PATH Intl. Certified Therapeutic Riding Instructor (CTRI) Certification Program

Submitting Your CTRI Application

PATH Intl. Certified Therapeutic Riding Instructor (CTRI) applicants have three avenues for submitting a completed application: the online portal, email or mail. *(Faxing is strongly discouraged due to the number of pages that need to be transmitted.)*

Avenue 1: Online Portal

Click on the link in your application purchase receipt or go to www.pathintl.org and log in to "My Portal." Select "Certifications" from the "Credentials" dropdown menu. Scroll down to view the "Certified Therapeutic Riding Instructor" heading and click the arrow to the right of the heading. Click the "Complete Application" button and follow the steps to upload your finished application as **ONE complete file** (PDF file is preferred). Be sure to click the "Submit" button at the bottom of the form in order to complete your submission.

Avenue 2: Email

Submit your finished application as **ONE complete file** (PDF file is preferred) via email to CTRICertification@pathintl.org.

Avenue 3: Mail

Send your finished application and any supporting documentation as **ONE complete packet** to:
PATH Intl.
PO Box 33150
Denver, CO 80233

NOTE: The upload of the video file and the copy of the photo ID for Part III must be done in order to submit a complete application.

To upload your video file and a copy of your photo ID:
1) Ensure you have used the naming convention as described in the Instructions for CTRI Application (https://www.pathintl.org/images/pdf/resources/certifications/path-intl-2019-CTRI-Instructions-FINAL.pdf) to title your video file and copy of your photo ID.
2) Upload both files to the secure PATH Intl. Dropbox at https://www.dropbox.com/request/t4BiJsDI7MIGecYhx3fz by following the steps

provided by Dropbox. *Be sure to retain the email confirmation from Dropbox verifying successful upload.*

3) Ensure page 7 of your application paperwork lists the file name of your video and date of upload.

Complete applications will include:
- ➤ Proof of current adult & child CPR and first-aid certifications
- ➤ Proof of a passing score on the PATH Intl. Standards exam within the last year
- ➤ Completed forms and supporting documentation as appropriate for:
  - ○ Part I: Option A <u>or</u> Option B
  - ○ Part II: Option A <u>or</u> Option B
  - ○ Part III: Name of video file uploaded, video specifications checklist, riding participant filming release, waiver and release of liability
  - ○ Part IV: Option A <u>or</u> Option B
  - ○ Part V

Please be aware that incomplete applications will not be accepted. Full documentation/evidence must be submitted at the same time for ALL parts of the application, using the approved application paperwork/forms. Incomplete or inaccurate applications may be subject to a $250 processing fee.