



# **PATH Intl. Registered Riding Instructor Application Booklet**



**PATH**  
INTERNATIONAL

Professional Association of Therapeutic  
Horsemanship International

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

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## **ADDITIONAL BOOKLETS REGARDING CERTIFICATION (VISIT [www.pathintl.org](http://www.pathintl.org) TO DOWNLOAD)**

- **THE PATH INTL. REGISTERED RIDING INSTRUCTOR  
CERTIFICATION BOOKLET**
- **THE PATH INTL. REGISTERED INSTRUCTOR CRITERIA**
- **THE PATH INTL. REGISTERED INSTRUCTOR  
CERTIFICATION POLICIES AND PROCEDURES**
- **ANNUAL INSTRUCTOR COMPLIANCE**
- **THE PATH INTL. REGISTERED INSTRUCTOR  
CERTIFICATION GLOSSARY**

**NOTE:** THESE BOOKLETS ARE UPDATED ANNUALLY AT THE FIRST OF THE YEAR. PRIOR TO ATTENDING A CERTIFICATION EVENT, PLEASE VISIT THE CERTIFICATION WEBSITE TO CONFIRM YOU ARE REFERENCING THE MOST RECENT POLICIES AND PROCEDURES.



### **MISSION**

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

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

1-800-369-7433 (RIDE) / Fax: 303-252-4610

Email: [path@pathintl.org](mailto:path@pathintl.org) / Website: [www.pathintl.org](http://www.pathintl.org)



# *The PATH Intl. Registered Riding Instructor Certification Overview and Application Process*

We are thrilled you are interested in pursuing the PATH Intl. Therapeutic Riding Instructor Program! A PATH Intl. Certified Therapeutic Riding Instructor (TRI) must possess the knowledge, skills and abilities to effectively and safely teach riding skills to individuals with disabilities.

## **METHODS FOR OBTAINING REGISTERED CERTIFICATION**

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You may obtain your PATH Intl. Registered Therapeutic Riding Instructor certification via one of three methods:

- 1) **Successfully complete the PATH Intl. On-Site Workshop and Certification Program (most common method).**
- 2) Attend a college or university with a PATH Intl. Higher Education Membership. Visit [www.pathintl.org](http://www.pathintl.org) to learn more about our current higher education partnerships.
- 3) Attend and successfully complete a PATH Intl. Approved Training Course.

## **THE PATH INTL. ON-SITE WORKSHOP AND CERTIFICATION PROCESS**

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Most commonly, candidates pursue certification through the PATH Intl. On-Site Workshop and Certification Program. This multi-step process is composed of two phases and culminates in a PATH Intl. on-site certification. The components in each

phase are designed to prepare candidates to achieve PATH Intl. Registered Instructor certification. PATH Intl. individual members are eligible to apply to the PATH Intl. Certified Riding Instructor Program.

## **PHASE I REQUIREMENTS**

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- Become a PATH Intl. Individual Member.
- Be 18 years of age or older.
- Submit instructor application.
- Obtain Adult & Child CPR and first aid certifications.
- Submit signed equine management skills checklist.
- Complete pre-certification self-assessment.
- Successfully complete the online standards course and exam within 60 days of enrollment.
- Successfully complete the online instructor self-study course and exam within 180 days of enrollment.

Once you submit your PATH Intl. Certified Riding Instructor Application, you will have one year to fulfill all of the requirements of Phase I. Once PATH Intl. has received documentation of the successful completion of Phase I requirements, the candidate's status will be updated from Phase I to Phase II, also called instructor in training (IT). Once a candidate is granted IT status, PATH Intl. will issue an IT letter, which will be required for final certification. IT letters are valid for **12 months from the date of issue**. *Candidates are not eligible for certification without a valid IT letter.*

## PHASE II REQUIREMENTS

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- Documentation of a minimum of 25 hours instructing therapeutic riding to groups of two or more individuals with disabilities under the guidance of a PATH Intl. Certified Instructor
- Accommodation request submitted (if applicable)
- Attend an on-site workshop at a PATH Intl. Premier Accredited Center.
- Attend and successfully complete a certification event at a PATH Intl. Premier Accredited Center.

