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# PATH

## INTERNATIONAL

Professional Association of Therapeutic  
Horsemanship International

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

### **Advanced Instructor On-Site Certification Program**

## **Intent to Host Packet**



## **Advanced Instructor On-Site Certification Program Intent to Host Packet**

Dear PATH Intl. Center,

Thank you for your interest in the Professional Association of Therapeutic Horsemanship International (PATH Intl.) Advanced Instructor On-Site Certification Program. Following is the initial information packet concerning the process and requirements. Please review the information, and feel free to call if you have any questions regarding the process.

If you decide that you meet the requirements and would like to host a PATH Intl. Advanced Instructor Certification, please follow the directions and complete the *Intent to Host Form* included with this packet. This intent to host form should be returned to the PATH Intl. office for approval to host. Please keep this packet for use through out your certification, as this information will be valuable to you before, during and after the event!

Upon receipt of your *Intent to Host Form*, you will be sent the second packet of materials and information if the host site is approved to host the event.

Centers may also choose to host an Advanced Prep Course. Please see the Advanced Certification Application Booklet for details on this prep course. This is a course designed completely by each individual center and not run through the PATH Intl. office at all, though the office will advertise the course for you for free. Centers also have the option to offer the advanced written exam prior to the actual certification or offer this exam at the prep course. These exams need to be proctored and are 2 hours long. Contact the PATH Intl. office for details.

**GOOD LUCK & THANK YOU FOR HELPING MAKE  
PATH INTL. STRONG!!!**



## **PATH Intl. Advanced Certification Materials**

*The following materials are provided to host sites by the PATH Intl. office*

The “Intent to Host Packet”, includes the following items (enclosed herein):

- ▶ Host Site Process
- ▶ Host Site Requirements
- ▶ Budget Information
- ▶ Sample Registration Forms
- ▶ Intent to Host Form
- ▶ Evaluator List

If the center decides to host a Certification the contact person must complete and return the *Intent to Host Form* to PATH Intl.. Upon receipt of the *Intent to Host Form*, PATH Intl. sends a “Host Site Organizational and Candidate Forms Packet”, upon approval, to the Host Site, including the following items:

- ▶ Candidate Requirements and Forms List
- ▶ Materials Order Form (to be submitted to PATH Intl. by designated deadline prior to start of the certification)
- ▶ Recommended Policies for use by the Host Site
- ▶ Proposed Certification Schedule
- ▶ Certification Candidate Checklist
- ▶ “Advanced Certification Application” which includes the following:
  - “Welcome Candidate” letter from PATH Intl. to Certification Candidates\*
  - Advanced Certification Forms\*
    - Instructor Resume, Personal Reference, Center Reference
    - Documentation of Teaching Hours Form\*
    - Emergency Medical Treatment, Photo Release and Liability Forms\*

By the established deadline date on the Materials Order Form, the Host Site completes the Materials Order Form and submits it to PATH Intl. with the appropriate fees or a late fee and possible express shipping costs will be assessed. Upon receipt of the Materials Order Form PATH Intl. then sends the “Host Site Final Forms Packet” which includes:

- ▶ Certification Evaluation Form\*
- ▶ Certification Site Evaluation Form\*
- ▶ Check Acknowledgement Letter
- ▶ Host Site Rider Profile Form\*
- ▶ Advanced Certification Comment Sheet\*
- ▶ Candidate Report Form
- ▶ Apprentice/Associate Evaluator Evaluation & Recommendation Forms (Evaluators must complete)
- ▶ Final Accounting Statement (must be sent into the PATH Intl. office within three working days following conclusion of workshop.) At the conclusion of the Certification, the Host Site completes the Final Accounting Statement and submits it with the amount due.

