# PATH Intl. Driving Level I
# Instructor Workshop and Certification

# Host Site Intent to Host Packet



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Dear PATH Intl. Premier Accredited Center,

Thank you for your interest in hosting a Professional Association of Therapeutic Horsemanship International (PATH Intl.) Driving Level I Instructor workshop and/or certification event. Hosting a PATH Intl. Driving Level I Instructor workshop and/or on-site certification allows you, as a center to deliver the education and/or testing instructor candidates need to become PATH Intl. Certified Driving Level I Instructors.

Note there are two types of workshops that can be held:

1) A demo-only workshop (does not include hands-on practice of driving skills for the participants and so requires fewer equines and vehicles to successfully host; see the separate demo-only intent-to-host packet for more details)
2) A full workshop (includes hands-on practice of driving skills for all participants so several equines and vehicles must be available to successfully host)

Centers hosting a PATH Intl. Driving Level I event for the very first time may host ONLY a workshop—either demo only or full workshop—for the faculty to assess the facility and equipment for suitability to support a certification event. Upon verification from faculty that the facility can effectively and appropriately host workshops, certifications and the two together, you may submit intent to hosts for additional events.

The following packet provides an overview of the hosting process and requirements for each portion of a FULL workshop PATH Intl. Driving Level I Instructor and/or on-site certification. (Please refer to the separate demo-only intent-to-host packet if you wish to host a demo-only workshop.) If your center determines that it can meet the host site requirements and would like to host a PATH Intl. Driving Level I Instructor workshop and/or on-site certification, please follow the directions within this packet and submit a completed intent-to-host form to PATH Intl. for approval and further instructions. Please keep the rest of this packet to refer to throughout the workshop and/or certification, as the information herein will be valuable to you before, during and after the event. If you have any questions about hosting a PATH Intl. Driving Level I Instructor workshop and/or on-site certification, please feel free to call PATH Intl. at (800) 369-7433.

**Good luck and thank you for supporting PATH Intl. as a leader in the field of equine-assisted services!**

# Host Site Basics

There are three phases to hosting a PATH Intl. Driving Instructor workshop and/or on-site certification:
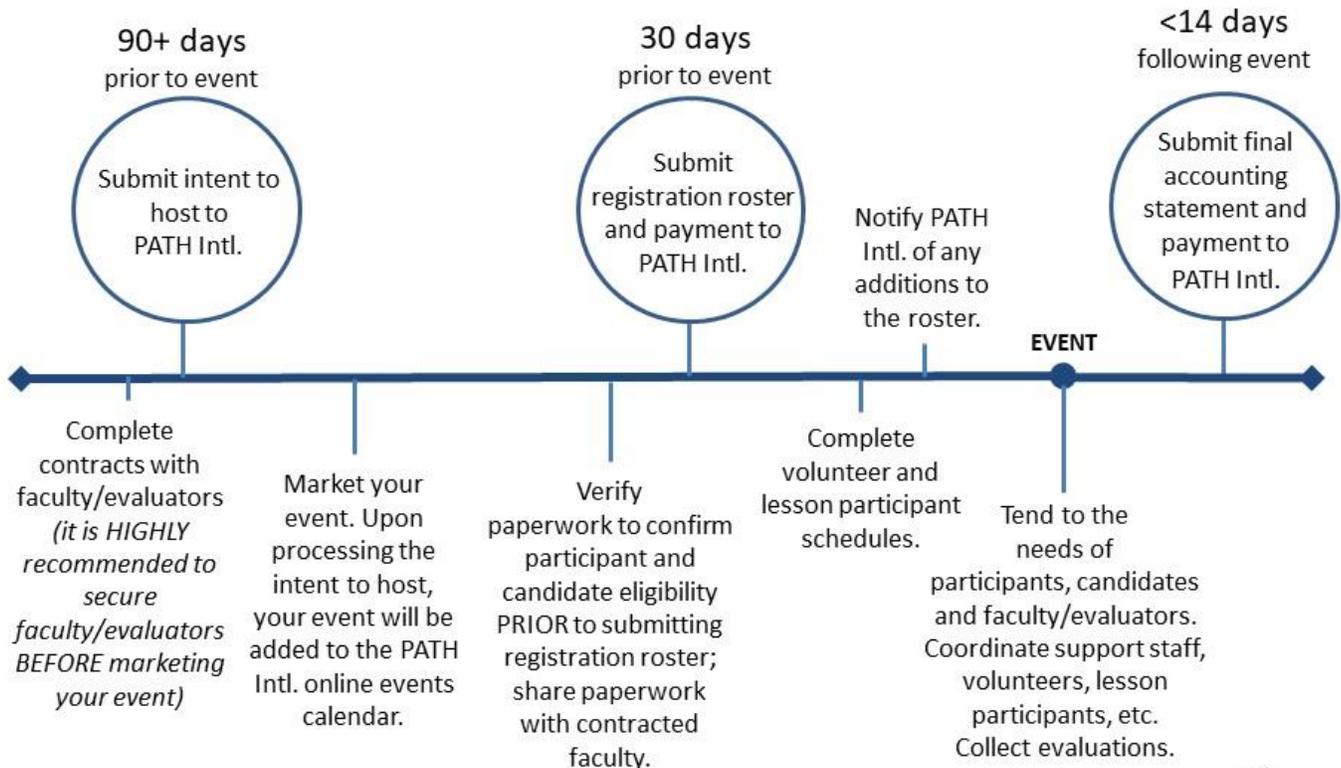
1. **Intent phase**
   o Confirm your center meets the host site requirements
   o View the "Hosting a PATH Intl. Workshop and Certification Event" webinar
   o Notify PATH Intl. of your intent to host an event and contract faculty/evaluators.
2. **Event prep phase**
   o Confirm the participant roster
   o Submit payment for participant and faculty/evaluator fees
3. **Event phase**
   o Hold the event and submit the final fees due along with all participant paperwork and event evaluations

