



PATH Intl.
Driving Level I Instructor
Certification Program Handbook



PATH
INTERNATIONAL

Professional Association of Therapeutic
Horsemanship International

PATH Intl. Driving Level I Instructor Application and Certification Booklet Table of Contents

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ADDITIONAL BOOKLETS REGARDING CERTIFICATION (VISIT www.pathintl.org TO DOWNLOAD)

THE PATH INTL. DRIVING LEVEL I INSTRUCTOR CRITERIA

THE PATH INTL. ANNUAL INSTRUCTOR COMPLIANCE

NOTE: THESE 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



PATH INTL MISSION STATEMENT:

“We lead the advancement of professional equine-assisted services by supporting our members and stakeholders through rigorously developed standards, credentialing and education.”

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DRIVING Level I

The PATH Intl. Driving Level I Instructor Application and Certification Process

The PATH Intl. Driving Instructor On-Site Certification program is offered for individuals who seek certification in the specialty discipline of driving. The purpose of this certification is to determine if the candidate possesses the professionalism, experience and skill level to meet the PATH Intl. Driving Instructor criteria.

A **Level I** PATH Intl. Driving Instructor must demonstrate basic competency in equine management, horsemanship, driving instruction, teaching methodology and disabilities. A level I instructor has at least 200 driving hours in a turnout driving 2 or more different equines, is safety oriented, capable of teaching basic driving skills, has knowledge of disabilities, knows parts of the harness, their purpose, and proper fit to the equine, can ground drive and has knowledge of vehicles and their maintenance.

This handbook describes the requirements and processes to obtain PATH Intl. Driving Level I Instructor certification.

A **Level II** PATH Intl. Driving Instructor must demonstrate advanced competency in equine management, horsemanship, driving instruction, teaching methodology and disabilities. A level II instructor possesses all the competencies of a level I instructor, plus is an individual who has at least 400 hours in a turnout in various settings with different equines, can teach challenging and beneficial lessons to individuals with disabilities, can identify and manage problems with students/equine/volunteers, and possesses the organizational and leadership skills to be the head instructor of a Driving Program. **Refer to the level II handbook for more information.**

THE PATH INTL. ON-SITE WORKSHOP AND CERTIFICATION PROCESS

This multi-step educational process is composed of two phases and culminates in a PATH Intl. Driving Level I certification event. Completion of all components in both phases helps applicants to prepare for PATH Intl. Driving Level I instructor certification.

PHASE I REQUIREMENTS

- Be a PATH Intl. Professional Level Member
- Be 21 years of age or older
- Optional: Audit a PATH Intl. on-site Driving Instructor workshop *OR* attend a Demo Only workshop **prior** to starting your teaching hours (optional but recommended)
- Submit Driving Level I Instructor Application (page 8)
- Submit a completed Driving Instructor Equine Management Skills Checklist (pages 9-10)
- Submit an accommodation request (if applicable)
- Obtain adult & child CPR and first aid certifications (100% online courses accepted)
- Successfully complete the PATH Intl. Standards course and exam (Valid for one year)

Once an instructor application has been submitted, the candidate has one year to fulfill all Phase I requirements.

PHASE II REQUIREMENTS

Phase II of the PATH Intl. Driving Level I Instructor Program allows candidates to apply the knowledge gained in Phase I to hands-on teaching experience. Candidates have two years to fulfill all the requirements of Phase II from the date of their workshop.

- Have completed at least ONE of the below **within the last 2 years**:
 - 2 public driving clinics
 - 6 hours of private lessons
 - Competed in 1 sanctioned Arena Driving Trial at the preliminary level
 - Competed in 1 sanctioned Combined Driving Event at the preliminary level
 - Competed in 1 sanctioned pleasure or breed show in the driving division
 - Competed in harness racing or distance driving
- Have a minimum of 25 hours teaching driving to able-bodied students
- Have a minimum of 200 hours experience driving 2 or more different equines in a turnout, including 25 hours of receiving lessons (private, group or clinic) or being directly supervised by a driving instructor while driving
- Have a minimum of 25 hours working with individuals with disabilities if the candidate is not already a current PATH Intl. Certified Riding Instructor. These hours must be supervised by a PATH Intl. Certified Professional holding current certification appropriate for the type of activities being conducted (riding, driving, vaulting etc.).
- Complete: Driving Instructor Background form, personal reference and professional reference
- Attend a PATH Intl. Driving Level I on-site workshop and certification event at a PATH Intl. Premier Accredited Center
- Successfully complete online Driving Instructor exam with a minimum score of 90% (valid for 2 years)

Documentation of Driving and Teaching Hours:

Please use the forms included with this handbook for documenting all required hours. If the candidate is not a current PATH Intl. Certified Riding Instructor, hours documenting instruction of individuals with disabilities without the signature of the supervising PATH Intl. Certified Instructor will not be accepted.

*Please note: It is the candidate's responsibility to ensure they are working with a PATH Intl. Certified Instructor **in good standing**. This means that the supervising instructor must be current at the time all 25*

hours take place.

ON-SITE CERTIFICATION EVENT

To complete level I certification, candidates must attend an on-site PATH Intl. Driving Level I workshop and certification event at a PATH Intl. Premier Accredited Center. Candidates will be evaluated based on the PATH Intl. Driving Instructor criteria. Candidates must be found to meet criteria in each component below in order to achieve PATH Intl. Driving Level I Instructor status.

Component 1: Knowledge of equines, harnesses and vehicles (on-site testing)

Candidates are assigned one equine and given 45 minutes to demonstrate the following:

- Grooming
- Harness
- Ground drive
- Putting to and unhitching the equine

Component 2: Driving Skills (on-site testing)

Candidates are assigned an equine/carriage to drive a dressage test and a cones course.

Component 3: Instruction of an able-bodied driver (on-site testing)

Candidates will be asked to teach one of the four driving skills listed below to an able-bodied driver in 15 minutes—including entering and exiting the vehicle—from the ground. The lesson plan will need to be prepared before the start of the certification and handed into the evaluators the morning of day 1 based on the skill the candidate would like to teach. The host site will provide the headers, ABWs, turnouts and able-bodied drivers who are capable of learning all four skills.

- Figure 8 walk/trot
- Serpentine walk/trot
- Change of diagonal walk/trot
- 40-meter circle walk/trot

If a candidate does not pass components 3 and/or 4—particularly for safety awareness reasons—they may not be allowed to complete component 5.

Component 4: Instruction of a driver with a disability (on-site testing)

Candidates will be asked to teach a 20-minute lesson—including entering and exiting the vehicle—from the ground to a driver who has a disability. The lesson plan prepared based on the equine/carriage assignments and driver profiles given to each candidate on day 1 will need to be given to the evaluators prior to the start of the lesson. The Candidate may teach a skill of their

choice that shows skill progression based on the driver profile given them.

Evaluators

Candidates will be assessed by two PATH Intl. Evaluators. These individuals have been through specialized training and have commensurate knowledge of the certification process.

ON-SITE CERTIFICATION RESULTS

Upon the completion of the on-site certification, candidates will be notified of their results by the evaluators. Candidates will receive an instructor summary sheet and comment sheet defining whether or not criteria were met for each component. These documents are provided as proof of successful or unsuccessful completion of the certification components. ***IMPORTANT: Candidate on-site certification results are NOT official until the candidate receives formal documents from PATH Intl.***

After the certification event, the results are sent to PATH Intl. to be processed. PATH Intl. is not able to discuss the details of your certification status or resubmission options prior to processing your results. Please refrain from contacting PATH Intl. regarding the status of your results until after you have received formal notification that your results have been processed.

RESULTS NOTIFICATION FROM PATH INTL.

