



**PATH Intl.**  
**Driving Level II Instructor**  
**Certification Program Handbook**



**P A T H**  
INTERNATIONAL

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## **ADDITIONAL BOOKLETS REGARDING CERTIFICATION (VISIT [www.pathintl.org](http://www.pathintl.org) TO DOWNLOAD)**

**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**



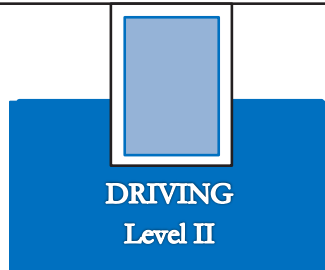
### **MISSION**

*We lead the advancement of professional equine-assisted services by supporting our members and stakeholders through rigorously developed standards, credentialing and education.*

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

1-800-369-7433 (RIDE)

Email: [certificationrequirements@pathintl.org](mailto:certificationrequirements@pathintl.org)



# *The PATH Intl. Driving Level II Instructor Application and Certification Process*

The PATH Intl. Driving Instructor On-Site Certification program is offered for individuals who seek certification in the specialty discipline of driving. The purpose of this certification is to determine if the candidate possesses the professionalism, experience and skill level to meet the PATH Intl. Driving Instructor criteria.

A PATH Intl. Certified Driving Instructor has demonstrated knowledge of driving skills, harnessing and putting to, driving instruction and the ability to safely conduct a driving program.

Level I: PATH Intl. Driving Instructor Level I is an individual who has at least 200 driving hours in a turnout driving 2 or more different equines, is safety oriented, capable of teaching basic driving skills, has knowledge of disabilities, knows parts of the harness, their purpose, and proper fit to the equine, can ground drive and has knowledge of vehicles and their maintenance. Refer to the level II handbook for more information.

**Level II:** PATH Intl. Driving Instructor Level II knows all the information a Level I Instructor is required to know, plus, is an individual who has at least 400 hours in a turnout in various settings with different equines, can teach challenging and beneficial lessons to individuals with disabilities, can identify and manage problems with students/equine/volunteers, and the organizational and leadership skill to be the head instructor of a Driving Program.

**This handbook describes the requirements and processes to obtain PATH Intl. Driving Instructor Level II certification.**

## **THE PATH INTL. ON-SITE WORKSHOP AND CERTIFICATION PROCESS**

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This multi-step educational process is composed of two phases and culminates in a PATH Intl. Driving Level II certification event. Completion of all components in both phases helps applicants to prepare for PATH Intl. Driving Level II instructor certification.

## **PHASE I REQUIREMENTS**

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- Be a PATH Intl. Professional Member
- Be 21 years of age or older
- Possess *current* PATH Intl. Driving Level I Instructor certification
- Submit Driving Level II Instructor Application (page 8)
- Submit a completed Driving Instructor Equine Management Skills Checklist (pages 9-10) if not previously submitted with level I instructor certification requirements
- Submit an accommodation request (if applicable)
- Possess Adult & Child CPR and First Aid certifications
- Successfully complete the Standards Course and Exam IF previous score is more than one year old (valid for one year)

**Once an instructor application has been submitted, the candidate has one year to fulfill all Phase I requirements.**

## **PHASE II REQUIREMENTS**

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Phase II of the PATH Intl. Driving Level II Instructor Program is designed for candidates to apply the knowledge gained as a Driving Level I Instructor to hands-on driving, teaching and supervision experience. Please use the forms included with this application booklet for documenting the following items:

- Successfully complete the closed-book and proctored online Driving Level II Instructor exam with a minimum score of 80%
- Have completed at least ONE of the below **within the last 2 years**:
  - 2 public driving clinics
  - 6 hours of private lessons
  - Competed in 1 sanctioned Arena Driving Trial at the preliminary level
  - Competed in 1 sanctioned Combined Driving Event at the preliminary level
  - Competed in 1 sanctioned pleasure or breed show in the driving division
  - Competed in harness racing or distance driving
- Have a minimum of 120 hours directly instructing individuals with disabilities. These hours can come from any point in your career in any type of equine-assisted activity (riding, driving, vaulting etc.). A minimum of 50 of these hours **MUST** take place at a PATH Intl. Member Center.
- Have a minimum of **400** hours of career experience driving in a turnout in various settings with different horses, including **25** hours of receiving lessons (private, group or clinic) or being directly supervised by a driving instructor while driving since earning PATH Intl. Driving Level I instructor certification.