*\*to be copied by Host Site as needed*



## PATH Intl. Advanced Instructor Certification Host Site Process

### Pre-Certification

#### The Host Site:

1. Determines if all requirements are met to host a PATH Intl. Advanced Instructor Certification. *Review Host Site Requirements.*
2. Contracts with two PATH Intl. Advanced Evaluators to conduct the Certification. At least one of the Evaluators must have Lead status (can have two Lead or one Lead and one Associate). Contract will include evaluator fees to be paid to PATH Intl. prior to workshop and expenses (i.e. transportation, meals, accommodations, and parking) to be paid directly to Evaluators. Evaluators have the contract forms to be completed.
3. Decides to proceed and completes *Intent to Host Form* and returns it to the PATH Intl. Office. Upon receipt of the *Intent to Host Form*, PATH Intl. sends to the center the “Host Site Organizational and Candidate Forms Packet.”
4. Assesses budgetary requirements and determines Certification fees. ***Review Budget Recommendations.*** Options include cost of lodging and meals within fees or can be covered separately by participants.
5. Is responsible for advertising and marketing the PATH Intl. Advanced Certification. Any administrative or schedule details from the Host Site should also be included. It is not appropriate to use the word “therapy” in your advertising.
6. Works with contracted Advanced Evaluators to make sure all necessary requirements are in place to ensure a smooth running Certification process. *Review Host Site Requirements.*
7. Registers Certification Candidates (maximum 9 over 3 days). **Ensure that all participants registering for Certification are current PATH Intl. members.**
8. Ensures that all paperwork is completely filled out for all Certification attendees and that all requirements are met for Certification Candidates.



## PATH Intl. Advanced Instructor Certification Host Site Process (cont.)

1. Send copy of Certification Candidate applications to contracted Advanced Evaluators approximately 30 days prior to event. Please speak with faculty on this need and timeline. The faculty need to see the advanced applicants and usually want to review them prior to arriving on-site.
2. Completes the *Materials Order Form* by deadline date provided by PATH Intl. and mail this to PATH Intl. (30 days prior to event) or a \$40 late fee applies. Include a check with the Materials Order Form for Evaluator's fees and Candidate fees. These fees are due to PATH Intl. before the checks for Evaluator's can be issued. **Host Sites have to notify the PATH Intl. office and contracted Evaluators of late registrants not included on Materials Order Form prior to the Certification to determine if the registrants qualify for participation.**

### Advertising:

A sample template has been provided in this packet to assist you in preparing a flyer or brochure to advertise your Certification. Please make sure to include information on the Instructor Certification process particularly the emphasis on completing all requirements prior to registering for the Certification. Also include the centers refund policy and registration deadlines.

### During the Certification

#### The Host Site:

1. Makes sure all requirements are in place. This may include organizing backup options.
2. Ensures that disruptions do not interfere with the Certification.
3. Upholds the privacy and confidentiality of all Certification Candidates.
4. Ensures that proper safety equipment is used throughout the process (including ASTM-SEI helmets).
5. Upholds the PATH Intl. Standards for Centers.
6. Provides enough volunteers to assist the Riders and candidates if needed.
7. The Host Site should work with the Lead Evaluator to decide on a good number of volunteers to have each day, based on activities and/or number of candidates.



## PATH Intl. Advanced Instructor Certification Host Site Process (cont.)

### The Host Site:

1. Works with the Evaluators to make sure all Certification materials are collected, including all Evaluation Forms and Check Acknowledgment Letter. It is the responsibility of the evaluators to mail all evaluation materials, including exams to the PATH Intl. office. Any unused exams must be given to the evaluators to return to the PATH Intl. office.
2. Completes a Final Accounting Statement Form to return to the PATH Intl. Office. It must be sent to the office **within five working days** following the conclusion of the workshop. A review of fees **due to PATH Intl.** are as follows:

Due to PATH Intl. **before the certification:** Materials Order Form

- Certification Candidate fee \$85.00/person
- Evaluator's fees \$350.00/person/day

Due to PATH Intl. **after the certification:** Final Accounting Statement

- Any Late Registrant Certification fee \$85.00/person
- Materials Order Form Late Fee (if applicable) \$40.00+late shipping costs
- Refund for dropped candidates (if applicable) \$85.00/person

### Cancellation Policy

Host Sites shall determine their own cancellation and refund policies for their Certification. The faculty must be notified immediately and reimbursed for any accrued contractual expenses. All Certification materials must be returned to the PATH Intl. office.

