



PATH Intl. Interactive Vaulting Instructor Certification Booklet



PATH
INTERNATIONAL

Professional Association of Therapeutic
Horsemanship International

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

PATH Intl. Interactive Vaulting Instructor Certification Booklet Table of Contents

THE PATH INTL. INTERACTIVE VAULTING INSTRUCTOR CERTIFICATION PROCESS OVERVIEW

INTERACTIVE VAULTING PROGRAM REQUIREMENTS.....	3
INTERACTIVE VAULTING ONLINE CERTIFICATION EXAM.....	3
ELIGIBILITY FOR CERTIFICATION.....	4
WHAT TO EXPECT AT CERTIFICATION	4
ON-SITE CERTIFICATION RESULTS.....	5
RESULTS NOTIFICATION FROM PATH INTL.....	6
ACCOMMODATIONS	6
INSTRUCTOR APPLICATION REFUND POLICY	7
INTERACTIVE VAULTING CERTIFICATION ROADMAP.....	8
SAMPLE CERTIFICATION SCHEDULE	9
DOCUMENTATION OF TEACHING HOURS	10
DOCUMENTATION OF LUNGEING HOURS	11
ONLINE EXAM PROCTOR LETTER	12

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

- **THE PATH INTL. INTERACTIVE VAULTING INSTRUCTOR
APPLICATION BOOKLET**
- **INTERACTIVE VAULTING INSTRUCTOR CRITERIA**
- **REGISTERED INSTRUCTOR CERTIFICATION POLICIES
AND PROCEDURES**

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 CERTIFICATION EVENT.

NOTICE:

PATH Intl. acknowledges that 'lungeing' and 'longeing' are both correct spellings and utilized in professional literature when discussing use of an equine on a circle. PATH Intl. has chosen to use the spelling 'lungeing' in all documents. Thank you for your understanding and use of 'lungeing' as a PATH Intl. Certified Professional.



MISSION

PATH Intl. promotes safety and optimal outcomes in equine-assisted activities and therapies for individuals with special needs.

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

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

Email: path@pathintl.org / Website: www.pathintl.org



The PATH Intl. Interactive Vaulting Instructor Certification Overview and Processes

We are thrilled you are interested in pursuing the PATH Intl. Interactive Vaulting Instructor Program! A PATH Intl. Interactive Vaulting instructor must demonstrate riding, teaching and lungeing ability as well as equine knowledge and, above all, safety while teaching equine-centered lessons to all abilities.

An Interactive Vaulting Instructor is able to create a safe, dynamic environment that offers educational, social, creative, and movement opportunities to participants engaged in horsemanship activities, movements around, on and off the equine or barrel and gymnastic positions on the back of the equine. Being dually qualified as a therapeutic riding instructor, an Interactive Vaulting Instructor is also able to conduct an effective, safe and basic equestrian lesson to include the teaching of a riding skill to individuals with disabilities.

PATH INTL. INTERACTIVE VAULTING INSTRUCTOR PROGRAM REQUIREMENTS

- Be a PATH Intl. Individual Member
- Be 21 years of age or older
- Submit Interactive Vaulting Instructor Application (no less than 60 days prior to the workshop)
You must attend a PATH Intl. Interactive Vaulting on-site workshop ***within one year*** to keep your instructor application active. **This workshop is a requirement to be eligible for PATH Intl. Interactive Vaulting Instructor certification.**

- Submit proof of current Adult & Child CPR and First Aid Certifications
- Possess any level PATH Intl. Therapeutic Riding Instructor certification (Registered, Advanced or Master; Registered Through Recognition certifications are not sufficient)
- Document 20 hours of interactive vaultings lessons at a PATH Intl. center
- Document 30 hours of lungeing
- Successfully complete the online or in-person PATH Intl. Standards Course and exam
- Successfully complete the online, timed and proctored PATH Intl. Interactive Vaulting Instructor certification exam

PATH INTL. INTERACTIVE VAULTING INSTRUCTOR ONLINE CERTIFICATION EXAM

Candidates must complete the PATH Intl. Interactive Vaulting Instructor online certification exam **PRIOR** to attending certification. A passing score on the exam is required in order to be eligible for certification.

