



PATH Intl. Driving Level 1 CERTIFICATION CANDIDATE HANDBOOK

**We are thrilled you are interested in
pursuing the PATH Intl. Driving Level One Certification!
We look forward to helping you achieve your certification goals.**

Please Note: Before pursuing certification, please read this handbook in its entirety to ensure you understand all requirements for certification before you proceed.

certificationrequirements@pathintl.org | www.pathintl.org

THERAPEUTIC DRIVING INSTRUCTOR

A PATH Intl. Therapeutic Driving instructor must demonstrate basic competency in equine management, horsemanship, driving instruction, teaching methodology and disabilities. They are safety oriented, capable of teaching basic driving skills, have knowledge of disabilities, know parts of the harness, their purpose, and proper fit to the equine, can ground drive and have knowledge of vehicles and their maintenance. PATH Intl. Therapeutic Driving instructors have at least 200 hours driving experience in a turnout and have driven with two or more different equines.

A PATH Intl. Therapeutic Driving instructor should be able to complete the following tasks:

- Conduct an effective, safe and basic driving lesson to individuals with disabilities
- Instruct basic ring figures and arena patterns
- Create lesson plans before and notes following the lesson
- Set participant goals
- Manage volunteers
- Identify basic horse body language and communication
- Manage equine behavior within a lesson setting
- Properly fit equipment to equine and participant
- Manage basic behavioral issues with equines and riders
- Identify and correct basic student and equine issues during a lesson
- Respond to emergencies (e.g., emergency dismounts, basic horse first aid issues)

With what may a PATH Intl. Therapeutic Driving instructor require assistance from other EAS professionals?

- Adapting tack to meet complex needs
- Conducting an intermediate driving lesson
- Mount and dismount non-ambulatory individuals with disabilities (e.g., wheelchair mount/dismount with or without a lift)
- Managing complex or severe behavioral issues with equines and students
- Identifying areas for self-improvement within lessons

With what tools should a PATH Intl. Therapeutic Driving instructor be familiar?

- Driving harnesses
- Vehicles and their maintenance
- Ground driving equipment
- Mobility and language assistive devices
- Mounting and dismounting equipment (e.g., ramps, blocks)
- Digital note-taking programs
- Progress tracking scales/measurement tools
- Disability-related resource materials

In what environments should a PATH Intl. Therapeutic Driving Instructor be comfortable?

- All equine-related facilities and venues

What is a PATH Intl. Therapeutic Driving instructor NOT expected to know/do?

- Demonstrate or instruct advanced driving skills
- Provide therapy (physical, emotional, educational)
- Manage an EAS program or center



PATH Intl. Driving Level 1 Certification

STEPS TO CERTIFICATION

THE PATH INTL. ON-SITE WORKSHOP AND CERTIFICATION PROCESS

This multi-step educational process is composed of two phases and culminates in a PATH Intl. Driving Level I certification event. Completion of all components in both phases helps applicants prepare for PATH Intl. Driving Level I instructor certification.

PHASE 1 REQUIREMENTS: WORKSHOP PREREQUISITES

- Hold a current PATH Intl. Professional Level Member
- Be 21 years of age or older
- Purchase Driving Level 1 Certification Application and Student Manual
- Submit completed Driving Level I Instructor Application
- Submit an accommodation request (if applicable)
- Obtain adult & child CPR and first aid certifications (100% online courses accepted)
- Successfully complete the PATH Intl. Standards course and exam (valid for one year)
- Successfully complete the PATH Intl. online Driving Disabilities Course

continued on next page

PHASE 1 REQUIREMENTS: CERTIFICATION PREREQUISITES

- Submit a completed Driving Instructor Equine Management Skills Checklist
- Have completed at least ONE of the following 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
- Have a minimum of 25 hours teaching driving to able-bodied students
- Have a minimum of 200 hours experience driving 2 or more different equines in a single turnout at different times, including 25 hours of receiving lessons (private, group or clinic) or being directly supervised by a driving instructor while driving – these hours can come from any time in your career
- Have a minimum of 25 hours working with individuals with disabilities if the candidate is not already a current PATH Intl. Certified Therapeutic Riding Instructor. These hours must be supervised by a PATH Intl. Certified Professional holding current certification appropriate for the type of activities being conducted (riding, driving, vaulting etc.).
- Complete a driving instructor background form
- Receive a personal reference and a professional reference form

DOCUMENTATION OF DRIVING AND TEACHING HOURS: Please use the forms included with this handbook for documenting all required hours. If the candidate is not a current PATH Intl. Certified Therapeutic Riding Instructor, hours documenting instruction of individuals with disabilities without the signature of the supervising PATH Intl. Certified Instructor will not be accepted. Please note: It is the candidate's responsibility to ensure they are working with a PATH Intl. Certified Instructor **in good standing**. This means that the supervising instructor must be current at the time all 25 hours take place.

PHASE 2: ONSITE

Attend a PATH Intl. Driving Level I on-site workshop and certification event at a PATH Intl. Premier Accredited Center

To complete level I certification, candidates must attend an on-site PATH Intl. Driving Level I workshop and certification event at a PATH Intl. Premier Accredited Center. Candidates will be evaluated based on the PATH Intl. Driving Instructor criteria. Candidates must be found to meet criteria in each component below in order to achieve PATH Intl. Driving Level I Instructor status.

COMPONENT 1: Knowledge of equines, harnesses and vehicles (on-site testing)

Candidates are assigned one equine and given 45 minutes to demonstrate the following:

- Grooming
- Harnessing
- Ground driving
- Putting to and unhitching the equine

COMPONENT 2: Driving skills (on-site testing)

Candidates are assigned an equine/carriage to drive through a dressage test and a cones course.

COMPONENT 3: Instruction of an able-bodied driver (on-site testing)

Candidates will be asked to teach one of the four driving skills listed below, to an able-bodied driver in 15 minutes.

The lesson plan will need to be prepared before the start of the certification and handed to the evaluators the morning of day 1 of the workshop, based on the skill the candidate would like to teach. The host site will provide the headers, ABWs, turnouts and able-bodied drivers who are capable of learning all four skills.

- Figure 8 walk/trot
- Serpentine walk/trot
- Change of diagonal walk/trot
- 40-meter circle walk/trot

If a candidate does not pass components 3 and/or 4—particularly for safety awareness reasons— they may not be allowed to complete component 5.

COMPONENT 4: Instruction of a driver with a disability (on-site testing)

Candidates will be asked to teach a 20-minute lesson, including entering and exiting the vehicle from the ground, to a driver who has a disability. The lesson plan the candidate prepares based on the equine/carriage assignments and driver profiles given to each candidate on day 1, will need to be given to the evaluators prior to the start of the lesson. The candidate may teach a skill of their choice that shows skill progression based on the driver profile provided to them.

ONSITE CERTIFICATION RESULTS

Upon the completion of the on-site certification, candidates will be notified of their results by the evaluators. Candidates will receive an instructor summary sheet and comment sheet defining whether or not criteria were met for each component. These documents are provided as proof of successful or unsuccessful completion of the certification components. Candidates must complete all requirements, including their final exam, before certification is official.

