



PATH

INTERNATIONAL

Professional Association of Therapeutic
Horsemanship International

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

**Registered Instructor Workshop and/or
On-Site Registered Certification Program**

Intent to Host Packet



Instructor Workshop/On-Site Registered Certification Program Intent to Host Packet

Dear PATH Intl. Center,

Thank you for your interest in the Professional Association of Therapeutic Horsemanship International (PATH Intl.) Instructor Workshop and/or On-Site Registered Certification Program, which allows you as a center to provide the instruction and/or testing our instructor candidates need to become PATH Intl. Registered Instructors. Your center has the option of hosting the workshop or registered certification separately or together, but PATH Intl. recommends instructor candidates take the workshop separate from the certification so they may take home the information and practice what they've learned before returning for testing.

The following packet is the initial information concerning the process and requirements for each component of the PATH Intl. Instructor Workshop and/or Registered Certification. Please review the information and feel free to call if there are any questions.

If your center decides that it meets the requirements and would like to host a PATH Intl. Instructor Workshop and/or Registered Certification, please follow the directions and complete the *Intent to Host Form* included with this packet, which you will return to the PATH Intl. office for approval and further materials. Please keep the rest of this packet for use throughout the workshop and/or registered certification, as this information will be valuable to you before, during and after the event. If you have any questions about hosting a PATH Intl. Instructor Workshop and/or Registered Certification, please feel free to call the PATH Intl. office at 1-800-369-7433.

Good luck and thank you for helping make PATH Intl. a leader in the field of equine-assisted activities and therapies!

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



Instructor Workshop/On-Site Registered Certification Program

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

Should your center decide to host a PATH Intl. Instructor Workshop and/or Registered Certification, you will receive three packets of information from PATH Intl., and you will need to submit several forms to the PATH Intl. office in return. The process will go as follows:

You have now the Intent to Host Packet, which includes the following items:

- ▶ Host Site Process
- ▶ Sample Registration Forms
- ▶ Host Site Requirements
- ▶ Suggested Adapted Equipment Needs
- ▶ Recommended Policies for Use by the Host Site
- ▶ Budget Information
- ▶ Intent to Host Form

If your center decides to host a workshop and/or registered certification, the contact person must complete and return the *Intent to Host Form* to PATH Intl..

Upon receipt and approval of the *Intent to Host Form*, the PATH Intl. office sends a Host Site Organizational and Candidate Forms Packet to the host site, which will include the following items:

- ▶ Candidate Requirements and Forms List
- ▶ Materials Order Form
- ▶ Proposed Workshop and/or Registered Certification Schedule
- ▶ Registered Certification Candidate Checklist
- ▶ Phase Two Packet: Candidate Forms, which includes the following:
 - ▶ “Welcome Candidate” letter from PATH Intl. to Registered Certification Candidates*
 - ▶ Phase Two Candidate Workshop and/or Registered Certification Forms*
 - Applicant Riding Demonstration*
 - Instructor Resume, Personal Reference, Professional Reference and Essay Questions*
 - Documentation of Teaching Hours Form*
 - Emergency Medical Treatment and Liability Forms*

By the established deadline date on the Materials Order Form, the host site completes the Materials Order Form and submits it to the PATH Intl. office with the appropriate fees. A late fee and possible express shipping costs will be assessed if the Materials Order Form and fees are late.

**Single form sent. The host site must make the appropriate number of copies for participants, evaluators, etc.*



Instructor Workshop/On-Site Registered Certification Program Materials (cont.)

Upon receipt of the *Materials Order Form*, PATH Intl. office sends the host site the Host Site Final Forms Packet **electronically**, which includes:

- ▶ Workshop Manuals
- ▶ Certificates for Workshop participants
- ▶ *Workshop* Evaluation Form*
- ▶ Workshop *Site* Evaluation Form*
- ▶ Check Acknowledgement Letter
- ▶ Host Site Rider Profile Form*
- ▶ Lesson Evaluation Form*
- ▶ Instructor Comment Sheet*
- ▶ Riding Demonstration Score Sheet*
- ▶ On-Site Registered Instructor Summary Sheet*
- ▶ Candidate Report Form
- ▶ Faculty/evaluator Feedback Form*
- ▶ Apprentice/Associate Faculty/Evaluator Evaluation Form*
- ▶ Apprentice/Associate Faculty/Evaluator Recommendation Form*
- ▶ Final Accounting Statement

Within three days of the conclusion of the workshop and/or registered certification, the host site completes and returns the *Final Accounting Statement* to the PATH Intl. office, including any payments still due to PATH Intl.. Unused manuals may also be returned to the PATH Intl. office for a refund. If there are reimbursements due to the host site from PATH Intl., payment will be sent after the PATH Intl. office processes the *Final Accounting Statement*.

**Single form sent. The host site must make the appropriate number of copies for participants, evaluators, etc.*



Instructor Workshop/On-Site Registered Certification Program Host Site Checklist

This is a checklist to help you, the host site, organize and verify your tasks and requirements to host a PATH Intl. Workshop and/or Registered Certification. This checklist is a simple outline, and more detailed instructions and information are included for each item beginning on the following page.

During the Workshop/Certification

The Host Site:

- Determine host site eligibility
- Complete the Intent to Host Form
- Contract with faculty/evaluators
- Create a budget and fee schedule
- Advertise the event
- Register participants
- Collect and review participant paperwork
- Submit the Materials Order Form and fees
- Create and communicate policies
- Double-check requirements and plan schedule
- Recruit volunteers

During the Workshop and/or Registered Certification

The Host Site:

- Double-check host site requirements
- Orient volunteers
- Distribute paperwork and manuals
- Collect and review paperwork

After the Workshop and/or Registered Certification

The Host Site:

- Double-check paperwork
- Submit participant forms
- Return the Final Accounting Statement and unused manuals



Instructor Workshop/On-Site Registered Certification Program Host Site Process

The process of planning and hosting a PATH Intl. Instructor Workshop and/or Registered Certification is an involved – but rewarding – endeavor. Below you will find instructions, suggestions and considerations for each step of the process.

