



# PATH INTERNATIONAL

Professional Association of Therapeutic  
Horsemanship International

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

## **Driving Instructor On-Site Workshop and/or Certification Program**

### **Intent to Host Packet**



## Driving Instructor On-Site Workshop/Certification Program Intent to Host Packet

Dear PATH Intl. Center,

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

If you decide that you meet the requirements and would like to host a PATH Intl. Driving Instructor On-Site Workshop and/or Certification, please follow the directions and complete the Intent to Host Form included with this packet. This intent to host form should be returned to the PATH Intl. office for approval to host. Please keep this packet for use throughout your workshop and/or certification, as this information will be valuable to you before, during and after the event!

Upon receipt of your Intent to Host Form, you will be sent the second packet of materials and information if host site is approved to host the event.

Please note; centers that have not hosted a driving event in the past must host the WORKSHOP only first. Upon approval from faculty after teaching your PATH Intl. Driving Workshop you may be able host future certifications or workshops and certifications together. At this time the Driving Committee determines when and where the certifications are held.

A host site has two options when hosting a workshop. Those that are pre-approved may host a workshop with hands on practical driving skills for the participants. Those that have not been pre-approved will host a workshop which only includes demo driving performed by the faculty. Please specify on your intent to host form if you are doing a demo workshop or practical driving skills workshop (pre-approval needed). In order to gain approval you must have hosted at least one demo driving workshop in the past, and per faculty and committee approval you may host practical driving workshops.

A host site can communicate with faculty prior to a workshop and arrange other options for participants to practice driving skills on-site at the workshop if faculty approve.

A host site ensures that all participants' applications are reviewed by faculty/evaluators prior to the event. Height, weight, age and driving experience must be information sent to the faculty/evaluators at least 2 weeks prior to the event.

**GOOD LUCK & THANK YOU FOR HELPING MAKE  
PATH INTL. STRONG!!!**



## Driving Instructor On-Site Workshop/Certification Program

*The following materials are provided to host sites by the PATH Intl. office*

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

- Host Site Process
- Host Site Requirements
- Budget Information
- Intent to Host Form
- Proposed Workshop & Certification Schedule

If the center decides to host a Workshop and/or Certification the contact person must complete and return the Intent to Host Form to PATH Intl. Upon receipt of the Intent to Host Form, PATH Intl. sends a “Host Site Organizational and Candidate Forms Packet”, upon approval, to the Host Site, including the following items:

- Candidate Requirements and Sample Forms
- Evaluator Example Contracts
- Materials Order Form (to be submitted to PATH Intl. by designated deadline prior to start of OSWC)
- Recommended Policies for use by the Host Site
- Workshop forms\*
- Certification Candidate Checklist
- Certification Forms\*
  - Personal Reference, Professional Reference \*
  - Documentation of Teaching Hours Form\*
  - Emergency Medical Treatment and Liability Forms\*

By the established deadline date on the Materials Order Form, the Host Site completes the Materials Order Form and submits it to PATH Intl. with the appropriate fees or a late fee and possible express shipping costs will be assessed. Upon receipt of the Materials Order Form PATH Intl. then sends the “Host Site Final Forms Packet” and Workshop Manuals which includes:

- Certification Evaluation Form\*
- Workshop Manuals (based on number from Materials Order Form)
- Certificates for Workshop participants (based on number from Materials Order Form)
- Workshop Evaluation Form\*
- Workshop Site Evaluation Form\*
- Check Acknowledgement Letter\*
- Host Site Driver Profile Form\*
- Certification Lesson Evaluation Form\*
- Demonstration Score Sheet\*
- Certification Comment Sheet\*
- Driving Instructor Summary Sheet\*
- Candidate Report Form\*
- Final Accounting Statement (must be sent into the PATH Intl. office within three working days following conclusion of workshop)

**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.

At the conclusion of the Workshop and/or Certification, the Host Site returns unused manuals and completes the Final Accounting Statement and submits it with the amount due or receives reimbursement.

