



DRIVING 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. Driving Instructor Certification Program Application Booklet

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Mission

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

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

1-800-369-7433 (RIDE) / Fax: 303-252-4610 / e-mail: path@pathintl.org / www.pathintl.org

Updated June 2011



PATH
INTERNATIONAL

Welcome!

All application materials and payment will be sent to the host site you are attending for your certification testing.

Purpose of Certification

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.

The PATH Intl. Certified Driving Instructor has demonstrated the ability to drive a variety of horses to different vehicles, over varying terrain. This candidate has demonstrated thorough knowledge of driving skills, teaching driving and the ability to safely direct a driving program. This candidate has demonstrated skills to supervise others as assistants and volunteers in a driving program. This candidate receives a passing evaluation from all course faculties and has met the goals of the course.

To achieve PATH Intl. Driving Certification status, candidates must complete and pass the PATH Intl. Driving Certification. The certification includes practicum portions and examinations offered during the certification. At the conclusion of the certification, the candidate will be informed of the evaluator's recommendations for certification of Level I or Level II. Candidates will be notified of their final results in writing by the PATH Intl. office.

Level I: PATH Intl. Driving Instructor Level I is an individual who has at least 200 driving hours in a turnout, 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 long line, and has knowledge of vehicles and their maintenance.

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 horses, 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.

Please refer to the criteria in this booklet for Level I and II.

Auditors

An individual cannot audit the PATH Intl. Driving Instructor On-Site Certification; they can only audit the PATH Intl. Driving Hands On Workshop, the demo only workshop can not be audited.

Preparation

Being Physically Prepared

While the on-site process is an effective certification method it can also be a stressful experience. Remember that the on-site certification requires physical preparedness to complete. If you have any concerns regarding your ability to participate in any of the components of certification, based on physical or mental limitations due to disability, injury or medical condition, contact the PATH Intl. Office.

Recommended Resources

PATH Intl. Standards and Accreditation Manual (current edition) The manual is available for purchase as a hard copy or CD from the PATH Intl. online store, www.pathintl.org, or by calling the PATH Intl. office. PATH Intl. members may download the manual from the “members only” section of the PATH Intl. website.

The Essential Guide to Carriage Driving. Robyn Cuffey and Jaye-Allison Winkel, available from American Driving Society (ADS)

Easy and Enjoyable: Driving Your Horse, by Gloria Austin Productions, purchase from HorseTeam@aol.com, 352-753-3062

Drive Smartly, Drive Safely, A Carriage Association of America Information Booklet, available from The Carriage Association of American, Inc., (856) 935-1616 or ADS.

PATH Intl. Driving Instructor Manual, Received when complete the PATH Intl. Driving Instructor Workshop, that is a part of the PATH Intl. Driving Instructor On-Site Certification Process. PATH Intl. (800) 369-7433

PATH Intl. Instructor Educational Guide, 2nd edition, available from PATH Intl.

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

“Holding the Reins”, Interview with John Parker, purchase from ADS

PATH Intl. Driving On-Site Certification

The PATH Intl. Driving Certification Subcommittee has developed criteria which outline the skills and knowledge an instructor must possess in order to achieve certification as a PATH Intl. Certified Driving Instructor, Level I or II. Please take a moment to go through the following criteria to make sure you meet all the requirements: *See the enclosed criteria.*

Criteria to Apply for Certification

Prerequisites:

- Be a current member of PATH Intl.
- Be at least 21 years of age
- Complete a PATH Intl. Driving Workshop, hands on or demo only will count towards certification. (PATH Intl. Driving Workshop can be completed consecutively with a PATH Intl. Driving Instructor On-Site Certification, but it is not recommended.)

Additional Criteria:

- Candidate must have completed the PATH Intl. Driving Workshop within two years of attendance at a PATH Intl. Driving Instructor On-Site Certification.
- Candidate must have completed at least 2 Driving Clinics offered to the public within the past two years; OR must have had at least six (6) hours of private driving instruction in the past two years; OR must have competed in at least one sanctioned (USEF, ADS) Combined Driving Event (CDE) at the preliminary level or above OR have competed in at least one sanctioned (USEF, ADS) pleasure or breed show (in the driving division) OR have competed in at least one sanctioned (USEF, ADS) Arena Driving Trial (ADT) at the preliminary level or competed in harness racing or distance driving. (Documentation must be provided with application)
- Candidate must have a minimum of 200 hours of experience driving more than one horse/pony (this does not mean a pair/team, but experience with driving more than one single horse/pony in your practice), these hours do not have to be obtained at a PATH Intl. center. Out of the hours submitted a candidate must have a minimum of 25 hours of driving instruction/being taught driving/getting driving lessons OR be directly supervised by an instructor while you are driving for 25 hours (a letter from the instructor must be submitted or proof of clinic). If a candidate has the required number of hours to achieve Level II they will be evaluated for Level II at the certification.
- Candidate must complete the online PATH Intl. Center Accreditation Training (CAT) Course and Exam within a year of applying for certification. The PATH Intl. office will sign you up for the CAT exam once you register for certification with the host site. Note: registration does not take place immediately upon registering for certification.
- Candidate must have documentation of teaching driving

lessons for a minimum of 25 hours to students without disabilities within two years from application submission date. This does not need to be done at a PATH Intl. center. (Documentation must be provided with application, please use enclosed form)

- Candidate must successfully complete the PATH Intl. Driving Instructor Open Book Examination with a score of 92% or higher. (Applicants will be signed up for the exam once they register for certification with a host site. Note: registration for this exam will not take place immediately and the PATH Intl. office will e-mail you access information. First exam is at no cost to a PATH Intl. member, and resubmission fee is \$25.00)
- Candidate must know and will be tested on parts of the harness, their correct placement on a horse, and understand the function of the harness part.
- Candidate must know and will be tested on different kinds of harness & appropriate vehicle.
- Candidate must understand how to balance a two-wheel cart.
- Candidate must be able to demonstrate how to safely put a horse/pony to an appropriate vehicle.
- Candidate must be familiar with and will be tested on the PATH Intl. Standards for Driving.
- Candidate must be familiar with different styles of driving.
- Candidates must be able to ground drive a horse.
- Candidates must be able to drive with a whip and gloves.
- Candidates must be able to drive with reins in one hand.
- Candidate must be able to satisfactorily perform an abbreviated training level ADS driving test.
- Candidate must be able to satisfactorily complete a timed cones course.
- Candidate must be able to drive safely over a variety of terrain.
- Candidate must be able to evaluate horses/ponies for driving by individuals with disabilities.
- Candidate must be able to work with different disabilities.
- Candidate must have current Adult/Child CPR and First Aid Certification Cards.
- Candidates must submit all application materials and application fee.

If Candidate is not a PATH Intl. Certified Riding Instructor the following is also required –

- Documentation of a minimum of 25 hours of working with individuals with disabilities.
 - In any capacity, documentation must be provided with application
 - **If you complete this requirement by providing driving instruction to students with disabilities, this must be done under the guidance or direct supervision of a PATH Intl. Certified Driving Instructor, Level I or II. This must be added to the documentation provided with application.**

Evaluation Criteria

See enclosed Driving Instructor Criteria for Level I and II.

The following areas will be considered during the Driving Certification in evaluating each candidate's eligibility to become a PATH Intl. Certified Driving Instructor. All areas pertain to Level I certifications except as indicated.