Phase II of the PATH Intl. Certified Instructor Program allows candidates to apply the knowledge gained in Phase I to hands-on teaching experiences. Candidates have **12 months** to fulfill all of the requirements of Phase II from the date on their IT letter. Within this year, candidates are also expected to complete their 25 hours of supervised teaching, attend a PATH Intl. Registered On-Site Workshop (if the candidate has not already) and test at a certification event.

### Documentation of Teaching Hours:

A form for documenting teaching hours is included in the application booklet (page 10). *This form is to be sent to the host site (not PATH Intl.) prior to certification testing along with the rest of the Phase II forms required for certification registration.* Candidates may begin counting hours at any time (either during Phase I or Phase II), but the hours cannot be more than two years old at the time the candidate attends his or her certification testing.

**The candidate may only count hours spent teaching therapeutic riding to groups of two or more participants—pre- and post-lesson activities do not count.** Teaching hours must be acquired under the supervision of a current PATH Intl. Certified Therapeutic Riding Instructor. Hours documented without a supervising instructor's signature will not be accepted. **Candidates who cannot supply documentation of 25 hours instructing therapeutic riding to groups of two or more individuals with disabilities will be considered INELIGIBLE for certification.**

It is the candidate's responsibility to ensure he or she is working with a PATH Intl. Certified Therapeutic Riding Instructor **in good standing**. This means that the supervising instructor must be current at the time all 25 hours take place. Candidates may verify current certification with PATH Intl., or by asking to see the supervising instructor's PATH Intl. membership card.

**If, upon verifying candidate paperwork following certification, PATH Intl. identifies that a candidate has insufficient hours or was supervised by an**

**expired/non-compliant instructor, the original documentation of hours presented will be considered invalid and the candidate will be assessed a \$250 penalty fee.** The candidate will be required to remit payment for the fee and submit documentation of 25 valid hours within 90 days of notification from PATH Intl. If the fee and hours are not received within 90 days, the candidate's certification results will be null and void. The candidate will be required to attend another on-site certification in order to earn PATH Intl. Registered Instructor certification.

If it is a hardship to obtain 25 full hours teaching therapeutic riding to groups of two or more riders with disabilities, please contact PATH Intl. for guidance.

***As of January 1, 2017:*** Candidates must demonstrate to a PATH Intl. Certified Professional that they have practiced emergency response procedures, **including demonstration of an emergency dismount.** If all or part of a candidate's teaching hours took place **BEFORE** January 1, he or she is not required to supply the updated Documentation of Teaching Hours form. If all of a candidate's teaching hours took place **AFTER** January 1, he or she **IS** required to supply the updated Documentation of Teaching Hours form.

## CERTIFICATION ELIGIBILITY

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All candidates **MUST** be able to provide **BOTH** of the following to the host site 30 days prior to the date of certification in order to proceed with PATH Intl. Registered Instructor certification testing – **NO EXCEPTIONS.**

- 1) A valid IT letter – IT letters are valid for 12 months from the date of issue. Candidates without a valid IT Letter will be considered **INELIGIBLE** for certification.
- 2) Documentation of 25 teaching hours under the supervision of a current PATH Intl. Certified Riding Instructor. Candidates who cannot supply documentation of 25 hours instructing therapeutic riding to groups of two or more individuals with disabilities will be considered **INELIGIBLE** for certification.

## PATH INTL. APPROVED TRAINING COURSES

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### Prerequisites for Approved Training Course (ATC):

- Be a current PATH Intl. Individual Member.
- Be 18 years of age or older.
- Be certified in basic Adult and Child CPR and first aid.
- Meet entrance requirements as determined by the host PAC.

PATH Intl. Approved Training Courses (ATC) are held at PATH Intl. Premier Accredited Centers (PACs). These screened training sites offer intensive educational curriculum that includes classroom and lecture time, observations, training in facility management and administration, horsemanship practicums, horse schooling, and mentored teaching experiences. ATCs provide applicants the opportunity to attain either PATH Intl. Registered or Advanced Level Certification upon completion of the course.

Candidates interested in attending a PATH Intl. ATC should contact directly the center hosting the ATC to obtain current information on location, course fees, schedules, housing options and entrance requirements. Contact information for each PATH Intl. Approved Training Course is available on the PATH Intl. website ([www.pathintl.org](http://www.pathintl.org)).

