PATH
INTERNATIONAL

Professional Association of Therapeutic
Horsemanship International

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

Higher Education Instructor
On-Site Certification Program

Intent to Host Packet

Higher Education Instructor On-Site Certification Program
Intent to Host Packet

Dear PATH Intl. Higher Education Member,

Thank you for your interest in the Professional Association of Therapeutic Horsemanship International (PATH Intl.) Instructor On-Site Certification Program, which allows you as a higher education member to provide your students the testing they need to become PATH Intl. Registered or Advanced Instructors.

The following packet is the initial information concerning the process and requirements for each component of the PATH Intl. Instructor Certification. Please review the information and feel free to call if there are any questions.

When your institution decides to hold a certification please complete the Higher Education Certification Intent to Host form. The form must be submitted three months prior to the certification. Please keep the rest of this packet for use throughout the registered or advanced certification, as this information will be valuable to you before, during and after the event. If you have any questions about hosting a PATH Intl. Higher Education Instructor Certification, please feel free to call the PATH Intl. office at 1-800-369-7433.

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

When the institution decides to host a PATH Intl. Instructor Certification you will need to submit the Intent to Host form and Higher Education Certification Roster to the PATH Intl. office. There are two options for Higher Education members to choose from.

1. Option 1
    a. The institution submits the Higher Education Intent to Host form indicating they are selecting option 1.
    b. The institution will select the length of the certification event (1 day, 1 ½ days, 2 days, etc). The institution selects the length of time most appropriate for their students. Certification fees: $1850 per full day and $925 per half day.
    c. The PATH Intl. office makes the selection of the evaluators and assists with travel arrangements.
    d. The PATH Intl. office reimburses the evaluators.
    e. There is no minimum student requirement to hold a PATH Intl. certification event.
2. Option 2
    a. The institution submits the Higher Education Intent to Host form indicating they are selecting option 2.
    b. The institution handles the selection of evaluators from a list of approved higher education evaluators.
    c. The faculty at institution cannot evaluate the certification of its students.
    d. The institution is responsible for the reimbursement of evaluators.
    e. There is no minimum student requirement to hold a PATH Intl. certification event.

Once the institution selects the certification event option, the process will go as follows:

In the Intent to Host Packet are the following items:
- Host Site Process
- Suggested Adapted Equipment Needs
- Recommended Policies for Use by the Host Site
- Higher Education Certification Roster
- Intent to Host Form

The contact person must complete and return to the PATH Intl. office the Intent to Host form and Certification Roster at least **three months** prior to the planned certification date.

Also included in this packet are candidate forms, which will include the following items:
- Candidate Requirements and Forms List
- Registered Certification Candidate Checklist
- Phase Two Packet: Candidate Forms, which includes the following:
    - "Welcome Candidate" letter from PATH Intl. to certification candidates*
    - Phase Two Candidate Workshop and/or Registered Certification Forms*
    - Applicant Riding Demonstration*
    - Instructor Resume, Personal Reference, Professional Reference and Essay Questions*
    - Documentation of Teaching Hours Form*

These forms are to be given to all student candidates to be completed and available the day of certification.

* Single form sent. The host site must make the appropriate number of copies for participants, evaluators, etc

Upon receipt of the intent to host form, the PATH Intl. office sends the primary contact (indicated on the intent to host form) the PATH Intl. Higher Education Host Site Final Forms packet **electronically**, which includes:

- Certification *Site Evaluation* Form*
- Host Site Rider Profile Form*
- Lesson Evaluation Form*
- Instructor Comment Sheet*
- Riding Demonstration Score Sheet*
- On-Site Registered Instructor Summary Sheet*
- Candidate Report Form
- Faculty/evaluator Feedback Form*
- Apprentice/Associate Faculty/Evaluator Evaluation Form*
- Apprentice/Associate Faculty/Evaluator Recommendation Form*

* Single form sent. The host site must make the appropriate number of copies for participants, evaluators, etc.

Higher Education Instructor On-Site Certification Program
Host Site Checklist

This is a checklist to help you, the host site, organize and verify your tasks and requirements to host a PATH Intl. Certification. This checklist is a simple outline, and more detailed instructions and information are included for each item beginning on the following page.

Prior to the Certification

The Host Site:
- Completes the Intent to Host form
- Submits the Certification Roster
- Collects and reviews student paperwork
- Creates and communicates policies
- Double-check requirements and plan schedule
- Recruit volunteers

During the Certification

The Host Site:
- Double-checks host site requirements
- Orients volunteers
- Distributes paperwork
- Collects and reviews paperwork

After the Certification

The Host Site:
- Double-checks paperwork
- Submits participant forms

Higher Education Instructor On-Site Certification Program Host Site Process

The process of planning and hosting a PATH Intl. Higher Education Instructor Certification is an involved – but rewarding – endeavor. Below you will find instructions, suggestions and considerations for each step of the process.

