



**ADVANCED LEVEL
THERAPEUTIC
RIDING INSTRUCTOR**

**PATH Intl.
Certification Program
Application Booklet**



PATH
INTERNATIONAL

Professional Association of Therapeutic
Horsemanship International

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

PATH Intl. Advanced Level Therapeutic Riding Instructor Certification Program Application Booklet

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Mission

PATH Intl., Ensuring excellence and changing lives through equine-assited activities and therapies

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Welcome!

Welcome to the PATH Intl. Advanced Instructor On-Site Certification Program! We applaud your commitment to gaining professional certification through this method of testing. The following is designed to give you information to help you to arrive properly prepared to succeed and make this a positive experience. All paperwork and payment will be sent to the host site you attend for your certification testing. Please contact the appropriate host site to determine schedule, travel, and cost information.

Purpose of Certification

The purpose of this certification is to determine if the candidate possesses the professionalism, experience and skill level to meet the PATH Intl. Advanced Instructor criteria.

Being Physically Prepared

While the on-site process is an effective certification method it can also be a stressful experience. Remember that both the teaching and the riding segments require physical preparedness to complete. If you have any concerns regarding your ability to pass any component of the certification, based on physical or mental limitations due to disability, injury or medical condition, contact the PATH Intl. Certification Department.

Criteria to Apply

A PATH Intl. Advanced Instructor is knowledgeable in horse mastership and understands disabilities and their relationships to therapeutic riding. He/she is able to demonstrate instruction that shows progression in riding skills in safe, challenging lessons. PATH Intl. has developed criteria which outline the skills and knowledge an instructor must possess in order to achieve certification at the PATH Intl. Advanced Level. See the enclosed Criteria.

- Be a current PATH Intl. Individual Member or Registered Instructor member
- Be at least 21 years of age
- Have a minimum of 120 hours instructing riders with disabilities in mounted activities at a current PATH Intl. Center (exceptions to teaching hours completed at a PATH Intl. Center must be made in writing to the PATH Intl. office)
- Have completed one of the following in the last two years:
 - Complete a PATH Intl. Approved Training Course OR**
 - Attend a Registered Instructor On-Site Workshop OR**
 - Attend an Advanced Instructor training prep workshop OR**
 - Attend a workshop/training developed by Candidate or PATH Intl. Center**
- Submit PATH Intl. Advanced Instructor Application*

- Submit Riding Instructor Resume*
- Submit Personal Resume (to include details of horsemanship and therapeutic riding experience)
- Submit PATH Intl. Center Reference*
- Submit Personal Reference*
- Submit copy of current Adult/Child CPR and First Aid certification card (front & back)
- Submit an application fee determined by the host site

*Use enclosed forms

**As of January 2007 it is mandatory that Candidates attend and complete an educational workshop or course prior to Advanced On-Site Certification. This needs to be done within two years of application submission date. The choice of workshop or course is up to the Candidate. The workshop or course is to be selected by the Candidate; the educational component is not directed by PATH Intl.. A Candidate or PATH Intl. Center can, at their own discretion, create their own Advanced Training Prep workshop per the Advanced Prep Workshop Guidelines to meet the criteria; PATH Intl. will provide mentoring for those candidates/centers who are interested in this option.

Application Procedures & Policies

Application Policies

It is recommended that candidates do not make non-refundable travel arrangements until the application deadline has passed and it has been determined that the certification will take place.

- All application deadlines are 32 days prior to the Certification--applications received after the deadline will only be accepted at the host sites discretion.
- The application fee for the Advanced On-Site Certification is determined by the host site. This application fee is due in full at the time of application.
- Application materials must be submitted in one completed package. Incomplete applications will not be accepted and will be returned to sender.
- Application materials must be typed, or clearly written, and submitted to the host site you are attending.
- Maximum attendance for each Certification may vary, depending on the Host Center's choice of long or short Certification format. Qualified applicants will be accepted on a first come, first served basis.
- Minimum attendance for each Certification will be based on the format of Certification.
- If less than the minimum number of candidates registers for a location by the application deadline, the Certification may be canceled.
- Candidates must check with the Host Center regarding their refund policy.
- Candidates need to check with the host site regarding the registration process.

Accommodation Policy

Requests for an accommodation to any component of this process must be made in writing and submitted to the PATH Intl. office at least 60 days prior to the on-site certification. All requests for accommodations will be reviewed by the PATH Intl. Riding Certification Subcommittee on an individual basis and candidates will be notified of the committee's decision by the PATH Intl. office. All requests relating to a medical condition need to have a medical note attached. For more information please contact the PATH Intl. office. **Evaluators will not be able to grant accommodations at the Certification!** Inability to complete ALL components of the certification, without previous approval from the PATH Intl. office, will be considered a withdrawal. The Host Center's refund policy will apply.

Medical Condition Policy

In the event of injury or medical condition that may not necessarily preclude the candidate from completing all portions of the certification, but may affect participation in any way, it is recommended that the candidate seek the advice of a physician before participating in any activities that involve exercise, riding, handling or being near horses. It is also the responsibility of the candidate to make PATH Intl., the host site and the Advanced Certification Evaluators aware of any such conditions. Refund policy may apply.

Cancellation Policy

Please ask the host site for a copy of their policy.

Appeal Process

If a candidate is found "not ready" for PATH Intl. Advanced Level Instructor status and would like to appeal the results, a written request for appeal may be submitted to the PATH Intl. office, within 15 working days of receipt of written notification. The request must state the reasons for the appeal.

The PATH Intl. office will inform you of steps of appeal process following receipt of the written request.

Advanced Resubmission Policy

No video resubmissions will be accepted.
(Video resubmissions will be considered on an individual basis if a candidate is an International candidate.)

Advanced On-Site Certification Testing. You will be tested on 3 different sections each consisting of different components. The 3 sections are listed below, as well as their components under it.