*\*to be copied by Host Site as needed*



## Driving Instructor On-Site Workshop/Certification Program Intent to Host Packet Updates for 2017

Dear Host Site,

Please take note of the following changes to the PATH Intl. Registered Certification Program processes going into effect January 1, 2017.

### Candidate Requirements/Paperwork:

These changes apply ONLY to individuals who submit an instructor application after January 1. As a result, you may see a mix of paperwork supplied by the candidates during 2017. If you have any questions about which paperwork can be accepted for which candidates, please contact the office at 1-800-369-7433.

- The online CAT Course and Exam has been replaced by the Standards Course and Exam. PATH Intl. will handle enforcement of what exam will be accepted for each candidate to complete Phase I and receive their IT Letter.

### Procedures:

- Instructor resumes will NO longer be required as part of the candidate paperwork to ensure unbiased and impartial evaluation of the candidates.
- The Host Site MUST ensure 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.



## Driving Instructor On-Site Workshop/Certification Program Host Site Process (cont.)

### Pre-Workshop/Certification

#### The Host Site:

1. Determines if all requirements are met to host a PATH Intl. Driving Instructor On-Site Workshop and/or Certification. Review Host Site Requirements.
2. Contracts with two PATH Intl. Driving Faculty/Evaluators to conduct the Workshop and/or Certification. At least one of the Faculty (for Workshop portion)/Evaluators (for Certification portion) must have Lead status (can have two Lead or one Lead and one Associate)—contact the PATH Intl. office for a current list of Faculty and Evaluators. Contract will include fees to be paid to PATH Intl. prior to workshop and expenses (i.e. transportation, meals, accommodations, and parking) to be paid directly to Faculty/Evaluators at conclusion of workshop. Evaluators have the contract Forms to be completed. *Please note: If a center hosts a demo workshop only the faculty can consist of two Associates or one Associate and one Apprentice.*
3. Decides to proceed and completes the Intent to Host Form and returns it to the PATH Intl. Office. Upon receipt of Intent to Host Form, PATH Intl. sends to the center the “Host Site Organizational and Candidate Forms Packet.”
4. Assesses budgetary requirements and determines Workshop/Certification fees. Review Budget Recommendations. Options include cost of lodging and meals within fees or can be covered separately by participants.
5. Is responsible for advertising and marketing the PATH Intl. Driving Workshop and/or Certification. 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/Certification process. Review Host Site Requirements. Registers Workshop Participants (maximum 15) and Certification Candidates (maximum 8.)
8. Ensure that all participants registering for Workshop/Certification are current PATH Intl. members. Host Sites may register Participants for both the Workshop and/or Certification components OR for only one of the components, for example only the Workshop component of the On-Site. This is especially the case when Participants have to go through the resubmission process by attending an On-Site Certification again.
9. Ensures that all paperwork is completely filled out for all Workshop and/or Certification attendees and that all requirements are met for Certification Candidates. All requests for accommodations to any portion of the certification or application requirements are to be referred to the PATH Intl. office (additional exemption/accommodation information will be included in the “Host Site Organizational and Candidate Forms Packet”.)
10. Completes the Materials Order Form for the Workshop Manuals by deadline date provided by PATH Intl. and Include a check with the order Form for materials and Faculty/Evaluator’s fees. These fees are due to PATH Intl. before materials can be sent. Host Sites have to notify the PATH Intl. office of late registrants not included on Materials Order Form prior to the On-Site Workshop and/or Certification to determine if the registrants qualify for participation.
11. Agrees to send all Certification applications to the Evaluators via mail, email, or fax at least three weeks prior to the on-site certification date.



## Driving Instructor On-Site Workshop/Certification Program Host Site Process

### **Advertising:**

Please make sure to include information on the Instructor Certification process particularly the emphasis on completing all requirements prior to registering for the On-Site Certification. The following wording can also be used to advertise your workshop:

This workshop is for any PATH Intl. member who is considering becoming a PATH Intl. Driving Instructor, or who would like to improve their therapeutic driving instruction skills. The purpose of this workshop is to provide participants with knowledge of basic components that are utilized by successful, entry-level driving instructors. The two-day workshop will cover such topics as disabilities, teaching techniques, task analysis, class structure, lesson plans, horse analysis, equipment, mounting and dismounting and volunteers. This workshop provides participants the opportunity to synthesize and apply the knowledge in the role-play situation and hands on sessions. Certification is offered to those candidates who have completed the prerequisites of the Driving Instructor Certification process and completed a PATH Intl. Driving Instructor Workshop (the one in conjunction with this certification or a previous one) for Certification.

