



PATH Intl.
Advanced Therapeutic Riding
Instructor
Certification Candidate
Handbook



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

- **THE PATH INTL. ADVANCED INSTRUCTOR CRITERIA**

NOTE: THESE BOOKLETS ARE UPDATED AT THE BEGINNING OF EACH CALENDAR YEAR TO ENSURE ACCURACY AND CLARITY OF INFORMATION. PLEASE VISIT THE CERTIFICATION WEBPAGE TO CONFIRM YOU ARE REFERENCING THE MOST RECENT VERSION, ESPECIALLY PRIOR TO ATTENDING A CERTIFICATION EVENT.



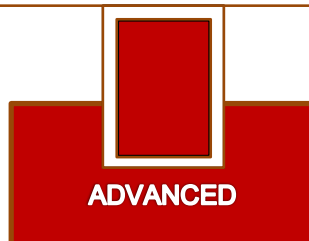
MISSION

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

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

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

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



The PATH Intl. Advanced Therapeutic Riding Instructor Certification Program

A PATH Intl. Certified Advanced Therapeutic Riding Instructor must demonstrate riding and teaching ability, knowledge, and, above all, safety while teaching equine-centered lessons to all abilities. We look forward to helping you achieve your certification goals.

A PATH Intl. Advanced Therapeutic Riding Instructor is able to conduct an effective, safe and equestrian lesson and demonstrate instruction that shows progression of riding skills for riders of all physical, cognitive and riding abilities.

APPLYING FOR ADVANCED CERTIFICATION

A PATH Intl. Certified Advanced Instructor is knowledgeable in horsemanship and disabilities and understands their relationships to therapeutic riding. Refer to the PATH Intl. Advanced instructor criteria booklet to learn about the skills and knowledge an instructor must possess in order to achieve certification at the PATH Intl. advanced level.

Pre-requisites for applying:

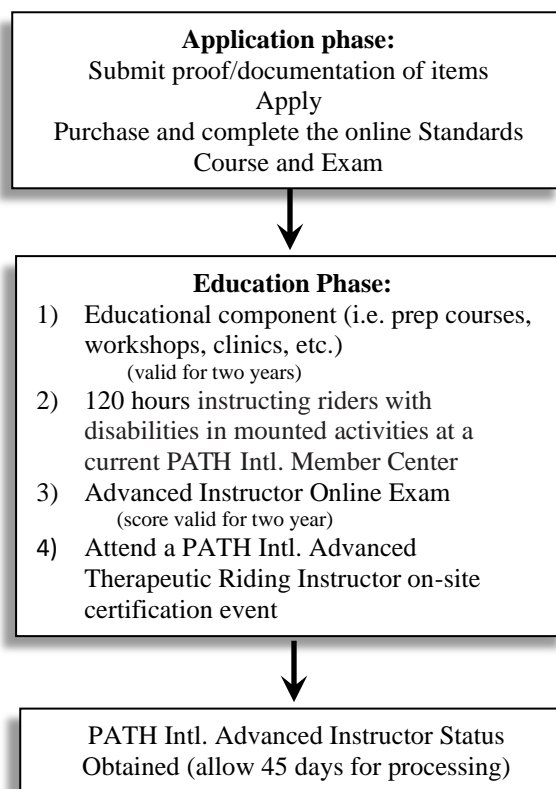
- Current PATH Intl. Professional Level Member
- At least 21 years of age
- Current adult and child CPR and first aid certifications

Applicants must submit their PATH Intl. Advanced Instructor Application (valid for one year) to PATH Intl. no less than 60 days prior to the certification event they intend to attend.

Please allow 14 days processing time from the date application is received.

Advanced Certification Overview

– 12 Month Timeframe –



Steps to Certification:

Step 1: Application Phase

- Submit **an accommodation request (if applicable)**
- Submit **proof of child and adult CPR and first aid (100% online courses are accepted)**
- Submit **proof of membership OR submit PATH Intl. membership application with membership dues** (please allow 14 days for processing)
- Submit a **PATH Intl. Advanced Instructor Application** (valid for one year) **and fee** to PATH Intl. no less than 60 days prior to the certification event.
- *Please allow 14 days processing time from the date application is received.*
- Complete **the online Standards Course and Exam** (score valid for one year)

Step 2: Education Phase

- Complete **ONE of the following in the last TWO years.** Certificate(s) of completion and/or a completed curriculum worksheet (see page 6) must be submitted with certification registration paperwork **It strongly recommended to complete the education phase before accruing your teaching hours.**

- A PATH Intl. Approved Training Course (**recommended**)
OR
- An advanced instructor prep workshop presented by PATH Intl. Advanced Evaluator Faculty (**recommended**)*
OR
- An advanced instructor prep workshop developed by a current advanced or master instructor OR a PATH Intl. Member Center**
OR
- Select and complete a collection of educational courses that satisfy the minimum curriculum guidelines on page