### Insurance Note

Consult Markel with questions.



## HOST SITE REQUIREMENTS

- ▶ PATH Intl. Premier Accredited Center
- ▶ Access to an indoor arena (call the PATH Intl. office for exceptions)
- ▶ Mounting ramp and blocks

Depending on number of Candidates (Max 9)

- ▶ Sufficient horses for accommodating the Candidate riding demonstrations (*see also Adv. Instructor Criteria*):
  1. Large, sound, safe, fit horses for instructor candidates that can successfully complete the advanced riding requirements which include movements at the walk, trot/jog, canter/lope, as well as basic lateral work. Horses must be able to perform for up to one hour of moderate work for Western or English rider of varying sizes and weights.
  2. Western and English tack to accommodate riders of all sizes.
  3. Ten horses are required (one per candidate). No personal horses are allowed for the riding test.
  4. 5 to 10 horses that are trained to lunge safely and obediently. (Lungeing/Longeing equipment required.)
- ▶ Riding lessons require enough students, horses and volunteers for the following:
  1. 15 to 30 riders with physical impairments. 3 riders per lesson for a maximum of 9 total lessons for 3 riders with physical impairments. Include riders who have physical disabilities other than, or in addition to, hearing or visual impairments. The riders may ride in two lessons but the groups must be mixed up so it is not the same three riders in two lessons.
  2. 15 to 30 riders with a primary diagnosis of cognitive impairments (may include riders with mental health diagnosis). 3 riders per lesson for a maximum of 9 lessons for 3 riders with cognitive or mental health challenges. The riders may ride in two lessons, but the groups must be mixed up so it is not the same three riders in two lessons.  
  
NOTE: If the riders have dual diagnoses then riders may ride both days, but there must be enough riders to ensure that each instructor teaches different riders on each day. Host site representative will collaborate with the assigned Evaluators to work on the schedule depending on the number of candidates who are testing. See enclosed sample copy of the Host Rider Profile form.
  3. 10 to 20 intermediate level riders without disabilities.  
Each rider may ride in two lessons for a maximum of 9 lessons with two riders.
- ▶ Sufficient number of volunteers to assist with every lesson.



## HOST SITE REQUIREMENTS (cont.)

- ▶ Complete an up to date Rider Profile for all riders with disabilities participating in the lessons.
- ▶ Props and equipment for lessons available and easily accessible to candidates.
- ▶ Quiet area to complete written examinations if needed.
- ▶ Quiet, private, confidential area to provide candidates with results.
- ▶ Copy machine on site with ample available copying supplies.
- ▶ Computer and printer for each Evaluator.

Please remember that this Certification is designed to test the skills of an Advanced Level Instructor. Please do not interfere with decisions the candidate makes. If there is something that the center deems unsafe or a risk to their riders or horses, please inform the Evaluators so they can intercede if necessary.

**Please note that instructors who teach at your center MAY attend and become certified at a PATH Intl. Advanced On-Site Certification hosted by your center. In this case, the Evaluators for the Certification MAY NOT be from your center.**



## PATH Intl. Advanced Instructor Certification Budget Information

The following information is provided to help Host Sites determine expenses and fees:

1. Evaluators (For an updated Faculty/Evaluator list please contact the PATH Intl. office).
  - ▶ The fee for Evaluators is \$350.00 per day for the acting Lead Evaluator and Associate Evaluator, to be paid with “Materials Order Form.” This fee must go through the PATH Intl. office because PATH Intl. pays for Professional Liability Insurance for the Evaluators.
  - ▶ The Host Site is responsible for all transportation, lodging, and food expenses for Evaluators (in addition to per day fee.)
  
