

PATH Intl. Equine Specialist in Mental Health and Learning Workshop and Skills Test

Host Site Intent to Host Packet

Welcome

Dear PATH Intl. Center,

Thank you for your interest in the Professional Association of Therapeutic Horsemanship International (PATH Intl.) Equine Specialist in Mental Health and Learning (ESMHL) Workshop and Practical Horsemanship Skills Test. Following is the preliminary information packet concerning the process and requirements. Please review the information, and feel free to call if you have any questions regarding the process.

If you decide that you meet the requirements and would like to host an equine specialist in mental health and learning (ESMHL) workshop and test, please follow the directions and complete the intent to host form included with this packet. This form should be returned to PATH Intl. Please keep this packet for use at a later date if you get approved to host an equine specialist in mental health and learning (ESMHL) workshop, as this information will be valuable to you before, during and after the workshop!

Upon receipt of your intent to host form, PATH Intl. will send the second packet of materials and information if your host site is approved to host. Completion of this form does not guarantee that your site will be chosen and does not confirm your site or dates.

THANK YOU FOR YOUR SUPPORT OF THE PATH INTL. EQUINE SPECIALIST IN MENTAL HEALTH AND LEARNING
CERTIFICATION PROGRAM!

Hosting Basics

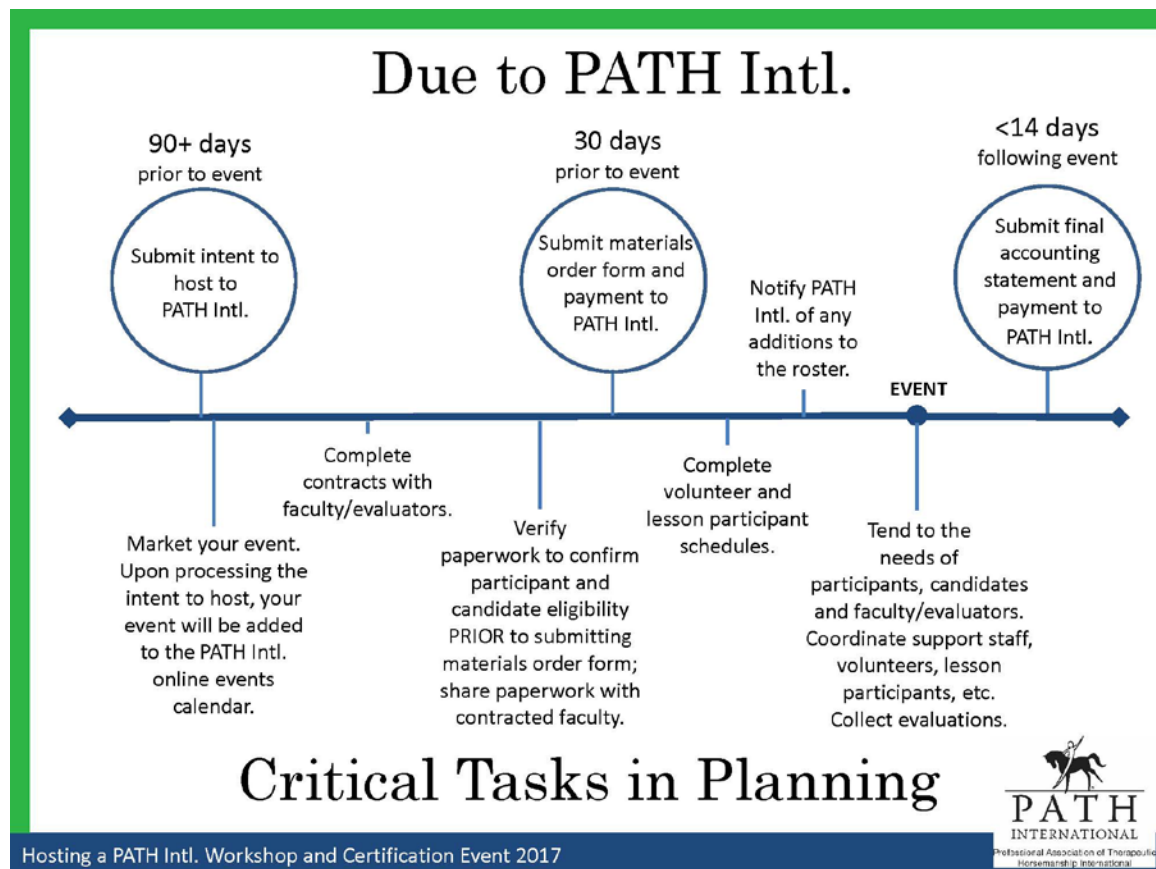
There are essentially phases to hosting a PATH Intl. Equine Specialist in Mental Health and Learning workshop and/or Horsemanship Skills Test:

1. **Intent phase** (involves confirming your center can meet the host site requirements, viewing the Hosting a PATH Intl. Workshop and Certification Event webinar, notifying PATH Intl. of your intent to host an event and contracting faculty/evaluators.)
2. **Event prep phase** (includes ordering materials, confirming the participant roster and submitting payment for participant and faculty/evaluator fees)
3. **Event phase** (includes holding the event and submitting the final fees due along with all participant paperwork, event evaluations and unused materials)

You are now in the **intent phase**. This intent to host packet will guide you through this first phase and includes important materials such as:

- Host site requirements/expectations and processes
- Horsemanship Skills Test course map with measurements
- Sample budget information
- Recommended policies for use by the host site
- ESMHL workshop schedule
- Intent to host form
- List of approved faculty/evaluators
- Sample faculty/evaluator contract

Timeline Overview



Host Site Requirements

During the intent phase and PRIOR to submitting an intent to host form, you should determine that your center can successfully meet the following host site requirements.

To host the **three day workshop**, the host site should have:

- PATH Intl. Premier Accredited Center status* (or have received approval to host by PATH Intl.)
- Covered arena (indoor and/or outdoor)
- Barn with stalls and aisle with crossties or similar setup
- Handicapped accessible classroom/meeting room large enough for approximately 25 people, room must have tables and chairs to fit everyone comfortably in classroom format for note taking during workshop
- Two flip charts, colored markers and tape
- Name tags for participants, staff and volunteers
- Access to copy machine and paper
- Projector with capability to display animated PowerPoints
- Microphone (if pertinent given size of classroom and/or arena)
- Host site representative to introduce faculty to the facility and equines the day prior to start of workshop
- Two host site volunteers for all three days to assist DAILY with the following items listed below. *These volunteers may audit the workshop at any time but must be available according to the schedule and as needed during the day.*
 - Food preparation
 - Daily sign in, last minute copying
 - Assisting with preparedness of equines for workshop equine hands-on components
 - Finding needed equipment
- Healthy breakfast, lunch, beverages and water for faculty/evaluators, participants, staff and volunteers for each day of the event.
- One to two grooming buckets for selected equines
- Equines who are safe and sound with the following experience:
 - Three to four equines who are used to being turned out together
 - Four with riding experience
 - One to two with equine-facilitated experience
- Handicapped accessible restrooms
- Easily accessible to airport, hotel, public transportation and restaurants within reasonable driving distance
- Hotel or appropriate lodging for the faculty close to the host site** (if applicable, see host site benefits)

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

** Appropriate lodging should be within reasonable driving distance (max. 25 miles) and have the ability to be private as needed by the faculty for workshop preparation and review.

If your center cannot provide any item in the above list, please contact the evaluators to consider and prepare alternatives.

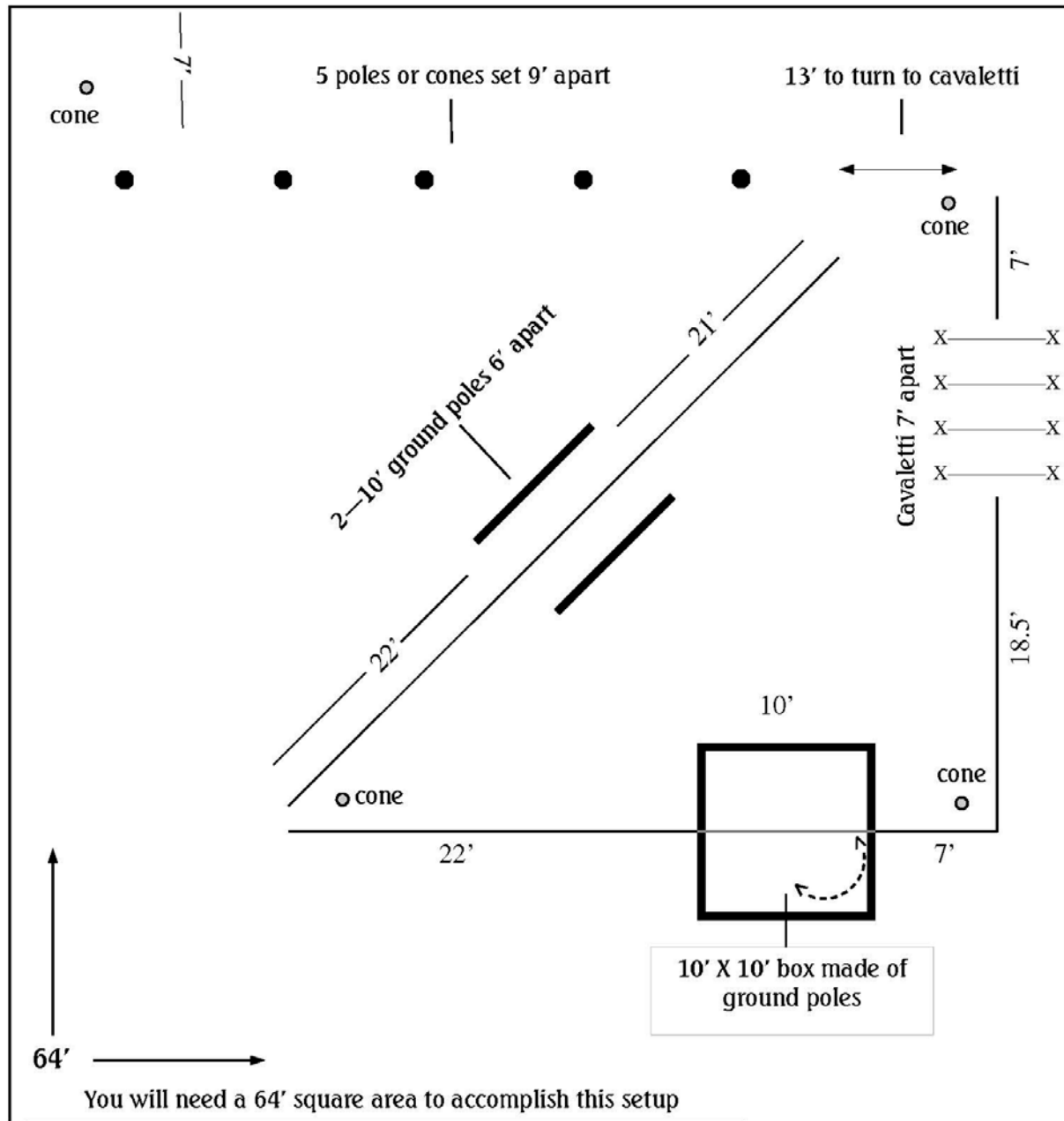
To host a **skills test event**, the host site must provide the following:

- PATH Intl. Premier Accredited Center status*
- Contracts with two evaluators (one associate and one lead OR two leads) selected from the list of approved PATH Intl. faculty/evaluators on the last page of this packet
- Access to an indoor arena
- At least six equines (under 17.0 hands) and/or large ponies (over 13.2 hands) for participants, able to:

- be lead around a short obstacle course (five minutes +/-) at least three times during an eight-hour day
 - be sound and able to participate in the obstacle course energetically all day (blind equines cannot participate in the skills test)
 - step over four cavaletti
 - back three steps
 - maintain an active walk for five minutes
 - should not be difficult to catch in stall or small paddock
 - If any of these equines/ponies need an aid such as a dressage whip, crop, carrot stick or energy stick, etc. to maintain an active walk, this should be provided as an option at the gate to the arena/ring
- Each equine should have a standard, appropriately sized halter with a strap over the crown and buckle
 - on the left side of the equine's head.
 - Energy stick, crop, etc., available if appropriate or needed
 - At least four snap-on leads between 5-8' in length.
 - Stalls or a small paddock within 250 feet of the ring/arena where the obstacle course will be set up.
 - Obstacle course materials (See map on the next page for course set-up including measurements)
 - 8 ground poles at least 10' in length
 - 4 cavaletti or raised poles, 4 to 8" in height and at least 8' in length
 - 5 pole bending poles or weaving poles, or 5 cones or barrels or other uprights
 - 4 additional cones to outline the course
 - *See map on the next page for course layout and measurements*
 - Enough volunteers to ensure equines are on hand for their testing candidate/time
 - Complete, up-to-date files for all equines/ponies participating in the test.
 - Private location for meetings and report writing for faculty/evaluators.
 - Provide the means to print the evaluator's written reports.

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

Horsemanship Skills Test Obstacle Course Set-up



**PROPRIETARY EXAM INFORMATION:
NOT TO BE SHARED WITH CANDIDATES!**

1/1/2017

Before the Event

1. Designate an event point of contact

- This individual will be in charge of coordinating with PATH Intl. regarding all event requirements, paperwork and payments.
- In order to effectively support participants and faculty during the event and due to a conflict of interest, the event contact person/host site rep CANNOT also participate in the workshop or skills test.
- It is recommended that this individual is also the point of contact for the workshop and skills test participants.

2. Determine your centers ability to host an event

- Designated individual (preferably the event point of contact) views the “Hosting a PATH Intl. Workshop and Certification Event” webinar to gain an understanding of host site commitments.
- Review the requirements within this packet to determine if all host site requirements can be met.
- Decide if your center is able and willing to host.

3. Create a budget and fee schedule

- Assess budgetary requirements for the host site and determine workshop and skills test registration fees. You can review a sample budget and budgetary recommendations below. 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 ESMHL workshop and/or skills test event at your center.