Communication skills

- As a Program Director (Level II)
- As an Instructor
- As a team leader for volunteers
- As a participant in the certification
- Able to communicate with individuals with different disabilities

Horse management skills

- Ability to evaluate a horse as suitable for a PATH Intl. Driving Program
- Ability to recognize a horse that is stressed and what to do about it
- Ability to groom, harness and put a horse to a vehicle and unhitch
- Emergency situations

Knowledge of harness

- Parts of the harness
- Different kinds of harness and their uses
- Care of a harness and harness stress points
- Correct placement of a harness on the horse
- Function of harness parts

Driving skills

- Putting a horse to a vehicle and unhitching safely
- Driving a variety of equines in different conditions
- Satisfactorily completing driving skill tests (dressage, cross-country and cones)
- Reinsmanship including driving with 2 sets of reins & whip in one hand

Knowledge of adaptive vehicles and equipment

- Safely putting a person with disabilities into and out of vehicle
- Understand use of volunteers in a driving lesson
- Understand how to balance a two wheel cart

Lesson Plans

- Short & Long term, 8 week
- Knowledge of goals and objectives

Disabilities

- Knowledge of disabilities
- Understand characteristics of disabilities in relation to driving
- Knowledge of PATH Intl. contraindications and precautions

- Knowledge of safety rules and willingness to follow them
- Knowledge of PATH Intl. Core and Driving Standards
- Commitment to driving as a therapeutic, recreational and/or competitive activity for individuals with disabilities.
- Willingness to continue to improve driving skills and have fun yourself

Instruction

- Ability to teach a driving skill to a able-bodied driver per the criteria from the ground
- Ability to teach a driving skill to a driver who has a disability per the criteria from the ground

Evaluation Components

See enclosed Driving Instructor Criteria

The following are the components that will be evaluated during the Certification process. Successful completion of each component is required to achieve PATH Intl. Driving Instructor status at either Level I or II:

Section 1: The Driving Written Exam

Candidates will be given a written exam to complete. Successful score of 80% or higher must be achieved.

Section 2: Evaluation Component – Driving Skills

Candidate will be assigned one horse to demonstrate the following:

- Harness, ground drive, and put to

Section 3: Evaluation Component – Driving Skills

Candidates will be assigned a horse/carriage to drive a dressage test and a cones course.

Section 4: Evaluation Component – Instruction to able-bodied driver

Candidates will be asked to teach one of the four driving skills listed below to an able-bodied driver in 10 minutes from the ground. The lesson plan will need to be prepared before the start of the certification and handed into the evaluators the morning of day 1 based on the skill the candidate would like to teach. The host site will provide the able-bodied drivers who are capable of learning all four skills. If a candidate is being evaluated for Level II they must show a skill at the trot.

- Figure 8 walk/trot
- Serpentine walk/trot
- Change of diagonal walk/trot
- 40 meter circle walk/trot

If Candidate doesn't pass sections 2, 3 or 4, they MAY not be allowed to complete section 5.

Section 5: Evaluation Component – Instruction to driver with disability

Candidates will be asked to teach a lesson to a driver who has a disability in 20 minutes from the ground. The lesson plan will need to be prepared based on the horse/carriage assignments and driver profiles given to each candidate on day 1 and 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 profile given them.

Evaluation of Candidates

Following the completion of the lesson component on day 2, the Evaluators will meet to complete written reports on each candidate. Individual evaluation sessions will be scheduled at 15-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. Driving Instructor Certification Program.

If a candidate fails any section other than the written exam the entire certification must be completed again if the candidate is found not ready at the completion of the certification.

Sample Schedule

2 – 3 Day Certification

This schedule can vary depending on the number of candidates per certification and host site requirements/availability.

This schedule is based on a full 2-day certification with 8-10 candidates.

DAY 1: Evening: 6:00 – 8:00 PM (Section # 1)

Class Room:

- 6:00 Introductions
Share driving experiences
Goals of the Certification
- Criteria for Evaluation of the Participants
 - Four Golden Rules of Driving
 - Level I & Level II
- 6:45 Test – Exam (60)

Day 2: Morning: 7:45-12:00 (Section # 2)

Barn Area:

- 7:45 Turn in your lesson plan
8:00 Test –(4) harness a horse, Ground Drive, and put to (45) (Section # 3)
9:00 Test – Drive a Dressage Test and a cones course
Test – Put away horses, harness, and vehicles (Section # 2)
11:00 Test – (4) harness a horse, Ground Drive, and put to (45)
12:00 Lunch

Afternoon 12:00 – 5:00 (Section # 4)

Barn Area: (Able-bodied Intermediate driver)

- 12:00 – 12:15 Lesson # 1 (15)
12:20 - 12:35 Lesson # 2 (15)
12:40 - 12:55 Lesson # 3 (15)
BREAK
1:15 – 1:30 Lesson # 4 (15)
1:35 – 1:50 Lesson # 5 (15)
1:55 – 2:10 Lesson # 6 (15)
BREAK
2:30 – 2:45 Lesson # 7 (15)
2:50 – 3:05 Lesson # 8 (15)
4:00 Turn in lesson Evaluations
4:15 Give outline of students for Lesson
5:00 Done for the evening

Day 3 Morning: 7:50 – 12:00 (Section # 5)

Barn Area: (student with a disability)

- 7:45 Turn in your lesson plan
8:00 – 8:20 Lesson # 1 (20)
8:30 – 8:50 Lesson # 2 (20)
9:00 – 9:20 Lesson # 3 (20)
BREAK (JUST TO CHANGE TURNOUTS)
9:35 – 9:55 Lesson # 4 (20)
10:05 – 10:25 Lesson # 5 (20)
10:35 – 10:55 Lesson # 6 (20)
BREAK (JUST TO CHANGE TURNOUTS)
11:10 – 11:30 Lesson # 7 (20)
11:40 – 12:00 Lesson # 8 (20)
Turn in Lesson Evaluations 20 MIN AFTER YOUR LESSON
LUNCH 12:00 – 1:00

Afternoon:

- 12:30 – 2:30 Individual evaluations with Evaluators (15)

Application Policies & Procedures

It is recommended that candidates do not make non-refundable travel arrangements until a confirmation letter or email is received with travel and lodging information.

- All application deadlines are set by the host site, be sure to check the deadlines carefully.
- Application materials must be typed, or clearly written, and submitted to the host site.
- All application materials become the property of PATH Intl..
- Minimum attendance for each Certification will be based on the format of Certification and will be determined by the host site and evaluators on a case by case basis.
- If less than the minimum number of candidates register for a location by the application deadline, the Certification may be canceled. In this case, a full refund of the application fee will be provided.

Application Fee

Set by the host site.

Accommodation Requests

Requests for an accommodation to any part of the process **must be made in writing and submitted to the PATH Intl. office 60 days prior to certification.** All requests for accommodations will be reviewed by the PATH Intl. Driving Certification Subcommittee on an individual basis and applicants will be notified of the committee's decision. All requests relating to a medical reason must include a medical note. 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 PATH Intl. application fee will not be refunded.

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, driving, handling or being near horses. It is also the responsibility of the candidate to make PATH Intl., the host site and Evaluators aware of such condition. The host site must be made aware of any medical condition.

Cancellation Policy

Please make yourself aware of the host site's refund and cancellation policy.