**PATH Intl. Member Centers may or may not offer an Advanced prep course immediately prior to certification. It is recommended that candidates complete the educational prerequisite well in advance of their certification in order to allow ample time to practice what is learned.*

***If the prep course instructor(s) are not PATH Intl. Advanced Evaluator faculty, it is the responsibility of the candidate to verify that the prep course(s) satisfy the minimum curriculum guidelines on page 4.*

- Complete a **minimum of 120 hours instructing riders with disabilities in mounted activities at a PATH Intl. Member Center (max of two years old at time of certification)**
- Purchase and complete the **proctored online Advanced examination** (score valid for two years).
- Attend a **PATH Intl. Advanced Therapeutic Riding Instructor on-site certification.**

Minimum Advanced Prep Course Curriculum Guidelines***

1) Lecture/Classroom Theory Component:

The lecture/classroom theory component should cover the rationale and benefits of therapeutic riding, as well as teaching techniques for a wide range of riders and disabilities. Topics should include:

- I. History of therapeutic riding
- II. History of PATH Intl.
- III. Overview of therapeutic model
- IV. Human growth and development
- V. Human behavior and psychology
- VI. Human anatomy, physiology, kinesiology
- VII. Medical terminology and vocabulary
- VIII. Movement analysis
- IX. Precautions and contraindications
- X. Disability instruction
- XI. Physical impairments
- XII. Cognitive impairments
- XIII. Sensory impairments
- XIV. Psychosocial impairments
- XV. Speech and language impairments
- XVI. Facilities and equipment
- XVII. Tack and special equipment
- XVIII. Therapeutic riding instruction
 - A. Role and responsibilities of instructor
 - B. Definition of therapeutic instructional team [instructor, therapist, riders, families, volunteers, and community, etc.]
 - C. Teaching techniques and strategies
 - i. Lesson Plans (goals, objectives and task analysis)
 - ii. Components of lesson (skill progression, activities, games and exercises, documentation and evaluation)
 - iii. The EAS horse (selection, training, maintenance and management, documentation and ethical considerations)
 - iv. Volunteers (research, recruitment, roles, training, retention, reward, documentation and evaluation)
 - v. Rider assessment and documentation (motor skills, coordination, strength, endurance, flexibility, speech and language and psychological assessments)

- vi. Precautions and contraindications
- vii. EAS program administration overview
- viii. Program considerations
(incorporation/nonprofit, board of directors, development, legal issues)

2) Practicum Component:

The practicum component should provide sufficient opportunity to apply and demonstrate the following components of therapeutic riding instruction:

- I. Lesson Plan Development
 - 1. Task analysis
 - 2. Skill progression
 - 3. Exercises
 - 4. Games and activities
- I. Mounting and dismounting
- II. Training and schooling of equines
- III. Use and adjustment of tack and adaptive equipment
- IV. Volunteer orientation and management
- V. Teaching
 - 1. Mounted lessons
 - 2. Unmounted lessons
 - 3. Riders with physical disabilities
 - 4. Riders with cognitive disabilities
 - 5. Riders without disabilities

****The education provided can be delivered by professionals from a variety of fields whose current credentials address the components of therapeutic riding in the following areas: education, equine science, occupational therapy, physical therapy, speech therapy, special education, psychology, horsemanship, therapeutic recreation, and riding in variety of disciplines/levels.*

Curriculum Item	Workshop/Clinic/Activity/Course/Etc.
History of therapeutic riding	
History of PATH Intl.	
Overview of therapeutic model	
Human growth and development	
Human behavior and psychology	
Human anatomy, physiology, kinesiology	
Medical terminology and vocabulary	
Movement analysis	
Precautions and contraindications	
Disability instruction	
Physical impairments	
Cognitive impairments	
Sensory impairments	
Psychosocial impairments	
Speech and language impairments	
Facilities and equipment	
Tack and special equipment	
Therapeutic riding instruction	
Role and responsibilities of instructor	
Definition of therapeutic instructional team	
Teaching techniques and strategies	
Lesson Plans	
Components of lesson	
The EAS horse	
Volunteers	
Rider assessment and documentation	
Precautions and contraindications	
EAS program administration overview	
Program considerations	
Task analysis	
Skill progression	
Exercises	
Games and activities	
Mounting and dismounting	
Training and schooling of equines	
Use and adjustment of tack and adaptive equipment	
Volunteer orientation and management	
Teaching mounted lessons	
Teaching unmounted lessons	
Teaching riders with physical disabilities	
Teaching riders with cognitive disabilities	
Teaching riders without disabilities	

ADVANCED CERTIFICATION COMPONENTS

Testing is comprised of 3 components consisting of unique segments:

Component 1: Online Proctored Exam – *completed BEFORE attending on-site certification testing*

Component 2: Horsemanship (on-site testing):

- Segments:
- Riding
 - Stable management
 - Lungeing
 - Equine evaluation

Component 3: Teaching (on-site testing):

- Segments:
- Able-bodied lesson
 - Lesson for riders with disabilities who are working on upper level riding skills
 - Lesson for riders with disabilities who require leader/sidewalker assistance and management

As of January 2020: Candidates are permitted to complete either the horsemanship or teaching component at separate on-site events OR both components at one on-site event. All segments of a component must be completed at the same event and all components must be successfully completed to earn Advanced instructor certification.

