

PATH Intl. Registered Level Certification Policies and Procedures

CPR/FIRST AID REQUIREMENTS

Candidates are required to be certified in Adult & Child CPR and basic first aid to be eligible for PATH Intl. certifications. CPR and first aid certifications issued by recognized organizations will be accepted.

PATH Intl. Certified Professionals are advised to continually maintain Adult & Child CPR and basic first aid certifications to support centers with which they are affiliated to meet PATH Intl. Mandatory Standards, as well as part of their personal emergency response preparedness plan.

PHASE I ONLINE EXAMS

Candidates will gain access to the Phase I online courses and exams once their instructor application has been processed. The exams will be graded through CourseWebs, a learning management system, and results will be sent to the candidate immediately via email.

Candidates must achieve passing scores on all online exams to complete Phase I of certification and receive an instructor in training (IT) letter. If a candidate allows his or her exam to expire or fails to pass an exam, the candidate may purchase an exam retake by calling PATH Intl. or by visiting the PATH Intl. online store.

- Standards Course: valid for 60 days, \$20 exam fee to retake
- Instructor Self-Study: valid for 180 days, \$25 fee to retake

Please choose from the following options to purchase an exam retake:

- Call PATH Intl., pay the retake fee over the phone with credit card. This method is highly

recommended as it is faster than purchasing the exam online.

- Purchase exam retake in the PATH Intl. online store with a credit card (www.pathintl.org). Note: it will take about three business days before you can access your exam again if you purchase the exam online.
- Mail check payable to PATH Intl. stating on the memo line which online exam retake you are purchasing.

After payment is processed, candidate will be registered for the exam. Confirmation will be given via email notification from CourseWebs. Complete exam retake and resubmit your exam to CourseWebs for grading.

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 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. 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.*

WORKSHOP POLICIES

PATH Intl. is committed to providing a safe, professional and inclusive experience for all individuals participating in PATH Intl. educational events. All attendees at PATH Intl. educational events are expected to conduct themselves with integrity in a cooperative manner in accordance with the PATH Intl. Code of Ethics. Disrespectful and disruptive behavior compromises the learning environment in which attendees and PATH Intl. representatives have invested their time and money to attend.

PATH Intl. workshop attendees are expected to:

- Be mindful and respectful of the learning styles of others and engage in a manner that is conducive to the learning of all.
- Not participate in disruptive crosstalk or side conversations, hindering the hearing and focus of others.

CERTIFICATION ELIGIBILITY

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.

- 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) Completed documentation of teaching hours – Candidates who cannot supply documentation of 25 full hours of mounted, group instruction of individuals with disabilities will be considered **INELIGIBLE** for certification.

RESUBMISSION PROCESS

Resubmission is offered for instructor candidates who are found not to meet criteria of one or more components of the registered level certification process. An official results letter stating resubmission options will be sent to candidates via U.S. mail. Candidates have 12 months from the date of their official results letter to resubmit. Failure to resubmit the necessary information prior to the resubmission expiration date will result in cancellation of a candidate's application.

a) Candidates who do not meet criteria for one component:

Option 1: Attend a PATH Intl. Registered On-Site Certification

--OR--

Option 2: Resubmit by video to PATH Intl. The video resubmission process will be detailed in the official results letter from PATH Intl. A video resubmission fee applies. *It will take 45-60 days to receive your video resubmission results back from PATH Intl.*

Candidates may resubmit via video only twice after attending an on-site instructor certification evaluation. If the candidate is still found not to meet criteria after two video resubmissions, another on-site certification must be attended to retest for both components again.

b) Candidates who do not meet criteria for both components:

Instructors in training who attend the registered on-site certification and are found to not meet criteria for both certification components (the riding demonstration and the teaching to riders with disabilities) will not be eligible to resubmit via video.