Section 1: Written Exam
Adv. Exam

Section 2: Horsemanship

Riding
Stable Management
Longeing/Lungeing
Equine Evaluation

Section 3: Teaching

Able-bodied lesson
Cognitive disabilities lesson
Physical disabilities lesson

Fail only one component of a section – retake all components of that section. Previous results in section are null and void. (i.e. fail cognitive disabilities lesson – candidate would need to retake all components under the teaching section: able-bodied, cognitive disabilities, and physical disabilities.)

Resubmission done through two options:

1) PATH Intl. Approved Training Course – Candidate will contact ATC to set up resubmission. The individual ATC determines fees and scheduling details. ATC is responsible for submitting candidate resubmission results with a \$50 certification fee.

2) On-Site Certification – Resubmission forms and application fee due to host site. The host site and evaluators would arrange additional candidate(s) for horsemanship or teaching resubmission, for scheduling purposes.

If only the written exam is needed, a \$35 re-take fee is due to PATH Intl. and the exam can be done offsite.

Fail 2 or more components of a section or fail one component in 2 different sections – retake entire on-site certification. (i.e. failed riding, and cognitive disabilities lesson – candidate would need to retake the entire on-site certification again.) Full application fee is due to the host site.

Written Exam

The written exam may now be completed either at the on-site certification you attend or prior to the on-site certification: The options include:

1. Complete exam at a regional conference. Check the PATH Intl. schedule for availability. The exam will be proctored and will be completed either online (where available) or in the paper format. Fee: \$50, paid to PATH Intl. office, register with the PATH Intl. office.
2. Complete the exam at Premiere Accredited Center (PAC) Online. The exam will be proctored by a PATH Intl. Certified Instructor or by PAC personnel at the PAC. Fee:\$50 paid to PATH Intl., arrange with PAC and register with PATH Intl..

3. Complete the exam at an Advanced On-site Certification. Schedule and fee determined by the Host site.

The exam is valid for use at an Advanced On-site Certification for two years from the date of completion.

If the written exam is failed, the exam may be re-taken (Option 1, 2, or 3). Re-take fee: \$35 to the PATH Intl. office.

PATH Intl. Advanced Educational Component

Please contact the PATH Intl. Certification Department if you have any questions.

Advanced Candidate Educational Requirement:
Complete one of the following in the last two years:

- Complete a PATH Intl. Approved Training Course OR**
- Attend a Registered Instructor On-Site Workshop OR**
- Attend an Advanced Instructor training prep workshop OR**
- Attend a workshop/training developed by Candidate or PATH Intl. Center**

** The workshop or course is to be selected by the Candidate; the educational component is not directed by PATH Intl. A Candidate or PATH Intl. Center can at their own discretion create their own Advanced Training Prep workshop per the Advanced Prep Workshop Guidelines to meet the criteria; PATH Intl. will provide mentoring for those candidates/centers who are interested in this option. As of January 2007 it is mandatory that Candidates attend and complete an educational workshop or course prior to Advanced On-Site testing. This needs to be done within two years of application submission date.

PATH Intl. Advanced Educational Component Guidelines

Please contact the PATH Intl. Certification Department if you have any questions.

Advanced Educational Component Faculty/Evaluator Policy

A PATH Intl. Advanced or Master Faculty/Evaluator should teach the prep course, contact the PATH Intl. office for a list. It is possible for an Advanced or Master instructor to teach the course but not recommended. A center can choose to offer the prep course immediately prior to the certification. This method is not recommended because it does not give students time to practice what they have learned in the prep course prior to certification. A host site may choose to offer a prep course then the certification but require the attendees to be different.

Advanced Educational Component Workshop/Training Guidelines (course not directed by PATH Intl.)

The following are guidelines for minimum criteria for designing your own Advanced Prep Course:

1. The PATH Intl. Center must be in compliance with all current PATH Intl. standards.
2. The workshop may include professionals from a variety of fields whose current credentials address the components of therapeutic riding in the following areas: education, equine science, occupational therapy, physical therapy, speech therapy, special education, psychology, horsemanship, therapeutic recreation, and riding in variety of disciplines/levels.
3. The Advanced Prep Workshop should meet the minimum objectives listed below:
 - 1) Lecture/Theory/Classroom Component:**
 - a) Introduction
 - b) History of therapeutic riding
 - c) History of PATH Intl.
 - d) Overview of therapeutic model
 - e) PATH Intl. Organizational Structure
 - f) PATH Intl. Instructor Recognition Process
 - g) Human Growth and Development
 - h) Human Behavior and Psychology
 - i) Anatomy, physiology, kinesiology
 - j) Medical terminology and vocabulary
 - k) Movement Analysis
 - l) Precautions and Contraindications
 - m) Disability Instruction
 - n) Physical Impairments
 - o) Cognitive Impairments
 - p) Sensory Impairments
 - q) Psychosocial Impairments
 - r) Speech and Language Impairments
 - s) Facilities and Equipment
 - t) Tack and Special Equipment
 - u) Therapeutic Riding Instruction (role and responsibilities of instructor, definition of therapeutic instructional team (instructor, therapist, riders, families, volunteers, and community, etc.)
 - v) Teaching techniques and strategies
 - (i) Lesson Plans (goals and objectives and task analysis)
 - (ii) Components of lesson (skill progression, activities, games and exercises, documentation and evaluation)
 - (iv) The Therapy Horse (selection, training, maintenance and management, documentation and ethical considerations)
 - (v) Volunteers (research, recruitment, roles, training, retention, reward, documentation and evaluation)
 - (vi) Rider Assessment and Documentation (motor skills,

coordination, strength, endurance, flexibility, speech and language and psychological assessments)

- (vii) Precautions and Contraindications
- (viii) Administration Overview
- (ix) Program Consideration (incorporation/non-profit, board of directors, development, legal issues)

2) Practicum Component:

- a) The practicum will provide sufficient opportunity to apply and demonstrate the following components of therapeutic riding instruction:
 - (i) Lesson Plans
 - 1. Task Analysis
 - 2. Skill Progression
 - 3. Exercises
 - 4. Games and Activities
 - (ii) Mounting and Dismounting
 - (iii) Training and Schooling of Horses
 - (iv) Use and Adjustment of Tack and Special Equipment
 - (v) Volunteer Orientation and Management
 - (vi) Teaching
 - 1. Mounted Lesson
 - 2. Unmounted Lesson
 - 3. Riders with Physical Disabilities
 - 4. Riders with Cognitive Disabilities
 - 5. Riders without Disabilities

Compliance Process

When PATH Intl. Advanced Level Instructor Status is achieved, instructors are required to submit the following information on an annual basis in their PATH Intl. Instructor membership renewal month:

Riding Instructor Annual Compliance:

- Current PATH Intl. Instructor Membership dues (International dues vary)
- Expiration dates of current Adult/Child CPR and First Aid Cards (online courses not accepted)
- Documentation of a minimum of 20 clock hours of continuing education
- Signed PATH Intl. Code of Ethics for Instructors

Failure to meet all compliance requirements for instructor status will result in forfeiture of PATH Intl. Riding Instructor status. Please see PATH Intl. reinstatement policy.