The online exam is a two hour, closed book proctored exam delivered through the PATH Intl. online exam platform. It must be taken at a Premier Accredited Center under the supervision of a proctor (preferably a PATH Intl. Certified Professional who abides by the PATH Intl. Code of Ethics). Exam administration instructions are defined in the proctor letter on page X of this booklet.

The exam covers topics such as:

- ❖ Instructional concepts taught in the PATH Intl. Interactive Vaulting workshop
- ❖ Proper vaulting equipment position, handling and adjustment
- ❖ Proper usage of voice aids, lungeing whip and lunge line
- ❖ PATH Intl. standards
- ❖ PATH Intl. alternative helmet guidelines

ELIGIBILITY FOR PATH INTL. INTERACTIVE VAULTING CERTIFICATION

Criteria to apply for certification:

- 1) Be a current PATH Intl. Certified Riding Instructor (Registered, Advanced or Master level)
- 2) Be at least 21 years of age
- 3) Complete a PATH Intl. Interactive Vaulting Workshop (cannot be completed consecutively with certification) Additional Criteria:
- 4) Achieve a passing score on the PATH Intl. Interactive Vaulting online certification exam
- 5) Have attended PATH Intl. Interactive Vaulting Workshop (within two years of application date)
- 6) Have completed a minimum of 50 practice hours to include:
 - 20 hours teaching interactive vaulting lessons at a PATH Intl. center
 - 30 hours lungeing

(You may NOT count hours twice, i.e. teaching hours cannot also be counted for lungeing hours.)

VA1 Mandatory* Standard and how it pertains to interactive vaulting instructor candidates:

The standard reads: *Is there written evidence that all vaulting sessions are conducted or directly supervised by a Professional Association of Therapeutic Horsemanship International Certified Vaulting Instructor?*

Interpretation: PATH Intl. Vaulting Instructor certification demonstrates compliance with this standard. The vaulting instructor must hold one level of PATH Intl. Riding Instructor certification before pursuing a PATH Intl. vaulting certification. "Directly supervising" means the instructor is at the activity site and is aware of and responsible for the program activity in the arena or on the premises.

This Standard is intended for centers that offer Interactive Vaulting as part of their EAAT's.

The lungeing and teaching hours required for the interactive vaulting certification do not need to be under the supervision of a mentor that holds a particular certification and/or particular credentials. Although interactive vaulting sessions at PATH Centers must be under the direction of a PATH certified interactive vaulting instructor (as per VA1 Mandatory*), practice hours can be obtained if students are not participating. For example, interactive vaulting instructor candidates can accrue practice hours by teaching their peers (such as other TRI's) and volunteers during specifically designated practice periods. Candidates are encouraged to follow the guidance given at the interactive vaulting workshop as well as from the suggested resources within this booklet.

WHAT TO EXPECT AT A PATH INTL. INTERACTIVE VAULTING ON-SITE CERTIFICATION

Certification Overview

The following are the components that will be evaluated during the certification process. Successful completion of each component is required to achieve PATH Intl. Interactive Vaulting Instructor status.

Lungeing Component

Candidates will be assigned one equine to demonstrate a 5 minute warm up, 10 minute lungeing component, and have a 5 minute oral exam.

- ❖ Candidates must show walk, trot and canter both directions
- ❖ Candidates will be evaluated in terms of lungeing skills, the training scale, as well as potential training progression for the equine.
- ❖ Candidates will be evaluated on handling of lungeing equipment and ability maintain control of the equine

Any of the following will result in an automatic "Does not meet criteria" for the Lungeing Component.

Handling of equipment:

- Dropping the whip to the ground
- Dropping line to ground without restraint of equine
- Switching sides of equine without switching lunge line snap

Lungeing:

- Equine backing up with no correction
- Counter canter/cross canter without correction

Candidates found not to meet criteria for lungeing will NOT be permitted to proceed with additional components.