### **During the Workshop/Certification**

#### **The Host Site:**

1. Makes sure all requirements are in place. This may include organizing backup options.
2. Ensures that disruptions do not interfere with the Workshop, especially the Certification Day.
3. Upholds the privacy and confidentiality of all Workshop Participants and Certification Candidates.
4. Ensures that proper safety equipment is used throughout the process (including ASTM-SEI helmets.)
5. Upholds the PATH Intl. Standards for Centers.
6. Provides enough volunteers to assist the Candidates. The Host Site should work with the Lead Evaluator to decide on a good number of volunteers to have each day, based on activities and/or number of candidates.
7. Ensures participants applications are sent to the PATH Intl. faculty/evaluators.



## Driving Instructor On-Site Workshop/Certification Program Host Site Requirements

### Post Workshop/Certification

#### The Host Site:

1. Works with the Faculty/Evaluators to make sure all Workshop and/or Certification materials are collected, including all Evaluation Forms and Check Acknowledgment Letter. 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 five working days following the conclusion of the workshop. A review of fees due to PATH Intl. are as follows:

Due to PATH Intl. before event: (Materials Order Form)

- Workshop Participant fee \$60.00 (Includes workshop manual)
- Lead Faculty/Evaluator's fees \$250.00 (per Faculty/Evaluator per day)
- Associate Faculty/Evaluator's fees \$200.00 (per Faculty/Evaluator per day)
- Auditor fee (applicable only in hands-on workshop) \$35 (if receiving workshop manual)

Due to PATH Intl. after OSWC: (Final Accounting Statement)

- Certification fee \$100.00 (per Certification Candidate)
- PATH Intl. membership\* \$45.00 (If any workshop only participants are new members.)
- Materials Order Form Late Fee \$40.00 + Express Shipping Cost (if applicable)
- Workshop Manual Restocking Fee \$5.00 per Manual (for any returned manuals)

#### Cancellation Policy

Host Sites shall determine their own cancellation and refund policies for their Workshop/Certification. The faculty must be notified immediately and reimbursed for any accrued contractual expenses. All Workshop/Certification materials must be returned to the PATH Intl. office. Any shortage in materials must be paid for by the Host Site.

#### Insurance Note

For those centers hosting a Driving On-Site Workshop and/or Certification that carry the Markel Insurance policy offered through PATH Intl., the Workshop and/or Certification can be included on your policy as ONE Public Event Day. Markel has agreed to count this entire Workshop and/or Certification as one Event Day, rather than three (or four, if offering a second Certification day.) Be sure to submit your Public Event Form to Markel 32 days prior to the Workshop/Certification—there will be no payment due with the Forms if this is your free event day under the policy coverage. If you have already used your one public event day, please contact Markel as fee varies.



## Driving Instructor On-Site Workshop/Certification Program Host Site Requirements (cont.)

- Dressage letters
- At least 10 cones and 10 tennis balls, apples or oranges
- Outside area suitable to drive a dressage test and cones course. Variation of terrain is preferable (i.e. hills, different footing, water)
- Sufficient area to clean horses/ponies, to tack and harness, and to “put to”
- Conference room/classroom setting for didactic lectures using teaching aides (must be able to sit and take notes)
- Dry erase board or flip chart and must have a projector for PowerPoint
- 4 safe, sound and fit horses/ponies, harnesses and vehicles for participant to utilize
  - Horses/ponies must be suitable to be driven by individuals with disabilities
  - Must be able to carry 2 people in vehicle at all times.
  - Must be able to stand for 20 – 30 minutes while participant harness.
  - Must be able to stand (with header) for 10-15 minutes to put to.
  - Must be able to have two sets of reins on (one set to the bit and one set to halter)
  - Must be conditioned to a whip
  - If candidate is going for level II 1 harness must be full collar
- At least one 2 wheeled cart and/or 4 wheeled carriage
- At least one easy entry vehicle
- At least one extra set of reins per harness
- A rein board with 4 sets of reins
- 4- 2-inch rings
- 4- double-ended snaps
- Volunteers to assist as:
  - Volunteer positions during the lessons (up to 5)
- Close proximity to affordable hotels or host facilities