Before the PATH Intl. Certification:

1. **Complete Intent to Host form**

   When the institution decides to proceed and host a certification, complete Intent to Host form (page 13 of this packet) and return it to the PATH Intl. office at least **three months** prior to the certification.

2. **Contract with evaluators**

   For Option 1:

   Upon receipt of the Intent to Host form the PATH Intl. office will contract with two evaluators, at least one of whom will have the status of lead evaluator (you may have two lead evaluators or one lead and one associate). This contract will include evaluator fees to be paid by PATH Intl. at the certification. Checks for the evaluators will be mailed directly to the evaluator prior to the certification. Evaluator expenses (transportation, meals, lodging, etc.) will be reimbursed by the PATH Intl. office per the reimbursement policy after the certification.

   For Option 2:

   Contact the PATH Intl. office for a current list of higher education evaluators. Contract with two of these evaluators, at least one of whom must have the status of lead evaluator (you may have two lead evaluators or one lead and one associate). This contract will include evaluator fees to be paid to PATH Intl. prior to the workshop, as well as expenses (transportation, meals, lodging, etc.) to be paid directly to evaluators at the conclusion of the workshop. Evaluators will have these contract forms, which you can complete together.

3. **Register participants and pay fees**

   Submit the completed PATH Intl. Higher Education Payment form and Certification Roster to the PATH Intl. office at least **60 days** prior to certification (form can be found on pages 14 and 15). A maximum of 8 candidates per day is recommended participant capacity for certification, but may be modified with evaluator approval. Students needing an accommodation to any part of the certification testing must contact the PATH Intl. office at least 60 days prior to the certification.

   The institution and faculty must ensure that all participants are PATH Intl. Members and able to participate in the event. Additionally, please make sure that all certification candidates have completed the required pre-requisites, including presenting an Instructor-in-Training (IT) letter to the host site 32 days prior to the certification. Note that extra processing fees will be charged to the host site and participant if certification candidates complete the certification evaluation without an IT letter (see PATH Intl.'s updated policy on page 9 of this packet).

4. **Collect and review participant paperwork**

   Ensure all paperwork is completely filled out for all certification candidates (a list of required forms can be found on page 10 of this packet. Forms are included on pages 17-25 of this packet.) If you have a student who has requested accommodation for any portion of the certification, please contact the PATH Intl. office directly to ensure their accommodation has been approved. Again, remember to confirm that all certification candidates are able to present an IT letter and completed candidate forms the day of the certification event.

Note that a processing fee of $225 will be charged to the student if they complete the certification evaluation without an IT letter and completed paperwork. (see PATH Intl.'s updated policy on page 9 of this packet).

5. **Create and communicate policies**
   Your evaluators may provide input on policies for your event, but it is up to the host site to create these policies and make them known to participants. Below are some issues you might want to consider when writing your event policies.

   Cancellation policy: PATH Intl. must be notified immediately of the cancellation of a higher education certification event. Any evaluator expenses already incurred by PATH Intl. will be reimbursed by the higher education institution.

   Extra fees incurred: As mentioned earlier, PATH Intl. charges an extra fee for any certification candidate registered by the host site who do not meet all requirements/have not completed Phase One of the registered certification process (see the updates policy on page 11 of this packet).

   Confidentiality and information release forms: PATH Intl. recommends that host sites create and distribute confidentiality agreements for all participants and volunteers to sign, which helps protect the confidentiality of all certification candidates as well as any student riders with disabilities who may be aiding in the certification evaluations. In addition to confidentiality agreements, it is recommended that host sites have participants and volunteers sign photo release forms if any part of the event is being photographed; however please note that photographs or video may not be taken during the certification. Finally, of course, it is necessary to gain permission from all student riders (or their families, when appropriate) for their participation in the event and the use of their information.

   Food, lodging and equipment: If the host site should decide to provide meals, snacks and/or lodging to participants, these additional costs are not covered by PATH Intl. PATH Intl. recommends that the host site's decision to provide or not to provide any of these things be made clear to participants. The host site should also decide and communicate whether or not participants will be allowed to use any of their own tack, equipment or equines; PATH Intl. approves the use of participants' own equines as long as the host site agrees to it.

   Height, weight and other special restrictions: If the host site decides to have a height and/or weight limitation (due to the equines' capacity, facility issues, etc.), or any other special conditions or participant restrictions, this must be clearly communicated to all participants prior to the event. If any certification candidate needs accommodations because of the host site's policy, please contact the PATH Intl. office.

   Accommodation requests: An accommodation is an adjustment or adaptation of a component or components of the certification process in order to meet the special needs of a particular candidate. All requests for accommodations must be submitted in writing to the PATH Intl. office at least 60 days prior to the certification. Although it is the responsibility of the participant to ask PATH Intl. for accommodation requests, it is strongly suggested that the host site contacts PATH Intl. as well if a participant has told the host site he or she will need an accommodation. Requests for accommodation will then be reviewed on an individual basis by the PATH Intl. staff and the Riding Certification Sub-Committee and the host site will be notified of the final decision in writing. If any accommodations are granted, the host site must communicate this to the lead evaluator. All applicants with an approved accommodation for a long term physical condition will be required to teach the riding pattern to an able bodied rider instead of riding the pattern. The candidate will also be required to instruct an

able bodied volunteer in mounting and dismounting procedures as well as any emergency procedures including an emergency dismount.

