



**PATH**  
INTERNATIONAL

Professional Association of Therapeutic  
Horsemanship International

*Ensuring excellence and changing lives  
through equine-assisted activities and therapies*

# **Reasonable Accommodation Policies and Procedures**

## **Reasonable Accommodation Policies and Procedures Booklet Table of Contents**

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**BOOKLETS REGARDING SPECIFIC CERTIFICATION REQUIREMENTS AND EXPECTATIONS ARE AVAILABLE ONLINE AT:**  
[www.pathintl.org/resources-education/certifications](http://www.pathintl.org/resources-education/certifications)

**NOTE:** CERTIFICATION PROGRAM BOOKLETS ARE UPDATED ON A REGULAR BASIS TO ENSURE ACCURACY AND CLARITY OF INFORMATION. PLEASE VISIT THE CERTIFICATION WEBSITE TO CONFIRM YOU ARE REFERENCING THE MOST RECENT VERSION, ESPECIALLY PRIOR TO ATTENDING A CERTIFICATION EVENT.



### **MISSION**

***PATH Intl. leads the advancement of professional equine-assisted activities and therapies by supporting our members and stakeholders through rigorously developed standards, credentialing and education.***

PATH Intl., Inc. / P.O. Box 33150/ Denver, CO 80233

1-800-369-7433 (RIDE) / Fax: 303-252-4610



## Request for Certification Testing and/or Examination Accommodations

Applicant's printed name: \_\_\_\_\_ Candidate/Member ID: \_\_\_\_\_

Requested testing center (name, city and state): \_\_\_\_\_

I request special accommodations for the  in-person certification test or  computer-based examination for:

- CTRI                       Advanced                       Driving                       Interactive Vaulting  
 Equine Specialist in Mental Health and Learning Skills Test

I wish to request (check all that apply):

- \_\_\_\_\_ Riding accommodation                      \_\_\_\_\_ Teaching accommodation  
\_\_\_\_\_ Reader                      \_\_\_\_\_ Extended testing time (time and a half)  
\_\_\_\_\_ Private room/reduced distraction environment                      \_\_\_\_\_ Translator/Interpreter  
\_\_\_\_\_ Other -- Please specify below if other special accommodations are needed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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.**

If you have a disability covered by the Americans with Disabilities Act, please submit this completed request form AND the Documentation of Disability-Related Needs on the next page with your application at least 90 days prior to your requested certification testing/examination date.

**The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.**

PLEASE READ AND SIGN: I give my permission for my diagnosing professional to discuss with PATH Intl. staff my records and history as they relate to the requested accommodation.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby acknowledge:

- Accommodations are NOT guaranteed.  
 Accommodations are NOT exemptions. I understand that I will be expected to demonstrate competence of the same set criteria as all certification candidates.  
 A minimum of 60 days is to be expected to receive notice of whether or not a reasonable accommodation has been granted.  
 *PATH Intl. and affiliated centers are not responsible for refunding registration fees or travel expenses in the event that an accommodation request is submitted with insufficient processing time.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form to: PATH Intl. / Attn: Credentialing Department / P.O. Box 33150 / Denver, CO 80233



## Documentation of Disability-Related Needs Form

If you have a disability covered by the Americans with Disabilities Act, please submit this completed form and provide the request form on the previous page with your application at least 90 days prior to your requested certification testing/examination date.

The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

**This form is to be completed by a currently licensed physician, nurse practitioner or psychologist qualified to render a medical diagnosis pertaining to the disability described.**

### Professional Documentation

I have known \_\_\_\_\_ since \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ in my capacity as a  
*Applicant Name*  
\_\_\_\_\_  
*Professional Title*

The applicant discussed with me the nature of the test to be administered. It is my opinion that, because of this applicant's disability described below, they should be accommodated by providing the special arrangements listed on the Request for Special Testing and/or Examination Accommodations form or as I have described below.