Appeal Process

1. If a candidate is found not ready for PATH Intl. Driving Instructor status and would like to appeal the results, a written request for appeal may be submitted to the PATH Intl. Driving Certification Subcommittee, care of the PATH Intl. office, within 15 working days of receipt of written notification. The request must state the reasons for the appeal.
2. The Driving Certification Subcommittee will review the letter, application materials, examinations and score forms from the Certification.
3. If the Driving Certification Subcommittee affirms the failing score, the candidate may appeal in writing to the Appeals Committee of the PATH Intl. Certification Oversight Committee.
4. The PATH Intl. Certification Oversight Committee will appoint, from the Certification Oversight Committee, an Appeal Committee of at least three members. The Appeal Committee will not include any current members of the Driving Certification Subcommittee.
5. The Appeals Committee will review the original application materials, examinations and score forms from the Certification. Updated or new information

will not be taken into consideration.

6. The Appeals Committee will make its recommendation to the Board of Trustees. Decisions of the Board of Trustees will be final.

A candidate will be notified within approximately 60 days of submission of paperwork to the PATH Intl. Office.

Resubmission Policy

If a candidate fails any section of the certification other than the written exam the entire certification must be completed again if the candidate is found not ready for PATH Intl. Driving Instructor status. If the written exam is the only section that is not passing, a candidate may resubmit the on-site written exam only, \$35 re submission fee applies. If there are any other items in addition to the written exam that are found not ready, there isn't an option for resubmission, the entire certification, including the written exam must be completed again.

Compliance Process

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

Annual PATH Intl. Instructor Renewal:

- Maintain current PATH Intl. Instructor Membership
- Current Adult/Child CPR and First Aid Cards (*online courses not accepted*)
- **If a PATH Intl. Riding & Driving Instructor** – Attend at least one Driving Clinic per year, or 8 hours of individual instruction, or successful completion of a sanctioned (USAE, ADS) Combined Driving Event (CDE) at the preliminary level or above. These 8 hours are in addition to the 20 hours continuing education required for the Riding Instructor Certification.
- **If ONLY a PATH Intl. Driving Instructor**, must have 20 hours of continuing Education, 8 of which, have to be at least one Driving Clinic per year, OR 8 hours of individual instruction, OR successful completion of a sanctioned (USAE, ADS) Combined Driving Event (CDE) at the preliminary level or above OR completion of the PATH Intl. Driving Workshop (one time only).
- Maintain all annual compliance requirements for current level of PATH Intl. Instructor Certification status.
- PATH Intl. Signed Code of Ethics for Instructors

Failure to meet all compliance requirements of this Annual Instructor Renewal will result in loss of PATH Intl. Certified Instructor status, including Certified Driving Instructor status.

A Compliance Form for documentation is mailed annually with instructor membership renewals and is due back with membership renewal fee(s). 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 Driving 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.

Failure to meet all annual compliance requirements will result in forfeiture of instructor status. Please see reinstatement policy.

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.

Overview – PATH Intl. Driving Instructor On-Site Certification – How to get started

If you are interested in applying for PATH Intl. Driving Instructor Certification please review the following steps in order to start preparing for the necessary requirements. Please take a moment and go through the list below to see if you are ready to apply for a PATH Intl. Driving Instructor On-Site Certification.

Phase One:

- **Current PATH Intl. Membership** – if you are not already a PATH Intl. member this is the first step. The membership application is available on the web site at www.pathintl.org.
- **Adult/Child CPR and First Aid Certification** – Online certifications are NOT accepted. You will need to be certified in both Adult/Child CPR and basic First Aid. This should be completed before applying to attend a driving certification and front/back copies of card will need to be submitted with application materials or at any time to the PATH Intl. office.

■ **PATH Intl. Driving Open Book Examination** – This Open Book Exam must be successfully completed within 1 year of certification with a score of 92% or higher. The PATH Intl. office will sign each candidate up for this exam approximately 32 days prior to the certification. It is an open book exam of 50 questions and is taken online.

■ **PATH Intl. Online CAT (Center Accreditation Training) Course and Exam.** This is an online course designed to familiarize the candidate with the PATH Intl. Standards and Accreditation Manual. The PATH Intl. office will sign each candidate up for this exam approximately 32 days prior to the certification. This exam must be completed within a year of attendance at a Driving On-Site Certification whether you are a Registered Instructor or not. Re-take fee is \$10, initial exam is no cost to the certification candidate.

Phase Two:

■ **Self Assessment** – Please refer to criteria to apply and the criteria for each level in order to assess if you meet the criteria and can provide the necessary documentation to apply.

■ **Application & Application Fee** – Complete the application provided within this document and return it with other necessary documents required within the criteria and with the application fee to the host site.

Criteria – PATH Intl. Driving Level I Instructor Certification Criteria

A PATH Intl. Driving Level 1 Instructor must demonstrate basic levels of competency in Equine Management, Horsemanship, Driving Instruction, Teaching Methodology and Disabilities. The list below itemizes the skills and subject matter that a Driving Level 1 Instructor is expected to know.

DL1E. Equine Management

- DL1E. 1.0 PATH Intl. Standards
- DL1E. 1.1 Know and implement PATH Intl. Standards
- DL1E. 1.2 Know and implement PATH Intl. Driving Standards

DL1E. 2.0 Breeds/ Colors/ Markings/ Parts of the Horse

- DL1E. 2.1 Identify a horse by:
 - 1) age
 - 2) color and marking
 - 3) breed characteristics
 - 4) height and weight
- DL1E. 2.2 Know the parts of the horse

DL1E. 3.0 Horse Senses and Behavior

- DL1E. 3.1 Know the characteristics of the senses of the horse
- DL1E. 3.2 Know the characteristics of horse behavior

- DL1E. 3.3 Know how the senses of the horse and horse behavior affect driving safety
- DL1E. 3.4 Identify stable vices including:
 - 1) cribbing
 - 2) weaving
 - 3) biting and kicking
 - 4) wood chewing
 - 5) pawing

DL1E. 4.0 Feeds and Feeding

- DL1E. 4.1 Know feed requirements of the horse including:
 - 1) hay
 - 2) salt and minerals
 - 3) grain
 - 4) feeding intervals
 - 5) water
- DL1E. 4.2 Recognize signs of poor quality feed

DL1E. 5.0 Stable Management

- DL1E. 5.1 Identify appropriate protection for horses including:
 - 1) fly masks and bonnets
 - 2) shelter
 - 3) fly repellents
- DL1E. 5.2 Know horse manure handling methods for sanitary conditions of stall & turn out areas
- DL1E. 5.3 Identify bedding materials
- DL1E. 5.4 Identify potential stall hazards

DL1E. 6.0 Health and Sickness

- DL1E. 6.1 Know & recognize the signs of:
 - 1) behavior change
 - 2) rabies
 - 3) colic
 - 4) ringworm
 - 5) good health
 - 6) thrush
 - 7) laminitis
 - 8) weight loss
- DL1E. 6.2 Know and recognize when a horse is unsound
- DL1E. 6.3 Identify normal ranges and how to take TPR (temperature, pulse, respiration)
- DL1E. 6.4 Describe deworming, vaccination, hoof and teeth care programs
- DL1E. 6.5 Know first aid treatment for wounds

DL1E. 7.0 Grooming

- DL1E. 7.1 Identify and explain the use of grooming tools including:
 - 1) curry comb
 - 2) mane or tail comb
 - 3) hard or dandy brush
 - 4) soft or body brush