Component 1: Online Proctored Exam

- Candidates must score an 80% or above to pass the examination. **Exam scores are valid for two years and must be valid on the date of on-site certification testing, including resubmission.**
- The exam may be retaken as many times as needed for a \$35 fee. Please allow 2 business days following completion of payment for reenrollment.
- The exam must be proctored each time, though the proctor does not need to be the same person for each attempt. A proctor letter should be submitted for each proctor present.

On-site Certification: Demonstrations for the Horsemanship and Teaching Components

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

Component 2: The Riding Segment

Candidates will be assigned 2 different equines to ride.

- All candidates must wear ASTM/SEI approved helmets during their riding demonstration.
- Candidates will groom and tack their mounts.
- The riding segment will be conducted in a group.

- Candidates will be divided into groups as circumstances dictate.
- Candidates will ride their seat of preference for their first ride. Candidates may choose to ride hunt seat, dressage, or western but may also be asked to demonstrate some proficiency in another discipline. Advanced level instructors are expected to be very skilled in at least one discipline and functionally adequate in another.
- Candidates will be asked to perform skills included in the Advanced instructor criteria common to each discipline and should perform them appropriately for the discipline in which they are riding (e.g., Western riders may be asked to perform a side-pass, dressage riders a leg-yield, etc.).
- Candidates will be expected to warm up their equines appropriate to the equine's needs and demonstrate an equine assessment, utilizing the riding skills listed in the Advanced Criteria.
- Evaluators may select specific skills from the criteria and request candidates perform them either individually or as a group. Candidates will be asked to dismount and ride a second equine. The second ride may or may not be tacked in the candidate's preferred discipline. No tack changes (other than for safety concerns or for stirrup length) will be permitted.
- Questions regarding the use of artificial aids should be directed to the host site representative.
- Ride times may vary slightly according to circumstances, but candidates should anticipate a total ride time (including the second equine) of approximately 1 ½ hours.
- After dismounting the second equine, candidates will meet individually with the evaluators to verbally assess the two equines they rode.

Component 2: The Lungeing Segment:

The purpose of lungeing segment is to assess the candidate's ability to handle a horse on the ground with a lunge line and whip. The lungeing segment is designed to show the candidate's knowledge of assessing soundness and energy level of the equine prior to a work session as well as demonstrate the use of a lunge line and whip as training tools. The lungeing segment is a five-minute demonstration and the candidate should be able to assess the fitness level of the equine and provide an appropriate lungeing session. Lungeing must include walk and trot in each direction and may include cantering if appropriate.

- Candidates will be assigned one equine to lunge for five minutes.
- The host site will groom the equine and apply leg protection if needed.
- The candidate must lunge the horse in a snaffle bridle and must use a lunge line and lunge whip.

- The host site will bridle the horse and present the horse to the candidate in a bridle and lead rope.
- The lunge line will be attached by the candidate and must be connected to the horse using one of the following options:
 1. *Directly to the bit (only if the horse has a flash or dropped nose band)*
 2. *Through the bit and over the poll to the bit on the opposite side of the horse*
 3. *To the bit and the noseband*



- No additional lunging equipment will be required or allowed.
- Lunge lines may be looped or folded in the candidate's hands and must be managed safely and effectively. See photos for acceptable methods of holding the lunge line.



Looped



Folded

- When lunging, equines should travel in both directions and candidates should demonstrate what is appropriate for the amount of time and the equine's needs (walk/trot or walk/trot/canter).
- Candidates may be asked questions about their lunging demonstration during the equine assessment.

Component 3: The Teaching Segments

Candidates will teach at total of three lessons: one to an able-bodied rider and two to three riders with disabilities.

- **Lesson for able-bodied rider:** Candidates will teach a 15 minute lesson to a group of two able-bodied riders.

- Candidates will draw the riding skill to be taught (any of those listed in the Advanced Criteria) immediately before **entering the arena**.
- The riders assigned will be of at least intermediate skill level (**secure at** walk, trot, and canter), appropriately matched to the skills to be drawn.
- The riders and equines will be warmed up **before the candidate enters the arena and the lesson time begins**.
- The equines chosen for this component will be able to walk, trot/jog and canter/lope and will also have basic training in lateral movements.

Skills that may be taught from the criteria may include, but are not limited to: turn on the forehand, bending a horse through corners, on circles and ring figures, leg yield, shoulder in, haunches in, turn on the haunches, half halts, simple change of lead through the trot, transitions, and lengthening and shortening at the walk and trot/jog.

Lessons for riders with disabilities:

Candidates will teach two lessons to three students with disabilities: one lesson with riders working on upper level riding skills and one lesson with riders who require leader/sidewalker assistance and management.