The following information is provided to help host sites determine expenses and fees:

- ❖ Faculty/evaluators:
 - The fee for EACH faculty/evaluator is \$300.00 per day (total of four days), to be paid with materials order form. This fee must go through PATH Intl. because PATH Intl. pays for professional liability insurance for the faculty/evaluators.
 - The host site is responsible for all transportation, lodging and food expenses for faculty/evaluators (in addition to per day fee.) Appropriate lodging should be within reasonable driving distance and have the ability to be private as needed by the faculty/evaluators for workshop prep and review.
- ❖ Fees to PATH Intl.:
 - \$60.00 per workshop participant (includes manual) to be paid with materials order form.
 - \$40.00 per skills test candidate
 - Any late workshop applicant fees, late material order form fee, and any late shipping charges (if applicable) to be included with final accounting statement.
 - Total evaluator fees (NOT expenses)
- ❖ Participant Expenses:
 - Host site must determine if the fee to participants will cover lodging and food or if participants must cover those expenses independently. This decision will depend on the host site’s resources (for example: a residential facility may choose to include those services).
 - The host site determines how much to charge participants for the workshop and practical testing, a recommendation is provided in the sample budgets below.
- ❖ Miscellaneous Expenses (may or may not apply):
 - Advertising and postage
 - Copies
 - Additional insurance (The host site must check with its insurance coverage to determine if extra insurance is needed.)
 - Materials order form late fee, workshop manual restocking fee

Fees associated with the PATH Intl. ESMHL workshop and skills test events:

Due to PATH Intl. with the materials order form BEFORE the event:

Workshop participant fee	\$60 (per participant; includes workshop manual)
Auditors	\$40 (per auditor, if receiving a manual)
Faculty/Evaluator fees	\$300 (per faculty/evaluator PER day)

Due to PATH Intl. with the final accounting statement AFTER the event:

Skills test participant fee	\$40 (per candidate)
Materials order form late fee	\$40 (per week, additional shipping fees may apply)
Additional auditors	\$40 (per auditor, express shipping fees may apply)
Additional workshop participants	\$60 (per participant, express shipping fees may apply)
Manual restocking fee	\$25 (per manual)

Sample Budget

Based on 15 workshop participants and 10 skills test candidates:

Income:	Workshop participant fees	\$375.00 each	\$5,625.00
Income:	Practical test candidate fee	\$150.00 each	<u>\$1,050.00</u>
	Total Income		\$6,675.00

Expenses:	Workshop participant fees due to	\$900.00	
	Skills test fees due to PATH Intl.	\$400.00	
	Faculty fees to PATH Intl.	\$2,400.00	
	Air fare	\$750.00	
	Insurance for facility	\$90.00	
	Hotel	\$400.00	
	Car rental	\$150.00	
	Food	\$700.00	
	Advertising	\$100.00	
	Total expenses	<u>\$5,890.00</u>	
Profit to host site:			\$785.00

Second Sample Budget

Based on 15 workshop participants and 10 skills test candidates but with reduced costs as result of hosting the faculty/evaluators in the home(s) of volunteers and having volunteers cook meals:

Income:	Workshop participant fees	(\$450.00 each)	\$6750.00
Income:	Practical test candidate fee	(\$100 each)	<u>\$1000.00</u>
	Total Income		\$7,750.00

Expenses:	Workshop participant fees to PATH Intl.	\$900.00	
	Practical testing fees to PATH Intl.	\$400.00	
	Faculty fees to PATH Intl.	\$2400.00	
	Air fare	\$750.00	
	Insurance for facility	\$90.00	
	Hotel	\$400.00	
	Car rental	\$150.00	
	Food	\$700.00	
	Advertising	\$100.00	
	Total expenses	<u>\$5890.00</u>	
Profit to Host Site:			\$1860.00

4. Complete and submit the intent to host and webinar acknowledgement forms

- If your center decides to proceed with hosting an ESMHL workshop and/or Skills test, submit the completed intent to host AND the webinar acknowledgement forms to PATH Intl.
- Upon approval of your intent to host request, your event will be added to the PATH Intl. events calendar free of charge.

NOTE: PATH Intl. does not regulate the number of events held within proximity of one another. Bear in mind that if you choose to book your event close to another nearby event, this may result in poor registration numbers for both events. Host sites are responsible for checking the PATH Intl. online event calendar and being aware of already scheduled events.

Upon receipt and approval of the intent to host form, PATH Intl. will send the event point of contact the second host packet which includes event prep instructions and the following items:

- Reminders of host site requirements/expectations, policies and procedures
- ESMHL Workshop Schedule
- Equine Needs Schedule
- Horsemanship Skills Test Course Map with Measurements
- Materials order form
- Proposed workshop schedule
- Packet for participants, which include the following:
 - ✓ Sample Letter for Participants
 - ✓ Event Application
 - ✓ Candidate Profile Form
 - ✓ Photo and Liability Releases

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

5. Contract approved PATH Intl. faculty/evaluators

- Contract two of the approve faculty/evaluators listed on that last page of this packet.
- Contracts two PATH Intl. ESMHL workshop faculty to conduct the workshop. At least one of the faculty must be a mental health professional and one faculty must be an equine professional—See the faculty list enclosed in this booklet.
- Contract should include fees to be paid to PATH Intl. prior to the workshop and separate expenses (e.g., transportation, meals, accommodations and parking) to be reimbursed directly to faculty/evaluators by the host site at the conclusion of workshop.

