



**REGISTERED  
INSTRUCTOR**

# PATH Intl. Riding Instructor Certification Program



**PATH**  
INTERNATIONAL

Professional Association of Therapeutic  
Horsemanship International

*Ensuring excellence and changing lives  
through equine-assisted activities and therapies*

## Am I Ready to Proceed For PATH Intl. Registered Instructor Certification?

- I am 18 years of age or older.
- I have or intend to obtain my Adult and Child CPR and First Aid certification.
- I am a current PATH Intl. member.
- I can ride a variety of horses at the walk, trot and canter.
- I have working knowledge in horse management and horsemanship.
- I have strong verbal communication skills in small group settings.
- I have strong written communication skills.
- I am able to attend a 2 ½ day PATH Intl. on-site Instructor Workshop and a 1-2 day Certification or attend a PATH Intl. Approved Training Course.
- I enjoy learning.
- I have the necessary funds to complete the education and Certification components.
- I am ready to complete and send in the PATH Intl. Registered Instructor Certification Application.

## PATH Intl. Registered Riding Instructor Certification Program

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## Mission

PATH Intl., Inc. Ensuring excellence and changing lives through equine-assited activities and therapies

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Updated June 2011





# *The Professional Association of Therapeutic Horsemanship International Riding Instructor Certification Program*

Welcome to the Riding Instructor Certification Program of PATH Intl.. We are very enthusiastic about your interest in equine assisted activities and becoming a certified instructor of therapeutic horsemanship. We look forward to helping you achieve your certification goals.

There are three levels of PATH Intl. Riding Instructor Certification:

- Registered Instructor
- Advanced Instructor
- Master Instructor

This booklet contains information regarding the Registered Level Instructor. Information pertaining to the other levels of certification can be obtained by contacting the PATH Intl. office or by going to the PATH Intl. website ([www.pathintl.org](http://www.pathintl.org)).

The Registered Instructor is the entry level certification required for PATH Intl. Centers. The PATH Intl. certification program focuses on education in a progression that culminates in a test of your successful application of that knowledge, including practical and hands-on skills. The Registered Instructor process has been carefully designed by PATH Intl. as the first step in this journey.

## **Registered Instructor Criteria**

The Candidate is evaluated based on the Registered Instructor Criteria listed on pages 16-19 of this booklet.

*"A Registered Instructor is able to conduct an effective, safe and basic lesson to include teaching a riding skill to individuals with disabilities."*

You can embark on your journey to become a Certified Instructor at the Registered Level through two different processes, which are explained in detail in the following sections.

### **First Process**

Complete the PATH Intl. Instructor Workshop and on-site Certification Process.

**—OR—**

### **Second Process**

Attend a PATH Intl. Approved Training Course (ATC).

## **PATH Intl. Approved Training Courses (ATC) Process**

### **Prerequisites for Approved Training Course:**

- Be a current PATH Intl. Individual Member
- Be 18 years of age or older
- Be certified in basic Adult and Child CPR and First Aid (some ATC's conduct this certification on-site, so please check with your ATC)
- Meet entrance requirements per individual course (call ATC for more information)

A more structured and comprehensive way to prepare for PATH Intl. Instructor Certification is to attend a course at one of the six existing PATH Intl. Instructor Approved Training Courses. These carefully screened training sites follow intensive educational curricula that educate participants and offer both classroom learning and hands-on experience with both riders and horses. In the supportive environment of a PATH Intl. Approved Training Course, applicants can learn by observing, by doing, and by interacting with experienced professionals in the field of equine assisted activities.

Each course curriculum and training facility has been approved through a comprehensive review by PATH Intl. and culminated with on-site review. For specific curriculum and course work, contact the Approved Training Courses or visit their websites; see attachment for current listings.

This method of preparing for PATH Intl. Instructor Certification provides applicants with a strong foundation for being an instructor of therapeutic horsemanship, as well as the chance to attain PATH Intl. Registered or Advanced Level Certification upon successful completion of the training course or degree program.

