

# PATH Intl. Equine Specialist in Mental Health and Learning

## Workshop and Horsemanship Skills Test

### Checklist for Faculty/Evaluators

Prior to the event:

#### **60+ days out:**

- Confirm your availability

#### **60 days out:**

- Meet with the event contact to review their questions about paperwork and procedures. If they have submitted an Intent to Host form to PATH Intl., they will have received a confirmation email with the Host Packet 2 attached. **It is IMPERATIVE at this stage to address conflicts of interest for candidate testing (i.e. the event contact CANNOT coordinate/support the event and also participate in the workshop and/or skills test).**

#### **30+ days out:**

- Confirm contract(s)
- Discuss:
  - Facility layout and amenities
  - Horse selection
  - Testing schedule (review Discussion Points/Guidelines if third evening testing may be necessary)

#### **30 days out:**

- Obtain the participant/candidate roster and candidate paperwork. Ensure there are no conflicts of interest with evaluating the candidates. If you suspect but are unsure if a conflict of interest exists based on the PATH Intl. Evaluator Conflict of Interest Guidelines, contact PATH Intl. for guidance.
- Review printing expectations of the host site (# of copies needed of each form and provided when)

#### **14+ days out:**

- Confirm travel arrangements, accommodations, transportation
- Confirm horse selections
- Establish schedule and host site expectations for the faculty day prior to the workshop

During the event:

- Keep event contact apprised of schedule changes
- Work with host site to address disruptive participants as needed

## Following the event:

Please return the following items at the conclusion of each ESMHL workshop and skills test. All items should be sent no later than 10 business days following the event.

- Roll Call Sheet
- Candidate Report Form
- Horsemanship Skills Test candidate cover sheet
  - Filled out, one per candidate
- Horsemanship Skills Test rubric/score sheet
  - Filled out, one per candidate
- Upgrade Recommendation Form
  - If an apprentice teaches the workshop with you OR if an associate would like to move to a lead
- Host Site Evaluation Form
- Faculty/Evaluator feedback form
  - Both the one the host site fills out and the participants fill out
- Final Accounting Statement (sent by the host site)

I verify that all these items are organized and neatly put together to be sent back to the PATH Intl. office by \_\_\_\_\_ (name of person or center sending them).

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