*NOTE: Many PATH Intl. Member Centers offer instructor training and/or certification prep courses, but these courses **do not** count as an ATC unless they are listed by PATH Intl. as such.*

## **ACCOMMODATIONS**

An accommodation is an adjustment or an adaptation of a component or components of the registered instructor certification process in order to meet the special needs of a candidate.

**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.**

Requests for an accommodation to any part of the process must be made in writing by the candidate and submitted to PATH Intl. 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 in order to help PATH Intl. determine appropriate, reasonable accommodations on an individual basis. Please visit the website at <http://www.pathintl.org/40-resources/certification/936-accommodations> to obtain the PATH Intl. Reasonable Accommodation Policies and Procedures instructional booklet for the necessary forms.

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.

**Please allow up to 60 days to receive accommodation request results in all cases.\***

For more information, please contact PATH Intl.

*\*PATH Intl. and affiliated centers are not responsible for refunding OSWC registration fees or travel expenses in the event that an accommodation request is submitted with insufficient processing time.*

## **INSTRUCTOR APPLICATION REFUND POLICY**

PATH Intl. Instructor Certification applications will only be refunded if a written request is made via mail or email. The written request must be received by PATH Intl. within five business days of the date the application was received. Please include in the written request: name, member number, address, phone number and reason for refund. If the on-line courses have already been accessed, a refund will not be given. Refunds will be issued in the original form of payment. If a credit card is not available for credit, a check will be issued for the refunded amount. Merchandise or materials purchased with the instructor application submission will be considered under the returns/refund policy. PATH Intl. Membership is non-refundable; please see the membership refund policy on the PATH Intl. website, [www.pathintl.org](http://www.pathintl.org).

## **RECOMMENDED MATERIALS**

*PATH Intl. Standards for Certification and Accreditation* (current edition) – Hard copy or CD. The manual may be ordered via the online PATH Intl. store ([www.pathintl.org](http://www.pathintl.org)) or in conjunction with the PATH Intl. Registered Instructor Certification Application form. PATH Intl. members may download the manual from the “member's only” section of the PATH Intl. website at [www.pathintl.org](http://www.pathintl.org).

*PATH Intl. Riding Instructor Certification Policies and Procedures.* Available for download online at the PATH Intl. website at [www.pathintl.org](http://www.pathintl.org).

*Certified Horsemanship Association Composite Horsemanship Manual*, available from CHA. Call Certified Horsemanship Association at (859) 259-3399 or Toll Free (800) 399-0138 or order at the website <http://www.cha-ahse.org>.

*101 Arena Exercises*, available from Storey Communications Inc. Order by calling (800) 441-5700.



**1 YEAR**  
to complete from date of application

### PHASE I

- Be 18 years of age or older
- Become a PATH Intl. Individual Member
- Submit Registered Instructor Application
- Submit accommodation request (if applicable)
- Submit Adult & Child CPR and first aid certifications
- Submit signed Equine Management Skills Checklist
- Complete the online Standards Course and exam  
(score valid for 1 year)
- Complete the online Instructor Self-Study Course and exam  
(score valid for two years)
- Complete the online Pre-Certification Self-Assessment exam

### RECEIVE INSTRUCTOR IN TRAINING (IT) LETTER

(valid for 12 months from date of issue)

*Recommended but optional during Phase I:*

- Audit a PATH Intl. on-site Registered Instructor workshop*

**1 YEAR**  
to complete from date of IT letter

### PHASE II

- Complete a minimum of 25 hours of teaching therapeutic riding to a group (two or more riders)  
(max of two years old at time of certification)
- Attend a PATH Intl. on-site registered instructor workshop (max of two years old at time of certification)
- Attend a PATH Intl. on-site registered instructor certification

**PATH Intl. Certified  
Registered  
Instructor status**

Renew Annually

NOTE: This diagram is intended to be a general checklist/overview of the application and certification process. Please thoroughly review the registered instructor application, certification, and policies and procedures booklets for details on each component within the process.

PATH INTL.

