



Registered Workshop/On-Site Registered Certification Program Welcome Certification Candidate!

Dear PATH Intl. Instructor Certification Candidate,

Welcome to the PATH Intl. Registered Instructor On-Site Certification Program! We applaud your commitment to gaining professional certification through our time-tested, high-standard testing process. Please make sure you have completed Phase I of the PATH Intl. certification process prior to being evaluated at an on-site certification. All components of Phase I and Phase II (the actual certification) will need to be successfully completed before you can become certified.

The purpose of this certification is to ensure that all candidates wishing to become PATH Intl. Certified Instructors have the necessary experience and skills to meet PATH Intl.'s rigorous standards for teaching equine-assisted activities and therapies. Please refer to the PATH Intl. Registered Instructor Application booklet for a listing of all criteria for certified instructors. During the certification process you will be evaluated on both your horsemanship and teaching ability. The on-site learning and evaluation process is an effective method of certification, but we know this can also be a potentially overwhelming experience. The following packet is intended to provide you with guidance and information to help you arrive prepared for a positive and successful certification experience. *Please be sure to read the PATH Intl. Registered Certification Policies and Procedures booklet posted on our website to ensure you are up to date on all current policies prior to attending certification.*

Workshop Portion

Throughout the workshop you will be provided with invaluable instruction, insight and teaching strategies from experienced professionals. The workshop will also incorporate hands-on activities, including role-playing and live skill demonstrations. The workshop portion, which is required for certification, serves as an educational review of the criteria but cannot and does not provide the sole education necessary to pass the certification. You must also complete an online instructor self-study course, and you will need to bring two items from this course to the on-site workshop: 1) your posture and alignment photographs, and 2) a sample lesson plan.

Certification Portion

The certification evaluation is where you will be tested on your teaching and riding abilities. Remember that both the teaching and the riding segments of the certification process require a certain degree of physical preparedness to complete. If you have any concerns regarding your ability to pass any component of the certification, based on physical or mental limitations due to disability, injury or a medical condition, please contact the PATH Intl. office directly to discuss the possibility of an accommodation. You should also contact the host site of your certification to inform them of your accommodation request so they may be prepared as well. See the Instructor Certification Process for Exception to Application Requirements.

The Horsemanship Component of Certification

The riding test will be done after the workshop is complete, if the center is hosting both a workshop and a certification. The host site and the evaluators will decide the scheduling of this portion; it will either be at the conclusion of the second day of the workshop or on the morning of the certification day. Candidates will be assigned horses that meet their riding style and requirements. If candidates have specific horse needs, they should inform the host site representative prior to the riding portion. Candidates will assist in the grooming and tacking of their mounts and will be evaluated on both the warm-up and the riding pattern.



PATH
INTERNATIONAL

**Registered Workshop/On-Site Registered Certification Program
Materials Order Form**



PATH

Professional Association of Therapeutic
Horsemanship International

**Registered Instructor Workshop and/or On-
Site Registered Certification Program**

**2018 Phase II Packet
Candidate Forms**



Instructor Workshop/On-Site Registered Certification Program Candidate Checklist

This form is provided to assist the host site in organizing each certification candidate's file in advance. Please give this checklist to the PATH Intl. Faculty/Evaluators with each candidate's paperwork at the time of the Workshop and/or Certification.

Certification candidate name: _____ PATH Intl. membership #: _____

1. The following information was mailed to the certification candidate on _____:
(Date)

- "Welcome Certification Candidate" letter from PATH Intl.
- On-site registration form and checklist (one page)
- Personal reference (one page)
- Professional reference (one page)
- Essay questions (one page)
- Documentation of group mounted teaching hours (one page)
- Copy of applicant riding demonstration diagram
- Copy of applicant riding component criteria
- PATH Intl. liability release form
- Host site release of liability form
- Host site confidentiality agreement

2. The following information has been received back from candidate:

- Phase I Confirmation of a *valid* instructor-in-training (IT) letter
 - IT letter will indicate to the host site that the candidate completed the Phase I equine management skills checklist and online courses
- Copy of PATH Intl. membership card
- On-site registration form
- Personal reference
- Professional reference
- Essay questions
- Documentation of group mounted teaching hours
- Copy of current adult & child CPR certification card
- Copy of current first aid certification card
- PATH Intl. liability release form, signed and dated
- Host site release of liability form, signed and dated
- Host site confidentiality agreement
- Full payment

Additional comments:



Registered Workshop/On-Site Registered Certification Program Welcome Certification Candidate (page 2)

The Lesson Component of Certification

Lessons will be randomly assigned and will be scheduled at half-hour intervals. The host site will provide each candidate with detailed rider profiles for two volunteer students the evening prior to the certification lessons, and the candidate's lesson plan should be developed based on these rider profiles. Candidates will then provide a lesson plan to the evaluators prior to the actual lesson.