An annual compliance form for documentation is available on the PATH Intl. web site and mailed annually with instructor membership renewals and is due back with membership renewal dues. Continuing education hours are referred to as clock hours, not educational college

credit hours. Continuing education activities can be any educational event that you attend which will benefit you in your work as a therapeutic riding instructor. Continuing education activities are not limited to those sponsored by PATH Intl. Please see the Annual Compliance Form for more detailed examples of continuing education.

PATH Intl. Advanced Level Evaluation Components

See enclosed Advanced Instructor Criteria

The following are the components that will be scored/evaluated during the On-Site Certification process. Successful completion of each component is required to achieve PATH Intl. Advanced Instructor status. The order of the evaluation components will vary depending on the host site and number of candidates.

The Written Examination

A closed-book written exam will be completed during the course of the certification or can be completed prior to attending your certification. The examination covers stable management as well as disabilities and their relationship to therapeutic riding. Candidates must score an 80% or above to pass the examination.

The Riding Component

All instructors must wear ASTM/SEI approved helmets during their riding demonstration.

- Candidates will be assigned one or more horses.
- Candidates may ride either English or Western. Candidates may choose to ride hunt seat, Dressage, or Western, but may also be asked to demonstrate some proficiency in another discipline. Advanced level Instructors are expected to be very skilled in at least one discipline, and functionally adequate in another.
- If candidates have specific horse needs, please be sure to inform the evaluators prior to the riding portion.
- Candidates will groom and tack their mounts.
- The demonstration(s) will include the components as listed in the Advanced Instructor Criteria (enclosed). Riders will be asked to perform skills common to each discipline, and should perform them appropriately for the discipline in which they are riding (i.e. Western riders may be asked to perform a side-pass, dressage riders a leg-yield, etc.).
- Candidates will be evaluated on stable management and may be asked questions in addition to the demonstration of these skills/knowledge.
- Candidates will provide feedback on the suitability of the assigned horse(s) for a therapeutic riding program, including characteristics, conformation and gait.

The Lungeing/Longeing Component

Candidates will be assigned one horse to lunge for five minutes.

- Choice of equipment may include: surcingle, saddle, halter, lungeing cavesson, bridle, side reins, etc. (subject to host center requirements). Candidates are expected to be capable of lungeing using any equipment provided by the host center.
- Candidates will be evaluated on proper techniques, handling of lungeing equipment, safety, ability to control the horse and appropriateness of work for the individual horse's needs.

The Lesson Component

Lesson for riders without disabilities:

- Candidates will teach one 15 minute lesson to two persons without disabilities.
- The candidate will draw the topic out of a hat immediately before teaching the lesson.
- The riders assigned will be appropriately matched to the skill you will teach.
- These will be higher level riders, and the candidate may have to teach such things as simple change of canter/lead, shoulder in, leg yield, etc.
- Be prepared to teach Western, Hunt Seat, or Dressage.

Lessons for riders with disabilities: (Cognitive and Physical)

Candidates will teach two lessons to person(s) with disabilities—there will be at least three students per class. One lesson will be students with primarily cognitive disabilities and one lesson will be students with primarily physical disabilities. These are group lessons, and should be managed as such.

- Lessons will be randomly assigned.
- The host site will provide each candidate with detailed Rider Profiles for students the evening prior to the certification lessons.
- The Lesson Plans should be developed based on the information provided in the Rider Profiles.
- Candidates will need to provide Lesson Plans to the Evaluators prior to the beginning of the lessons.
- Lessons for students should be no longer than 30 minutes each. This includes mounts, lesson content, and dismounts.
- Lessons should show progression in riding skills in safe, challenging lessons.
- Candidates are responsible for ensuring that their horses, volunteers and arena are set up for the class. The host site representative will identify volunteer needs. Candidates are responsible to check with the host site representative to determine how these needs will be met. Candidates are also expected to make any equipment or other changes deemed necessary.

- Every effort has been made by the host site to provide suitable riders, volunteers and horses; however, as in any therapeutic riding program, there exists the possibility of last minute substitutions. In the event that a substitution is made, the host site representative will provide the candidate with information specific to the change.
- At the conclusion of each lesson, the candidate will need to complete the evaluation portion of the Lesson Plan and give it to the Evaluators.

Evaluation of Candidates

Following the completion of the lesson component, the Evaluators will meet to complete written reports on each candidate. Individual evaluation sessions will be scheduled at 20-minute intervals the final day to review results with each candidate. Remember that all evaluations will be based on the criteria outlined for the PATH Intl. Advanced Instructor Program located in this booklet.

Thank you for participating in the Advanced Instructor On-Site Certification program.

Good Luck and Enjoy!

PATH Intl. Advanced Level Suggested References

The following are suggested references for preparation. Please contact the phone number and/or address listed for ordering and pricing information. *Can be found in some local bookstores.