**You are now in the <u>intent phase.</u> This intent-to-host packet will guide you through this first phase and includes important information such as:**

- Host site requirements and processes
- Equipment needs
- Sample budget information
- Recommended policies for use by the host site

- Intent-to-host form
- Facility and equine fact sheet for evaluators
- List of approved faculty/evaluators
- Sample contract

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## Due to PATH Intl.

**90+ days** prior to event

Submit intent to host to PATH Intl.

**30 days** prior to event

Submit registration roster and payment to PATH Intl.

Notify PATH Intl. of any additions to the roster.

**<14 days** following event

Submit final accounting statement and payment to PATH Intl.

**EVENT**

Complete contracts with faculty/evaluators *(it is HIGHLY recommended to secure faculty/evaluators BEFORE marketing your event)*

Market your event. Upon processing the intent to host, your event will be added to the PATH Intl. online events calendar.

Verify paperwork to confirm participant and candidate eligibility PRIOR to submitting registration roster; share paperwork with contracted faculty.

Complete volunteer and lesson participant schedules.

Tend to the needs of participants, candidates and faculty/evaluators. Coordinate support staff, volunteers, lesson participants, etc. Collect evaluations.

## Critical Tasks in Planning

Hosting a PATH Intl. Workshop and Certification Event – *Timeline Updated 2022*

# Host Site Requirements

**During the intent phase and PRIOR to submitting an intent-to-host form, you should determine that your center can successfully meet the following host site requirements.**

To host the **full three-day workshop and/or a certification**, the host site needs to have:

- PATH Intl. Premier Accredited Center status*
- Contracts with two faculty (one associate and one lead OR two leads) selected from the list of approved PATH Intl. faculty/evaluators on page 17 of this packet
- Access to an indoor arena
- Classroom facility large enough to comfortably accommodate all attendees
- Presentation equipment: a PowerPoint projector and screen (recommended) or overhead projector, flip chart
- Copy machine and paper
- Arena or outside area suitable to drive a dressage test and cones course
- An enclosed area large enough for 4 turnouts to drive at the same time
- Sufficient area to clean equines, to tack and harness, and to "put to"
- 4 safe, sound and physically fit equines that are: (1 back up equine) 2-3 candidates per equine
    - ✓ Suitable to be driven by individuals with disabilities
    - ✓ Fitted with well-maintained harnesses in proper working condition
    - ✓ Able to carry 2 people in vehicle at all times
    - ✓ Able to stand for 20 – 30 minutes while participants harness
    - ✓ Able to stand (with header) for 10-15 minutes to put to
    - ✓ Able to have two sets of reins on (one set to the bit and one set to halter)
    - ✓ Conditioned to a whip
- At least TWO types of vehicles such as an easy entry, 2-wheel or 4-wheel cart/carriage
- Volunteers to assist during barn activities and the lessons (up to 6 at a time may be needed)
- Drivers with disabilities to participate in certification candidate teaching demonstrations (up to 8 lessons of 20 minutes each)
- Close proximity to affordable hotels or host facilities

*If your center cannot provide any item in the above list, please contact a lead evaluator to discuss, consider and prepare alternatives.*

***\* If your center is not a PATH Intl. Premier Accredited Center, please contact PATH Intl.***

# Equipment Needs

To deliver the intended benefit to PATH Intl. Driving Instructor workshop and/or on-site certification participants, host sites should have all the equipment listed below available. If you center does not have any of the items listed, please contact PATH Intl. or your lead evaluator to discuss substitute equipment. **Host sites must have all safety equipment as required by PATH Intl. standards, particularly approved safety helmets for all drivers.**

- Well-maintained harnesses and vehicles in proper working condition that properly fit the equines
- Dressage letters
- At least 10 cones and 10 tennis balls, apples or oranges
- At least TWO types of vehicles such as an easy entry, 2-wheel or 4-wheel cart/carriage
- At least one extra set of reins per harness
- A rein board with 4 sets of reins
- Four 2-inch rings
- Four double-ended snaps

1. **Designate an event point of contact**
   - This individual will be in charge of coordinating with PATH Intl. regarding all event requirements, paperwork and payments.
   - In order to effectively support participants and faculty during the event and due to a conflict of interest, the event contact person/host site rep CANNOT also participate in the workshop or certification.
   - It is recommended that this individual is also the point of contact for the workshop and certification participants.

2. **Determine your center's ability to host an event**
   - The designated individual (preferably the event point of contact) views the "Hosting a PATH Intl. Workshop and Certification Event" webinar to gain an understanding of host site commitments.
   - Review the host, equipment and schedule requirements within this packet to determine if all host site requirements can be met.
   - Decide if your center is able and willing to host.

