



**P A T H**  
INTERNATIONAL

Professional Association of Therapeutic  
Horsemanship International

*Ensuring excellence and changing lives  
through equine-assisted activities and therapies*

**PATH Intl. Equine Specialist in  
Mental Health and Learning Workshop  
And Horsemanship Skills Test**

**Intent to Host Packet**



**Equine Specialist in Mental Health and Learning (ESMHL)  
Workshop and Practical Horsemanship Skills Test  
Intent to Host Packet**

Dear PATH Intl. Center,

Thank you for your interest in the Professional Association of Therapeutic Horsemanship International (PATH Intl.) Equine Specialist in Mental Health and Learning (ESMHL) workshop and practical Horsemanship Skills Test. Following is the preliminary information packet concerning the process and requirements. Please review the information, and feel free to call if you have any questions regarding the process.

If you decide that you meet the requirements and would like to host an Equine Specialist in Mental Health and Learning (ESMHL) workshop and test, please follow the directions and complete the Intent to Host Form included with this packet. This form should be returned to the PATH Intl. office. Please keep this packet for use at a later date if you get approved to host an Equine Specialist in Mental Health and Learning (ESMHL) Workshop, as this information will be valuable to you before, during and after the workshop!

Upon receipt of your Intent to Host Form, the PATH Intl. office will send the second packet of materials and information if your host site is approved to host. Completion of this form does not guarantee that your site will be chosen and does not confirm your site or dates.

**THANK YOU FOR YOUR SUPPORT OF THE PATH INTL. EQUINE  
SPECIALIST IN MENTAL HEALTH AND LEARNING CERTIFICATION  
PROGRAM!**



**Equine Specialist in Mental Health and Learning (ESMHL)  
Workshop and Practical Horsemanship Skills Test  
PATH Intl. ES Workshop Materials Review**

**Intent to Host Packet**

The Intent to Host Packet includes the following items (enclosed herein):

- Host Site Process
- ESMHL Workshop Schedule
- Host Site Requirements
- Budget Information
- Horsemanship Skills Test Course Map with Measurements
- Policies and Procedures
- Intent to Host Form
- Sample Letter for Participants
- Candidate Application
- Candidate Profile Form
- Photo and Liability Releases
- Materials Order Form
- Faculty list
- Sample Contract

**PLEASE NOTE:** As of January 1, 2017 instructor resumes will NO longer be required as part of the candidate paperwork to ensure unbiased and impartial evaluation of the candidates.

If you are interested in hosting a workshop/skills test the designated center contact person must complete and return the Intent to Host Form to PATH Intl. Upon receipt of the Intent to Host Form, PATH Intl. will send a receipt confirmation via email and inform the host site contact person of when they can expect to their event to be added to the online event calendar.

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

**Host Site Final Forms Packet & Workshop Materials**

Upon receipt of your Materials Order Form, PATH Intl. will provide the Host Site Final Forms Packet. Approximately one week prior to the start of your workshop, the student manuals and certificates will be delivered.

At the conclusion of the workshop, the host site returns unused manuals, the Final Accounting Statement (included in the Final Forms Packet) and all completed evaluation forms to the PATH Intl. office.



## Equine Specialist in Mental Health and Learning (ESMHL) Workshop and Practical Horsemanship Skills Test ES Workshop Host Site Process