*101 Arena Exercises, Cherry Hill, available from Story Communications, Inc. (800) 441-5700

*Becoming an Effective Rider, Cherry Hill, available from Story Communications, Inc. (800) 441-5700

CHA Composite Horsemanship Manual, available from CHA (800) 399-0138

Children with Disabilities, Mark L. Batshaw, M.D., available from Paul H. Brooks Publishing Company

*Horses, Gaits, Balance, Movement, Susan Harris, available from Howell Book House, (800) 428-5331

PATH Intl. Standards and Accreditation Manual (most current), available from PATH Intl. (800) 369-7433

PATH Intl. Instructor Educational Guide, 2nd Edition, available from PATH Intl. (800) 369-7433

*Person to Person, Lindsay Gething, available from Paul H. Brooks Publishing Company

Therapeutic Riding I Strategies for Instruction (Book I and II), Barbara Engel, Editor, available from Barbara Engel, (970) 563-9599.

Therapeutic Riding II Strategies for Rehabilitation, Barbara Engel, Editor, available from Barbara Engel, (970) 563-9599.

*US Pony Club Manual of Horsemanship, B/HA/A, C, D Levels by Susan Harris, available from IDG Books, (800) 434-3422.

*The USPC Guide to Longeing and Ground Training, Susan E. Harris, (1997), available from US Pony Clubs The Kentucky Horse park, Iron Works Pike, Lexington, KY 40511 (606) 254-7669

PATH Intl. Advanced Level Instructor Criteria

AE Equine Management

AE.1.0 PATH Intl. Standards

- AE.1.1 Know and implement PATH Intl. Standards and their interpretation for horse care, maintenance, and usage (P6, P7).
- AE.1.2 Know and implement PATH Intl. Standards and their interpretation regarding the use of safety equipment and adaptive equipment (P11, P12, P13, P14, P15)

AE.2.0 Breeds/ Colors/ Markings/ Parts of the Horse

- AE.2.1 Identify and describe a horse by
 - 1) age
 - 2) color and markings
 - 3) breed characteristics
 - 4) height and weight

- AE.2.2 Know the parts of the horse

AE.3.0 Horse Senses and Behavior

- AE.3.1 Know the characteristics of the senses of the horse
- AE.3.2 Know the characteristics of horse behavior
- AE.3.3 Know how the senses of the horse and horse behavior affect the safety of the riding setting.
- AE.3.4 Identify and know the causes and management of stable vices including:
 - 1) cribbing
 - 2) weaving
 - 3) biting and kicking
 - 4) wood chewing

AE.4.0 Feeds and Feeding

- AE.4.1 Know feed requirements of the horse including:
 - 1) hay
 - 2) salt and minerals
 - 3) grain
 - 4) supplements
 - 5) water
 - 6) feeding intervals
- AE.4.2 Recognize signs of poor quality feed
- AE.4.3 Identify and describe different types of forages and feeds
- AE.4.4 Know the pros and cons of different types of feeds

AE.5.0 Stable Management

- AE.5.1 Identify appropriate protection for horses including:
 - 1) fly masks and bonnets
 - 2) shelter
 - 3) fly repellants
- AE.5.2 Know horse manure handling methods for sanitary conditions of stall and turn out areas
- AE.5.3 Identify bedding materials
- AE.5.4 Identify potential stall and fencing hazards
- AE.5.5 Identify pest concerns
- AE.5.6 Identify and know the use of blankets, sheets, coolers, and turnout rugs
- AE.5.7 Identify and know how to apply the following boots and bandages:
 - 1) bell, splint, and ankle boots
 - 2) shipping
 - 3) easy boots
 - 4) standing / support
 - 5) exercise

AE.6.0 Health and Sickness

AE.6.1 Know and recognize the signs of:

- 1) abscesses
- 2) good health
- 3) scratches
- 4) azoturia
- 5) influenza
- 6) thrush
- 7) behavior change
- 8) laminitis
- 9) tetanus
- 10) choke
- 11) lice
- 12) ticks
- 13) colic
- 14) rabies
- 15) weight loss
- 16) dehydration
- 17) rain rot
- 18) distemper (strangles)
- 19) ring worm

AE.6.2 Know and recognize when a horse is unsound

AE.6.3 Identify normal ranges and how to take TPR (temperature, pulse, respiration)

AE.6.4 Describe, schedule and maintain records for deworming, vaccination, hoof and teeth care programs

AE.6.5 Know first aid treatment for:

- 1) proud flesh
- 2) sprains, strains, bruises
- 3) shock
- 4) wounds

AE.6.6 Identify types of shoes

AE.6.7 Identify characteristics of a correctly or incorrectly shod foot

AE.7.0 Grooming

AE.7.1 Identify and explain the use of grooming tools including:

- 1) curry comb
- 2) mane or tail comb
- 3) hard brush / dandy
- 4) shedding blade
- 5) soft brush / body
- 6) sponges
- 7) hoof pick
- 8) sweat scraper

AE.7.2 Know how to give a horse a routine, fungicide, liniment, and medicated bath

AE.7.3 Know how to cool down a horse following a work session including the use of liniments

AE.7.4 Know how to clip a horse for maintenance including:

- 1) bridle path
- 2) muzzle
- 3) fetlock

Identify and know the purpose of the following clips:

- 1) blanket clip
- 2) hunter clip
- 3) body clip
- 4) trace clip

AE.8.0 Tack and Tacking

AE.8.1 Identify and know the purpose, use, and function of:

- 1) bits: snaffle, curb, kimberwicke, pelham
- 2) breast plates and collars
- 3) bitless bridles
- 4) long lines
- 5) bridles
- 6) martingales
- 7) saddles: English and Western
- 8) safety stirrups
- 9) saddle pads
- 10) safety helmets
- 11) bareback pads
- 12) side reins
- 13) adaptive equipment
- 14) surcingles

AE.8.2 Know the parts of english and western saddles and bridles

AE.8.3 Know how to tack a horse

AE.8.4 Select and evaluate equipment needs for riders and horses including:

- 1) type of saddle and bridle
- 2) how saddle affects rider position
- 3) how bridle and saddle affects horse
- 4) adaptive equipment
- 5) long line and lunging equipment

AE.8.5 Know how to fit tack to horses and riders

AE.8.6 Know how to educate team, including riders and volunteers, in the use of the equipment

AE.8.7 Know and demonstrate tack cleaning, care, and maintenance

AE.9.0 Unsoundnesses and Blemishes / Form to Function

AE.9.1 Recognize the difference between a blemish and an unsoundness.