3. **Create a budget and fee schedule**
   - Assess budgetary requirements for the host site and determine workshop and/or on-site registered certification fees. You can review a sample budget and budgetary recommendations below. Costs for meals and lodging may be included with registration fees, or those may be covered separately by participants, depending on the host site's preferences and capabilities.
   - Be sure you are up to date on any restrictions regarding gathering size and know your bottom line for the minimum number of participants you need in order to balance the budget for the event. Be sure to account for how the amount of physical space may limit the number potential attendees (including volunteers and support staff) in order to accommodate social distancing.
   - Please note that special insurance charges or different coverage may be required to host an event at your center. For those centers hosting a workshop and/or on-site registered certification that carry the Markel Insurance policy, the workshop and/or on-site registered certification can be included on your policy as one public event day. Markel has agreed to count this entire workshop and/or registered certification as one event day, rather than three (or four, if offering a second registered certification day.) Be sure to submit your public event form to Markel 32 days prior to the workshop and/or on-site registered certification. There will be no payment due with the public event form if this is your free event day under the policy coverage. If you have already used your one public event day, please contact Markel directly as fees will vary.

# Fees associated with the PATH Intl. Driving Instructor workshop and certification:

Due to PATH Intl. with the certification candidate roster **BEFORE** the event:
| | |
|---|---|
| Workshop participant fee | $130 (per participant; includes workshop manual) |
| Lead faculty/evaluator fee | $300 (per lead faculty/evaluator per day) |
| Associate faculty/evaluator fee | $250 (per associate faculty/evaluator per day) |

Due to PATH Intl. with the final accounting statement **AFTER** the event:
| | |
|---|---|
| Certification participant fee | $100 (per candidate) |
| Certification Candidate Roster form late fee | $40 (per week, additional shipping fees may apply) |
| Additional workshop participants | $130 (per participant, express shipping fees may apply) |

## Sample Budget: based on 8 workshop participants and 5 certification candidates

*This is only a sample; each host site's circumstances are different. Some host sites may choose to have the entire workshop and/or registered certification underwritten through donations.*

| | | | |
|---|---|---|---|
| **Income:** | Workshop Registration fees | $475.00 each | $3,800.00 |
| | Certification Participant fees | $550.00 each | $2,750.00 |
| | | | $6,550.00 |
| | | | |
| **Expenses:** | Workshop Participation Fees to PATH Intl. | $130.00 each | $1,040.00 |
| | Certification Candidate fees to PATH Intl. | $100.00 each | $500.00 |
| | Faculty/Evaluator Fees to PATH Intl. | $/Person/Day | $2,200.00 |
| | Air fare | | $800.00 |
| | Insurance for Facility (if needed) | | $90.00 |
| | Hotel | | $700.00 |
| | Car Rental | | $250.00 |
| | Food | | $225.00 |
| | Advertising | | $200.00 |
| | Total Expenses | | $6,005.00 |
| **Profit to Host Site:** | | | **$545.00** |

4. **Complete and submit the intent-to-host and webinar acknowledgement forms**
   - If your center decides to proceed with hosting a workshop and/or on-site registered certification, submit the completed intent to host AND the webinar acknowledgement forms to PATH Intl.
   - Upon approval of your intent to host request, your event will be added to the PATH Intl. events calendar free of charge.

*NOTE: PATH Intl. does not regulate the number of events held within proximity of one another. Bear in mind that if you choose to book your event close to another nearby event, this may result in poor registration numbers for both events. Host sites are responsible for checking the PATH Intl. online event calendar and being aware of already scheduled events.*

   - PATH Intl. recommends communicating your refund policy—particularly related to last minute cancellations due to COVID-19 exposure concerns—from the initial point of contact with potential participants.

Upon receipt and approval of the intent-to-host form, PATH Intl. will send the event point of contact the second host packet which includes event prep instructions and the following items:

- Candidate requirements and forms list
- Certification Candidate Roster form
- Proposed workshop and certification schedule
- Certification candidate checklist
- Phase II packet with candidate forms, which include the following:
  - ✓ "Welcome Candidate" letter*
  - ✓ Instructor personal reference, professional reference and essay questions*
  - ✓ PATH Intl. Release of Liability and Photo Release forms*

*Single form provided. The host site must make the appropriate number of copies for participants, evaluators, etc.*

5. **Contract approved PATH Intl. faculty/evaluators**
   - Contract two of the approved faculty/evaluators listed on page 17 of this packet.
   - At least one faculty/evaluator must have lead status (you may have two lead faculty or one lead and one associate).
   - The contracts should include faculty/evaluator fees to be paid to PATH Intl. prior to the workshop, as well as expenses (transportation, meals, lodging, etc.) to be paid directly to faculty/evaluators at the conclusion of the workshop. See sample contract on page 18.
   - **NOTE: the facility and equine fact sheet and certification candidate roster should be shared with the evaluators 4 weeks prior to the event.**

6. **Create policies**
   The faculty/evaluators may provide input on policies for your event, but it is up to the host site to create these policies and make them known to participants. Below are some issues you might want to consider when writing your event policies.

   *Event cancellation refund policies:* In the instance that your event must be cancelled, please ensure registrants are aware of when and how registration fees will be handled.
   Faculty/evaluators must be notified immediately of any cancellations and reimbursed for any accrued contractual expenses.

   *Attendee cancellation refund policies:* In the instance of cancellations initiated by workshop attendees and/or certification candidates, please ensure registrants are aware of when and how registration fees will be handled. It is recommended that you have a refund policy specifically to address candidates who do not complete certification eligibility requirements in time and must withdraw from certification last minute. **Please make sure your refund policy is clearly stated on all advertising materials—particularly in the instance of last-minute cancellations due to COVID-19 exposure concerns.**

   *Late registrants: extra fees incurred:* The host site should also decide if it will pass on any extra fees that may be accumulated for late registrants.