Formal notification of certification results will be sent to the candidate by PATH Intl. within 45 days after the completion of the certification.

Depending on their certification results, candidates can expect the following notification results from PATH Intl.:

1) Candidates who are found to meet criteria for all components

Candidates will receive formal notification and an instructor certificate from PATH Intl. within 45 days after the certification. Annual compliance or certification maintenance requirements must be adhered to in order to maintain instructor status. Annual compliance: compliance requirements must be submitted to PATH Intl. annually on the date of membership renewal (determined by the date membership was established), not the certification date. If you are a CTRI holder, as well, then you will submit compliance information every two years. Please contact the Credentialing Department with questions.

2) Candidates who are found not to meet criteria on one or more components

Candidates will receive an official letter from PATH Intl. within 45 days after the certification is complete outlining resubmission options for the component(s) not meeting criteria. **A copy of this letter is required to be eligible for resubmission.** All candidates found not to meet criteria must attend another on-site certification to complete resubmission. Resubmission must be successfully completed before a candidate can achieve certification.

ACCOMMODATIONS

An accommodation is an adjustment or an adaptation of a component or components of the 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 the PATH Intl. office. 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 our website at to obtain the Reasonable Accommodation Policies and Procedures instructional booklet for the necessary forms.

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. **Please allow up to 60 days to receive accommodation request results in all cases.***

For more information, please contact the PATH Intl. office.

**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.*

CERTIFICATION TESTING

Component 5: Online Driving Level 1 Exam

Candidates are given 90 minutes to complete an 100 multiple-choice question, computer-based, proctored exam on concepts key to PATH Intl. Driving Level I Instructor criteria.

INSTRUCTOR APPLICATION REFUND POLICY

PATH Intl. Instructor Certification Applications will only be refunded if a written request is made via mail or email to the Certification Department, Attn: Certification Department. The written request must be received by the PATH Intl. office within 5 business days of the received date of the application. Please include in the written request: name, member number, address, phone number and reason for refund. If the online courses have already been accessed, a refund will not be given. Refunds will be issued in the original form of payment. If a credit card is not available for credit, a check will be issued for the refunded amount. Merchandise or materials purchased with the Instructor Application submission will be considered under the Returns/Refund policy. PATH Intl. Membership is non-refundable; please see the Memberships refund policy on the PATH Intl. website, www.pathintl.org.

RECOMMENDED MATERIALS

PATH Intl. Standards for Certification and Accreditation (current edition) – May be ordered via the online PATH Intl. store (www.pathintl.org). PATH Intl. members may download the manual for free from the “member's only” section of the PATH Intl. website at www.pathintl.org.

PATH Intl. Instructor Educational Guide (2019 edition). Available from PATH Intl. (800) 369-7433 or

via the online PATH Intl. store (www.pathintl.org).

PATH Intl. Driving Instructor Workshop Manual (current edition) – Will be purchased with your Driving Level 1 Application and will be available as a download in your PATH Intl Member Portal

Certified Horsemanship Association Composite Horsemanship Manual, available from CHA. Call Certified Horsemanship Association at (859) 259-3399 or Toll Free (800) 399-0138 or order at the website <http://www.chaahse.org>.

American Driving Society Rulebook, 29th edition (2021), American Driving Society, Inc. https://s3.amazonaws.com/ClubExpressClubFiles/548049/documents/Clean_book_2021_FOR_WEB_1189015999.pdf?AWSAccessKeyId=AKIA6MYUE6DNNCCCDT4J&Expires=1638827069&response-content-disposition=inline%3B%20filename%3DClean_book_2021_FOR_WEB.pdf&Signature=DFFUFUI4qcOFL1MLOey0OenjDso%3D

The Essential Guide to Carriage Driving (2003), Winkel, Jaye-Allison & Cuffey, Robyn. Portland, ME. Available from the American Driving Society.

Drive Smartly -- Drive Safely: A Carriage Association of America Information Booklet. Carriage Association of America, 1985.

The United States Pony Club Manual of Horsemanship: Basics for Beginners / D Level (2nd edition), Harris, Susan E.

Videos:

“Therapeutic Carriage Driving”
https://youtu.be/oCUrD_1z5ZY

“Carriage Driving High Hopes”
<https://youtu.be/CjEmOXBaNs4>

NOTE: This diagram is intended to be a general checklist/overview of the application and certification process. Please thoroughly review the Driving Level I instructor candidate handbook and policies and procedures for details on each component within the process.

1 YEAR
to complete from date of application

- Be 21 years of age or older
- Be a PATH Intl. Professional Member
- Submit Driving Level I Instructor Application
- Submit Driving Instructor Equine Management Skills Checklist
- Submit accommodation request (if applicable)
- Submit Adult & Child CPR and First Aid certifications
- Complete the online standards course and exam (score valid for 1 year)

2 YEARS
to complete from date of workshop

- Have completed **ONE** of the following **in the last 2 years**:
 - 2 public driving clinics
 - 6 hours of private driving lessons (cannot also be counted for other hours)
 - Competed in 1 sanctioned Arena Driving Trial at the preliminary level
 - Competed in 1 sanctioned Combined Driving Event at the preliminary level
 - Competed in 1 sanctioned pleasure or breed show in the driving division
 - Competed in harness racing or distance driving
- Minimum of **25** hours teaching driving to able-bodied students
- Minimum of **25** hours working with individuals with disabilities (if not already a PATH Intl. Certified Riding Instructor)
 - Have a minimum of **200** hours experience driving 2 or more different equines in a turnout
- 25** hours of receiving lessons (private, group or clinic) or being directly supervised by a qualified instructor while driving
 - Complete: Driving Instructor Background, Personal and Professional Reference Forms
- Attend a PATH Intl. Driving Level I workshop and on-site certification event
 - Complete the online Driving Instructor exam (score valid for 2 years)

**PATH Intl. Driving
Level I Instructor
status**

Renew Annually

PATH INTL. DRIVING INSTRUCTOR CERTIFICATION PROGRAM

DRIVING INSTRUCTOR **LEVEL I**
APPLICATION FORM

Name of Candidate: _____ Email (required): _____

Address: _____

City: _____ State: _____ Zip: _____

Preferred Phone: (____) _____

PATH Intl. Center Affiliation (if applicable): _____

Please complete entire checklist:

1. I am at least 21 years of age.
2. I have enclosed front and back copies of my current first aid and adult and child CPR cards
OR
 I am signed up for a CPR/ first aid course in my area, to be completed PRIOR to certification.
3. I am a current PATH Intl. Professional Member. Membership # _____
OR
 I am not a current PATH Intl. member. I have filled out the Professional Membership application and included the appropriate fees.
4. I have enclosed the Driving Instructor Level I Application fee of \$100 (includes prerequisite online exam).
5. I have enclosed the Driving Instructor Level 1 Workshop Student Manual fee of \$75 (once paid, the manual is available as download in your PATH Intl Member Portal)
6. I am able to complete the certification process as outlined and do not need an accommodation.
OR
 I am unable to complete the certification process as outlined and have:
 - Downloaded the Reasonable Accommodation Policies and Procedures instructional booklet for the necessary forms
 - Included my written accommodation request with this application
 - Included a letter from my physician verifying my diagnosis and associated limitations

I have carefully read and fully understand the policies and procedures that are laid out in this application booklet.

I am requesting expedited (one business day) processing and have enclosed an additional \$25 processing fee.

I wish to pay by (check one):

Online invoice (by checking this box, you are opting for an online invoice payable by electronic check (ACH), MasterCard, Visa, American Express, or Discover card to be created under your membership account.)

OR

Check (make payable to PATH Intl.)