The host site will be required to provide appropriate volunteers to assist in these roles. Communicate with the Lead Evaluator for details on procedures and volunteer needs.

Please note that evaluators will not be able to grant accommodations. If a certification candidate is unable to complete every portion of the certification evaluation and does not have permission for an accommodation, this will be considered a withdrawal from the certification and the candidate will fail the portions they do not complete.

6. **Double-check requirements and plan schedule**
   Work with your selected evaluators to make sure your host site continues to meet all necessary requirements, and to begin planning a schedule for the certification. Be sure you have backup options available for changes in weather, issues with equines, equipment failure, etc. Your evaluators are trained, experienced PATH Intl. Members who will be an excellent resource as you plan and execute your event.

7. **Recruit volunteers**
   The host site should provide volunteers to assist certification candidates during their evaluations. Your evaluators can help you plan for how many volunteers you will need for your event. Note that there may not be time for breaks during these events, particularly during the registered certification, so you will need enough volunteers to trade out throughout the day if necessary.

8. **Accepting outside certification candidates**
   If the institution and host center agree to accept outside certification candidates, the host site must download the Hosting a Workshop and Certification packet for the PATH Intl. website, www.pathintl.org, for additional requirements for both the host site and the outside certification candidates. The host site must also notify the lead evaluator that outside certification candidates will be attending the certification event.

After the Certification

1. **Double-check paperwork**
   Work with the evaluators to make sure all certification materials are collected, including all evaluation forms (with reports written by evaluators) and check acknowledgment letters.

2. **Submit participant forms**
   Submit all necessary participant forms to the PATH Intl. office. Note that it is the responsibility of the evaluators to mail all evaluation materials (with the exception of the Faculty/Evaluator Feedback forms) to the PATH Intl. office.

Instructor Workshop/On-Site Registered Certification Program Certification
Process Policy Update-Effective November 1, 2010

PATH Intl. has long required that all certification candidates must have completed Phase One of the registered certification process and possess an Instructor in Training (IT) Letter before attempting the certification test. When candidates attend a PATH Intl. Registered On-Site Certification, they must be able to produce their IT letter for the certification host site 32 days in advance of the certification they wish to attend. Now, PATH Intl. would like to make all host sites aware of a new procedure, effective November 1, 2010, concerning certification candidates who do not possess an IT letter at the time of certification.

If a certification candidate does not have an IT letter by the time the candidate presents him/herself for certification testing, but the evaluator allows the candidate to test because he/she has reviewed the candidate's paperwork and feels the candidate has completed the required Phase One materials and should move forward, the candidate will be charged an additional processing fee of $150 to be paid to the PATH Intl. office prior to his/her certification results being released. The candidate cannot practice as a PATH Intl. Certified Instructor until all fees are paid and the proper paperwork is sent to the PATH Intl. office.

Additionally, a fee of $75 will also be charged to the host site for each candidate who completed testing without an IT letter. As a host site, you may choose to pass the $75 fee on to the candidate, but please be sure the candidate is aware the fee will be assessed in addition to the PATH Intl. office fee. Ultimately it is every candidate's responsibility to ensure all requirements have been met by the appropriate deadlines and that his/her IT letter is in hand in order to test for certification. Please be familiar with all Phase One certification requirements, check paperwork carefully and be sure to encourage all candidates to test only if they have an IT letter.

All candidates that have signed up to test for certification are emailed by PATH Intl. about 30 days prior to their test with an update on their Phase One status. If the candidate is missing an item from Phase One and does not have an IT letter in hand, he/she is notified. A copy of this information is also sent to each host site. Since the PATH Intl. office is unable to rush an IT letter to candidates, a candidate that signs up to take a certification without an IT letter in hand is at risk of not being able to test and potentially lose the payment for certification testing. However, the candidate and host site will not be charged additional fees if the candidate is able to produce an IT letter by the time of the registered certification event. PATH Intl. encourages host sites to establish their refund policies to allow candidates the opportunity to withdraw, with a refund, from the certification testing once this email is sent to them from the PATH Intl. office.

In addition to this if a candidate tests without the proper practice teaching hours (25 group hours done under a current PATH Intl. mentor) the office will assign a $150 processing fee and will not release the official certification to the candidate until the fee is paid.

