

# PATH Intl. Registered Therapeutic Riding Instructor Workshop and Certification

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## Host Site Intent to Host Packet

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## Welcome

Dear PATH Intl. Premier Accredited Center,

Thank you for your interest in hosting a Professional Association of Therapeutic Horsemanship International (PATH Intl.) Registered Therapeutic Riding Instructor workshop and certification. Hosting a PATH Intl. Registered Therapeutic Riding Instructor workshop and/or on-site certification allows you as a center to deliver the education and/or testing instructor candidates need to become PATH Intl. Certified Registered Therapeutic Riding Instructors. Your center has the option of hosting the workshop and certification together or separately, but PATH Intl. recommends that instructor candidates take the workshop well in advance of certification so they may take home the information and practice what they've learned before returning for testing.

**The PATH Intl. Registered Therapeutic Riding Instructor certification program will be available to instructor candidates until ~~December 30, 2020~~ June 30, 2021.** The following packet provides an overview of the hosting process and requirements for each portion of the PATH Intl. Registered Therapeutic Riding Instructor workshop and/or on-site. If your center determines that it can meet the host site requirements and would like to host a PATH Intl. Registered Therapeutic Riding Instructor workshop and/or on-site certification, please follow the directions within this packet and submit a completed intent to host form to PATH Intl. for approval and further instructions. Please keep the rest of this packet to refer to throughout the workshop and/or certification, as the information herein will be valuable to you before, during and after the event.

It is important to be aware that the PATH Intl. Registered Therapeutic Riding Instructor certification will not be recognized after ~~January 1, 2021~~ July 1, 2021. Registered instructor candidates with valid applications and/or IT letters as of ~~October 31, 2019~~ January 1, 2020, and later are eligible to complete the PATH Intl. Registered Therapeutic Riding Instructor certification program **no later than ~~December 30, 2020~~ June 30, 2021.** These certified instructors will then need to complete transition to the PATH Intl. Certified Therapeutic Riding Instructor (CTRI) credential by ~~December 31, 2020~~ June 30, 2021, to maintain active certification into 2022.

If you have any questions about hosting a PATH Intl. Registered Therapeutic Riding Instructor workshop and/or on-site certification, please feel free to call PATH Intl. at (800) 369-7433.