- Teaching times will be drawn out of a hat.
- Candidates must be on site at least one hour before their assigned teaching times.
- Lessons for riders with disabilities will be 30 minutes long, from first mount to last dismount. (Some flexibility may be granted for difficult mounts/dismounts).
- Both lessons will have three riders each.
- Rider profiles must be supplied to the candidates the evening before their assigned lesson time.
- Lesson plans should be developed based on the information provided in the rider profiles. Candidates will provide their lesson plans to the evaluators prior to the beginning of the lessons.
- Candidates are considered responsible for the safety of the lesson and may choose to change or adjust tack, provide guidance to volunteers, etc. Remember to be courteous and professional.
- Both lessons **may** have a mix of riders with cognitive and physical disabilities.
- One lesson must include a rider with a mobility challenge and demonstrate a non-traditional mount/dismount (crest, lift, stand pivot, two person lift).
- One lesson may also include a participant with communication or behavioral challenge(s).

The riders in the lessons will be matched by their skill level, not disability type:

- Lesson #1 will include riders who are working on upper level riding skills (walk, trot/jog, possibly canter/lope or upper-level lateral movements as identified in the criteria under AI - Instruction). The horses they will be riding should also be capable of these skills.
- Lesson #2 will include riders who require leader/sidewalker assistance and management. The riders may need the volunteer support for physical, behavioral, cognitive, or attention challenges.
- If a lift mount is required, the host site will provide orientation and instruction about how the lift works.
- Candidates should be experienced and prepared to do mounts that may include any of the following: crest, lift, stand pivot, two person lift
- Candidates will turn in their lesson plans to the evaluators before starting their lessons. After the lesson, candidates will pick up their lesson plans from the evaluators, complete a self-evaluation/lesson reflection, then return them to the evaluators.
- **The self-evaluation/lesson reflection must be done independently and must include assessment of at least one equine/rider/tack match from one of the lessons.**
- Candidates are responsible for ensuring that their horses, volunteers and arena are set up for the class. The host site representative will identify volunteer needs for each rider. Candidates are responsible to confirm with the host site representative how these needs will be met on the day of certification.
- Candidates are expected to make any equipment or other changes deemed necessary.
- Every effort will be made by the host site to provide suitable riders, volunteers and horses; however, as in any therapeutic riding program, there exists the possibility of last minute substitutions. In the event that a substitution is made, the host site representative will provide the candidate with information specific to the change.

REGISTERING FOR ADVANCED CERTIFICATION

It is recommended that candidates do not make non-refundable travel arrangements until the registration deadline has passed and it has been determined that the certification will take place.

Eligibility for registering:

- Have submitted a PATH Intl. Advanced Instructor application to the PATH Intl. office (valid for one year) no less than 60 days prior to the certification event.
- Have a minimum of 120 hours instructing riders with disabilities in mounted activities at a current PATH Intl. Member Center within the last four years (exceptions to teaching hours completed at a PATH Intl. Member Center must be made in writing to PATH Intl.).
- Have completed the Advanced instructor exam with a score of 80% or better less than two years prior to the date of certification testing. This exam must be administered online in the presence of a proctor. The proctor must fill out the proctor letter (see page 13) in the presence of the candidate. The candidate is responsible for submitting the signed proctor letter to PATH Intl. immediately following completion of the exam. Exam scores are valid for two years.
- A written version of the exam may only be administered if a testing accommodation request has been submitted in writing by the candidate and approved by PATH Intl. (see page 7).
- Have completed the PATH Intl. Standards exam with a score of 90% or better less than one year prior to the date of certification testing. PATH Intl Standard Exam scores are valid for one year.

Certification Registration Paperwork Submitted to the Host Site:

- Proof of current PATH Intl. membership
- Personal reference
- Professional reference
- PATH Intl. Member Center reference
- Proof of current adult & child CPR and first aid certifications
- Proof of completion of educational prerequisite within the last two years
- Proof of passing score on the Advanced exam
- Proof of passing score on the Standards exam

Advanced Certification Policies and Procedures:

- All registration deadlines are no less than 32 days prior to the certification—registrations received after the deadline will only be accepted at the host site's discretion.
- The registration fee for the advanced on-site certification is determined by the host site.
- Maximum attendance for each certification may vary, depending on the host site's choice of certification format. Qualified applicants will be accepted on a first come, first served basis.
- Minimum attendance for each certification will be based on the format of certification. If less than the minimum number of candidates registers for a location

by the application deadline, the certification may be canceled.

Candidates should verify with the host site regarding refund policies.

ON-SITE CERTIFICATION RESULTS

At the completion of the on-site certification, the evaluators will schedule individual exit interviews with each candidate. Candidates will receive a copy of their results during the exit interview. **PLEASE NOTE:** on-site certification results are not considered official until PATH Intl. confirms all requirements have been met.

Upon conclusion of the certification, the results are sent to PATH Intl. to be processed. Formal notification of the results will be sent to the candidate by PATH Intl. via US Mail within 45 days after the completion of the certification.