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| | 5) shedding blade | | |
| | 6) sponges | DL1E. 8.12 | look for stress points on harness. Know parts of the vehicles including but not limited to: |
| | 7) hoof pick | | 1) reach/perch |
| DL1E. 7.2 | Know how to bath a horse | | 2) fifth wheel |
| DL1E. 7.3 | Know how to cool down a horse following a work session | | 3) 2 types of springs |
| DL1E. 7.4 | Know how to clip a horse for maintenance including: | DL1E. 8.13 | 4) types of brakes |
| | 1) bridle path | DL1E. 8.14 | Know how to balance a two-wheeled cart |
| | 2) muzzle | | Know and demonstrate vehicle cleaning, care, and maintenance |
| | 3) fetlock | | |
| DL1E. 8.0 | Harness, Harnessing, and Vehicles | DL1E. 9.0 | Unsoundness and Blemishes / Form to Function |
| DL1E. 8.1 | Identify and know the purpose, use, and function of: | DL1E. 9.1 | Recognize the difference between a blemish and an unsoundness |
| | 1) harness parts (light horse) | DL1E. 9.2 | Identify and describe the foot falls and beats of the: |
| | 2) bits | | 1) walk |
| | 3) adaptive equipment | | 2) trot or jog |
| | 4) two sets of reins (one for Able-Bodied Whip and one for the student) | | 3) canter or lope |
| | 5) safety helmets | DL1E. 10.0 | Selection and Training |
| DL1E. 8.2 | Know the parts of harness | DL1E. 10.1 | Explain the characteristics of a therapeutic driving horse |
| | 1) light carriage harness | DL1E. 10.2 | Know how to train a horse to accept: |
| | 2) two types of draft collars | | 1) headers and sidewalkers |
| | 3) parts of the draft collars | | 2) ambulation aids |
| DL1E. 8.3 | Know how to harness a horse | | 3) game equipment |
| | 1) with a light carriage harness | | 4) mounting and dismounting procedures |
| | 2) with a draft collar | | 5) two sets of reins (one for Able-Body Whip and one for the student) |
| DL1E. 8.4 | Select and evaluate equipment needs for drivers and horses including: | DL1E. 10.3 | Recognize the need for a conditioning and maintenance program for therapeutic driving horses including: |
| | 1) type and size of carriage or cart (vehicle) | | 1) lunging |
| | 2) how the movement of the cart and carriage affects drivers with disabilities | | 2) long lining |
| | 3) how the harness affects horse | | 3) schooling |
| | 4) adaptive equipment | | 4) record keeping |
| DL1E. 8.5 | Know how to fit the harness to a horse | | |
| | 1) light carriage harness | DL1H. Horsemanship | |
| | 2) draft collar | DL1H. 1.0 | Horsemanship Preparation and Safety |
| DL1E. 8.6 | Know how to fit the vehicle to the horse | DL1H. 1.1 | Know and demonstrate the following: |
| DL1E. 8.7 | Know how to put horse to the vehicle including but not limited to: | | 1) haltering and leading |
| | 1) wrap straps/girth | | 2) tying a quick release knot |
| | 2) holdback straps | | 3) grooming and harnessing |
| | 3) competition shafts | | 4) proper driving attire |
| DL1E. 8.8 | Know how to handle two sets of reins | DL1H. 2.0 | Mounting and dismounting |
| DL1E. 8.9 | Know how and demonstrate a one-handed technique of reinmanship | DL1H. 2.1 | Know and demonstrate an equipment check prior to Able-Bodied Whip getting into vehicle |
| DL1E. 8.10 | Know how to educate team, including able-bodied whip, drivers and volunteers, in the use of the equipment | DL1H. 2.2 | Know and demonstrate assistance for mounting and dismounting a driver with disabilities |
| DL1E. 8.11 | Know and demonstrate harness cleaning, care, and maintenance, | | |

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| DL1H. 3.0 | Position | DL1H. 9.0 | Hours of Experience |
| DL1H. 3.1 | Know and demonstrate correct driving position | DL1H. 9.1 | Driving experience of 200 hours |
| DL1H. 3.2 | Know and demonstrate shortening and lengthening of reins | DL1I. Instruction | |
| DL1H. 3.3 | Know and demonstrate proper use position for a whip | DL1I. 1.0 | Horsemanship Preparation and Safety |
| DL1H. 4.0 | Gaits | DL1I. 1.1 | Instruct the following: |
| DL1H. 4.1 | Know and demonstrate: | | 1) haltering and leading |
| 1) | halt | | 2) tying a quick release knot |
| 2) | walk – free walk and working walk | | 3) grooming and harnessing |
| 3) | trot – working trot, strong trot | | 4) proper driving attire |
| 4) | rein-back | | 5) putting to vehicle |
| 5) | lengthening and shortening of the walk and trot | DL1I. 1.2 | 6) proper spacing when driving in a group |
| DL1H. 4.2 | Know and demonstrate light contact for all gaits | DL1I. 1.2 | Orient student to facility, stable rules, and safety rules |
| DL1H. 4.3 | Know and demonstrate straightness of the horse during all gaits | DL1I. 1.3 | Select horse for individual driver according to: |
| DL1H. 4.4 | Know and demonstrate the following transitions: | | 1) behavior/obedience |
| | 1) halt to walk | | 2) temperament/reliability |
| | 2) walk to halt | | 3) height |
| | 3) walk to trot | | 4) size |
| | 4) trot to walk | | 5) age |
| | 5) trot to halt | DL1I. 1.4 | 6) experience (alone and in company) |
| DL1H. 5.0 | Aids | DL1I. 1.4 | Know and implement PATH Intl. Standards and their compliance regarding driving lesson area |
| DL1H. 5.1 | Know and demonstrate the following natural aids: | DL1I. 1.5 | Orient student to vehicle including proper mounting and dismounting procedures |
| | 1) hands | DL1I. 1.6 | Instruct how to put the horse to the vehicle |
| | 2) voice | DL1I. 1.7 | Instruct a lesson with one turnout |
| DL1H. 5.2 | Know and demonstrate appropriate use of the whip | DL1I. 2.0 | Mounting and Dismounting |
| DL1H. 5.3 | Know how to set up and use a rein board | DL1I. 2.1 | Instruct the following: |
| DL1H. 6.0 | Movements | | 1) harness check prior to mounting |
| DL1H. 6.1 | Know half halt | | 2) vehicle check prior to mounting |
| DL1H. 6.2 | Know bending a horse through corners and on circles | | 3) mounting and dismounting |
| DL1H. 7.0 | Ring Figures | | 4) how to appropriately assist a student with disabilities during mounting and dismounting independently, partially assisted, fully assisted |
| DL1H. 7.1 | Know and demonstrate the following ring figures: | DL1I. 3.0 | Position |
| | 1) reverses (half-circle and diagonal) | DL1I. 3.1 | Instruct correct rein holding |
| | 2) circles | DL1I. 3.2 | Instruct body position in the vehicle |
| | 3) figure eight | DL1I. 3.3 | Instruct lengthening and shortening of reins |
| | 4) serpentine | DL1I. 3.4 | Instruct proper position and use of the whip |
| DL1H. 8.0 | Exercises and Games | DL1I. 4.0 | Gaits |
| DL1H. 8.1 | Know and demonstrate design and set up of obstacle course | DL1I. 4.1 | Instruct: |
| DL1H. 8.2 | Know and demonstrate design and set up a cones course | | 1) halt |
| DL1H. 8.3 | Know and demonstrate design of a simple dressage course | DL1I. 4.2 | 2) walk – free walk and working walk |
| | | | 3) trot – working, strong trot |
| | | | 4) rein-back |
| | | | Instruct light contact at all gaits |

