

**PATH Intl.
Master Riding Instructor
Certification Program Application
Booklet**



Professional Association of Therapeutic
Horsemanship International

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

PATH Intl. Master Riding Instructor Application Booklet Table of Contents

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ADDITIONAL BOOKLETS REGARDING CERTIFICATION (VISIT www.pathintl.org TO DOWNLOAD)

- **PATH INTL. MASTER RIDING INSTRUCTOR CERTIFICATION
BOOKLET**
- **PATH INTL. REGISTERED RIDING INSTRUCTOR CRITERIA**
- **PATH INTL. ADVANCED RIDING INSTRUCTOR CRITERIA**
- **PATH INTL. MASTER RIDING INSTRUCTOR CRITERIA**
- **PATH INTL. ANNUAL INSTRUCTOR COMPLIANCE**

NOTE: THESE BOOKLETS ARE UPDATED ON A REGULAR BASIS TO ENSURE ACCURACY AND CLARITY OF INFORMATION. PLEASE VISIT THE CERTIFICATION WEBSITE TO CONFIRM YOU ARE REFERENCING THE MOST RECENT VERSION, ESPECIALLY PRIOR TO ATTENDING A CERTIFICATION EVENT.



MISSION

***PATH Intl. promotes safety and optimal outcomes in equine-assisted activities
and therapies for individuals with special needs.***

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The PATH Intl. Master Riding Instructor Application Process and Certification Overview

We are thrilled you are interested in pursuing the PATH Intl. Master Riding Instructor certification! PATH Intl. Master Instructors have a strong background in horsemanship, teaching and a thorough knowledge of a variety of physical, cognitive, intellectual and emotional disabilities and their relationship to therapeutic riding and other equine-assisted activities and therapies. They have the ability to step into any instruction situation in the field of equine-assisted activities and take charge effectively, with the support of the operating center. They are also capable of training other therapeutic riding instructors. PATH Intl. Master Riding Instructor Certification is the highest level an instructor can achieve through PATH Intl. This program is designed for those instructors with career involvement in therapeutic riding and other equine-assisted activities and therapies. PATH Intl. Master Instructors are looked upon as role models and subject matter experts in the industry. PATH Intl. Master instructors embody the mission and vision of PATH Intl. and promote dignity of the entire therapeutic horsemanship team.

CRITERIA TO APPLY

- Be a current PATH Intl. Instructor Member
- Be at least 25 years of age
- Be a PATH Intl. Advanced Instructor
- Be a member of another equestrian organization, outside of PATH Intl.

- Have a minimum of four years of involvement with a PATH Intl. Member Center
- Have at least 400 hours of teaching equine-assisted activities
- Have at least two years of service to PATH Intl.

Requirements explained in detail in the PATH Intl. Master Instructor Certification booklet.

APPLICATION REQUIREMENTS AND PROCEDURES

Intent to Test:

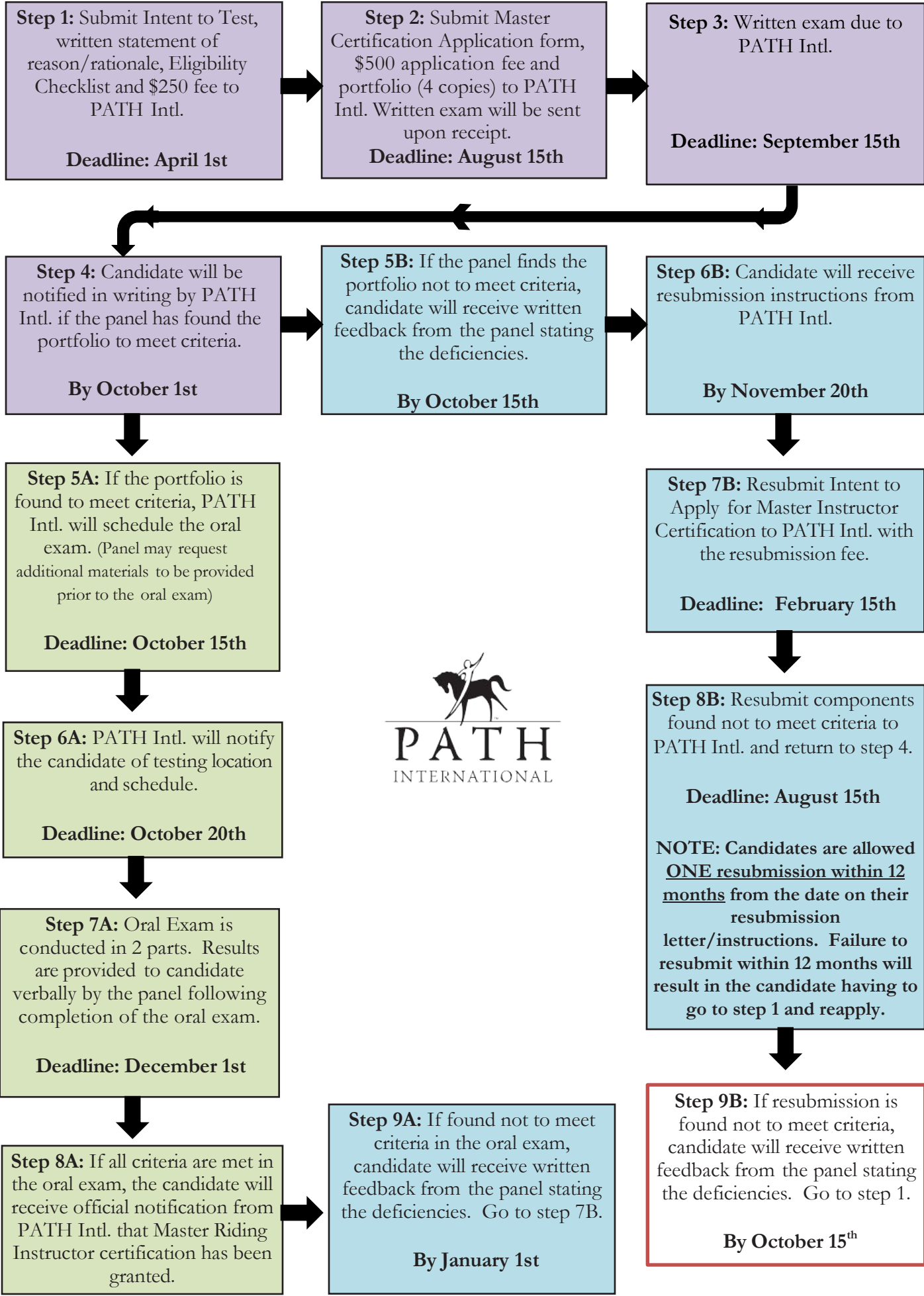
- Submit the Intent to Test form with the \$250 fee by the deadline. (see page 4).
- Submit a written statement of reason/rationale for pursuing PATH Intl. Master Instructor Certification.
- Submit accommodation request (if applicable; see page 6).

Phase I: Application and Portfolio Submission

- Submit the Master Instructor Certification Application, \$500 fee and **4 copies** of your portfolio by the deadline (see page 4).
- Complete and return the written examination to PATH Intl. by the deadline (see page 4).

Phase II: Oral Exam and Evaluation by Panel

- Submit \$250 Phase II fee.
- Meet with panel for the oral exam and evaluation.



MASTER CERTIFICATION OVERVIEW

Phase I: Application and Portfolio Submission

- Candidates are required to submit **four copies** of all items via mail (no fax or email) to PATH Intl. with the Phase 1 fee. Please use the forms provided in the Master Instructor Certification booklet when preparing your materials.
 - Portfolio/application materials must be submitted in one complete package. Please do not send originals, keep these for your records.
 - Incomplete applications will not be accepted.
 - Clarification, supporting material and/or resubmission of components may be requested at any time throughout the certification process.
- 1) Portfolio components*:
 - Master Candidate Application Packet
 - 1) Master Instructor Certification Application
 - 2) Professional CV/Resume
 - 3) Riding Instructor Experience Form
 - 4) Personal Reference Form
 - 5) Professional Reference Form
 - 6) PATH Intl. Center Reference Form
 - 7) Mentoring References
 - 8) Proof of current certifications for Adult & Child CPR, First Aid (100% online CPR and/or First Aid courses will not be accepted. Blended or hybrid courses that culminate in an in-person practicum/demonstration are acceptable)
 - 9) Proof of membership for at least one equestrian organization other than PATH Intl.
 - TWO case reports:
 - 1) One case report of a rider with a physical disability
 - 2) One case report of a rider with a cognitive/emotional or learning disability
 - Video of the candidate instructing an able-bodied riding student demonstrating riding skill progression with written analysis/self-reflection of instruction
 - Proof of professional development and scholarship
 - Video and documentation of personal riding skill proficiency
- * Please refer to the PATH Intl. Master Candidate Portfolio Requirements in the Master Instructor Certification booklet.
- 2) Upon confirmation that the candidate's portfolio is complete, PATH Intl. will send the written exam to the candidate. The open-book exam will cover topics including, but not limited to:
 - Horsemanship