*NOTE: It is highly recommended to audit an on-site Driving Instructor workshop OR attend a Demo Only workshop at a PATH Intl. Premier Accredited Center if your previous workshop is more than two years old.*

### **ON-SITE CERTIFICATION EVENT**

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To complete level II certification, candidates must attend an on-site PATH Intl. Driving Level II certification event at a PATH Intl. Premier Accredited Center. **Candidates going for level II certification must already possess PATH Intl. Driving Level I Instructor status in order to be eligible for level II testing.** Candidates will be evaluated based on the PATH Intl. Driving Level II Instructor criteria. Candidates must be found to meet criteria in each component below in order to achieve PATH Intl. Driving Level II Instructor status.

### **Component 1: Demonstration of driving skills**

Candidates are assigned an equine/carriage to drive a dressage test and a cones course. Candidates should be prepared to drive a mini, light horse and/or draft horse in a collar and harness.

### **Component 2: Instruction of an able-bodied driver (intermediate to advanced skills)**

Candidates will teach one of the five driving skills listed below to an able-bodied driver in 20 minutes from the ground. Entering and exiting the vehicle will not be included in the lesson time. A lesson plan will need to be prepared and handed into the evaluators prior to the lesson. The host site will provide able-bodied drivers who are capable of learning all five skills.

Possible skills to be drawn for instruction:

- One-handed 30-meter circle
- Lengthened trot across the diagonal
- Lengthening the frame (reaching down for the bit) at the working trot
- Working trot/collected trot/working trot transitions
- Driving 3 sets of stair-step cones

*If candidate does not pass components 1, or 2 they may not be allowed to complete component 3.*

### **Component 3: Instruction of drivers with disabilities**

Candidates will teach a 40-45 minute lesson from the ground to two drivers, one with physical disabilities and one with cognitive disabilities. Entering and exiting the vehicle will be included in the lesson time. The lesson plan prepared based on the equine/carriage assignments and driver profiles will need to be given to the evaluators prior to the start of the lesson. The candidate may teach a skill of their choice that shows skill progression based on the driver profiles given them.

### **Evaluators**

Candidates will be assessed by two PATH Intl. Evaluators. These individuals have been through specialized training and have commensurate knowledge of the certification process.

## **ON-SITE CERTIFICATION RESULTS**

Upon the completion of the on-site certification, candidates will be notified of their results by the evaluators. Candidates will receive an instructor summary sheet and comment sheet defining whether or not criteria were met for each component. These documents are provided as proof of successful or unsuccessful completion of the certification components. ***IMPORTANT: Candidate on-site certification results are NOT official until the candidate receives formal documents from PATH Intl.***

Upon conclusion of the certification event, candidate results are sent to PATH Intl. to be processed. PATH Intl. is not able to discuss the details of your certification status or resubmission options prior to processing your results. Please refrain from contacting PATH Intl. regarding the status of your results until after you have received formal notification that your results have been processed.

## **RESULTS NOTIFICATION FROM PATH INTL.**

**Formal notification of certification results will be sent to the candidate by PATH Intl. within 45 days after the completion of the certification.**

Depending on their certification results, candidates can expect the following notification results from PATH Intl.:

### **1) Candidates who are found to meet criteria for all components**

Candidates will receive formal notification and an instructor certificate from PATH Intl. within 45 days after the certification. Annual compliance or certification maintenance requirements must be adhered to in order to maintain instructor status. Annual compliance: compliance requirements must be submitted to PATH Intl. annually on the date of membership renewal (determined by the date membership was established), not the certification date. Certification maintenance: transition to the CTRI credential is required first; certification maintenance requirements must be submitted to PATH Intl. every two years based on the date the transition test was initially passed.

### **2) Candidates who are found not to meet criteria on one or more components**

Candidates will receive an official letter from PATH Intl. within 45 days after the certification is complete outlining resubmission options for the component(s) not meeting criteria. **A copy of this letter is required**

**to be eligible for resubmission.** All candidates found not to meet criteria must attend another on-site certification to complete resubmission. Resubmission must be successfully completed before a candidate can achieve certification.

## **ACCOMMODATIONS**

An accommodation is an adjustment or an adaptation of a component or components of the 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. Please visit our website to obtain the Reasonable Accommodation Policies and Procedures instructional booklet for the necessary forms.