IMPORTANT: Candidate on-site certification results are NOT official until the candidate receives formal documents from PATH Intl. After the certification event, the results are sent to PATH Intl. to be processed. PATH Intl. is not able to discuss the details of a candidate's certification status or resubmission options prior to processing the results.

RESULTS NOTIFICATION FROM PATH INTL.

Formal notification of certification results will be sent to the candidate by PATH Intl. within 45 business days after the completion of the certification. Please refrain from contacting PATH Intl. regarding certification status until after receiving a formal notification from PATH Intl. that your results have been processed.

Depending on certification results, candidates can expect one of the following notifications from PATH Intl.:

CANDIDATES WHO ARE FOUND TO MEET CRITERIA FOR ALL COMPONENTS:

Candidates will receive formal notification and an instructor certificate from PATH Intl. within 45 business days after the certification. Annual compliance or certification maintenance requirements must be adhered to in order to maintain instructor status.

CANDIDATES WHO ARE FOUND NOT TO MEET CRITERIA ON ONE OR MORE COMPONENTS:

Candidates will receive an official letter from PATH Intl. within 45 business days after the certification is complete outlining resubmission options for the component(s) not meeting criteria. **A copy of this letter is required to be eligible for resubmission.** All candidates found not to meet criteria must attend another on-site certification to complete resubmission. Resubmission must be successfully completed before a candidate can achieve certification.

PHASE 3: ONLINE DRIVING LEVEL 1 EXAM (AFTER attending onsite certification event)

Candidates are given 90 minutes to complete a multiple-choice question, computer-based/online, exam on concepts key to PATH Intl. Driving Level I Instructor criteria. A 90% score is required in order to pass this exam. A \$50 fee will apply each time the test must be retaken.

ANNUAL COMPLIANCE:

Compliance requirements must be submitted to PATH Intl. annually on the date of membership renewal (determined by the date membership was established), not the certification date. If you are a CTRL holder, as well, then you will submit compliance information every two years. Please contact the PATH Intl. Credentialing Department with questions.

ACCOMMODATIONS:

An accommodation is an adjustment or an adaptation of a component or components of the 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 our website at pathintl.org 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.* For more information, please contact the PATH Intl. office.

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

INSTRUCTOR APPLICATION REFUND POLICY

PATH Intl. Instructor Certification Applications will only be refunded if a written request is made via email to the PATH Intl. Certification Department, Please send all requests to certificationrequirements@pathintl.org The written request must be received by the PATH Intl. office within 5 business days of the received date of the application. Please include in the written request: name, member number, address, phone number and reason for refund. If the on-line courses have already been accessed, a refund will not be given. Refunds will be issued in the original form of payment. If a credit card is not available for credit, a check will be issued for the refunded amount.

Merchandise or materials purchased with the Instructor Application submission, will be considered under the Returns/Refund policy. PATH Intl. Membership is non-refundable; please see the Memberships refund policy on the PATH Intl. website, www.pathintl.org.

RECOMMENDED MATERIALS

PATH Intl. Standards for Certification and Accreditation (current edition) – May be ordered via the online PATH Intl. store (www.pathintl.org). PATH Intl. members may download the manual for free from their PATH Intl Member Portal of the PATH Intl. website at www.pathintl.org.

PATH Intl. Instructor Educational Guide (2019 edition). Available from PATH Intl. (800) 369-7433 or via the online PATH Intl. store (www.pathintl.org).

PATH Intl. Driving Instructor Workshop Manual (current edition) – Will be purchased with your Driving Level 1 Application and will be available as a download in your PATH Intl. Member Portal

Certified Horsemanship Association Composite Horsemanship Manual, available from CHA. Call Certified Horsemanship Association at (859) 259-3399 or Toll Free (800) 399-0138 or order at the website <http://www.chaahse.org>.

American Driving Society Rulebook, 29th edition (2021), American Driving Society, Inc.

The Essential Guide to Carriage Driving (2003), Winkel, Jaye-Allison & Cuffey, Robyn. Portland, ME. Available from the American Driving Society.

Drive Smartly — Drive Safely: A Carriage Association of America Information Booklet. Carriage Association of America, 1985.

The United States Pony Club Manual of Horsemanship: Basics for Beginners / D Level (2nd edition), Harris, Susan E.

VIDEOS:

Therapeutic Carriage Driving

https://youtu.be/oCUrD_1z5ZY

1

ALL PREREQUISITES MUST BE COMPLETED PRIOR TO RECEIVING ACCESS TO ATTEND AN ON-SITE WORKSHOP AND CERTIFICATION TESTING EVENT

DRIVING LEVEL

1 WORKSHOP

PREREQUISITES:

- Be 21 years of age or older
- Be a PATH Intl. Professional Member
- Submit Driving Level I Instructor Application
- Submit accommodation request (if applicable)
- Submit Adult & Child CPR and First Aid certifications
- Complete the online standards course and exam (score valid for 1 year)
- Complete the PATH Intl. online Driving Disabilities Course

CERTIFICATION PREREQUISITES:

- Submit Driving Instructor Equine Management Skills Checklist
- Have completed ONE of the following in the **last 2 years**:
 - 2 public driving clinics
 - 6 hours of private driving lessons (cannot be counted for other hours)
 - 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
- Minimum of **25** hours teaching driving to able-bodied students
- Minimum of **25** hours working with individuals with disabilities (if not already a PATH Intl. Certified Riding Instructor)
- Have a minimum of **200** hours experience driving 2 or more different equines in a turnout
- 25 hours of receiving lessons (private, group or clinic) or being directly supervised by a qualified instructor while driving
- Complete: Personal and Professional Reference Forms
- Complete: Self Evaluation
- Complete: Driving Instructor Background

2



PATH
INTERNATIONAL

DRIVING LEVEL 1 ROADMAP

NOTE: This diagram is intended to be a general checklist/overview of the application and certification process.

Please thoroughly review this booklet for details on each component with the process.

3

ON-SITE TESTING PHASE

- Attend a PATH Intl. Driving Level I workshop and on-site certification event.
- Complete the online Driving Instructor exam.

Reminder:
Renew Certification Annually



PATH Intl. Driving Level 1 Certification CERTIFICATION APPLICATION

Please type or print clearly in ink. Please use the form provided.

Candidate First Name: _____ Candidate Last Name: _____

PATH Intl. Member ID # _____

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

Phone: _____ Email: _____

Please complete entire checklist:

- I am at least 18 years of age
- I have submitted my current adult and child CPR/First Aid Card
- I am a current PATH Intl. Professional Level Member
- OR
- I am not a current PATH Intl. member. I have filled out the Professional Membership application and included the appropriate fees.
- I have enclosed the Driving Instructor Level I Application fee of \$125
- I have enclosed the Driving Instructor Level 1 Workshop Student Manual fee of \$75 (*once paid, the manual is available to download in your PATH Intl. Member Portal*)
- 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

- I have carefully read and fully understand the policies and procedures that are laid out in this application booklet.**

I wish to pay by (select one): Online invoice (payable via pathintl.org) Check (make payable to PATH Intl.)

