



PATH

INTERNATIONAL

Professional Association of Therapeutic
Horsemanship International

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

Mentor Training Workshop

Intent to Host Packet



Mentor Training Workshop Intent to Host Packet

Dear PATH Intl. Center,

Thank you for your interest in the Professional Association of Therapeutic Horsemanship International (PATH Intl.) Mentor Training Workshop. Following is the information concerning the process and requirements. Please review the information and feel free to call if you have any questions regarding the process.

If you decide that your center or region meets the requirements and would like to host a Mentor Training Workshop, please follow the directions and complete the *Intent to Host Form* included with this packet. This *Intent to Host Form* should be returned to the PATH Intl. office for approval to host. Please keep this packet for use throughout your workshop, as this information will be valuable before, during and after the event!

Upon receipt of your *Intent to Host Form*, you will be sent the second packet of materials and information needed if approved as a host site for the workshop.

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



Mentor Training Workshop

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

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

- ▶ Host Site Requirements
- ▶ Budget Information
- ▶ Intent to Host Form

If your PATH Intl. center decides to host a Mentor Training Workshop the contact person must complete and return the *Intent to Host Form* to PATH Intl.. Upon receipt of the *Intent to Host Form* and approval, PATH Intl. sends a Host Site Confirmation and Forms Packet to the Host Site, including the following items:

- ▶ Host Site Confirmation
- ▶ Materials Order Form (to be submitted to PATH Intl. by designated deadline which is 32 days prior to start of Mentor Training Workshop)
- ▶ Recommended Policies for use by the Host Site
- ▶ Proposed Workshop Schedule

By the established deadline date on the Materials Order Form, the Host Site completes the Materials Order Form and submits it to PATH Intl. with the appropriate fees. If the Materials Order Form is returned after the deadline a late fee and express shipping costs will be assessed. Upon receipt of the Materials Order Form PATH Intl. sends the Host Site Final Forms Packet and Workshop manuals. The Host Site Final Forms Packet includes:

- ▶ Workshop Manuals (based on number from Materials Order Form)
- ▶ Certificates for Workshop participants (based on number from Materials Order Form)
- ▶ Workshop Evaluation Form*
- ▶ Workshop Site Evaluation Form*
- ▶ Check Acknowledgement Letter
- ▶ Mentor Code of Ethics Form* (must be signed by attendees in order for them to be on the official PATH Intl. Mentor List)
- ▶ Associate Faculty Evaluation & Recommendation Forms (Lead faculty must complete)
- ▶ Final Accounting Statement (**must be sent into the PATH Intl. office within five working days following conclusion of workshop.**)

At the conclusion of the Workshop, the Host Site returns unused manuals and completes the Final Accounting Statement and submits it with the amount due.

**One original form is included in the packet. Copies to be made by Host Site as needed*



Mentor Training Workshop Host Site Process

Pre-Workshop

The Host Site:

1. Determines if all requirements are met to host a PATH Intl. Mentor Training Workshop. *Review Host Site Requirements.*
2. Contracts with two PATH Intl. Mentor Training Faculty to conduct the Workshop. At least one of the Faculty must have Lead status (options are two Lead or one Lead and one Associate)—see enclosed list. Contract will include fees to be paid to PATH Intl. **prior to workshop** and expenses (i.e. transportation, meals, accommodations, and parking) to be paid directly to Faculty **at the conclusion of the workshop**. Faculty have the contract forms to be completed.

Faculty fees are \$250 per day for both lead and associate or a total of \$375 each for a 1½ day workshop. Faculty are to complete a signed contract with the host site to cover meals, travel, lodging, etc.
3. Completes *Intent to Host Form* and return it to the PATH Intl. Office. Upon receipt of *Intent to Host Form*, PATH Intl. sends to the center the Host Site Confirmation and Forms Packet.
4. Assesses budgetary requirements and determines Workshop fees. ***Review Budget Recommendations.*** Options include the cost of lodging and meals within workshop fee or separately by participants.
5. Is responsible for advertising and marketing the PATH Intl. Mentor Training Workshop. Any administrative or schedule details from the Host Site should also be included. It is not appropriate to use the word therapy in your advertising.
6. Works with contracted Faculty to make sure all necessary requirements are in place to ensure a smooth running Workshop process. *Review Host Site Requirements.*
7. Registers Workshop Participants (maximum number dependent on class room space available.)
 - All PATH Intl. members are eligible to participate in Mentor Training Workshops. However, only current instructor members will be listed on the PATH Intl. website and in *STRIDES* as mentors.
 - All registered participants submitted by the Host Site will be enrolled in the online Cat Course and the online Registered Instructor Self-Study, the two prerequisites for workshop attendees. Attendees should bring a copy of the on-line self study and the booklet/criteria for the certification and/or specialty certification in which a PATH Intl. Instructor Certification is held.
 - If a Host Site allows participants to enroll after the Material Forms deadline, PATH Intl. must be notified of the added participants. Late fee charges and express shipping costs may be assessed.
 - Note for Regions: Since PATH Intl. has direct visibility to registrants enrolling in a Mentoring Workshop affiliated with a PATH Intl. Region Conference through online registration, registrants will be added to the online courses on a weekly basis.