Before the PATH Intl. Workshop and/or Registered Certification:

1. Determine host site eligibility

Determine if all requirements are met to host a PATH Intl. Instructor Workshop and/or Registered Certification. Review these requirements (on page 14 of this packet) and decide if your center is able and willing to host.

2. Complete *Intent to Host Form*

If you decide to proceed and host a workshop and/or registered certification, complete an *Intent to Host Form* (page 18 of this packet) and return it to the PATH Intl. office. Upon receipt and approval of the *Intent to Host Form*, PATH Intl. will send the host site a Host Site Organizational and Candidate Forms Packet.

3. Contract with faculty/evaluators

Contact the PATH Intl. office for a current list of On-Site Faculty and Evaluators. Contract with two of these faculty/evaluators, at least one of whom must have the status of Lead Faculty/Evaluator (you may have two Lead Faculty or one Lead and one Associate). This contract will include faculty/evaluator fees to be paid to PATH Intl. prior to the workshop, as well as expenses (transportation, meals, lodging, etc.) to be paid directly to faculty/evaluators at the conclusion of the workshop. Faculty/evaluators will have these contract forms, which you can complete together.

4. Create a budget and fee schedule

Assess budgetary requirements for the host site and determine workshop and/or registered certification fees. You can review a sample budget and budgetary recommendations on page 16 of this packet. Costs for meals and lodging may be included with registration fees, or those may be covered separately by participants, depending on the host site's preferences and capabilities.

Please note that special insurance charges or different coverage may be required to host an event at your center. For those centers hosting a workshop and/or registered certification that carry the Markel Insurance policy, the workshop and/or registered certification can be included on your policy as **one** Public Event Day. Markel has agreed to count this entire workshop and/or registered certification as one Event Day, rather than three (or four, if offering a second registered certification day.) Be sure to submit your Public Event Form to Markel 32 days prior to the workshop and/or registered certification. There will be no payment due with the Public Event Form if this is your free Event Day under the policy coverage. If you have already used your one Public Event day, please contact Markel directly as fees will vary.



Instructor Workshop/On-Site Registered Certification Program Host Site Process (cont.)

5. Advertise the event

Advertise and market your PATH Intl. Instructor Workshop and/or Registered Certification. A template brochure is included on pages 12 and 13 of this packet, and you may post your event on PATH Intl.'s online calendar free of charge. You may also use the following sample text to advertise your workshop and/or registered certification:

This workshop is for any PATH Intl. member who is considering becoming a PATH Intl. Registered Instructor, or who would simply like to improve their therapeutic riding instruction skills. The purpose of this workshop is to provide participants with knowledge of the basic skills and information utilized by successful entry-level therapeutic riding instructors. The two-and-a-half day workshop will cover such topics as teaching techniques, task analysis, class structure, lesson plans, various types of disabilities, horse analysis, equipment, mounting and dismounting and volunteers. The instructor workshop provides participants the opportunity to synthesize and apply the knowledge in role-play situations and hands-on sessions. The workshop may be audited, but please note that auditing will not fulfill the Registered Instructor Certification requirement.

Registered certification is offered to those candidates who have completed Phase One of the Registered Instructor Certification process; 25 hours of teaching mounted, group instruction to individuals with disabilities; and a PATH Intl. Instructor Workshop (either previously or in conjunction with this registered certification).

Please be sure to include information on the PATH Intl. Registered Instructor Certification process, with an emphasis on the necessity of completing Phase One prior to attempting certification. It is also recommended that you include any special information about your host site's fees, policies or limitations to better prepare participants.

6. Register participants

Register workshop participants (maximum 30) and/or certification candidates (maximum 10 per day), depending on which event(s) the host site is offering. These numbers are recommended participant capacities, but may be modified with faculty/evaluator approval. There may be an unlimited number of auditors at the workshop, who do not participate in the hands-on portions of the workshop and who would not be included in the 30-participant maximum.

When the host site registers workshop and/or registered certification candidates, please ensure that all participants are PATH Intl. members and able to participate in the event. Additionally, please make sure that all certification candidates have completed the required pre-requisites, including presenting an Instructor-in-Training (IT) letter to the host site 32 days prior to the certification. Note that extra processing fees will be charged to the host site and participant if certification candidates complete the certification evaluation without an IT letter (see PATH Intl.'s updated policy on page 11 of this packet).

7. Collect and review participant paperwork

Ensure all paperwork is completely filled out for all workshop and/or registered certification attendees. If you have a request for special accommodations to the application process or any portion of the certification, please contact the PATH Intl. office directly. Again, remember to confirm that all certification candidates are able to present a current IT letter at least 32 days prior to the registered certification event.

8. Submit the *Materials Order Form and fees*

Complete the Materials Order Form (found in the second packet of host site information) to order workshop manuals for all participants and any auditors who would like one, and submit it to PATH Intl. by the deadline date indicated on the form. The host site should also include a check for the material as well as the faculty/evaluator's fees, which must be received by PATH Intl. before materials can be sent. Please note that all fees owed to PATH Intl. must be paid by the host site; participants may not send checks to PATH Intl. independently. Refer to the fee schedule included with the budgetary requirements on [page 16](#) of this packet if necessary.

If the host site would like to sign up late registrants who were not included on the initial Materials Order Form, the host site must notify the PATH Intl. office prior to the workshop and/or registered certification to determine if the late registrants are eligible for participation.

9. Create and communicate policies

Your faculty/evaluators may provide input on policies for your event, but it is up to the host site to create these policies and make them known to participants. Below are some issues you might want to consider when writing your event policies.