Instructors interested in the Approved Training Course method may contact the individual Approved Training Courses directly to obtain current information on location, course fees, schedules, housing options and entrance requirements. Contact information for each PATH Intl. Approved Training Course (ATC) is available by going to the PATH Intl. website ([www.pathintl.org](http://www.pathintl.org)).

*Please be advised that many PATH Intl. Centers offer instructor training courses, however they do not provide an opportunity for PATH Intl. certification at the conclusion of the course, unless they are listed by PATH Intl. as a PATH Intl. Approved Training Course. Successful completion of a PATH Intl. Approved Training Course, recommendation for certification by the ATC, and passing scores on all written exams are necessary for obtaining certification.*

## **The PATH Intl. Workshop and Certification Process**

### **Requirements:**

- Current PATH Intl. Individual Membership
- Minimum of 18 years of age
- Current First Aid/CPR cards (on-line not accepted)
- Completed PATH Intl. Horsemanship Skills Checklist
- Complete 2 on-line exams
- Attend a workshop and certification
- 25 mentored group teaching hours under a current PATH Intl. instructor

This process of certification is an education based process that helps interested applicants to prepare for and to succeed in achieving PATH Intl. Instructor Certification. A PATH Intl. Registered Instructor must demonstrate riding and teaching ability, knowledge, and above all, safety while teaching therapeutic horsemanship.

This process of certification is composed of two phases. Phase One is self-paced and can be completed from the convenience of your own home. The components include on-line courses and two exams giving you an excellent

opportunity to expand your knowledge about therapeutic riding. Phase Two is the teaching phase of the certification process. During this phase, you will use the knowledge that you gained in Phase One while obtaining hands-on experience teaching therapeutic riding. A 2 ½ day educational workshop is required prior to the certification. The final step is the on-site certification at which time you will be tested on your abilities.

In order to achieve Registered Instructor Status, both phases must be completed successfully. The components of each phase are listed below. For a detailed description of each component, please see the time frame portion of the overview section beginning on page 5.

*Note: While this is a self-paced process, it is not advised to rush this certification. Even for applicants who believe they may be ready for certification immediately, the proper steps for certification must be followed and the minimum and maximum time frames and time lines outlined in this booklet will apply. The PATH Intl. office will not rush any applications or paperwork for any candidate preparing for certification.*

## **Recommended Materials**

*PATH Intl. Standards and Accreditation Manual* (current edition). The manual is available for purchase as a hard copy or on CD from the PATH Intl. Store on-line at [www.pathintl.org](http://www.pathintl.org), by ordering on the PATH Intl. Registered Instructor Certification Application Form, or by calling the PATH Intl. office. PATH Intl. members may download the manual from the "member's only" section of the PATH Intl. website at [www.pathintl.org](http://www.pathintl.org). (Please note this document is approximately 300 pages when printed single sided).

*PATH Intl. Instructor Educational Guide*, 2nd Edition, available for purchase as a hard copy from the PATH Intl. Store on-line, by ordering on the PATH Intl. Registered Instructor Certification Application Form, or by calling the PATH Intl. office.

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

*101 Arena Exercises*, available from Storey Communications Inc. Order by calling (800) 441-5700.



# *Overview of the Workshop and Certification Process*

Below is a simple guide to help you through the Workshop and Certification Process. A detailed description of the phases can be found in the following flow charts and on pages 6 and 7. In order to become a PATH Intl. Registered Instructor, you must successfully complete all phases of the process.

Complete requirements as stated on page 4.

## **Phase One**

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*All correspondence with Professional Association of Therapeutic Horsemanship International Office*

### **Components of Phase One**

- Application
- CAT Course and exam
- Instructor Self-Study and Open Book Exam
- Complete the Horsemanship Skills Checklist

### **Application:**

Complete the application provided within this booklet on page 24 and return it to the PATH Intl. office. Note: Your application is good for 1 year, if your IT letter has not been issued within 1 year, you will have to start the certification process over again.

### **Adult and Child CPR and First Aid Certification:**

You will need to be certified in basic Adult and Child CPR and basic First Aid (on-line courses not accepted). This should be completed and submitted with your application, but must be received before Phase One will be considered complete, and your

Instructor In Training letter is sent. Nursing, and MD licenses are not accepted as proof of CPR and First Aid.