Each lesson will be 20 minutes long. This must include mounts, a class teaching an equestrian skill, and dismounts. Candidates are responsible for ensuring that their horses, volunteers and arena are set up for the class. The host site will identify volunteer need, but candidates are responsible for checking with the host site representative to determine how these needs will be met and which equipment each rider typically uses. While every effort will be made by the host site to provide suitable riders, horses and volunteers, there is always the possibility that last-minute substitutions will need to be made. The host site will provide the candidate with all necessary information if such substitutions or changes occur.

At the conclusion of the lesson, the candidate will need to complete the evaluation portion of the lesson plan and return it to the evaluators. This area will be supervised by a representative from the host site and no cell phones will be allowed.

Evaluation of Candidates

Following the completion of the lesson component, the evaluators will meet to complete written reports on each candidate. This process takes several hours to complete, so be prepared to stay late or to meet the following day for your performance review, depending on what the host site and evaluators have scheduled for the event. Individual evaluation sessions will be scheduled at 15-minute intervals to review results with each candidate. Remember that all evaluations will be based on the criteria outlined for the PATH Intl. Registered Instructor Certification Program.

Again, congratulations on your hard work toward becoming a PATH Intl. Certified Registered Instructor, and thank you for your commitment to excellence during this process. We wish you the best of luck during your certification and look forward to counting you among our thousands of skilled and dedicated certified instructors!

Sincerely,

PATH Intl. Certification Department
800-369-RIDE



Candidate Briefing

PATH Intl. Registered Level Riding Certification

Riding

- Horses and tack are assigned by Host Site. Check with the Host Site Representative to see if candidates will groom and tack.
- Candidates may use their own saddle IF it fits the assigned horse and is approved by the Host Site Representative. This should be arranged with the Host Site Representative well before the start of the riding segment.
- Ask Host Site Representative before using artificial aids.
- Candidates will warm-up as a group and then test one at a time
- During warm-up, if it appears there is an unsafe match of rider to horse, a swap may be requested by the candidate, the Evaluators or the Host Site staff. There will be only one change offered. This option is available only during the warm-up segment.
- Candidates may ride another short warm-up before beginning their test if they feel the horse needs it. The candidate should inform the evaluators when they are ready to start the pattern.
- Candidates may arrange ahead of time to have someone call the pattern for them.
- The pattern may be started at either end of the arena.
- If the candidate goes off course or misses a part of the pattern, the evaluators will ask the candidate to repeat that component. Should there be a component of the test where the candidate would like to demonstrate additional proficiency, he/she may ask to revisit that component at the conclusion of the test before dismounting. Each candidate will be allowed 3 minutes to re-ride one component of their choice with the approval of the evaluators. It is up to the candidate to request to perform a component of the pattern again and there will be no reminder from the evaluators. Candidates will not be allowed to re-ride the entire test or remount to perform a component. Candidates are not being judged on their ability to memorize the pattern, but on how they ride each component.
- Testing situations can make candidates tense. Horses feel the tension. Remember to relax, breathe and reward the horse.

Teaching Assignments

- Lessons times will be drawn out of a hat.
- If a candidate wishes to trade times with another candidate, they may do so BEFORE the Rider Profiles are handed out. Once they are handed out, no changes can be made.
- If a candidate has a question regarding the Rider Profiles, they may ask the designated Host Site Representative for clarification.
- Candidates should be familiar with all types of tack on the Rider Profiles (i.e. how to adjust girth/cinch, stirrups and any adaptive equipment listed). If there is an unfamiliar piece of tack that will be used, please ask the Host Site Representative to review and clarify its use.
- Ask the Host Site Representative about arena props and equipment. Candidates must make sure all props or equipment have been approved by the host site.
- Riders also feel the tension of the testing situation. Teach and meet the needs of the riders in the class.