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| DL1I. 4.3 | Instruct straightness of the horse at all gaits | | emergency numbers |
| DL1I. 4.4 | Instruct the following transitions: 1) halt to walk 2) walk to trot 3) trot to walk 4) trot to halt 5) walk to trot | DL1T. 2.0 DL1T. 2.1 | Record Keeping Verify the student forms are complete and updated for students that the Instructor teaches |
| DL1I. 5.0 | Aids | DL1T. 2.2 | Interpret student forms and apply the information to driving |
| DL1I. 5.1 | Instruct the following natural aids: 1) hands 2) voice | DL1T. 2.3 | Write and maintain progress notes on students |
| DL1I. 5.2 | Instruct the appropriate use of the whip | DL1T. 2.4 | Complete incident report as needed |
| DL1I. 6.0 | Movements | DL1T. 2.5 | Comply with confidentiality requirements |
| DL1I. 6.1 | Instruct half-halt | DL1T. 3.0 | Lesson Plans |
| DL1I. 6.2 | Instruct bending of the horse through corners and on circles | DL1T. 3.1 | Assess student's skills and determine goals and objectives for each driver |
| DL1I. 6.3 | Instruct the rein-back | DL1T. 3.2 | Develop a lesson plan to achieve the goals and objectives |
| DL1I. 7.0 | Ring Figures | DL1T. 3.3 | Choose activities and skills suitable for the objective of the lesson |
| DL1I. 7.1 | Instruct the following ring figures: 1) reverse (half-circle and diagonals) 2) figure eight 3) circles | DL1T. 4.0 | Teaching |
| DL1I. 8.0 | Exercises and Games | DL1T. 4.1 | Know and demonstrate teaching skills, to include: |
| DL1I. 8.1 | Instruct driving exercises at the walk and trot | | 1) safe and effective mounting and dismounting procedure |
| DL1I. 8.2 | Instruct drivers through a cones course | | 2) flexibility and adaptability in pursuit of stated teaching objectives |
| DL1I. 8.3 | Instruct drivers through an obstacle course | | 3) teaches to level of driver's physical and cognitive ability |
| DL1I. 8.4 | Utilize appropriate activities in the driving setting | | 4) fair and consistent in applying standards of behavior |
| DL1I. 9.0 | Ground and Stable lessons | | 5) shows genuine interest in each student's progress towards independence |
| DL1I. 9.1 | Instruct ground stable management lessons that are within the knowledge of the Driving Instructor Level 1 requirements | | 6) effective use of volunteers |
| DL1I. 9.2 | Instruct students on proper use of reins using a rein board | | 7) appropriate games and exercises |
| DL1T. Teaching Methodology | | | 8) appropriate, specific praise |
| DL1T. 1.0 | PATH Intl. Standards and Information | | 9) adapts and corrects equipment |
| DL1T. 1.1 | Know and implement PATH Intl. Standards and their requirements regarding student forms | | 10) provide what's, how's, why's |
| DL1T. 1.2 | Know PATH Intl. services available to the Driving Instructor | | 11) flexibility of teaching techniques |
| DL1T. 1.3 | Locate information about PATH Intl. Standards and Accreditation process | DL1T. 4.2 | 12) posture corrections |
| DL1T. 1.4 | Know PATH Intl. Driving Instructor Level 1 Certification Program | | 13) progression of driving skills |
| DL1T. 1.5 | Know and practice emergency procedures | | 14) rapport |
| DL1T. 1.6 | Know the location of the phone and | | 15) teaching environment |
| | | | 16) gives clear and concise instructions |
| | | | 17) control of class |
| | | | 18) ring presence |
| | | | Possess Instructor attributes, to include: |
| | | | 1) common sense |
| | | | 2) professionalism |
| | | | 3) ethical |
| | | | 4) punctual |
| | | | 5) organized |
| | | | 6) respect for students and horses |
| | | | 7) patience |
| | | | 8) self confidence |

- 9) positive attitude
 - 10) team player
 - 11) knowledge of subject at Driving Instructor Level 1 requirements
- DL1T. 4.3 Meet annual continuing education requirements: (current CPR and first aid, maintain PATH Intl. membership)
- DL1T. 5.0 Methods**
- DL1T. 5.1 Know the different learning styles for drivers with disabilities
- DL1T. 5.2 Know and use simple behavior management techniques to maintain class control
- DL1T. 5.3 Work with instructional team (Instructors, Therapists, Able-Bodied Whip, volunteers, students, families, and care providers) including:
- 1) develop rapport
 - 2) provide direction to Able-Bodied Whip, header and other volunteers during lesson
 - 3) assign volunteers to turnouts
 - 4) provide feedback to team members
- DL1T. 5.4 Identify dysfunctional behavior

DL1D Disabilities

DL1D. 1.0 Human Anatomy

- DL1D. 1.1 Identify parts of the human skeleton including:
- 1) clavicle
 - 2) humerus
 - 3) tibia
 - 4) cranium
 - 5) pelvis
 - 6) ulna
 - 7) femur
 - 8) radius
 - 9) vertebrae
 - 10) fibula
 - 11) scapula
- DL1D. 1.2 Know the terminology related to movement and posture:
- 1) abduction
 - 2) extension
 - 3) rotation
 - 4) adduction
 - 5) flexion

DL1D. 2.0 Disabilities

- DL1D. 2.1 Know definition, causes, characteristics, and teaching management for student's disabilities that the Instructor teaches
- DL1D. 2.2 Locate information pertaining to disabilities

- DL1D. 2.3 Self-evaluate instructional capabilities, facility environment, horse, vehicle, and personnel to determine students that can be accepted as drivers
- DL1D. 2.4 Know the impact of the movement of the vehicle on the driver's body
- DL1D. 2.5 Know the benefits of Therapeutic Driving
- DL1D. 2.6 Know and demonstrate handling techniques for mounting and dismounting, postural alignment
- DL1D. 2.7 Know and demonstrate good body mechanics during mounting and dismounting.

Criteria – PATH Intl. Driving Level II Instructor Certification Criteria

A PATH Intl. Driving Level II Instructor must demonstrate advanced levels of competency in Equine Management, Horsemanship, Driving Instruction, Teaching Methodology and Disabilities. The list below itemizes the skills and subject matter that a Driving Level II Instructor is expected to know. A Driving Level II Instructor is expected to know all of Driving Level I criteria and additional criteria for Level II.