   *Confidentiality and information release forms:* PATH Intl. recommends that host sites create and distribute confidentiality agreements for all participants and volunteers to sign, which helps protect the confidentiality of all certification candidates as well as any student riders with disabilities who may be aiding in the certification evaluations. In addition to confidentiality agreements, it is recommended that host sites have participants and volunteers sign photo release forms if any part of the workshop is being photographed; however, please note that photographs or video may not be taken during certification. Finally, of course, it is necessary to gain permission from all student riders (or their families, when appropriate) for their participation in the event and the use of their information.

*Food, lodging and equipment:* The host site should decide if it will provide meals, snacks and/or lodging to participants, and if these costs will be included with registration fees. If the host site chooses not to provide any of these things, PATH Intl. recommends making this clear to participants and giving them resources to find nearby lodging.

*Height, weight and other special restrictions:* If the host site decides to have a height and/or weight limitation (due to equine and/or vehicle capacity, facility limitations, etc.), or any other special conditions or participant restrictions, this must be clearly communicated to all participants prior to the event. If any workshop participant or certification candidate needs accommodations because of the host site's policy, please contact PATH Intl. Video submission is not an option.

*Accommodation requests:* An accommodation is an adjustment or adaption to a component or components of the certification process in order to meet the special needs of a particular candidate. All requests for accommodations must be submitted in writing to PATH Intl. at least 60 days prior to the workshop and/or certification. Although it is the responsibility of the candidate to ask PATH Intl. for accommodation requests, it is strongly suggested that the host site contact PATH Intl. as well if a participant has told the host site, he or she will need an accommodation.
Requests for accommodations will be reviewed on an individual basis by PATH Intl. The candidate will be notified of the final decision in writing and will be provided with a letter to be shared with the host site defining the parameters of the accommodation. If an accommodation is granted, the host site must communicate this to the lead evaluator. All candidates with a driving accommodation will be required to teach the cones course and dressage pattern to an able-bodied driver; all candidates with a teaching accommodation will be required to instruct an able-bodied volunteer in supporting drivers with entering and exiting vehicles, as well as any emergency dismount procedures. The host site will be required to provide appropriate volunteers to assist in these roles. Communicate with the lead evaluator for details on procedures and volunteer needs.

**Faculty/evaluators are not authorized to grant accommodations on-site and accommodations are not granted part way through the certification process.** If a certification candidate is unable to complete each component of certification and does not have proof of an accommodation granted by PATH Intl., the candidate may choose to withdraw from one or both component of certification. They will be required to complete certification under the same parameters that they began it, so an accommodation cannot be granted for resubmission only. Any candidate needing an accommodation after attending a certification event will need to start from the beginning and submit a new instructor application with his or her accommodation request.

7. **Advertise the event**
   - Advertise and market your event.
   - Your event will be included on the PATH Intl. events calendar free of charge, but it is the host site's responsibility to market their event on other platforms.
   - You may use the following sample text to advertise your workshop and/or certification:

This workshop is for any PATH Intl. member who is considering becoming a PATH Intl. Driving Instructor, or who would simply like to improve their therapeutic driving instruction skills. The purpose of this workshop is to provide participants with knowledge of the basic skills and information utilized by successful therapeutic driving instructors. The two-and-a-half-day workshop will cover such topics as teaching techniques, task analysis, class structure, lesson plans, various types of disabilities, horse analysis, equipment, mounting and dismounting, putting to and volunteers. The instructor workshop provides participants the opportunity to synthesize and apply the knowledge in role-play situations and hands-on sessions. The workshop may be audited, but please note that auditing will not fulfill the requirements for instructor certification eligibility.

- Is it imperative to stress that certification is open ONLY to candidates who have completed all of the following:
  1. Adult & child CPR and basic first aid certifications
  2. The PATH Intl. Standards course and exam with a passing score
  3. A PATH Intl. Driving Demo only workshop OR a PATH Intl. Driving Instructor workshop
  4. The online, proctored and timed PATH Intl. Driving Level I Instructor exam
  5. 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
  6. A minimum of 25 hours teaching driving to able-bodied students
  7. 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
  8. A minimum of 25 hours working with individuals with disabilities IF the candidate is not already a current PATH Intl. Certified Riding Instructor.

8. **Register participants**
   - Register workshop participants (maximum 15) and/or certification candidates (maximum 8), depending on which event(s) the host site is offering. These numbers are recommended participant capacities but may be modified with faculty/evaluator approval. There may be an unlimited number of auditors at the workshop who do not participate in the hands-on portions of the workshop. Auditors do not factor into the participant maximum. Be mindful of how the amount of physical space may limit the number potential attendees (including volunteers and support staff) in order to accommodate social distancing.
   - <u>Please be sure to capture the height and weight of each participant to ensure you have the equines and vehicles accommodate them.</u> This information should also be shared with the evaluators to ensure proper assignment of equines and vehicles during the workshop and certification.
   - Participants should purchase PATH Intl. Professional membership ahead of the event. Please do not accept any membership applications or payments but instead refer the individual to contact PATH Intl. directly to request membership. In order to effectively support participants and faculty during the event and due to a conflict of interest, the event contact person/host site rep CANNOT also participate in the workshop or certification.
   - See sample registration materials in the host site event prep booklet.