Vaulting Positions Component

Candidates have 5 minutes to demonstrate the vaulting positions themselves then will have 15 minutes to teach the basic vaulting positions to a volunteer vaulter on a vaulting barrel.

- ❖ Candidates will be scored based on their knowledge, teaching techniques and adaptations for the ability of the individual vaulter for the 10 basic vaulting positions listed below.

1. mount
2. basic seat
3. mill
4. box
5. kneel
6. flag
7. stand
8. clicks
9. scissors
10. dismount

- ❖ Candidates should place particular emphasis on safety concepts such as
 - when, where and how vaulter should hold
 - leg positions
 - what positions are a concern with helmets

- ❖ Empathy for equine should also be evident. For example, considerations for the equine while mounting, vaulter toes digging in and weight shifts etc.

Interactive Vaulting Instruction Component

The Interactive Vaulting Instruction Component Candidates will teach a 30 minute interactive vaulting lesson with 3 vaulters.

- ❖ Candidates will be evaluated on teaching methods and instruction techniques as relevant to the PATH Intl. Interactive Vaulting Instructor criteria.
- ❖ Candidates must incorporate use of the vaulting barrel in at least one activity
- ❖ Candidates must demonstrate the walk and trot

(in side reins) with vaulters during their lesson. Demonstration of the canter with mounted is not required if not appropriate for the vaulters.

Instruction component processes:

- Order of candidates will be drawn at random
- Candidates will receive equine/vaulter profiles ahead of time to prepare their lesson plans
- Candidates will submit their lesson plans to the evaluators prior to their lesson

Any of the following will result in an automatic “Does not meet criteria” for the Instruction Component.

Handling of equipment:

- Dropping line to ground without control of equine
- Equine backing with no correction
- Dropping the whip to the ground
- Counter canter and cross canter without correction
- Switching sides of equine without switching lunge line snap
- Vaulter mounted without helmet
- Gate open
- Side reins not detached for mounting outside the lungeing area/circle

Exit Interviews

Once all candidates have completed the lesson component, the evaluators will meet to complete written reports for each candidate. Individual exit interviews will be scheduled at 15-minute intervals the final day to review each candidate's results. All evaluations will be based on the PATH Intl. Interactive Vaulting Instructor criteria.

ON-SITE CERTIFICATION RESULTS

At the completion of the on-site certification, candidates will be notified of their results and receive a copy of their evaluation during their exit interview with the evaluators. These documents are provided as proof of successful or unsuccessful completion of the certification components. ***IMPORTANT: on-site certification results are NOT official until the candidate receives official notification of certification from PATH Intl.***

Upon conclusion of the certification, 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 an instructor certificate from PATH Intl. within 45 days after the certification. Annual compliance requirements must be adhered to in order to maintain instructor status. Compliance must be submitted to PATH Intl. annually on the date of membership renewal (determined by the date membership was established), not the certification date.

2) Candidates who are found not to meet criteria for the lungeing component:

Video resubmission is not an option. Candidates who are found not to meet criteria for lungeing must repeat the certification process starting from the online instructor certification exam and attend another on-site certification. All components must be successfully completed on-site in order to earn instructor certification. Candidates have 24 months from the date of their results notification letter to complete on-site resubmission.

3) Candidates who are found not to meet criteria ONLY the vaulting positions component:

Candidates have 12 months from the date of their results notification letter to complete video resubmission for the vaulting position component. Instructions for video resubmission will be provided with the results notification letter. Candidates must demonstrate all of component elements (15 minutes teaching the 10 basic vaulting positions to a volunteer on a vaulting barrel followed by 5 minutes of the candidate personally demonstrating the vaulting positions) in order to successfully resubmit.

Candidates who do not resubmit within the 12 month timeframe forfeit their original certification results and must attend an on-site certification again and complete all 3 components again in order to earn certification.

NOTE: The workshop expiration date of 2 years still applies during the resubmission period. If a candidate's workshop is more than 2 years old, the workshop must be repeated before the candidate can resubmit.