DL2E. Equine Management

- DL2E. 1.0 PATH Intl. Standards
- DL2E. 1.1 Know and implement PATH Intl. Standards
- DL2E. 1.2 Know and implement PATH Intl. Driving Standards

DL2E. 2.0 Breeds/ Colors/ Markings/ Parts of the Horse

- DL2E. 2.1 Identify and describe a horse by:
- 1) age
 - 2) color and marking
 - 3) breed characteristics
 - 4) height and weight
- DL2E. 2.2 Know the parts of the horse

DL2E. 3.0 Horse Senses and Behavior

- DL2E. 3.1 Know the characteristics of the senses of the horse
- DL2E. 3.2 Know the characteristics of horse behavior
- DL2E. 3.3 Know how the senses of the horse and horse behavior affect driving safety
- DL2E. 3.4 Identify and know the cause and management of stable vices including:
- 1) cribbing
 - 2) weaving
 - 3) biting and kicking
 - 4) wood chewing
 - 5) pawing

DL2E. 4.0 Feeds and Feeding

- DL2E. 4.1 Know feed requirements of the horse including:

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| | 1) hay | | 18) distemper (strangles) |
| | 2) salt and minerals | DL2E. 6.2 | Know and recognize when a horse is unsound |
| | 3) grain | DL2E. 6.3 | Identify normal ranges and how to take TPR (temperature, pulse, respiration) |
| | 4) feeding intervals | DL2E. 6.4 | Describe, schedule, and maintain records for deworming, vaccination, hoof and teeth care programs |
| | 5) water | | |
| | 6) supplements | DL2E. 6.5 | Know first aid treatment for: |
| DL2E. 4.2 | Recognize signs of poor quality feed | | 1) wounds |
| DL2E. 4.3 | Identify and describe different types of forages and feed | | 2) proud flesh |
| DL2E. 4.4 | Know the pros and cons of different types of feed | | 3) sprains, strains, bruises |
| DL2E. 4.5 | Recognize the need to change feed requirements | | 4) shock |
| | | | 5) over heating |
| DL2E. 5.0 | Stable Management | DL2E. 7.0 | Grooming |
| DL2E. 5.1 | Identify appropriate protection for horses including: | DL2E. 7.1 | Identify and explain the use of grooming tools including: |
| | 1) fly masks and bonnets | | 1) curry comb |
| | 2) shelter | | 2) mane or tail comb |
| | 3) fly repellents | | 3) hard or dandy brush |
| DL2E. 5.2 | Know horse manure handling methods for sanitary conditions of stall & turnout areas | | 4) soft or body brush |
| | | | 5) shedding blade |
| DL2E. 5.3 | Identify bedding materials | | 6) sponges |
| DL2E. 5.4 | Identify potential stall and pasture hazards | | 7) hoof pick |
| | | | 8) sweat scrapper |
| DL2E. 5.5 | Identify pest concerns | DL2E. 7.2 | Know how to give a horse a routine, fungicide, liniment and medicated bath |
| DL2E. 5.6 | Identify and know the use of blankets, sheets, coolers and turnout rugs | DL2E. 7.3 | Know how to cool down a horse following a work session including the use of liniments |
| DL2E. 5.7 | Identify and know how to apply the following boots and bandages: | DL2E. 7.4 | Know how to clip a horse for maintenance including: |
| | 1) bell, splint and ankle boots | | 1) bridle path |
| | 2) shipping | | 2) muzzle |
| | 3) easy boots | | 3) fetlock |
| | 4) standing, support and exercise bandages | DL2E. 7.5 | Identify and know the purpose of the following clips |
| DL2E. 6.0 | Health and Sickness | | 1) blanket |
| DL2E. 6.1 | Know and recognize the signs of: | | 2) body |
| | 1) behavior change | | 3) trace |
| | 2) rabies | | |
| | 3) colic | DL2E. 8.0 | Harness, Harnessing, and Vehicles |
| | 4) ringworm | DL2E. 8.1 | Identify and know the purpose, use, and function of: |
| | 5) good health | | 1) bits: multiple rein placement |
| | 6) thrush | | • liverpool |
| | 7) laminitis | | • butterfly |
| | 8) weight loss | | • buxton |
| | 9) influenza | | • elbow |
| | 10) scratches | | • wilson snaffle |
| | 11) tetanus | | 2) adaptive equipment |
| | 12) choking | | 3) two sets of reins (one for Able-Bodied Whip and one for the student) |
| | 13) lice | | |
| | 14) ticks | | |
| | 15) abscesses | | |
| | 16) dehydration | | |
| | 17) rain rot | | |

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| | 4) safety helmets | | 1) bog and bone spavins |
| | 5) long-lines | | 2) laminitis |
| | 6) whips: | | 3) sidebone |
| | • drop thong | | 4) bowed tendon |
| | • buggy | | 5) navicular |
| | • bow top | | 6) shoe boil |
| DL2E. 8.2 | Know the parts of harness | | 7) capped hocks and elbows |
| | 1) light carriage harness | | 8) parrot mouth |
| | 2) two types of draft collars | | 9) splints |
| | 3) parts of the draft collars | | 10) contracted heels |
| DL2E. 8.3 | Know how to harness a horse | | 11) quarter crack |
| | 1) with a light carriage harness | | 12) thoroughpins |
| | 2) with a draft collar | | 13) curbs |
| DL2E. 8.4 | Select and evaluate equipment needs for drivers and horses including: | | 14) ringbone |
| | 1) type and size of carriage or cart (vehicle) | | 15) windpuffs |
| | 2) how the movement of the cart and carriage affects drivers with disabilities | | 16) heaves |
| | 3) how the harness affects horse | DL2E. 9.2 | 17) roaring |
| | 4) adaptive equipment | | Identify and describe the foot falls and beats of the: |
| DL2E. 8.5 | Know how to fit the harness to a horse | | 1) walk |
| | 1) light carriage harness | | 2) trot or jog |
| | 2) draft collar | | 3) canter |
| DL2E. 8.6 | Know how to fit the vehicle to the horse | DL2E. 9.3 | 4) rein-back |
| DL2E. 8.7 | Know how to put horse to the vehicle including but not limited to: | | Describe and demonstrate tempo, rhythm, impulsion and tracking up |
| | 1) wrap straps/girth | DL2E. 10.0 | Selection and Training |
| | 2) holdback straps | DL2E. 10.1 | Explain the characteristics of a therapeutic driving horse |
| | 3) competition shafts | DL2E. 10.2 | Know how to train a horse to accept |
| DL2E. 8.8 | Know how to handle two sets of reins | | 1) headers and sidewalkers |
| DL2E. 8.9 | Know how and demonstrate a one-handed technique of reinmanship | | 2) ambulation aids |
| DL2E. 8.10 | Know how to educate team, including able-bodied whip, drivers and volunteers, in the use of the equipment | | 3) game equipment |
| | | | 4) mounting and dismounting procedures |
| | | | 5) two sets of reins (one for Able-body Whip and one for the student) |
| DL2E. 8.11 | Know and demonstrate harness cleaning, care, and maintenance, look for stress points on harness. | DL2E. 10.3 | Design, implement and recognize the individual needs for a conditioning, schooling and maintenance program for therapeutic driving horses including: |
| DL2E. 8.12 | Know parts of the vehicles including but not limited to: | | 1) lunging |
| | 1) reach/perch | | 2) long lining |
| | 2) fifth wheel | | 3) schooling |
| | 3) 2 types of springs | | 4) record keeping |
| | 4) types of brakes | | 5) suppling |
| DL2E. 8.13 | Know how to balance a two wheeled cart | | 6) amount of weight a horse should pull |
| DL2E. 8.14 | Know and demonstrate vehicle cleaning, care, and maintenance | DL2H. Horsemanship | |
| DL2E. 9.0 | Unsoundness and Blemishes / Form to Function | DL2H. 1.0 | Horsemanship Preparation and Safety |
| DL2E. 9.1 | Recognize the difference between a blemish and an unsoundness on a horse. Describe and locate the following blemishes and unsoundness: | DL2H. 1.1 | Know and demonstrate the following: |
| | | | 1) haltering and leading |
| | | | 2) tying a quick release knot |
| | | | 3) grooming and harnessing |
| | | | 4) proper driving attire |
| | | | 5) putting to vehicle |