6. Create policies

- The 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 be reimbursed for any accrued contractual expenses. All workshop and/or Skills test materials must be returned to PATH Intl., and any shortage in materials will be paid for by the host site. **Please make sure your refund policy is clearly stated on all advertising materials.**

Workshop auditors: Participants may attend as an auditor for a refresher or for CEUs. Auditors are expected to observe only and do not participate in the hands-on workshop activities. Please make sure registrants understand that auditing the workshop does NOT count towards their portfolio/certification requirements. Center staff or the center volunteers sitting in on the workshop are not considered auditors or workshop participants and their attendance cannot count toward the certification process. It is up to

each host site/center to determine the cost of the workshop and may choose to offer a discounted rate to auditors.

Extra fees incurred: 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. In addition to confidentiality agreements, it is recommended that host sites have participants and volunteers sign photo release forms if any part of the workshop is being photographed; however, please note that photographs or video may not be taken during testing.

Food and lodging: 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.

Accommodation requests: An accommodation is an adjustment or adaption to 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 PATH Intl. at least 60 days prior to the workshop and/or horsemanship skills test. Although it is the responsibility of the candidate to ask PATH Intl. for accommodation requests, it is strongly suggested that the host site contact PATH Intl. as well if a participant has told the host site he or she will need an accommodation.

Requests for accommodations will be reviewed on an individual basis by PATH Intl. The candidate will be notified of the final decision in writing and will be provided with a letter to be shared with the host site defining the parameters of the accommodation. If an accommodation is granted, the host site must communicate this to the faculty/evaluators.

Faculty/evaluators are not authorized to grant accommodations on-site. If a skills test candidate is unable to complete each component of horsemanship skills test and does not have proof of an accommodation granted by PATH Intl., the candidate may choose to withdraw and test at another event once an accommodation is granted or no longer needed.

7. Advertise the event

- Advertise and market your event. **It is not appropriate to use the word “therapy” in your advertising.**
- **Please make sure your refund policy is clearly stated on all advertising materials.**
- Your event will be included on the PATH Intl. events calendar free of charge, but it is the host sites responsibility to market their event on other platforms.
- You may use the following sample text to advertise your workshop and/or skills test event:

The three-day Equine Specialist in Mental Health and Learning workshop provides specialized training for equestrians who are interested in equine-facilitated mental health and/or equine-assisted learning programs. This workshop is not designed to train educators or mental health professionals how to perform their role in equine-facilitated psychotherapy or equine-assisted learning sessions.

This workshop will be taught by some of the most experienced people in the field of equine-facilitated mental health and learning and will give the participants a chance to see what is current in the field. Each course will be team taught by an equine professional in collaboration with a mental health professional working with several equines.

Focus of Training:

- *The specific role of the equine specialist when assisting or collaborating with human service providers*
- *Designing safe, mutually beneficial and effective activities to enhance participant outcomes*
- *Determining specific equine handling methods*

- *Understanding students with mental health and/or learning issues*
- *Assessing the equine's response to student behaviors and needs*
- *To help prepare qualified participants to complete the PATH Intl. Equine Specialist in Mental Health and Learning Certification*

Training is designed for:

- *Individuals 21 years of age and older with a high school diploma or GED*
- *Equine professionals*
- *Therapeutic riding instructors looking to collaborate with mental health and education professionals to incorporate equine-facilitated mental health and/or equine-assisted learning sessions into center programming*
- *Those who wish to enhance their ability to work with mental health and education professionals and their clients*

Prerequisites:

- *Equine handling skills comparable to those described in the PATH Intl. Certified Therapeutic Riding Instructor criteria, Pony Club C or CHA Level 1.*
- *Familiarity with PATH Intl. Standards and code of ethics.*

Cost:

Cost includes materials (provided by PATH Intl.), breakfast or snack and lunches for all attendees (provided by the host site).

Schedule:

The workshop is three full days, 8 a.m. to 5:30 p.m. The host site will provide breakfast or a healthy morning snack and a full lunch all three days. On the last day of the workshop, a skills test review will be held from 5 to 5:30 p.m. The skills test will occur on day four. It takes about 25 minutes per candidate to complete the skills test and exit interview. The length of the day will vary depending on the number of candidates testing.

