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# PATH

## INTERNATIONAL

Professional Association of Therapeutic  
Horsemanship International

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

## **PATH Intl. Certification Programs**

### **Reasonable Accommodation Policies and Procedures**

# **Reasonable Accommodation Policies and Procedures Booklet Table of Contents**

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**BOOKLETS REGARDING SPECIFIC CERTIFICATIONS ARE AVAILABLE ONLINE AT: [www.pathintl.org/resources-education/certifications](http://www.pathintl.org/resources-education/certifications)**

**NOTE: CERTIFICATION PROGRAM BOOKLETS ARE UPDATED ON A REGULAR BASIS TO ENSURE ACCURACY AND CLARITY OF INFORMATION. PLEASE VISIT THE CERTIFICATION WEBSITE TO CONFIRM YOU ARE REFERENCING THE MOST RECENT VERSION, ESPECIALLY PRIOR TO ATTENDING A CERTIFICATION EVENT.**



### **MISSION**

***PATH Intl. promotes safety and optimal outcomes in equine-assisted activities and therapies for individuals with special needs.***

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## PATH Intl. Certification Reasonable Accommodation Request Checklist

Candidate name: \_\_\_\_\_ Member ID: \_\_\_\_\_ Date: \_\_\_\_\_

I am requesting a Reasonable Accommodation for the following certification:

Registered       Advanced       Driving       Interactive Vaulting

Equine Specialist in Mental Health and Learning Skills Test

I have included the minimum\* required documents listed below:

- Candidate's written request stating the **specific** certification component an accommodation is being requested for and the reason(s) for requesting an accommodation
- Letter from candidate's physician (on letterhead with physician's handwritten signature) verifying the diagnosis and defining the candidate's limitations

\*If requesting an accommodation for Advanced certification, see page 5 for additional documents to be submitted.

I hereby acknowledge:

- Accommodations are NOT guaranteed. **Reasonable accommodations may be granted to qualified individuals with known disabilities, unless doing so would result in a fundamental change to the certification criteria, create an undue hardship or cause a direct threat to health or safety.**
- Accommodations are NOT exemptions. I understand that I will be expected to demonstrate aptitude of the same set criteria as all other certification candidates.
- It may take up to 60 days to receive notice of whether or not a reasonable accommodation has been granted.
- PATH Intl. and affiliated centers are not responsible for refunding registration fees or travel expenses in the event that an accommodation request is submitted with insufficient processing time.*

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Candidate's Printed Name: \_\_\_\_\_

For PATH Intl. Office Use Only:

Accommodation Request Received: \_\_\_\_\_ Accommodation Granted: \_\_\_\_\_ R T L D ES

Accommodation Request Reviewed: \_\_\_\_\_ Accommodation Denied: \_\_\_\_\_



## **Registered Instructor Certification Reasonable Accommodation Request Requirements**

- Requests for an accommodation to any part of the process must be made in writing by the candidate and submitted to the PATH Intl. office. Accommodation requests will be reviewed by PATH Intl. on an individual basis to determine appropriate, reasonable accommodations. If a request for an accommodation is approved, PATH Intl. will notify the candidate, certification site and faculty and assist in making necessary arrangements.
- The candidate's written request should state their reasons for requesting an accommodation and the specific certification testing component they are requesting an accommodation for: online exams, riding demonstration, teaching demonstration, both the riding and teaching demonstrations, etc.
- Reasonable accommodations include but are not limited to:
  - If a candidate is physically unable to personally demonstrate all of the necessary PATH Intl. Registered Level Instructor Horsemanship criteria while mounted, the candidate should request a riding accommodation allowing them to teach the riding pattern to an able-bodied rider.
  - If a candidate is physically unable to perform mounts or dismounts (including emergency dismounts), the candidate should request a teaching accommodation allowing them to instruct volunteers through the mounts and dismounts.
- All requests for accommodation must be accompanied by a letter from a physician (with letterhead and physician's handwritten signature) verifying the diagnosis and defining the candidate's limitations to help PATH Intl. determine appropriate, reasonable accommodations on an individual basis.
- Accommodation requests should be submitted with the initial instructor application. An accommodation request may be submitted after the instructor application has been received by PATH Intl., but sufficient processing time should be provided prior to the intended date of certification.
- Accommodations must be requested prior to attending certification. The certification process must be completed under the same testing parameters from beginning to end. Accommodations will not be considered nor granted in between a candidate's initial certification testing and resubmission. Submitting an accommodation request after the initial attempt at certification will initiate a NEW attempt at certification and previous certification results and/or resubmission options will be null and void.
- **Please allow up to 60 days to receive accommodation request results in all cases.**

For more information, contact PATH Intl.