Signature: _____ Date: _____
Candidate Signature

TOTAL AMOUNT BEING REMITTED TODAY* \$ _____.

Please submit your completed application to PATH Intl. via email at **certificationrequirements@pathintl.org**.



EQUINE MANAGEMENT SKILLS CHECKLIST

Candidate First Name: _____ Candidate Last Name: _____

PATH INTL LEVEL 1 EQUINE MANAGEMENT CHECKLIST		
Breed/Color/Marking/Parts of the Equine (General Section)	Name and Signature	Date
Identify an equine by: age,color, markings, breed characteristics, height and weight		
Describe and identify the parts of an equine		
Equine Sense and Behavior (Driving Specific Section)		
Describe the characteristics of the senses of the equine		
Identify the characteristics of equine behavior		
Identify stable vices including; cribbing, weaving, biting & kicking, chewing wood etc.		
Describe how the senses of the equine and equine behavior affect the safety of the driving setting (inside and outside of the arena), student, ABW, volunteers and the instructor. What can happen?		
Feeds and Feeding (General Section)		
Know feed requirements of the equine including, hay, salt, minerals, grains, supplements, feeding intervals and water		
Know and recognize signs of poor-quality feed		
Know the pros and cons of round bales and traditional hay bales		
Know the parameters of a safe turnout on grass		
Stable Management (General Section)		
Know and identify potential stall/barn hazards		
Know manure handling methods for sanitary conditions in stall and turnout areas		
Know the pros and cons of different bedding materials		

Identify appropriate protection methods including; shelter, fly masks, bonnets, fly sheets, fly repellents and blankets		
Health and Sickness (General Section)		
Identify the normal range for equine vital signs and how to take them; temperature, pulse, respiration (TPR)		
Describe first aid treatment for wounds		
Describe equine health programs for; deworming, vaccination, hoof care, teeth care		
What is a Coggins Test? Does an equine need to have one and why?		
Know and recognize if an equine is sound/unsound		
Know and recognize the signs of good health, colic, rabies, thrush, laminitis, hoof abscesses, poison ingestion, weight loss, Cushing's, insulin resistance, choking, nasal discharge, hives, rain rot		
Grooming (General Section)		
Identify and explain the use of the grooming tools including: curry comb, mane and tail comb, hard brush, soft brush, shedding blade, hoof pick, sponges and sweat scraper		
Know how and why to clip an equine for maintenance including: bridle path, mane, fetlocks, full/partial body clip		
Know how to give an equine a bath and what products to use, if any		
Know how to cool an equine down following a work session		
Form and Function (General Section)		
Describe equine conformation and how it can affect the equine's ability to work		
Driving Harness and Vehicles (Driving Specific Section)		
Know and identify the various parts of the driving harness		
Know and demonstrate how to properly fit a driving harness		
Know and explain the differences between the breast and neck collar. Explain (or show) how to determine if a neck collar is properly sized to an equine		
Know the differences and uses of a work harness, combined driving harness, pleasure driving harness		
What constitutes a turnout?		
Know and describe the basic types of vehicles used in driving		

Know and explain the basic parts of two and four wheel driving vehicles, what to look for prior to putting to and necessary maintenance for the vehicle		
Know and demonstrate harness cleaning, care and maintenance. Know and describe what you are looking for as you inspect a harness		
Know and describe the pros and cons of the most commonly used driving bits, specifically: liverpool, post (butterfly), buxton, half spoon, military (elbow), snaffle, gig		
Describe what determines if a vehicle is the proper size to be used with a specific equine		
Know how to harness and put to safely		
Know the 4 Golden Rules of Driving		
Driving Equine Selection and Training (Driving Specific)		
Demonstrate how you will educate your volunteers or staff in the use and care of the equipment in your driving program		
Know and describe the basic types of vehicles used in driving and explain which types are best used in a therapeutic driving program and why they are appropriate for use		
Know and explain the characteristics that an equine must possess to partner as a therapeutic driving equine		
Know how to train the therapeutic driving equine to accept various aides that your student may require to drive; for example, mounting blocks adjacent to a vehicle, dual lines, wheel chairs, walkers, canes, different onboarding procedures, game materials, etc.		
Recognize the need for an Equine Conditioning and Maintenance program for your Therapeutic Driving Equines. Record keeping of lunging, schooling, injuries, vet care, farrier visits and program usage		

I, _____, verify that _____ can competently perform all the items on the above checklist.
(PATH Intl. Certified Driving Professional's Printed Name) (Candidate's Printed Name)

*PATH Intl. Certified Driving Professional's Signature: _____ Date: _____

I, the candidate, have confirmed that the PATH Intl. membership AND certification of the PATH Intl. Certified Driving Professional signing off on this form are current.

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

Candidate Signature: _____ Date: _____

*A PATH Intl. Certified Driving Professional is defined as a professional who holds a current PATH Intl Driving Level I or II certification
Please submit your completed application to PATH Intl. via email at certificationrequirements@pathintl.org.



PATH Intl. Driving Level 1 Certification
DOCUMENTATION
CLINICS, PRIVATE DRIVING LESSONS OR COMPETITION

Please use this form to document participation in a minimum of **ONE** of the activities below within the last two years.

Candidate Name: _____ PATH Intl. Member ID _____

2 public driving clinics (please list events and dates):

_____ Date: _____

_____ Date: _____

6 hours of private lessons (please list):

Date	Location/Organization	Equine Name(s)	# of Hours

Competition in 1 sanctioned arena driving trial at the preliminary level (please list event and date):

_____ Date: _____

Competition in 1 sanctioned combined driving event at the preliminary level (please list event and date): :

_____ Date: _____

Competition in 1 sanctioned pleasure or breed show in the driving division (please list event and date):

_____ Date: _____

Competition in harness racing or distance driving (please list event and date):

_____ Date: _____

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

Instructor Candidate's Signature: _____ Date: _____

Candidate: Please submit this form to PATH Intl. as part of your Phase One Requirements
Email to certificationrequirements@pathintl.org.



PATH Intl. Driving Level 1 Certification
DOCUMENTATION-EXPERIENCE HOURS
 INDIVIDUALS WITH DISABILITIES

If you are not already a current PATH Intl. Certified Therapeutic Riding Instructor: Please use this form to document a minimum of 25 hours working with individuals with disabilities. These hours must be supervised by a PATH Intl. Certified Professional holding the certification for the type of lessons being provided (riding, driving, etc.).

Additional forms may be used for additional hours.

Candidate Name: _____ PATH Intl. Member ID _____

DATE	LOCATION/ ORGANIZATION	DISCIPLINE (Riding, Driving, etc.)	# OF STUDENTS	CERTIFIED PROFESSIONAL'S NAME AND PATH INTL. MEMBER # (required)	# OF HOURS
TOTAL					

I, _____, verify that _____ has practiced emergency response procedures, including demonstration of an emergency dismount.