Describe and locate the following blemishes and unsoundnesses:

- 1) bog and bone spavins
- 2) laminitis
- 3) sidebone
- 4) bowed tendons
- 5) navicular
- 6) shoe boil
- 7) capped hocks and elbows
- 8) parrot mouth
- 9) splints
- 10) contracted heels
- 11) quarter crack
- 12) thoroughpins
- 13) curbs
- 14) ringbone
- 15) windpuffs
- 16) heaves
- 17) roaring

AE.9.2 Identify and describe the foot falls and beats of the:

- 1) walk
- 2) canter / lope
- 3) trot/ jog
- 4) hand gallop

- AE.9.3 Describe and demonstrate tempo, rhythm, impulsion, tracking up
- AE.9.4 Describe the affects of tempo, rhythm, impulsion, and tracking up on the rider
- AE.9.5 Recognize common conformation faults of the horse

AE.10.0 Selection and Training

AE.10.1 Explain the characteristics of a therapy horse

AE.10.2 Know how to train a horse to accept:

- 1) leaders and sidewalkers
- 2) ambulation aids
- 3) mounting ramps and blocks
- 4) game equipment
- 5) mounting procedures

AE.10.3 Design, implement, and recognize the individual needs for a conditioning, schooling, and maintenance program for therapeutic riding horses including:

- 1) schooling
- 2) suppling
- 3) lunging
- 4) record keeping

AE.10.4 Know how conditioning relates to performance

AE.10.5 Identify conformation faults and how they effect the function of the therapeutic riding horse

AE.10.6 Recognize common conformation faults of the horse

AH. Horsemanship

AH.1.0 Horsemanship Preparation and Safety

AH.1.1 Know and demonstrate the following:

- 1) haltering and leading
- 2) tying and safety knot
- 3) grooming and tacking
- 4) proper riding attire

AH.2.0 Mounting and Dismounting

AH.2.1 Know and demonstrate:

- 1) mounting and dismounting from ground or mounting block / ramp
- 2) how to assist a rider during mounting and dismounting
- 3) an equipment check prior to mounting
- 4) stirrup adjustment prior to mounting

AH.3.0 Position

AH.3.1 Know and demonstrate correct position at the:

- 1) walk- free walk and working walk
- 2) trot or jog- sitting
- 3) trot- posting
- 4) canter or lope
- 5) two point at the walk, trot/ jog, and canter/ lope
- 6) walk, sitting trot or jog, posting trot, canter/ lope without stirrups
- 7) two point at the walk and trot or jog without stirrups
- 8) reinback
- 9) hand gallop

AH.3.2 Know and demonstrate shortening and lengthening reins

AH.4.0 Gaits

AH.4.1 Know and demonstrate:

- 1) walk- free walk and working walk
- 2) trot or jog- sitting
- 3) trot- posting on correct diagonal
- 4) canter or lope on correct lead

- 5) reinback
- 6) change of diagonals at the trot
- 7) lengthening and shortening at the walk and trot/ jog
- 8) hand gallop
- AH.4.2 Know and demonstrate different degrees of contact for all gaits
- AH.4.3 Know and demonstrate straightness of the horse during all gaits
- AH.4.4 Know and demonstrate the following transitions:
 - 1) walk to trot/jog
 - 2) canter/lope to walk
 - 3) walk to canter/lope
 - 4) canter/lope to trot/jog
 - 5) trot/jog to canter/lope
 - 6) canter/lope to halt
 - 7) trot/jog to walk
 - 8) walk to halt
 - 9) trot/jog to halt

AH.5.0 Aids

- AH5.1 Know and demonstrate the following natural aids:
 - 1) hands
 - 2) voice
 - 3) legs
 - 4) weight
 - 5) seat
- AH.5.2 Identify and know the purpose of draw reins
- AH.5.3 Know and demonstrate appropriate use of the following artificial aids:
 - 1) crop
 - 2) side reins
 - 3) martingales
 - 4) spurs
- AH.5.4 Know and demonstrate the following rein aids:
 - 1) direct
 - 2) neck rein
 - 3) leading / opening
 - 4) pulley rein**
 - 5) indirect rein**
- AH.5.5 Know and demonstrate the following leg aids:**
 - 1) both legs at the same time**
 - 2) leg at the girth**
 - 3) alternating leg aids
 - 4) leg behind the girth

AH.6.0 Movements

- AH.6.1 Know and demonstrate the following lateral movements:
 - 1) turn on the forehand
 - 2) leg yield at the walk and trot or jog
 - 3) side pass
 - 4) bending a horse through corners and ring figures
 - 5) pivots / turn on haunches
- AH.6.2 Know and demonstrate half halts
- AH.6.3 Recognize a horse that is on the bit
- AH.6.4 Know and demonstrate simple change of lead

AH.7.0 Ring Figures

AH.7.1 Know and demonstrate the following ring figures:

- 1) change of rein
- 2) half circle in reverse
- 3) circles
- 4) serpentines
- 5) figure eights
- 6) spirals
- 7) half circles

AH.8.0 Exercises and Games

AH.8.1 Know and demonstrate mounted rider exercises at the walk and trot / jog and canter /lope

AH.8.2 Know and demonstrate riding without stirrups at the walk and sitting trot / jog, posting trot, canter / lope, two point

AH.8.3 Know and demonstrate ground poles at walk, sitting trot/ jog, posting trot and two point

AH.8.4 Know and demonstrate design and set up of obstacle course

AH.8.5 Know and demonstrate proper spacing of ground poles

AH.8.6 Know and demonstrate how to lunge a horse

AH.8.7 Know and demonstrate suppling exercises for the horse

AI. Instruction

AI.1.0 Horsemanship Preparation and Safety

AI.1.1 Instruct the following:

- 1) grooming and tacking
- 2) tying and safety knot
- 3) haltering and leading
- 4) proper riding attire
- 5) proper spacing when leading or riding in a group