RESUBMISSION PROCESSES

Component 1: Online Advanced Exam

The online exam may be retaken as many times as needed. A \$35 retake fee will be assessed for each reenrollment. Please allow 2 business days following completion of payment for reenrollment. The exam must be proctored each time, though the proctor does not need to be the same person for each attempt. A proctor letter should be submitted for each proctor present.

Component 2: Horsemanship:

Segments: - Riding
- Stable management
- Lungeing
- Equine evaluation

Component 3: Teaching:

Segments: - Able-bodied lesson
- Lesson for riders with disabilities who are working on upper level riding skills
- Lesson for riders with disabilities who require leader/sidewalker assistance and management

- If a candidate is found not to meet criteria for any segment of components 2 or 3, the candidate will only be required to resubmit for the segment(s) found not to meet criteria in order to earn certification.
- Resubmission for any segment of components 2 and 3 must be completed at an on-site certification.
- Candidates are permitted to resubmit for ONLY the segments found not to meet criteria.

Candidates must contact host sites to register for the segments they need to resubmit. Resubmission forms and application fee are due to the host site. The host site is responsible for submitting the candidate resubmission results and fees to PATH Intl.

NOTE: Video resubmissions are not accepted. The following paperwork must be provided to the host site at the time of resubmission:

- Copy of previous results letter
- Proof of membership with PATH Intl. – must be current at the time of resubmission.
- Copies of adult & child CPR and first aid certifications – must be current at the time of resubmission.
- A valid score on the online Advanced instructor exam (must be less than two years old)
- Proof of completion of an educational prerequisite within the last two years.

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 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 the website at <http://www.pathintl.org/40-resources/certification/936-accommodations> to obtain the Reasonable Accommodation Policies and Procedures instructional booklet for the necessary forms.

Accommodation requests 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.*

**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.*

Submitting a Reasonable Accommodation Request

If an advanced instructor candidate is unable to physically demonstrate competence of certain PATH Intl. Advanced Level Instructor criteria due to physical limitations caused by a disability, the following must be provided to the PATH Intl. Certification Coordinator no less than 60 days prior to certification:

- 1) A request in writing, by the candidate, which includes an explanation of the reason for a physical accommodation.
- 2) A letter from a physician (with letterhead and physician's handwritten signature) verifying the diagnosis and defining the candidate's limitations.
- 3) **If requesting a riding accommodation:**
Documentation of prior demonstration and aptitude of riding skills that satisfy the PATH Intl. Advanced Level Instructor Horsemanship Criteria. The candidate must propose which criteria is/are satisfied by each piece of documentation. Acceptable documentation may include but is not limited to:
 - certifications/credentials earned through other riding certification programs
 - competition score sheets
 - references from qualified and certified riding professionals
 - videos*
 - photographs*

*Copy of driver's license must be provided to verify identity

NOTE: PATH Intl. reserves the right to request additional supporting documentation.

Physical accommodation requests will be reviewed by PATH Intl. on an individual basis to determine appropriate, reasonable accommodations. Candidates will be notified of the decision. When a request for a physical accommodation is approved, PATH Intl. will notify the candidate, certification site and faculty, and assist in making necessary arrangements.

For more information please contact PATH Intl.

RECOMMENDED RESOURCES

The following are suggested references for preparation. Please contact the phone number and/or address listed for ordering and pricing information.

PATH Intl. Standards for Certification and Accreditation manual (current edition). The manual is available for purchase as a hard copy or on CD from the PATH Intl. Store online at www.pathintl.org, by ordering on the PATH Intl. Registered Instructor

Certification Application Form, or by calling the PATH Intl. office. PATH Intl. members may download the manual from the member's only section of the PATH Intl. website at www.pathintl.org. (Please note this document is approximately 300 pages when printed single sided).

**101 Arena Exercises*, Cherry Hill, available from Story Communications, Inc. (800) 441-5700

**Becoming an Effective Rider*, Cherry Hill, available from Story Communications, Inc. (800) 441-5700

CHA Composite Horsemanship Manual, available from CHA (800) 399-0138

Comprehensive Guide to Equine Assisted Activities and Therapies, Dewkett, M.N., Brady, H.A., Hernandez, H.M., available at www.eaattextbook.com.

Children with Disabilities, Mark L. Batshaw, M.D., available from Paul H. Brooks Publishing Company

**Horses, Gaits, Balance, Movement*, Susan Harris, available from Howell Book House, (800) 428-5331

**US Pony Club Manual of Horsemanship*, B/HA/A, C, D Levels by Susan Harris, available from IDG Books, (800) 434-3422.

**The USPC Guide to Longeing and Ground Training*, Susan E. Harris, (1997), available from US Pony Clubs The Kentucky Horse park, Iron Works Pike, Lexington, KY 40511 (606) 254-7669

