

SUMMARY OF UPDATES TO THE PATH INTL. CTRI® APPLICATION REQUIREMENTS AND EXAM ADMINISTRATION POLICIES FOR 2025

This is NOT an exhaustive list of the resources, requirements and policies relevant to the CTRI certification process. Applicants are expected to review the CTRI candidate handbook and [CTRI webpage](#) in their entirety to be aware of all applicable policies and procedures.

1. No set application deadlines - effective immediately

- ✓ Applications accepted year-round

While there will no longer be set application deadlines, when mapping out their certification timeline, applicants should expect:

- 60 days from the date of their application submission to receive notification of whether their application has been approved.
- A minimum of 72 business hours between receiving their application approval and registering for an exam appointment. Approved applications are accompanied by an invoice for the CTRI certification exam fee. The exam fee must be paid before an Authorization to Test letter will be issued. Processing of exam fees and enrollment with PearsonVUE typically takes 3 business days following receipt of payment. Issuance of an Authorization to Test letter with information to register for the exam takes place within 4 business days after that.
- The earliest available exam appointments will be two to four weeks from the date of exam registration.
- A minimum of 90 days between the date of their application submission and the date they sit for the CTRI exam.
- All of the above time frames will apply to initial application AND subsequent reapplications. All applications received, even if they include previously submitted documentation, are reviewed in detail to ensure quality assurance of the application review process.

2. Updated application requirements - effective January 1, 2025

- ✓ Parts I, II and IV of the CTRI application no longer have two options to fulfill requirements.

The requirements for parts I, II and IV of the CTRI application are:

- PART I: Documentation of thirty (30) hours of acceptable equine handling experience. Acceptable experience includes paid or volunteer time demonstrating well-established equine management and handling skills in activities supervised by a PATH Intl. Certified Professional or as assessed by a representative of a recognized equestrian organization. These hours CANNOT include hours or activities also reported for parts II, III, IV or V.
- PART II: Demonstrated competence of the two-part equine management skills checklist as verified by a PATH Intl. Certified Professional or a PATH Intl. Higher Education Member representative with a minimum of 120 cumulative career hours of experience in equine management. Competence for PART B of the checklist may also be demonstrated through evidence of successful completion of an equine-related course of study, certificate program(s), course(s) or certification(s). The activities completed as part of this checklist CANNOT include hours or activities also reported for parts I, III, IV or V.
- PART IV: Documentation of twenty-five (25) hours of paid or volunteer experience directly interacting with individuals with special needs (cognitive, physical and/or behavioral) in a school, disability-centric organization, residential facility or therapeutic services setting. These hours CANNOT include hours of interaction with individuals to whom the applicant is related, nor activities also reported for parts I, II, III, or V.

The application requirements for parts III and V remain unchanged:

- PART III: Twenty (20) minute video demonstrating instruction and communication of riding skills to a rider of the applicant's choosing through a prescribed riding pattern. Applicants should refer to the Part III Video Preparation and Self-Assessment Activity and the extensive expectations rubric on pages 46-53 of the candidate handbook to prepare for their video. The applicant's instruction must take place in 20 consecutive minutes. Applicants should bear in mind that if their instruction of the dismount is not included in the first 20 minutes of instruction, they cannot successfully meet expectations for part III.
- PART V: Documentation of twenty-five (25) total hours of experience teaching mounted therapeutic riding under the supervision of a PATH Intl. Certified Therapeutic Riding Instructor with at least 120 hours of experience teaching therapeutic riding lessons. The 25 hours must include:

- A minimum of thirteen (13) hours teaching therapeutic riding to groups of two or more riders
 - A minimum of three (3) hours teaching therapeutic riding to groups of two or more riders utilizing three volunteers per rider
- A maximum of twelve (12) hours teaching individual/private therapeutic riding lessons
- One lesson must include practice of emergency dismounts

IMPORTANT: Previous versions of the CTRI application paperwork/forms will NOT BE ACCEPTED after December 31, 2024. Starting January 1, 2025, only the updated forms will be accepted, [including information and signatures provided by supervising instructors/professionals](#).

3. Year-round testing - effective January 1, 2025

- ✓ The CTRI certification exam will be administered year-round, eliminating quarterly testing windows.

The parameters to establish CTRI exam eligibility remain:

- Applicants should submit their application materials NO LESS than 90 days prior to their desired test date.
- Applicants requesting testing accommodations should allow 60 days for review of the request. If an accommodation request is submitted AFTER application materials are submitted then the testing day may take place more than 90 days after the date of their original application submission. Candidates needing testing accommodations will be provided with a specialized schedule of available exam appointments in accordance with the approved accommodation(s).
- The full certification exam fee must be received by PATH Intl. before the candidate can receive an authorization to test letter. An exam appointment (including retakes) may be scheduled after the candidate receives an authorization to test letter. Candidates should allow 3 business days following payment for the certification exam to receive an authorization to test letter and, in general, can expect to secure an exam appointment within 4 business days of completing payment for the certification exam.

4. Exam retake policies - effective January 1, 2025

- ✓ Candidates may take the exam no more than 3 times while in possession of a valid Authorization to Test letter, with waiting periods in between exam attempts being enforced.
 - This will equate to a maximum of three attempts on the exam over a one-year period, starting from the date of application approval.
 - The following waiting periods will apply for exam retakes:
 - Second attempt: 30 days from date of initial exam administration
 - Third attempt: 60 days from date of second exam administration

5. Reasonable accommodation requests - effective January 1, 2025

- ✓ CTRI candidates must complete certification testing under the same parameters by which it was begun.
 - Accommodations for the certification exam will only be considered and granted BEFORE the initial exam attempt. Accommodations for the certification exam will not be considered following an attempt at the exam.

The following policies remain unchanged:

- Accommodation requests for the certification exam must be received by PATH Intl. 90 days prior to the intended date of initial testing.
- Accommodation requests may take up to 60 days to review and approve. The review period will begin once [ALL required forms](#) have been received by PATH Intl.
- Note that accommodation requests for a paper-based exam, private room and/or reader or interpreter can take up to 120 days to arrange once the accommodation is granted.

6. Updated candidate resources:

- ✓ [CTRI Candidate Handbook](#)
[Part III Video Preparation and Self-Reflection Activity and](#)
[Part III Video Assessment](#)

Contact the PATH Intl. Credentialing Department at CTRICertification@pathintl.org with any questions about these updates.