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. and affiliated centers are not responsible for refunding registration fees or travel expenses in the event that an accommodation request is submitted with insufficient processing time.***

## INSTRUCTOR APPLICATION REFUND POLICY

PATH Intl. Instructor Certification Applications will only be refunded if a written request is made via mail or email to the Certification Department, Attn: Certification Department. The written request must be received by the PATH Intl. office within 5 business days of the received date of the application. Please include in the written request: name, member number, address, phone number and reason for refund. If the on-line courses have already been accessed, a refund will not be given. Refunds will be issued in the original form of payment. If a credit card is not available for credit, a check will be issued for the refunded amount. Merchandise or materials purchased with the Instructor Application submission will be considered under the Returns/Refund policy. PATH Intl. Membership is non-refundable; please see the Memberships refund policy on the PATH Intl. website, [www.pathintl.org](http://www.pathintl.org).

## RECOMMENDED MATERIALS

*PATH Intl. Standards for Certification and Accreditation* (current edition) – May be ordered via the online PATH Intl. store ([www.pathintl.org](http://www.pathintl.org)). PATH Intl. members may download the manual for free from the “member's only” section of the PATH Intl. website at [www.pathintl.org](http://www.pathintl.org).

*PATH Intl. Instructor Educational Guide* (2019 edition). Available from PATH Intl. (800) 369-7433 or via the online PATH Intl. store ([www.pathintl.org](http://www.pathintl.org)).

*PATH Intl. Driving Instructor Workshop Manual* (current edition) – Purchased with your Driving Level 2 Application fee, once paid, it is available as a download in your PATH Intl Member Portal

*Certified Horsemanship Association Composite Horsemanship Manual*, available from CHA. Call Certified Horsemanship Association at (859) 259-3399 or Toll Free (800) 399-0138 or order at the website <http://www.chaahse.org>.

*American Driving Society Rulebook, 29<sup>th</sup> edition* (2021), American Driving Society, Inc.

*The Essential Guide to Carriage Driving* (2003), Winkel, Jaye-Allison & Cuffey, Robyn. Portland, ME.

*The United States Pony Club Manual of Horsemanship: Basics for Beginners / D Level* (2<sup>nd</sup> edition), Harris, Susan E.

### Videos:

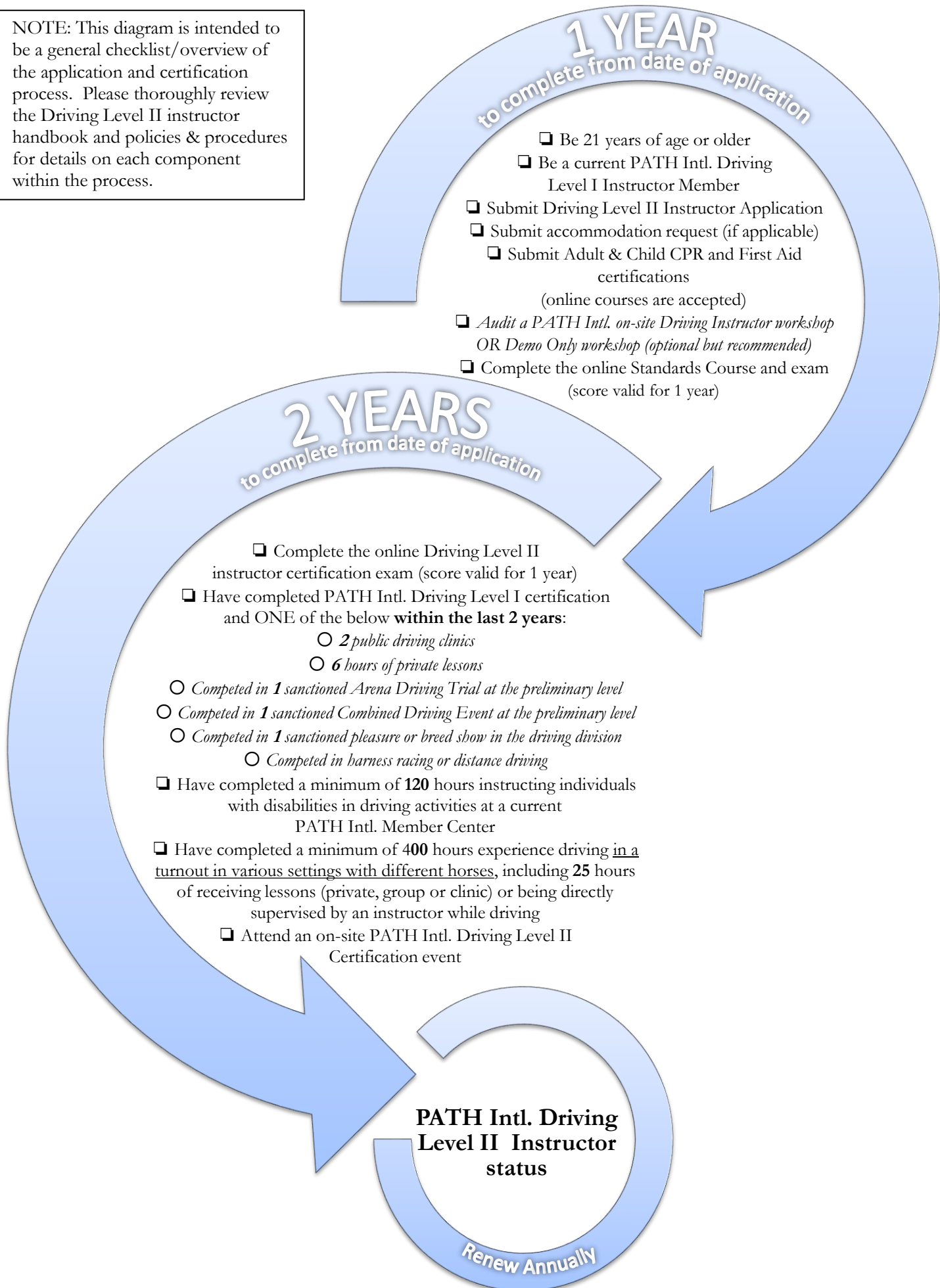
“Therapeutic Carriage Driving”