*Can be found in some local bookstores

GETTING STARTED

APPLICATION PHASE

- ☐ Be 21 years of age or older
- ☐ Be a PATH Intl. Member
- ☐ Submit Advanced Instructor Application
(no less than 60 days prior to certification event; valid for one year)
- ☐ Submit accommodation request (if applicable)
- ☐ Submit adult & child CPR and first aid certifications
- ☐ Complete the online standards course and exam
(score valid for one year)

Strongly recommended but optional before accruing teaching hours:

- ☐ Be a PATH Intl. Registered Instructor
- ☐ Complete an advanced prep course/workshop
(valid for two years)

1 YEAR
to complete from date of application

- ☐ Complete a minimum of 120 hours instructing riders with disabilities in mounted therapeutic riding activities at a PATH Intl. Member Center
- ☐ Attend education event(s) covering the minimum curriculum requirements
(max of two years old at time of certification)
- ☐ Purchase and complete the proctored online Advanced exam
(score valid for one year)
- ☐ Attend a PATH Intl. Advanced Therapeutic Riding Instructor on-site certification

**PATH Intl.
Advanced
Instructor status**

Renew Annually

NOTE: This diagram is intended to be a general checklist/overview of the application and certification process. Please thoroughly review this handbook as well as the policies & procedures booklet for details on each component within the process.

PATH INTL. ADVANCED THERAPEUTIC RIDING INSTRUCTOR CERTIFICATION APPLICATION FORM

Name of candidate: _____ Email (required): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Day () _____ Evening () _____ Fax: () _____

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 & child CPR cards.
OR
☐ I will sign up for adult & child CPR and/or first aid courses in my area.
3. ☐ I am a current PATH Intl. member. Membership# _____
OR
☐ I am not a current PATH Intl. member. I have filled out the individual membership application and included the appropriate fees.
4. ☐ I have enclosed the application fee of \$75. (*Does NOT include enrollment in any online exams.*)
5. ☐ 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
6. ☐ I would like to purchase the following checked items:
 - PATH Intl. Online Standards Course and exam ☐ \$20
 - PATH Intl. Advanced instructor online exam ☐ \$50
 - *PATH Intl. Standards and Accreditation Manual* (hardcopy): ☐ \$65 for PATH Intl. members ☐ \$90 for non-members
(Also available for free electronic download online in the Members Only section of the PATH Intl. website)
 - *Instructor Education Guide* (2019 edition) Hard copy (shipping not included): ☐ \$75 for PATH Intl. members ☐ \$95 for non-members
 - *Instructor Education Guide* (2019 edition) Electronic download: ☐ \$60 for PATH Intl. members ☐ \$80 for non-members

☐ **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 (payable via pathintl.org) ☐ Check (make payable to PATH Intl.) ☐ Master Card ☐ Visa ☐ AMEX ☐ Discover

Credit Card No: _____ Exp. Date: _____ CVV #: _____

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

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



Please submit your completed application to PATH Intl. via email at
certificationrequirements@pathintl.org OR
via mail at PATH Intl., P.O. Box 33150, Denver, CO 80233

PATH INTL. ADVANCED THERAPEUTIC RIDING INSTRUCTOR CERTIFICATION

On-Site Certification Paperwork

DOCUMENTATION OF GROUP TEACHING HOURS

Name of candidate: _____ Member ID: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Day () _____ Evening () _____ Email: _____

Date	Location/Organization	Discipline (Western/ English/ etc.)	Number of Mounted Riders	Supervisor's Name and PATH Intl. # (if applicable)	Hours

Total Hours _____

I, _____, verify that _____
(PATH Intl. Certified Riding 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 Riding 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.

Candidate signature: _____ Date: _____

Certified riding professional's signature: _____ Date: _____

Additional forms may be used for additional hours and/or mentors



**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. Advanced 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.

ADVANCED EXAM 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 Advanced 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. Advanced 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. Advanced 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. Additionally, I understand that the score attained on this exam is valid for two years.

Printed Name of Candidate: _____

Signature of Candidate: _____ Date: _____

Candidate: Please submit this form directly to PATH Intl. via email to:
certificationrequirements@pathintl.org OR
via mail to: PATH Intl., PO Box 33150, Denver, CO 80233

PATH Intl. Advanced Therapeutic Riding Instructor Certification Candidate Personal Reference

This reference must be different both from the PATH Intl. Center reference and professional reference and cannot be a familial relation. Please type or print clearly in ink. Please attach extra sheets if needed.

Instructor candidate's name: _____
Name of reference: _____ Date of birth: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone Day: _____ Evening: _____

In what capacity does the reference know the candidate?

Evaluate the candidate's knowledge of horses and horsemanship:

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

Evaluate the candidate's riding skills:

Signature of reference _____ **Date** _____



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

PATH Intl. Advanced Therapeutic Riding Instructor Certification Candidate Professional Reference

This reference must be different from both the PATH Intl. Center reference and personal reference and cannot be a familial relation. Please type or print clearly in ink. Please attach extra sheets if needed.

Instructor candidate's name: _____

Name of reference: _____ Date of birth: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Day: _____ Evening: _____

In what capacity does the reference know the candidate?