Substitute Riders

- Last minute substitution of riders may occur due to rider illness, late arrival, etc.
- If a substitution is made, candidates may have to adjust their lesson plan, but will not need to write another plan.
- Candidates and Evaluators will be provided with a new Rider Profile for the substitute.



PATH Intl. Registered On-site Workshop & Certification Registration Form and Checklist

Name: _____

Address: _____

Phone: Daytime: () _____ Evening: () _____ Cell: () _____

Fax: () _____ Email: _____

Workshop and/or certification dates: _____ Location: _____

Please register me for the following:

- Workshop only Certification only Both - Workshop & Certification

If you are participating in the certification component, complete the following for the purposes of horse and tack selection.

For the riding demonstration portion of certification, please indicate the following:

Preferred seat: English Western Height: _____ Weight: _____

All participants of the workshop and/or certification must be PATH Intl. individual members.

Please use the forms provided. Incomplete Phase II packets will not be accepted.

To be completed by all participants:

- I am a current PATH Intl. individual member and have included a copy of my card. Membership # (required) _____
- I am not a current PATH Intl. individual member, but I have contacted PATH Intl. to secure membership.
- I have enclosed my signed and dated PATH Intl. Liability Release.
- I have enclosed the workshop fee of _____ (if applicable)

To be completed only by candidates applying for certification:

- I have enclosed the Registered Instructor On-Site Certification fee of _____.
- I am at least 18 years of age.
- I have enclosed copies of my current adult & child CPR and first aid certifications.
- I have completed Phase I of the certification process through the PATH Intl. office.
- I have enclosed a copy of the confirmation of instructor-in-training status letter from the PATH Intl. office verifying my successful completion of Phase I.
- I have applied for an accommodation through the PATH Intl. office and have enclosed a copy of my accommodation request results letter.
- I have enclosed the documentation of group mounted teaching hours form.
- I have enclosed this registration form.
- I have enclosed the personal reference form.
- I have enclosed the professional reference form.
- I have enclosed the essay questions form.
- I have completed a PATH Intl. On-Site Workshop and have included a copy of my certificate.

Date and location of workshop: _____

OR

- I will be attending the workshop scheduled with this certification.
- I understand that prior to the workshop and/or certification I will make a copy of all application materials to keep for my records.
- I understand that all components of Phase I of the certification process must be completed before I can attend a certification event.**

Make workshop and/or certification checks payable to: _____

Send to: _____

Certification registration deadline: _____

Completed Phase II packet deadline: _____

All application materials will be kept confidential and used for no other purposes than that required for PATH Intl. Instructor Certification.

Instructor Workshop/On-Site Registered Certification Program Sample Schedule

The following schedule is meant to serve as a guideline for the topics and lessons to be covered in a workshop and certification event. Review each day's schedule and work with your faculty/evaluators to create a concrete schedule for your specific event, taking into consideration your time frame and the number of your participants.

DAY 1

8:30-9:00	Registration
9:00-9:30	Introduction and workshop objectives
9:30-10:00	Review of criteria for riding skills/position
10:00-10:15	Break
10:15-11:15	Posture and alignment Show and tell of self-study photos Overheads Videos: good/pass/borderline
11:15-12:15	Horse movement and analysis Bareback pads with duct tape
12:15-1:00	Lunch
1:00-2:00	Tack and equipment
2:00-4:00	Disabilities
4:00-4:15	Break
4:15-4:45	Review intake forms/assessments
4:45-5:45	Volunteers

DAY 2

9:00-9:30	Role of the instructor
9:30-10:15	Lesson plan and format (self-study lesson plans)
10:15-10:45	Goals and objectives
10:45-11:00	Break
11:00-11:45	Task analysis/skill progression
11:45-12:30	What/how/why and learning styles
12:30-1:15	Lunch
1:15-2:00	Teaching techniques and video
2:00-2:30	Write lesson plans
2:30-2:45	Break
2:45-3:15	Mount/dismount video
3:15-5:15	Mount/dismount (hands-on)

DAY 3

9:00-9:30	Riding videos
9:30-10:30	Able-bodied riding – teaching
10:30-10:45	Break
10:45-11:30	Role play 1
11:30-12:15	Role play 2
12:15-1:00	Role play 3
1:00-1:30	Conclude/Q&A