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

## Hosting Basics

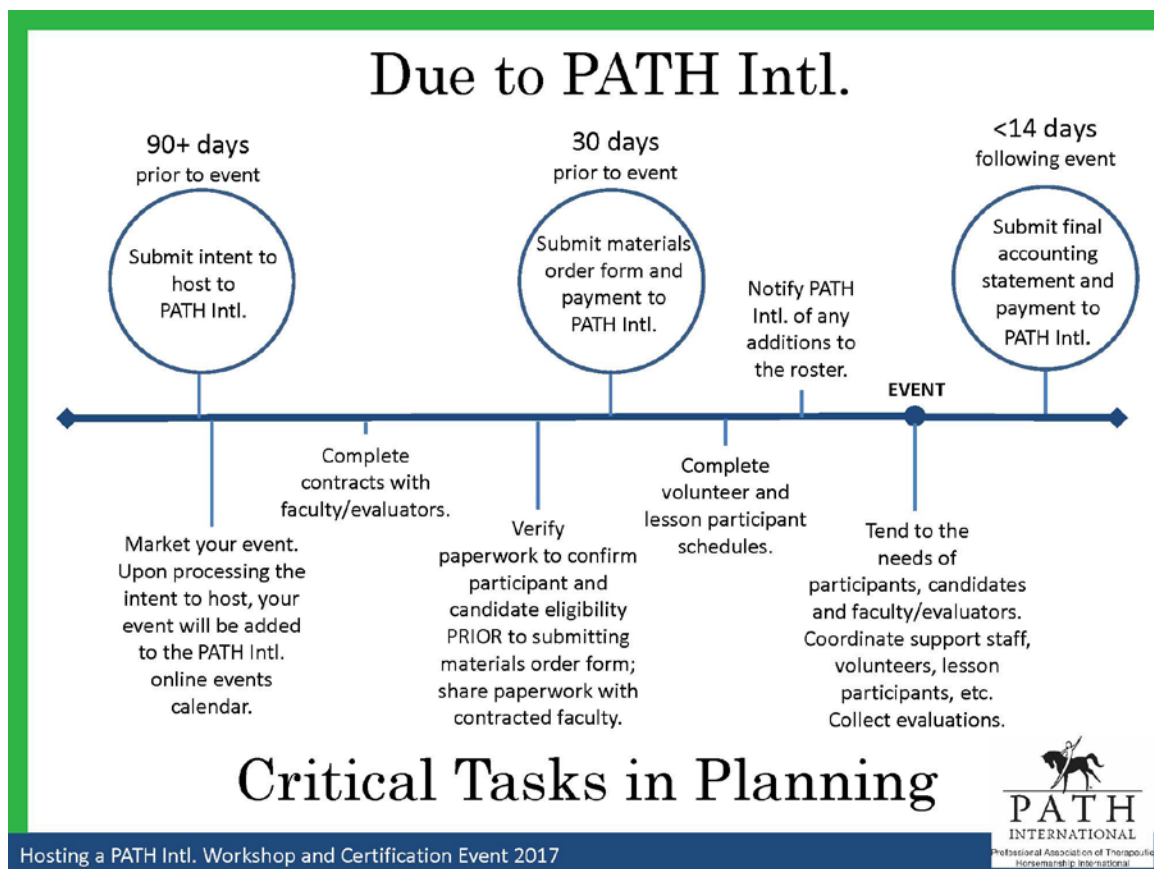
There are essentially phases to hosting a PATH Intl. Registered Therapeutic Riding Instructor workshop and/or on-site certification:

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 in intent to host packet will guide you through this first phase and includes important materials such as:**

- Host site requirements and processes
- Equipment needs
- Sample budget information
- Recommended policies for use by the host site
- Intent to host form
- List of approved faculty/evaluators
- Sample contract
- Sample registration forms

## 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 **two-and-a-half day Registered instructor workshop**, the host site should have:

- PATH Intl. Premier Accredited Center status\*
- Contracts with two faculty (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
- Classroom facility large enough to comfortably accommodate all attendees
- Presentation materials: a TV/DVD player, PowerPoint 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 hands-on activities:
  - ✓ Horse movement activity: three to four horses with different body types and movement
  - ✓ Mounting activity: two horses who are ramp trained
  - ✓ Volunteer activity: three to four horses already tacked up
  - ✓ Equipment activity: two to three horses with differently shaped backs
  - ✓ Role-playing activity: four to six horses
- Assigned tack for all horses participating

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

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

To host a **one day on-site Registered instructor certification before ~~December 30, 2020~~ June 30, 2021**, 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
- Mounting ramp and/or block appropriate for the students
- All materials needed for testing (organized with lead evaluator's guidance)
- Equines to meet the following criteria:
  - ✓ Appropriate size and weight to carry adults
  - ✓ Sound of leg, wind and temperament
  - ✓ Safe
  - ✓ Trained and conditioned to the level of the registered candidate riding demonstration warm-up and pattern, including walk, trot and canter on the correct lead in both directions
  - ✓ Accommodate both Western and English riders at the walk, trot/jog and canter/lope. If equines used for the riding component are not equines used in the riding program, there must be documentation of screening and acceptance by a center representative for the purpose of use during the OSWC.