Cancellation and refund policies: Faculty/evaluators must be notified immediately of any cancellations and reimbursed for any accrued contractual expenses. All workshop and/or certification materials must be returned to the PATH Intl. office, and any shortage in materials will be paid for by the host site. Please see the updated PATH Intl. policy on [page 11](#) concerning fees for certification candidates without an IT letter; it is recommended that you include a policy for those candidates who do not have all necessary testing requirements completed to withdraw from the certification.

Extra fees incurred: As mentioned earlier, PATH Intl. charges an extra fee for any certification candidates registered by the host site who do not meet all requirements/have not completed Phase One of the registered certification process (see the updated policy on [page 11](#) of this packet). It is up to the host site to determine if these fees will be passed on to the candidate or paid by the host site itself. The host site should also decide if it will pass on any extra fees that may be accumulated for late registrants.

Confidentiality and information release forms: PATH Intl. recommends that host sites create and distribute confidentiality agreements for all participants and volunteers to sign, which helps protect the confidentiality of all certification candidates as well as any student riders with disabilities who may be aiding in the certification evaluations. In addition to confidentiality agreements, it is recommended that host sites have participants and volunteers sign photo release forms if any part of the event is being photographed. Finally, of course, it is necessary to gain permission from all student riders (or their families, when appropriate) for their participation in the event and the use of their information.

Food, lodging and equipment: The host site should decide if it will provide meals, snacks and/or lodging to participants, and if these costs will be included with registration fees. If the host site chooses not to provide any of these things, PATH Intl. recommends making this clear to participants and giving them resources to find nearby lodging. The host site should also decide and communicate whether or not participants will be allowed to use any of their own tack, equipment or equines; PATH Intl. approves the use of participants' own horses as long as the host site agrees to it.



Instructor Workshop/On-Site Registered Certification Program Host Site Process (cont.)

Height, weight and other special restrictions: If the host site decides to have a height and/or weight limitation (due to the horses' capacity, facility issues, etc.), or any other special conditions or participant restrictions, this must be clearly communicated to all participants prior to the event. If any workshop participant or certification candidate needs accommodations because of the host site's policy, please contact the PATH Intl. office.

Accommodation requests: An accommodation is an adjustment or adaptation of a component or components of the certification process in order to meet the special needs of a particular candidate. All requests for accommodations must be submitted in writing to the PATH Intl. office at least 60 days prior to the workshop and/or registered certification. Although it is the responsibility of the participant to ask PATH Intl. for accommodation requests, it is strongly suggested that the host site contacts PATH Intl. as well if a participant has told the host site he or she will need an accommodation. Requests for accommodations will then be reviewed on an individual basis by the PATH Intl. staff and the Riding Certification Committee and the host site will be notified of the final decision in writing. If any accommodations are granted, the host site must communicate this to the lead evaluator.

Please note that faculty/evaluators will not be able to grant accommodations. If a certification candidate is unable to complete every portion of the certification evaluation and does not have permission for an accommodation, this will be considered a withdrawal from the certification and the candidate will fail the portions they do not complete. The candidate certification fee will not be refunded.

10. **Double-check requirements and plan schedule**

Work with your selected faculty/evaluators to make sure your host site continues to meet all necessary requirements, and to begin planning a schedule for the workshop and/or registered certification. Be sure you have backup options available for changes in weather, issues with horses, equipment failure, etc. Your faculty/evaluators are trained, experienced PATH Intl. members who will be an excellent resource as you plan and execute your event.

11. **Recruit volunteers**

The host site should provide volunteers to help during the workshop and assist certification candidates during their evaluations. Your faculty/evaluators can help you plan for how many volunteers you will need for your event. Note that there may not be time for breaks during these events, particularly during the registered certification, so you will need enough volunteers to trade out throughout the day if necessary.



Instructor Workshop/On-Site Registered Certification Program Host Site Process (cont.)

After the Workshop and/or Registered Certification

1. **Double-check paperwork**

Work with the faculty/evaluators to make sure all workshop and/or registered certification materials are collected, including all evaluation forms (with reports written by evaluators) and check acknowledgment letters.

2. **Submit participant forms**

Submit all necessary participant forms to the PATH Intl. office. Note that it is the responsibility of the faculty/evaluators to mail all evaluation materials (with the exception of the Faculty/Evaluator Feedback Forms) to PATH Intl.

3. **Return the *Final Accounting Statement* and unused manuals**

Complete a Final Accounting Statement (found in the third packet of host site information) and return it to the PATH Intl. office, along with any unused manuals, ***within three working days after the conclusion of the workshop and/or registered certification.*** Listed below is a review of all fees due to the PATH Intl. office; remember that all fees must be paid by the host site, and neither the participants nor the faculty/evaluators may mail individual checks. See the budgetary information and simple fee schedule on pages 16 and 17 of this packet for help in determining which fees should be mailed in with the Final Accounting Statement.



Instructor Workshop/On-Site Registered Certification Program Certification Process Policy Update – Effective November 1, 2010

PATH Intl. has long required that all certification candidates must have completed Phase One of the registered certification process and possess an Instructor in Training (IT) Letter before attempting the certification test. When candidates attend a PATH Intl. Registered On-Site Certification, they must be able to produce their IT letter for the certification host site 32 days in advance of the certification they wish to attend. Now, PATH Intl. would like to make all host sites aware of a new procedure, effective November 1, 2010, concerning certification candidates who do not possess an IT letter at the time of certification.

If a certification candidate does not have an IT letter by the time the candidate presents him/herself for certification testing, but the evaluator allows the candidate to test because he/she has reviewed the candidate's paperwork and feels the candidate has completed the required Phase One materials and should move forward, ***the candidate will be charged an additional processing fee of \$150*** to be paid to the PATH Intl. office prior to his/her certification results being released. The candidate can not practice as a PATH Intl. certified instructor until all fees are paid and the proper paperwork is sent to the PATH Intl. office.