[https://youtu.be/oCUrD\\_1z5ZY](https://youtu.be/oCUrD_1z5ZY)

“Carriage Driving High Hopes”

<https://youtu.be/CjEmOXBaNs4>

NOTE: This diagram is intended to be a general checklist/overview of the application and certification process. Please thoroughly review the Driving Level II instructor handbook and policies & procedures for details on each component within the process.



# PATH INTL. DRIVING INSTRUCTOR LEVEL II APPLICATION FORM

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

Name of Candidate: \_\_\_\_\_ Email (required): \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: Day (\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

PATH Intl. Center Affiliation (if applicable): \_\_\_\_\_

## Please complete entire checklist:

1.  I am at least 21 years of age.
2.  I currently hold PATH Intl. Driving Level I Instructor certification.
3.  I have enclosed front and back copies of my current first aid and adult and child CPR cards (on-line courses are accepted).  
OR  
 Will sign up for a CPR/ First Aid course in my area BEFORE attending on-site certification.
4.  I am a current PATH Intl. Professional Member. Membership # \_\_\_\_\_  
OR  
 I am not a current PATH Intl. member. I have filled out the Individual Membership application and included the appropriate fees.
5.  I have enclosed the Driving Instructor Level II Application fee of \$100 (includes all online exams).
6.  I have enclosed the Driving Instructor Level II Student Manual fee of \$75 (available as a download after purchase)
7.  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.  
 I have included a letter from my physician verifying a diagnosis and the associated limitations
8.  I would like to purchase the following checked items (optional):
  - PATH Intl. Standards and Accreditation Manual  Hard copy .....\$75  
(Also available for download on-line in the members section at [www.pathintl.org](http://www.pathintl.org) for free)
  - *Instructor Education Guide* (2019 edition) Hard copy:  \$75 for PATH Intl. members  \$95 for non-members
  - *Instructor Education Guide* (2019 edition) Electronic download:  \$60 for PATH Intl. members  \$80 for non-members
9.  I am requesting expedited (1 business day) processing and have enclosed an additional \$25 processing fee.

I wish to pay by (check one):

Check (Please make check payable to PATH Intl. in U.S. funds)

OR

Online invoice via my PATH Intl. membership account

TOTAL Payment: \_\_\_\_\_ (Application fee, manual fee, merchandise and expedited processing fee, if applicable)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Please email or mail this completed form to the PATH Intl. office.  
[Certificationrequirements@pathintl.org](mailto:Certificationrequirements@pathintl.org) or PATH Intl., P.O. Box 33150, Denver, CO 80233  
If you do not complete PATH Intl. Driving Level I certification within one year of the date on this application,  
you will need to reapply for instructor certification.