I have confirmed that the certification of the PATH Intl. Certified Professional(s) signing off on this form is current and acknowledge this form is not valid without the Certified Professional's member ID(s).

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

Instructor Candidate's Signature: _____ Date: _____

PATH Intl. Certified Professional's Signature(s): _____ Date: _____

_____ Date: _____

Candidate: Please submit this form to PATH Intl. as part of your Phase One Requirements
 Email to certificationrequirements@pathintl.org.



PATH Intl. Driving Level 1 Certification

PERSONAL REFERENCE

This reference must be different from the Professional Reference and should NOT be related to the candidate. Please type or print clearly in ink. Please attach extra sheets if needed.

Candidate's Name: _____ Reference's Name _____

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

Profession: _____ Phone: _____ Email: _____

In what capacity does the reference know the candidate?

How many hours of driving instruction has the candidate completed?

Evaluate the candidate's knowledge of equines and horsemanship:

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

Evaluate the candidate's driving skills:

Reference Signature: _____ Date: _____

Candidate: Please submit this form to PATH Intl. as part of your Phase One Requirements
Email to certificationrequirements@pathintl.org.



PATH Intl. Driving Level 1 Certification PROFESSIONAL REFERENCE

**This reference must be different from the Personal Reference and should NOT be related to the candidate.
Please type or print clearly in ink. Please attach extra sheets if needed.**

Candidate's Name: _____ Reference's Name _____

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

Profession: _____ Phone: _____ Email: _____

In what capacity does the reference know the candidate?

How many hours of driving instruction has the candidate completed?

Evaluate the candidate's knowledge of equines and horsemanship:

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

Evaluate the candidate's driving skills:

Reference Signature: _____ Date: _____

Candidate: Please submit this form to PATH Intl. as part of your Phase One Requirements
Email to certificationrequirements@pathintl.org.



DRIVING INSTRUCTOR BACKGROUND

Candidate Name: _____ Candidate Last Name: _____

PATH Intl. Member ID # _____

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

Phone: _____ PATH Intl. Center Affiliation: _____

Are you a licensed therapist? PT: _____ OT: _____ Other Therapist: _____

EQUESTRIAN BACKGROUND

Number of years riding: _____

Number of years driving: _____

Number of years giving riding instruction: _____

Number of years giving driving instruction: _____

Type of instruction: _____

Riding experience: _____

Driving experience: _____

25 hours must have been with an instructor or taught at a clinic offered to the public, letter of proof included

Total number of equines: _____ # of ponies: _____ # of draft: _____ # of minis: _____ # of other: _____

List types of vehicles: _____

Type of driving (circle all that apply): ring, road, fields, wagons, trains, pleasure drives, pleasure shows, CDE, arena, trials, harness racing, rental, hacks, coaching, demonstration, other please list: _____

For those circled above please complete the following (use back of form if more room is required):

What type of driving: _____

Number of years driving: _____

Number of times per week: _____

Approximate amount of time of each session: _____



DRIVING INSTRUCTOR BACKGROUND (CONT.)

EXPERIENCE TEACHING RIDERS/DRIVERS WITH DISABILITIES

Do you work with individuals who possess any of the following disabilities? Check all that apply.

	RIDING	DRIVING	OTHER
Cognitive Disabilities			
Learning Disabilities			
Communication Impairments			
Visual Impairments			
Hearing Impairments			
Emotional Impairments			
Autism			
Down Syndrome			
Cerebral Palsy			
Multiple Sclerosis			
Muscular Dystrophy			
Brain Injury/Head			
Trauma Spina Bifida			
Stroke/CVA			
Post-Polio			
Other			

PROFESSIONAL INFORMATION

Professional certifications/qualifications/licenses held: _____

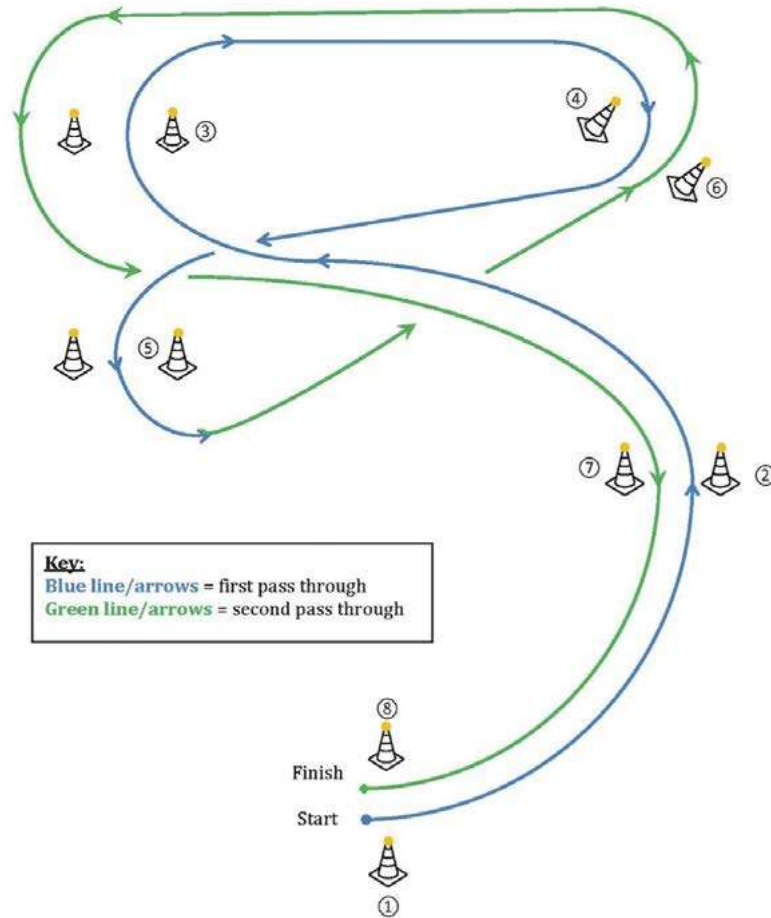
Professional organizations of which you are a member: _____

Articles/books/lectures you have done: _____

Candidate's Printed Name: _____

Candidate's Signature: _____

Candidate: Please submit this form to PATH Intl. as part of your Phase One Requirements
Email to certificationrequirements@pathintl.org.



Note: This is an example of how the cones course can be set up. Positioning of the course in the testing arena, number of gates and materials used to demarcate the course may vary based on the host site's resources.

The American Driving Society
TRAINING LEVEL TEST 4 (1994)

**AMENDED FOR USE BY
 PATH INTL. DRIVING INSTRUCTOR
 CERTIFICATION**

GAITS AND MOVEMENTS

Working walk
 Free walk on long rein
 Working trot
 Halt through walk
 Rein back
 40m circle

INSTRUCTIONS

Transitions are made through the walk. Longitudinal stretch and moderate lateral bend are required.