Evaluate the candidate's knowledge of horses and horsemanship:

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

Evaluate the candidate's riding skills:

Signature of reference _____

Date _____



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

PATH Intl. Advanced Therapeutic Riding Instructor Certification Candidate PATH Intl. Member Center Reference

This reference must be different from both the personal reference and professional reference and cannot be a familial relation. Please type or print clearly in ink. Please attach extra sheets if needed.

Instructor candidate's name: _____

Name of reference: _____ Date of birth: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Day: _____ Evening: _____

In what capacity does the reference know the candidate?

How many hours of lesson instruction has the candidate completed at your center?

Evaluate the candidate's knowledge of horses and horsemanship:

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

Evaluate the candidate's riding skills:

Signature of reference _____

Date _____



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



RELEASE OF LIABILITY FORM

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

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

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

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

I understand that if I have a disability/disabilities, injury or physical condition that might affect my ability to ride, handle or be around horses at the PATH Intl. Advanced Therapeutic Riding Instructor 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 PATH Intl.**



PATH INTL. PHOTO RELEASE FORM
For PATH Intl. Records:

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.

Candidate's Signature _____ Date _____

Name (printed) _____

Name of person(s) in photo _____

Address _____

City _____ State _____ Zip _____

Phone/email _____

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

PATH Intl. Advanced Therapeutic Riding Instructor

Certification candidate preparatory checklist

It is the candidate's responsibility to confirm all prerequisite requirements have been satisfied by the appropriate deadlines to ensure they are eligible for certification. Please use this checklist to ensure you are prepared to meet eligibility requirements and deliver the necessary documentation to the host site to help ensure resources are not needlessly expended at the on-site event.

Certification paperwork and eligibility checklist:

(All items should be completed no less than 32 days prior to certification testing)

- ☐ Proof of PATH Intl. professional level membership
- ☐ At least 21 years of age
- ☐ Proof of first aid certification
- ☐ Proof of adult & child CPR certification
- ☐ Proof of completion of educational prerequisites less than 2 years prior to the date of the certification event
- ☐ Completed documentation of GROUP teaching hours form
 - o Total of 120 hours of GROUP lessons are documented
- ☐ Completed personal reference form
- ☐ Completed professional reference form
- ☐ Completed PATH Intl. member center reference form
- ☐ Signed and dated PATH Intl. Release of Liability Form
- ☐ Signed and dated PATH Intl. Photo Release Form

All of the above PLUS the following must be submitted to the host site to secure your spot:

(All items should be completed no less than 32 days prior to certification testing)

- ☐ Completed certification registration form (host site specific)
- ☐ Signed and dated confidentiality agreement (host site specific)
- ☐ Any additional center visitor paperwork as required by the host site



PATH Intl. Advanced Therapeutic Riding Instructor Certification Candidate Briefing

PATH Intl. Evaluators assess candidates' knowledge and skill level. PATH Intl. Advanced Therapeutic Riding Instructor certification will be awarded to instructors who demonstrate comprehensive knowledge of equines and riding skills, skilled riding performance, knowledgeable and effective instruction that promotes progression of riding skills and safety while instructing mounted therapeutic riding lessons to individuals of all abilities.

Welcome!

- Testing situations can be stressful
- Try to look at this as not just a test, but also as a valuable learning experience.
- 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
 - 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.
- All candidates will be provided with a tour of the facility prior to the start of testing.
- Teaching times will be drawn at random.

Stable Management

- Candidates will be observed and evaluated throughout the testing regarding handling of equines, respect for the equine, respect for center policy and overall safety awareness in the stable environment.
- Candidates will effectively and efficiently catch, halter, lead, secure, groom and tack up their assigned equine.
- If an equine's tack does not fit correctly, it is expected that the candidate will identify and rectify this concern.

Stable management questions which may be asked during the Horse Assessment segment:

How is the equine's behavior during grooming and tacking? AE 3.2/3.3, 6.1 (2)

Does the equine have any vices? AE 3.4

How does the bridle, saddle, equipment fit? AE 8.4/8.5

Would the equine be appropriate to partner with for a participant **doing groundwork**? AI 1.3, AE 3.2/3.3

Lungeing

- Candidates will be assigned one equine to lunge for five minutes.
- The host site will groom the equine and apply leg protection if needed.
- The candidate must lunge the horse in a snaffle bridle and must use a lunge line and lunge whip. The host site will bridle the horse.
- The lunge line will be attached by the candidate and must be connected to the horse using one of the following options:
 4. *Directly to the bit (only if the horse has a flash or dropped nose band)*
 5. *Through the bit and over the poll to the bit on the opposite side of the horse*
 6. *To the bit and the noseband*



- No additional lunging equipment will be required or allowed.
- Lunge lines may be looped or folded in the candidate's hands and must be managed safely and effectively. See photos for acceptable methods of holding the lunge line.



Looped



Folded

- When lungeing, equines should travel in both directions and candidates should demonstrate what is appropriate for the amount of time and the equine's needs (walk/trot or walk/trot/canter).
- Candidates may be asked questions about their lungeing demonstration during the equine assessment.

