

## PATH Intl. CTRI® Application Results Appeal Process

If an applicant is found not to meet expectations for the PATH Intl. CTRI application requirements and believe they have grounds to appeal their results, a written request for additional review of the applicant's application materials may be submitted to PATH Intl. for examination by the appeals committee. The appeal request must:

- Be submitted to PATH Intl. within 30 days of notification of the applicant's status.
- Provide explanation of how the applicant believes they met expectations for the specific application component(s) cited as not meeting expectations.
- Focus on the components cited as not meeting expectations. Any information regarding components cited as having met expectations will not be considered.

*NOTE: Resubmission is a means of appealing application results. If an applicant proceeds with application resubmission, they are not eligible to submit an appeal of their original application results.*

Applicants should focus on describing how the activities or hours reported adhere to the policies, guidance and/or examples provided in the "Application Submission Instructions" section of the CTRI Candidate Handbook **in effect on the date of their application submission.**

The PATH Intl. Appeals Committee will review the applicant's appeal materials to determine if the applicant's reported activities or hours accurately adhere to the policies, guidance and/or examples provided in the "Application Submission Instructions" section of the CTRI Candidate Handbook in effect on the date of the application submission. The appeals committee will submit their recommendations to the PATH Intl. Credentialing Council to consider and approve. **The decision(s) of the credentialing council will be considered final and will be communicated to the applicant by the appeals committee.** Please allow a minimum of 45 days to review an appeal.

### Appeal Process Steps

**Step 1:** The PATH Intl. Director of Credentialing will review the applicant's appeal materials for:

1. compliance with the above parameters,
2. completeness and clarity of information provided,
3. determination if additional information needs to be collected for the appeal to proceed and, if so, the timeframe in which it must be submitted.

If the Director of Credentialing determines that the appeal materials are insufficient or incomplete, explanation will be provided to the applicant.

**Step 2:** The PATH Intl. Credentialing Council (PICC) will review the appeal to confirm:

1. if the appeal meets parameters of this policy,
2. if the appeal should be accepted and delivered to the Appeals Committee.

If the PICC determines that the appeal can be accepted, it will be delivered to the

Appeals Committee for review.

If the PICC determines that the appeal cannot be accepted, explanation will be provided to the applicant.

**Step 3:** The appeal will be reviewed by the appeals committee to determine:

1. if the determination was conducted in accordance with expectations
2. if the applicant's explanations/materials warrant reconsideration
3. if the reconsideration overturns the applicant's overall application results.

If additional information/insight is needed in order to knowledgeably consider an appeal, the committee may enlist the assistance of an ad-hoc subject matter expert. The total number of members on the appeals committee is not to exceed four.

**Step 4:** The appeal will be reviewed and validated by the council Chair. The Chair will deliver the appeal response to the Director of Credentialing, who will deliver it to the applicant.

## PATH Intl. CTRI Video Results Appeals

If an applicant is found not to meet expectations for part III of the PATH Intl. CTRI application and believe they have grounds to appeal their results, a written request for additional review of the applicant's video assessment may be submitted to PATH Intl. for examination by the appeals committee. The appeal request must:

- Be submitted to PATH Intl. within 30 days of the date of delivery as listed on the assessment
- Provide timestamps and explanation for how the applicant believes they met expectations for the specific component(s) cited as not met in the assessment
- Focus on the components cited as not meeting expectations. Any information regarding expectations cited as have been met will not be considered.

*NOTE: Resubmission is a means of appealing certification results. If an applicant proceeds with application/video resubmission, they are not eligible to submit an appeal of their original video assessment results, nor will results of the resubmitted video be eligible for appeal.*

Applicants should focus on describing how their actions and verbal instruction DURING the video demonstrated competent knowledge, skill and ability of the components cited as not met.

Appeals may include:

- Timestamps citing direct quotes of the applicant's instruction
- Citation of the expectations as stated in the video rubric provided in the CTRI candidate handbook at the time of the applicant's video submission.

Appeals including any--or a combination--of the following will NOT be considered:

*Approved by PICC June 6, 2023*

- Additional video demonstrations
- Sensitive or confidential information about the rider or equine
- Complaints about or reference to limitations of the facility/arena selected for the filming location
- Complaints about or reference to limitations of the rider selected for the video
- Complaints about or reference to limitations of the equine selected for the video
- Complaints about a violation of the PATH Intl. Certified Professional Code of Conduct (see grievance process for appropriate avenue)

The PATH Intl. Appeals Committee will review the applicant's video assessment results and the explanations/materials provided by the applicant with their appeal request. Please allow a minimum of 45 days to review an appeal. **The decision of the appeals committee will be considered final.**

Appeals Committee Composition:

The appeal committee will be comprised of at least one of the following:

- 1) One Lead CTRI Video Assessor
- 2) One additional Lead or one Associate CTRI Video Assessor
- 3) One PICC member

If additional information/insight is needed in order to knowledgeably consider an appeal, the committee may enlist the assistance of an ad-hoc subject matter expert. The total number of members on the appeals committee is not to exceed four.

# PATH Intl. CTRI Application Results Appeal Request Form

(To be filled out by the applicant)

*NOTE: If you are appealing your video assessment results, you complete this form AND the form on the next page to submit with your appeal request materials.*

Applicant's Full Name: \_\_\_\_\_

PATH Intl. Member/Certificant ID: \_\_\_\_\_

Application Submission Date: \_\_\_\_\_

To the applicant:

Please fill out the following table OR provide a letter including, at a minimum, the information requested in the below table. Note that additional information and/or clarification may be requested before your appeal can be accepted or reviewed.

<b>Part of Application</b> (specify option A or B as applicable)	<b>Explanation of how applicant believes the evidence/documentation aligns with the parameters for the part</b>
I, Option:	
II, Option:	
III	
IV, Option:	
V	

**I understand and agree that all materials submitted as part of my appeal will become the property of PATH Intl. upon submission.** \_\_\_\_\_  
(initials)

**I understand that appeals take a minimum of 45 days to be reviewed from the date that I provide all of the required information.** \_\_\_\_\_  
(initials)

**I understand that failure to provide additional information or clarification by the date requested may result in my appeal taking longer than 45 days to review.** \_\_\_\_\_  
(initials)

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

Date of Appeal Request Submission: \_\_\_\_\_

# PATH Intl. CTRI Video Results Appeal Request Form

(To be filled out by the applicant)

Complete this form, in addition to the general appeal request form on the previous page, if you are appealing your video assessment results.

Applicant's Full Name: \_\_\_\_\_

PATH Intl. Member/Certificant ID: \_\_\_\_\_

Video Submission Date: \_\_\_\_\_

To the applicant:

Please fill out the following table OR provide a letter including, at a minimum, the information requested in the below table. Note that additional information and/or clarification may be requested before your appeal can be accepted or reviewed.

<b>Assessment Component #</b> (one per row; add additional rows as needed)	<b>Element(s) of component cited as not met</b> (for example "the what", "the how", "the why", etc.)	<b>The specific instruction/communication given to the rider that demonstrated competency of the element(s) or component scored as not meeting expectations</b>	<b>Timestamp in video</b>

**I understand and agree that my name and those of anyone else introduced in my video will be known to the PATH Intl. Director of Credentialing, the PATH Intl. Credentialing Council and the PATH Intl. Appeals Committee as part of my appeal materials.** \_\_\_\_\_

*(initials)*

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

Date of Appeal Request Submission: \_\_\_\_\_