**Description of disability:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Recommendation of accommodation(s) to be arranged** (*if not indicated on the Request for Special Testing and/or Examination Accommodations form*): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address of Practice: \_\_\_\_\_ License #: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

*Return this form to the applicant for delivery to PATH Intl. as part of their application materials.*



## **Certified Therapeutic Riding Instructor (CTRI®) Certification Reasonable Accommodation Request Requirements**

- Requests for an accommodation to any part of the process must be made in writing by the applicant using the Request for Certification Testing and/or Examination Accommodations form and submitted to the PATH Intl. office. Accommodation requests will be reviewed by PATH Intl. on an individual basis to determine appropriate, reasonable accommodations. If a request for an accommodation is approved, PATH Intl. will notify the applicant, certification site and faculty and assist in making necessary arrangements.
  - The applicant's written request should state their reasons for requesting an accommodation and the specific certification testing component for which they are requesting an accommodation: riding instruction and communication of riding skills demonstration video, supervised teaching hours, computer-based certification exam, etc.
  - Reasonable accommodations include but are not limited to:
    - An arena assistant for the purpose of performing emergency dismounts
    - Additional time, a reader/interpreter, a recorder or a private room during administration of the certification exam
- NOTE: Long distance, virtual or video supervision of prerequisite experience hours are NOT considered accommodations, they are considered allowances. Information related to acceptable allowances can be found at <https://pathintl.org/images/pdf/resources/certifications/path-intl-allowances-booklet.pdf>.*
- All requests for disability-related accommodations must be accompanied by a Documentation of Disability-Related Needs form completed by the applicant's healthcare provider supplying recommended accommodations to help PATH Intl. determine appropriate, reasonable accommodations on an individual basis.
  - Accommodation requests should be submitted with the initial instructor application. An accommodation request may be submitted after the instructor application has been received by PATH Intl., but at least 90 days prior to your requested testing date is recommended to allow for a minimum of 60 days processing time and 30 days to make arrangements for any approved accommodations.
  - **Please allow up to 60 days to receive accommodation request results in all cases.**

For more information, contact PATH Intl.

All forms and supporting documentation should be sent to:  
PATH Intl. / Attn: Credentialing Department / P.O. Box 33150 / Denver, CO 80233



## **Advanced Instructor Certification Reasonable Accommodation Request Requirements**

- Requests for an accommodation to any part of the process must be made in writing by the applicant using the Request for Certification Testing and/or Examination Accommodations form and submitted to the PATH Intl. office. Accommodation requests will be reviewed by PATH Intl. on an individual basis to determine appropriate, reasonable accommodations. If a request for an accommodation is approved, PATH Intl. will notify the applicant, certification site and faculty and assist in making necessary arrangements.
- The applicant's written request should state their reasons for requesting an accommodation and the specific certification testing component for which they are requesting an accommodation: online exam, riding demonstrations, teaching demonstrations, both the riding and teaching demonstrations, etc.
- Reasonable accommodations include but are not limited to:
  - If an applicant is physically unable to personally demonstrate all of the necessary criteria while mounted, the applicant should request a riding accommodation and submit documentation of prior demonstration and aptitude of riding skills that satisfy the PATH Intl. Advanced Level Instructor Horsemanship criteria. The applicant must propose which criteria is/are satisfied by each piece of documentation. PATH Intl. reserves the right to request additional supporting documentation
    - Acceptable documentation may include but is not limited to:
      - certifications/credentials earned through other riding certification programs
      - competition score sheets
      - references from qualified and certified riding professionals
      - videos\*
      - photographs\*
    - \*Copy of driver's license must be provided to verify identity
  - If an applicant is physically unable to perform mounts or dismounts (including emergency dismounts), the applicant should request a teaching accommodation allowing them to instruct volunteers through the mounts and dismounts.
- All requests for disability-related accommodations must be accompanied by a Documentation of Disability-Related Needs form completed by the applicant's healthcare provider supplying recommended accommodations to help PATH Intl. determine appropriate, reasonable accommodations on an individual basis.
- Accommodation requests should be submitted with the initial instructor application. An accommodation request may be submitted after the instructor application has been received by PATH Intl., but sufficient processing time should be provided prior to the intended date of certification.
- Accommodations must be requested prior to attending certification. The certification process must be completed under the same testing parameters from beginning to end. Accommodations will not be considered nor granted in between an applicant's initial certification testing and resubmission. Submitting an accommodation request after the initial attempt at certification will initiate a NEW attempt at certification and previous certification results and/or resubmission options will be null and void.
- **Please allow up to 60 days to receive accommodation request results in all cases.**