### Pre-Workshop Responsibilities/Process

#### The Host Site:

1. Receives and reviews copy of the Intent to Host Packet to determine if all requirements can be met to host an Equine Specialist in Mental Health and Learning Workshop (review Host Site Requirements)
2. Decides to proceed and completes Intent to Host Form and returns it to the PATH Intl. Office.
3. Assesses budgetary requirements and determines if they will be able to provide appropriate lodging for faculty. Faculty can also stay in a nearby hotel.
4. Contracts with two PATH Intl. workshop faculty to conduct the workshop. At least one of the faculty must be a Mental Health Professional and one faculty must be an Equine Specialist—See the faculty list enclosed in this booklet. Contract will include fees to be paid to PATH Intl. prior to the workshop and separate expenses (i.e. transportation, meals, accommodations, and parking) to be reimbursed directly to Faculty/Evaluators at conclusion of workshop or prior to the workshop. (Sample contract on page 23.)
5. Is responsible for advertising and marketing the workshop. Any administrative or schedule details from the host site should also be included. **It is not appropriate to use the word therapy in your advertising.**
6. Works with contracted Faculty/Evaluators to make sure all necessary requirements are in place to ensure a smooth running on-site workshop and testing process. 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 skills test.
7. Registers workshop and horsemanship skills test participants. There is a **minimum of 12 and maximum of 20 participants for the workshop and a maximum of 24 for skills test.** Please speak with your faculty concerning registration numbers as they may be willing to amend these numbers in certain situations. The number of auditors is not limited. If candidates ask to test prior to day 4 due to the needs of their work schedule, YOU MUST FIRST CONFIRM that the contracted faculty are willing test candidates in the evening after the third day of the workshop. **A MAXIMUM OF 3 CANDIDATES MAY BE TESTED ON THE THIRD EVENING.**
8. Ensures that all paperwork is completely filled out for all workshop attendees. These forms are required for each workshop candidate, your center can add to them as necessary. All requests for accommodation to any portion of the workshop or testing requirements are to be referred to the PATH Intl. office.
9. Ensures all registration dates, refund policies, travel and lodging information, and center rules have been sent to all participants attending the workshop.
10. Completes the Materials Order Form for the workshop manuals by deadline date set by PATH Intl. (1 month prior to the event). Host site may submit a check or make an online payment with the Materials Order Form. These fees are due to PATH Intl. before materials can be sent and the evaluator checks cut. Host Sites should notify the PATH Intl. office of late registrants not included on Materials Order Form prior to the on-site workshop and/or horsemanship skills testing.
11. Obtains insurance for the event, call Markel or your appropriate insurance carrier with questions.
12. Sends a copy of all participants' paperwork to the Faculty/Evaluators at least one week in advance of the workshop.
13. Ensures all participants bring a copy of the ESMHL certification booklet to the workshop and skills test.
14. Provides dinner for the faculty on the day prior to the event.

#### PATH Intl.:

1. Receives and reviews Intent to Host form for approval to host. Sends confirmation email to designated host site contact person upon processing the form. Posts the event on the PATH Intl. calendar.
2. Verifies all workshop attendees are PATH Intl. members. Issues checks to PATH Intl. faculty for the workshop.
3. PATH Intl. provides workshop certificates and ES manuals to all workshop attendees.



## Equine Specialist in Mental Health and Learning (ESMHL) Workshop and Practical Horsemanship Skills Test ES Workshop Host Site Process (cont.)

### Pre-Workshop Responsibilities/Process

#### Host Site Advertising Terminology & Descriptions (if applicable)

*The following wording can also be used to advertise the workshop in your local area and/ or region:*

This three-day workshop provides specialized training for equestrians who are interested in equine facilitated mental health and education programs. This workshop is not designed to train educators or mental health professionals how to perform their role in equine facilitated learning or psychotherapy.

#### Staff:

This workshop will be taught by some of the most experienced people in the field of equine facilitated mental health and learning and will give the participants a chance to see what is current in the field. Each course will be team taught by an Equine Specialist/PATH Intl. Certified Therapeutic Riding Instructor in collaboration with a mental health professional working with several equines.

#### Focus of Training:

- The specific role of the Equine Specialist when assisting or collaborating with human service providers.
- Designing safe, mutually beneficial and effective activities to enhance participant outcomes.
- Determining specific horse handling methods.
- Understanding students with mental health and/or learning issues.
- Assessing the equine's response to student behaviors and needs.
- To help prepare qualified participants to complete PATH Intl. Equine Specialist Certification.

#### Training is designed for:

- Equine Professionals
- Therapeutic Riding Instructors
- Those who wish to enhance their ability to work with mental health and education professionals and their clients.

#### Prerequisites:

- Equestrian skills on the flat in English or Western tack comparable to those described in Pony Club C or CHA Level 1, familiarity with PATH Intl. Standards and PATH Intl. Code of Ethics, and/or a PATH Intl. Certified Therapeutic Riding Instructor.
- Be at least 21 years of age with a high school diploma or GED with a demonstration of continued learning.

**Cost:** Cost includes materials (provided by PATH Intl.), breakfast or snack and lunches for all attendees (provided by the host site). The host site can determine cost for each attendee. See sample budget on page 7 and 8.