2. Fees to PATH Intl.
  - ▶ Host Site pays PATH Intl. \$85.00 per Certification Participant to be paid with “Materials Order Form.”
  - ▶ Total Evaluator fees (NOT expenses)
  - ▶ Late material order form fees if applicable
  
3. Participant Expenses
  - ▶ Host Site must determine if the fee to Participants will cover lodging and food or if Participants must cover those expenses independently. This decision will depend on Host Site’s resources (for example: a residential facility may choose to include those services.)
  
4. Miscellaneous Expenses (may or may not apply)
  - ▶ Advertising
  - ▶ Postage
  - ▶ Copies
  - ▶ Telephone
  - ▶ Additional Insurance (Host Site must check with their insurance coverage to determine if extra insurance is needed.)
  - ▶ Materials Order Form Late Fee

An example budget based on 9 Certification Candidates, 3 day schedule. Max number of candidates is 9 with a 3 day schedule. Coordinate with evaluators for any adjustments. (This is only a sample; each Host Site’s circumstances are different.) Host sites can offer lodging to evaluators to save cost. The PATH Intl. office will negotiate fees where possible to help host sites hold events through 2010 only. Some Host Sites may choose to have the entire certification underwritten through donations.

<u>Income:</u>	Certification Participant fees	\$600.00 each	\$5400.00
<u>Expenses:</u>	Certification Participant fees to PATH Intl.	\$85/Candidate	\$765.00
	Evaluator Fees to PATH Intl.	\$350/Person/Day	\$2,100.00
	Air fare		\$800.00
	Insurance for Facility*		\$75.00
	Hotel		\$310.00
	Misc		\$150.00
	Advertising		\$100.00
	Total Expenses		<u>\$4300.00</u>
<u>Profit to Host Site:</u>			\$1,100.00



**SAMPLE FLYER**



**PATH Intl. Advanced Instructor Certification**

On-Site Certification

*Insert date of certification*

**Hosted by**

*Center Name*

*Center Address*

*Phone: 000-000-0000 x00 Fax: 000-000-0000*

*www.centername.org*

With:

Lead Faculty/Evaluator Name

Lead Evaluator Accomplishments

&

Associate Faculty/Evaluator Name

Associate Evaluator Accomplishments

You will need to complete the Advanced Certification packet (located on the PATH Intl. website or provided by host site) and return to the *Center name* with a copy of your PATH Intl. membership card, and current copies of your CPR and First Aid certification.

All Forms must be returned to the Host Site *32 days prior to the beginning of the certification.*

**DIRECTIONS:**

*Directions to your center.*

**LODGING:**

*Names and phone numbers for contacting hotels or bed and breakfasts near your center.*

**Registration Form**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: DAY \_\_\_\_\_ EVENING \_\_\_\_\_

FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

PATH Intl. Member # \_\_\_\_\_

Please register me for the following:

\_\_\_\_\_ Certification \* \$500.00~August 3, 4, & 5

\*\* MUST have proof of having PATH Intl. membership status.

\* Programs include lunch.

Mail your registration Form, fee, and confirmation letter to:

***Center Name***

***Center Address***

***Center Address***

***000-000-0000***

**REGISTRATION DEADLINE:**

**ENTER DATE THAT IS 32 DAYS PRIOR TO THE START OF THE WORKSHOP**

Reimbursement policy: *Description of your centers reimbursement or cancellation policy.*



## **Schedule for PATH Intl. Advanced Instructor On-Site Certification**

**Subject to change based on Host Site and Evaluator's Schedule needs and Number of Candidates**

**Please contact your Lead Evaluator to determine a schedule, begin expecting 3 full days (8-6pm) and adjust as needed based on number of candidates.**

**Be sure to send a copy of the schedule to all candidates, note that it is subject to change. Confirm the schedule 30 days prior to the certification with candidates so everyone can make appropriate travel arrangements.**