## **Advanced Instructor Certification Reasonable Accommodation Request Requirements**

- Requests for an accommodation to any part of the process must be made in writing by the candidate and submitted to the PATH Intl. office. Accommodation requests will be reviewed by PATH Intl. on an individual basis to determine appropriate, reasonable accommodations. If a request for an accommodation is approved, PATH Intl. will notify the candidate, certification site and faculty and assist in making necessary arrangements.
- The candidate's written request should state their reasons for requesting an accommodation and the specific certification testing component they are requesting an accommodation for: online exam, riding demonstrations, teaching demonstrations, both the riding and teaching demonstrations, etc.
- Reasonable accommodations include but are not limited to:
  - If a candidate is physically unable to personally demonstrate all of the necessary criteria while mounted, the candidate should request a riding accommodation and submit documentation of prior demonstration and aptitude of riding skills that satisfy the PATH Intl. Advanced Level Instructor Horsemanship criteria. The candidate must propose which criteria is/are satisfied by each piece of documentation. PATH Intl. reserves the right to request additional supporting documentation
    - Acceptable documentation may include but is not limited to:
      - certifications/credentials earned through other riding certification programs
      - competition score sheets
      - references from qualified and certified riding professionals
      - videos\*
      - photographs\*
    - \*Copy of driver's license must be provided to verify identity
  - If a candidate is physically unable to perform mounts or dismounts (including emergency dismounts), the candidate should request a teaching accommodation allowing them to instruct volunteers through the mounts and dismounts.
- All requests for accommodation must be accompanied by a letter from a physician (with letterhead and physician's handwritten signature) verifying the diagnosis and defining the candidate's limitations to help PATH Intl. determine appropriate, reasonable accommodations on an individual basis.
- Accommodation requests should be submitted with the initial instructor application. An accommodation request may be submitted after the instructor application has been received by PATH Intl., but sufficient processing time should be provided prior to the intended date of certification.
- Accommodations must be requested prior to attending certification. The certification process must be completed under the same testing parameters from beginning to end. Accommodations will not be considered nor granted in between a candidate's initial certification testing and resubmission. Submitting an accommodation request after the initial attempt at certification will initiate a NEW attempt at certification and previous certification results and/or resubmission options will be null and void.
- **Please allow up to 60 days to receive accommodation request results in all cases.**



## **Driving Instructor Certification Reasonable Accommodation Request Requirements**

- Requests for an accommodation to any part of the process must be made in writing by the candidate and submitted to the PATH Intl. office. Accommodation requests will be reviewed by PATH Intl. on an individual basis to determine appropriate, reasonable accommodations. If a request for an accommodation is approved, PATH Intl. will notify the candidate, certification site and faculty and assist in making necessary arrangements.
- The candidate's written request should state their reasons for requesting an accommodation and the specific certification testing component they are requesting an accommodation for: online exam, on-site exam, driving demonstration, teaching demonstration, etc.
- All requests for accommodation must be accompanied by a letter from a physician (with letterhead and physician's handwritten signature) verifying the diagnosis and defining the candidate's limitations to help PATH Intl. determine appropriate, reasonable accommodations on an individual basis.
- Accommodation requests should be submitted to allow sufficient processing time prior to the intended date of certification.
- Accommodations must be requested prior to attending certification. The certification process must be completed under the same testing parameters from beginning to end. Accommodations will not be considered nor granted in between a candidate's initial certification testing and resubmission. Submitting an accommodation request after the initial attempt at certification will initiate a NEW attempt at certification and previous certification results and/or resubmission options will be null and void.
- **Please allow up to 60 days to receive accommodation request results in all cases.**

For more information please contact the PATH Intl. office.



## **Interactive Vaulting Instructor Certification Reasonable Accommodation Request Requirements**

- Requests for an accommodation to any part of the process must be made in writing by the candidate and submitted to the PATH Intl. office. Accommodation requests will be reviewed by PATH Intl. on an individual basis to determine appropriate, reasonable accommodations. If a request for an accommodation is approved, PATH Intl. will notify the candidate, certification site and faculty and assist in making necessary arrangements.
- The candidate's written request should state their reasons for requesting an accommodation and the specific certification testing component they are requesting an accommodation for: online exam, lungeing, teaching demonstration, etc.
- All requests for accommodation must be accompanied by a letter from a physician (with letterhead and physician's handwritten signature) verifying the diagnosis and defining the candidate's limitations to help PATH Intl. determine appropriate, reasonable accommodations on an individual basis.
- Accommodation requests should be submitted to allow sufficient processing time prior to the intended date of certification.
- Accommodations must be requested prior to attending certification. The certification process must be completed under the same testing parameters from beginning to end. Accommodations will not be considered nor granted in between a candidate's initial certification testing and resubmission. Submitting an accommodation request after the initial attempt at certification will initiate a NEW attempt at certification and previous certification results and/or resubmission options will be null and void.
- **Please allow up to 60 days to receive accommodation request results in all cases.**

For more information please contact the PATH Intl. office.



## **Equine Specialist in Mental Health and Learning Certification Reasonable Accommodation Request Requirements**

- Requests for an accommodation to any part of the process must be made in writing by the candidate and submitted to the PATH Intl. office. Accommodation requests will be reviewed by PATH Intl. on an individual basis to determine appropriate, reasonable accommodations. If a request for an accommodation is approved, PATH Intl. will notify the candidate, certification site and faculty and assist in making necessary arrangements.
- The candidate's written request should state their reasons for requesting an accommodation and the specific certification testing component they are requesting an accommodation for: online exams, skills test, etc.
- All requests for accommodation must be accompanied by a letter from a physician (with letterhead and physician's handwritten signature) verifying the diagnosis and defining the candidate's limitations to help PATH Intl. determine appropriate, reasonable accommodations on an individual basis.
- Accommodation requests should be submitted to allow sufficient processing time prior to the intended date of certification.
- Accommodations must be requested prior to attending certification. The certification process must be completed under the same testing parameters from beginning to end. Accommodations will not be considered nor granted in between a candidate's initial certification testing and resubmission. Submitting an accommodation request after the initial attempt at certification will initiate a NEW attempt at certification and previous certification results and/or resubmission options will be null and void.
- **Please allow up to 60 days to receive accommodation request results in all cases.**

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