Additionally, ***a fee of \$75 will also be charged to the host site*** for each candidate who completed testing without an IT letter. As a host site, you may choose to pass the \$75 fee on to the candidate, but please be sure the candidate is aware the fee will be assessed in addition to the PATH Intl. office fee. Ultimately it is every candidate's responsibility to ensure all requirements have been met by the appropriate deadlines and that his/her IT letter is in hand in order to test for certification. Please be familiar with all Phase One certification requirements, check paperwork carefully and be sure to encourage all candidates to test only if they have an IT letter.

All candidates that have signed up to test for certification are emailed by PATH Intl. about 30 days prior to their test with an update on their Phase One status. If the candidate is missing an item from Phase One and does not have an IT letter in hand, he/she is notified. A copy of this information is also sent to each host site. Since the PATH Intl. office is unable to rush an IT letter to candidates, a candidate that signs up to take a certification without an IT letter in hand is at risk of not being able to test and potentially lose the payment for certification testing. However, the candidate and host site will not be charged additional fees if the candidate is able to produce an IT letter by the time of the registered certification event. PATH Intl. encourages host sites to establish their refund policies to allow candidates the opportunity to withdraw, with a refund, from the certification testing once this email is sent to them from the PATH Intl. office.

In addition to this if a candidate tests without the proper practice teaching hours (25 group hours done under a current PATH Intl. mentor) the office will assign a \$150 processing fee and will not release the official certification to the candidate until the fee is paid.

If you have any questions please feel free to call us at 800-369-7433.



**Instructor Workshop/On-Site Registered Certification Program
Sample Brochure Side One**

PATH Intl. Instructor On-Site
Workshop and/or Registered Certification
Hosted by *CENTER NAME*
Registration Form

Name _____
Address _____
City _____
State _____ Zip _____
Phone: Day _____ Evening _____
Cell _____ Fax _____
Email _____

**Please register me for the following:
(fees determined by the center)**

- _____ 2 1/2 day Instructor Workshop ONLY*
\$350.00 August 3 , 4 & 5
- _____ Instructor Workshop & Registered
Certification *
\$500.00 August 3, 4, 5 & 6
- _____ Registered Certification ONLY**
\$150.00 August 5 & 6
- _____ Instructor Workshop Audit
\$ 75.00 August 3 , 4 & 5

** MUST have proof of having attended a PATH Intl. Instructor Workshop within the previous two years or provide Registered Certification resubmission letter.
* Programs include lunch.

REGISTRATION DEADLINE:
Enter date that is 32 days prior to the start of the workshop

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

Mail your registration form, fee and confirmation letter to:

Center Name
Center Address
Center City, State Zip
000-000-0000

**Upon receipt of the forms and payment, Center Name will send you a PATH Intl. Phase Two Packet.*



Professional Association of Therapeutic
Horsemanship International
*Ensuring excellence and changing lives
through equine-assisted activities and therapies*

**PATH Intl. Instructor
Workshop & On-Site
Registered Level
Registered Certification**

On-Site Instructor Workshop
Insert date of workshop

On-Site Registered Certification
Insert date of Registered Certification

With:
Lead Faculty/Evaluator Name
Lead Evaluator Accomplishments
&
Associate Faculty/Evaluator Name
Associate Evaluator Accomplishments

HOSTED BY
Center Name
Center Address
Phone: 000-000-0000 x00 Fax: 000-000-0000
www.centername.org
Center Email address



Instructor Workshop/On-Site Registered Certification Program Sample Brochure Side Two

PATH INTL. INSTRUCTOR CERTIFICATION PROCESS

PATH Intl. offers three levels of Instructor Registered Certification for therapeutic riding: Registered, Advanced and Master. This Instructor Workshop and/or Registered Certification is for the Registered Level.

In order to become a PATH Intl. Certified Instructor, a candidate must successfully complete the two phases of the Registered Certification process. For additional information on this process, please refer to the PATH Intl. website at www.PATH Intl. org under the *Instructor Registered Certification* drop down menu. Any questions that you have regarding Phase One should be directed to the PATH Intl. office, and questions regarding Phase Two should be directed to the PATH Intl. office or **Center name**.

Phase One (PATH Intl.)

With the submission of the Registered Instructor Certification Application Form, a \$55 application fee, copies of current CPR and First Aid Registered Certification cards, and PATH Intl. membership number or application (\$45 membership fee) to the PATH Intl. office, you will officially enter into Phase One. Upon receipt, PATH Intl. will e-mail you a **Phase One Packet**. This packet includes access to the following on-line components:

- Center Accreditation Training Course (CAT)
- Instructor CAT Exam
- Instructor Self-Study Course
- PATH Intl. Registered Instructor Open Book Exam

NOTE: Candidates have **six months** to complete the Phase One Packet. Please note the CAT Course with Instructor CAT Exam has a 60-day timeframe and the Instructor Self-Study Course/Instructor Open Book Exam has a 6 month timeframe.

Upon successful completion of Phase One candidates receive a confirmation of Instructor-In Training status letter from the PATH Intl. office. At this point, a candidate is considered a **PATH Intl. Instructor-In-Training**. You may retain this designation for **twelve months** from the date of your Confirmation Letter.

Phase Two (Host Site – **Center Name**)

Within the twelve month timeframe, candidates must have completed all the components of Phase Two. These components are:

- Complete 25 hours of practice teaching group mounted therapeutic riding lessons under the guidance or direct supervision of a PATH Intl. Certified Instructor
- Attend a Registered Instructor Workshop. Attend a workshop **PRIOR** to the Registered Certification

component

- Successfully complete a Registered Instructor On-Site Certification

If you are interested in attending the Instructor Workshop and/or Registered Certification, please complete the attached form and mail with appropriate fees to the address listed. Please include a copy of your confirmation of Instructor-In-Training status letter from Phase One if registering for Certification. Candidates are registered on a first come-first served basis, so make sure to register early. All Certification Candidates **must** register 32 days prior to the Registered Certification.