#### Schedule:

The workshop is 3 full days, 8am-5:30pm. The host site should provide breakfast or a healthy morning snack and a full lunch all 3 days. On the last day of the workshop a skills test review will be held from 5-5:30pm. The skills test will occur on day 4. It takes about 25 minutes per candidate to complete the skills test and exit interview. The length of the day will vary depending on the number of candidates testing. If candidates ask to test prior to day 4 due to the needs of their work schedule, **YOU MUST FIRST CONFIRM** that the contracted faculty are willing test candidates in the evening after the third day of the workshop. **A MAXIMUM OF 3 CANDIDATES MAY BE TESTED ON THE THIRD EVENING.**

#### To Register:

Participants send registration forms and payment to the host site contact person. (Forms to be provided by the host site.) Application forms must be submitted no later than 7 days before the date of the workshop so the faculty can review the paperwork. Registration deadline to be set by the host site and communicated to all participants and the PATH Intl. office. PATH Intl. recommends a 30 day deadline for the workshop. Communicate with your traveling Faculty for appropriate deadlines.



**Equine Specialist in Mental Health and Learning (ESMHL)  
Workshop and Practical Horsemanship Skills Test  
ES Workshop Host Site Process (cont.)**

**Post Workshop/Skills Test**

**Host Site Advertising Terminology & Descriptions (if applicable)**

1. Works with the Faculty/Evaluators to make sure all workshop and/or skills test materials are collected, including all evaluation forms. It is the responsibility of the faculty/evaluators to mail all evaluation materials to the PATH Intl. office.
2. Completes a Final Accounting Statement Form to return to PATH Intl. along with any unused manuals. Must be sent to the office *within two weeks* following the conclusion of the workshop or a \$40 late fee will apply. A review of fees **due to PATH Intl.** are as follows:

**Due to PATH Intl. before workshop and practical testing:** (Materials Order Form)

- Workshop Participant fee \$60.00 (participation fee, Includes workshop manual)
- Faculty fees (2) \$300.00 (per Faculty per day for 4 days)

**Due to PATH Intl. after workshop and practical testing:** (Final Accounting Statement)

- Any workshop attendees that registered late \$60.00 (Participation Fee)
- Horsemanship Skills Test participants \$40.00 (Participation Fee)
- PATH Intl. memberships (if purchased on-site) \$60.00
- Materials Order Form Late Fee \$40.00 + Express Shipping Cost (if applicable)
- Workshop Manual Restocking Fee \$25.00 per Manual (for any returned manuals)



## Equine Specialist in Mental Health and Learning (ESMHL) Workshop and Practical Horsemanship Skills Test ES Workshop Host Site Process (cont.)

### During Workshop Responsibilities/Process

#### The Host Site:

1. Makes sure all requirements are in place. This may include organizing backup options.
2. Manages volunteers to ensure they are present and performing the required duties.
3. Ensures that disruptions do not interfere with the workshop/practical testing.
4. Upholds the privacy and confidentiality of all workshop/testing participants.
5. Ensures that proper safety equipment is used throughout the process (including ASTM-SEI helmets).
6. Upholds the PATH Intl. Standards for Centers.
7. Provides breakfast or snack and lunch for both participants and faculty for the 3-4 day event. Dinner will also need to be provided for the faculty if evening testing is conducted.
8. Ensures that the Equine Needs Schedule is completed, verified daily and a minimum of 3 copies (2 for the faculty, 1 for center staff and volunteers) are available throughout the event. Any changes in the equines scheduled should be communicated to the faculty promptly.
9. **Ensures that the center rep and faculty/evaluators are NOT in the room while participants complete their event evaluations so that the participants feel uninfluenced and unhindered to respond honestly. A Host Site volunteer should collect completed evaluations, NOT the center rep or faculty/evaluators.**
10. Ensures that materials are collected at completion of workshop and given to the faculty to be returned to PATH Intl.

### Post Workshop Responsibilities/Process

#### The Host Site:

1. Works with the faculty to ensure all workshop materials, including all evaluation forms, are collected and returned to PATH Intl.



## Equine Specialist in Mental Health and Learning (ESMHL) Workshop and Practical Horsemanship Skills Test

### 2017 PATH Intl. ESMHL Workshop Schedule

*This schedule is subject to change at any time depending on location and/or faculty's discretion*