Signature: _____ Date: _____ **TOTAL AMOUNT*: \$ _____**

*(*Total amount should include application fee, manual fee merchandise and expedited processing fee, as applicable)*

Please Email or Mail this Application to
certificationrequirements@pathintl.org
PATH Intl., P.O. Box 33150, Denver, CO 80233

Candidate Name: _____ Member Number: _____

PATH Intl Driving Level 1 Equine Management Checklist		
Breed/ Color/Marking/Parts of the Equine (General Section)	Name and Signature	Date
Identify an equine by: Age, Color, Markings, Breed Characteristics, Height and Weight		
Describe and identify the parts of an equine		
Equine Sense and Behavior (Driving Specific Section)		
Describe the characteristics of the Senses of the equine		
Identify the characteristics of Equine Behavior		
Identify Stable Vices including; Cribbing, Weaving, Biting & Kicking, Chewing Wood etc.		
Describe how the Senses of the Equine and Equine Behavior affect the safety of the Driving Setting (inside and outside of the arena), Student, ABW, Volunteers and the Instructor. What can happen?		
Feeds and Feeding (General Section)		
Know feed requirements of the equine including, hay, salt, minerals, grains, supplements, feeding intervals and water		
Know and recognize signs of poor-quality food		
Know the pros and cons of round bales and traditional hay bales		
Know the parameters of a Safe Turnout on grass and in the fields		
Stable Management (General Section)		
Know and identify potential stall/barn hazards		
Know manure handling methods for sanitary conditions in stall and turn out areas		
Know the pros and cons of different bedding materials		
Identify appropriate protection methods including; shelter, fly masks, bonnets, fly sheets, fly repellents and blankets		
Health and Sickness (General Section)		
Identify the normal range for equine vital signs and how to take them; temperature, pulse, respiration (TPR)		
Describe First Aid treatment for wounds		
Describe Equine Health Programs for; Deworming, vaccination, hoof care, teeth care		
What is Coggins Test? Does an equine need to have one and why?		
Know and recognize if an equine is Sound/Unsound		
Know and recognize the signs of good health, colic, rabies, thrush, laminitis, hoof abscesses, poison		

ingestion, weight loss, Cushing's, insulin resistance, choking, nasal discharge, hives, rain rot		
Grooming (General Section)		
Identify and explain the use of the Grooming tools including: Curry Comb, Mane and Tail Comb, Hard Brush, Soft Brush, Shedding Blade, Hoof Pick, Sponges and Sweat Scraper		
Know how and why to clip a equine for maintenance including: Bridle Path, Mane, Fetlocks, Full/Partial Body Clip		
Know how to give an equine a bath and what products to use, if any		
Know how to cool an equine down following a work session		
Form and Function (General Section)		
Describe Equine Conformation and how it can affect the Equine's ability to work		
Driving Harness and Vehicles (Driving Specific Section)		
Know and identify the various parts of the Driving Harness		
Know and demonstrate how to properly fit a Driving Harness		
Know and explain the differences between the Breast and Neck Collar. Explain (or show) how to determine if a Neck Collar is properly sized to an equine		
Know the differences and uses of a work harness, combined driving harness, pleasure driving harness		
What constitutes a Turnout?		
Know and describe the basic types of vehicles used in driving		
Know and explain the basic parts of two and four wheel driving vehicles, what to look for prior to putting to and necessary maintenance for the vehicle		
Know and demonstrate harness cleaning, care and maintenance. Know and describe what you are looking for as you inspect a harness		
Know and describe the pros and cons of the most commonly used driving bits, specifically: Liverpool, Post (Butterfly), Buxton, Half Spoon, Military (Elbow), Snaffle, Gig		
Describe what determines if a vehicle is properly sized to be used to be used with a specific equine		
Know how to harness and put to safely		
Know the 4 Golden Rules of Driving		
Driving Equine Selection and Training (PATH Intl Driving Instructor Specific Section)		
Demonstrate how you will educate your volunteers or employed staff in the use and care of the equipment in your driving program		
Know and describe the basic types of vehicles used in driving and explain which types are best used in a therapeutic driving program and why they are appropriate for use		
Know and explain the characteristics that an equine must posses to be employed as a Therapeutic Driving Equine		
Know how to train the Therapeutic Driving Equine to		

accept various aides that your student may require to be able to drive; for example, mounting blocks adjacent to a vehicle, dual lines, wheel chairs, walkers, canes, different onboarding procedures, game materials		
Recognize the need for an Equine Conditioning and Maintenance program for your Therapeutic Driving Equines. Record keeping of lunging, schooling, injuries, vet care, farrier trim and shoeing and program usage		

Please Email or Mail Phase 1 Requirements
 certificationrequirements@pathintl.org
PATH Intl., P.O. Box 33150, Denver, CO 80233

(Page 2 of 2)

I, _____, verify that _____
 (PATH Intl. Certified Driving Professional's Printed Name) (Candidate's Printed Name)

can competently perform all the items on the above checklist.

*PATH Intl. Certified Driving Professional's Signature: _____ Date: _____

I, the candidate, have confirmed that the PATH Intl. **membership AND certification** of the PATH Intl. Certified Driving Professional signing off on this form are **current**.

I, the candidate, hereby affirm that the information recorded above is accurate and factual.