Once registered for the workshop and/or certification, we (**Center Name**) will send you a **Phase Two Packet**. The packet will include the following information and will need to be completed depending on whether you are registering for workshop and/or Registered Certification:

- On-Site Registration Form
- Emergency Medical Treatment, Liability, and Confidentiality Forms
- Additional Forms for Registered Certification candidates:
- Instructor resume, personal reference, professional reference, and essay questions
- Documentation of Group Teaching Hours Form

To participate in Registered Certification, complete the Phase Two packet and return to **Center name** with a copy of your PATH Intl. membership card, and current copies of your CPR and First Aid Registered Certification. All Phase 2 Forms need to be returned to the Host Site at least 32 days prior to the Registered Certification.

DIRECTIONS AND LODGING

DIRECTIONS:

Directions to your center:

LODGING:

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



Instructor Workshop/On-Site Registered Certification Program Host Site Requirements

Two-and-a-Half Day Workshop Component

The host site should have:

- ▶ PATH Intl. Premier Accredited Center status*
- ▶ Two faculty (one of whom has lead status) selected from the faculty and evaluator list provided by PATH Intl.
- ▶ Access to an indoor arena
- ▶ Classroom facility large enough to comfortably accommodate all attendees
- ▶ Presentation materials: a TV/VCR, Power Point projector and screen (recommended) or overhead projector, flip chart
- ▶ Copy machine and paper
- ▶ Vaulting barrel
- ▶ Mounting ramp and block
- ▶ Wheelchair (or access to/use of a wheelchair)
- ▶ Adaptive and safety equipment (see list on next page for specifics)
- ▶ Safe, good-tempered and sound horses for role-playing and hands-on sessions during the workshop, and tack available for all horses
 - Horse movement component: 3-4 horses with different body types and movement
 - Mounting component: 2 horses who are ramp trained
 - Volunteer component: 3-4 horses already tacked up
 - Equipment component: 2-3 horses with differently-shaped backs
 - Role-playing component: 4-6 horses

If your center cannot provide any item on this list please contact the lead evaluator to consider alternatives.

One-Day Registered Certification Component

The host site should have:

- ▶ PATH Intl. Premier Accredited Center status*
- ▶ Two evaluators selected from the PATH Intl. Faculty and Evaluator List. Note that an evaluator from the host site may not evaluate a certification candidate from the same facility.
- ▶ Access to an indoor arena
- ▶ Mounting ramp and block
- ▶ All materials needed for testing (organized with lead evaluator's guidance)
- ▶ Large, sound, safe horses for use in the candidate riding demonstration registered level riding pattern. The host site should be able to provide horses that can accommodate both Western and English riders at the walk, trot/jog and canter/lope.
- ▶ Enough horses, volunteers and riders with disabilities to provide ten lessons of 20 minutes and two riders each for the teaching component of certification. Riders should have mild cognitive, behavioral and/or physical disabilities. All riders must be able to walk and trot either independently or with sidewalker assistance (no riders with severe mobility impairments).
- ▶ Complete, up-to-date files for all riders with disabilities participating in the lessons. See the Rider Profile in the Host Site Final Forms packet for more information.
- ▶ Tack, props and equipment for lessons available and easily accessible to candidates
- ▶ Private location for meetings and report writing for Faculty/Evaluators

* If your center is not a PATH Intl. Premier Accredited Center, please contact the PATH Intl. office.



Instructor Workshop/On-Site Registered Certification Program Suggested Equipment Needs

It is best if the host site has all the equipment listed below available, but you may contact the PATH Intl. office or your lead evaluator to discuss alternative equipment. However, the host site must have all safety equipment required by PATH Intl. standards, particularly PATH Intl.-approved safety helmets for riders.

1. **Saddles:**
 - Dressage saddle
 - Close contact saddle
 - Forward seat saddle
 - All purpose saddle
 - Jumping saddle
 - Western saddle
 - Australian stock saddle
 - Endurance saddle
 - Saddle with a rigid handhold
 - Saddle with blocks
2. **Surcingles:**
 - Two-handle (vaulting)
 - Single-handle (anti-cast)
 - Over girth
3. **Bareback pad**
4. **Easy Ride/Natural Ride**
5. **Stirrups:**
 - S Stirrups
 - Peacocks
 - Quick outs
 - Western safety stirrups
 - Devonshire boots
6. **Reins:**
 - Loop reins
 - Ladder reins
 - Rein handle
7. **Saddle Fleece: Seat saver**
 - Full saddle fleece
8. **Handholds**
9. **Side Pull/Jumping Hackamore**
10. **Bit Lead**
11. **Additional equipment for role-playing certification lessons:**
 - Cones
 - Barrels
 - Poles (ground and upright)
 - Props
 - Games



Instructor Workshop/On-Site Registered Certification Program Budget Information

The following information is provided to help host sites determine expenses and fees. Also refer to the simple fee schedule on the next page of this packet for help.