Additional items that are not required, but would be of added benefit in hosting a workshop:

- Close proximity to a major airport





## Driving Instructor On-Site Workshop/Certification Program Sample Schedule

*Please note: If a center hosts a demo workshop only the faculty can consist of two Associates or one Associate and one Apprentice. This schedule is for a demo workshop, if a center offers a practical workshop the candidates will be driving during the demo pieces.*

### Sample Schedule #1 – PATH Intl. Driving 3-Day Workshop

Please be aware this schedule is subject to change at any time per the host site or evaluators.

#### **DAY1 Evening 5-8 PM**

*Class Room*

#### 5:00 pm **Introductions & Share Driving experiences**

Goals of the Workshop

- Criteria for evaluation of the participants
- Four golden rules of driving
- Level I & Level II

#### **Review of PATH Intl. Driving Standards**

Basic Harness Parts

Harness maintenance; wear points, hanging and storage

Practice different ways of holding reins using a rein board

- Practice using two sets of reins using rein board
- Styles of holding reins
- Types and use of whips
- Discussion of driving aids
- Practice using two sets of reins and a whip
- Ground driving (with each other)

*Done for the evening*

#### **DAY2 Morning 8am - 12:30pm**

*Class Room*

Qualities of an instructor

Posture and alignment

Learning styles

Skill progression

What/How/Why

Task analysis & role playing

Class format/structure

*Barn Area*

Demonstration of harnessing, ground driving & putting to

- Groom and harness horses –
- Demonstration of ground driving a horse
- Demonstration of putting to a vehicle
- Demonstration of a mock lesson
- Demonstration of unhitching a horse
- Emergency plan to unhitch
- Overheated horse, stressed horse, T.P.R.
- Removing harness, care of horse and harness



## Driving Instructor On-Site Workshop/Certification Program Sample Schedule

### DAY2 Afternoon 1:30 - 6:30pm

*Class Room*

#### **Disabilities**

Discussion of disabilities most appropriate for driving

Lesson Plans – Block Plans

Discussion of volunteer training

- Positions for driving for individuals with disabilities
- How to set up a volunteer training manual
- What type of training do your volunteers need & how to get it? Horses/ponies suitable for Individuals with Disabilities

Evaluation/testing of horses/ponies being considered for disabled driving

Vehicle types and adaptation suitable for individuals with disabilities

- Photos of different adapted vehicles
- Compare types of vehicles from pictures
- Selection of appropriate vehicle for your horse/pony
- Two wheeled carts
- Four wheel carriages
- Easy entry
- Wheel chair accessible

Styles of harness and their use

- Carriage harness with collar and breast collar
- Light harness for the breed show ring
- Draft harness

Bits-- kinds of driving bits, parts of the bit, action of the bit

*Work on Mock Lesson # 2*

### DAY3 Morning 8am - 12:30pm

*Barn Area*

#### **Demo- Mock Lesson**

- Student role playing
- Drive turnouts with two sets of reins
- Practice teaching a student with a disability (mock) Putting it all together – Demo Driving Lesson

Tips on driving the Dressage test and cones course

Demonstration Practice Dressage and Cones to be driven

*Put away horses, harness, and vehicles*

#### **Afternoon 1 - 3pm**

*Barn Area*

#### **Practice with adapted vehicles not put to a horse/pony**

- Develop team approach to entering ramped vehicle with wheel chair
- Role playing to use volunteers to help enter and exit vehicles
- Problem solving with different types of disabilities Vehicle care and maintenance
- Balance, height and weight of vehicles
- Points on buying a used vehicle