8. Register participants

- There is a minimum of 12 and maximum of 20 participants allowed for the workshop. The number of auditors allowed is unlimited.
- There is a maximum of 24 candidates for the skills test.
- If candidates ask to test prior to day four due to the needs of their personal schedule, YOU MUST FIRST CONFIRM that the contracted faculty are willing to test candidates in the evening after the third day of the workshop. A MAXIMUM OF THREE CANDIDATES MAY BE TESTED ON THE THIRD EVENING.
- Advise participants to bring copies (printed or electronic) of the PATH Intl. ESMHL certification program application and certification booklets with them to the workshop.
- Participants should purchase PATH Intl. membership ahead of the event. Please do not accept any membership applications or payments but instead refer the individual to contact PATH Intl. directly to request membership.
- In order to effectively support participants and faculty during the event and due to a conflict of interest, the event contact person/host site rep CANNOT also participate in the workshop or horsemanship skills test.

9. Collect and review participant paperwork

- Ensure all paperwork is completely filled out for all workshop and skills test participants. If a participant enquires about accommodations beyond basic handicap accessibility, please refer them to PATH Intl. directly.

- **The host site is responsible for confirming that all registrant paperwork is complete to ensure eligibility for the workshop and/or skills test PRIOR to submitting a materials order form to PATH Intl. In as many cases as possible, verification of candidate eligibility should take place 30 days prior to the horsemanship skills test.**
- Share the skills test roster with the evaluators so that they may determine if they have a conflict of interest with any skills test candidates.

10. Complete and submit materials order form (in the Event Prep packet) no less than 30 days prior to event

- The materials order form and payment are due to PATH Intl. 30 days prior to the event. A late fee of \$40 per week and possible express shipping costs will be assessed if the materials order form and fees are late.
- 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 PATH Intl. immediately to determine if the late registrants are in fact eligible for participation.
- Once the materials order form and payment are received by PATH Intl., delivery of the following will be scheduled:
 - ✓ Workshop manuals – sent from a third party printer via FedEx
 - ✓ Certificates for workshop and skills test participants– sent by PATH Intl. via USPS

Also upon receipt of the materials order form, PATH Intl. will send the event point of contact event follow-up instructions and the final forms packet which includes:

- ✓ Workshop evaluation form*
- ✓ Workshop site evaluation form *
- ✓ Horsemanship skills test evaluation form*
- ✓ Faculty/evaluator feedback form*
- ✓ Apprentice/associate faculty/evaluator evaluation form*
- ✓ Apprentice/associate faculty/evaluator recommendation form*
- ✓ Final accounting statement

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

11. Double check requirements and available resources, plan event schedule

- Work with your selected faculty/evaluators to make sure your center is prepared to meet all necessary host site requirements. It is particularly important revisit host site requirements and resources if there is a likelihood of inclement weather. Be sure you have backup options available for changes in weather, issues with horses, equipment failure, etc.
- Begin planning a schedule for the workshop and/or horsemanship skills test.

12. Recruit volunteers

- The host site should provide volunteers to help during the workshop and assist with preparation of equines for the skills test.
- Note that there may not be time for breaks during these events, particularly during the skills testing, so you will need enough volunteers to trade out throughout the day if necessary.

During the Event

13. Ensure that all host site requirements are continually met throughout the event

- Provide breakfast or snack and lunch for both participants and faculty for the three-to-four day event. Dinner will also need to be provided for the faculty the day before the event and also if evening testing will be conducted.
- Ensure that the equine needs schedule is completed, verified daily and a minimum of three copies (two for the faculty, one for center staff and volunteers) are available throughout the event. Any changes in the equines scheduled should be communicated to the faculty promptly.
- Manage disruptions to prevent them from interfering with the workshop/practical testing.
- Uphold the privacy and confidentiality of all workshop/testing participants.
- Ensure that proper safety equipment is used throughout the event.
- Uphold the PATH Intl. Standards for Centers.

14. Orient evaluators, attendees, volunteers, support staff

- Manage volunteers to ensure they are present and performing the required duties.

15. Monitor needs of evaluators and attendees

- Ensure that amenities and facilities are functioning as expected.

16. Distribute paperwork and manuals to attendees

17. Collect paperwork and review for completeness

- Includes workshop and certification registration paperwork, event evaluations, etc.
- Ensure that the center rep and faculty/evaluators are NOT in the room while participants complete their event evaluations so that the participants feel uninfluenced and unhindered to respond honestly. A host site volunteer should collect completed evaluations, NOT the center rep or faculty/evaluators.

After the Event

18. Double check completeness of paperwork

- Work with the faculty/evaluators to make sure all workshop and skills test materials are collected, including all evaluation forms (with reports written by evaluators)

19. Organize and mail all event paperwork to PATH Intl.

20. Complete and submit the final accounting form (in the final forms packet)

- The host site must complete and return the final accounting statement, including any outstanding payments, to PATH Intl. **within 14 days of the conclusion of the event.**
- The final accounting statement should be accompanied by all workshop and skills test participant paperwork.