#### **Day 1**

|                    |   |
|--------------------|---|
| 8:00-9:50am        | Welcome   |
| 9:50-10:00am       | Break   |
| 10:00-11:30am      | Lesson 1.1 PATH Intl. and EFMHA history                 |
| 11:30-12:30pm      | Lesson 1.2 ESMHL Team                                   |
| 12:30-1:00pm       | Lesson 1.3 & 1.4 HIPAA and Confidentiality              |
| <b>1:00-1:30pm</b> | <b>LUNCH</b>  |
| 1:30-3:00pm        | Lesson 2.1 & 2.2 Relationship                           |
| 3:00-4:00pm        | Lesson 2.3 Relationship Exercise (in ring with equines) |
| 4:00-4:10pm        | Break   |
| 4:10-5:00          | Lesson 3.1 Equine Behavior and Management in ESMHL      |
| 5:00-5:30pm        | Lesson 3.2 & 3.3 Death & Abuse                          |
| 5:30pm             | Closing   |

#### **Day 2**

|                     |   |
|---------------------|---|
| 8:00-9:30am         | Lesson 3.4 & 3.5 Equines and Therapy Goals  |
| 9:30-10:50am        | Lesson 3.6 Treatment of Equines             |
| 10:50-11:00am       | Break                                       |
| 11:00-12:15pm       | Lesson 3.7 Exercises (in ring with equines) |
| 12:15-12:30pm       | Design Activities Homework                  |
| <b>12:30-1:30pm</b> | <b>LUNCH</b>                                |
| 1:30-2:15pm         | Lesson 4.1 Design Activities                |
| 2:15-3:45pm         | Group Work (at large)                       |
| 3:45-5:00pm         | Reporting and Discussion                    |
| 5:00-5:30pm         | Closing                                     |

#### **Day 3**

|               |   |
|---------------|---|
| 8:00-10:30am  | Lesson 5.1 Define Partnership                                       |
| 10:30-10:40pm | Break   |
| 10:40-11:00am | Lesson 5.2 Collaboration Exercise Assign Roles/ Team Collaboration  |
| 11:00-12:00pm | Collaboration Exercise (at large)                                   |
| <b>12:00</b>  | <b>Pick up lunch and return to classroom (eat while processing)</b> |
| 12:00-2:15pm  | Lunch and Process Collaboration Exercise                            |
| 2:15-3:45pm   | Role Plays (in ring with equines)                                   |
| 3:45-4:00pm   | Break   |
| 4:00-5:00pm   | Final Reflections/Evaluations/Certificates                          |
| 5:00-5:30pm   | Horsemanship Skills Test and ESMHL Certification Questions          |





## Equine Specialist in Mental Health and Learning (ESMHL) Workshop and Practical Horsemanship Skills Test ES Workshop Host Site Requirements

### The host site should have:

- PATH Intl. Premier Accredited Center (or approval by PATH Intl.)
- Covered arena (indoor and/or outdoor)
- Barn with stalls and aisle with crossties or similar setup
- Handicapped accessible classroom/meeting room large enough for approximately 25 people, room must have tables and chairs to fit everyone comfortably in classroom format for note taking during workshop.
- Handicapped accessible restrooms
- Easily accessible to airport, hotel, public transportation and restaurants within reasonable driving distance
- \*Hotel or appropriate lodging for the faculty close to the host site (if applicable, see host site benefits)

*\*Appropriate lodging should be within reasonable driving distance (max. 25 miles) and have the ability to be private as needed by the faculty for workshop preparation and review.*

### The host site is expected to organize, manage and provide the following during the workshop:

#### Food & Beverage:

- Healthy breakfast, lunch, beverages and water for participants, staff and volunteers for day of the event.

#### Materials, Equipment and Personnel Needs:

- 2 flip charts, colored markers and tape
- Name tags for participants, staff and volunteers
- Access to copy machine and paper
- ASTM-SEI Helmets – per PATH Intl. Core mandatory standards
- Projector with capability to display animated PowerPoints
- Microphone (if applicable)
- Host site contact person to introduce faculty to the facility and equines the day prior to start of workshop
- 2 host site volunteers for all 3 days to assist DAILY with the following items listed below. *These volunteers may audit the workshop at any time and need to make themselves available (as needed) during the day according to the schedule.*
  - Food preparation
  - Daily sign in, last minute copying
  - Assisting with preparedness of equines for workshop equine hands on components
  - Finding needed equipment

#### Equine & Equine Equipment Needs:

- 1-2 Grooming buckets for selected equines
- 1-2 English and/or western saddles that properly fit the selected equines to be ridden
- Equines who are safe and sound with the following experience:
  - 3-4 equines who are used to being turned out together
  - 4 with riding experience
  - 1-2 with equine facilitated experience