*Class Room*

Discussion and critiques of Dressage and Cones



## Driving Instructor On-Site Workshop/Certification Program Sample Schedule

Q & A session – wrap up and evaluation and participant skill assessment

*Please note: If a center hosts a demo workshop only the faculty can consist of two Associates or one Associate and one Apprentice. This schedule is for a demo workshop, if a center offers a practical workshop the candidates will be driving during the demo pieces.*

### Sample Schedule #2 – PATH Intl. Driving 3-Day Workshop (This schedule is for Summer Heat)

Please be aware this schedule is subject to change at any time per the host site or evaluators.

Day 1: Evening 4-7 pm

#### **Class Room:**

- 4:00 Introductions & Share Driving experiences  
Goals of the Workshop  
Criteria for evaluation of the participants  
Four Golden Rules of Driving  
Level I & Level II  
**Review of PATH.INTL Driving Standards**  
Basic Harness Parts  
Bits-- kinds of driving bits, parts of the bit, action of the bit
- Practice different ways of holding reins using a rein board
- Styles of holding reins
  - Practice using two sets of reins using rein board
  - Types and use of whips
  - Discussion of driving aids
  - Practice using two sets of reins and a whip
  - Ground Driving (with each other)
- 7:00 Done for the evening

## Driving Instructor On-Site Workshop/Certification Program Sample Schedule

### Morning 8:00 – 12:30 pm

#### **Class Room:**

8:00 Disabilities

#### **BREAK - 15 min - move to barn area**

#### **Barn Area:**

Practice harnessing, Ground Driving & Putting to

- **Groom and harness horses**
- Ground driving a horse
- Putting to a vehicle
- Drive in enclosed arena
- Unhitching a horse
- Emergency Plan to unhitch
- Removing harness, care of horse and harness
- Overheated horse, stressed horse, T.P.R.

#### **BREAK - 15 min - move to class room**

Discussion of disabilities most appropriate for driving

11:45 – 12:45 **Lunch**

### Afternoon 12:45 – 6:15 pm

#### Class Room:

12:45 Qualities of an instructor  
Posture and Alignment

Learning styles

Skill Progression

What/How/Why

**BREAK – 15 min**

Task analysis & Role Playing

Class Format/ Structure

Goals and Objective's

Lesson Plans –

Block Plans

**BREAK – 15 min**

Discussion of volunteer training

- Positions for driving for individuals with disabilities
- How to set up a volunteer training manual
  - What type of training do your volunteers need & how to get it?

Horses/ponies suitable for Individuals with Disabilities

Evaluation/testing of horses/ponies being considered for disabled driving

Done for Evening



## Driving Instructor On-Site Workshop/Certification Program Sample Schedule

### DAY 3:

Morning 8:00 – 12:00 pm

**Barn Area:**

8:00 Tips on driving the Dressage test  
Tips on driving cones course  
Practice Dressage and Cones to be driven  
Putting it all together – Demo Driving Lesson

**Demo- Mock Lesson**

- Student role playing
- Drive turnouts with two sets of reins
- Practice teaching a student with a disability (mock)

Put away horses, harness, and vehicles

**Practice with adapted vehicles not put to a horse/pony**

- Develop team approach to entering ramped vehicle with wheel chair
- Role playing to use volunteers to help enter and exit vehicles
- Problem solving with different types of disabilities

12:00 LUNCH

Afternoon 1:00 – 3:00

**Class Room:**

1:00 Styles of harness and their use

- Carriage harness with collar and breast collar
- Light harness for the breed show ring
- Draft harness

Vehicle types and adaptation suitable for individuals with disabilities

- Photos of different adapted vehicles
- Compare types of vehicles from pictures
- Selection of appropriate vehicle for your horse/pony
- Two wheeled carts
- Four wheel carriages
- Easy entry
- Wheel chair accessible