➢ **<u>Please be sure to emphasize the necessity of completing all prerequisites prior to attempting certification.</u>** It is also recommended that you include any special information about your host site's fees, policies or limitations to better prepare participants.

  ➢ *UPDATED AS OF 2020: There is no longer an on-site written test. The test is administered as an online, proctored and timed exam which must be completed BEFORE candidates attend on-site testing. Please make sure to obtain proof that each candidate has successfully completed the online exam before they show up for on-site testing.*

> **Ensure that each participant has acknowledged receipt and understanding your current refund policies**—especially if they are different in consideration of COVID-19 impacts—as well as any social distancing, mask and/or hygiene procedures that they will be expected to adhere to during the event.

9. **Collect and review participant paperwork**
   - Ensure all paperwork is completely filled out for all workshop and/or registered certification participants. If a participant or candidate enquires about accommodations beyond handicap accessibility of the facility, please refer them to PATH Intl. directly.
   - **The host site is responsible for confirming that all registrant paperwork is complete to ensure eligibility for the workshop and/or certification PRIOR to submitting a certification candidate roster form to PATH Intl.** In as many cases as possible, verification of candidate eligibility should take place 30 days prior to the certification.
   - Share the workshop roster with the evaluators no less than 2 weeks prior to the event and include height, weight and driving experience of all participants.
   - Share the certification roster with the evaluators no less than 4 weeks prior to the event so that they may determine if they have a conflict of interest with any candidates.
   - Double check that all driving certification candidates have completed the required pre-requisites BEFORE including them on the certification candidate roster form.

10. **Complete and submit the certification candidate roster form (in the Event Prep packet) no less than 30 days prior to event**
    - The certification candidate roster form and payment are due to PATH Intl. 30 days prior to the event. A late fee of $40 per week and possible express shipping costs will be assessed if the certification candidate roster form and fees are late.
    - If the host site would like to sign up late registrants who were not included on the initial certification candidate roster form, the host site must notify PATH Intl. immediately to determine if the late registrants are in fact eligible for participation.
    - Once the certification candidate roster form and payment are received by PATH Intl., delivery of the following will be scheduled:
      - ✓ Certificates for workshop participants – sent by PATH Intl. via USPS

Also, upon receipt of the certification candidate roster form, PATH Intl. will send the event point of contact event follow-up instruction and the final-forms packet which includes:

- ✓ Workshop evaluation form*
- ✓ Workshop site evaluation form *
- ✓ Host site driver profile form*
- ✓ Driving demonstration score sheet*
- ✓ Lesson evaluation form*
- ✓ Instructor comment sheet*
- ✓ On-site registered instructor summary sheet*
- ✓ Candidate report form
- ✓ Faculty/evaluator feedback form*
- ✓ Apprentice/associate faculty/evaluator evaluation form*
- ✓ Apprentice/associate faculty/evaluator recommendation form*
- ✓ Final accounting statement

*Single form provided. The host site must make the appropriate number of copies for participants, evaluators, etc.*

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### 11. Double check requirements and available resources, plan event schedule

- Work with your selected faculty/evaluators to make sure your center is prepared to meet all necessary host site requirements. It is particularly important revisit host site requirements and resources if there is a likelihood of inclement weather. Be sure you have backup options available for changes in weather, issues with equines, equipment failure, etc.
- Begin planning a schedule for the workshop and/or on-site certification.

### 12. Recruit volunteers

- The host site should provide volunteers to help during the workshop and assist certification candidates during their evaluations. Your faculty/evaluators can help you plan for how many volunteers you will need for your event.
- Note that there may not be time for breaks during these events, particularly during the certification testing, so you will need enough volunteers to trade out throughout the day if necessary.

**13. Ensure that all host site requirements are continually met throughout the event**

- Provide beverages, breakfasts or snacks and lunches for the faculty each day. It is optional, though recommended, to provide snacks or meals to participants. Note that single serving format is recommended for food and beverages to mitigate transmission of illness.
- Notify the faculty/evaluators immediately of any changes to the drivers and equines participating in workshop/certification activities.
- Manage disruptions to prevent them from interfering with the workshop/certification testing.
- Uphold the privacy and confidentiality of all workshop/testing participants.
- Ensure that proper safety equipment is used throughout the event.
- Uphold the PATH Intl. Standards.

**14. Orient evaluators, attendees, volunteers, support staff and drivers for teaching demonstrations**

- Ensure comments about equines and lesson participants are kept to a minimum. Candidates often use comments made by center staff to support an appeal of their certification results.
- You may answer horse and driver profile questions but should not offer teaching advice specific to driving an equine or about the lesson participants.

**15. Monitor needs of evaluators and attendees**

- Ensure that amenities and facilities are functioning as expected.

**16. Distribute paperwork to attendees**

**17. Collect paperwork and review for completeness**

- Includes workshop and certification registration paperwork, event evaluations, etc.

**18. Double check completeness of paperwork**
- Work with the faculty/evaluators to make sure all workshop and/or registered certification materials are collected, including all evaluation forms (with reports written by evaluators)

**19. Organize and mail all event paperwork to PATH Intl.**

**20. Complete and submit the final accounting form (in the final forms packet)**

- The host site must complete and return the final accounting statement, including any outstanding payments, to PATH Intl. **within 14 days** of the conclusion of the event.
- The final accounting statement should be accompanied by all workshop and certification participant paperwork.
- If there are reimbursements due to the host site from PATH Intl., payment will be sent after PATH Intl. processes the final accounting statement.