- PATH Intl. Standards
- PATH Intl. Structure
- Teaching methodologies and learning theories
- Disabilities
- Precautions and Contraindications
- Mentoring

The Master Instructor Criteria should be studied carefully to aid in preparation for this exam.

- 3) The candidate's portfolio will be reviewed by the panel within six weeks of receipt to verify that the candidate meets criteria to proceed to Phase 2.
 - If the panel finds the candidate's portfolio to meet criteria, the candidate will receive notification that PATH Intl. will book the oral examination. PATH Intl. will work with the candidate and panel to confirm dates and the schedule.
 - If the panel finds the candidate's portfolio not to meet criteria, the candidate will receive written feedback from the panel stating the deficiencies. Details of resubmission will be provided from PATH Intl. (refer to page 4 for an overview).

Phase II: Oral Exam and Evaluation by Panel

- Candidate must submit \$250 Phase II fee upon acceptance of their portfolio.
- 1) Candidate will meet with panel for the oral exam. The panel will pose questions to the candidate to evaluate the candidate's aptitude of the Master Instructor Criteria.

The exam will consist of three components:

 - An initial interview on the portfolio components, written exam and overall knowledge of equine-assisted activities and therapeutic horsemanship
 - A second interview to include a presentation by the candidate on a topic(s) assigned during the initial interview
 - 2) During a third and final meeting, the panel will present the candidate's results and evaluation
 - If all criteria are demonstrated as met in the oral exam, the candidate will receive official notification from PATH Intl. within 45 business days that Master Riding Instructor certification has been granted.
 - If criteria are found not to be met in the oral exam, candidate will receive written feedback from the panel stating the deficiencies. Details of resubmission will be provided from PATH Intl. (refer to page 4 for an overview).

BLISS BROWN MEMORIAL SCHOLARSHIP FUND FOR MASTER INSTRUCTOR CANDIDATES

The Bliss Brown Memorial Scholarship Fund was established in memory of past-president and longtime PATH Intl. supporter, Bliss (Brown) Williams. Bliss (Brown) Williams served as the president of the PATH Intl. Board of Trustees in 1987 and, during her tenure with PATH Intl., served on the Board Standing Committee on Standards and Education, the committee then responsible for administration of the certification and accreditation programs. Bliss was also a head instructor at the Cheff Center for the Handicapped where she worked for 22 years.

The Bliss Brown Memorial Scholarship Fund developed to further promote the Master Certification Program and encourage qualified candidates to participate.

Applications for the Bliss Brown Memorial Scholarship are accepted annually and must be submitted by the deadline determined by PATH Intl. each year (see Bliss Brown Memorial Scholarship Application form). Scholarship winners will be notified by July of each year of their award. In order to honor the spirit of professionalism and commitment to the industry that the Master Certification represents, award recipients will be expected to do a presentation at a PATH Intl. Regional or International Conference in the year following their certification.

See the certification website at <http://www.pathintl.org/40-resources/certification/931-tri-certification> to download the Bliss Brown Memorial Scholarship Application form.

MASTER CANDIDATE APPLICATION POLICIES

Cancellation:

Written notice is required if the candidate needs to withdraw their Master application. The following refund policies will apply:

- Intent to Test fee is non-refundable.
- Phase I fee may be refunded only if notice of cancellation is received prior to the portfolio submission deadline
- Phase I fees are non-refundable after the portfolio has been submitted and/or the portfolio deadline.
- Phase II fees are due upon acceptance of portfolio. Phase II fees are non-refundable after notification from PATH Intl. that the oral exam has been scheduled.