### **Completion of Phase One Packet:**

Access to the below items, with exam passwords, will be sent to you via e-mail by the PATH Intl. office after submission of your application. The packet includes access to the following:

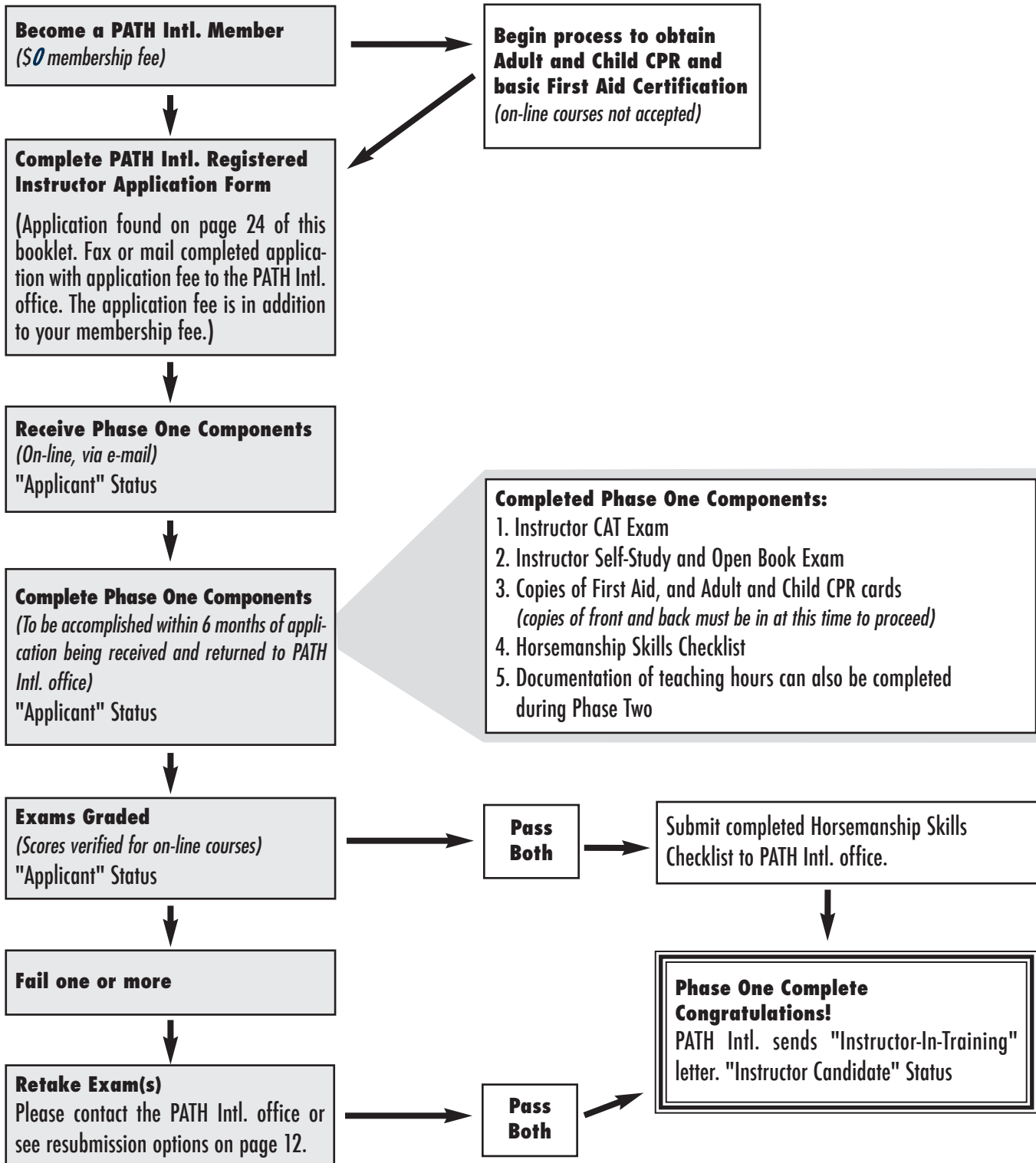
- *PATH Intl. CAT (Center Accreditation Training) Course and Exam:* This is an on-line course designed to familiarize the candidate with the PATH Intl. Standards and Accreditation Manual. Password provided by the PATH Intl. office. (An on-site version is available at many regional and national conferences.) The open book exam tests the candidate on the content of the PATH Intl. CAT course, with emphasis on components related to instructor certification.
- *PATH Intl. Instructor Self-Study Course and Open Book Exam:* This is an interactive on-line course designed to help the candidate assess individual strengths and weaknesses. Password provided by the PATH Intl. office. The open book exam will follow this course and test the candidate on the information covered in the course.
- *Complete the Horsemanship Skills Checklist:* This is found on page 26. You may begin completing this list at any point. This must be sent in to the PATH Intl. office before your Phase One will be considered complete and your IT letter is issued.