MOVEMENT	TEST	DIRECTIVE IDEAS	MAX PTS	POINTS	REMARKS
1	A X	Enter working trot Halt, salute	Straightness on centerline, balance in transition, quality of halt	10	
2	X C C to E	Proceed working trot Track left Working trot	Transition, quality of trot and turns at C & H	10	
3	E E to A	Circle left 40m. Working trot	Quality of trot & figure, consistent rhythm, suppleness	10	
4	A F to X X	Working walk Free walk on long rein Working walk	Balance in transition & quality of walk, length of frame & stride, relaxation, rhythm	10 x 2	
5	Bot. X & H H to B	Develop working trot Continue working trot	Quality of transition and trot	10	
6	B B to A	Circle right 40m. Working trot	Quality of trot & figure, consistent rhythm, suppleness	10	
7	A	Down centerline	Quality of trot, straightness, rhythm	10	
8	X X	Halt 3 to 5 sec. Rein back 2 to 4 steps Proceed at working walk	Quality of transition, obedience, relaxation, willingness to step back	10	
9	X to G G	Working walk Halt, salute	Straightness, rhythm, obedience & relaxation in halt	10	

LEAVE ARENA AT WORKING TROT

COLLECTIVE REMARKS

GAITS	Freedom and regularity. If team or pair: maintenance of even pace and equality of work.	10 x 2		
IMPULSION	Desire to move forward. Elasticity of steps. Relaxation of back. Engagement of hindquarters.	10 x 2		
SUBMISSION	Acceptance of the bit. Correctness in lateral bend. Attention and confidence. Calmness, lightness and ease of movements.	10 x 2		
DRIVER	Use of aids, handling of reins, whip and voice. Driver's position.	10 x 2		
PRESENTATION	Appearance of driver and grooms: cleanliness, fitness, matching, and condition of horses, harness and vehicle	10		

Points

10 Excellent
 9 Very Good
 8 Good
 7 Fairly Good
 6 Satisfactory
 5 Marginal
 4 Insufficient
 3 Fairly Bad
 2 Bad
 1 Very Bad
 0 Not Executed

Errors

Error in course or groom dismounting:
 1st incident = 5 points
 2nd incident = 10 points
 3rd incident = Elimination
 Disobedience:
 1st incident = 5 points
 2nd incident = 10 points
 3rd incident = Elimination

Maximum Points: 220

Total points given: _____

Factor: x 0.727 _____

Factored points: 160 minus _____ = _____ Penalties
 + _____ Errors



SELF-EVALUATION

Please attach extra sheets if needed.

Candidate Name: _____ PATH Intl. Member ID #: _____

1. Please describe your current driving activity and skills including equines, vehicles, and number of sessions:

2. How many hours of driving instruction have you completed?

3. What are your goals for driving (why do you drive)?

4. What do you consider your strengths and weaknesses in yourself and driving?

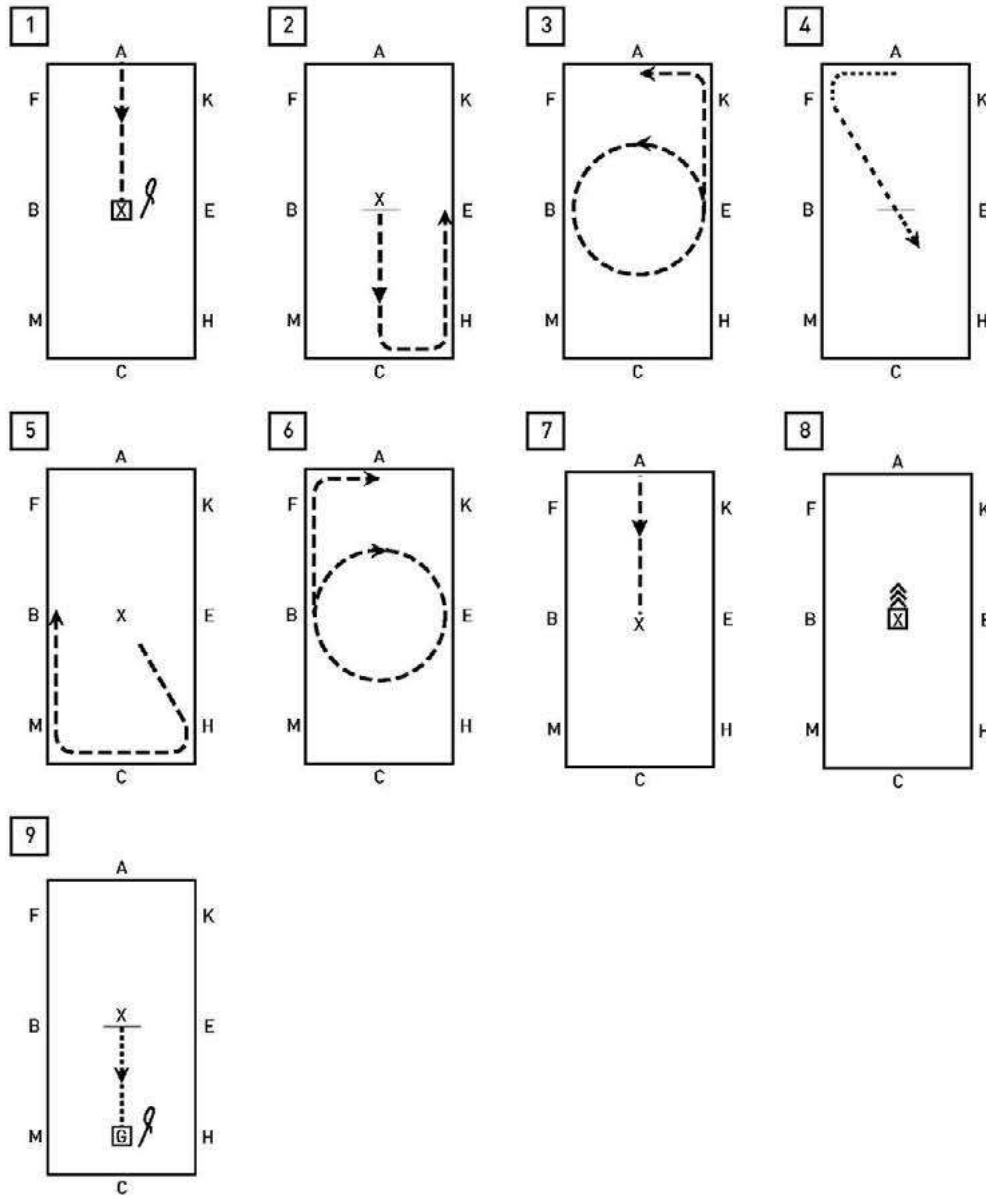
5. What are you doing to improve your driving skills?

6. Evaluate your knowledge of equines and horsemanship:

7. Evaluate your understanding of individuals with disabilities and driving (please attach extra sheets if needed):

Candidate: Please submit this form to PATH Intl. as part of your Phase One Requirements
Email to **certificationrequirements@pathintl.org**

The American Driving Society
TRAINING LEVEL TEST 4 (1994)
AMENDED FOR USE BY
PATH INTL. DRIVING INSTRUCTOR
CERTIFICATION



PURPOSE

To establish that the correct foundation is being laid for the training of the driving horse requiring the green horse to move freely and energetically forward in a steady rhythm in the working walk and the working trot, while accepting the bit with relaxation, through transitions and 40 meter circles. Increased engagement of the hindquarters (impulsion) cannot be expected yet. This level is also intended to encourage the inexperienced driver.