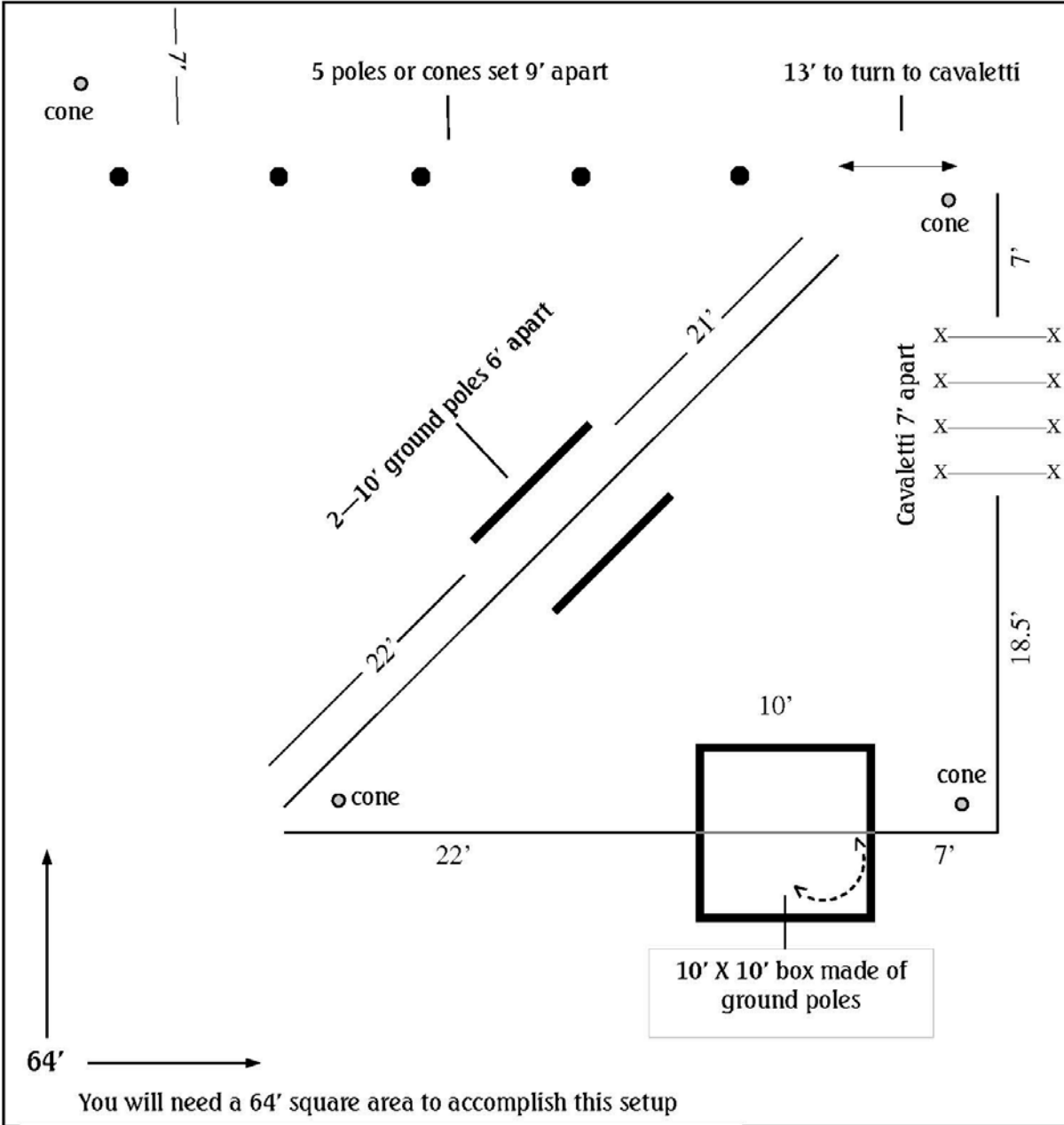


**Equine Specialist in Mental Health and Learning (ESMHL)  
Workshop and Practical Horsemanship Skills Test  
ES Workshop Host Site Requirements (cont.)**