REGISTERED INSTRUCTOR CERTIFICATION APPLICATION

Please mail this completed form to PATH Intl.
PATH Intl., P.O. Box 33150, Denver, CO 80233

Name of Candidate: \_\_\_\_\_ Email (required): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Day (\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

PATH Intl. Member Center Affiliation (if applicable): \_\_\_\_\_

Please complete entire checklist:

- 1. I am at least 18 years of age.
2. I have enclosed front and back copies of my current first aid and Adult and Child CPR cards. OR I will sign up for a CPR/first aid course in my area.
3. I am a current PATH Intl. Individual member. Membership# \_\_\_\_\_ OR I am not a current PATH Intl. Member. I have filled out the individual membership application and included the appropriate fee.
4. I have enclosed the instructor application fee of \$87. OR I am using my center's membership benefit of one instructor application fee waiver per year AND have enclosed a letter from my center, on their official letterhead, granting permission to use the instructor application fee waiver (REQUIRED).

Name of Member Center: \_\_\_\_\_ Center # \_\_\_\_\_

- 5. I am able to complete the certification process as outlined and do not need an accommodation. OR I am unable to complete the certification process as outlined and have: Downloaded the Reasonable Accommodation Policies and Procedures instructional booklet for the necessary forms, Included my written accommodation request with this application, Included a doctor's note verifying a disability necessitating an accommodation.
6. I would like to purchase the following checked items (optional): PATH Intl. Standards for Certification and Accreditation manual, PATH Intl. Instructor Education Guide, 2nd Edition

I have carefully read and fully understand the policies and procedures that are laid out in this application booklet.

I am requesting expedited (one business day) processing and have enclosed an additional \$25 processing fee.

TOTAL Payment: \_\_\_\_\_ (application fee, merchandise and expedited processing fee, if applicable)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I wish to pay by (check one): Please make check payable to PATH Intl. in U.S. funds.

Check MasterCard Visa American Express Discover Total Amount \$ \_\_\_\_\_

Credit Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Please mail or email this completed form to PATH Intl.
PATH Intl., P.O. Box 33150, Denver, CO 80233
If you have not completed the online exams and received your IT letter in one year, you will need to reapply for instructor certification.

# PATH INTL. REGISTERED INSTRUCTOR CERTIFICATION

## Phase I Equine Management Skills Checklist

Candidate Name: \_\_\_\_\_ PATH Intl. Member# \_\_\_\_\_

<i>Candidate checks off this section ONLY</i>	
Check	PATH Intl. STANDARDS
	Know and implement PATH Intl. Standards and their interpretation for horse care and maintenance. (Core Standards)
	Know and implement PATH Intl. Standards and their interpretation regarding the use of safety and adaptive equipment. (Mounted and Ground Activity Standards)

**In preparation for registered instructor certification, a PATH Intl. Certified Riding Professional must sign off on your knowledge and skill in the following areas.**

<i>*All topics below are to be checked off by a PATH Intl. Certified Riding Professional*</i>	
Check	BREED/COLORS/MARKINGS/PARTS OF THE HORSE
	Identify a horse by age, color and markings, breed characteristics, height and weight.
	Know the parts of the horse.
HORSE SENSES AND BEHAVIOR	
	Know the characteristics of the senses of the horse.
	Know the characteristics of horse behavior.
	Know how the senses of the horse and horse behavior affect the safety of the riding setting.
	Identify stable vices, including cribbing, weaving, biting and kicking, wood chewing.
FEEDS AND FEEDING	
	Know the feed requirements of the horse including hay, salt and minerals, grains, feeding intervals, water.
	Recognize signs of poor quality feed.
STABLE MANAGEMENT	
	Identify appropriate protection for horses, including fly masks and bonnets, shelter, fly repellents.
	Know horse manure handling methods for sanitary conditions of stall and turnout areas.
	Identify bedding materials.
	Identify potential stall hazards.
HEALTH AND SICKNESS	
	Know and recognize the signs of behavior change, rabies, colic, good health, thrush, laminitis, weight loss.
	Know and recognize when a horse is unsound.
	Identify normal range and how to take TPR (temperature, pulse, respiration).
	Describe deworming, vaccination, hoof and teeth care programs.
GROOMING	
	Identify and explain the use of grooming tools, including curry comb, mane or tail comb, hard or dandy brush, shedding blade, soft or body brush, sponges, hoof pick, and sweat scraper.
	Know how to give a horse a bath.
	Know how to cool down a horse following a work session.
	Know how to clip a horse for maintenance, including bridle path, muzzle, fetlock.