Mentor Training Workshop Host Site Process (cont.)

8. Ensures that all paperwork is completely filled out for all Workshop attendees.
9. Completes the *Materials Order Form* for the Workshop Manuals by deadline date provided by PATH Intl. which is 32 days prior to the Mentoring Workshop. Includes a check with the Materials Order Form for materials and Faculty fees. These fees are due to PATH Intl. before materials can be sent.
10. Notifies **the PATH Intl. office of late registrants not included on Materials Order Form prior to the Workshop.**

Advertising:

When preparing marketing materials for your region conference or center workshop brochure to advertise your workshop please be sure to note that on-line registration for both the CAT and Self Study courses are included in the registration fees. Feel free to use copy from the suggestions below:

The purpose of this PATH Intl. workshop is to increase the professionalism and knowledge within our industry. Be a mentor! The mentor/mentee partnership is an agreement between two people who share experiences and expertise to help with personal and professional growth. This interactive training provides PATH Intl. Certified Instructors with an overview of the role of the mentor within the EAAT industry and the necessary skills and tools to apply this knowledge to mentor other instructor candidates and/or create a mentoring program.

Once registered you are required to complete the PATH Intl. CAT Course and Registered Instructor Self Study. Participation in these courses is included in your registration fee. If you are a PATH Intl. instructor, you are also required to bring a hard copy of the on-line self study and the booklet/criteria for the certification and/or specialty certification in which you hold PATH Intl. Instructor Certification.

This workshop includes 12 hours of class room educational content and 8 hours of on-line educational content, which apply towards annual continuing education hours for compliance as a PATH Intl. Certified Instructor.

PATH Intl. Mentoring an Overview (from Winter 2009 *STRIDES*)

With the development of new certifications in various disciplines and the evolution of PATH Intl.'s certification processes, the value of quality mentorship is instrumental to the success of instructor candidates completing any level or discipline of certification.

PATH Intl. Certified Instructors who mentor are a very important part of the success of the candidates and the certification programs, enhancing the professionalism of the industry. The percentage of candidates who have successfully passed the registered level riding certification has improved over the past several years due to improved educational tools. PATH Intl. is investing in building consistent mentor skills and providing tools to mentors for continued success.



Mentor Training Workshop Host Site Process (cont.)

A mentoring skill development program has been created in response to the need for a more formalized education process to enhance the skills of those mentoring. The objective is to increase the number of qualified mentors available to instructors in training. Another added benefit is providing current PATH Intl. Certified Instructors with a continuing education opportunity while enhancing personal observation, evaluation and feedback skills.

PATH Intl. has developed a plan making it possible to offer PATH Intl. Mentor Training Workshops to PATH Intl. members including current instructors. The objectives of the workshop are to enhance and build the observation, evaluation and feedback skills through group activities and to give the mentor tools that will help individual mentors and centers in setting up a mentoring program, including enhancing communication skills to build a trusting and collegial relationship between the mentor and mentee.

Requirements for becoming a PATH Intl. Mentor listed in STRIDES and on the website:

- Be a current PATH Intl. member and hold current PATH Intl. Instructor Certification (Registered, Advanced, Master, Driving, Vaulting, etc.)
- Successful completion of a PATH Intl. Mentor Training
- Annually signed PATH Intl. Mentor Code of Ethics (to be sent out electronically in January each year)
- Attend one PATH Intl. Instructor Workshop/Certification (discipline/level specific)
- Access to e-mail for online communication
- Submit a professional reference from within the EAAT industry

During the Workshop

The Host Site:

1. Ensures all requirements are in place.
2. Ensures that disruptions do not interfere with the Workshop.
3. Upholds the privacy and confidentiality of all Workshop Participants.
4. Upholds the PATH Intl. Standards for Centers.



Mentor Training Workshop Host Site Process (cont.)