# PATH INTL. DRIVING INSTRUCTOR CERTIFICATION

## Phase I Equine Management Skills Checklist

Candidate Name: \_\_\_\_\_ PATH Intl. Member# \_\_\_\_\_

*Candidate checks off this section ONLY*

| Check | PATH Intl. STANDARDS   |
|-------|--|
|       | Know and implement PATH Intl. Standards and their interpretation for equine care and maintenance. (Core Standards)   |
|       | Know and implement PATH Intl. Standards and their interpretation regarding the use of safety and adaptive equipment. (Mounted and Ground Activity Standards) |

**In preparation for driving instructor certification, a PATH Intl. Certified Driving Professional must sign off on your knowledge and skill in the following areas.**

*\*All topics below are to be checked off by a PATH Intl. Certified Professional\**

| Check                      | BREED/COLORS/MARKINGS/PARTS OF THE EQUINE  |
|----------------------------|--|
|                            | Identify an equine by age, color and markings, breed characteristics, height and weight.   |
|                            | Know the parts of the equine.  |
| EQUINE SENSES AND BEHAVIOR |  |
|                            | Know the characteristics of the senses of the equine.  |
|                            | Know the characteristics of equine behavior.   |
|                            | Know how the senses of the equine and equine behavior affect the safety of the driving setting.  |
|                            | Identify stable vices, including cribbing, weaving, biting and kicking, wood chewing.  |
| FEEDS AND FEEDING          |  |
|                            | Know the feed requirements of the equine including hay, salt and minerals, grains, feeding intervals, water.   |
|                            | Recognize signs of poor quality feed.  |
| STABLE MANAGEMENT          |  |
|                            | Identify appropriate protection for equines, including fly masks and bonnets, shelter, fly repellents.   |
|                            | Know equine manure handling methods for sanitary conditions of stall and turnout areas.  |
|                            | Identify bedding materials.  |
|                            | Identify potential stall hazards.  |
| HEALTH AND SICKNESS        |  |
|                            | Know and recognize the signs of behavior change, rabies, colic, good health, thrush, laminitis, weight loss.   |
|                            | Know and recognize when an equine is unsound.  |
|                            | Identify normal range and how to take TPR (temperature, pulse, respiration).   |
|                            | Describe deworming, vaccination, hoof and teeth care programs.   |
| GROOMING                   |  |
|                            | Identify and explain the use of grooming tools, including curry comb, mane or tail comb, hard or dandy brush, shedding blade, soft or body brush, sponges, hoof pick, and sweat scraper. |
|                            | Know how to give an equine a bath.   |
|                            | Know how to cool down an equine following a work session.  |
|                            | Know how to clip an equine for maintenance, including bridle path, muzzle, fetlock.  |

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# PATH INTL. DRIVING INSTRUCTOR CERTIFICATION

## Phase I Equine Management Skills Checklist

Candidate Name: \_\_\_\_\_ PATH Intl. Member# \_\_\_\_\_

| Check | <b>HARNESSES AND CARRIAGES</b><br><i>This section must be checked off by a PATH Intl. Certified Professional</i>  |
|-------|---|
|       | Identify and know the purpose, use and function of driving bits, different types of harness (parade, pleasure, marathon), adaptive driving equipment, use of the whip. Know the different types of carriages both two and four wheeled used for therapeutic driving programs. |
|       | Know the parts of the harness.  |
|       | Know how to harness an equine.  |
|       | Identify and explain equipment needs for drivers and equines, including types of carriages, harness, equine and adaptive equipment.   |
|       | Know how to fit harness to the equine.  |
|       | Know how to educate team, including drivers and volunteers, in the use of the equipment.  |
|       | Know and demonstrate harness and vehicle cleaning, care and maintenance.  |
|       | <b>UN SOUNDNESS AND BLEMISHES/FORM TO FUNCTION</b>  |
|       | Recognize the difference between a blemish and an unsoundness.  |
|       | Identify and describe the foot falls and beats of the walk, trot/jog, canter/lope.  |
|       | <b>SELECTION AND TRAINING</b>   |
|       | Identify the criteria and the rationale behind selecting equines for a therapeutic driving program.   |
|       | Discuss and demonstrate effective techniques to safely expose and get positive responses from equines with regards to headers and sidewalkers, ambulation aids, mounting ramps and blocks, game equipment, mounting procedures.   |
|       | Identify and make recommendations for a conditioning and maintenance program for therapeutic driving equines, including ground driving, mounted and ground schooling, record keeping and turnout.   |

(Page 2 of 2)

I, \_\_\_\_\_, verify that \_\_\_\_\_  
(\*PATH Intl. Certified Driving Professional's Printed Name) (Candidate's Printed Name)

can competently perform all of the items on the above checklist.