CONDITIONS

40 x 80 meter arena
 Average driving time: 7 minutes



PATH Intl. Driving Level 1 Certification

CERTIFICATION

CANDIDATE BRIEFING

PATH Intl. Driving Level I certification evaluators assess candidates' knowledge and skill level. PATH Intl. Driving Level I Instructor certification will be awarded to instructors who demonstrate comprehensive knowledge of equines, proficient driving skills and skilled driving performance, in addition to knowledgeable and effective instruction that promotes progression of driving skills and safety while instructing therapeutic driving lessons to individuals of all abilities.

- Testing situations can be stressful.
- Keep in mind that testing is a valuable learning experience as well as a measurement of abilities.
- 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:
 - o support each other,
 - o help set up the arena, and
 - o 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 without written consent from PATH Intl., which must be obtained prior to the start of certification.
- All candidates will be provided with a tour of the facility prior to the start of testing by the host site representative.

Knowledge of equines, harness and vehicles:

- Candidates will be assigned one equine and allowed 45 minutes to demonstrate grooming, harnessing, ground driving and putting to.
- Candidates will be observed and evaluated throughout this portion of the testing regarding handling of equines, respect for the equine, respect for center policy and overall safety awareness in the stable environment.
- Evaluated components are:
 - o Harnessing
 - Candidates will effectively and efficiently lead, secure, groom and tack up their assigned equine.
 - Candidates will be expected to identify, evaluate and adjust harness fit correctly for the equine.
 - Candidates will partner with both an assistant and a header for harnessing and hitching of the equine. The assistant and header are not permitted to perform any actions without receiving direct instruction to do so from the candidate. Neither the assistant nor header can offer advice or suggestions.
 - o Ground driving
 - Candidates will demonstrate ground driving to evaluate the equine's soundness and temperament.
 - o Putting to and unhitching the equine
 - Candidates will demonstrate safely and effectively putting to and unhitching the equine while ensuring proper fit and safety of all equipment.
 - Candidates will be paired with another candidate and a header to assist in putting to and unhitching.



PATH Intl. Driving Level 1 Certification

CERTIFICATION CANDIDATE BRIEFING

Driving demonstrations:

- The driving segment will be done individually with an able-bodied whip accompanying the candidate at all times. Candidates will hold the lines and whip when driving, and the able-bodied whip will hold the bite of the line.
- Candidates will be divided into groups as circumstances dictate to accommodate the equine resources.
- Candidates are being scored on how well they handle the equine throughout each driving component.
- Candidates will be expected to warm up their equines appropriate to the equine's needs and demonstrate an equine assessment, utilizing the driving skills listed in the Driving Level I Criteria.
 - The evaluators will sound a whistle and candidates will have one minute to start the test dressage portion of the demonstration.
- Candidates will drive a dressage test, which is utilized to demonstrate certain movements that enable evaluators to determine overall driving proficiency.
- Following the dressage test, candidates will drive a cones course at the trot, with the focus on a smooth run that is considerate of the equine's needs. This will be timed; however, candidates are not scored based on completion time.

Testing situations can make candidates tense and anxious, which can easily be sensed by and transmitted to the equines. Remember to relax, breathe and reward the equine to prevent confusion and anxiety on their part.

Lessons for able-bodied intermediate:

- All teaching times will be drawn at random.
- If a candidate wishes to trade times with another candidate, they may do so only BEFORE the participant profiles are handed out. Once the participant profiles have been distributed, no changes or trades can be made.
- Candidates will teach a 15-minute lesson to an intermediate able-bodied participant from the ground.
- Candidates will be asked to teach on one of the four driving skills: Figure 8 walk/trot, serpentine walk/trot, change of diagonal walk/trot, 40-meter circle walk/trot.
- The participants assigned will be of at least intermediate skill level and appropriately matched to the skills drawn. Each candidate will receive a profile on the student for the lesson.
- The lesson plan will need to be prepared before the start of the certification and handed in to the evaluators the morning of day one.
- The drivers and equines will be warmed up before the candidate enters the arena and the lesson time begins.

NOTE: If a candidate is found not to have met criteria for any of the components described above (knowledge of equines, harnesses and vehicles; driving demonstrations; lesson to a participant without a disability), they may not be allowed to complete the lesson for drivers with disabilities.



PATH Intl. Driving Level 1 Certification

CERTIFICATION CANDIDATE BRIEFING

Lessons for participant with disabilities:

- All teaching times will be drawn at random.
- If a candidate wishes to trade times with another candidate, they may do so only BEFORE the participant profiles are handed out. Once the participant profiles have been distributed, no changes or trades can be made.
- If a candidate has a question regarding the participant profiles, they may ask the designated host site representative for clarification. Host site representatives are not permitted to provide tips or suggestions on instruction techniques nor skills to be taught; they may only answer clarifying questions.
- Candidates should be familiar with all types of equipment on the participant profiles. If there is an unfamiliar piece of equipment that will be used, please ask the host site representative to review and clarify its use.
- Ask the host site representative about available arena props and equipment before designing your lesson plan. Candidates must make sure PRIOR to testing that all props or equipment being utilized have been approved by the host site.

Substitute participants:

- Last minute substitution of participants may occur due to participant illness, late arrival, etc.
- Candidates and evaluators will be provided with a new participant profile in the event of a substitution.
- If a substitution is made, candidates will be expected to adjust their lesson plan accordingly, but will not need to write another lesson plan.

Other details:

- The host site will assign equines, tack/equipment and volunteers for the lessons. The candidate will make sure the equine is ready for the session.
- If the candidate determines that additional volunteers (more than listed on the participant profiles) are necessary, the candidate must ask the host site representative.
- As the instructor, candidates are responsible for volunteer management. Be respectful, but make corrections/adjustments as needed to promote an effective and safe lesson environment.
- If the participants were in an earlier lesson, do not assume their helmets and other safety equipment were correctly adjusted. It is the candidate's responsibility to check equipment and make adjustments as needed.
- Candidates are responsible for setting up and breaking down the arena. Candidates should help each other out with this to save time and energy.
- Follow host site procedures for equine handling, entering and exiting the vehicle, etc.
- Be respectful of host site staff, volunteers and equines.

Participants also feel the tension of the testing situation. Teach to the needs of the participants in the class.

PROCEDURES

- Arrive at least one hour before your teaching time (unless otherwise specified by the host site).
- Meet your participants, check helmet fit, appropriate footwear, etc., and ensure you have properly prepared your equine for the lesson.
- Meet and brief your assigned volunteers.
- Begin setting up your arena as soon as the lesson before yours ends. There is time scheduled between lessons for arena set-up, etc., but this time may be shortened as needed to get back on schedule.
- Be ready to start your lesson at the assigned time, even if others have been starting late.