Post Workshop

The Host Site:

1. Works with the Faculty to make sure all Workshop materials are collected, including all Signed Mentor Code of Ethics Forms, Evaluation Forms and Check Acknowledgment Letter. It is the responsibility of the Host Site to mail all evaluation materials to the PATH Intl. office.
2. Completes a Final Accounting Statement Form to return to PATH Intl. along with any unused manuals. This package must be sent to the office within five working days following the conclusion of the workshop. A review of fees due to **PATH Intl.** are as follows:

Due to PATH Intl. **before Mentor Training Workshop:** (Materials Order Form)

- Faculty's Fees \$250.00 per Faculty/per day or \$375 per faculty for 1½ day workshop
- Workshop Participant Fee \$100.00 per registrant (Includes workshop manual and on-line registration for both CAT and Instructor Self Study)

Due to PATH Intl. **after Mentor Training Workshop:** (Final Accounting Statement)

- Workshop Participant Fee \$100 (for any on-site/late participants*)
- Materials Order Form Late Fee \$25.00 + Express Shipping Costs (if applicable)
- Workshop Manual Restocking Fee \$5.00 per Manual (for any returned manuals)

Cancellation Policy

Host Sites shall determine their own cancellation and refund policies for their Workshop. If a workshop is cancelled the faculty should be notified immediately and reimbursed for any accrued contractual expenses. All Workshop materials must be returned to the PATH Intl. office. Any shortage in materials must be paid for by the Host Site.

Insurance Note

For those centers hosting a PATH Intl. Mentor Training Workshop that carry the Markel Insurance policy offered through PATH Intl., the Workshop can be included on your policy as **ONE** public event day. Markel has agreed to count this entire Workshop as one Event Day, rather than 1½ days. Be sure to submit your Public Event Form to Markel 32 days prior to the Workshop—there will be no payment due with the Forms if this is your free event day under the policy coverage. If you have already used your one public event day, please contact Markel as fees will vary.



Mentor Training Workshop Host Site Requirements

1 Day Workshop Requirements

- ▶ Host Site Requirements
- ▶ PATH Intl. Premier Accredited Center
- ▶ Two Faculty members selected from provided PATH Intl. Faculty list
- ▶ Classroom facility large enough to accommodate all attendees comfortably
- ▶ Power Point Projection Unit
- ▶ Copy machine and paper



Mentor Training Workshop Budget Information

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

1. Faculty/Evaluators. (For an updated Faculty/Evaluator list please contact the PATH Intl. office.)
 - ▶ The fee for Faculty is \$250.00 per faculty per day or \$375 for a 1½ day workshop to be paid with Materials Order Form. This fee must go through the PATH Intl. office due to the fact that PATH Intl. pays for Professional Liability Insurance for the Faculty.
 - ▶ The Host Site is responsible for all transportation, lodging, and food expenses for Faculty/Evaluators (in addition to faculty fee.)

2. Fees to PATH Intl.
 - ▶ Host Site pays PATH Intl. \$100.00 per Workshop Participant (includes manual and on-line CAT and Self Study registration) to be paid with Materials Order Form.
 - ▶ Total Evaluator fees (NOT faculty expenses that have been contractually agreed to)
 - ▶ Late and/or damage fees

3. Participant Expenses
 - ▶ Host Site must determine if the fee to Participants will cover lodging and food or if Participants must cover those expenses independently. This decision will depend on Host Site's resources (for example: a residential facility may choose to include those services.)

4. Miscellaneous Expenses (may or may not apply)
 - ▶ Advertising
 - ▶ Postage
 - ▶ Copies
 - ▶ Telephone
 - ▶ Additional Insurance (Host Site must check with their insurance coverage to determine if extra insurance is needed.)
 - ▶ Materials Order Form Late Fee
 - ▶ Workshop Manual Restocking Fee & Damage Fee

An example budget based on 30 workshop Participants (This is only a sample, each Host Site's circumstances are different.) Some Host Sites may choose to have the entire Mentor Training underwritten through donations or sponsorships, some regions may also decide to cover some of the costs for their region membership by charging less. However, the value of the event needs to be clear for all participants. In this example the workshop is priced at \$250.