**Day 4 Horsemanship Skills Test needs:**

- At least 6 equines (under 17:0 hands) and/or large ponies (over 13.2 hands) for participants, able to:
  - be lead around a short obstacle course (5 minutes +/-) at least 3 times during an 8 hour day
  - be sound and able to participate in the obstacle course energetically all day (blind equines cannot participate in the skills test)
  - step over 4 cavaletti
  - back 3 steps
  - maintain an active walk for 5 minutes
  - should not be difficult to catch in stall or small paddock
  - if any of these equines/ponies need an aid such as a dressage whip, crop, carrot stick or energy stick etc., to maintain an active walk, this should be provided as an option at the gate to the arena/ring
- Each equine should have a standard, appropriately sized halter with a strap over the crown and buckle on the left side of the equine's head.
- Energy stick, crop, etc. available if appropriate or needed
- At least 4 snap-on leads between 5-8 feet in length.
- Stalls or a small paddock within 250 feet of the ring/arena where the obstacle course will be set up.
- Obstacle course materials (See map on the next page for course set-up including measurements)
  - 8 ground poles at least 10' in length
  - 4 cavaletti or raised poles, 4 to 8 inches in height and at least 8' in length
  - 5 pole bending poles or weaving poles, or 5 cones or barrels or other uprights
  - 4 additional cones to outline the course
  - See map on the next page for course layout and measurements

**Horsemanship Skills Test Obstacle Course Set-up**



PROPRIETARY EXAM INFORMATION:  
NOT TO BE SHARED WITH CANDIDATES!

1/1/2017



## Equine Specialist in Mental Health and Learning (ESMHL) Workshop and Practical Horsemanship Skills Test Budget Information

The following information is provided to help Host Sites determine expenses and fees:

1. Please use the faculty list included in this packet to contact two faculty members to teach the workshop. Please remember one faculty must be a mental health professional and one must be an equine specialist. One Lead person must be chosen from either list.
  - The fee for Faculty is \$300.00 per day (total of 4 days), to be paid with Materials Order Form. This fee must go through the PATH Intl. office because PATH Intl. pays for Professional Liability Insurance for the Faculty. The workshop is 3 days and the practical skills testing is 1 day, the schedule can vary based on number of participants. The faculty may arrive a day before the workshop for set up.
  - The Host Site is responsible for all transportation, lodging, and food expenses for faculty (in addition to per day fee.) Appropriate lodging should be within reasonable driving distance and have the ability to be private as needed by the faculty for workshop preparation and review.
2. Fees to PATH Intl.
  - Host site pays PATH Intl. \$60.00 per workshop participant (includes manual) to be paid with Materials Order Form.
  - Host site pays PATH Intl. \$40.00 per practical horsemanship testing candidate
  - Host site pays PATH Intl. any late workshop applicant fees, late Material Order Form fee, and any late shipping charges (if applicable) to be included with Final Accounting Statement.
  - Total Evaluator fees (NOT expenses)
  - Late and/or damage fees, or PATH Intl. membership dues.
3. Participant Expenses
  - Host Site must determine if the fee to participants will cover lodging and food or if Participants must cover those expenses independently. This decision will depend on Host Site's resources (for example: a residential facility may choose to include those services.)
  - The host site determines how much to charge participants for the workshop and practical testing, a recommendation is below.
4. Miscellaneous Expenses (may or may not apply)
  - Advertising
  - Postage
  - Copies
  - Additional Insurance (Host Site must check with their insurance coverage to determine if extra insurance is needed.)
  - Materials Order Form Late Fee
  - Workshop Manual Restocking Fee & Damage Fee



**Equine Specialist in Mental Health and Learning (ESMHL)  
Workshop and Practical Horsemanship Skills Test  
Budget Information (cont.)**

An example budget based on 15 workshop participants and 10 practical testing candidates. Maximum number of participants is 20 for workshop and 24 for skills test. Please communicate with faculty to determine optimum schedule. (This is only a sample; each Host Site's circumstances are different. Some Host Sites may choose to have the entire event underwritten through donations.)

|                             |  |               |                   |
|-----------------------------|--|---------------|-------------------|
| <b>Income:</b>              | Workshop Participant fees                | \$375.00 each | \$5,625.00        |
| <b>Income:</b>              | Practical Testing Candidate fee          | \$150.00 each | <u>\$1,050.00</u> |
|                             |  | Total Income  | \$6,675.00        |
| <b>Expenses:</b>            | Workshop Participants fees to PATH Intl. |               | \$900.00          |
|                             | Practical testing fees to PATH Intl.     |               | \$400.00          |
|                             | Faculty fees- to PATH Intl.              |               | \$2,400.00        |
|                             | Air fare                                 |               | \$750.00          |
|                             | Insurance for Facility                   |               | \$90.00           |
|                             | Hotel                                    |               | \$400.00          |
|                             | Car Rental                               |               | \$150.00          |
|                             | Food                                     |               | \$700.00          |
|                             | Advertising                              |               | \$100.00          |
|                             | Total Expenses                           |               | <u>\$5,890.00</u> |
| <b>Profit to Host Site:</b> |  |               | \$785.00          |