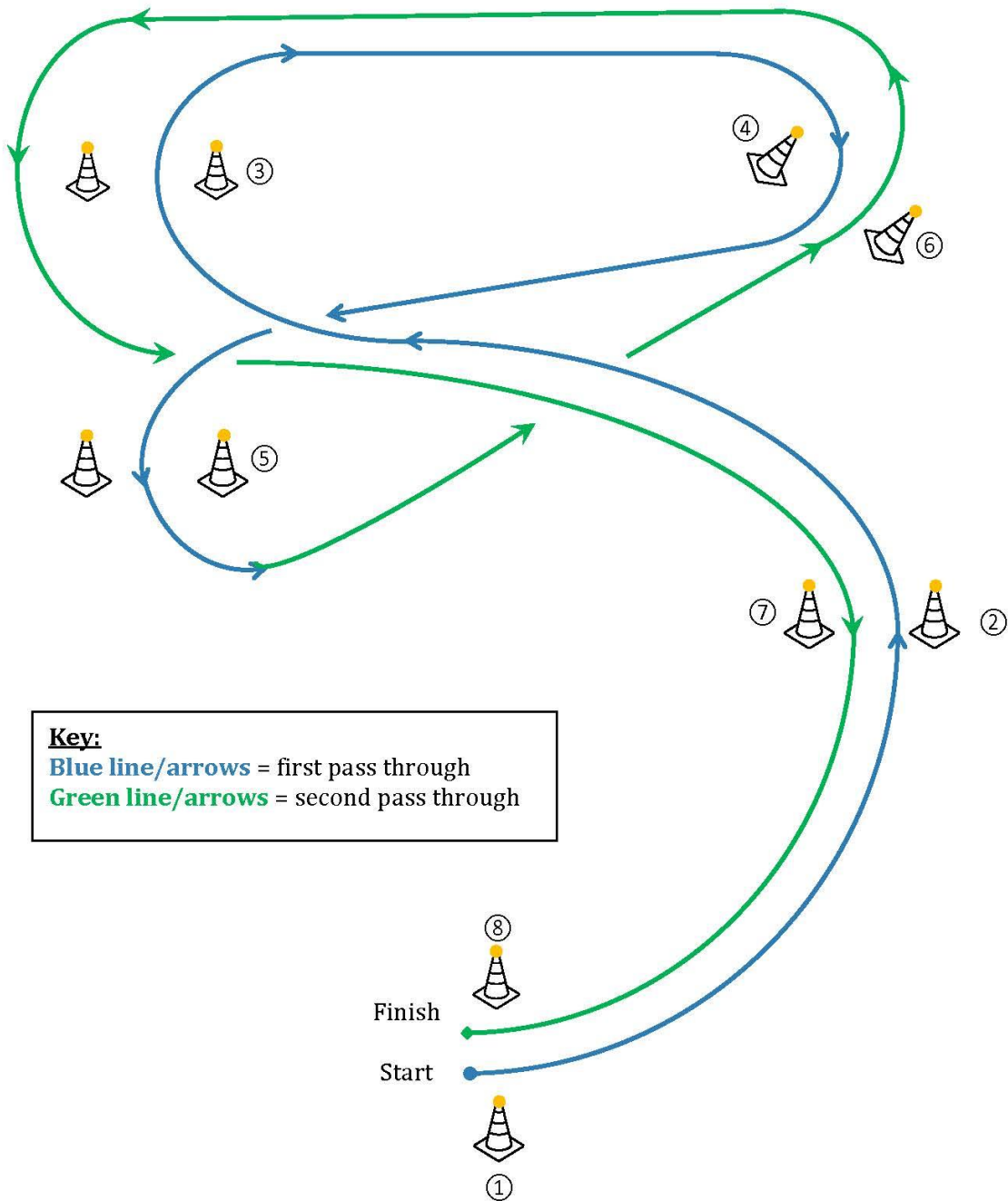
Candidate Signature: _____ Date: _____

*A PATH Intl. Certified Driving Professional is defined as a professional who holds at least one of the following:
 - Driving Level 1 or 2 certification
 - Driving faculty/evaluator status

The PATH Intl. Certified Driving Professional's membership and certification must be current as of the date on this form. You may request a copy of a current PATH Intl. membership or certification validation card or contact PATH Intl. to verify membership and certification/compliance.

Sample Cones Course for PATH Intl. Driving Instructor Certification

NOTE: this is an example of how the cones course can be set up. Positioning of the course in the testing arena, number of gates and materials used to demarcate the course may vary based on the host site's resources.



**The American Driving Society
TRAINING LEVEL TEST 4 (1994)**

**AMENDED FOR USE BY
PATH INTL. DRIVING INSTRUCTOR
CERTIFICATION**

GAITS AND MOVEMENTS

Working walk
Free walk on long rein
Working trot
Halt through walk
Rein back
40m circle

INSTRUCTIONS

Transitions are made through the walk. Longitudinal stretch and moderate lateral bend are required.

MOVEMENT	TEST	DIRECTIVE IDEAS	MAX PTS	POINTS	REMARKS
1	A X	Enter working trot Halt, salute	Straightness on centerline, balance in transition, quality of halt	10	
2	X C C to E	Proceed working trot Track left Working trot	Transition, quality of trot and turns at C & H	10	
3	E E to A	Circle left 40m. Working trot	Quality of trot & figure, consistent rhythm, suppleness	10	
4	A F to X X	Working walk Free walk on long rein Working walk	Balance in transition & quality of walk, length of frame & stride, relaxation, rhythm	10 x 2	
5	Bet. X & H H to B	Develop working trot Continue working trot	Quality of transition and trot	10	
6	B B to A	Circle right 40m. Working trot	Quality of trot & figure, consistent rhythm, suppleness	10	
7	A	Down centerline	Quality of trot, straightness, rhythm	10	
8	X X	Halt 3 to 5 sec. Rein back 2 to 4 steps Proceed at working walk	Quality of transition, obedience, relaxation, willingness to step back	10	
9	X to G G	Working walk Halt, salute	Straightness, rhythm, obedience & relaxation in halt	10	

LEAVE ARENA AT WORKING TROT

COLLECTIVE REMARKS

GAITS	Freedom and regularity. If team or pair: maintenance of even pace and equality of work.	10 x 2		
IMPULSION	Desire to move forward. Elasticity of steps. Relaxation of back. Engagement of hindquarters.	10 x 2		
SUBMISSION	Acceptance of the bit. Correctness in lateral bend. Attention and confidence. Calmness, lightness and ease of movements.	10 x 2		
DRIVER	Use of aids, handling of reins, whip and voice. Driver's position.	10 x 2		
PRESENTATION	Appearance of driver and grooms: cleanliness, fitness, matching, and condition of horses, harness and vehicle	10		

Points

- 10 Excellent
- 9 Very Good
- 8 Good
- 7 Fairly Good
- 6 Satisfactory
- 5 Marginal
- 4 Insufficient
- 3 Fairly Bad
- 2 Bad
- 1 Very Bad
- 0 Not Executed

Errors

- Error in course or groom dismounting:
- 1st incident = 5 points
 - 2nd incident = 10 points
 - 3rd incident = Elimination
- Disobedience:
- 1st incident = 5 points
 - 2nd incident = 10 points
 - 3rd incident = Elimination

Maximum Points: 220

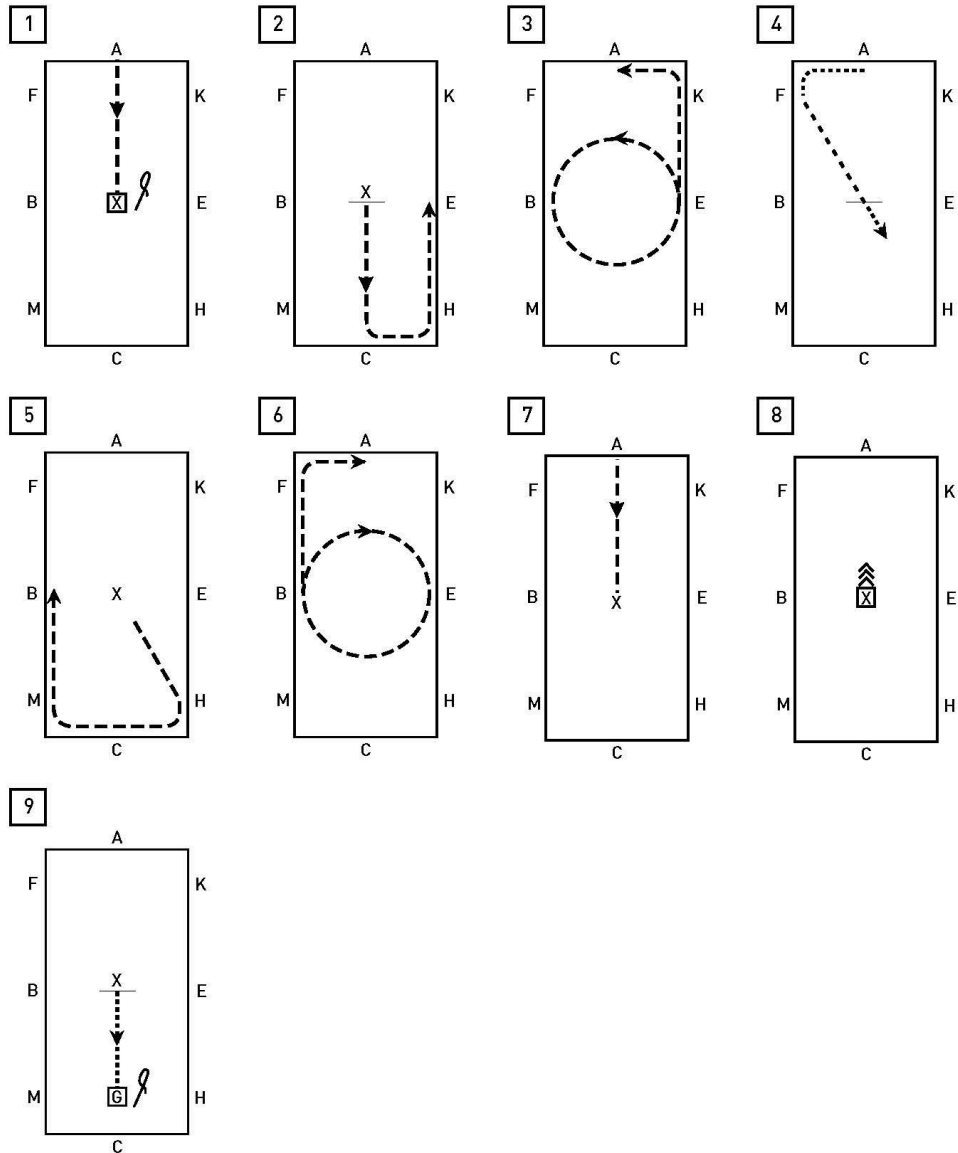
Total points given: _____

Factor: x 0.727 _____

Factored points: 160 minus _____ = _____ Penalties

+ _____ Errors

The American Driving Society
TRAINING LEVEL TEST 4 (1994)
AMENDED FOR USE BY
PATH INTL. DRIVING INSTRUCTOR
CERTIFICATION