ACCOMMODATIONS

An accommodation is an adjustment or an adaptation of a component or components of the Registered Instructor certification process in order to meet the special needs of a candidate.

Reasonable accommodations may be granted to qualified individuals with known disabilities, unless doing so would result in a fundamental change to the certification criteria, create an undue hardship or cause a direct threat to health or safety.

Requests for an accommodation to any part of the process must be made in writing by the candidate and submitted to the PATH Intl. office. All requests for accommodation must be accompanied by a letter from a physician (with letterhead and physician's handwritten signature) verifying the diagnosis and defining the candidate's limitations to help PATH Intl. determine appropriate, reasonable accommodations on an individual basis.

Accommodation requests should be submitted with the initial instructor application. An accommodation request may be submitted after the instructor application has been received by PATH Intl., but sufficient processing time should be provided prior to the intended date of certification. **Please allow up to 60 days to receive accommodation request results in all cases.****

For more information please contact the PATH Intl. office.

***PATH Intl. is not responsible for refunding fees or travel expenses in the event that an accommodation request is submitted with insufficient processing time.*

SUGGESTED RESOURCES

Equestrian/Horse

Lameness in Horses. Adams, OR
The Body Language of Horses. Ainslie, T., Leadbetter, B. (1980)
Principles of Conformation Analysis Vols. I, II, III. Bennett, D. (1988, 89, 91)
The Instructor's Manual. British Horse Society (1977)
Mounted Games and Gymkhanas, British Horse Society (1977)
Certified Horsemanship Association Composite Horsemanship Manual
Anatomy and Conformation of the Horse. Edwards, G.B. (1980)
Horses and Horsemanship. Ensminger, M.E. (1969)
Horses. Evans, J.W. (1989)
Horse Conformation. Green, B.K., DVM
Grooming to Win. Harris, S.E. (1991)
Horse Gaits. Balance, and Movement. Harris, S.E. (1993)
The Complete Book of Horse Care. Hawcroft, T. (1983)
Lungeing the Horse and Rider. Inderwickj, S. (1977)
Longeing and Ground Training, USPC Guide, Harris, S.E. (1997)
First Aid for Horses. Kellon, E. (1990)
The Older Horse. Kellon, E. (1986)
Cavaletti. Klimke, R. (1969)
Lyons on Horses. Lyons, J. (1991)
Merck Veterinary Manual. Merck and Co.
The Riding Instructor's Handbook. Mortimer, M. (1983)
How to Be Your Own Veterinarian. James, R. DVM (1985)
Horses in Health and Disease. Naviaux, J. (1978)
The Complete Training Horse and Rider. Podhajsky, A. (1967)
The Riding Teacher, Podhajsky, A. (1973)
Western Horse Behavior and Training. Miller, R. (1975)
True Unity. Dorrance, T. (1987)
Thinking Harmony with Horses. Hunt, R. (1978)
Thinking Riding. Sivwright, M. (1984)
Teaching Riding. Solomon, D.S. (1982)
Centered Riding. Swift, S. (1985)
The Tellington-Jones Equine Awareness Method. Tellington-Jones, L.
The Manual of Horsemanship. British Horse Society
Horse Control and the Bit. Roberts, T.
Running a Stable as a Business. MacDonald, J.
The Natural Rider. Wanless, M.
Riding with Your Mind. Wanless, M.
The Riding Instructor's Manual. Wright, G.
101 Arena Exercises. Hill, C.
Becoming an Effective Rider. Hill, C.
Horses, Gaits, Balance, Movement. Harris, S.
US Pony Club Manual of Horsemanship, B/HA/A, C, D Levels. Harris, S.
The USPC Guide to Longeing and Ground Training. Harris, S.E.