- Enough suitable equines to limit the equines to no more than three candidate riding demonstrations, including the warm-up.
- Enough volunteers and riders with disabilities to provide 10 lessons of 20 minutes and two riders each for the teaching component of certification. It is recommended that the host site not schedule the riders with disabilities for more than two candidate lessons. Riders should have mild cognitive, behavioral and/or physical disabilities. All riders must be able to walk and trot either independently or with side walker assistance (no riders with severe mobility impairments).
- Complete, up-to-date files for all riders 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
- A quiet, private place for the candidates to write their self-reflection after their teaching component is completed
- 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.*

## Equipment Needs

To deliver the intended benefit to PATH Intl. Registered Therapeutic Riding Instructor workshop and/or on-site certification participants, host sites should have all the equipment listed below available. If your center does not have any of the items listed, please contact PATH Intl. or your lead evaluator to discuss substitute equipment.

**Host sites must have all safety equipment as required by PATH Intl. standards, particularly approved safety helmets for all 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. Stirrups:

S Stirrups Peacocks  
Quick outs  
Western safety stirrups  
Devonshire boots

### 5. Reins:

Loop reins  
Ladder reins  
Rein handle

### 6. Saddle Fleece:

Seat saver  
Full saddle fleece

### 7. Easy Ride/Natural Ride

### 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

## 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 certification.
- It is recommended that this individual is also the point of contact for the workshop and certification participants.

### 2. Determine your center's 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 and select dates to hold the event. **NOTE: PATH Intl. Registered Therapeutic Riding Instructor certification events cannot take place past December 30, 2020 June 30, 2021.**

### 3. Create a budget and fee schedule

- Assess budgetary requirements for the host site and determine workshop and/or on-site registered certification 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 event at your center. For those centers hosting a workshop and/or on-site registered certification that carry the Markel Insurance policy, the workshop and/or on-site 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 on-site 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.

#### Fees associated with the PATH Intl. Registered On-site Workshop and Certification:

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

Workshop participant fee	\$55 (per participant; includes workshop manual)
Auditors	\$35 (per auditor, if receiving a manual)
Lead faculty/evaluator fee	\$300 (per lead faculty/evaluator per day)
Associate faculty/evaluator fee	\$250 (per associate faculty/evaluator per day)

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

Certification participant fee	\$80 (per candidate)
Materials order form late fee	\$40 (per week, additional shipping fees may apply)
Additional auditors	\$35 (per auditor, express shipping fees may apply)
Additional workshop participants	\$55 (per participant, express shipping fees may apply)
Manual restocking fee	\$25 (per manual)

**Sample Budget: based on 20 workshop participants, 10 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.*

<b>Income:</b>	Workshop participant fees	\$375 each	\$7,500
	Certification participant fees	\$150 each	\$1,500
	Auditor fees	\$85 each	<u>\$ 170</u>
	Total income		\$9,170
<b>Expenses:</b>	Workshop participant fees to PATH	\$55 each	\$1,100
	Certification participant fees to PATH	\$80 each	\$800
	Auditor fees to PATH Intl.	\$35 each	\$70
	Faculty/evaluator fees to PATH Intl.	for 3.5 days	\$1,925
	Airfare for faculty/evaluator		\$800
	Hotel and car rental for		\$500
	Insurance for host site	(estimate)	\$72
	Food		\$300
	Advertising		\$350
	Total expenses		<u>\$5,920</u>
		<b>Profit to Host Site:</b>	\$3,250

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

- If your center decides to proceed with hosting a workshop and/or on-site registered certification, submit the completed intent to host AND the webinar acknowledgement forms to PATH Intl.  
**NOTE: No certification events may be held past December 30, 2020 June 30, 2021.**
- 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:

- Candidate requirements and forms list
- Materials order form
- Proposed workshop and/or registered certification schedule
- Registered certification candidate checklist
- Phase II packet with candidate forms, which include the following:
  - ✓ "Welcome Candidate" letter\*
  - ✓ Riding demonstration pattern
  - ✓ Instructor personal reference, professional reference and essay questions\*
  - ✓ Candidate briefing\*
  - ✓ PATH Intl. Release of Liability and Photo Release forms\*

*\*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.