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| DL2H. 2.0 | Mounting and dismounting | DL2H. 6.0 | Movements |
| DL2H. 2.1 | Know and demonstrate an equipment check prior to Able-Bodied Whip getting into vehicle | DL2H. 6.1 | Know half halt |
| DL2H. 2.2 | Know and demonstrate assistance for mounting and dismounting a driver with disabilities | DL2H. 6.2 | Know bending a horse through corners and on circles |
| DL2H. 3.0 | Position | DL2H. 6.3 | Know the rein-back |
| DL2H. 3.1 | Know and demonstrate correct driving position | DL2I. 6.2 | Instruct bending of the horse through corners and on circles |
| DL2H. 3.2 | Know and demonstrate shortening and lengthening of reins | DL2I. 6.3 | Instruct the rein-back |
| DL2H. 3.3 | Know and demonstrate proper use position for a whip | DL2I. 7.0 | Ring Figures |
| DL2H. 3.4 | Know and demonstrate the proper position of footrests in the vehicles | DL2I. 7.1 | Instruct the following ring figures: 1) reverse (half-circle and diagonals) 2) figure eight 3) circles 4) Half Circles 5) Serpentine |
| DL2H. 4.0 | Gaits | DL2I. 8.0 | Exercises and Games |
| DL2H. 4.1 | Know and demonstrate: 1) halt 2) walk – free walk and working walk 3) trot –slow, working, strong 4) rein-back 5) lengthening and shortening of the walk and trot | DL2I. 8.1 | Instruct driving exercises at the walk and trot |
| DL2H. 4.2 | Know and demonstrate different degrees of contact for walk, trot, and halt | DL2I. 8.2 | Instruct drivers through a cones course |
| DL2H. 4.3 | Know and demonstrate straightness of the horse during walk, trot and halt | DL2I. 8.3 | Instruct drivers through an obstacle course |
| DL2H. 4.4 | Know and demonstrate the following transitions: 1) halt to walk 2) walk to halt 3) walk to trot 4) trot to walk 5) trot to halt 6) halt to trot | DL2I. 8.4 | Utilize appropriate activities in the driving setting |
| DL2H. 5.0 | Aids | DL2I. 8.5 | Instruct a driver through a dressage course |
| DL2H. 5.1 | Know and demonstrate the following natural aids: 1) hands 2) voice | DL2I. 9.0 | Ground and Stable lessons |
| DL2H. 5.2 | Know and demonstrate appropriate use of the whip | DL2I. 9.1 | Instruct ground stable management lessons that are within the knowledge of the PATH Intl. Driving Level II Instructor requirements |
| DL2H. 5.3 | Know how to set up and use a rein board | DL2I. 9.2 | Instruct students on proper use of reins using a rein board |
| DL2H. 5.4 | Know and demonstrate two different styles of handling the reins | DL2T. Teaching Methodology | |
| DL2H. 5.5 | Know and demonstrate driving one handed | DL2T. 1.0 | PATH Intl. Standards and Information |
| DL2H. 5.6 | Know and demonstrate driving with two sets of reins | DL2T. 1.1 | Know and implement PATH Intl. Standards and their requirements regarding student forms |
| DL2H. 5.7 | Identify and know the purpose of: 1) Side check 2) Over check | DL2T. 1.2 | Know PATH Intl. services available to the Driving Instructor |
| | | DL2T. 1.3 | Locate information about PATH Intl. Standards and Accreditation process |
| | | DL2T. 1.4 | Know PATH Intl. Driving Level II Instructor Certification Program |
| | | DL2T. 1.5 | Know and practice emergency procedures |
| | | DL2T. 1.6 | Know the location of the phone and emergency numbers |
| | | DL2T. 2.0 | Record Keeping |
| | | DL2T. 2.1 | Verify the student forms are complete and updated for students that the Instructor teaches |
| | | DL2T. 2.2 | Interpret student forms and apply the information to driving |

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| DL2T. 2.3 | Write and maintain progress notes on students | | 10) team player |
| DL2T. 2.4 | Complete incident report as needed | | 11) flexible |
| DL2T. 2.5 | Comply with confidentiality requirements | | 12) knowledge of subject at PATH Intl. Driving Level II Instructor requirements |
| DL2T. 3.0 | Lesson Plans | | |
| DL2T. 3.1 | Assess student's skills and determine goals and objectives for each driver | DL2T. 4.3 | Meet annual continuing education requirements: (current CPR and first aid, maintain PATH Intl. membership, and 20 hrs of continuing education) |
| DL2T. 3.2 | Develop a lesson plan to achieve the goals and objectives | | |
| DL2T. 3.3 | Choose activities and skills suitable for the objective of the lesson | DL2T. 5.0 | Methods |
| DL2T. 3.4 | Know the definition of an IEP (Individual Education Plan) | DL2T. 5.1 | Know the different learning styles for drivers with disabilities |
| DL2T. 3.5 | Demonstrate organization in the lesson sequence that promotes progression | | 1) Auditory |
| DL2T. 4.0 | Teaching | DL2T. 5.2 | Know and use behavior management techniques to maintain class control |
| DL2T. 4.1 | Know and demonstrate teaching skills, to include: | DL2T. 5.3 | Work with instructional team (Instructors, Therapists, Able-Bodied Whip, Volunteers, Students, Families, and Care Providers) including: |
| | 1) safe and effective mounting and dismounting procedure | | 1) develop rapport |
| | 2) flexibility and adaptability in pursuit of stated teaching objectives | | 2) provide direction to Able-Bodied Whip, header and other volunteers during lesson |
| | 3) teaches to level of driver's physical and cognitive ability | | 3) assign volunteers to turnouts |
| | 4) fair and consistent in applying standards of behavior | DL2T. 5.4 | 4) provide feedback to team members |
| | 5) shows genuine interest in each student's progress towards independence | DL2T. 5.5 | Identify dysfunctional behavior |
| | 6) effective use of volunteers | DL2T. 5.6 | Provide initial and ongoing team training |
| | 7) appropriate games & exercises | | Develop the instructional team to include the role of: |
| | 8) appropriate, specific praise | | 1) instructor |
| | 9) adapts and corrects equipment | | 2) support professionals |
| | 10) provide what's, how's, why's | | 3) therapist |
| | 11) flexibility of teaching techniques | DL2T. 5.7 | 4) teamwork concepts |
| | 12) posture corrections | | Determine driver placement according to disability, age, size, skill and ability |
| | 13) progression of driving skills | DL2T. 5.8 | Know and implement the following teaching techniques: |
| | 14) rapport | | 1) cueing |
| | 15) teaching environment | | 2) repetition |
| | 16) gives clear and concise instructions | | 3) modeling |
| | 17) control of class | | 4) prompting |
| | 18) ring presence | DL2T. 5.9 | Know and implement the following teaching prompts & cues: |
| DL2T. 4.2 | Possess instructor attributes, to include: | | 1) gradual guidance |
| | 1) common sense | | 2) tactile |
| | 2) professionalism | | 3) hand over hand |
| | 3) ethical | | 4) verbal |
| | 4) punctual | | 5) independent |
| | 5) organized | | 6) visual |
| | 6) respect for students and horses | DL2T. 5.10 | Know, develop and evaluate a task analysis for a skill |
| | 7) patience | | |
| | 8) self confidence | | |
| | 9) positive attitude | | |

DL2T. 5.11 Develop and utilize a teaching system that is challenging, educational and promotes skill progression

DL2D Disabilities

DL2D. 1.0 Human Anatomy

DL2D. 1.1 Identify parts of the human skeleton including:

- 1) clavicle
- 2) humerus
- 3) tibia
- 4) cranium
- 5) pelvis
- 6) ulna
- 7) femur
- 8) radius
- 9) vertebrae
- 10) fibula
- 11) scapula

DL2D. 1.2 Know the terminology related to movement and posture:

- 1) abduction
- 2) extension
- 3) rotation
- 4) adduction
- 5) flexion

DL2D. 1.3 Know the muscles that are important to driving

DL2D. 1.4 Know the parts of the brain

DL2D. 2.0 Disabilities

DL2D. 2.1 Know definition, causes, characteristics, and teaching management for the following disabilities:

- 1) Amputation
- 2) Fetal Alcohol Syndrome
- 3) Apraxia
- 4) Hearing Impaired
- 5) Arthritis
- 6) Hydrocephalus
- 7) Asthma
- 8) Learning Disability
- 9) Attention Deficit Disorders
- 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
- DL2D. 2.2 Locate information pertaining to disabilities
- DL2D. 2.3 Self-evaluate instructional capabilities, facility environment, horse, vehicle, and personnel to determine students that can be accepted as drivers
- DL2D. 2.4 Know the impact of the movement of the vehicle on the driver's body
- DL2D. 2.5 Know the benefits of therapeutic driving
- DL2D. 2.6 Know and demonstrate handling techniques for mounting, dismounting and postural alignment
- DL2D. 2.7 Know and demonstrate good body mechanics during mounting and dismounting.
- DL2D. 2.8 Know precautions and contraindications to driving

PATH Intl. Driving Instructor Certification Application Form

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

Prerequisites:

- I am a current PATH Intl. member
- I am a current PATH Intl. Certified Riding Instructor at level: N/A Registered Advanced Master
- I am 21 years of age or older
- I have completed a PATH Intl. Driving Workshop on: _____
- Workshop is within two-years of application submission date and I have enclosed a copy of the workshop certificate

Criteria to apply:

- I have enclosed payment information for the \$500 for the Driving Instructor certification application fee
- I have completed _____ hours experience of driving horses and enclosed the documentation form (200 required)
- Please list number of driving hours completed in the last: _____ 2 yrs _____ 1 yr _____ 6 mos.
- I have enclosed the PATH Intl. Driving Certification **Application Checklist** and all necessary documentation that is requested
- 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 on-site certification process.
- Please list the following so we can appropriately pair horse/carriage: **Height:** _____ **Weight:** _____
- I have do not have a disability, injury or physical condition that might affect my ability to drive, handle, or be around horses at the PATH Intl. Driving Instructor On-Site Certification OR
- I want PATH Intl., and the host site, to be aware of the following condition and/or I require the following accommodations:

I do hereby affirm that the information stated above and within this application is accurate and factual. I have read the cancellation policy and am aware that no exceptions will be made at the workshop or the certification if both events are completed consecutively. I am also aware that the certification application fee cannot be transferred to another driving certification or refunded if not within the timeframe detailed in the cancellation policy.

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.

PATH Intl. Driving Certification Application Checklist

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 have enclosed the following documentation with my application:

** use enclosed form and attach additional documentation as needed.*

- Application Form and Application Fee*
- Application Checklist*
- Driving Resume and/or Personal Resume*
- Personal Reference*
- Professional Reference*
- Self Evaluation*
- Copy of current Adult/Child certification card (online courses not accepted, front/back copies)
- Copy of current First Aid certification card (online courses not accepted, front/back copies)
- PATH Intl. Liability Release Form*
- Emergency Medical Treatment Form*
- PATH Intl. Photo Release*
- Documentation of completion of at least 2 Driving Clinics offered to the public within the past two years; OR must have had at least six (6) hours of private driving instruction in the past two years; OR must have competed in at least one sanctioned (USEF, ADS) Combined Driving Event (CDE) at the preliminary level or above OR have competed in at least one sanctioned (USEF, ADS) pleasure or breed show (in the driving division) OR have competed in at least one sanctioned (USEF, ADS) Arena Driving Trial (ADT) at the preliminary level or competed in harness racing or distance driving.
- Documentation of completion of a minimum of 200 hours of experience driving more than one horse/pony (this does not mean a pair/team, but experience with driving more than one single horse/pony in your practice), 25 hours must have been with an instructor or taught at a clinic offered to the public (a letter from the instructor must be submitted or proof of clinic as documentation)*
- Documentation of completion of teaching a minimum of 25 hours of driving instruction to students without disabilities completed within the last two years.
- I am not a PATH Intl. Certified Riding Instructor so I have included documentation of a minimum of 25 hours of working with individuals with disabilities.
- Documentation of successful completion of the Driving Open Book Exam and/or I have enclosed the completed Driving Open Book Exam for grading. (Letter/email will be sent upon being graded)
- Documentation of successful completion of the online Center Accreditation Training (CAT) Course and Exam (Documentation may include the email or certificate from Coursewebs indicating a passing score on the exam)

I know and can demonstrate the following—

- Candidate must know and will be tested on different kinds of harness & appropriate vehicle
- Candidate must understand how to balance a two-wheel cart
- Candidate must be able to demonstrate and will be tested on how to safely put a horse/pony to an appropriate vehicle
- Candidate must be familiar with different styles of driving
- Candidates must be able to ground drive a horse
- Candidates must be able to drive with a whip and gloves
- Candidates must be able to drive with reins in one hand
- Candidate must be able to satisfactorily perform an abbreviated training level ADS driving test
- Candidate must be able to satisfactorily complete a timed cones course
- Candidate must be able to drive safely over a variety of terrain
- Candidate must be able to evaluate horses/ponies for driving by individuals with disabilities
- Candidate must be able to work with different disabilities

Driving Instructor Resume



Name _____ PATH Intl. Member # _____

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 _____ Number of years driving _____ Owning a Horse _____

Number of years giving riding instruction _____ Number of years giving driving instruction _____

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

Your Equestrian (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 horses: _____ # 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 |
|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Mental Impairments | <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 Trauma | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Visual Impairments | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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 | | | |

ADDITIONAL INFORMATION

Professional organizations of which you are a member _____

Articles/books/lectures you have done _____

Print Name: _____ Signature: _____ Date: _____

Professional Reference

This reference must be familiar with applicant's driving experience.

Instructor Certification Candidate's Name: _____

Name of Reference _____ Age _____

Address _____ City _____ State _____

Zip/Postal Code _____ Profession _____

Phone: Daytime _____ Evening _____ Cell _____

In what capacity does the reference know the candidate?

How many hours of of driving instruction has the applicant completed?

Evaluate the candidate's knowledge of horses and horsemanship:

Evaluate the candidate's understanding of individuals with disabilities and driving:
(Please attach extra sheets if needed)

Signature of Reference _____ Date _____

Title _____



Personal Reference

This reference must be familiar with applicant's driving experience

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?

How many hours of driving instruction has the applicant completed?

Evaluate the candidate's knowledge of horses and horsemanship:

Evaluate the candidate's understanding of individuals with disabilities and driving:
(Please attach extra sheets if needed)

Signature of Reference _____ Date _____



Path Intl. Driving Instructor Certification Liability Release Form

(Participant's Name) _____ would like to participate in the PATH Intl. Driving 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., it's 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 Certification.

Signature _____ Date _____
(Participant, Parent or Guardian)

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. Driving Instructor 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.) Driving Instructor 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. Driving Instructor 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: _____