If you have any questions please feel free to call us at 800-369-7433

Registered Level

The following materials must be sent by the institution/center to PATH Intl. at least 32 days prior to certification evaluation (This packet must be sent via tracking mail i.e. FedEx, UP Postal Service or UPS):

1. The completed PATH Intl. Higher Education Certification Roster

The following materials must be available on-site for review by the PATH Intl. Certification Evaluator prior to certification:

1. PATH Intl. Instructor in Training letter (IT)
2. Copy of current Adult/Child CPR and First Aid certification card (front & back, must be current at time of certification test)
3. Documentation of 25 teaching hours (must be group lessons)
4. Instructor resume
5. Professional reference
6. Personal reference
7. PATH Intl. Liability Release form
8. Center's Confidentiality and Liability form(s)
9. Essay questions

Advanced Level

The following materials must be sent by the institution/center to PATH Intl. at least 32 days prior to certification evaluation (This packet must be sent via tracking mail i.e. FedEx, UP Postal Service or UPS):

1. The completed PATH Intl. Higher Education Certification Roster

The following materials must be available on-site for review by the PATH Intl. Certification Evaluator prior to certification:

1. PATH Intl. Advanced Instructor application
2. Copy of current Adult/Child CPR and First Aid certification card (front & back, must be current at time of certification test)
3. Documentation of additional education and 120 hours of group instruction of riders with disabilities in mounted activities at a current PATH Intl. center
4. Riding instructor resume form
5. Personal resume (to include details of horsemanship and therapeutic riding experience)
6. Personal and PATH Intl. center reference

**As of January 2007 it is mandatory that candidates attend and complete an educational workshop or course prior to advanced on-site certification. This needs to be done within two years of application submission date. The choice of workshop or course is up to the candidate. The workshop or course is to be selected by the candidate; the educational component is not directed by PATH Intl. A candidate or PATH Intl. Member Center can at their discretion create their own advanced training prep workshop per the Advanced Prep Workshop Guidelines to meet the criteria; PATH Intl. will provide mentoring for those candidates/centers who are interested in this option.

NOTIFICATION OF CERTIFICATION

Final written notification of PATH Intl. Instructor Certification status will be mailed to candidates by PATH Intl.

NOTIFICATION OF FAILURE

If a student fails any component of certification, resubmission information will be included with notification of status to student.

Registered or Advanced Certification Component

The host site should have:

- PATH Intl. Premier Accredited Center status*
- Two current evaluators selected by the PATH Intl. office from the higher education evaluator list. Note that an evaluator from the host site may not evaluate a certification candidate from the same facility.
- Access to an indoor arena
- Mounting ramp and block appropriate for the students
- All materials needed for testing (organized with lead evaluator's guidance)
- **Equines to meet the following criteria:**
  - Appropriate size and weight to carry adults
  - Sound of leg, wind and temperament
  - Safe
  - Trained and conditioned to the level of the registered candidate riding demonstration warm-up and pattern including walk, trot and canter on the correct lead in both directions.
  - Accommodate both Western and English riders at the walk, trot/jog and canter/lope. If equines used for the riding component are not program equines, there must be documentation of screening and acceptance by a center representative for the purpose of use during the certification.
- Enough suitable equines to limit the equines to no more than **three** candidate riding demonstrations, including the warm up.
- Enough volunteers and riders with disabilities to provide ten lessons of 20 minutes and two riders each for the teaching component of certification. It is recommended that the host site not schedule the riders with disabilities for more than 2 candidate lessons. Riders should have mild cognitive, behavioral and/or physical disabilities. All riders must be able to walk and trot either independently or with side walker assistance (no riders with severe mobility impairments).
- Complete, up-to-date files for all riders with disabilities participating in the lessons. See the Rider Profile in the Host Site Final Forms packet for more information.
- Tack, props and equipment for lessons available and easily accessible to candidates.
- A quiet, private place for the candidates to write their self-reflection after their teaching component is completed.
- Private location for meetings and report writing for Faculty/Evaluators.
- Provide the means to print the evaluator's written reports.

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

It is best if the host site has all the equipment listed below available, but you may contact the PATH Intl. office or your lead evaluator to discuss alternative equipment. However, the host site must have all safety equipment required by PATH Intl. standards, particularly PATH Intl. approved safety helmets for riders.

1. **Saddles:**
   Dressage saddle
   Close contact saddle
   Forward seat saddle
   All purpose saddle
   Jumping saddle
   Western saddle
   Australian stock saddle
   Endurance saddle
   Saddle with a rigid handhold
   Saddle with blocks

2. **Surcingles:**
   Two-handle (vaulting)
   Single-handle (anti-cast)
   Over girth

3. **Bareback pad**

4. **Easy Ride/Natural Ride**

5. **Stirrups:**
   S Stirrups
   Peacocks
   Quick outs
   Western safety stirrups
   Devonshire boots

6. **Reins:**
   Loop reins
   Ladder reins
   Rein handle

7. **Saddle Fleece: Seat saver**
   Full saddle fleece

8. **Handholds**

9. **Side Pull/Jumping Hackamore**

10. **Bit Lead**

11. **Additional equipment for role-playing certification lessons:**
    Cones
    Barrels
    Poles (ground and upright)
    Props
    Games