- At least one faculty/evaluator must have lead status (you may have two lead faculty or one lead and one associate).
- The contracts should 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. See sample contract on page 17.
- The workshop attendee and/or certification candidate roster should be shared with the evaluators 4 weeks prior to the event.

## 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.

*Event cancellation refund policies:* in the instance that your event must be cancelled, please ensure registrants are aware of when and how registration fees will be handled.

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 PATH Intl., and any shortage in materials will be paid for by the host site.

*Attendee cancellation refund policies:* in the instance of cancellations initiated by workshop attendees and/or certification candidates, please ensure registrants are aware of when and how registration fees will be handled. It is recommended that you have a refund policy specifically to address candidates who do not complete certification eligibility requirements in time and must withdraw from certification last minute. **Please make sure all refund policies are clearly stated on all advertising materials.**

*Extra fees incurred:* The host site should also decide if it will pass on any extra fees that may be accumulated for late registrants.

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*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 workshop is being photographed; however, please note that photographs or video may not be taken during certification. 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.

*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 PATH Intl. Video submission is not an option.

*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 certification. 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 lead evaluator. All candidates with a riding accommodation will be required to teach the riding pattern to an able-bodied rider instead of riding the pattern; all candidates with a teaching accommodation will be required to instruct an able-bodied volunteer in mounting and dismounting procedures as well as any emergency dismount procedures. The host site will be required to provide appropriate volunteers to assist in these roles. Communicate with the lead evaluator for details on procedures and volunteer needs.

**Faculty/evaluators are not authorized to grant accommodations on-site and accommodations are not granted part way through the certification process.** If a certification candidate is unable to complete each component of certification and does not have proof of an accommodation granted by PATH Intl., the candidate may choose to withdraw from one or both component of certification. They will be required to complete certification under the same parameters that they began it, so an accommodation cannot be granted for resubmission only. Any candidate needing an accommodation after attending a certification event will need to start from the beginning and submit a new instructor application with his or her accommodation request.

## 7. Advertise the event

- Advertise and market your event. A template brochure is included later on in this packet.
- 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 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 requirements for registered instructor certification eligibility.

Registered certification is offered to those candidates who have completed:

1. Phase I of the registered instructor certification process and possess an instructor-in-training (IT) letter
2. A minimum of 25 hours mounted, group instruction of individuals with disabilities verified by a current PATH Intl. Certified Riding Instructor
3. A PATH Intl. Registered Instructor Workshop (either previously or in conjunction with certification)

## 8. 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. 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 certification.

- **Please be sure to emphasize the necessity of completing Phase I 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.

## 9. Collect and review participant paperwork

- Ensure all paperwork is completely filled out for all workshop and/or registered certification participants. If a participant or candidate enquires about accommodations beyond 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 certification 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 certification.** All registered certification candidates should present a valid instructor-in-training (IT) letter, workshop certificate of completion and documentation of 25 hours of mounted, group instruction of individuals with disabilities. *(IT letters are valid for 12 months from the issue date on the letter; workshop certificates are valid for 2 years from the date on the certificate.)*
- Share the certification roster with the evaluators so that they may determine if they have a conflict of interest with any candidates.
- Double check that all registered certification candidates have completed the required pre-requisites BEFORE including them on the materials order form/certification roster.

## 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 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 instruction and the final forms packet which includes:

- ✓ Workshop evaluation form\*
- ✓ Workshop site evaluation form \*
- ✓ 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

*\*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 on-site certification.

### **12. 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.

## During the Event

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

### **14. Orient evaluators, attendees, volunteers, support staff and riders for teaching demonstrations**

- Ensure comments about equines and lesson participants are kept to a minimum. Candidates often use comments made by center staff to support an appeal of their certification results.
- You may answer horse and rider profile questions but should not offer teaching advice specific to riding an equine or about the lesson participants.