- Unused manuals may also be returned to PATH Intl. for a refund. If there are reimbursements due to the host site from PATH Intl., payment will be sent after PATH Intl. processes the final accounting statement.

21. Assess your center's ability to meet the host site requirements and successfully host the event

- Informed by the host site evaluations filled out by the attendees, conduct an honest assessment about how successfully the event was delivered.
- Consider what changes/improvements may need to be made in order to more smoothly run your next event.

2019 ESMHL Workshop Schedule

This schedule is subject to change depending on logistics for activities and/or the faculty's discretion

Day 1

8:00-9:50 a.m.	Welcome
9:50-10:00 a.m.	Break
10:00-11:30 a.m.	Lesson 1.1 PATH Intl. and EFMHA history
11:30-12:30 p.m.	Lesson 1.2 ESMHL Team
12:30-1:00 p.m.	Lesson 1.3 & 1.4 HIPAA and Confidentiality
1:00-1:30 p.m.	LUNCH
1:30-3:00 p.m.	Lesson 2.1 & 2.2 Relationship
3:00-4:00 p.m.	Lesson 2.3 Relationship Exercise (in ring with equines)
4:00-4:10 p.m.	Break
4:10-5:00 p.m.	Lesson 3.1 Equine Behavior and Management in ESMHL
5:00-5:30 p.m.	Lesson 3.2 & 3.3 Death & Abuse
5:30 p.m.	Closing

Day 2

8:00-9:30 a.m.	Lesson 3.4 & 3.5 Equines and Therapy Goals
9:30-10:50 a.m.	Lesson 3.6 Treatment of Equines
10:50-11:00 a.m.	Break
11:00-12:15 p.m.	Lesson 3.7 Exercises (in ring with equines)
12:15-12:30 p.m.	Design Activities Homework
12:30-1:30 p.m.	LUNCH
1:30-2:15 p.m.	Lesson 4.1 Design Activities
2:15-3:45 p.m.	Group Work (at large)
3:45-5:00 p.m.	Reporting and Discussion
5:00-5:30 p.m.	Closing

Day 3

8:00-10:30 a.m.	Lesson 5.1 Define Partnership
10:30-10:40 a.m.	Break
10:40-11:00 a.m.	Lesson 5.2 Collaboration Exercise Assign Roles/ Team Collaboration
11:00-12:00 p.m.	Collaboration Exercise (at large)
12:00 p.m.	Pick up lunch and return to classroom (eat while processing)
12:00-2:15 p.m.	Lunch and Process Collaboration Exercise
2:15-3:45 p.m.	Role Plays (in ring with equines)
3:45-4:00 p.m.	Break
4:00-5:00 p.m.	Final Reflections/Evaluations/Certificates
5:00-5:30 p.m.	Horsemanship Skills Test and ESMHL Certification Questions

PATH INTL. ESMHL WORKSHOP AND HORSEMANSHIP SKILLS TEST 2019 INTENT TO HOST FORM

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

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

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

Physical address (if different from above): _____

Point of contact: _____ Phone number: _____

Point of contact's email (required): _____

(This person must be staff at the host site and responsible for all communication throughout the event hosting process)

Center intends to host a PATH Intl. Equine Specialist in Mental Health and Learning Workshop and Horsemanship Skills Test on the following dates:

Workshop dates: _____ Skills test date: _____

Candidate registration deadline: (set approx. 32 days before date of event) _____

Workshop fee \$ _____ Skills test fee \$ _____ Both \$ _____

Center has contracted with the following faculty/evaluators:**

Equine Professional: _____

Mental Health Professional: _____

***Please enclose a copy of contracts ONLY if daily fees different than those recommended by PATH Intl. are negotiated with your faculty/evaluators.*

The HostSite:

- Is a PATH Intl. Premier Accredited Center
- Has received contracts from faculty/evaluators chosen from current list provided by PATH Intl.
- Has access to a classroom facility
- Has access to PowerPoint projector/screen, flip chart, copy machine and paper
- Has an arena (indoor/outdoor) with suitable dimensions to appropriately accommodate the horsemanship skills test obstacle course
- Has a barn with stalls and aisle with crossties or similar setup
- Can provide safe, sound EAAT horses as outlined in the host site requirements
- Can provide volunteers as outlined in the host site requirements
- Can provide healthy snacks, lunches, beverages and water as outlined in the host site requirements
- Guarantees that a designated individual has viewed the "Hosting a PATH Intl. Workshop and Certification Event" webinar and has submitted the webinar acknowledgement form to PATH Intl.**

PATH Intl. offers free posting of ESMHL workshops and skills tests on the events calendar on the website – Please check one of the following:

- WeDO **OR** We DO NOT want this posted on the PATH Intl. events calendar.