Higher Education Instructor On-Site Certification Program
Intent to Host Form
(Due to PATH Intl. office 90 days prior to event)

Name of Higher Education Member: _____ Higher Ed Member #_____

Name of Host Site: _____ PATH Intl. Center #: _____

Name of Contact Person/Title:_____

Address: _____ City: _____ State: _____ Zip: _____

*Note: Materials will be sent to the host site to the attention of the contact person listed above

Physical Address (if different than above): _____

Phone number: _____ Fax number: _____ E-mail: _____

Center intends to host a PATH Intl. Higher Education Instructor On-Site Certification on:

Day: _____ Month:_____ Year:_____

Certification Roster due to PATH Intl. office: (this date is approx. 32 days before start date) _____

Registered Certification: ☐ Advanced Certification: ☐ Both: ☐

I am selecting ☐ Option 1 # of days_____ ☐ Option 2 for my certification event.

Payment in full is due to PATH Intl. office: (this date is approx. 32 days before start date) _____

The number of higher education certification participants:_____

Are there any certification participants who have submitted an accommodation request? ☐ Yes ☐ No

Does the center have a candidate height/weight limit? _____If so, what is it? _____

Does the center have any concerns with providing Western or English riding options? _____

The Host Site:

- ☐ Is a PATH Intl. Premier Accredited Center
- ☐ Has access to an indoor facility
- ☐ Has access to a classroom facility
- ☐ Has access to Power Point projector/screen or overhead projector and flip chart, TV/VCR, copy machine and paper
- ☐ Can provide a vaulting barrel (if applicable)
- ☐ Can provide a mounting ramp and block
- ☐ Can provide adaptive equipment (see adapted equipment list)
- ☐ Can provide safe sound therapy equines as outlined in the requirements for the Certification
- ☐ Can provide equines able to complete the registered riding instructor pattern
- ☐ Is able to accommodate both English and Western riders
- ☐ Can provide ten twenty-minute lessons of two riders with disabilities per Registered Certification day (no riders with severe mobility impairments)
- ☐ Can provide volunteers to assist with lessons according to rider needs
- ☐ Can provide up-to-date information for riders on Rider Profile form

I have read the requirements and process for hosting a PATH Intl. Higher Education Certification and understand and agree that the host site will meet those requirements and follow the processes as outlined. This includes a 32-day deadline for submitting the Higher Education Certification Roster and the understanding that if the certification event is cancelled the higher education institution will be responsible for any evaluator expenses incurred. I understand that failure to do so could result in a loss of privilege to host the PATH Intl. Higher Education Instructor Certification.

Printed Name_____

Signed _____ Date _____

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

Higher Education Instructor On-Site Certification Program
Payment Form
(Due to PATH Intl. office 60 days prior to event)

This Certification Roster and Payment form serves to let PATH Intl. know which members are attending your registered certification. **This form *with full payment* needs to be received in the PATH Intl. office 60 days prior to the start date of your event or a late fee of $40 will apply.**

Institution Name:_____Member #:_____

Address:_____

Option 1: Includes participant fee, evaluator fees and evaluator's travel and accommodations. To assist in determining the length of the certification event, the number of students to test per day should not exceed eight per day.

☐ 1 Day $1850   ☐ 1 ½ Days $2775   ☐ 2 Days $3700

☐ Build your own event:

_____Full Days X $1850 = _____

_____Half Days X $925 = _____

Option 2: Payment for each certification candidate as well as the fees for both evaluators must be included with the order.

Number of certification participants _____ X $80.00 =   _____

Total fee for lead evaluator   _____Number of Days X $300 = _____
Name & member # of lead evaluator_____

Total fee for associate   _____Number of Days X $300 = _____
Name & member # of associate evaluator_____

Total enclosed:_____

Payment Method

Visa/MC/Amex/Discover CC#_____ Exp. date_____ CCV #_____

Name on card_____   Signature_____

Check#_____

Higher Education Instructor On-Site Certification Program
Certification Roster
(Due to PATH Intl. office 60 days prior to event)

To assist the PATH Intl. office in verifying that candidates have successfully completed all components of Phase One, please include the names and member numbers of all participants you have registered for the event. PATH Intl. will verify that the required components have been completed and notify you of the participants' statuses by email. **Any changes that need to be made to this form after it is received by PATH Intl. (i.e. additional participants) must be communicated to the PATH Intl. office as soon as possible by phone or email. The PATH Intl. office cannot process this form unless all member numbers are recorded for each participant.**

Participant's Full Name	Member Number	Circle Registered or Advanced	
1. _____		Registered	Advanced
2. _____		Registered	Advanced
3. _____		Registered	Advanced
4. _____		Registered	Advanced
5. _____		Registered	Advanced
6. _____		Registered	Advanced
7. _____		Registered	Advanced
8. _____		Registered	Advanced
9. _____		Registered	Advanced
10. _____		Registered	Advanced
11. _____		Registered	Advanced
12. _____		Registered	Advanced
13. _____		Registered	Advanced

PATH Intl. Higher Education Instructor On-Site Certification

Certification Candidate Checklist

This form is provided to assist the Host Site Representative in organizing each certification candidate's file in advance. Please give this checklist to the PATH Intl. Faculty/Evaluators with each candidate's paperwork at the time of the Workshop and/or Certification.