The candidate will have 12 months from the date of the official results letter to complete one of the resubmission options:

Option 1: Attend a PATH Intl. Approved Training Course

--OR--

Option 2: Attend another registered on-site certification within 12 months of receipt of their official results letter. In addition to attending another on-site certification, the instructor candidate will have to provide documentation of an additional 10 hours teaching riders with disabilities, supervised by a PATH Intl. Certified Instructor.

WITHDRAWAL POLICY

Candidates who choose to withdraw from one or both of the components during the on-site certification event are not eligible for video resubmission and will be required to attend another on-site certification event to resubmit for each component from which they withdrew. Refunds are not issued in the event of a withdrawal, and the candidate will be responsible for all registration fees and expenses associated with attending an additional on-site certification.

No certification results will be released until the candidate has successfully resubmitted at an on-site certification event and has been found to meet the criteria for registered instructor status.

APPEAL PROCESS

If a candidate is found to not meet the criteria for PATH Intl. Registered Instructor Status and would like to appeal his or her on-site certification results, a written request for an appeal may be submitted to PATH Intl. The appeal request must:

- Be submitted within 15 business days of written notification of certification results from PATH Intl.
- Specifically refer to the criteria cited as not met in the evaluation
- Provide explanation as to how the candidate believes he or she has met the criteria

Video resubmission results are not eligible for appeal.

The PATH Intl. Riding Certification Subcommittee will review the original application, examination and certification results to determine if the candidate's certification results will be upheld or overturned. ***It may take up to 60 days to review an appeal. This is not a guaranteed time frame.***

If the candidate disagrees with the riding certification subcommittee's decision, the candidate may appeal in writing to the PATH Intl. Certification Oversight Committee. The appeal to the oversight committee must be made in writing and submitted to PATH Intl. within 30 business days of receipt of written notification from the PATH Intl. Riding Certification Subcommittee.

The certification oversight committee will review the original application materials, examination and certification results to determine if the candidate's

certification results will be upheld or overturned. Updated or new information will not be taken into consideration. ***Decisions of the PATH Intl. Certification Oversight Committee will be final.***

ON-DEMAND CERTIFICATION POLICY

If a candidate experiences significant hardship locating a certification event within his or her travel radius, budget or weight requirements, PATH Intl. offers the option of on-demand certification. Candidates must contact PATH Intl. to request and receive approval for this option. The candidate must have completed all Phase I requirements and the on-site workshop to be eligible for an on-demand certification. Once the candidate has received approval, he or she will be responsible for contacting a PATH Intl. Premier Accredited Center and working with the center rep to locate and arrange travel for the lead and associate evaluators. The candidate is responsible for reimbursing travel expenses and compensating the evaluators for their time. Payments should be made through the center, not directly to the evaluators.

Please contact PATH Intl. for more information about the on-demand certification option.

CANCELLATION POLICY

If for any reason a candidate fails to complete the Phase I or Phase II processes within the allotted time frames, the candidate's application will expire and the candidate will need to begin the application process over again. No refunds of application or membership fees will be provided.

INSTRUCTOR APPLICATION REFUND POLICY

PATH Intl. Instructor Applications will only be refunded if a written request is made via mail or email, Attn: Certification Department. The written request must be received by PATH Intl. within five business days of the received date of the application. Please include the following in the written request: name, member number, address, phone number and reason for refund. If access has already occurred to the on-line courses a refund will not be given. Refunds will be issued in the original form of payment. If a credit card is used for the application fee and 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 memberships refund policy on the PATH Intl. website, www.pathintl.org.

PERSONAL HORSES AT CERTIFICATION

Upon request, candidates may be allowed to bring their own horse to ride at the certification event *IF* the host site can appropriately accommodate outside horses and is comfortable having outside horses on their property—***this accommodation is entirely at the discretion of the host site.***

If the host site feels that an outside horse can be accommodated, the request to do so must be made in writing, from the candidate, and submitted to the host site at least 30 days prior to the workshop/certification. All fees and expenses incurred for transportation and boarding are the responsibility of the candidate.