I, the event point of contact, have carefully read the requirements and process for hosting a PATH Intl. Equine Specialist in Mental Health and Learning workshop and Horsemanship Skills Test event. I understand and agree that the host site will meet those requirements and follow the processes as outlined. This includes verification of participant eligibility no less than 30 days prior to the event. I understand that failure to do so could result in loss of the privilege to host the PATH ESMHL workshops and Horsemanship Skills Tests in the future.

Event point of contact signature: _____ Date: _____

Contracting Faculty/Evaluators

Two faculty/evaluators are required to conduct a PATH Intl. EMSHL Workshop and Horsemanship Skills Test event: one equine professional and one mental health professional. You may contract with those listed as lead evaluators or associate evaluators. Apprentices cannot be contracted.

Equine Professional Apprentices:

(faculty/evaluators approved for training, cannot be contracted; attend at their own expense)

Name	City/St	Contact Number	Email
Martha Dubensky	Milford, PA	(570) 409-1140	msdgait@ptd.net
Nancy Van Wyk	Hawley, PA	(570) 229-0516	vanwykfarms@yahoo.com

Mental Health Professional Apprentices:

(faculty/evaluators approved for training, cannot be contracted; attend at their own expense)

Name	City/St	Contact Number	Email

Equine Professional Associates:

Name	City/St	Contact Number	Email

Mental Health Professional Associates:

Name	City/St	Contact Number	Email

Lead Equine Professionals:

Name	City/St	Contact Number	Email
Ann Alden (EP)	Sonorita, AZ	(520) 820-5757	aca@bmi.net
Trish Broersma (EP)	Ashland, OR	(541) 482-6210	trishbroersma@gmail.com
Amanda Hogan (EP)	Beverly, MA	(508) 320-2537	mandy.hogan@windrushfarm.org
Memree Stuart (EP)	Hawthorne, FL	(352) 317-2391	memree1@gmail.com

Lead Mental Health Professionals:

Name	City/St	Contact Number	Email
Joseph Callan (MHP)	Land O' Lakes, FL	(813) 924-0488	jcallanlcsw@gmail.com
Susanne Haseman (MHP)	Cornish, NH	(603) 675-2678	susanne.haseman@FirstLightFarm.com
Leslie McCullough (MHP)	Topeka, KS	(210) 885-8696	legendsequestrian@yahoo.com
Marilyn Sokolof (MHP)	Gainesville, FL	(352) 318-4795	msokolof@aol.com

SAMPLE CONTRACT

THIS CONTRACT made and entered into for the PATH Intl. Equine Specialist in Mental Health and Learning Workshop and Horsemanship Skills Test to be held at **Host Site Location** on **Date** by and between **Host Site Name** and **Faculty Name**, hereinafter called FACULTY.

Now, therefore, it is agreed between the two parties as follows:

The compensation of the FACULTY is \$300.00/ day for the _____ day workshop on the dates of _____ and for the _____ day skills test on _____.

This fee will be paid by the Host Site to PATH Intl. prior to the workshop and delivered to the FACULTY via mail directly from PATH Intl. The total fee paid will be \$ _____.

Expected arrival date for FACULTY is: _____

Expected departure date for FACULTY is: _____

The Host Site will provide the following reimbursement(s) to the FACULTY:

Actual expenses OR Expenses up to \$ _____ for travel;
(circle one)

Actual expenses OR Expenses up to \$ _____ for lodging;
(circle one)

Actual expenses OR Expenses up to \$ _____ for meals;
(circle one)

Federal mileage reimbursement rate OR Expenses up to \$ _____ for mileage;
(circle one)
will be reimbursed for the following time period: _____

Receipts for the above expenses must be submitted by FACULTY to the Host Site by: _____
(date)

Reimbursement of the above expenses will be delivered by the Host Site directly to the FACULTY by: _____
(date)

FACULTY Signature: _____

Host Site Signature: _____

FACULTY Contact Information:

Address: _____

Home Phone: _____ Work/Cell: _____

Fax: _____ Email: _____

Before the event

- Designate event point of contact
- Determine host site eligibility
- Create a budget and fee schedule
- Submit intent to host and webinar acknowledgement forms to PATH Intl.
- Contract approved PATH Intl. faculty/evaluators
- Create policies
- Advertise event
- Register participants
- Collect and review participant paperwork (especially for skills test eligibility)
- Submit materials order form and fees to PATH Intl.
- Double check host site requirements and resources available
- Plan event schedule
- Recruit volunteers

During the event

- Ensure that all host site requirements are continually met throughout the event
- Monitor needs of evaluators and attendees
- Orient evaluators, participants, volunteers, support staff
- Distribute paperwork and manuals to attendees
- Collect paperwork and review for completeness

After the event

- Double check completeness of paperwork
- Organize and mail all event paperwork to PATH Intl.
- Complete and submit the final accounting form within 14 days of the event
- Assess success of meeting the host site requirements and determine any changes/improvements that may need to be made for future events.