PATH Intl. Driving Level 1 Certification

CERTIFICATION CANDIDATE BRIEFING

- All lesson plans are to be handed in first thing in the morning to the evaluators. (Keep a copy or, if needed, write the plan on a notecard for quick reference.)
- The first harness and equipment check may be done before your official start time, but be sure the evaluators are aware and observe the check. Evaluators must see you perform this check for it to be considered in your overall evaluation.
- Do not have the participant enter the vehicle before checking in with the evaluators. The 20 minutes will begin when the first participant begins to enter the vehicle.
- Once your time has started, you have 20 minutes for the participant to enter the vehicle, teach your lesson and have the participant exit the vehicle.
- Candidates will receive a five-minute warning once 15 minutes has passed. This is enough time to finish what you are working on and have the participant exit the vehicle.
- After the lesson, pick up the arena and retrieve your lesson plan from the evaluators. Complete the self-reflection/summary by reflecting honestly on the lesson, on teaching techniques and components of the lesson, rather than focusing on how the participant performed. This reflection must be performed privately, without consultation. The host site will provide a quiet area for this purpose.
- Return the lesson plan with completed self-reflection/summary to the evaluators in a timely manner.

Getting your results:

After handing in the self-reflection/summary, candidates are free to leave the site. If leaving the site, please provide the host site/evaluators with a phone number in case evaluations are completed sooner than expected. Return in time for the scheduled exit interview. The order of the interviews will follow the lesson schedule.

- After all lessons have finished and the evaluators have conferred, written reports, made copies, etc. (this can be 2 to 3 hours after the last lesson ends), each candidate will meet with the evaluators to review their results.
- If a candidate is not able to stay to get their results in person, please give the evaluators a number where you can be reached to give you the results. The written report will then be mailed to you.
- ON-SITE RESULTS ARE NOT OFFICIAL UNTIL YOU HAVE RECEIVED YOUR FORMAL RESULTS LETTER AND INSTRUCTOR CERTIFICATE FROM PATH INTL.
- **Formal results will be delivered to candidates within 45 days of the certification test/event.**

PATH Intl. Mandatory Standards:

- Close the gate/s once all participants are in the vehicle and in the arena.
- Properly fitted ASTM-SEI approved helmets on every participant
- Do not attach a participant in a manner that would not allow him/her to be freed from the vehicle.



PATH Intl. Driving Level 1 Certification

SUMMARY: MEETING THE CRITERIA

Knowledge, fit and function, how it affects the equine

Demonstrate:

- Harnessing
- Ground driving
- Putting to and unhitching
- Care of equine, harness and vehicle

Driving demonstrations (dressage test and cones course)

Demonstrate:

- Consistent control of the equine
- Balance
- Straightness
- Bending
- Appropriate warm-up of the equine
- Smooth transitions
- Independent aids

Teaching

- Teach a safe and effective lesson, respectful of both the disabilities and abilities of the participants.
- Teach a driving skill vs. activity.
- Demonstrate knowledge (communicate HOWs and WHYs, effective posture and positional corrections as needed, specific/accurate praise, follow PATH Intl. standards, etc.).
- Show awareness and follow-through to achieve improvement.
- Promote independence safely.

Automatic "Does not meet criteria"

- Not closing the gate/s once participants have all entered their vehicles in the arena
- Lack of properly fitted ASTM-SEI approved helmets by anyone who enters the vehicle
- Quick release attachment to the vehicle for participants in wheelchairs is not secured
- No driving skill taught
- Insufficient or inaccurate postural corrections
- Lack of whats/hows/whys
- Failure to comply with any of the Four Golden Rules of Driving



RUBRIC TEACHING COMPONENT

Component	-1- Does Not Meet Criteria	-2- Meets Criteria	-3- Exceeds Criteria
Lesson Plans	No measurable objective; no driving skill taught or inappropriate skill chosen; not clear or not followed; missing elements; inadequate self-reflection or not done independently, confusing to follow	Met all relevant criteria including: clearly written, appropriate skill selected, contained measurable objective, included option to adapt as needed to meet needs of drivers, appropriate activities chosen to support driving skill being taught, realistic, independent self-reflection given	Met all criteria and: Exceptionally clear and well-written, included measurable objective with appropriately challenging driving skill, creatively allowed for progression, realistic with time allotted, self-reflection was detailed with insight into needs of drivers, extensive, and awareness of strengths and weaknesses and solutions on how to proceed in future lessons.
Entering/ Exiting the vehicle	Inadequate or incomplete instruction given; awkward, compromising hand/body position; unsafe in any way; unclear instructions to drivers or volunteers, not protective nor aware of equine or driver; inappropriate type of mount chosen and executed	Met all relevant criteria including: Clear and concise instruction given to entire team; safe for all; appropriate for drivers; appropriate type of support provided for type of carriage; utilized efficient body mechanics; respectful to participant and equine; fostered appropriate independence for driver.	Met all criteria and: Demonstrated high level of skill knowledge, exceptionally efficient in use of time; utilized all members of team effectively; excellent use of body mechanics; empowered drivers towards independence safely.
Equipment/ Tack	Tack checks not done or not done adequately, improper fitting harness, improper helmet fit on drivers; equine/driver in obvious discomfort or unsafe situation because of equipment; inappropriate vehicle choice for driver or equine	Met all relevant criteria including: Tack checks performed prior to driver entering vehicle; appropriate helmet fit assessed; appropriately fitted tack and equipment; appropriate vehicle chosen for driver or equine; demonstrated knowledge of tack utilized; education for volunteer and students provided on appropriately fitting tack and equipment	Met all criteria and: High level of awareness demonstrated regrading all tack and equipment used; regular checks and adjustments made to equipment as needed; able to educate volunteers and students in reason for tack or carriage chosen and any adjustments made; demonstrated extensive knowledge in create use of equipment to enhance learning; tack and equipment selected fostered independence appropriately