AI.1.2 Orient student to facility, stable rules, and safety rules

AI.1.3 Select horse for individual riders according to:

- 1) behavior
- 2) movement quality
- 3) temperament
- 4) height
- 5) size

AI.1.4 Instruct a group lesson of three or more mounted riders

AI.1.5 Know and implement PATH Intl. Standards and their interpretation regarding lesson area

AI.2.0 Mounts and Dismounts

AI.2.1 Instruct the following:

- 1) mounting and dismounting from ground or mounting block
- 2) how to assist a rider during mounting and dismounting
- 3) equipment check prior to mounting
- 4) stirrup adjustment prior to mounting
- 5) independent, partially assisted, fully assisted mounts from the ground, block, and ramp

AI.3.0 Position

AI.3.1 Instruct correct position at the:

- 1) halt
- 2) canter or lope
- 3) walk- free and working walk
- 4) two point at walk, trot, canter
- 5) trot or jog- sitting
- 6) rein back
- 7) trot- posting
- 8) walk, sitting trot or jog, posting trot without stirrups

AI.3.2 Instruct lengthening and shortening of reins

AI.4.0 Gaits

- AI.4.1 Instruct:
- 1) walk- free walk and working walk
 - 2) trot (sitting) or jog
 - 3) trot- posting on correct diagonal
 - 4) canter or lope on correct lead
 - 5) change of diagonals at the trot
 - 6) reinback
 - 7) change of diagonals at the trot
 - 8) lengthening and shortening at the walk and trot/jog
 - 9) hand gallop
- AI.4.2 Instruct different degrees of contact at all gaits
- AI.4.3 Instruct straightness of the horse at all gaits
- AI.4.4 Instruct the following transitions:
- 1) walk to halt
 - 2) trot/jog to halt
 - 3) walk to trot/jog
 - 4) trot/jog to walk
 - 5) walk to trot/jog to canter/lope
 - 6) canter/lope to walk
 - 7) walk to canter/lope
 - 8) canter/lope to trot/jog
 - 9) trot/jog to canter/lope
 - 10) canter/lope to halt

AI.5.0 Aids

- AI.5.1 Instruct the following natural aids:
- 1) hands
 - 2) voice
 - 3) legs
 - 4) weight
 - 5) seat
- AI.5.2 Instruct the appropriate use of the following artificial aids:
- 1) crop
 - 2) martingales
 - 3) spurs
- AI.5.3 Instruct the following rein aids:
- 1) leading / opening
 - 2) indirect
 - 3) direct
 - 4) neck rein
- AI.5.4 Instruct the following leg aids:
- 1) both legs at the same time
 - 2) leg at the girth
 - 3) alternating leg aids
 - 4) leg behind the girth

AI.6.0 Movements

- AI.6.1 Instruct the following lateral movements:
- 1) turn on the forehand
 - 2) bending a horse through corners and ring figures
- AI.6.2 Instruct half halts
- AI.6.3 Instruct simple change of lead

AI.7.0 Ring Figures

- AI.7.1 Instruct the following ring figures:
- 1) change the rein
 - 2) half circles
 - 3) circles
 - 4) half circle in reverse
 - 5) figure eight
 - 6) serpentines

AI.8.0 Exercises and Games

- AI.8.1 Instruct mounted rider exercises at the walk and trot or jog
- AI.8.2 Instruct riding without stirrups at the walk and sitting trot, posting trot, canter or lope
- AI.8.3 Instruct riding over ground poles at walk, sitting trot or jog, posting trot and two points
- AI.8.4 Instruct riders through an obstacle course
- AI.8.5 Utilize appropriate games in the riding setting
- AI.8.6 Instruct a rider on a lunge line

AI.9.0 Ground and Stable Lessons

- AI.9.1 Instruct ground stable management lessons that are within the knowledge requirements of the advanced instructor level.

AT. Teaching Methodology

AT.1.0 PATH Intl. Standards and Information

- AT.1.1 Know and implement PATH Intl. Standards and their interpretations regarding student forms
- AT.1.2 Know PATH Intl. services available to the instructor
- AT.1.3 Locate information about PATH Intl. Standards and Accreditation process
- AT.1.4 Know PATH Intl. Instructor Certification Program
- AT.1.5 Know and practice emergency procedures
- AT.1.6 Know the location of the phone and emergency numbers

AT.2.0 Record Keeping

- AT.2.1 Verify that the student forms are complete and updated for students that the instructor teaches
- AT.2.2 Interpret student forms and apply the information to the riding setting
- AT.2.3 Write and maintain progress notes on riders
- AT.2.4 Complete incident report as needed
- AT.2.5 Comply with confidentiality requirements regarding students
- AT.2.6 Process rider forms

AT.3.0 Lesson Plans

- AT.3.1 Assess the rider's skills and determine goals and objectives for each individual rider
- AT.3.2 Develop a lesson plan to achieve the goals and objectives
- AT.3.3 Choose activities and skills suitable for the objective of the lesson
- AT.3.4 Know the definition of an IEP (Individual Education Plan)
- AT.3.5 Demonstrate organization in the lesson sequence that promotes progression.

AT.4.0 Teaching

- AT.4.1 Know and demonstrate teaching skills applicable to the advanced instructor level, to include:
- 1) safe and effective mounting and dismounting procedures
 - 2) flexibility and adaptability in pursuit of stated teaching objectives
 - 3) teaches to level of students physical and cognitive ability
 - 4) fair and consistent in applying standards of behavior
 - 5) shows genuine interest in each students
 - 6) progress towards independence
 - 7) effective use of volunteers
 - 8) appropriate games and exercises
 - 9) appropriate praise
 - 10) adapts and corrects equipment
 - 11) provide what's, how's, whys

- 12) flexibility of teaching techniques
- 13) posture corrections
- 14) progression of equitation skills
- 15) rapport
- 16) teaches at individual rider's level
- 17) teaching environment
- 18) gives clear and concise instructions
- 19) control of class
- 20) ring presence

AT.4.2 Possess instructor attributes, to include:

- 1) common sense
- 2) professionalism
- 3) ethical
- 4) punctual
- 5) organized
- 6) respect for riders and horses
- 7) patience
- 8) self confidence
- 9) positive attitude
- 10) team player
- 11) knowledge of subject at instructor skill level

AT.4.3 Meet annual continuing education requirements for the advanced instructor (20 hours, current Adult/Child CPR and first aid, maintain PATH Intl. membership)

AT.5.0 Methods

AT.5.1 Know and address the different learning styles of riders including:

- 1) auditory
- 2) kinesthetic
- 3) visual

AT.5.2 Know and use behavior management techniques to maintain class control

AT.5.3 Develop the instructional team to include the role of:

- 1) instructor
- 2) support professionals
- 3) therapist
- 4) teamwork concepts

AT.5.4 Identify and manage dysfunctional behaviors

AT.5.5 Provide initial and ongoing team training

AT.5.6 Work with instructional team (instructors, therapists, volunteers, students, families, and care providers) including:

- 1) develop rapport
- 2) provide direction to leader and sidewalkers during lesson
- 3) assign volunteers to riders
- 4) provide feedback to team members
- 5) reward team members

AT.5.7 Determine rider placement according to disability, age, size, skill/ability

AT.5.8 Know and implement the following teaching techniques:

- 1) cueing
- 2) repetition
- 3) modeling
- 4) prompting

AT.5.9 Know and implement the following teaching prompts and cues:

- 1) gradual guidance
- 2) tactile
- 3) hand over hand
- 4) verbal
- 5) independent
- 6) visual

AT.5.10 Know, develop, and evaluate a task analysis for a skill

AT.5.11 Develop and utilize a teaching system that is challenging, educational and promotes skill progression.

AD Disabilities

AD.1.0 Human Anatomy

AD.1.1 Identify parts of the human skeleton

AD.1.2 Know the terminology related to movement and posture

AD.1.3 Know the muscles that are important in riding

AD.1.4 Know parts of the brain

AD.2.0 Disabilities

AD.2.1 Know precautions and contra-indications to therapeutic horsemanship .

AD.2.2 Know definition, causes, characteristics, and teaching techniques for the following disabilities:

- 1) Amputation
- 2) Fetal Alcohol Syndrome / Effect
- 3) Apraxia
- 4) Hearing Impaired
- 5) Arthritis
- 6) Hydrocephalus
- 7) Asthma
- 8) Learning Disability
- 9) Attention Deficit Disorder (with or without hyperactivity)
- 10) Limb Deficiencies
- 11) Mental Retardation
- 12) Autism
- 13) Multiple Sclerosis
- 14) Behavior Disorder
- 15) Muscular Dystrophy
- 16) Cerebral Palsy
- 17) Poliomyelitis
- 18) Cerebral Vascular Accident
- 19) Scoliosis
- 20) Developmentally Delayed
- 21) Seizures
- 22) Down Syndrome
- 23) Spina Bifida
- 24) Dwarfism
- 25) Spinal Cord Injury
- 26) Emotionally Disturbed
- 27) Traumatic Brain Injury
- 28) Epilepsy
- 29) Visually Impaired
- 30) Other disabilities that you may teach

AD.2.3 Locate information pertaining to all disabilities

AD.2.4 Self-evaluate instructional capabilities, facility environment, horse and personal to determine riders that can be accepted as students

AD.2.5 Know the benefits of therapeutic riding

AD.2.6 Know the realms of therapeutic riding

AD.2.7 Know and demonstrate handling techniques for mounting, dismounting, postural alignment

AD.2.8 Know and demonstrate good body mechanics during mounting and dismounting

PATH Intl. Code of Ethics

Approved by NARHA Board of Trustees October 21, 2010

Preamble

NARHA's Code of Ethics sets forth ethical principles for all NARHA members which includes individuals and centers and is binding on all staff. Centers are obligated to insure that all staff, professionals, and volunteers comply with this code. While each of the following codes will apply to all members, the applicability of each code may be determined by the role of the member and the setting.

The practice and preservation of the highest standards of ethical principles and integrity are vital for the responsible implementation of obligations, activities and services provided by NARHA members and centers. All members and centers are responsible for maintaining and promoting these ethical practices. The NARHA Code of Ethics is intended to be used as a guide for promoting and maintaining the highest standards of ethical practice, personal behavior and professional integrity.

The guidelines expressed in the code are not to be considered all-inclusive of situations that could evolve under a specific principle, nor is the failure to specify any particular responsibility or practice a denial of the existence of such responsibilities or practices. The guidelines are specific statements of minimally acceptable conduct or of prohibitions applicable to all members and centers. NARHA's Code of Ethics is designed to be appended to such other codes as may be applicable (such as: medicine, psychology, nursing, social work, etc.).

In recognition of the responsibility inherent in the delivery of services provided by equine-assisted activities and therapies, NARHA asks all members and center personnel to subscribe to the following to the extent permitted by law:

Principle 1

The member respects the rights, dignity and well-being of all individuals (human and equine) and promotes well-being for all involved.

Principle 2

The member accepts responsibility for the exercise of sound judgment and professional competence.

Principle 3

The member shall respect the integrity and well-being of program equines and animals whether owned, leased or borrowed.

Principle 4

The member shall be truthful and fair in representing him or herself and other members or centers.

Principle 5

The member shall seek to expand his/her knowledge base related to the field of equine-assisted activities and therapies.

Principle 6

The member shall honor all financial commitments to participants, personnel, vendors, donors, NARHA and others.

Principle 7

The member shall abide by NARHA Standards and Guidelines and all state, local and federal laws.

Principle 8

The member supports NARHA in its efforts to protect participants, equines, the public and the profession from unethical, incompetent or illegal practice.