Certification Candidate Name: _____ **PATH Intl. membership #:** _____

1. The following information was provided to the certification candidate on _____:
                                                                                                    Date

- ☐ "Welcome Candidate" letter from PATH Intl. to certification candidates
- ☐ On-Site Registration Form (one page)
- ☐ Instructor Resume (one page)
- ☐ Personal Reference (one page)
- ☐ Professional Reference (one page)
- ☐ Essay Questions (one page)
- ☐ Documentation of Group Mounted Teaching Hours (one page)
- ☐ Copy of Applicant Riding Demonstration Diagram
- ☐ PATH Intl. Authorization for Emergency Medical Treatment Form
- ☐ PATH Intl. Liability Release Form
- ☐ Host Site Release of Liability Form
- ☐ Host Site Confidentiality Agreement

2. The following information has been received back from candidate:

- ☐ Phase One Confirmation of **Instructor-In-Training status letter**
    - o **This IT letter will indicate to the host site that the candidate completed the Horsemanship Skills Checklist, and online courses.**
- ☐ Copy of PATH Intl. membership card
- ☐ On-Site Registration Form
- ☐ Instructor Resume
- ☐ Personal Reference
- ☐ Professional Reference
- ☐ Essay Questions
- ☐ Documentation of Group Mounted Teaching Hours
- ☐ Copy of Current CPR Certification Card
- ☐ Copy of Current First Aid Certification Card
- ☐ PATH Intl. Authorization for Emergency Medical Treatment Form
- ☐ PATH Intl. Liability Release Form, signed and dated
- ☐ Host Site Release of Liability Form, signed and dated
- ☐ Host Site Confidentiality Agreement
- ☐ Full Payment

ADDITIONAL COMMENTS:

<u>**Welcome Candidate!**</u>

Welcome to the PATH Intl. Higher Education Instructor On-Site Certification Program! We applaud your commitment to gaining professional certification through this method of testing. Please make sure that you have previously completed Phase One of the PATH Intl. Certification process prior to proceeding to the certification. All components of Phase One and Phase Two will need to be successfully completed before you can complete the certification.

Purpose of Certification

The purpose of this certification is to determine if the candidates possess adequate prior experience and sufficient skills to meet the criteria that are delineated for the PATH Intl. Instructor Program. During the certification process you will be evaluated on your horsemanship and teaching ability. While the on-site process is an effective certification method, this can also be a stressful experience. The following is designed to provide information to help you arrive properly prepared to succeed and make this a positive experience.

Being Physically Prepared

Remember that both the teaching and the riding segments require physical preparedness to complete. <u>If you have any concerns regarding your ability</u> to pass any component of the certification, based on physical or mental limitations due to disability, injury or medical condition, contact your center representative or the PATH Intl. office for an accommodation. *See Instructor Certification Process for Exception to Application Requirements.*

<u>**The Horsemanship Component of Certification**</u>
- The riding test will be done at the higher education's contracted PATH Intl. Premier Accredited Center.
- Candidates will be assigned equines that meet their riding style and requirements.
- If candidates have specific equine needs, they should inform the center representative prior to the riding portion.
- Candidates will assist in the grooming and tacking of their mounts.
- Candidates will be evaluated on both the warm-up and the riding pattern.

The Lesson Component of Certification
- Lessons will be randomly assigned and will be scheduled at ½-hour intervals.
- The center will provide each candidate with detailed rider profiles for two students the evening prior to the certification lessons.
- The lesson plan should be developed based on the information provided in the rider profiles.
- Candidates will need to provide a lesson plan to the evaluators prior to the beginning of the lesson.
- Each lesson will be 20 minutes long. This must include mounts, lesson content to include teaching an equestrian skill and dismounts.
- Candidates are responsible for ensuring that their equines, volunteers and arena are set up for the class. The center representative will identify volunteer needs. Candidates are responsible for checking with the center representative to determine how these needs will be met and to determine which equipment each rider typically uses.
- Every effort has been made by the center to provide suitable riders, volunteers and equines; however, as in any therapeutic riding program, there exists the possibility of last minute substitutions. In the event that a substitution is made, the center representative will provide the candidate with information specific to the change.
- At the conclusion of the lesson, the candidate will need to complete the evaluation portion of the lesson plan and return it to the evaluators.

Evaluation of Candidates

Following the completion of the lesson component, the evaluators will meet to complete written reports on each candidate. This process takes several hours to complete. Be prepared to stay late or to meet the following day for your performance review. Individual evaluation sessions will be scheduled at 15-minute intervals to review results with each candidate. Remember that all evaluations will be based on the criteria outlined for the PATH Intl. Registered or Advanced Instructor Certification Program.

