

Qualifications Checklist for Sign off on PATH Intl. CTRI® Application

PART	SUPERVISOR QUALIFICATIONS
<p>Part I: Option A</p> <p>EVIDENCE OF EQUINE HANDLING SKILLS: thirty (30) hours of acceptable equine handling experience</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Current PATH Intl. certification at the time of supervision <input type="checkbox"/> Not related to the applicant*¹ <input type="checkbox"/> Does not control employment of applicant*² <input type="checkbox"/> Does not sign paychecks issued to applicant*² <input type="checkbox"/> Will not personally gain financial benefit or compensation as a direct result of the applicant earning a passing score on the certification exam*³
<p>Part I: Option B</p> <p>EVIDENCE OF EQUINE HANDLING SKILLS: proof of participation in a recognized equestrian organization within the last 10 years</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Representative of a recognized equestrian organization (<i>a structured collective of professionals that delivers, organizes, endorses and/or promotes equestrian-based activities and maintains a training and certification process for the people who participate in or lead its local programs</i>) <input type="checkbox"/> Not related to the applicant*¹ <input type="checkbox"/> Does not control employment of applicant*² <input type="checkbox"/> Does not sign paychecks issued to applicant*² <input type="checkbox"/> Will not personally gain financial benefit or compensation as a direct result of the applicant earning a passing score on the certification exam*³
<p>Part II: Option A</p> <p>DOCUMENTATION OF EQUINE MANAGEMENT SKILLS: demonstrated competence in equine management and handling verified by a PATH Intl. Certified Professional with a minimum of 120 cumulative career hours of experience in equine management.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Current PATH Intl. certification at the time of supervision <input type="checkbox"/> Minimum of 120 cumulative career hours of experience in equine management (<i>documentation of these hours is only required if the application is randomly selected for intense audit</i>)
<p>Part II: Option B</p>	<p>Not applicable</p>
<p>Part III</p> <p>VIDEO DEMONSTRATION OF RIDING INSTRUCTION AND COMMUNICATION OF RIDING SKILLS</p>	<p>Not applicable; it is advised that the supervisor has more advanced riding instruction skills than the applicant</p>

<p>Part IV: Option A</p> <p>EVIDENCE OF WORKING WITH INDIVIDUALS WITH DISABILITIES: documentation of twenty-five (25) hours of volunteer experience working with people with disabilities in a therapeutic riding lesson.</p> <hr/>	<p><input type="checkbox"/> Instructor, program director, equine/barn manager, volunteer coordinator, etc. who directly observed or supervised the applicant during the hours documented.</p> <hr/>
<p>Part IV: Option B</p> <p>EVIDENCE OF WORKING WITH INDIVIDUALS WITH DISABILITIES: documentation of twenty-five (25) hours working in an environment interacting with individuals with special needs (cognitive, behavioral and/or physical), outside of a therapeutic riding setting.</p>	<p><input type="checkbox"/> Supervisor (coach, manager, program director, etc.) responsible in each setting for which the applicant has documented hours</p>
<p>Part V:</p> <p>EVIDENCE OF SUPERVISED INSTRUCTION OF THERAPEUTIC RIDING LESSONS: Documentation of twenty-five (25) total hours of experience teaching mounted therapeutic riding under the supervision of a PATH Intl. Certified Therapeutic Riding Instructor with at least 120 hours of experience teaching therapeutic riding lessons.</p>	<p><input type="checkbox"/> Current PATH Intl. CTRI credential holder</p> <p><input type="checkbox"/> Has accrued a minimum of 120 clock hours teaching therapeutic riding lessons since establishing the CTRI credential BEFORE supervising CTRI applicant teaching hours AND is listed in the PATH Intl. Certified Professional Directory as “Eligible to Supervise CTRI Applicants”</p> <p><input type="checkbox"/> Not related to the applicant*¹</p> <p><input type="checkbox"/> Does not control employment of applicant*²</p> <p><input type="checkbox"/> Does not sign paychecks issued to applicant*²</p> <p><input type="checkbox"/> Will not personally gain financial benefit or compensation as a direct result of the applicant earning a passing score on the certification exam*³</p>

*These items are elements of the sign-off parameters: “cannot be a familial relation or directly employ applicant nor stand to gain direct financial benefit from certification of the applicant”. These parameters are designed in accordance with [standards for NCCA accreditation](#) to prevent bias and actual or perceived conflict of interest from being introduced into the certification process.

¹ This parameter is designed to avoid inherent bias of family members from factoring into documentation of the applicant’s skills and experience.

² This parameter is designed to avoid: 1) inherent conflict of interest and bias of individuals who have assessed and made a determination about the competency of the applicant from factoring into documentation of the applicant’s skills and experience, and 2) financial profit or penalty for either the signer or applicant from influencing documentation of the applicant’s skills and experience.

³ This parameter is designed to avoid any conflict of interest because of actual or perceived financial profit from influencing the documentation of the applicant’s skills and experience. For example, a supervising instructor receiving a bonus or raise as a direct result of an applicant **achieving certification**. A center or program can benefit from the certification of the applicant but the individual supervising instructor should not.