\*PATH Intl. Certified Driving Professional's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, the candidate, have confirmed that the PATH Intl. **membership AND certification** of the PATH Intl. Certified Driving Professional signing off on this form are **current**.

***I, the candidate, hereby affirm that the information recorded above is accurate and factual.***

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*A PATH Intl. Certified Driving Professional is defined as a professional who holds at least one of the following:

- Driving Level 1 or 2 certification
- Driving faculty/evaluator status

The PATH Intl. Certified Driving Professional's membership and certification must be current as of the date on this form. You may request a copy of a current PATH Intl. membership or certification validation card or contact PATH Intl. to verify membership and certification/compliance.



Please mail or email completed checklist to PATH Intl. to complete Phase I

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

[certificationrequirements@pathintl.org](mailto:certificationrequirements@pathintl.org)



# Driving Instructor Background

Candidate: Please submit this form to the host site with your certification paperwork.

Name of Candidate: \_\_\_\_\_ PATH Intl. Member ID # (required): \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: Day (\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_) \_\_\_\_\_

PATH Intl. Center Affiliation (if applicable): \_\_\_\_\_

Are you a licensed therapist? PT \_\_\_\_\_ OT \_\_\_\_\_ Other Therapist \_\_\_\_\_

## EQUESTRIAN BACKGROUND

Number of years: Riding \_\_\_\_\_ Driving: \_\_\_\_\_ Owning equines: \_\_\_\_\_

Number of years giving riding instruction: \_\_\_\_\_ Number of years giving driving instruction: \_\_\_\_\_

Type of instruction \_\_\_\_\_

Riding Experience: \_\_\_\_\_

Driving Experience: \_\_\_\_\_

- 25 hours must have been with an instructor or taught at a clinic offered to the public, letter of proof included
- Total number of equines: \_\_\_\_\_ # of ponies: \_\_\_\_\_ # of draft: \_\_\_\_\_ # of minis: \_\_\_\_\_ # of other: \_\_\_\_\_
- List types of vehicles: \_\_\_\_\_
- Type of driving (circle all that apply): ring, road, fields, wagons, trains, pleasure drives, pleasure shows, CDE, arena, trials, harness racing, rental, hacks, coaching, demonstration, other please list: \_\_\_\_\_

**For those circled above please complete the following (use back of form if more room is required):**

What type of driving: \_\_\_\_\_ Number of years driving: \_\_\_\_\_

Number of times per week: \_\_\_\_\_ Approximate time of each session: \_\_\_\_\_

## EXPERIENCE TEACHING RIDERS/DRIVERS WITH DISABILITIES

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

|                           | Riding                   | Driving                  | Other                    |                     | Riding                   | Driving                  | Other                    |
|---------------------------|--------------------------|--------------------------|--------------------------|---------------------|--------------------------|--------------------------|--------------------------|
| Cognitive Disabilities    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Cerebral Palsy      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Learning Disabilities     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Multiple Sclerosis  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Communication Impairments | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Muscular Dystrophy  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hearing Impairments       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Brain Injury/Head   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Visual Impairments        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trauma Spina Bifida | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Emotional Impairments     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stroke/CVA          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Autism                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Post-Polio          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Down Syndrome             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## PROFESSIONAL INFORMATION

Professional certifications/qualifications/licenses held: \_\_\_\_\_

Professional organizations of which you are a member: \_\_\_\_\_

Articles/books/lectures you have done: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Personal Reference

*This reference must be different from the Professional Reference and should NOT be a family member.  
Please type or print clearly in ink. Please attach extra sheets if needed.*

Candidate's name \_\_\_\_\_ Name of reference \_\_\_\_\_

Reference's address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Profession \_\_\_\_\_

Preferred phone: \_\_\_\_\_ Email \_\_\_\_\_

In what capacity does the reference know the candidate?

How many hours of driving instruction has the candidate completed?

Evaluate the candidate's knowledge of equines and horsemanship:

Evaluate the candidate's understanding of individuals with disabilities and driving:

Evaluate the candidate's driving skills:

Signature of reference \_\_\_\_\_ Date \_\_\_\_\_

**Candidate: Please submit this form to the host site with your on-site certification paperwork.  
DO NOT send to the PATH Intl. office.**

## Professional Reference

*This reference must be different from the Personal Reference and should NOT be a family member.  
Please type or print clearly in ink. Please attach extra sheets if needed.*

Candidate's name \_\_\_\_\_ Name of reference \_\_\_\_\_

Reference's address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Profession \_\_\_\_\_

Preferred phone: \_\_\_\_\_ Email \_\_\_\_\_

In what capacity does the reference know the candidate?