Thank you for participating in the PATH Intl. Higher Education Instructor On-Site Certification. Good luck and enjoy!

PATH Intl. Instructor On-Site Registered Certification
## Applicant Riding Demonstration

In order to successfully pass this segment, all candidates must wear an ASTM/SEI approved helmet. Candidates will be required to demonstrate their own riding ability by riding the following pattern, which includes:

- Warm-up   - Circle
- Ride at a walk, trot (jog), and canter (lope) both directions of the arena   - Back
- Change the rein through the diagonal   - Halt

After a brief warm-up, execute the following pattern to demonstrate your riding skills:
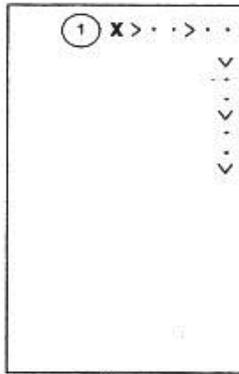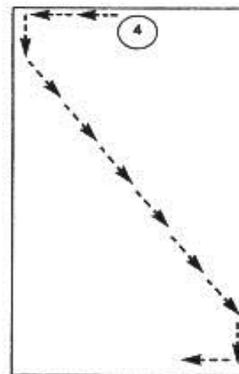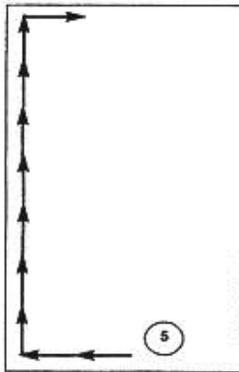

1. Halt. Proceed at the walk
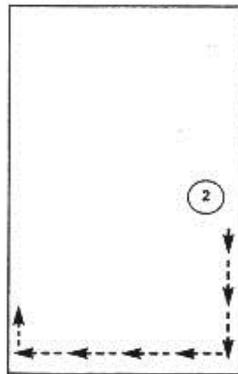
2. Posting Trot

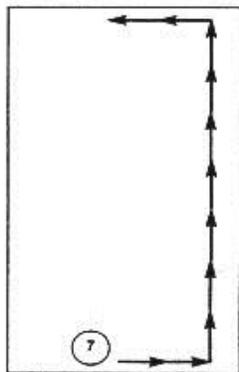3. Change rein across the diagonal at posting trot

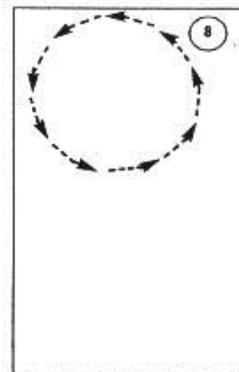4. Change rein across diagonal at a sitting trot / jog
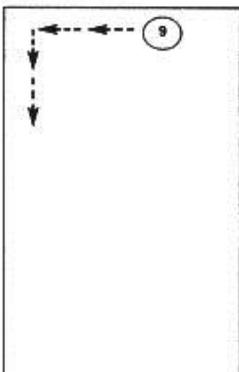
5. Canter / Lope right rein

6. Posting Trot
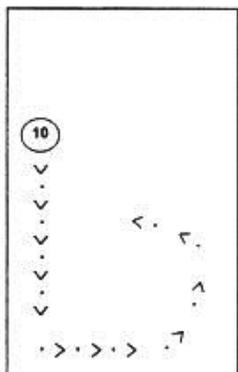-Large half circle right
-Large half circle left
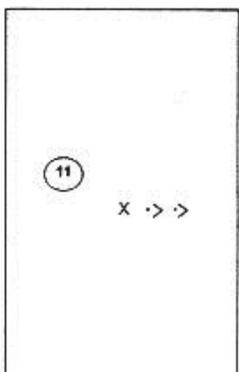
7. Canter / Lope
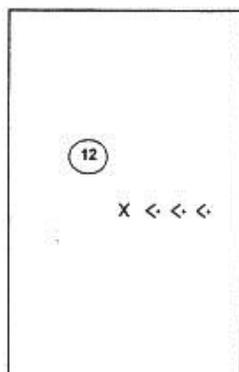Left rein

8. Sitting trot / jog large circle

9. Sitting trot / jog

10. Walk forward into the center of the arena

11. Halt & back 3 - 4 steps in center of arena

12. Walk forward, halt & dismount in center of arena

PATH Intl. Higher Education Instructor On-Site Registered Certification

<u>Riding Instructor Resume</u>

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Are you a licensed therapist? ☐ PT ☐ OT ☐ Other Therapist: _____

Are you a PATH Intl. Individual member: ☐ Yes ☐ No

If affiliated with an operating center, list name: _____

EDUCATION

High School: _____ Year: _____ Diploma: _____

College or Vocational: _____ Year: _____ Diploma: _____

Other Studies/Certificates/License: _____ Year: _____

Work Experience related to disabilities (other than therapeutic riding): _____
_____

EQUESTRIAN BACKGROUND

Number of years riding: _____ Owning an equine: _____ Number of years giving riding instruction: _____

Type of instruction: _____ Pony Club level: _____ 4-H level: _____

Your equestrian experience: _____
_____

EXPERIENCE TEACHING RIDERS WITH DISABILITIES

Do you work with any of the following disabilities? Check all that apply.

