

# ***PATH Intl. Equine Specialist in Mental Health and Learning 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. PATH Intl. Certified Professionals are advised to continually maintain adult & child CPR and basic first aid certifications to support centers they are affiliated with to meet PATH Intl. Mandatory Standards, as well as part of their personal emergency response preparedness plan.

## **PATH INTL. EVENT CODE OF CONDUCT**

PATH Intl. is committed to providing a safe, professional and inclusive experience for all individuals participating in PATH Intl. events. All attendees at PATH Intl. events are expected to conduct themselves with integrity in a cooperative and courteous manner and not engage in disruptive behavior, disorderly conduct or intentionally interfere in the freedom of expression of others.

Expectations include, but are not limited to:

- Support a welcoming and positive environment
- Respect the views of others
- Engage positively in group conversations and/or activities
- Encourage redirection of negative behaviors, responses or communication

Disruptive behavior or disorderly conduct compromises the learning environment that attendees and PATH Intl.

representatives have invested their time and money to attend. “Disruptive behavior” or “disorderly conduct” means behavior that a reasonable presenter or attendee would view as intentionally interfering with normal event functions or activities. Examples include, but are not limited to:

- Persistently speaking or commenting without being recognized or interrupting other speakers
- Behavior that distracts from the subject matter or discussion
- Refusal to comply with faculty/presenter direction, including refusal to work in a group
- Behavior that has a negative impact on the learning environment
- Audibly using a cell phone during a classroom session (unless as an assistive device)
- In extreme cases, physical threats, harassing behavior or personal insults

In cases where an attendee conducts themselves in a manner that detracts from a respectful and conducive learning environment, PATH Intl. representatives will provide a warning to communicate the specific concerns about the attendee’s conduct. If the attendee does not appropriately respond to sufficiently ameliorate the situation, PATH Intl. representatives are authorized to excuse that attendee from the activity by, but not limited to, the following:

- 1) Temporary or total dismissal from the room in which the PATH Intl. activity is being held

- 2) Temporary or total dismissal from the facility or grounds hosting the PATH Intl. event
- 3) Temporary or total dismissal from the PATH Intl. professional event

Dismissal from a PATH Intl. event may result in forfeiture of registration fees, certificate of participation or completion and/or certification results.

## **HORSEMANSHIP SKILLS TEST PROCEDURES**

The horsemanship skills test is offered at PATH Intl. Premier Accredited Centers (PACs), most often in conjunction with the PATH Intl. Equine Specialist in Mental Health and Learning workshop. Each PAC has a unique barn, arena and program schedule. In order to uphold fair testing practices, host sites are held to specific procedures to ensure fair, impartial evaluation of candidates regardless of where they complete the skills test. Important procedures for the candidates to note are:

- Disruptions to the testing environment will not be tolerated.
- Candidates waiting for their assigned test time are not permitted to observe or disturb candidates actively completing the skills test.
- Evening testing will only be offered if the host site and evaluators find it appropriate given the day's events and the typical schedule for the equines and barn staff/volunteers.
- In the event a candidate withdraws from the skills test, the host site and evaluators are not obligated to accommodate a retest on the same day of initial testing. The host site and evaluators will determine if retesting can be offered as a fair option given the day's events and the typical schedule for the equines and barn staff/volunteers.

## **WITHDRAWAL POLICY**

Candidates who withdraw from the horsemanship skills test during the on-site certification event will be required to attend another on-site certification event to retake the horsemanship skills test. The host site and evaluators are not obligated to accommodate a retest on the same day of initial testing. 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.

## **CERTIFICATION ELIGIBILITY**

All candidates **MUST** complete **BOTH** of the following before submitting a portfolio:

- 1) A PATH Intl. Equine Specialist in Mental Health and Learning workshop (certificate of participation valid for two years)
- 2) On-site PATH Intl. ESMHL Practical Horsemanship Skills Test (certificate of completion valid for one year)

All candidates **MUST** supply the following in the portfolio submitted to PATH Intl.:

- 1) **A copy of current** PATH Intl. membership card
- 2) **A copy of current** adult & child CPR and first aid certifications (100% online courses not accepted)
- 3) **Proof of participation** in a PATH Intl. Equine Specialist in Mental Health and Learning workshop (valid for two years)
- 4) **Proof of passing grade** on on-site PATH Intl. ESMHL Practical Horsemanship Skills Test (valid for one year)
- 5) **Signed copy** of PATH Intl. Code of Ethics
- 6) **Two completed reference forms** from professionals in the field who have directly supervised your work (see enclosed forms), one each from:
  - a) Mental health or learning professional reference
  - b) Equine professional reference
- 7) **20 clock hours\*** of education in equine behavior and management
- 8) **60 clock hours\*** of experience in the equine-facilitated mental health or learning field

The non-refundable portfolio fee must be received before the portfolio can be accepted. **INCOMPLETE PORTFOLIOS WILL NOT BE ACCEPTED.**

Subsequent submissions may be subject to additional portfolio fees being assessed.

All candidates **MUST** complete **BOTH** of the following exams **AFTER** acceptance of their portfolio:

- 1) Standards exam (online or in person)
  - 2) Online equine specialist in mental health and learning exam
- Passing scores on the above exams will result in a PATH Intl. Equine Specialist in Mental Health and Learning certification being issued.

## RECOURSE FOR NON-PASSING SCORE ON ANY COMPONENT OF CERTIFICATION:

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### Recourse for non-passing score on the PATH Intl. Equine Specialist Horsemanship Skills Test:

- Retake the PATH Intl. Equine Specialist Horsemanship Skills Test at a PATH Intl. PAC
- Complete the remaining requirements within two years of the completion of your PATH Intl. Equine Specialist in Mental Health and Learning Workshop
- Fee is determined by the host site where retake of test is completed

### Recourse for non-passing score on the PATH Intl. Standards Exam:

- Retake the exam
- Complete the remaining requirements for certification within two years of the completion of your PATH Intl. Equine Specialist in Mental Health and Learning Workshop
- \$20 retake fee payable to PATH Intl. (Please contact PATH Intl. to sign up for your online retake exam.)

### Recourse for non-passing score on the PATH Intl. Equine Specialist in Mental Health and Learning written exam:

- Retake the full exam
- Complete the remaining requirements for certification within two years of the completion of your PATH Intl. Equine Specialist in Mental Health and Learning Workshop
- \$25 retake fee payable to PATH Intl. (Please contact PATH Intl. to sign up for your online retake exam.)

## APPEAL PROCESS

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If a candidate is found to not meet the criteria for PATH Intl. ESMHL Horsemanship Skills Test and would like to appeal his or her skills test 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 skills test 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

The PATH Intl. ESMHL 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 ESMHL 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. ESMHL Certification Subcommittee.

The Certification Oversight Committee will review the original skills test results to determine if the evaluation 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.*

## ACCOMMODATIONS

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An accommodation is an adjustment or an adaptation of a component or components of the ESMHL 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. Please visit the website at <http://www.pathintl.org/40-resources/certification/936-accommodations> to obtain the Reasonable Accommodation Policies and Procedures instructional booklet for the necessary forms. Accommodation requests will be reviewed by PATH Intl. on an individual basis to determine appropriate, reasonable accommodations. 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 candidate registration fees or travel expenses in the event that an accommodation request is submitted with insufficient processing time.*