**21. Assess your center's ability to meet the host site requirements and successfully host the event**
- Informed by the host site evaluations filled out by the attendees, conduct an honest assessment about how successfully the event was delivered.
- Consider what changes/improvements may need to be made in order to more smoothly run your next event.

# PATH Intl. Driving Instructor Workshop and Certification
# 2022 Intent to Host Form

Name of Host Site:_____ PATH Intl. Center #:_____

Shipping Address*:_____City:_____State:_____Zip:_____

       **\*Note: This is the address that PATH Intl. will use to send all event certificates.**

Physical address (if different from above): _____

Point of contact:_____Phone number:_____

Point of contact's email (required):_____
    *(This person must be staff at the host site and responsible for all communication throughout the event hosting process)*

**Center intends to host a PATH Intl. Driving Instructor Workshop and/or Driving Instructor Certification on the following dates:**

Workshop dates:_____ Certification dates:_____ Certification Level *(circle one)*:  I  or  II

Candidate registration deadline: (set approx. 32 days before date of event) _____

Workshop fee $_____ Certification fee $_____ **Center has contracted\*\* with the following evaluators:**

Lead:_____Associate: _____
    *\*\*Please enclose a copy of contracts ONLY if fees different than those recommended by PATH Intl. are negotiated with your faculty/evaluators.*

Are there height/weight limits?_____ If so, what are they? _____

## The Host Site has:

- ❑ Current PATH Intl. Premier Accredited Center status (or received permission to host as a non-PAC)
- ❑ Contracted faculty/evaluators chosen from current list provided by PATH Intl.
- ❑ Access to an indoor classroom facility
- ❑ A PowerPoint projector/screen, flip chart, copy machine and paper
- ❑ Dressage letters, cones and tennis balls OR apples OR oranges
- ❑ An enclosed area of sufficient dimensions for the dressage test and cones course
- ❑ Sufficient area to groom equines, tack them, harness them and "put to"
- ❑ 4 safe, sound and physically fit equines that meet the requirements listed in this packet
- ❑ At least one of EACH of the following vehicles: easy entry and 2-wheel or 4-wheel
- ❑ At least one extra set of reins per harness
- ❑ An enclosed area large enough for 4 turnouts to drive at the same time
- ❑ The equipment specified in this packet (see equipment needs on page 5)
- ❑ Drivers and volunteers for 8 twenty-minute lessons
- ❑ Access to indoor arena(s) of sufficient size in case of inclement weather
- ❑ Up-to-date information on the driver profile forms
- ❑ **Guarantees that a designated individual has viewed the "Hosting a PATH Intl. Workshop and Certification Event" webinar and has submitted the webinar acknowledgement form to PATH Intl.**
- ❑ **Has established and will communicate refund policies to all potential and registered participants**
- ❑ **Agrees to follow all local and regional health guidelines to ensure the health of all participants**

PATH Intl. offers free posting of instructor workshops and/or certifications on the events calendar on the website – Please check one of the following:
❑ We DO    **OR**    ❑ We DO NOT want this posted on the PATH Intl. events calendar.

I, the event point of contact, have carefully read the requirements and process for hosting a PATH Intl. Driving Instructor on-site workshop and/or certification event. I understand and agree that the host site will meet those requirements and follow the processes as outlined. This includes verification of certification candidate eligibility no less than 30 days prior to the event. I understand that failure to do so could result in loss of the privilege to host the PATH Intl. Driving Instructor workshop and/or certification in the future.

Event point of contact signature:_____Date:_____

# Contracting Faculty/Evaluators

Two faculty/evaluators are required to conduct a full workshop and/or certification. You can contract with those listed as lead evaluators and associate evaluators. One <u>MUST</u> be a lead evaluator (for example: Contract can be with two lead evaluators or one lead and one associate evaluator).

**Apprentices:**
**(faculty/evaluators approved for training, cannot be contracted; attend at their own expense)**

| Name | City/St | Contact Number | Email |
|------|---------|----------------|-------|
|      |         |                |       |

**Associate Faculty/Evaluators:**

| | | | |
|------|---------|----------------|-------|
| Jennifer Donahue | Richmond, TX | (504) 812-2172 | jdonahuetrio@yahoo.com |
| Melissa Yarbrough | Palm Harbor, FL | (727) 348-7104 | mkyarbro@gmail.com |

**Lead Faculty/Evaluators:**

| | | | |
|------|---------|----------------|-------|
| Tina Bennett | Freeland, MI | (989) 274-5466 | bennettmapleview@aol.com |
| Corie Brooks | Forestville, CA | 707 887-8747 | coriebrooks@msn.com |
| Lauren Fitzgerald | Lyme, CT | (201) 264-8217 | Jester31x79@hotmail.com |
| Gail Pace | Dallas, TX | (214) 364-7339 | jonapace@sbcglobal.net |

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# SAMPLE CONTRACT

THIS CONTRACT made and entered into for the PATH Intl. Driving Instructor on-site workshop and certification to be held at *Host Site Location* on *Date* by and between *Host Site Name* and *Faculty Name*, hereinafter called FACULTY.

Now, therefore, it is agreed between the two parties as follows:

The compensation of the FACULTY is $_____ / day for the _____ day workshop on the dates of _____ and for the _____ day certification on _____.