4) Candidates who are found not to meet criteria ONLY the instruction component:

Candidates have 12 months from the date of their results notification letter to complete video resubmission for vaulting position component. Instructions for video resubmission will be provided with the results notification letter. Candidates must demonstrate a 30 minute interactive vaulting lesson with at least 3 vaulters in order to successfully resubmit.

Candidates who do not resubmit within the 12 month timeframe forfeit their original certification results and must attend an on-site certification again and complete all 3 components again in order to earn certification.

NOTE: The workshop expiration date of 2 years still applies during the resubmission period. If a candidate's workshop is more than 2 years old, the workshop must be repeated before the candidate can resubmit.

ACCOMMODATIONS

An accommodation is an adjustment or an adaptation of a component or components of the registered instructor certification process in order to meet the special needs of a candidate.

Reasonable accommodations may be granted to qualified individuals with known disabilities, unless doing so would result in a fundamental change to the certification criteria, create an undue hardship or cause a direct threat to health or safety.

Requests for an accommodation to any part of the process must be made in writing by the candidate and submitted to PATH Intl. All requests for accommodation must be accompanied by a letter from a physician (with letterhead and physician's handwritten signature) verifying the diagnosis and defining the candidate's limitations in order to help PATH Intl. determine appropriate, reasonable accommodations on an individual basis. Please visit the website at <http://www.pathintl.org/40-resources/certification/936-accommodations> to obtain the PATH Intl. 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 PATH Intl.

**PATH Intl. and affiliated centers are not responsible for refunding OSWC registration fees or travel expenses in the event that an accommodation request is submitted with insufficient processing time.*

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 on-line 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.

1 YEAR
to complete from date of application

- Be 21 years of age or older
- Be a current PATH Intl. Instructor Member and compliant PATH Intl. Certified Therapeutic Riding Instructor at Registered, Advanced or Master level
(Registered Through Recognition certifications are not sufficient)
- Submit Interactive Vaulting Instructor Application to PATH Intl.
- Submit Adult & Child CPR and First Aid certifications
(100% online courses are accepted.)
- Submit accommodation request (if applicable)
- Attend a PATH Intl. on-site Interactive Vaulting instructor workshop
(max of 2 years old at time of certification)

2 YEARS
to complete from date of workshop

- Audit an on-site PATH Intl. Interactive Vaulting Instructor workshop
(Recommended but optional)*
 - Complete the online Interactive Vaulting Instructor exam
(score valid for 1 year)
 - Complete the online or in-person PATH Intl. Standards Course and exam
(score valid for 1 year)
- Have completed **a minimum of 50 practice hours** to include:
- 20** hours teaching Interactive Vaulting
(cannot also be counted for lungeing hours)
 - AND
 - 30** hours lungeing
(cannot also be counted for teaching hours)
- Submit certification application paperwork to the host site
(see the certification booklet)
 - Attend an on-site PATH Intl. Interactive Vaulting Certification event

NOTE: This diagram is intended to be a general checklist/overview of the application and certification process. Please thoroughly review the Interactive Vaulting instructor application, certification and policies & procedures booklets for details on each component within the process.

**PATH Intl.
Interactive Vaulting
Instructor status**

Renew Annually

Sample Schedule* for PATH Intl. Interactive Vaulting 2 Day Certification Events

This schedule can vary depending on the number of candidates per certification. This schedule is based on a full 2-day certification. Please contact the host site directly for final schedule and travel information.