Therapeutic Horsemanship

Riding for the Disabled, Britton, V.
The Reins of Life. Davies, J.
Therapeutic Riding Program. Engle, B.
Riding for Rehabilitation. Bauer, J.
Therapeutic Riding: Medicine, Education and Sports. Heipertz, W.
The Horse, the Handicapped, and the Riding Team. Engle, B.
Horseback Riding for the Hearing Impaired. Hulsey-Chickering, R.
Aspects and Answers. Joswick, Kittredge, McCowan, McParland, Woods
Guide to Therapeutic Groundwork. Left, M.
It's Ability That Counts, McCowan, L.
PATH Intl. Standards for Certification and Accreditation - Current Edition
PATH Intl. Instructor Educational Guide, 2nd Edition
The Therapy Horse. Spink, J.
Developmental Riding Therapy. Spink, J.

Medical

Handling the Young Cerebral Palsied Child at Home. Finnie, N.R.
Components of Normal Movements During the First Year of Life and Abnormal Motor Development. Biy, L.
Gray's Anatomy
The Anatomy Coloring Book Physicians Desk Reference
The Origin of Intelligence in Children. Piaget, J.
Sensory Integration and the Child. Ayres, J. DSM IV - Current Edition
Frames of References. Mosley
Children with Disabilities. Batshaw, M.L., MD Person to Person. Gething, L.

Education

The New Adapted Physical Education. Seaman, J.
The Attention Deficit Disorder Intervention Manual. McCarney, S.
The Learning Disability Intervention Manual. McCarney, S.
The Teachers Guide to Behavioral Interventions. Cummins Wunderlich, K.
Succeeding Against the Odds. Smith, S.
"How Difficult Can This Be." Videotape, Lavoie, R.

Master Candidate Intent to Test

Please type or print clearly in ink

You must use the forms provided. Incomplete paperwork will not be accepted.

Name of Candidate: _____ Email (required): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Day () _____ Evening () _____ Fax: () _____

PATH Intl. Member Center Affiliation (if applicable): _____

Please complete the following checklist:

- I am a current PATH Intl. Instructor Member. Membership number: _____
- I am 25 years of age or older
- I became certified as a PATH Intl. Advanced Instructor on (date): _____
- I have enclosed \$250 for the Master Instructor Certification Intent to Test fee.
- I have enclosed a written statement that includes my reason/rationale for pursuing master instructor certification and my personal goals.

I do hereby affirm that the information stated above is accurate and factual.

Candidate's Signature _____ Date _____

I wish to pay by (check one): Please make check payable to PATH Intl. in U.S. funds.

Check Master Card Visa American Express Discover Total Amount \$ _____

Credit Card No: _____ Exp. Date: _____ CVV #: _____

Signature: _____ Date: _____



Please mail this completed form to the PATH Intl. office.
PATH Intl., P.O. Box 33150, Denver, CO 80233

PATH Intl. Master Certification Application Eligibility Checklist

Please type or print clearly in ink

Candidate name: _____ Member ID: _____

- I have reviewed the PATH Intl. Master Instructor Therapeutic Riding Certification Program Application booklet
- I am a current PATH Intl. Member and compliant PATH Intl. Advanced Instructor
- I am at least 25 years of age
- I am a current member of a professional equestrian organization, outside of PATH Intl.
- I have a minimum of 4 years involvement/affiliation with PATH Intl. Member Centers
- I have documentation of having taught at least 400 hours of equine-assisted activities
- I have completed at least 2 years of service to PATH Intl. as evidenced by any one, or combination of, the following:
 - On-site workshop/certification faculty/evaluator
 - Approved training course faculty
 - Accreditation site visitor
 - Board of Trustees member
 - Volunteer committee, task force and/or work group member
 - Region or state office holder, including conference committee member
 - Other equivalent duties as approved by PATH Intl. staff
- I am up to date on the current PATH Intl. Standards, Code of Ethics and Strategic Plan
- I submitted my Intent to Test to PATH Intl. on _____
(date)
- I am able to complete the certification process as outlined and do not need an accommodation.
OR
- I am unable to complete the certification process as outlined and have included my written accommodation request with this application. (See page 6.)
 - I have included a letter from my physician verifying a diagnosis and the associated limitations

Candidate's Signature: _____ Date: _____

For PATH Intl. Office Use Only:

Checklist Received: _____

Intent to Test Received: _____

Bliss Brown Scholarship Applicant: YES / NO



Please mail this completed form to the PATH Intl. office.

PATH Intl., P.O. Box 33150, Denver, CO 80233