Vehicle care and maintenance

- Balance, height and weight of vehicles
- Points on buying a used vehicle

Discussion and critiques of Dressage and Cones

Q & A session – wrap up and evaluation and participant skill assessment



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Certification Schedule Only

## Driving Instructor On-Site Workshop/Certification Program Schedule

### DAY 1: Evening: 5:00 – 7:00pm

#### (Section # 1)

*Class Room:*

- 5:00 Introductions  
 Share driving experiences  
 Goals of the Certification
- Criteria for Evaluation of the Participants
  - Four Golden Rules of Driving
  - Level I & Level II
- 5:45 Test – Exam (60)

### Day 2: Morning: 7:45am-12:00

#### (Section # 2)

*Barn Area:*

- 7:45 Turn in your lesson plan
- 8:00 Test – (4) harness a horse, Ground Drive, and put to (45)
- #### (Section # 3)
- 9:00 Test – Drive a Dressage Test and a cones course  
 Test – Put away horses, harness, and vehicles
- #### (Section # 2)
- 11:00 Test – (4) harness a horse, Ground Drive, and put to (45)
- 12:00 Lunch

### Afternoon 1:00-5:00pm

#### (Section # 4)

*Barn Area:*

(Able-bodied Intermediate driver)

- 1:00 - 1:15 Lesson # 1 (15)  
 1:20 - 1:35 Lesson # 2 (15)  
 1:40 - 1:55 Lesson # 3 (15)  
 BREAK  
 2:15 - 2:30 Lesson # 4 (15)  
 2:35 - 2:50 Lesson # 5 (15)  
 2:55 - 3:10 Lesson # 6 (15)  
 BREAK  
 3:30 - 3:45 Lesson # 7 (15)  
 3:50 - 4:05 Lesson # 8 (15)
- 4:15 Turn in lesson Evaluations
- 4:30 Give outline of students for Lesson
- 5:00 Done for the evening

### Day 3 Morning: 7:50am-12:00

#### (Section # 5)

*Barn Area:* (student with a disability)

- 7:45 Turn in your lesson plan
- 8:00 - 8:20 Lesson # 1 (20)  
 8:30 - 8:50 Lesson # 2 (20)  
 9:00 - 9:20 Lesson # 3 (20)  
 BREAK (JUST TO CHANGE TURNOUTS)  
 9:35 - 9:55 Lesson # 4 (20)  
 10:05 - 10:25 Lesson # 5 (20)  
 10:35 - 10:55 Lesson # 6 (20)  
 BREAK (JUST TO CHANGE TURNOUTS)  
 11:10 - 11:30 Lesson # 7 (20)  
 11:40 - 12:00 Lesson # 8 (20)  
 Turn in Lesson Evaluations 20 MIN AFTER YOUR LESSON
- 12:00 Lunch

### Afternoon 2:00-5:00 PM

Individual evaluations with Evaluators (15)



## Driving Instructor On-Site Workshop/Certification Program Intent to Host Form

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

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

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

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_ E-mail: \_\_\_\_\_  
(Required as primary communication is via email)

**Center intends to host a PATH Intl. Driving Instructor On-Site Workshop/Certification Program in:**

Year: \_\_\_\_\_ Workshop Dates: \_\_\_\_\_ Workshop Type (i.e. demo): \_\_\_\_\_

Certification Date(s): \_\_\_\_\_ (if applicable)

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

Workshop Fee \$ \_\_\_\_\_ Certification Fee \$ \_\_\_\_\_ Both \$ \_\_\_\_\_

**Please check that each of the following will be provided:**

- Enclosed arena large enough for 4 turnouts to drive at the same time
- Dressage letters, cones and tennis balls OR apples OR oranges
- Outside area suitable to drive dressage test and cones course.
- Sufficient area to clean horses/ponies, tack them, harness them and “put to”
- A conference room/classroom facility (to sit and take test)
- A dry erase board or flip chart AND projector for Power Point
- 4 safe, sound and fit horses/ponies, harnesses (1 harness must be full collar) and vehicles
  - *Suitable to be driven by individuals with disabilities/you must know the horses prior to the workshop*
  - *Must be able to carry 2 people in vehicle at all times.*
  - *Must be able to stand for 20 – 30 minutes while participants harness.*
  - *Must be able to stand (with header) for 10-15 minutes to put to.*
  - *Must be able to have two set of reins on (one set to the bit and one set to halter)*
  - *Must be condition to a whip*
- At least one wheelchair accessible vehicle (a must for someone going for Level II)
- At least one easy entry vehicle
- At least one 2-wheel and/or 4-wheel vehicle
- At least one extra set of reins per harness
- Volunteers (up to 6)
- Close proximity to affordable hotels or host facilities