This fee will be paid by the Host Site to PATH Intl. prior to the workshop and delivered to the FACULTY via mail directly from PATH Intl. The total fee paid will be $_____.

Expected arrival date for FACULTY is: _____

Expected departure date for FACULTY is: _____

The Host Site will provide the following reimbursement(s) to the FACULTY:

      Actual expenses  OR  Expenses up to $_____ for travel;
              *(circle one)*

      Actual expenses  OR  Expenses up to $_____ for lodging;
              *(circle one)*

      Actual expenses  OR  Expenses up to $_____ for meals;
              *(circle one)*

      Federal mileage reimbursement rate  OR  Expenses up to $_____ for mileage;
              *(circle one)*
      will be reimbursed for the following time period: _____

Receipts for the above expenses must be submitted by FACULTY to the Host Site by: _____
                                                                                 *(date)*

Reimbursement of the above expenses will be delivered by the Host Site directly to the FACULTY by: _____
                                                                                                       *(date)*

FACULTY Signature: _____

Host Site Signature: _____

FACULTY Contact Information:

Address: _____

Home Phone: _____ Work/Cell: _____

Fax: _____ Email: _____

## Before
### the event

☐ Designate event point of contact

☐ Determine host site eligibility

☐ Create a budget and fee schedule

☐ Submit intent to host and webinar acknowledgement forms to PATH Intl.

☐ Contract approved PATH Intl. faculty/evaluators

☐ Create policies

☐ Advertise event

☐ Register participants

☐ Collect and review participant paperwork (especially for certification eligibility); share paperwork with faculty/evaluators

☐ Submit certification candidate roster form and fees to PATH Intl.

☐ Double check host site requirements and resources available

☐ Plan event schedule

☐ Recruit volunteers

## During
### the event

☐ Ensure that all host site requirements are continually met throughout the event

☐ Monitor needs of evaluators and attendees

☐ Orient evaluators, attendees, volunteers, support staff and drivers for teaching demonstrations

☐ Distribute paperwork to attendees

☐ Collect paperwork and review for completeness

## After
### the event

☐ Double check completeness of paperwork

☐ Organize and mail all event paperwork to PATH Intl.

☐ Complete and submit the final accounting form within 14 days of the event

☐ Assess success of meeting the host site requirements and determine any changes/improvements that may need to be made for future events.

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# Sample Schedules for Consideration When Determining if Center Can Meet Host Site Requirements

## PATH Intl. Driving 3-Day Workshop Schedule #1

Please be aware this schedule is subject to change at any time per the host site or evaluators.

Within the schedule, note:

- The <mark>yellow highlighted text</mark> shows when we will be driving
- The **purple text** indicating volunteer and equipment needs
- 2 headers will be needed during each driving portion
- 2 drivers with disabilities will be needed during each driving portion. Closely review the schedule and note the times so that the drivers are not waiting too long.
- 2 able-bodied intermediate drivers are needed for the **certification lessons.** Closely review the schedule and note the times so that the drivers are not waiting too long.
- An ABW from your center will need to ride in each cart/carriage at each time listed for driving

**Day 1: 4pm-7 pm**

    **Classroom Evening 4pm-7 pm**

- Introductions & Share Driving experiences
- Goals of the Workshop
- Criteria for evaluation of the participants
- Four Golden Rules of Driving
- Level I & Level II
- Review of PATH Intl. Driving Standards
- Basic Harness Parts **(light harness in the classroom)**
- Harness maintenance, wear points, hanging and storage

    **BREAK – MOVE TO BARN (10 MIN)**

- Practice different ways of holding reins using a rein board
- Styles of holding reins
- Practice using two sets of reins using rein board
- Types and use of whips
- Discussion of driving aids
- Practice using two sets of reins and a whip
- Ground Driving (with each other) **(4 sets of long reins)**

**DAY 2: 8am-6:15pm**

**Classroom <u>Morning 8:00am – 12:00pm</u>**

- Disabilities

9:00am **BREAK – 10 min.**
9:10am

- Discussion of disabilities most appropriate for driving

10:05am **BREAK – MOVE TO BARN (15 MIN)**
10:20am Practice harnessing, Ground Driving & Putting to **(95 min)**
**(Need 4 horses, 4 ABWs and 4 headers)** <u>**Candidates will drive; must wear**</u>
<u>**helmets and gloves**</u>)

- Groom and harness horses
- Ground driving a horse
- Putting to a vehicle
- Drive in enclosed arena
- Unhitching a horse
- Emergency Plan to unhitch
- Removing harness, care of horse and harness

**Lunch 12pm – 1pm**

**Classroom <u>Afternoon 1pm – 6:10pm</u>**
1:00pm

- Qualities of an instructor
- Posture and Alignment
- Learning Styles
- Skill Progression

- What/How/Why
- Task analysis & Role Playing
- Class Format/ Structure

3:00pm **BREAK** – 15 minutes
3:15pm Goals and Objective's –

- Lesson Plans
- Block Plans
- Role Play
- Discussion of volunteer training
  - Positions for driving for individuals with disabilities
  - How to set up a volunteer training manual
    - What type of training do your volunteers need & how to get it?
- Horses/ponies suitable for Individuals with Disabilities
- Evaluation/testing of horses/ponies being considered for disabled driving
- Overheated horse, stressed horse, T.P.R.