Two-and-a-Half Day Workshop Component

1. Fees to PATH Intl.
 - ▶ Host site pays PATH Intl. \$55.00 per workshop participant. This fee is for the participant regardless of whether or not a manual is needed by that participant.
 - ▶ Host site pays PATH Intl. \$35.00 per workshop auditor only if they receive a manual
 - ▶ Host site pays PATH Intl. \$80.00 per registered certification candidate
 - ▶ Host site pays PATH Intl. \$300.00 per day for the acting lead faculty/evaluator and \$250.00 per day for the second (associate or lead) faculty/evaluator, to be paid with the Materials Order Form. This fee must go through the PATH Intl. office because PATH Intl. pays the Professional Liability Insurance for the faculty/evaluators.
2. Fees to faculty/evaluators
 - ▶ Host site is responsible for all transportation, lodging and food expenses for the faculty/evaluators (in addition to the per day fee). This can be discussed with and paid to your faculty/evaluators directly.
3. Participant Expenses
 - ▶ Host site must determine if the participant's fee will cover lodging and food or if participants must cover those expenses independently. This decision will depend on the host site's resources (for example: a residential facility may choose to include those services).
 - ▶ Auditing of the workshop component may be offered at a reduced fee. Participants must be made aware that by auditing, they will not take part in the hands-on segments. Their participation does not, therefore, fulfill any registered instructor certification requirements, and no certificate of attendance will be given for auditing.
4. Miscellaneous Expenses (may or may not apply)
 - ▶ Advertising
 - ▶ Postage
 - ▶ Copies
 - ▶ Telephone/other communication
 - ▶ Additional insurance (if necessary - check with your insurance provider)
 - ▶ Materials Order Form late fee (if late registrants)
 - ▶ IT letter processing fee (if candidate does not have IT letter)
 - ▶ Workshop manual restocking and/or damage fee



Instructor Workshop/On-Site Registered Certification Program Budget Information (cont.)

Two-and-a-Half Day Workshop Component

Due to PATH Intl. before the workshop and/or registered certification, with the *Materials Order Form*:

Workshop participant fee	\$55.00 (per participant; includes workshop manual)	
Auditors	\$35.00 (per auditor, if receiving a manual)	
Lead faculty/evaluator fee	\$300.00 (per lead faculty/evaluator per day)	
Second faculty/evaluator fee	\$250.00 (per faculty/evaluator per day)	

Due to PATH Intl. after the workshop and/or registered certification, with the *Final Accounting Statement*:

Registered certification fee	\$80.00 (per registered certification candidate)	
PATH Intl. Membership fee	\$50.00 (if any participants are new members)	
Materials Order Form late fee	\$40.00 + express shipping cost (if applicable)	
Workshop manual restocking fee	\$5.00 per manual (for any returned manuals)	
Any candidates without an IT letter	\$75.00 (if applicable)	
Any additional workshop participants	\$55.00 (signed up after the materials order form was sent to PATH Intl.)	
Any additional auditors	\$35.00 (signed up after the materials order form was sent to PATH Intl.)	

Sample Budget:

Below is an example budget based on 20 workshop participants, 10 registered certification candidates and two auditors. This is only a sample; each host site's circumstances are different. Some host sites may choose to have the entire workshop and/or registered certification underwritten through donations.

Income:	Workshop Participant fees	\$375.00 each	\$7,500.00
	Certification Participant fees	\$150.00 each	\$1,500.00
	Auditor fees	\$85.00 each	<u>\$ 170.00</u>
		Total Income	\$9,170.00
Expenses:	Workshop participant fees to PATH Intl.	\$55.00 each	\$1,100.00
	Certification Participant fees to PATH Intl.	\$80.00 each	\$800.00
	Auditor fees to PATH Intl.	\$35.00 each	\$70.00
	Faculty/evaluator fees to PATH Intl.	for 3.5 days	\$1,925.00
	Airfare for faculty/evaluator		\$800.00
	Hotel and car rental for faculty/evaluators		\$500.00
	Insurance for host site	Based on Market policy	\$72.00
	Food		\$300.00
	Advertising		\$350.00
	Total Expenses		<u>\$5,920.00</u>
Profit to Host Site:			\$3,250.00



Instructor Workshop/On-Site Registered Certification Program Intent to Host Form

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

Name of Contact Person/Title: _____

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

***Note: This is the address that the PATH Intl. office will use to send all event materials.**

Physical Address (if different than above): _____

Phone number: _____ Fax number: _____ E-mail: _____

Center intends to host a PATH Intl. Instructor Workshop and/or On-Site Registered Certification in:

Year: _____ Workshop Dates: _____ Registered Certification Dates: _____

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

Workshop Fee \$ _____ Registered Certification Fee \$ _____ Both \$ _____

Center has contracted with the following evaluators:

Please enclose a copy of the modified contract if different fees were negotiated with your faculty/evaluators.

Lead: _____ Associate: _____

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

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

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

Does the center have any concerns with providing Western or English riding options? _____

The Host Site:

- Is a PATH Intl. Premier Accredited Center
- Received contracts from faculty/evaluators chosen from current list provided by PATH Intl.
- Has access to an indoor facility
- Has access to a classroom facility
- Has access to Power Point projector/screen or overhead projector and flip chart, TV/VCR, copy machine and paper
- Can provide a vaulting barrel
- Can provide a mounting ramp and block
- Can provide adaptive equipment (see adapted equipment list)
- Can provide safe sound therapy horses as outlined in the requirements for the Workshop/Registered Certification
- Can provide horses able to complete the registered riding instructor pattern
- Is able to accommodate both English and Western riders
- Can provide ten twenty-minute lessons of two riders with disabilities per Registered Certification day (no riders with severe mobility impairments)
- Can provide volunteers to assist with lessons according to rider needs
- Can provide up-to-date information for riders on Rider Profile Form

PATH Intl. offers free posting of the Instructor Workshop and/or On-Site Registered Certification on our website – Please check one of the following:

_____ I WOULD like this posted on the PATH Intl. website OR _____ I DO NOT want this posted on the PATH Intl. website
If not, why? _____

I have read the requirements and process for hosting a PATH Intl. Instructor Workshop and/or Registered Certification and understand and agree that the Host Site will meet those requirements and follow the processes as outlined. This includes a 32-day deadline for Registered Instructor Certification candidates. I understand that failure to do so could result in loss of the privilege to host the PATH Intl. Instructor Workshop and/or Registered Certification.