PURPOSE

To establish that the correct foundation is being laid for the training of the driving horse requiring the green horse to move freely and energetically forward in a steady rhythm in the working walk and the working trot, while accepting the bit with relaxation, through transitions and 40 meter circles. Increased engagement of the hindquarters (impulsion) cannot be expected yet. This level is also intended to encourage the inexperienced driver.

CONDITIONS

40 x 80 meter arena
 Average driving time: 7 minutes

Updated 9/2018



PATH Intl. Driving Level I Instructor Certification Candidate Briefing

PATH Intl. Driving Level I certification evaluators assess candidates' knowledge and skill level. PATH Intl. Driving Level I Instructor certification will be awarded to instructors who demonstrate comprehensive knowledge of equines, proficient driving skills and skilled driving performance in addition to knowledgeable and effective instruction that promotes progression of driving skills and safety while instructing mounted therapeutic driving lessons to individuals of all abilities.

- Testing situations can be stressful.
- Keep in mind that testing is a valuable learning experience as well as a measurement of abilities.
- Evaluators must maintain objectivity and keep conflicts of interest to a minimum, so they may appear somewhat distant. Most questions should be referred to the host site representative.
- Please remember to:
 - support each other,
 - help set up the arena, and
 - treat host site staff, volunteers and equines with respect and kindness.
- Candidates are welcome to observe each other's lessons, but no photography or recording of any kind is allowed without written consent from PATH Intl., which must be obtained prior to the start of certification.
- All candidates will be provided with a tour of the facility prior to the start of testing by the host site representative.

Knowledge of equines, harness and vehicles:

- Candidates will be assigned one equine and allowed 45 minutes to demonstrate grooming, harnessing, ground driving and putting to.
- Candidates will be observed and evaluated throughout this portion of the testing regarding handling of equines, respect for the equine, respect for center policy and overall safety awareness in the stable environment.
- Evaluated components are:
 - Harnessing
 - Candidates will effectively and efficiently lead, secure, groom and tack up their assigned equine.
 - Candidates will be expected to identify, evaluate and adjust harness fit correctly for the equine.
 - Candidates will partner with both an assistant and a header for harnessing and hitching of the equine. The assistant and header are not permitted to perform any actions without receiving direct instruction to do so by the candidate. Neither the assistant nor header can offer advice or suggestions.

- Ground driving
 - Candidates will demonstrate ground driving to evaluate the equine's soundness and temperament.
- Putting to and unhitching the equine
 - Candidates will demonstrate safely and effectively putting to and unhitching the equine while ensuring proper fit and safety of all equipment.
 - Candidates will be paired with another candidate and a header to assist in putting to and unhitching.

Driving demonstrations:

- The driving segment will be done individually with an able-bodied whip accompanying the candidate at all times. Candidates will hold the reins and whip when driving, and the able-bodied whip will hold the bite of the line.
- Candidates will be divided into groups as circumstances dictate to accommodate the equine resources.
- Candidates are being scored on how well they handle the equine throughout each driving component.
- Candidates will be expected to warm up their equines appropriate to the equine's needs and demonstrate an equine assessment, utilizing the driving skills listed in the Driving Level I Criteria.
 - The evaluators will sound a whistle and candidates will have one minute to start the test dressage portion of the demonstration.
- Candidates will drive a dressage test, which is utilized to demonstrate certain movements that enable evaluators to determine overall driving proficiency. The accuracy of ring figures and memorization of the pattern is not evaluated.
- Following the dressage test, candidates will drive a cones course at the trot, with the focus on a smooth run that is considerate of the equine's needs. This will be timed; however, candidates are not scored based on completion time.

Testing situations can make candidates tense and anxious, which can easily be sensed by and transmitted to the equines. Remember to relax, breathe and reward the equine to prevent confusion and anxiety on their part.

Lessons for participant without disabilities:

- All teaching times will be drawn at random.
- If a candidate wishes to trade times with another candidate, they may do so only BEFORE the participant profiles are handed out. Once the participant profiles have been distributed, no changes or trades can be made.
- Candidates will teach a 15-minute lesson to an intermediate able-bodied participant from the ground.
- Candidates will be asked to teach on one of the four driving skills: Figure 8 walk/trot, serpentine walk/trot, change of diagonal walk/trot, 40-meter circle walk/trot.
- The participants assigned will be of at least intermediate skill level and appropriately matched to the skills to be drawn. Each candidate will receive a profile on the student for the lesson.
- The lesson plan will need to be prepared before the start of the certification and handed in to the evaluators the morning of day one.
- The drivers and equines will be warmed up **before the candidate enters the arena and the lesson time begins.**

NOTE: If a candidate is found not to have met criteria for any of the components described above (knowledge of equines, harnesses and vehicles; driving demonstrations; lesson to a participant without a disability), they may not be allowed to complete the lesson for riders with disabilities.

Lessons for participant with disabilities:

- All teaching times will be drawn at random.

- If a candidate wishes to trade times with another candidate, they may do so only BEFORE the participant profiles are handed out. Once the participant profiles have been distributed, no changes or trades can be made.
- If a candidate has a question regarding the participant profiles, they may ask the designated host site representative for clarification. Host site representatives are not permitted to provide tips or suggestions on instruction techniques nor skills to be taught; they may only answer clarifying questions.
- Candidates should be familiar with all types of equipment on the participant profiles. If there is an unfamiliar piece of equipment that will be used, please ask the host site representative to review and clarify its use.
- Ask the host site representative about available arena props and equipment before designing your lesson plan. Candidates must make sure PRIOR to testing that all props or equipment being utilized have been approved by the host site.

Substitute participants:

- Last minute substitution of participants may occur due to participant illness, late arrival, etc.
- Candidates and evaluators will be provided with a new participant profile in the event of a substitution.
- If a substitution is made, candidates will be expected to adjust their lesson plan accordingly, but will not need to write another lesson plan.

Other details:

- The host site will assign equines, tack/equipment and volunteers for the lessons. The candidate will work with the host site to make sure the equine is ready for the lesson.
- If the candidate determines that additional volunteers (more than listed on the participant profiles) are necessary, ask the host site representative well in advance of the lesson.
- As the instructor, candidates are responsible for volunteer management. Be respectful, but make corrections/adjustments as needed to promote an effective and safe lesson environment.
- If the participants were in an earlier lesson, do not assume their helmets and other safety equipment 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 equine handling, entering and exiting the vehicle, etc.
- Be respectful of host site staff, volunteers and equines.

Participants also feel the tension of the testing situation. Teach to the needs of the participants in the class.