## **Driving Instructor Certification Reasonable Accommodation Request Requirements**

- Requests for an accommodation to any part of the process must be made in writing by the applicant using the Request for Certification Testing and/or Examination Accommodations form and submitted to the PATH Intl. office. Accommodation requests will be reviewed by PATH Intl. on an individual basis to determine appropriate, reasonable accommodations. If a request for an accommodation is approved, PATH Intl. will notify the applicant, certification site and faculty and assist in making necessary arrangements.
- The applicant's written request should state their reasons for requesting an accommodation and the specific certification testing component for which they are requesting an accommodation: online exam, on-site exam, driving demonstration, teaching demonstration, etc.
- All requests for disability-related accommodations must be accompanied by a Documentation of Disability-Related Needs form completed by the applicant's healthcare provider supplying recommended accommodations to help PATH Intl. determine appropriate, reasonable accommodations on an individual basis.
- Accommodation requests should be submitted to allow sufficient processing time prior to the intended date of certification.
- Accommodations must be requested prior to attending certification. The certification process must be completed under the same testing parameters from beginning to end. Accommodations will not be considered nor granted in between a applicant's initial certification testing and resubmission. Submitting an accommodation request after the initial attempt at certification will initiate a NEW attempt at certification and previous certification results and/or resubmission options will be null and void.
- **Please allow up to 60 days to receive accommodation request results in all cases.**

For more information please contact the PATH Intl. office.

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## **Interactive Vaulting Instructor Certification Reasonable Accommodation Request Requirements**

- Requests for an accommodation to any part of the process must be made in writing by the candidate using the Request for Certification Testing and/or Examination Accommodations form and submitted to the PATH Intl. office. Accommodation requests will be reviewed by PATH Intl. on an individual basis to determine appropriate, reasonable accommodations. If a request for an accommodation is approved, PATH Intl. will notify the candidate, certification site and faculty and assist in making necessary arrangements.
- The applicant's written request should state their reasons for requesting an accommodation and the specific certification testing component for which they are requesting an accommodation: online exam, lungeing, teaching demonstration, etc.
- All requests for disability-related accommodations must be accompanied by a Documentation of Disability-Related Needs form completed by the applicant's healthcare provider supplying recommended accommodations to help PATH Intl. determine appropriate, reasonable accommodations on an individual basis.
- Accommodation requests should be submitted to allow sufficient processing time prior to the intended date of certification.
- Accommodations must be requested prior to attending certification. The certification process must be completed under the same testing parameters from beginning to end. Accommodations will not be considered nor granted in between a applicant's initial certification testing and resubmission. Submitting an accommodation request after the initial attempt at certification will initiate a NEW attempt at certification and previous certification results and/or resubmission options will be null and void.
- **Please allow up to 60 days to receive accommodation request results in all cases.**

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## **Equine Specialist in Mental Health and Learning Certification Reasonable Accommodation Request Requirements**

- Requests for an accommodation to any part of the process must be made in writing by the applicant using the Request for Certification Testing and/or Examination Accommodations form and submitted to the PATH Intl. office. Accommodation requests will be reviewed by PATH Intl. on an individual basis to determine appropriate, reasonable accommodations. If a request for an accommodation is approved, PATH Intl. will notify the applicant, certification site and faculty and assist in making necessary arrangements.
- The applicant's written request should state their reasons for requesting an accommodation and the specific certification testing component for which they are requesting an accommodation: online exams, skills test, etc.
- All requests for disability-related accommodations must be accompanied by a Documentation of Disability-Related Needs form completed by the applicant's healthcare provider supplying recommended accommodations to help PATH Intl. determine appropriate, reasonable accommodations on an individual basis.
- Accommodation requests should be submitted to allow sufficient processing time prior to the intended date of certification.
- Accommodations must be requested prior to attending certification. The certification process must be completed under the same testing parameters from beginning to end. Accommodations will not be considered nor granted in between a applicant's initial certification testing and resubmission. Submitting an accommodation request after the initial attempt at certification will initiate a NEW attempt at certification and previous certification results and/or resubmission options will be null and void.
- **Please allow up to 60 days to receive accommodation request results in all cases.**

For more information please contact the PATH Intl. office.

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