Component	-1- Does Not Meet Criteria	-2- Meets Criteria	-3- Exceeds Criteria
Volunteers	Not enough or not well-trained volunteers; volunteers were out of position; poor or inadequate communication with team; had safety issues concerning volunteers that were not addressed in a timely or adequate manner; did not provide feedback or corrections to volunteers when needed; inappropriately matched volunteers with needs of driver; volunteers provided too much or not enough support without sufficient feedback	Met all relevant criteria including: Appropriate number and type of volunteers utilized; well-trained volunteers; good rapport with volunteers; included volunteers throughout the entire lesson; effective communication with volunteers; volunteers understood and performed their roles; provided correction/ feedback to volunteers in an appropriate and timely manner; team atmosphere created	Met all criteria and: Demonstrated high level of awareness of volunteer abilities, able to coach volunteers effectively to allow for maximum benefit for driver; empowered volunteers appropriately; gave sense of independence to volunteers, built strong sense of team, demonstrated gratitude, encouraged driver to demonstrate gratitude; encouraged and praised volunteers by recognizing their efforts
Instructor/ Instruction	Lacked control of lesson, insufficient or lack of "whats," "hows," and "whys;" inaudible, confusing, not teaching a driving skill, disorganized, inappropriate skill chosen; insufficient or incorrect praise given; incorrect instruction of skill being taught; no or insufficient postural corrections provided; lacked sufficient challenge; directing without teaching a skill; use of negative language; no or little rapport built with student; unsafe in any way; unprofessional demeanor; negative attitude displayed; no or inadequate safety checks performed; gate left open; chaotic; did not comply with PATH Intl. standards; inconsiderate treatment of equine; only taught to one learning style; unable to recognize and address needs of student; no central position in arena maintained	Met all relevant criteria including: Maintained a positive learning environment; provided "whats," "hows," and "whys;" gave postural corrections; taught a driving skill; built rapport with driver; taught to level of driver; gave clear and concise instructions; showed a genuine interest in student; maintained a central position in arena; maintained control of class during entire lesson; utilized safe spacing; demonstrated a positive attitude; professional; self-confident; utilized specific and accurate praise; demonstrated knowledge of skill being taught; taught to multiple learning styles; worked towards increasing independence; progressive lesson with common theme throughout; conclusion of lesson provided; effective time management	Met all criteria and: Demonstrated thorough understanding and utilization of teaching methodologies; showed definite progress towards independence; consistent and effective use of "whats," "hows," and "whys;" demonstrated creativity in activities chosen to support driving skill being taught; strong rapport built with all team members; strong central presence in arena; inspired confidence in driver; appropriately managed risks; confident and fair in management of behavior issues; demonstrated flexibility in the moment while maintaining driver's goals at forefront of teaching objective; connected all elements of lesson into cohesive learning experience; specific, accurate, and timely feedback provided to driver to maximize potential for learning; incorporated all learning styles throughout entire lesson with a greater focus on individual student's preferred learning style; effective conclusion provided with areas of opportunity and potential direction of future lessons

Component	-1- Does Not Meet Criteria	-2- Meets Criteria	-3- Exceeds Criteria
Dismounting	Inadequate or incomplete instruction given; awkward; compromising hand/body position, unsafe in any way; unclear instructions to drivers or volunteers; not protective of equine or driver; dismount took extended period of time	Met all relevant criteria including: Clear and concise instruction provided to drivers and volunteers; safe for everyone; appropriate to the type of vehicle and need of student; utilized efficient body mechanics; respectful to equine and participant; fostered independence for driver	Met all criteria and: Demonstrated high level of skill and knowledge; exceptionally efficient in use of time; utilized all members of team effectively; excellent use of body mechanics; empowered drivers towards independence safely; in-the-moment instruction provided and/or corrections made



RUBRIC DRIVING COMPONENT

Component	-1- Does Not Meet Criteria	-2- Meets Criteria	-3- Exceeds Criteria
Dressage Test	Inability to lengthen/shorten lines appropriately; incorrect driving position; ineffective or improper use of whip; no safety awareness; failure to demonstrate required elements of driving test; Lacked contact with equine's mouth or held equine to point of restricting equine's movement; lack empathy for the equine	Met all relevant criteria including: Lengthened and shortened reins appropriately; consistent light contact demonstrated throughout test; proper and effective use of whip; demonstrated all components of the driving test effectively; empathetic to equine	Met all criteria and: Accurate and symmetrically executed ring figures; ability to help balance equine and improve quality of drive; consistent and effective use of half halts; well-timed use of whip that enhanced quality of the test and increased bend
Cones Course	Inability to lengthen/shorten lines appropriately; incorrect driving position; ineffective use of whip; lacks safety awareness; lacks empathy for equine; hit excessive number of cones; inability to drive cones course at the trot	Met all relevant criteria including: Lengthened and shortened reins appropriately; consistent light contact demonstrated; proper and effective use of whip; safe; empathetic to the equine	Met all criteria and: Helped equine to execute the most effective drive; balanced and fluid drive; consistent and effective use of half halts

RUBRIC - HARNESSING AND PUTTING TO/UNHITCHING

Component	-1- Does Not Meet Criteria	-2- Meets Criteria	-3- Exceeds Criteria
Grooming	Lack of thorough and efficient grooming; inability to recognize health or soundness issues that would affect equine's suitability for work; inability to complete task in timely manner; inability to recognize equine behavior and make modifications as necessary; unsafe in any way	Met all relevant criteria including: Appropriate use of grooming tools; efficient use of time; receptive to equine's comfort and able to make adjustments as required;	Met all criteria and: Recognize health and conformation faults that effect grooming
Harnessing	Lacked clear knowledge of harness parts; inappropriate harness adjustments made; inability to identify harness parts and function; unsafe in any way; lack of regard for comfort of the equine	Met all relevant criteria including: Correctly fit harness to equine; able to correctly identify parts of harness; understanding of fit of harness and how it relates to functionality; Efficient use of time; Empathetic towards the equine	Met all criteria and: Extraordinary detail to harness fit and thorough working/practical knowledge of harness parts; multiple solutions demonstrated for ill-fitting harness; Able to identify fit and function of a wide range of harness types and variations
Ground Driving	Unable to ground drive equine effectively; lack of awareness of correct positioning when ground driving; unsafe; failure to secure harness parts; inconsistent contact; failed to drive with whip; inability to use whip effectively; lack empathy for equine; inability to maintain contact w/out using body weight drag	Met all relevant criteria including: Consistent contact appropriate and safe position demonstrated when ground driving; effective and appropriate use of whip; empathetic to needs/ability of equine; harness secured in safe and effective manner	Met all criteria and: Ability to use half halts and contact to balance and encourage equine; effective use of inside/outside rein; ability to recognize gait faults

Component	-1- Does Not Meet Criteria	-2- Meets Criteria	-3- Exceeds Criteria
Putting To	Lacked clear communication with volunteer team assisting in hitching; did not assume a leadership role; inability to identify parts of carriage/harness; inability to hitch in a timely manner; lacked empathy for equine; unsafe; incorrect fit of harness and carriage; violation of 4 golden rules of driving; lacked necessary equipment (whip, lead line, etc); not using header; not checking line of draft and the coordination with the turnout	Met all relevant criteria including: Clear, concise, and effective communication during putting to; correct use of terminology/ identification of harness parts; safest method of putting to demonstrated; assumed a leadership role; timely; able to read equine behavior and make adjustments accordingly; correct fit of turnout; understands line of draft and relation to fit of turnout	Met all criteria and: Extremely efficient during putting to process; clear command over volunteer team; able to problem-solve effective solutions in the moment; clear and effective communication; exceptional awareness of potential safety concerns and how to prevent them; clearly understands vehicle and relation to harness
Unhitching	Violation of 4 golden rules of driving; incorrect unhitching order; inability to correctly communicate with team assisting in unhitching; unsafe; inability to recognize potentially dangerous behaviors by equine; excessive period of time required to un-hitch; lacked header	Met all relevant criteria including: Clear, concise, and effective communication during unhitching; demonstrate correct sequence; watch for safety hazards; use of header	Met all criteria and: Extremely efficient during unhitching process; clear command over volunteer team; decisive; identify and solve any issue; quickly back vehicle away when unhitched; thanks volunteers; loosens girth afterward for equine's comfort