Printed Name _____

Signed _____ Date _____

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



Instructor Workshop/On-Site Registered Certification Program Evaluator List

Two faculty / evaluators are required to conduct a registered On-Site Workshop and Certification. You can contract with those listed as Lead Evaluators and Associate Evaluators. One **MUST** be a Lead Evaluator (For example: Contract can be with two lead evaluators or one lead and one associate evaluator. Please note as of January 1st 2010 at least one of the evaluators must have attended the 2009 evaluator update to teach a workshop).

Name & Location	Organization Name	E-Mail Address	Phone Number
Lead Advanced Evaluators:			
Adams Liz, CT	High Hopes Therapeutic Riding, Inc.	ladams@highhopestr.org	(860) 434-1974 (16)
Adams Sue, NJ	HEARTS TRC, LLC	alphamarenj@aol.com	(609) 927-3785
Anderson Marsha, MN	Equul Access, Inc.	marsha_anderson@hotmail.com	(320) 587-9647
Austin Amy, GA	Chastain Horse Park	amy@hoofbeatsandheartbeats.com	(770) 560-4431
Beckman Mary Jo, VA		mjbeckman@gmail.com	(703) 538-6329
Branton Mandy, GA		chpbranton@aol.com	(404) 247-5843
Brown Octavia, NJ	Therapeutic Riding at Centenary	brownoc@centenarycollege.edu	(908) 852-1400 2174
Busacca Anthony, TX	SIRE, Houston's Therapeutic Equestrian Centers	abusacca@yahoo.com	(949) 697-8441
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
Devlin Terri, NH	Horse Power, Inc.	tdevlin@touchstone-farm.org	(603) 654-6308
Dewkett Margo, TX	Windridge Therapeutic Equestrian Center of East TX	bmd50@aol.com	(903) 797-2414
Glew Kathy, MI		handsonharmonykg@yahoo.com	(517) 290-1580
Heimsath-Rhodes Gisela, ME	Special Equestrians, Inc.	info@fairtidefarm.com	774-364-0917
Henning Kim, MI	Cheff Therapeutic Riding Center	Kbergie1@aol.com	(269) 484-8043
Hernandez Heather, TX	Texas Tech Therapeutic Riding Center	heather.hernandez@ttu.edu	(806) 252-6595
Jones Sara, CA	RIDE ON LA	sara@rideon.org	(805) 375-9078
Kellogg Lili, TX	ManeGait	lkellogg@manegait.org	(214) 801-9423
Knauer Terri, TN	Therapeutic Animal Partners	terrik@tntap.org	(615) 948-2618
Kraeck Ainslie, CA		aakraeck@hotmail.com	(619) 294-2915
LaFleur Michelle, CO		smsfleur@ccentral.com	(303) 594-8641
Malinchoc-Federinko Tasha, MI		TJFederinko@aol.com	(269) 623-3900
Mansfield Marny, NY	Therapeutic Riding Activities of Chittenden Cty	marnyreynolds@yahoo.com	(518) 288-3295
McParland Chris, CA	Galt Horse Assisted Learning and Enrichment Program	ronandchrismcp@verizon.net	(209) 603-0913



Instructor Workshop/On-Site Registered Certification Program Evaluator List (cont.)

Name & Location	Organization Name	E-Mail Address	Phone Number
Lead Advanced Evaluators cont.:			
Morris Teresa, OH	Fieldstone Farm Therapeutic Riding Center	teresamorris@windstream.net	(440) 655-7940
Nell Jennifer, WY	EquestrianConsultant.com	jenny.f.nell@gmail.com	(425) 268-9611
Nelligan Dawn, CT	High Hopes Therapeutic Riding, Inc.	dawn.nelligan@yahoo.com	(860) 423-4646
Newman Amy, MI	Cheff Therapeutic Riding Center	Amy@cheffcenter.org	(269) 806-3525
O'Shallie Ann, PA		aoshallie@comcast.net	(717) 552-1628
Pace Gail, TX	EQUEST	jonapace@sbcglobal.net	(214) 692-1821
Radcliffe Susan, NJ	Therapeutic Riding at Centenary	sjr50@embarqmail.com	(908) 879-1628
Rafferty Sandra, MO	Therapeutic Horsemanship	sraffot@gmail.com	(636) 462-4612
Renker Lorrie, NY	Heritage Christian Stables	lrenker@gmail.com	(585) 737-1272
Sheets Amy, CA		amys.hoofbeats@yahoo.com	(760) 720-4366
Shoffner Amy, CO	Colorado Therapeutic Riding Center, Inc.	amyefs@gmail.com	303-652-9131
Stalsburg Kitty, CT	High Hopes Therapeutic Riding, Inc.	kstalsburg@highhopestr.org	(860) 526-4462
Taylor Barbara, TX	Triple H Equitherapy Center	bst759@me.com	(972) 977-3833
Tiley Jacqueline, CO		jactiley@gmail.com	970-221-5468
Turbeville Pebbles, NC	Ride Like a Knight	PTurbeville@gmail.com	(910) 280-2664
Verda Sandra, BC Canada		fit2ride@shaw.ca	(604) 377-4173
Webster Sandy, CA	Gaits of Change	grmeadow@pathcom.com	(949) 701-5271
Weinsoff Connie, CA	Hearts Therapeutic Equestrian Center	chwsb@aol.com	(805) 252-1502
Associate Advanced Evaluators:			
Ball Jennifer, OH		jsball42@mac.com	(440) 821-8663
Bender Marci, VA	Little Bit Therapeutic Riding Center	marcibender@hotmail.com	(206) 818-8733
Berg Erika, ND	Riding On Angels Wings	erika.berg@ndsu.edu	(701) 231-9611
Bocksel Karen, NY	Center for Therapeutic Riding of the East End	karenbocksel@hotmail.com	(631) 375-3941
Bonchek Fern, IN	People and Animal Learning Services (PALS)	fern@palstnerapy.org	(812) 336-2798
Bornhorst Breeana, VA	Northern Virginia Therapeutic Riding Program	bgbornhorst@nvtrp.org	(703) 867-1698
Causey Amy, TX	EQUEST	acausey@equest.org	(972) 412-1099
Cross-Strehlke Judith, ME		ride@mainetrailrides.com	(207) 564-3451
Dance Pamela, MT		homeagain13@yahoo.com	(406) 431-2600
Donahue Jennifer, TX	EQUEST	jdonahue@equest.org	(504) 812-2172
Dubensky Martha, PA	GAIT	msdgait@ptd.net	(570) 409-1140



Instructor Workshop/On-Site Registered Certification Program Evaluator List (cont.)