PROCEDURES

- Arrive at least one hour before your teaching time (unless otherwise specified by the host site).
- Meet your participants, check helmet fit, appropriate footwear, etc., and ensure you have properly prepared your equine for the lesson.
- 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 may 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.
- All lesson plans are to be handed in first thing in the morning to the evaluators. (Keep a copy or, if needed, write the plan on a notecard for quick reference.)
- The first harness and equipment check may be done before your official start time, but be sure the evaluators are aware and observe the check. Evaluators must see you perform this check for it to be considered in your overall evaluation.
- Do not have the participant enter the vehicle before checking in with the evaluators. The 20 minutes will begin when the first participant begins to enter the vehicle.

- Once your time has started, you have 20 minutes for the participant to enter the vehicle, teach your lesson and have the participant exit the vehicle.
- Candidates will receive a five-minute warning at the 15 minute mark. This is enough time to finish what you are working on and have the participant exit the vehicle.
- After the lesson, pick up the arena and retrieve your lesson plan from the evaluators. Complete the self-reflection/summary by reflecting honestly on the lesson, on teaching techniques and components of the lesson, rather than focusing on how the participant 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 completed self-reflection/summary to the evaluators in a timely manner.

Getting your results: After handing in the self-reflection/summary, 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 the interviews will follow the lesson schedule.

- After all lessons have finished and the 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. The written report will then be mailed to you.
- **ON-SITE RESULTS ARE NOT OFFICIAL UNTIL YOU HAVE RECEIVED YOUR FORMAL RESULTS LETTER AND INSTRUCTOR CERTIFICATE FROM PATH INTL.**
- **Formal results will be delivered to candidates within 45 days of the certification test/event.**

PATH Intl. Mandatory Standards:

- Close the gate/s once all participants are in the vehicle and in the arena.
- Properly fitted ASTM-SEI approved helmets on every participant
- Do not attach a participant in a manner that would not allow him/her to be freed from the vehicle.

To Summarize:
Meeting the PATH Intl. Driving Level I Instructor Criteria

Knowledge of the equines, harness and vehicle

Demonstrate:

- Harnessing
- Ground driving
- Putting to and unhitching
- Care of equine, harness and vehicle

Driving demonstrations (dressage test and cones course)

Demonstrate:

- Consistent control of the equine
- Balance
- Straightness
- Bending
- Appropriate warm-up of the equine
- Smooth transitions
- Independent aids

Teaching

- Teach a safe and effective lesson, respectful of both the disabilities and abilities of the participants.
- Teach a driving skill vs. activity.
- Demonstrate knowledge (communicate HOWs and WHYs, effective posture and positional corrections as needed, specific/accurate praise, follow PATH Intl. standards, etc.).
- Show awareness and follow-through to achieve improvement.
- Promote independence safely.

Automatic “Does not meet criteria”

- Not closing the gate/s once participants have all entered their vehicles in the arena
- Lack of properly fitted ASTM-SEI approved helmets by anyone who enters the vehicle
- Quick release attachment to the vehicle for participants in wheelchairs is not secured
- No driving skill taught
- Insufficient or inaccurate postural corrections
- Lack of whats/hows/whys
- Failure to comply with any of the Four Golden Rules of Driving

Rubric for Driving Level 1 Instructor Certification – Teaching Component

Component	1 – Does not meet criteria	2 – Meets Criteria	3 – Exceeds Criteria
Lesson Plans	No measurable objective; no driving skill taught or inappropriate skill chosen; not clear or not followed; missing elements; inadequate self-reflection or not done independently, confusing to follow	<u>Met all relevant criteria including:</u> clearly written, appropriate skill selected, contained measurable objective, included option to adapt as needed to meet needs of drivers, appropriate activities chosen to support driving skill being taught, realistic, independent self-reflection given	<u>Met all criteria and:</u> Exceptionally clear and well-written, included measurable objective with appropriately challenging driving skill, creatively allowed for progression, realistic with time allotted, self-reflection was detailed with insight into needs of drivers and extensive and awareness of strengths and weaknesses and solutions on how to proceed in future lessons.
Mounting	Inadequate or incomplete instruction given; awkward, compromising hand/body position; unsafe in any way; unclear instructions to drivers or volunteers, not protective nor aware of horse or driver; inappropriate type of mount chosen and executed	<u>Met all relevant criteria including:</u> Clear and concise instruction given to entire team; safe for all; appropriate for drivers; appropriate type of support provided for type of carriage; utilized efficient body mechanics; respectful to participant and horse; fostered appropriate independence for driver.	<u>Met all criteria and :</u> Demonstrated high level of skill knowledge, exceptionally efficient in use of time; utilized all members of team effectively; excellent use of body mechanics; empowered drivers towards independence safely.
Equipment/Tack	Tack checks not done or not done adequately, improper fitting harness, improper helmet fit on drivers; horse/rider in obvious discomfort or unsafe	<u>Met all relevant criteria including:</u> Tack checks performed prior to driver entering vehicle; appropriate helmet fit assessed; appropriately fitted tack and equipment;	<u>Met all criteria and:</u> High level of awareness demonstrated regrading all tack and equipment used; regular checks and adjustments made to equipment as needed; able to educate volunteers and students in reason for tack

	situation as a result of equipment; inappropriate vehicle choice for driver or horse	appropriate vehicle chosen for driver or horse; demonstrated knowledge of tack utilized; education for volunteer and students provided on appropriately fitting tack and equipment	or carriage chosen and any adjustments made; demonstrated extensive knowledge in create use of equipment to enhance learning; tack and equipment selected fostered independence appropriately
Volunteers	Not enough or not well trained volunteers; volunteers were out of position; poor or inadequate communication with team; had safety issues concerning volunteers that were not addressed in a timely or adequate manner; did not provide feedback or corrections to volunteers when needed; inappropriately matched volunteers with needs of driver; volunteers provided too much or not enough support without sufficient feedback	<u>Met all relevant criteria including:</u> Appropriate number and type of volunteers utilized; well-trained volunteers; good rapport with volunteers; included volunteers throughout the entire lesson; effective communication with volunteers; volunteers understood and performed their roles; provided correction/feedback to volunteers in an appropriate and timely manner; team atmosphere created	<u>Met all criteria and:</u> Demonstrated high level of awareness of volunteer abilities, able to coach volunteers effectively to allow for maximum benefit for driver; empowered volunteers appropriately; gave sense of independence to volunteers, built strong sense of team, demonstrated gratitude, encouraged driver to demonstrate gratitude; encouraged and praised volunteers by recognizing their efforts
Instructor/Instruction	Lacked control of lesson, insufficient or lack of “whats,” “hows,” and “whys;” inaudible, confusing, not teaching a driving skill, disorganized, inappropriate skill chosen; insufficient or incorrect praise given; incorrect instruction of skill being taught; no or insufficient postural	<u>Met all relevant criteria including:</u> Maintained a positive learning environment; provided “whats,” “hows,” and “whys;” gave postural corrections; taught a driving skill; built rapport with driver; taught to level of rider; gave clear and concise instructions; showed a genuine interest in student;	<u>Met all criteria and:</u> Demonstrated thorough understanding and utilization of teaching methodologies; showed definite progress towards independence; consistent and effective use of “whats,” “hows,” and “whys;” demonstrated creativity in activities chosen to support driving skill being taught; strong rapport build with all team members; strong central presence in arena;