PATH Intl. Advanced Level Instructor Certification Application

Please type or print clearly in ink



Name _____ PATH Intl. Member # _____
Address _____ City _____ State _____
Zip/Postal Code _____ Profession _____
Height _____ Weight _____
Phone: Daytime _____ Evening _____ Cell _____
Fax _____ E-mail (required) _____

I wish to participate in the PATH Intl. Advanced Instructor On-Site Certification offered on:

Date & Location: _____

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

Please complete or check the following:

For the purposes of horse and tack selection for the riding demonstration, my preferred seat:

English Western Please indicate: height _____ weight _____

- I am a current PATH Intl. Individual member. Membership number: _____
- I have taken the written exam on this date _____ OR
- I plan to take the written exam on-site
- I am 21 years of age or older
- I have completed ____hours of therapeutic riding teaching experience at a PATH Intl. Center (must be at least 120 hours)
- I have enclosed the Riding Instructor Resume form
- I have completed a PATH Intl. Approved Training Course - date _____ OR
 - Attend a Registered Instructor On-Site Workshop - date _____ OR
 - Attend an Advanced Instructor training prep workshop - date _____ OR
 - Attend a workshop/training developed by Candidate or PATH Intl. Center**
- * Must be done within two-years of application submission date.
- I have enclosed my personal resume (to include details of horsemanship and therapeutic riding experience)
- I have enclosed the PATH Intl. Center Reference
- I have enclosed the Personal Reference
- I have enclosed a copy of my current Adult/Child CPR certification card
- I have enclosed a copy of my current First Aid certification card
- Optional Educational Component Completed: _____ date: _____
- I have no disability/disabilities, injury or physical condition that might affect my ability to ride, handle, or be around horses at the PATH Intl. Advanced Instructor On-Site Certification **OR**
- I want PATH Intl., and the host site, to be aware of the following condition:

I require the following accommodations: _____

- I have enclosed my signed and dated PATH Intl. Liability Release and Emergency Medical Treatment Form
- I understand that, prior to the certification I will make a copy of all application materials to keep for my records
- I understand that I am responsible for all personal expenses during the examination process.

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

Applicants Signature _____ Date _____

I have enclosed \$_____ Advanced On-Site Certification Application fee

I wish to pay by:

Check (Make payable to PATH Intl. in U.S. Funds) Check # _____ VISA MasterCard American Express

Name as appears on Card _____

Credit Card Number _____ Expiration Date _____

Applicants Signature _____ Date _____

Send all forms and payment to the host site.

Riding Instructor Experience

Name _____

Address _____

Phone: Daytime _____ Evening _____ Cell _____

Fax _____ E-mail (required) _____

Are you a licensed therapist? PT _____ OT _____ Other Therapist _____

Is your PATH Intl. Individual Membership current? Yes No

If affiliated with a PATH Intl. center, list name: _____

EDUCATION

High School _____ Year _____ Diploma _____

College or Vocational _____ Year _____ Degree _____

Other Studies/Certificates/License _____ Year _____

Work Experience related to disabilities (other than therapeutic riding) _____

EQUESTRIAN BACKGROUND

Number of years riding _____ Owning a Horse _____ Number of years giving riding instruction _____

Type of instruction _____ Pony Club level _____ 4-H level _____

Your Equestrian Experience: _____

EXPERIENCE TEACHING RIDERS/DRIVERS WITH DISABILITIES

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

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

ADDITIONAL INFORMATION

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 PATH Intl. Center Reference and 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 _____ Age _____

Reference's Address _____ City _____ State _____

Zip/Postal Code _____ Profession _____

Phone: Daytime _____ Evening _____ Cell _____

In what capacity does the reference know the candidate?

Evaluate the candidate's knowledge of horses and horsemanship:

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

Evaluate the candidate's riding skills:

Signature of Reference _____ Date _____



PATH Intl. Center Reference

This reference must be different from Professional Reference and 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 _____

Phone: Daytime _____ Evening _____ Cell _____

In what capacity does the reference know the candidate?

How many hours of lesson instruction has the candidate completed at your center?

Evaluate the candidate's knowledge of horses and horsemanship:

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

Evaluate the candidate's riding skills:

Signature of Reference _____ Date _____



PATH Intl. Advanced Level Instructor Certification Liability Release Form

(Participant's Name) _____ would like to participate in the PATH Intl. Advanced Instructor On-Site Certification. I acknowledge the risks and potential for risks of horseback riding. However, I feel that the possible benefits to myself 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. Advanced Instructor On-Site Certification.

Signature _____ Date _____
(Candidate)

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, PATH Intl.'s website, exhibitions or for any other use for the benefit of PATH Intl. and equine assisted activities.

Signature _____ Date _____

For PATH Intl. Records

Name _____

Name of person(s) in photo _____

Address _____

City _____ State _____ Zip _____

Phone/email _____



PATH Intl. Advanced Instructor On-Site Certification Authorization for Emergency Medical Treatment Form

In the event emergency medical aid/treatment is required due to illness or injury during the process of participating in the Professional Association of Therapeutic Horsemanship International (PATH Intl.) Advanced Instructor On-Site Certification, or while being on the property of the host facility, I authorize the PATH Intl. Faculty to:

1. Secure and retain medical treatment and transportation if needed.
2. Release participant records upon request to the authorized individual or agency involved in the medical emergency treatment.

Participant's Name _____

Address _____

City/State/Zip _____

In the event that I cannot be reached, please contact:

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Physician's Name: _____ Phone: _____

Preferred Medical Facility: _____

Health Insurance Company: _____ Policy #: _____

Consent Plan

This authorization includes x-ray, surgery, hospitalization, medication and any procedure deemed "life saving" by the physician. This provision will only be invoked if the person listed below is unable to be reached.

Consent Signature: _____ Date: _____

(Participant, Parent or Guardian)

Print Name: _____ Phone: _____

Address: _____ City/State/Zip: _____



PATH Intl. Advanced Instructor On-Site Certification Authorization for Emergency Medical Treatment Form (Continued)

Non-Consent Plan

I do not give my permission for emergency medical treatment/aid in the case of illness or injury during the process of participating in the PATH Intl. Advanced Instructor On-Site Certification or while being on the property of the host facility. In the event emergency treatment/aid is required, I wish the following procedures to take place:

Non-Consent/Consent Signature: _____ Date: _____
(Participant, Parent or Guardian)

Print Name: _____ Phone: _____

Address: _____ City/State/Zip: _____



