounting, etc.
- Be respectful of host site staff and volunteers.
- No photos or videos may be taken without permission from PATH Intl.

## **Procedures**

- Arrive at least 1 hour before your teaching time.
- Meet your riders, check helmet fit, appropriate footwear, etc., and see that the equines are being prepared.
- Meet and brief your assigned volunteers.
- Begin setting up your arena as soon as the lesson before yours ends. There is time scheduled between lessons for arena set-up, etc., but this time may be shortened as needed to get back on schedule.
- Be ready to start your lesson at the assigned time, even if others have been starting late.
- Before starting your lesson, hand the lesson plan to the evaluators (keep a copy or, if needed, write the plan on a notecard for quick reference).
- The first tack check may be done before your official start time, but be sure the evaluators are aware and observe the check. Evaluators must see you perform this check for it to be considered in your overall evaluation.
- Do not start mounting before checking in with the evaluators. The 20 minutes will begin when the first rider is at the top of the mounting ramp or block.
- Once your time has started, you have 20 minutes to mount, teach your lesson and dismount.
- Candidates will receive a 5 minute warning at the 15 minute mark. This is enough time to finish what you are working on and dismount.
- After the lesson, pick up the arena and retrieve your lesson plan from the evaluators. Complete the self-reflection/summary by reflecting honestly on the lesson, on teaching techniques and components of the lesson, rather than focusing on how the riders performed. This reflection must be performed privately, without consultation. The host site will provide a quiet area for this purpose.
- Return the lesson plan with completed self-reflection/summary to the evaluators in a timely manner.

### **Getting your results**

After handing in the self-reflection/summary, candidates are free to leave the site. If leaving the site, please provide the host site/evaluators with a phone number in case evaluations are completed sooner than expected. Return in time for the scheduled exit interview. The order of the interviews will follow the lesson schedule.

- After all lessons have finished and evaluators have conferred, written reports, made copies, etc., (this can be 2 to 3 hours after the last lesson ends), each candidate will meet with the evaluators to review their results.

- If a candidate is not able to stay to get their results in person, please give the evaluators a number where you can be reached to give you the results. Your written report will then be mailed to the candidate.
- RESULTS ARE NOT OFFICIAL UNTIL YOU HAVE RECEIVED YOUR RESULTS LETTER AND INSTRUCTOR CERTIFICATE FROM PATH INTL.
- Official results will be mailed to candidates within 45 days of the certification event.

### **PATH Intl. Mandatory Standards**

- Close the gate/s once riders are all mounted in the arena.
- Correct use of safety stirrups with appropriate footwear.
- Properly fitted ASTM-SEI approved helmets on every rider.
- Do not attach a rider to an equine/saddle in a manner that would not allow him/her to fall free from the equine.

## **To Summarize:**

### **Meeting the PATH Intl. Registered Therapeutic Riding Instructor Criteria**

#### **Riding**

Demonstrate:

- Correct posture & alignment
- Consistent control of the equine
- Secure seat
- Balance
- Straightness
- Bending
- Appropriate warm-up of the equine
- Posting on the correct diagonal
- Correct canter leads
- Smooth transitions
- Independent aids

#### **Teaching**

- Teach a safe and effective lesson, respectful of both the disabilities and abilities of the riders.
- Teach to the group.
- Teach a riding skill vs. activity.
- Demonstrate knowledge (communicate HOW's and WHY's, effective posture & positional corrections as needed, specific/accurate praise, follow PATH Intl. standards, etc.).
- Show awareness and follow-through to achieve improvement.
- Promote independence safely.

#### **Automatic "Does not meet criteria"**

- Not closing the gate/s once riders are all mounted in the arena.
- Lack of safety stirrups with inappropriate footwear OR incorrect use of safety stirrups with inappropriate footwear.
- Lack of properly fitted ASTM-SEI approved helmets on any rider.
- Attaching a rider to a horse/saddle in a manner that would not allow him/her to fall free from the horse.
- No riding skill taught.