	<p>corrections provided; lacked sufficient challenge; directing without teaching a skill; use of negative language; no or little rapport build with student; unsafe in any way; unprofessional demeanor; negative attitude displayed; no or inadequate safety checks performed; gate left open; chaotic; did not comply with PATH Intl standards; inconsiderate treatment of equine; only taught to one learning style; unable to recognize and address needs of student; no central position in arena maintained</p>	<p>maintained a central position in arena; maintained control of class during entire lesson; utilized safe spacing; demonstrated a positive attitude; professional; self-confident; utilized specific and accurate praise; demonstrated knowledge of skill being taught; taught to multiple learning styles; worked towards increasing independence; progressive lesson with common theme throughout; conclusion of lesson provided; effective time management</p>	<p>inspired confidence in driver; appropriately managed risks; confident and fair in management of behavior issues; demonstrated flexibility in the moment while maintaining rider's goals at forefront of teaching objective; connected all elements of lesson into cohesive learning experience; specific, accurate, and timely feedback provided to driver to maximize potential for learning; incorporated all learning styles throughout entire lesson with a greater focus on individual student's preferred learning style; effective conclusion provided with areas of opportunity and potential direction of future lessons;</p>
Dismounting	<p>Inadequate or incomplete instruction given; awkward; compromising hand/body position, unsafe in any way; unclear instructions to drivers or volunteers; not protective of horse or rider; dismount took extended period of time</p>	<p><u>Met all relevant criteria including:</u> Clear and concise instruction provided to drivers and volunteers; safe for everyone; appropriate to the type of vehicle and need of student; utilized efficient body mechanics; respectful to horse and participant; fostered independence for driver</p>	<p><u>Met all criteria and:</u> Demonstrated high level of skill and knowledge; exceptionally efficient in use of time; utilized all members of team effectively; excellent use of body mechanics; empowered riders towards independence safely; in-the-moment instruction provided and/or corrections made</p>

Rubric for Driving Level 1 Instructor Certification – Driving Component

Component	1 – Does not meet criteria	2 – Meets Criteria	3 – Exceeds Criteria
Dressage Test	Inability to lengthen/shorten lines appropriately; incorrect driving position; ineffective or improper use of whip; no safety awareness; failure to demonstrate required elements of driving test; Lacked contact with horse’s mouth or held horse to point of restricting horse’s movement; lack empathy for horse	<u>Met all relevant criteria including:</u> Lengthen and shortened reins appropriately; consistent light contact demonstrated throughout test; proper and effective use of whip; demonstrated all components of the driving test effectively; empathetic to horse	<u>Met all criteria and:</u> Accurate and symmetrically executed ring figures; ability to help balance horse and improve quality of drive; consistent and effective use of half halts; well-timed use of whip that enhanced quality of the test and increased bend
Cones Course	Inability to lengthen/shorten lines appropriately; incorrect driving position; ineffective use of whip; lacks safety awareness; lacks empathy for horse; hit excessive numbers of cones; inability to drive cones course at the trot	<u>Met all relevant criteria including:</u> Lengthened and shortened reins appropriately; consistent light contact demonstrated; proper and effective use of whip; safe; empathetic to horse	<u>Met all criteria and :</u> Helped horse to execute the most effective drive; balanced and fluid drive; consistent and effective use of half halts;

Rubric for Driving Level 1 Instructor Certification – Harnessing and Putting To/Unhitching

Component	1 – Does not meet criteria	2 – Meets Criteria	3 – Exceeds Criteria
Grooming	Lack of thorough and efficient grooming; inability to recognize health or soundness issues that would affect horse's suitability for work; inability to complete task in timely manner; inability to recognize horse behavior and make modifications as necessary; unsafe in any way	<u>Met all relevant criteria including:</u> Appropriate use of grooming tools; efficient use of time; receptive to horse's comfort and able to make adjustments as required;	<u>Met all criteria and:</u> Recognize health and conformation faults that effect grooming
Harnessing	Lacked clear knowledge of harness parts; inappropriate harness adjustments made; inability to identify harness parts and function; unsafe in any way; lack of regard for comfort of horse	<u>Met all relevant criteria including:</u> Correctly fit harness to horse; able to correctly identify parts of harness; understanding of fit of harness and how it relates to functionality; Efficient use of time; Empathetic towards horse	<u>Met all criteria and :</u> Extraordinary detail to harness fit and thorough working/practical knowledge of harness parts; multiple solutions demonstrated for ill-fitting harness; Able to identify fit and function of a wide range of harness types and variations
Ground Driving	Unable to ground drive horse effectively; lack awareness of correct positioning when ground driving; unsafe; failure to secure harness parts; inconsistent contact; failed to drive with whip; inability to use whip	<u>Met all relevant criteria including:</u> Consistent contact; appropriate and safe position demonstrated when ground driving; effective and appropriate use of whip; empathetic to needs/ability of horse; harness secured in safe and effective	<u>Met all criteria and:</u> Ability to use half halts and contact to balance and encourage horse; effective use of inside/outside rein; ability to recognize gait faults

	effectively; lack empathy for horse; inability to maintain contact w/o using body weight drag	manner	
Putting To	Lacked clear communication with volunteer team assisting in hitching; did not assume a leadership role; inability to identify parts of carriage/harness; inability to hitch in a timely manner; lacked empathy for horse; unsafe; incorrect fit of harness and carriage; violation of 4 golden rules of driving; lacked necessary equipment (whip, lead line, etc); not using header; not checking line of draft and the coordination with the turnout	<u>Met all relevant criteria including:</u> Clear, concise, and effective communication during putting to; correct use of terminology/identification of harness parts; safest method putting to demonstrated; assumed a leadership role; timely; able to read horse behavior and make adjustments accordingly; correct fit of turnout; understands line of draft and relation to fit of turnout	<u>Met all criteria and:</u> Extremely efficient during putting to process; clear command over volunteer team; able to problem-solve effective solutions in the moment; clear and effective communication; exceptional awareness of potential safety concerns and how to prevent them; clearly understands vehicle and relation to harness
Unhitching	Violation of 4 golden rules of driving; incorrect unhitching order; inability to correctly communicate with team assisting in unhitching; unsafe; inability to recognize potentially dangerous behaviors by horse; excessive period of time required to unhitch; lack header	<u>Met all relevant criteria including:</u> Clear, concise, and effective communication during unhitching; demonstrate correct sequence; watch for safety hazards; use of header	<u>Met all criteria and:</u> Extremely efficient during unhitching process; clear command over volunteer team; decisive; identify and solve any issue; quickly back vehicle away when unhitched; thanks volunteers; loosens girth afterward for horses comfort



Driving Instructor Background

Candidate: Please submit this form to the host site with your certification paperwork.

Name of Candidate: _____ PATH Intl. Member ID # (required): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Day () _____ Evening () _____

PATH Intl. Center Affiliation (if applicable): _____

Are you a licensed therapist? PT _____ OT _____ Other Therapist _____

EQUESTRIAN BACKGROUND

Number of years: Riding _____ Driving _____ Owning an equine _____

Number of years giving riding instruction _____ Number of years giving driving instruction _____

Type of instruction _____

Riding Experience: _____

Driving Experience: _____

- 25 hours must have been with an instructor or taught at a clinic offered to the public, letter of proof included
- Total number of equines: _____ # of ponies: _____ # of draft: _____ # of minis: _____ # of other: _____
- List types of vehicles: _____
- Type of driving (circle all that apply): ring, road, fields, wagons, trains, pleasure drives, pleasure shows, CDE, arena, trials, harness racing, rental, hacks, coaching, demonstration, other please list: _____

For those circled above please complete the following (use back of form if more room is required):

What type of driving: _____ Number of years driving: _____

Number of times per week: _____ Approximate time of each session: _____

EXPERIENCE TEACHING RIDERS/DRIVERS WITH DISABILITIES

Do you work with any of the following disabilities? Check all that apply.