### **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.

## After the Event

### 18. Double check completeness of 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)

### 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 certification 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.

# PATH INTL. REGISTERED INSTRUCTOR ON-SITE WORKSHOP AND CERTIFICATION 2020 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. Registered Instructor Workshop and/or On-Site Registered Certification on the following dates (NOTE: cannot exceed ~~December 30, 2020~~ June 30, 2021):**

Registered workshop dates: \_\_\_\_\_ Registered certification dates: \_\_\_\_\_

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

Workshop fee \$ \_\_\_\_\_ Registered certification fee \$ \_\_\_\_\_ Both \$ \_\_\_\_\_

**Center has contracted\*\* with the following evaluators:**

Lead: \_\_\_\_\_ Associate: \_\_\_\_\_

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

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 PowerPoint projector/screen, flip chart, copy machine and paper
- Can provide a vaulting barrel, mounting ramp and block
- Can provide adaptive equipment (see adapted equipment list)
- Can provide safe, sound EAAT horses as outlined in the requirements for the workshop/registered certification capable of performing the registered riding instructor pattern
- Is able to accommodate both English and Western riders
- Can provide riders and volunteers for 10 twenty-minute lessons of two riders with disabilities per day (Riders with severe mobility impairments are not appropriate for registered certification events.)
- Will provide up-to-date information for riders on the rider profile form
- 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 the Instructor Workshop and/or On-Site Registered Certification on the events calendar on the website – Please check one of the following:

We DO **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. Registered Instructor on-site workshop and/or certification event. I understand and agree that the host site will meet those requirements and follow the processes as outlined. This includes verification of certification candidate 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 Intl. Registered Instructor workshop and/or certification in the future.

Event point of contact signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Contracting Faculty/Evaluators

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).

### Apprentices:

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

Name	City/St	Contact Number	Email

### Associate Faculty/Evaluators:

Erika Berg	Kindred, ND	(701) 799-4819	erika.berg@ndsu.edu
Joan Cutler	Fate, TX	(512) 677-1028	JCutler@equest.org
Antoinette DeGruccio	Smithtown, NY	(631) 873-8036	adegruccio86@gmail.com
Imanol Echeverria	Old Lyme, CT	(860) 391-2476	imanolecheverria@gmail.com
Megan Ellis	Salem, CT	(915) 526-4335	mellis@highhopestr.org
Elizabeth Fortes	Croton On Hudson, NY	(914) 271-4740	forliz@aol.com
Kelly Hall	Grayson, KY	(606) 471-0344	hallk16@aol.com
Gloria Hamblin	Thousand Oaks, CA	(818) 700-8412	Gloria@rideon.org
Katie Hurlburt	Victor, NY	(716) 597-7394	krposner@yahoo.com
Sharon Mason	Newark, IL	(815) 690-8144	CSGG2013@yahoo.com
Sarah Miller	Old Lyme, CT	(860) 334-4629	smiller@highhopestr.org
Laura Moya	Ledyard, CT	(860) 326-4474	lebrown85@gmail.com
Saebra Pipoly	Phoenix, AZ	(623) 326-7589	saebra.p@hooffallsandfootfalls.com
Amy Sheets	Carlsbad, CA	(760) 791-7491	amys.hoofbeats@yahoo.com
Cathe Struble	Pine Island, NY	(973) 768-8194	cathe@winslow.org
Martha Underwood	Haverstraw, NY	(781) 771-0833	martha.underwood17@gmail.com
Sandy Webster	Philpot, KY	(949) 701-5271	grmeadow@pathcom.com
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## SAMPLE CONTRACT

THIS CONTRACT made and entered into for the PATH Intl. Registered Instructor on-site workshop and certification 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 certification 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 certification 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, attendees, volunteers, support staff and riders for teaching demonstrations
- 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.