# PATH INTL. REGISTERED INSTRUCTOR CERTIFICATION

## Phase I Equine Management Skills Checklist

Candidate Name: \_\_\_\_\_ PATH Intl. Member# \_\_\_\_\_

Check	TACK AND TACKING
	Identify and know the purpose, use and function of bits (snaffle and curb), adaptive equipment, bitless bridles, breastplates and collars, bridles, safety stirrups, saddles (English and Western), safety helmets, saddle pads, surcingles, bareback pads.
	Know the parts of the English and Western saddles and bridles.
	Know how to tack a horse.
	Identify and explain equipment needs for riders and horses, including types of saddles and bridle, how the saddle affects rider position, how the bridle and saddle affects the horse, adaptive equipment.
	Know how to fit tack to horses and riders.
	Know how to educate team, including riders and volunteers, in the use of the equipment.
	Know and demonstrate tack cleaning, care and maintenance.
	UNSOUNDNESS AND BLEMISHES/FORM TO FUNCTION
	Recognize the difference between a blemish and an unsoundness.
	Identify and describe the foot falls and beats of the walk, trot/jog, canter/lope.
	SELECTION AND TRAINING
	Identify the criteria and the rationale behind selecting horses for a therapeutic riding program.
	Discuss and demonstrate effective techniques to safely expose and get positive responses from horses with regards to leaders and sidewalkers, ambulation aids, mounting ramps and blocks, game equipment, mounting procedures.
	Identify and make recommendations for a conditioning and maintenance program for therapeutic riding horses, including lungeing, mounted and ground schooling, record keeping and turnout.

Page 2 of 2

I, \_\_\_\_\_, verify that \_\_\_\_\_  
(PATH Intl. Certified Riding Professional's Printed Name) (Candidate's Printed Name)

can competently perform all of the items on the above checklist.

\*PATH Intl. Certified Riding Professional's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*I, the candidate, have confirmed that the PATH Intl. **membership AND certification** of the PATH Intl. Certified Riding Professional signing off on this form are **current**.

***I, the candidate, hereby affirm that the information recorded above is accurate and factual.***

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*A PATH Intl. Certified Riding Professional is defined as a professional with at least one of the following certifications:

- Registered, Advanced or Master Therapeutic Riding Instructor
- Vaulting Instructor

The PATH Intl. Certified Riding Professional's membership and certification must be current as of the date on this form. You may request a copy of a current PATH Intl. Instructor Membership card or contact PATH Intl. at (800) 369-7433 to verify membership and certification/compliance.



*Please mail or email completed form to PATH Intl.*  
**PATH Intl., P.O. Box 33150, Denver, CO 80233**  
**Fax: (303) 252-4610**

# PATH Intl. Registered Instructor

## DOCUMENTATION OF GROUP TEACHING HOURS

Additional forms may be used for additional hours and/or mentors

Name of Candidate: \_\_\_\_\_ Member#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Day ( \_\_\_\_\_ ) Evening ( \_\_\_\_\_ ) Email: \_\_\_\_\_

Date	Location/Organization	Discipline (Western/ English/etc.)	Hours	Supervising PATH Intl. Certified Riding Professional's Name and PATH Intl. # (required)	# of riders in group
<b>TOTAL</b>					

I, \_\_\_\_\_, verify that \_\_\_\_\_  
(PATH Intl. Certified Riding Professional's Printed Name) (Candidate's Printed Name)

has practiced emergency response procedures, **including demonstration of an emergency dismount.**

I have confirmed that the PATH Intl. **membership AND certification** of each PATH Intl. Certified Riding Professional signing off on this form are **current** and acknowledge this form is not valid without the certified riding professional's member ID(s).

*I hereby affirm that the information recorded above is accurate and factual.*

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

Certified Riding Professional's Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_



**Please submit this form to the host site with your on-site certification paperwork.  
DO NOT send to PATH Intl.**