How many hours of driving instruction has the candidate completed?

Evaluate the candidate's knowledge of equines and horsemanship:

Evaluate the candidate's understanding of individuals with disabilities and driving:

Evaluate the candidate's driving skills:

Signature of reference \_\_\_\_\_ Date \_\_\_\_\_

**Candidate: Please submit this form to the host site with your on-site certification paperwork.  
DO NOT send to the PATH Intl. office.**

## Self-Evaluation

(Please attach another sheet if necessary)

Candidate's Name: \_\_\_\_\_ PATH Intl. Member # \_\_\_\_\_

- 1.) Please describe your current driving activity and skills including equines, vehicles, and number of sessions:
- 2.) How many hours of driving instruction have you completed?
- 3.) What are your goals for driving (why do you drive)?
- 4.) What do you consider your strengths and weaknesses in yourself and driving?
- 5.) What are you doing to improve your driving skills?
- 6.) Evaluate your knowledge of equines and horsemanship:
- 7.) Evaluate your understanding of individuals with disabilities and driving (please attach extra sheets if needed):

**Candidate: Please submit this form to the host site with your on-site certification paperwork.  
DO NOT send to the PATH Intl. office.**

# DOCUMENTATION OF CLINICS, PRIVATE DRIVING LESSONS OR COMPETITION

Please use this form to document participation in a minimum of ONE of the below activities within the last two years.

Name of Candidate: \_\_\_\_\_ Member ID: \_\_\_\_\_

2 public driving clinics (please list events and dates):

\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

6 hours of private lessons (please list):

| Date | Location/Organization | Equine Name(s) | # of Hours |
|------|-----------------------|----------------|------------|
|      |                       |                |            |
|      |                       |                |            |
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|      |                       |                |            |

Competition in 1 sanctioned Arena Driving Trial at the preliminary level (please list event and date):

\_\_\_\_\_ Date: \_\_\_\_\_

Competition in 1 sanctioned Combined Driving Event at the preliminary level (please list event and date):

\_\_\_\_\_ Date: \_\_\_\_\_

Competition in 1 sanctioned pleasure or breed show in the driving division (please list event and date):

\_\_\_\_\_ Date: \_\_\_\_\_

Competition in harness racing or distance driving (please list event and date):

\_\_\_\_\_ Date: \_\_\_\_\_

*I hereby affirm that the information recorded above is accurate and factual.*

Instructor candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Please submit this form to the Host Site with your On-Site Certification paperwork,  
DO NOT send to the PATH Intl. office.**

# DOCUMENTATION OF TEACHING HOURS - STUDENTS WITH DISABILITIES -

**Please use this form to document a minimum of 120 hours directly instructing individuals with disabilities. These hours can come from any point in your career in any type of equine-assisted activity (riding, driving, vaulting etc.).**

**NOTE: A minimum of 50 hours MUST take place at a PATH Intl. Member Center.**

Additional forms may be used for additional hours

Name of Candidate: \_\_\_\_\_ Member ID: \_\_\_\_\_

| Date | Location/Organization | Discipline<br>(Riding,<br>Driving, etc.) | # of<br>students | Multiple<br>Turnouts?<br>(Y/N) | # of<br>Hours |
|------|-----------------------|--|------------------|--------------------------------|---------------|
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|      |                       |  |                  | <b>TOTAL</b>                   |               |

*I hereby affirm that the information recorded above is accurate and factual.*

Instructor candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Please submit this form to the Host Site with your On-Site Certification paperwork,  
DO NOT send to the PATH Intl. office.**



# DOCUMENTATION OF PERSONAL DRIVING HOURS

**Please use this form to document a minimum of 400 hours of driving 2 or more different equines in a turnout.**  
**These hours can come from any point in your career**  
 Additional forms may be used for additional hours

Name of Candidate: \_\_\_\_\_ Member ID: \_\_\_\_\_

| Date | Location/Organization | Equine Name | # of Hours |
|------|-----------------------|-------------|------------|
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**TOTAL**

*I hereby affirm that the information recorded above is accurate and factual.*

Instructor candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Please submit this form to the Host Site with your On-Site Certification paperwork,  
DO NOT send to the PATH Intl. office.**

# DOCUMENTATION OF RECEIVING DRIVING LESSONS

**Please use this form to document a minimum of 25 hours of receiving lessons (private, group or clinic) or being directly supervised by a driving instructor while driving since earning PATH Intl. Driving Level I instructor certification.**