A **second example** budget based on 15 workshop participants and 10 practical testing candidates. This is only a sample, you can change your costs by asking for host homes, you can cook meals, and you can raise your registration fee if needed or lower it if needed.

|                             |   |                 |                  |
|-----------------------------|---|-----------------|------------------|
| Income:                     | Workshop participant fees               | (\$450.00 each) | \$6750.00        |
| Income:                     | Practical testing candidate fee         | (\$100 each)    | <u>\$1000.00</u> |
|                             |   | Total Income    | \$7,750.00       |
| Expenses:                   | Workshop participant fees to PATH Intl. |                 | \$900.00         |
|                             | Practical testing fees to PATH Intl.    |                 | \$400.00         |
|                             | Faculty Fees- to PATH Intl.             |                 | \$2400.00        |
|                             | Air fare                                |                 | \$750.00         |
|                             | Insurance for Facility                  |                 | \$90.00          |
|                             | Hotel                                   |                 | \$400.00         |
|                             | Car rental                              |                 | \$150.00         |
|                             | Food                                    |                 | \$700.00         |
|                             | Advertising                             |                 | \$100.00         |
|                             | Total Expenses                          |                 | <u>\$5890.00</u> |
| <b>Profit to Host Site:</b> |   |                 | \$1,860.00       |



## Equine Specialist in Mental Health and Learning (ESMHL) Workshop and Practical Horsemanship Skills Test ES Workshop Policies/Procedures

*The following is an overview of policies and procedures relating to the workshop.*

### **Recommended Policies for use by the Host Site**

#### **Cancellation Policy**

Host Sites shall determine their own cancellation and refund policies for candidates who cancel. ***This policy should be included in the materials sent out to applicants by the Host Site.***

If the workshop itself must be cancelled, for whatever reason, the faculty must be notified immediately and reimbursed for any accrued contractual expenses. All workshop materials must be returned to PATH Intl. In the case of cancellation by a candidate, unused materials may be to PATH Intl. for credit.

#### **Accommodation Requests**

An accommodation is an adjustment or an adaptation of a component or components of the ESMHL Certification Process in order to meet the special needs of the candidate. Requests for an accommodation to any part of the process must be made in writing and submitted to PATH Intl. ***no less*** than 60 days prior to certification testing. All requests for accommodations will be reviewed by the PATH Intl. office on an individual basis and applicants will be notified of the decision. For more information please contact the PATH Intl. office.

#### **Faculty/evaluators are not authorized to grant accommodations on-site and accommodations are not granted part way through the certification process.**

If a candidate is unable to complete the Skills Test due to a disability and does not have proof of an accommodation granted by PATH Intl., the candidate may choose to withdraw from the skills test. Candidates are required to complete certification under the same parameters that they began it, so any candidate needing an accommodation after attending a skills test event will need to submit an accommodation request and attend a separate skills event in order to proceed.

#### **Confidentiality Agreement**

Host Sites should also include a Confidentiality Agreement for the participants to sign if this is in keeping with the Host Site's policies regarding confidentiality.

#### **Photo Release**

Host Sites should also include a Photo Release form if photographs are going to be taken of Candidates at the On-Site.

#### **Event Insurance**

Obtained by the host site; contact Markel for more information.

#### **Workshop Auditors:**

Auditors must have previously attended the ESMHL workshop as a participant (certificate of attendance at past workshop is required). Center staff or the center volunteers sitting in on the workshop are not considered auditors or workshop participants and their attendance cannot count towards the certification process. It is up to each host site/center to determine the cost of the workshop and may choose to offer a discounted rate to auditors.



## Equine Specialist in Mental Health and Learning (ESMHL) Workshop and Practical Horsemanship Skills Test Intent to Host Form

Name of Host Site: \_\_\_\_\_ PATH Intl. Center #: \_\_\_\_\_

Address\*: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Physical Address (if different than above): \_\_\_\_\_

Name of Contact Person/Title: \_\_\_\_\_ Phone number: \_\_\_\_\_

Contact person's e-mail (Required): \_\_\_\_\_

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

**Center intends to host a PATH Intl. Equine Specialist in Mental Health and Learning Workshop and Skills**

**Test on the following dates:**

Year: \_\_\_\_\_ Workshop Dates: \_\_\_\_\_ Skills Test Date: \_\_\_\_\_

Candidate Registration Deadline: (this date is approx. 32 days before start date) \_\_\_\_\_

Workshop Fee \$ \_\_\_\_\_ Skills Test Fee \$ \_\_\_\_\_ Both \$ \_\_\_\_\_

**Center has contracted with the following evaluators:**

Please enclose a copy of the modified contract if different fees were negotiated with your faculty/evaluators.