	Riding	Driving	Other		Riding	Driving	Other
Cognitive Disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cerebral Palsy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning Disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Multiple Sclerosis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Impairments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Muscular Dystrophy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing Impairments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brain Injury/Head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual Impairments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trauma Spina Bifida	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Impairments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stroke/CVA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Autism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post-Polio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Down Syndrome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROFESSIONAL INFORMATION

Professional certifications/qualifications/licenses held: _____

Professional organizations of which you are a member: _____

Articles/books/lectures you have done: _____

Print Name: _____ Signature: _____ Date: _____

Personal Reference

*This reference must be different from the Professional Reference and should NOT be related to the candidate.
Please type or print clearly in ink. Please attach extra sheets if needed.*

Candidate's Name _____ Reference's Name _____

Reference's address _____ City _____ State _____

Zip/Postal Code _____ Profession _____

Preferred phone: _____ Email _____

In what capacity does the reference know the candidate?

How many hours of driving instruction has the candidate completed?

Evaluate the candidate's knowledge of equines and horsemanship:

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

Evaluate the candidate's driving skills:

Signature of reference _____ Date _____

**Candidate: Please submit this form to the host site with your on-site certification paperwork.
DO NOT send to the PATH Intl. office.**

Professional Reference

*This reference must be different from the Personal Reference and should NOT be related to the candidate.
Please type or print clearly in ink. Please attach extra sheets if needed.*

Candidate's Name _____ Reference's Name _____

Reference's address _____ City _____ State _____

Zip/Postal Code _____ Profession _____

Preferred phone: _____ Email _____

In what capacity does the reference know the candidate?

How many hours of driving instruction has the candidate completed?

Evaluate the candidate's knowledge of equines and horsemanship:

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

Evaluate the candidate's driving skills:

Signature of reference _____ Date _____

**Candidate: Please submit this form to the host site with your on-site certification paperwork.
DO NOT send to the PATH Intl. office.**

Self-Evaluation

(Please attach another sheet if necessary)

Candidate's Name: _____ PATH Intl. Member # _____

- 1.) Please describe your current driving activity and skills including equines, vehicles, and number of sessions:

- 2.) How many hours of driving instruction have you completed?

- 3.) What are your goals for driving (why do you drive)?

- 4.) What do you consider your strengths and weaknesses in yourself and driving?

- 5.) What are you doing to improve your driving skills?

- 6.) Evaluate your knowledge of equines and horsemanship:

- 7.) Evaluate your understanding of individuals with disabilities and driving (please attach extra sheets if needed):

**Candidate: Please submit this form to the host site with your on-site certification paperwork.
DO NOT send to the PATH Intl. office.**

DOCUMENTATION OF CLINICS, PRIVATE DRIVING LESSONS OR COMPETITION

Please use this form to document participation in a minimum of ONE of the below activities within the last two years.

Name of Candidate: _____ PATH Intl Member ID: _____

2 public driving clinics (please list events and dates):

_____ Date: _____
 _____ Date: _____

6 hours of private lessons (please list):

Date	Location/Organization	Equine Name(s)	# of Hours

Competition in 1 sanctioned Arena Driving Trial at the preliminary level (please list event and date):

_____ Date: _____

Competition in 1 sanctioned Combined Driving Event at the preliminary level (please list event and date):

_____ Date: _____

Competition in 1 sanctioned pleasure or breed show in the driving division (please list event and date):

_____ Date: _____

Competition in harness racing or distance driving (please list event and date):

_____ Date: _____

I hereby affirm that the information recorded above is accurate and factual.

Instructor candidate's Signature: _____ Date: _____



Please submit this form to the Host Site with your On-Site Certification paperwork, DO NOT send to the PATH Intl. office.

DOCUMENTATION OF TEACHING HOURS - STUDENTS WITH DISABILITIES -

If you are not already a current PATH Intl. Certified Riding Instructor:

Please use this form to document a minimum of 25 hours working with individuals with disabilities. These hours must be supervised by a PATH Intl. Certified Professional holding the certification for the type of lessons being provided (riding, driving, etc.).

Additional forms may be used for additional hours

Name of Candidate: _____ Member ID: _____

Date	Location/Organization	Discipline (Riding, Driving, etc.)	# of students	Certified Professional's Name and PATH Intl. Member # (required)	# of Hours
TOTAL					

I, _____, verify that _____
(PATH Intl. Certified Professional's Printed Name) (Candidate's Printed Name)

has practiced emergency response procedures, **including demonstration of an emergency dismount.**

I have confirmed that the certification of the PATH Intl. Certified Driving Professional(s) signing off on this form is **current** and acknowledge this form is not valid without the Certified Professional's member ID(s).

I hereby affirm that the information recorded above is accurate and factual.

Instructor candidate's Signature: _____ Date: _____

PATH Intl. Certified Professional's Signature(s): _____ Date: _____

_____ Date: _____



**Please submit this form to the Host Site with your On-Site Certification paperwork,
DO NOT send to the PATH Intl. office.**

DOCUMENTATION OF TEACHING HOURS - ABLE-BODIED STUDENTS -

Please use this form to document a minimum of 25 hours teaching driving lessons to able-bodied drivers.
Additional forms may be used for additional hours.

Name of Candidate: _____ PATH Intl Member ID: _____

Date	Location/Organization	Driving skills taught	# of students	# of Hours

I hereby affirm that the information recorded above is accurate and factual.

Instructor candidate's Signature: _____ Date: _____

PATH Intl. Certified Professional's Signature(s): _____ Date: _____

_____ Date: _____



**Please submit this form to the Host Site with your On-Site Certification paperwork,
DO NOT send to the PATH Intl. office.**

DOCUMENTATION OF PERSONAL DRIVING HOURS

Please use this form to document a minimum of 200 hours of driving 2 or more different equines in a turnout.

Additional forms may be used for additional hours

Name of Candidate: _____ PATH Intl Member ID: _____

Date	Location/Organization	Equine Name(s)	# of Hours

TOTAL

I hereby affirm that the information recorded above is accurate and factual.

Instructor candidate's Signature: _____ Date: _____



**Please submit this form to the Host Site with your On-Site Certification paperwork,
DO NOT send to the PATH Intl. office.**

DOCUMENTATION OF RECEIVING DRIVING LESSON

Please use this form to document a minimum of 25 hours of receiving lessons (private, group or clinic) or being directly supervised by a driving instructor while driving.
These hours may also be reported as part of the 200 personal driving hours.
 Additional forms may be used for additional hours

Name of Candidate: _____ PATH Intl Member ID: _____

Date	Location/Organization	Instructor's Name and Credentials	Private/Group/ Clinic	# of Hours
TOTAL				

I hereby affirm that the information recorded above is accurate and factual.

Instructor candidate's Signature: _____ Date: _____



**Candidate: Please submit this form to the host site with your on-site certification paperwork.
 DO NOT send to the PATH Intl. office.**



RELEASE OF LIABILITY FORM

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

Driving Instructor workshop and/or on-site certification. I acknowledge the risks and potential for risks of driving activities. 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. Driving Instructor workshop and/or on-site certification.

Signature: _____ Date: _____
(Candidate's signature)

Many disabilities or injuries have accompanying conditions that pose special physical risks during exercise. Driving activities entail exercise, as do other activities involved in this workshop and/or certification, such as handling and working around equines. 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, handling or being near equines.

I understand that if I have a disability/disabilities, injury or physical condition that might affect my ability to handle or be around equines at the PATH Intl. Driving Instructor workshop and/or on-site certification, I will need to apply for an accommodation as outlined in the accommodation policy.

Signature: _____ Date: _____
(Candidate's signature)

**Candidate: Please submit this form to the host site with your on-site certification paperwork.
DO NOT send to the PATH Intl. office.**





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 of participant _____ *Date* _____

For PATH Intl. Records

Name _____

Name of person(s) in photo _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Signature of Participant _____ *Date* _____

**Please submit this form to the Host Site with your On-Site Certification paperwork,
DO NOT send to the PATH Intl. office.**





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.