Sample Certification Schedule:

Evening – Riding Component of Certification:

6:00 p.m.	Check in, receive teaching assignments
6:15 p.m.	Candidate riding tests

All Day – Teaching Component of Certification

8:30 a.m.	Lesson 1	1:00 p.m.	Lesson 8
9:00 a.m.	Lesson 2	1:30 p.m.	Lesson 9
9:30 a.m.	Lesson 3	2:00 p.m.	Lesson 10
10:00 a.m.	Lesson 4	2:30 p.m.	Exit Interviews
10:30 a.m.	Lesson 5		
11:00 a.m.	Lesson 6		
11:30 a.m.	Lesson 7		
12:00 p.m.	Lunch		

Candidate exit interviews (15 minutes each) can be scheduled for the evening or next morning, but candidates should not make travel arrangements to leave before their scheduled meeting.

Be sure these meetings are incorporated in the schedule you give to all instructor candidates and they are aware of this.

Other Details

- The Host Site will assign horses, tack and volunteers and will prepare horses for the lessons.
- If you feel you need additional volunteers (more than listed on the Rider Profiles) ask the Host Site Representative well in advance of your lesson.
- As the instructor, candidates are responsible for Volunteer Management. Be respectful, but make corrections/adjustments as needed.
- If the candidate's riders are in an earlier lesson, do not assume their tack/helmets/stirrups were correctly adjusted. It is the candidate's responsibility to make adjustments as needed.
- Candidates are responsible for setting up and breaking down the arena. Candidates should help each other out with this to save time and energy.
- Follow Host Site procedures for horse-handling, mounting, etc.
- Be respectful of Host Site staff and volunteers.
- No photos or videos may be taken without permission from PATH Intl.

Procedures

- Arrive at least 1 hour before your teaching time.
- Meet your riders, check helmet fit, appropriate footwear, etc., and see that the horses are being prepared.
- Meet and brief your assigned volunteers.
- Begin setting up your arena as soon as the lesson before yours ends. There is time scheduled between lessons for arena set-up, etc., but this time will be shortened as needed to get back on schedule.
- Be ready to start your lesson at the assigned time, even if others have been starting late.
- Before starting your lesson, hand the Lesson Plan to the Evaluators (keep a copy or, if needed, write the plan on a notecard for quick reference).
- The first tack check may be done before your official start time, but be sure Evaluators observe the check. Evaluators must see you perform this check for it to be considered in your overall evaluation, but it may be accomplished before the 20 min. lesson time begins.
- Do not start mounting before checking in with the Evaluators. The 20 minutes will begin when the first rider is at the top of the mounting block.
- Once your time has started, you have 20 minutes to mount, teach your lesson and dismount.
- Candidates will receive a 5 minute warning at the 15 minute mark. This is enough time to finish what you are working on and dismount.
- After the lesson, pick up the arena and retrieve your Lesson Plan from Evaluators. Complete the Self-Reflection/Summary and reflect honestly on the lesson, on teaching techniques and components of the lesson, rather than focusing on how the riders performed. This reflection must be performed privately, without consultation. The Host Site will provide a quiet area for this purpose.
- Return the Lesson Plan with Summary to the Evaluators in a timely manner.

Getting your results

After handing in the Summary/Evaluation, candidates are free to leave the site. If leaving the site, please provide the Host Site/Evaluators with a phone number in case evaluations are completed sooner than expected. Return in time for the scheduled Exit Interview. The order of go will follow the lesson schedule.

- After all lessons have finished and Evaluators have conferred, written reports, made copies, etc., (this can be 2 to 3 hours after the last lesson ends), each candidate will meet with the Evaluators to review their results.
- If a candidate is not able to stay to get their results in person, please give the Evaluators a number where you can be reached to give you the results. Official notification of your results will be provided by PATH Intl. within 45 days following the certification event

To Summarize:
Meeting the Criteria

Riding

Demonstrate:

- Correct posture & alignment
- Consistent control of the horse
- Secure seat
- Balance
- Straightness
- Bending
- Appropriate warm-up of the horse
- Posting on the correct diagonal
- Correct canter leads
- Smooth transitions
- Independent aids

Teaching

- Teach a safe and effective lesson, respectful of both the disabilities and abilities of the riders.
- Teach to the group.
- Teach a riding skill vs. activity.
- Demonstrate knowledge (communicate HOW's and WHY's, effective posture & positional corrections as needed, specific/accurate praise, follow PATH Int'l standards, etc.).
- Show awareness and follow-through to achieve improvement.
- Promote independence safely.