Mental Impairments	☐	Cerebral Palsy	☐
Learning Disabilities	☐	Multiple Sclerosis	☐
Communication Impairment	☐	Muscular Dystrophy	☐
Hearing Impairments	☐	Brain Injury/Head Trauma	☐
Visual Impairments	☐	Spina Bifida	☐
Emotional Impairments	☐	Stroke/CVA	☐
Autism	☐	Post-Polio	☐
Down Syndrome	☐	Other _____	☐

ADDITIONAL INFORMATION

Professional organizations of which you are a member:_____
_____

Articles/books/lectures you have done:_____
_____

Signature: _____

Title: _____ Date: _____

PATH Intl. Higher Education Instructor On-Site Registered Certification
<u>Personal Reference</u>

(This reference cannot be the same as the Professional Reference.)

Instructor Certification Candidate's Name:_____

Name of Reference: _____ Age: _____

Address:_____

City: _____ State: _____ Zip: _____

Phone: Day: _____ Evening: _____

In what capacity does the reference know the candidate?

Evaluate the candidate's knowledge of equines and horsemanship:

Evaluate the candidate's understanding of individuals with disabilities and riding:
(Please attach extra sheets if necessary)

Signature of Reference: _____ Date: _____

PATH Intl. Higher Education Instructor On-Site Registered Certification

<u>Professional Reference</u>

(This reference cannot be the same as the Personal Reference.
This reference must be familiar with applicant's riding instruction experience.)

Instructor Certification Candidate's Name:_____

Name of Reference: _____ Age: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Day: _____ Evening: _____

In what capacity does the reference know the candidate?

How many hours of lesson instruction has the applicant completed?

Evaluate the candidate's knowledge of equines and horsemanship:

Evaluate the candidate's understanding of individuals with disabilities and riding:
(Please attach extra sheets if needed)

Signature of Reference: _____ Date: _____

PATH Intl. Higher Education Instructor On-Site Registered Certification

<u>Essay Questions</u>

In your own words, answer the following questions. You may use this page or answer on a separate sheet of paper.
Typed answers are suggested, as they are the easiest to read.

Instructor Certification Candidate's Name:

_____

1.   Indicate which style of riding you teach:

_____Balance Seat   _____Forward Seat   _____Dressage   _____Western

_____ Other: _____

Explain why you teach the style of riding indicated and what the benefits are for your riders.

2.   Discuss your philosophy of teaching:

3.   Describe your strengths as a therapeutic riding instructor:

4.   Describe your opportunities for improvement as a therapeutic riding instructor:

PATH Intl. Higher Education Instructor On-Site Registered Certification

Documentation of Mounted Group Lesson Teaching Hours

Name of
Candidate:_____

Address:_____

City:_____State:_____Zip:_____

Phone: Day:(___)_____ Evening: (____)_____ Email: _____

Date	Location/Organization	Discipline	Hours	Mentor's Name & PATH Intl. ID#	Comments Group? Yes/No

Please note: This form is not valid without the Mentor's PATH Intl. ID # _____   **Total Hours:** _____

Documentation of 25 hours teaching mounted group lessons to riders with disabilities.
I do hereby affirm that the information recorded above is accurate and factual.

Candidate Signature: _____ **Date**: _____
Please submit this form to the center with your Phase Two packet.

PATH Intl. Higher Education Instructor On-Site Certification

Liability Release Form

I, _____, would like to participate in the
     (Candidate's Name)

PATH Intl. Higher Education Instructor On-Site Registered Certification. I acknowledge the risks and

potential for risks of horseback riding. However, I feel that the possible benefits to me are greater than the

risks assumed. I hereby, intending to be legally bound, for myself, my heirs and assigns, executors or

administrators, waive and release forever all claims for damages against PATH Intl., it's Board of

Trustees, employees and faculty/evaluators for any and all injuries and/or losses I may sustain while

participating in the PATH Intl. Higher Education Instructor On-Site Registered Certification.

Signature: _____ Date: _____
              (Candidate)

Many disabilities or injuries have accompanying conditions that pose special physical risks during

exercise. Horseback riding is exercise, as are other activities involved in this certification, such as handling

and working around equines. I understand that PATH Intl. and the center recommends that I seek the

advice of a physician before participating in activities that involve exercise, riding, handling or being near

equines.

I understand that if I have a disability/disabilities, injury or physical condition that might affect my ability

to ride, handle, or be around equines at the PATH Intl. Higher Education Instructor On-Site Registered

Certification, I will need to apply for an exemption or accommodation as outlined in the Accommodation

or Exemption Policy.

Signature: _____ Date: _____
              (Candidate)