Lungeing related questions which may be asked during the Horse Assessment segment:

Is lungeing appropriate for this equine? AE 10.3

How would lungeing **benefit** this equine? AE 10.3/10.4

What equipment would you use for lungeing this equine in the future? AE 8.1, 8.4, AE 5.7

Riding Test

- All candidates will ride 2 different equines.
- The riding segment will be done as a group.
- Candidates will be divided into groups as circumstances dictate.
- Candidates will ride their seat of preference for their first ride.
- Candidates will be expected to warm up their equines appropriate to the equine's needs and demonstrate an equine assessment, utilizing the riding skills listed in the Advanced Criteria.
- Evaluators may select specific skills from the criteria and request candidates perform them either individually or as a group.
- Candidates will be asked to dismount and ride a second equine. The second ride may or may not be tacked in the candidate's preferred discipline. No tack changes (other than for safety concerns or for stirrup length) will be permitted.
- Questions regarding the use of artificial aids should be directed to the host site representative.
- Ride times may vary slightly according to circumstances, but candidates should anticipate a total ride time, including the second horse, of approximately 1 ½ hours.
- After dismounting the second equine, candidates will meet individually with the evaluators to verbally assess the two equines they rode.

*Some of the questions that may be asked by the evaluators **during the Equine Assessment segment may include those relating to Stable Management, Lungeing and the following:***

How does the equine's conformation impact his performance? (form to function) AE 9.5

Is the equine appropriate for therapeutic riding? AE 10.1

What sort of participants/riders would be best suited to the equine? AI 1.3

What sort of continuing education would the equine benefit from? AE 10.3

Describe if the equine demonstrated tempo, rhythm, impulsion, and tracking up. AE 9.3

What activities would you include for this equine's training progression? AE 10.3

What suppling activities would be beneficial to this equine? AE 10.3

How does the equine's conditioning impact his performance? AE 10.4

Was the tack and equipment appropriate for the equine? AE 8.4

Lessons for riders without disabilities

- Candidates will teach a 15 minute lesson to a group of two able-bodied riders
- Candidates will draw the riding skill to be taught (any of those listed in the Advanced Criteria) immediately before **entering the arena**.
- The riders assigned will be of at least intermediate skill level (**secure at** walk, trot, and canter), appropriately matched to the skills to be drawn.
- The riders and equines will be warmed up **before the candidate enters the arena and the lesson time begins**.
- The equines chosen for this component will be able to walk, trot/jog and canter/lope and will also have basic training in lateral movements.
- Skills that may be taught from the criteria may include, but are not limited to: turn on the forehand, bending a horse through corners, on circles and ring figures, leg yield, shoulder in, haunches in, turn on the haunches, half halts, simple change of lead through the trot, transitions, and lengthening and shortening at the walk and trot/jog.

Lessons for riders with disabilities

- Teaching times will be drawn out of a hat.
- Rider profiles will be given to candidates the evening before the assigned lesson.
- Candidates must be on site at least one hour before their assigned teaching times.
- Lessons for riders with disabilities will be 30 minutes long, from first mount to last dismount. (Some flexibility may be granted for difficult mounts/dismounts).
- Both lessons must have three riders each.
- Rider profiles must be supplied to the candidates the evening before their assigned lesson time.
- Candidates are considered responsible for the safety of the lesson and may choose to change or adjust tack, provide guidance to volunteers, etc. Remember to be courteous and professional.
- Both lessons **may** have a mix of riders with cognitive and physical disabilities.
- One lesson must include a rider with a mobility challenge and demonstrate a non-traditional mount/dismount (crest, lift, stand pivot, two person lift).
- One lesson may also include a participant with communication or behavioral challenge(s).
- **The riders in the lessons will be matched by their skill level, not disability type:**
 - Lesson #1 will include riders who are working on upper level riding skills (walk, trot/jog, possibly canter/lope or upper level lateral movements as identified in the criteria under AI - Instruction). The horses they will be riding should also be capable of these skills.
 - Lesson #2 will include riders who require leader/sidewalker assistance and management. The riders may need the volunteer support for physical, behavioral, cognitive, or attention challenges.
- If a lift mount is required, the host site will provide orientation and instruction about how the lift works.
- Candidates should be experienced and prepared to do mounts that may include any of the following: crest, lift, stand pivot, two person lift
- Candidates will turn in their lesson plans to the evaluators before starting their lessons.
- After the lesson, candidates will pick up their lesson plans from the evaluators, complete a self-evaluation/lesson reflection, then return them to the evaluators.
- **The self-evaluation/lesson reflection must be done independently and must include assessment of at least one equine/rider/tack match from one of the lessons.**

Results

Once the last lesson is finished, evaluators will confer, complete and print reports, make copies, etc. This **will be done with care and can take several hours**. Exit interviews will be scheduled at 30 minute intervals and conducted privately with each candidate, typically in the order the lessons were taught.



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.