PATH Intl. Advanced Instructor On-Site Certification  
INTENT TO HOST FORM

Name of Host Site: \_\_\_\_\_ PATH Intl. Center #: \_\_\_\_\_

Name of Contact Person/Title: \_\_\_\_\_

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

Physical Address (if different than above): \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_ E-mail: \_\_\_\_\_

(required as primary communication is via email)

Center intends to host a PATH Intl. Advanced Instructor Certification in:

Year: \_\_\_\_\_ Certification Date(s): \_\_\_\_\_

Candidate Registration Deadline: (this date is approx. 32 days before start date) \_\_\_\_\_

Certification Fee \$ \_\_\_\_\_

I have contracted with the following evaluators:

Lead: \_\_\_\_\_ Associate: \_\_\_\_\_  
(name) (name)

The maximum number of certification participants the host site can accommodate: \_\_\_\_\_

Does the center have a candidate height/weight limit? \_\_\_\_\_ If so, what is it? \_\_\_\_\_

The Host Site:

- Is a PATH Intl. Premier Accredited Center or covered arena
- Has access to an indoor facility
- Has a classroom facility to accommodate number of candidates to sit for the exam without interruption
- Can provide a mounting ramp and block
- Can provide safe, sound, fit therapy horses as outlined in the Host Site Requirements
- Can provide horses suitable for the candidates' riding demo outlined in the Advanced Instructor Criteria
- Center Weight Limit for horses \_\_\_\_\_ (if applicable).
- Able to accommodate both English and Western riders
- Can provide riders with disabilities as outlined in the Host Site Requirements
- Can provide riders without disabilities as outlined in the Host Site Requirements
- Can provide volunteers to assist with lessons according to rider needs
- Can provide up to date information for all riders on *Host Site Rider Profile* form

I have read the requirements and process for hosting a PATH Intl. Advanced On-Site Certification. I understand and agree that the Host Site will meet those requirements and follow the processes as outlined. I understand that failure to do so could result in loss of the privilege to host the PATH Intl. Advanced On-Site Certification.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to: PATH Intl. Certification Coordinator PO Box 33150 Denver, CO 80233



## Evaluator List

### Lead Advanced Evaluators:

Name	City & State	Contact number	Email Address
Amy Sheets	Carlsbad, CA	(760) 720-4366	amys.hoofbeats@yahoo.com
Anthony Busacca	Cypress, TX	(949) 697-8441	abusacca@yahoo.com
Kitty Stalsburg	Old Lyme, CT	(860) 434-1974	kstalsburg@highhopestr.org
Lili Kellogg	Garland, TX	(972) 412-0112	lkellogg@manegait.org
Lorrie Renker	Williamson, NY	(585) 737-1272	lrenker@gmail.com
Octavia Brown	Gladstone, NJ	(908) 852-1400	brownoc@centenarycollege.edu
Marny Mansfield	Ballston Spa, NY	(802) 279-5385	marnyreynolds@yahoo.com

### Associate Advanced Evaluators:

Gail Pace	Dallas, TX	(214) 692-1821	jonapace@sbcglobal.net
Sandy Webster	Penngrove, CA	(949) 701-5271	grmeadow@pathcom.com
Michelle LaFleur	Broomfield, CO	(303) 594-8641	smsfleur@ecentral.com
Patti Coyle	Fairfield, CT	(203) 372-2737	cpcent@quixnet.net
Jenny Nell	Woodinville, WA	(425) 268-9611	jenny.f.nell@gmail.com

### Apprentice Advanced Evaluators:

Teresa Morris	Newbury, OH	(440) 564-6688	teresamorris@windstream.net
Jacqueline Tiley	Fort Collins, CO	(970) 221-5468	AHAexecutivedirector@gmail.com
Joelle Devlin	Houston, TX	(281) 586-8349	joelled@sire-htec.org