Income:	Workshop Participant fees \$250	\$7,500.00
Expenses:	Workshop Material Fees to PATH Intl.	\$3,000.00
	Faculty / Evaluator Fees to PATH Intl.	\$750.00
	Air fare	\$750.00
	Insurance for Facility*	\$75.00
	Hotel	\$250.00
	Car Rental	\$300.00
	Food (most facilities include lunch and snacks)	\$500.00
	Advertising	\$400.00
	Total Expenses	<u>\$6,025.00</u>
Profit to Host Site:		\$1,475.00

**Amount based on the Market Insurance policy offered through PATH Intl. to add an additional insured, this fee may vary. See page 6 for details.*

*** Regions may decide to sustain a loss to be absorbed by the region on the workshop and offer the workshop at a discount (for example, \$175 in this example) to its region members.*



Mentor Training Workshop Intent to Host Form

Name of Host Site: _____ PATH Intl. Center #: _____

Name of Contact Person/Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Physical Address (if different than above): _____

Phone number: _____ Fax number: _____ E-mail: _____
(required as primary communication is via email)

Center intends to host a PATH Intl. Mentor Training Workshop in:

Year: _____ Workshop Dates: _____ Workshop Fees: _____

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

I have contracted with the following evaluators:

Lead: _____ Associate: _____
(name) (name)

The maximum number of workshop participants the host site can accommodate: _____

The Host Site:

- Is a PATH Intl. Regional Conference or Premier Accredited Center
- Received contracts from necessary Faculty chosen from current list provided by PATH Intl.
- Has access to a classroom facility
- Has access to a power point projector

PATH Intl. offers free posting of the Workshop on our website – Please check one of the following:

- I WOULD like this Workshop posted on the website

OR

- I DO NOT want this Workshop posted on the web

If not, why? _____

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

Signed _____ Date _____

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



Mentor Training Workshop Evaluator List

Name & Location	Organization Name	E-Mail Address	Phone Number
Lead Advanced Evaluators:			
Coyle Patti, CT	Pegasus Therapeutic Riding, Inc.	pcoyle@pegasustr.org	(203) 767-7977
Devlin Joelle, TX	SIRE, Houston's Therapeutic Equestrian Centers	joelled@sire-htec.org	(281) 778-0202
Kellogg Lili, TX	ManeGait	lkellogg@manegait.org	(214) 801-9423
Mansfield Marny, NY	Therapeutic Riding Activities of Chittenden Cty	marnyreynolds@yahoo.com	(518) 288-3295
Renker Lorrie, NY	Heritage Christian Stables	lrenker@gmail.com	(315) 904-4192
Turbeville Pebbles, NC	Ride Like a Knight	funbigkid@hotmail.com	(910) 277-7228
Webster Sandy, CA	Gaits of Change	grmeadow@pathcom.com	(949) 701-5271
Associate Advanced Evaluators:			
Adams Liz, CT	High Hopes Therapeutic Riding, Inc.	ladams@highhopestr.org	(860) 434-1974 (16)
Anderson Marsha, MN	Equul Access, Inc.	marsha_anderson@hotmail.com	(320) 296-3227
Bennett Tina, MI	4-H Horsemanship For Handicappers	bennettmapleview@aol.com	(989) 274-5466
Brown Octavia, NJ	Therapeutic Riding at Centenary	brownoc@centenarycollege.edu	(908) 852-1400 2174
Dewkett Margo, TX	Windridge Therapeutic Equestrian Center of East TX	bmd50@aol.com	(903) 797-2414
Hernandez Heather, TX	Texas Tech Therapeutic Riding Center	heather.hernandez@ttu.edu	(806) 252-6595
Nell Jennifer, WY	Little Bit Therapeutic Riding Center	jenny.f.nell@gmail.com	(425) 268-9611
Pace Gail, TX	EQUEST	jonapace@sbcglobal.net	(214) 692-1821
Stalsburg Kitty, CT	High Hopes Therapeutic Riding, Inc.	kstalsburg@highhopestr.org	(860) 526-4462
Tiley Jacqueline, CO		AHAexecutivedirector@gmail.com	970-221-5468
Apprentice Advanced Evaluators:			
Brooks Corie, CA	EQUI-ED	coriebrooks@msn.com	(707) 546-7737
Glew Kathy, MI		handsonharmonykg@yahoo.com	(517) 290-1580
Henning Kim, MI	Cheff Therapeutic Riding Center	Kbergie1@aol.com	(269) 484-8043
Knauer Terri, TN	Therapeutic Animal Partners	terrik@tntap.org	(615) 948-2618
Kraeck Ainslie, CA		aakraeck@hotmail.com	(619) 294-2915
Malinchoc-Federinko Tasha, MI		TJFederinko@aol.com	(269) 623-3900
Newman Amy, MI	Cheff Therapeutic Riding Center	Amy@cheffcenter.org	(269) 806-3525