**6:10pm Done for the evening**

**DAY 3: 8am-4pm**

**Classroom <u>Morning 8am – 12pm</u>:**

8:00am    Styles of harness and their use:
- Carriage harness with collar and breast collar
- Light harness for the breed show ring
- Draft harness

Bits:
- Kinds, parts and action of driving bits

Vehicle types and adaptation suitable for individuals with disabilities
- Photos of different adapted vehicles
- Compare types of vehicles from pictures
- Selection of appropriate vehicle for your horse/pony
- Two wheeled carts
- Four wheel carriages
- Easy entry
- Wheel chair accessible

Vehicle care and maintenance **(Access to vehicles needed)**
- Balance, height and weight of vehicles
- Points on buying a used vehicle

Tips on driving the Dressage test & cones

**10:00am    BREAK – MOVE TO BARN (15 MIN)**

10:15am    Putting it all together **– Candidate** Driving Lessons **(this may change time slots)**
**Mock Lesson (1 horse/ABW/header, 2 sets reins)**
- Student role playing
- Drive turnouts with **(two sets of reins)**
- Practice teaching a student with a disability (mock)

11:00am    **Practice with adapted vehicles not put to (Access to vehicles needed)**
- Develop team approach to entering ramped vehicle with wheel chair
- Role playing to use volunteers to help enter and exit vehicles
- Problem solving with different types of disabilities

**Lunch 12pm – 1pm**

**Barn Area <u>Afternoon 1pm – 3:15pm</u>:**
**1:00pm    Practice Dressage and Cones to be driven**
- (Candidates will groom/harness/put to/drive)
  - **(Need 4 horses,  4 ABWs and 4 headers)**
  - **<u>Candidates will drive; must wear helmets and gloves</u>**)
  - Put away horses, harness, and vehicles

3:00pm    **BREAK – MOVE TO CLASSROOM (15 MIN)**

**Class Room <u>3:15pm – 4pm</u>:**
3:15pm    Discussion and critiques of Dressage and Cones
- Q & A session **–** wrap up and evaluation of participant's skill assessment

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# Certification  Schedule #1

**DAY 1: Evening (Classroom): 5:00pm – 6:00pm**

*UPDATE FOR 2020: There is no longer an on-site written test. The test is administered as an online, proctored and timed exam which must be completed BEFORE candidates attend on-site testing. Please make sure to obtain proof that each candidate has successfully completed the online exam before they show up for on-site testing.*

5:00pm        Goals of the Certification
- Criteria for Evaluation of the  Participants
- Four Golden Rules of Driving
- Level I & Level II

5:45pm        **Pass out driver profiles for able-bodied intermediate drivers (Please provide profiles to the evaluators for distribution to the candidates)**

**DAY 2: Morning (Barn Area): 7:45am-12:00pm**
<u>Barn Area</u>: Please have 3 horses in and ready to go at 7:45
7:45am        Candidates turn in lesson plans
8:00am        Testing – (4) harness a horse, Ground Drive, and put to (45 min) **(3 ABW/headers)**
9:00am        Testing – Drive a Dressage Test and a cones course **(cones/balls & Dressage Letters)**
                    Testing - Put away horses, harness, and vehicles
11:00am      Testing – (4) harness a horse, Ground Drive, and put to (45 min) **(3 ABW/headers)**
                    Testing - Put away horses, harness, and vehicles

**Lunch 12:00PM – 1:00pm**
**Afternoon 1:00pm – 5:00pm**
Barn Area: (Able-bodied intermediate drivers) **(2-3 horses, 2 volunteers to be student    & 4 volunteers for ABW/heading)**
1:00pm – 1:15pm        Lesson # 1 (15 min)
1:20pm - 1:35pm        Lesson # 2 (15 min)
1:40pm - 1:55pm        Lesson # 3 (15 min)
BREAK (20 min)
2:15pm – 2:30pm        Lesson # 4 (15 min)
2:35pm – 2:50pm        Lesson # 5 (15 min)
2:55pm – 3:10pm        Lesson #6 (15 min)
BREAK (20 min)
3:30pm – 3:45pm        Lesson #7 (15 min)
3:50pm – 4:05pm        Lesson #8 (15 min)
Candidates turn in lesson evaluations 20 minutes after their lesson

4:30pm        **Pass out driver profiles for drivers with disabilities**
**5:00pm        Done for evening**

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**DAY 3: Morning (Barn Area): 7:45am-12:00pm**

Barn Area: <mark>(Drivers with disabilities)</mark> **(2 ABW/horse headers)**

7:45am          Candidates turn in lesson plans
8:00am – 8:20am          Lesson # 1 (20 min)
8:30am – 8:50am          Lesson # 2 (20 min)
9:00am – 9:20am          Lesson # 3 (20 min)
BREAK (JUST TO CHANGE TURNOUTS)
 9:35am – 9:55am          Lesson # 4 (20 min)
10:05am – 10:25am     Lesson # 5 (20 min)
10:35am – 10:55am     Lesson #6 (20 min)
BREAK (JUST TO CHANGE TURNOUTS)
11:10am – 11:30am   Lesson #7 (20 min)
11:40am – 12:00pm   Lesson #8 (20 min)
Candidates turn in lesson evaluations 20 minutes after their lesson

**Lunch 12:30pm – 1:30pm**

**Afternoon:**
3:00pm- 6:00pm          Individual exit interviews with Evaluators (15 min each)