Automatic "Does not meet criteria"

- Not closing the gate/s once riders are all mounted in the arena.
- Lack of safety stirrups with inappropriate footwear/incorrect use of safety stirrups with inappropriate footwear.
- Lack of properly fitted ASTM-SEI approved helmets on any rider.
- Attaching a rider to a horse/saddle in a manner that would not allow him/her to fall free from the horse.
- No riding skill taught.



**Registered Workshop/On-Site Registered Certification Program
Professional Reference**

This reference must be familiar with the applicant's riding instruction experience and cannot be the same as the personal reference.

Instructor certification candidate's name: _____

Name of reference: _____ Date of birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Day: _____ Evening: _____

In what capacity does the reference know the candidate?

How many hours of lesson instruction has the applicant completed?

Evaluate the candidate's knowledge of horses and horsemanship:

Evaluate the candidate's understanding of individuals with disabilities and riding:

(Please attach extra sheets if necessary)

Signature of reference: _____ Date: _____



**Registered Workshop/On-Site Registered Certification Program
Personal Reference**

This reference cannot be the same as the professional reference.

Instructor certification candidate's name: _____

Name of reference: _____ Date of birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Day: _____ Evening: _____

In what capacity does the reference know the candidate?

How many hours of lesson instruction has the applicant completed?

Evaluate the candidate's knowledge of horses and horsemanship:

Evaluate the candidate's understanding of individuals with disabilities and riding:

(Please attach extra sheets if necessary)

Signature of reference: _____ Date: _____



Release of Liability Form

I, _____ would like to participate in the PATH Intl.
(Candidate's name)

Instructor Workshop and/or On-Site Registered Certification. I acknowledge the risks and potential for risks of horseback riding. However, I feel that the possible benefits to me are greater than the risks assumed. I hereby, intending to be legally bound, for myself, my heirs and assigns, executors or administrators, waive and release forever all claims for damages against PATH Intl., its Board of Trustees, employees and faculty/evaluators for any and all injuries and/or losses I may sustain while participating in the PATH Intl. Instructor Workshop and/or On-Site Registered Certification.

Signature: _____ Date: _____
(Candidate's)

Many disabilities or injuries have accompanying conditions that pose special physical risks during exercise. Horseback riding is exercise, as are other activities involved in this Workshop and/or Certification, such as handling and working around horses. I understand that PATH Intl. and the host site recommend that I seek the advice of a physician before participating in activities that involve exercise, riding, handling or being near horses.

I understand that if I have a disability/disabilities, injury or physical condition that might affect my ability to ride, handle or be around horses at the PATH Intl. Instructor Workshop and/or On-Site Registered Certification, I will need to apply for an exemption or accommodation as outlined in the accommodation or exemption policy.

Signature: _____ Date: _____
(Candidate)



Registered Workshop/On-Site Registered Certification Program Essay Questions

In your own words, answer the following questions. You may use this page or answer on a separate sheet of paper. Typed answers are suggested, as they are the easiest to read.

Instructor certification candidate's name: _____

1. Indicate which style of riding you teach:

Balance Seat

Forward Seat

Dressage

Western

Other: _____

Explain why you teach the style of riding indicated and what the benefits are for your riders.

2. Discuss your philosophy of teaching.

3. Describe your strengths as a therapeutic riding instructor.

4. Describe your opportunities for improvement as a therapeutic riding instructor.



Registered Workshop/On-Site Registered Certification Program

PATH Intl. Photo Release Form

I hereby consent to and authorize the use and reproduction by the Professional Association of Therapeutic Horsemanship International (PATH Intl.) of any and all photographs taken of me/my son/my daughter/my ward for promotional printed materials, educational activities, the PATH Intl. website, exhibitions or for any other use for the benefit of PATH Intl. and equine-assisted activities.

Signature _____ Date _____

For PATH Intl. Records

Name _____

Name of person(s) in photo _____

Address _____

City _____ State _____ Zip _____

Phone/email _____