Day 1

TIME	UNIT
8:00-9:00	Registration, introductions, schedule orientation and tour
9:00-9:15	Candidate briefing for Lungeing and Vaulting Position components Candidates will draw their demonstration times from a hat
9:15-9:30	Break
9:30-12:30	Lungeing Evaluations (5 min. warm up, 10 min lunge, 5 min oral exam)
12:30-1:30	Lunch
1:30-4:30	Vaulting Position Evaluations (15 min to teach vaulting positions to a volunteer, 5 min to personally demonstrate vaulting positions)
4:30-5:00	Break
5:00-6:45	Instruction component briefing for candidates Candidates will draw their teaching time for the next day and receive their equine and vaulter
6:45-7:00	Host Site contact will be available for questions/answers relating to equines/vaulters

Day 2

TIME	UNIT
7:30-8:00	Sign in
8:00-11:30	Teaching Evaluations – Interactive Vaulting Lesson (30 min lessons teaching groups of 3 vaulters with 10 min breaks in between candidates)
11:30-12:00	Clean up, wrap up, briefing to come back at designated time for exit interview
12:00-1:00	Lunch for candidates
2:00-4:00	Exit interviews with each candidate (15 min allotted per candidate)
4:00-5:00	Evaluators end certification, final wrap up with host site, final forms completion

*Please contact the host site for schedule and travel information specific to the event you wish to attend.

PATH Intl. Interactive Vaulting Instructor
DOCUMENTATION OF INTERACTIVE VAULTING
TEACHING HOURS

Additional forms may be used for additional hours.

Name of Candidate: _____ Member#: _____

Address: _____

City: _____ State: _____ Zip: _____

Date	PATH Intl. Center	Type of group (lesson w/ students, practice w/ volunteers, etc.)	# of vaulters	Supervising PATH Intl. Certified Professional's name and PATH Intl. # (required)	Hours
TOTAL HOURS (minimum of 20 overall)					

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 PATH Intl. **membership AND certification** of each PATH Intl. Certified Professional signing off on this form are **current** and acknowledge this form is not valid without the certified riding professional's member ID(s).

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

Instructor Candidate's Signature: _____ Date: _____

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 PATH Intl.**



Dear Proctor,

Please see the PATH Intl. Interactive Vaulting Instructor online exam administration policies below for instructions on administering this exam to candidates.

Proctor and candidate: your signatures on the bottom of this form acknowledge that you are agreeing to abide by the policies listed below. A separate letter must be signed and submitted for each candidate.

When the exam is complete, please return this letter to PATH Intl.

INTERACTIVE VAULTING ADMINISTRATION POLICIES

1. Must be taken at a Premier Accredited Center.
2. The exam is a closed book, online exam. A paper copy of the exam may only be administered if the candidate has received a testing accommodation from PATH Intl. An official letter from PATH Intl. verifying this accommodation **MUST** be supplied to the Proctor by the candidate.
3. If the candidate needs reading or writing assistance, the Proctor is expected to honor the accommodation parameters as defined in the accommodation letter from PATH Intl.
4. Exam time limit is two hours (unless otherwise defined by the accommodation letter from PATH Intl.)
5. All books and personal articles, including cell phones and electronics, must be cleared from the table during the exam.
6. The candidate is not allowed to leave the room once the exam has begun.
7. The Proctor is not allowed to answer any questions from the candidates during the examination.
8. Only candidates who are eligible to take the exam are allowed in the exam room.
9. If a *paper copy* of the exam is administered, the exam should be scored by the Proctor and the score should be emailed to the PATH Intl. office immediately upon completion of the exam. The scored exam should then be mailed or scanned and emailed to PATH Intl. and the exam key destroyed.

I, the exam Proctor, have read the policies for administering the PATH Intl. Interactive Vaulting Instructor online exam and promise to abide the policies defined as above. I will not share copies of this exam with any individuals besides the candidate, nor share specific questions on the exam with others. I will destroy any copies of the exam key I have received following the completing scoring of the exam.

Printed Name of Proctor: _____

Signature of Proctor: _____ Date: _____

I, the candidate, have read the policies for administering the PATH Intl. Interactive Vaulting Instructor online exam and promise to uphold the policies as defined above. I will not share copies of this exam with any individuals, nor share specific questions on the exam with others. I understand the score I attain on this exam is valid for one year.

Printed Name of Candidate: _____

Signature of Candidate: _____ Date: _____



*Please mail this completed form to the PATH Intl. office.
PATH Intl., P.O. Box 33150, Denver, CO 80233*