**PATH Intl. Registered Instructor On-site Workshop and/or Certification**

**Hosted by CENTER NAME**

**Registration Form**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_

Preferred phone: \_\_\_\_\_

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

\* Programs include lunch.

\*\* MUST have proof of having attended a PATH Intl. Instructor Workshop within the previous two years or provide registered certification resubmission letter.

**REGISTRATION DEADLINE:**

***Enter date that is 32 days prior to the start of the workshop.***

Reimbursement policy: ***Description of your center's 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 II Packet.



**PATH**  
INTERNATIONAL

Professional Association of Therapeutic  
Horsemanship International

**PATH Intl. Registered  
Instructor On-site Workshop  
& Certification**

On-Site Instructor Workshop

**Insert date of workshop**

On-Site Registered Certification

**Insert date of registered certification**

With:

Lead Faculty/Evaluator **Name Lead**

&

Associate Faculty/Evaluator **Name Associate**

HOSTED BY

Center Name Center

Address

Phone: 000-000-0000 x00 Fax: 000-000-0000

[www.centername.org](http://www.centername.org) Center

Email address

# PATH INTL. REGISTERED THERAPEUTIC RIDING INSTRUCTOR CERTIFICATION PROCESS

PATH Intl. offers three levels of instructor certification for therapeutic riding: registered, advanced and master. This instructor workshop and/or on-site certification is for the registered level.

**In order to become certified as a PATH Intl. Registered Therapeutic Riding Instructor, candidates must successfully complete the two phases of the certification process NO LATER THAN ~~DECEMBER 30, 2020~~ June 30, 2021.** For current information on this process, please refer to the booklets provided on the PATH Intl. website at <https://www.pathintl.org/resources-education/certifications>. Any questions regarding Phase I requirements should be directed to PATH Intl. Questions regarding Phase II requirements may be directed to PATH Intl. or **Center name**.

## Phase I

Upon submission of the registered instructor application form, fee and copies of current adult & child CPR and first aid certifications, you will officially enter Phase I. Upon receipt, PATH Intl. will email you **Phase I instructions**. These instructions include access to the following online components:

- PATH Intl. Standards Course
- Instructor Self-Study Course
- Pre-certification self-assessment

NOTE: Candidates have **12 months from the date of their application submission** to complete Phase I. Upon successful completion of Phase I, the candidate's status will be updated from Phase I to Phase II, they will be confirmed to be an instructor-in-training (IT) and receive an IT letter which will be required to register for certification. **Valid IT letters are those issued January 1, 2019 or later. Candidates are not eligible for certification without a valid IT letter.**

## Phase II

Candidates must have complete on-site certification testing before their IT letter expires. To be eligible for certification, candidates must be able to provide documentation of all of the following:

1. Completion of 25 hours of teaching group

- mounted therapeutic riding lessons under supervision of a PATH Intl. Certified Riding Instructor
2. Completion of a PATH Intl. Registered Therapeutic Riding Instructor workshop PRIOR to attending certification
3. A valid IT letter.

## To attend a workshop and/or certification

If you are interested in attending the instructor workshop and/or certification, please complete the attached form and mail it with appropriate fees to the address listed. Please include a copy of your instructor-in-training (IT) letter if you are 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 your **Phase II paperwork**. The paperwork listed below will need to be completed and returned to the host site to complete your workshop and/or certification registrations:

- Registration paperwork
- Liability, photo release and confidentiality forms
- Additional forms for registered certification candidates:
- Instructor personal reference, professional reference, and essay questions

To fully secure your spot for certification, complete the Phase II packet and return to **Center name** with a copy of your PATH Intl. membership card, and current copies of your adult & child CPR and first aid certificates. **All Phase II forms need to be returned to the host site at least 32 days prior to the certification.**

## DIRECTIONS AND LODGING

DIRECTIONS:

*Directions to your center.*

LODGING:

*Names and phone numbers for recommended hotels or bed and breakfasts near your center*