**Please answer the following questions:**

What is the size of your arena? Indoor? \_\_\_\_\_ Outdoor? \_\_\_\_\_

What is your footing and how deep is it? Indoor? \_\_\_\_\_ Outdoor? \_\_\_\_\_

What is the useable space in your arena? Indoor? \_\_\_\_\_ Outdoor? \_\_\_\_\_

What is your outdoor driving arena and ring? List breed, sizes & age of horses? Please list them:

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

4 \_\_\_\_\_ 5 \_\_\_\_\_ 6 \_\_\_\_\_

What type of driving experience does the horse have? Please list any accidents:

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

4 \_\_\_\_\_ 5 \_\_\_\_\_ 6 \_\_\_\_\_

- Our host site agrees to follow PATH Intl. Standards during the Workshop.

**Faculty** will be calling to go over these questions with you prior to approving the workshop.

I have read the requirements and process for hosting a PATH Intl. Driving Instructor workshop and understand and agree that the host center will meet those requirements and follow the processes as outlined.

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

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



## Driving Instructor On-Site Workshop/Certification Program Budget Information

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

A host site can determine the registration fees for each participant, below is a recommended cost.

1. Faculty/Evaluators. (For an updated Faculty/Evaluator list please contact the PATH Intl. office.)
  - The fee for Faculty/Evaluators is \$250.00 per day for the acting Lead Faculty/Evaluator and \$200/day for Associate, 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. Apprentice \$0.
  - The Host Site is responsible for all transportation, lodging, and food expenses for Faculty/Evaluators (in addition to per day fee even if one faculty is an Apprentice.)
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. \$85.00 per Certification Applicant payment of fees 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.)
4. Miscellaneous Expenses (may or may not apply)
  - Advertising
  - Postage
  - Copies
  - Telephone
  - 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

An example budget based on 13 workshop Participants and 7 Certification Candidates (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	\$4,875.00
	Certification Participant fees	\$500.00 each	<u>\$3,500.00</u>
			\$8,375.00
 <b>Expenses:</b>	Workshop Material Fees to PATH Intl.	\$60.00 each	\$780.00
	Certification Participant fees to PATH Intl.	\$85.00 each	\$595.00
	Faculty/Evaluator Fees to PATH Intl.	\$/Person/Day	\$2,250.00
	Air fare		\$800.00
	Insurance for Facility*		\$90.00
	Hotel		\$700.00
	Car Rental		\$250.00
	Food		\$225.00
	Advertising		\$200.00
	Total Expenses		<u>\$5,890.00</u>
<b>Profit to Host Site:</b>			\$2,485.00





**Driving Instructor On-Site Workshop/Certification Program  
Evaluator List**

**Faculty & Evaluator List**

*Two faculty / evaluators are required to conduct a registered On-Site Workshop and/ or Certification.*

**Apprentice Evaluators:**

Name	City/St	Contact Number	Email

**Associate Evaluators:**

Jennifer Donahue	Richmond, TX	(504) 812-2172	jdonahuetrio@yahoo.com
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**Lead Evaluators:**

Tina Bennett	Freeland, MI	(989) 274-5466	bennettmapleview@aol.com
Corie Brooks	Forestville, CA	707 480-2647	coriebrooks@msn.com
Lauren Fitzgerald	Lyme, CT	(201) 264-8217	Jester31x79@hotmail.com
Gail Pace	Dallas, TX	(214) 364-7339	jonapace@sbcglobal.net