Name & Location	Organization Name	E-Mail Address	Phone Number
Flora Mary, NC	Mountin' Hopes Therapeutic Riding Center	maryflora@mindspring.com	(828) 230-3117
Freitas Maxine, CA		equiedinc@aol.com	(707) 953-6223
Hall Kelly, OH	OUSC Ohio Horse Park Center for Thera. Riding	hallk16@aol.com	(606) 471-0344
Hamblin Gloria, CA	RIDE ON LA	Gloria@rideon.org	(805) 375-9078
Harbaugh Kathleen, TX	Triple H Equitherapy Center	kathy@triple-h.org	(830) 535-6106
Hill-McQueeney Meggan, IL	BraveHearts at the Bergmann Centre	megganhill@gmail.com	(847) 366-4571
Jameson Lindsey, ID	Sagebrush Equine Training Center for the Handicapped	lindsjameson@gmail.com	(208) 788-2562
Komara Cecile, AL	Heartland Therapeutic Riding, Inc.	cecilekomara@yahoo.com	(205) 348-7342
Leek Eilleen, TX	EQUEST	eleek5@verizon.net	(972) 752-4115
Lutz Melissa, NC	North Carolina Therapeutic Riding Center, Inc.	lissalutz@earthlink.net	(919) 382-0537
Lutz Susan, TN	Saddle Up!	susanlutz911@yahoo.com	(978) 376-8062
Mason Sharon, IL	Equine Dreams	isaiah65.17_25@yahoo.com	(815) 786-1844
Mead Katherine, TX	Riding Unlimited	ifsokaty@gmail.com	(903) 269-7806
Myers Joan, WA	Little Bit Therapeutic Riding Center	joan@whitco.com	(425) 898-0455
Oliver Kim, ID		covenantranch.kim.bill@gmail.com	(208) 818-8123
Pellino Jeanna, CT	Hidden Acres Therapeutic Riding Center LLC	jeanna@pellino.net	(860) 434-1974
Robbins Kate, FL	Marion Therapeutic Riding Association, Inc.	progdirector@mtraocala.org	(352) 732-7300
Wong Jodi, CA	UCP of Greater Sacramento Saddle Pals	jomwong@comcast.net	(916) 294-9616
Wood Lindsey, TN	Saddle Up!	lwood@saddleupnashville.org	(615) 330-3662
Young Lorna, NH	Southern Vermont Therapeutic Riding Center	lyoung@sovtrc.org	(603) 456-2407
Apprentice Advanced Evaluators:			
Bourcier Julia, TX	Windridge Therapeutic Equestrian Center of East TX	maxnlily@gmail.com	(903) 797-2414
Chung Kwang Yeoun, SK	Samsung RD Center	kwangyeoun.chung@samsung.com	(823) 146-1660 7
Crosby Patty, TX		patty@kckustom.com	(972) 422-7465
D'Andrea Patty, TX	Healing With Horses Ranch	healingwithhorsesranch@gmail.com	(512) 228-4128
Duncan Dena, WI	Three Gaits, Inc.	dena@3gaits.org	(608) 274-0419
Fitzgerald Lauren, CT	High Hopes Therapeutic Riding, Inc.	lfitzgerald@highhopestr.org	(860) 434-1974 (14)



Instructor Workshop/On-Site Registered Certification Program Evaluator List (cont.)

Name & Location	Organization Name	E-Mail Address	Phone Number
Apprentice Advanced Evaluators cont.:			
Gilbert Sharon, CO	Colorado Therapeutic Riding Center, Inc.	sharlynngil@yahoo.com	(303) 476-3253
Gray Cheryl, TX	EQUEST	cgray001@tx.rr.com	(972) 571-2011
Howard Jody, CO		jody@ctrcinc.org	303-503-2685
Lytle Elizabeth, CA	EQUI-ED	ec.lytle@yahoo.com	(916) 390-2583
Mason Kristin, VT	High Hopes Therapeutic Riding, Inc.	kris12mase@yahoo.com	(802) 487-4156
Mitten Mary, CO	Colorado Therapeutic Riding Center, Inc.	mdmitten@gmail.com	(719) 547-8315
Nicoletti Shelby, TX	ManeGait	snicoletti@manegait.org	(254) 498-7753
Plaza Alison, FL	Horses and the Handicapped of South Florida, Inc.	alison@doctorwiggls.com	(561) 482-5137
Powell Penelope, CO	Colorado Therapeutic Riding Center, Inc.	stellaluna76@hotmail.com	(303) 775-9750
Riley Mary, MS	Elizabeth A Howard Therapeutic Riding and Activity Center	mriley@ext.msstate.edu	(662) 325-1695
Rodgers Kelly, MD	Maryland Therapeutic Riding, Inc.	kelshep21@gmail.com	(570) 470-8455
Rose Shelley, LA	GaitWay Therapeutic Horsemanship	shelley@gaitway.org	(225) 892-8928
Thomas Jessica, TX	SIRE, Houston's Therapeutic Equestrian Centers	jessicaat@live.com	(281) 356-7588