Additional forms may be used for additional hours

Name of Candidate: \_\_\_\_\_ Member ID: \_\_\_\_\_

| Date         | Location/Organization | Instructor's Name and Credentials | Private/Group/<br>Clinic | # of Hours |
|--------------|-----------------------|-----------------------------------|--------------------------|------------|
|              |                       |                                   |                          |            |
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|              |                       |                                   |                          |            |
| <b>TOTAL</b> |                       |                                   |                          |            |

*I hereby affirm that the information recorded above is accurate and factual.*

Instructor candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Please submit this form to the Host Site with your On-Site Certification paperwork, DO NOT send to the PATH Intl. office.**



**RELEASE OF LIABILITY FORM**

I, \_\_\_\_\_, would like to participate in the PATH Intl.  
*(Candidate's printed name)*

Driving Instructor workshop and/or on-site certification. I acknowledge the risks and potential for risks of driving activities. 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., its Board of Trustees, employees and faculty/evaluators for any and all injuries and/or losses I may sustain while participating in the PATH Intl. Driving Instructor workshop and/or on-site certification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Candidate's signature)*

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Many disabilities or injuries have accompanying conditions that pose special physical risks during exercise. Driving activities entail exercise, as do other activities involved in this workshop and/or certification, such as handling and working around equines. I understand that PATH Intl. and the host site recommend that I seek the advice of a physician before participating in activities that involve exercise, handling or being near equines.

I understand that if I have a disability/disabilities, injury or physical condition that might affect my ability to handle or be around equines at the PATH Intl. Driving Instructor workshop and/or on-site certification, I will need to apply for an accommodation as outlined in the accommodation policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Candidate's signature)*

**Candidate: Please submit this form to the host site with your on-site certification paperwork.  
DO NOT send to the PATH Intl. office.**



### PATH Intl. Photo Release Form

I hereby consent to and authorize the use and reproduction by the Professional Association of Therapeutic Horsemanship International (PATH Intl.) of any and all photographs taken of me/my son/my daughter/my ward for promotional printed materials, educational activities, the PATH Intl. website, exhibitions or for any other use for the benefit of PATH Intl. and equine-assisted activities.

*Signature of participant* \_\_\_\_\_ *Date* \_\_\_\_\_

#### ***For PATH Intl. Records***

Name \_\_\_\_\_

Name of person(s) in photo \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

*Signature of Participant* \_\_\_\_\_ *Date* \_\_\_\_\_

**Please submit this form to the Host Site with your On-Site Certification paperwork,  
DO NOT send to the PATH Intl. office.**





## **PATH Intl. Event Code of Conduct**

PATH Intl. is committed to providing a safe, professional and inclusive experience for all individuals participating in PATH Intl. events. All attendees at PATH Intl. events are expected to conduct themselves with integrity in a cooperative and courteous manner and not engage in disruptive behavior, disorderly conduct or intentionally interfere in the freedom of expression of others. Expectations include, but are not limited to:

- Support a welcoming and positive environment
- Respect the views of others
- Engage positively in group conversations and/or activities
- Encourage redirection of negative behaviors, responses or communication

Disruptive behavior or disorderly conduct compromises the learning environment that attendees and PATH Intl. representatives have invested their time and money to attend. “Disruptive behavior” or “disorderly conduct” means behavior that a reasonable presenter or attendee would view as intentionally interfering with normal event functions or activities. Examples include, but are not limited to:

- Persistently speaking or commenting without being recognized or interrupting other speakers
- Behavior that distracts from the subject matter or discussion
- Refusal to comply with faculty/presenter direction, including refusal to work in a group
- Behavior that has a negative impact on the learning environment
- Audibly using a cell phone during a classroom session (unless as an assistive device)
- In extreme cases, physical threats, harassing behavior or personal insults

In cases where an attendee conducts themselves in a manner that detracts from a respectful and conducive learning environment, PATH Intl. representatives will provide a warning to communicate the specific concerns about the attendee’s conduct. If the attendee does not appropriately respond to sufficiently ameliorate the situation, PATH Intl. representatives are authorized to excuse that attendee from the activity by, but not limited to, the following:

- 1) Temporary or total dismissal from the room in which the PATH Intl. activity is being held
- 2) Temporary or total dismissal from the facility or grounds hosting the PATH Intl. event
- 3) Temporary or total dismissal from the PATH Intl. professional event

Dismissal from a PATH Intl. event may result in forfeiture of registration fees, certificate of participation or completion and/or certification results.