Equine Specialist Professional: \_\_\_\_\_

Mental Health Professional: \_\_\_\_\_

**The Host Site:**

- Is a PATH Intl. Premier Accredited Center (or attached letter of reference)
- Has required covered arena (indoor and/or outdoor)
- Has required handicapped accessible classroom facility, as outlined in requirements for workshop
- Classroom facility can accommodate participant numbers as outlined in requirements for workshop  
If not how many can it accommodate: \_\_\_\_\_
- Barn with stalls and aisle with crossties or similar setup
- Is accessible to airport, hotel, public transportation and restaurants
- Has access to overhead projector, flip chart, copy machine and paper
- Can provide safe sound equines as outlined in requirements for workshop
- Can provide volunteers as outlined in requirements for workshop
- Can provide healthy food, snacks, beverages and water as outlined in requirements for workshop
- I have enclosed photos of the facility that may help in determining approval of host site (*not required*)
- (*If applicable*) Can provide lodging for faculty within close proximity to workshop host side as outlined in requirements for workshop.

*I have read the requirements and Intent to Host Packet for hosting a PATH Intl. Equine Specialist Workshop and understand and agree that the Host Site will meet those requirements and follow the processes as outlined. I understand that failure to do so could result in loss of the privilege to host the PATH Intl. Equine Specialist Workshop. I understand that the contact person stated above is responsible for all communication to the host site and if this person changes the PATH Intl. office will be notified immediately.*

Print \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to: PATH Intl. Certification Coordinator PO Box 33150 Denver, CO 80233



**Equine Specialist in Mental Health and Learning (ESMHL)  
Workshop and Practical Horsemanship Skills Test  
Faculty List**

Two faculty members/evaluators are required to conduct an Equine Specialist Workshop; one must be a Mental Health Professional and the other must be an Equine Specialist/Horse Person. There must be at least one Lead faculty which can either be a Mental Health Professional or Equine Specialist/Horse Person.

*(Forexample: The center may contract with one Lead Mental Health Professional and an Associate Equine Specialist/ Horse Person for a scheduled workshop.)*

**Associate Evaluators:**

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

**Lead Evaluators:**

|                         |                   |                |  |
|-------------------------|-------------------|----------------|--|
| Ann Alden (ES)          | Sonoita, AZ       | (520) 820-5757 | <a href="mailto:acalden12@gmail.com">acalden12@gmail.com</a>                   |
| Trish Broersma (ES)     | Ashland, OR       | (541) 482-6210 | <a href="mailto:epohna@aol.com">epohna@aol.com</a>                             |
| Joseph Callan (MHP)     | Land O' Lakes, FL | (813) 924-0488 | <a href="mailto:jcallanlcs@gmail.com">jcallanlcs@gmail.com</a>                 |
| Susanne Haseman (MHP)   | Cornish, NH       | (603) 252-5425 | <a href="mailto:susanne.haseman@valley.net">susanne.haseman@valley.net</a>     |
| Amanda Hogan (ES)       | North Andover, MA | (508) 320-2537 | <a href="mailto:mandy.hogan@windrushfarm.org">mandy.hogan@windrushfarm.org</a> |
| Leslie McCullough (MHP) | Topeka, KS        | (210) 885-8696 | <a href="mailto:legendsequestrian@yahoo.com">legendsequestrian@yahoo.com</a>   |
| Marilyn Sokolof (MHP)   | Gainesville, FL   | (352) 318-4795 | <a href="mailto:msokolof@aol.com">msokolof@aol.com</a>                         |
| Memree Stuart (ES)      | Hawthorne, FL     | (352) 481-2026 | <a href="mailto:memree1@gmail.com">memree1@gmail.com</a>                       |





**Equine Specialist in Mental Health and Learning (ESMHL)  
Workshop and Practical Horsemanship Skills Test  
Sample Contract**

THIS CONTRACT made and entered into for the PATH Intl. Equine Specialist Workshop 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 on-site practical testing 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 \_\_\_\_\_