*Continued on page 8.*

# PHASE ONE

## Professional Association of Therapeutic Horsemanship International Workshop and Certification Process

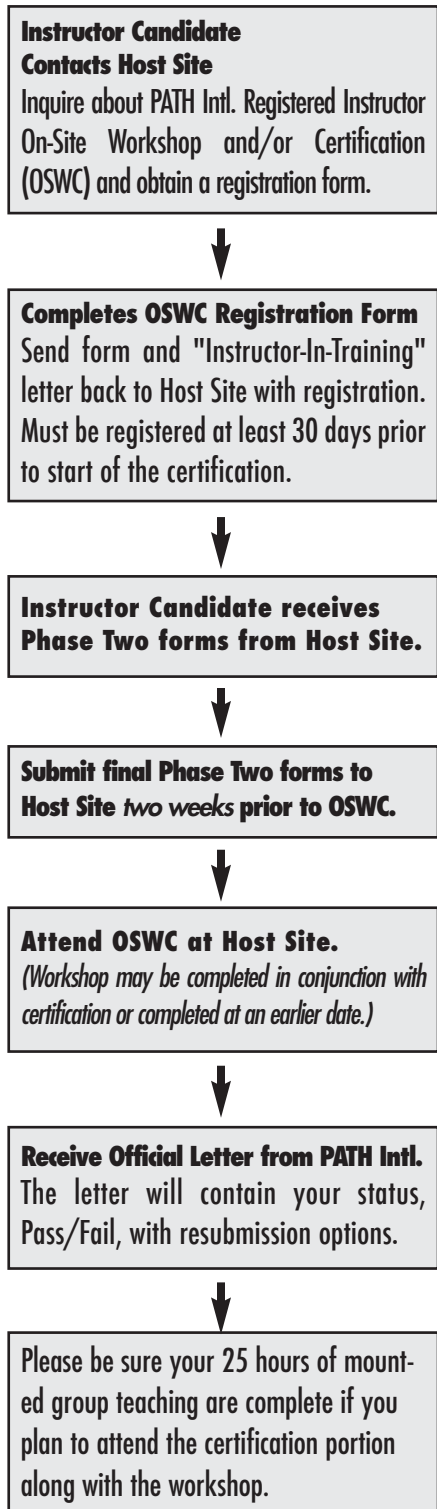
This phase takes six months to complete and is coordinated by the PATH Intl. office.



## PHASE TWO

# Professional Association of Therapeutic Horsemanship International Workshop and Certification Process

This phase takes up to 12 months to complete and is coordinated by the Host Site.



### Phase Two Forms obtained from the Host Center

1. On-Site Registration form  
Copies of: PATH Intl. membership  
card, First Aid card, Adult and Child  
CPR card (front and back)
2. Riding Instructor Resume
3. Personal Reference
4. Professional Reference
5. Essay Questions
6. Documentation of Mounted Teaching  
Hours (Instructor Candidate may  
already have this form in progress from  
Phase One)
7. Emergency Medical Treatment forms
8. PATH Intl. Liability Release form
9. Center Liability Release form
10. Center Confidentiality form

**Keep a copy of all forms sent to  
Host Site.**

Continued from page 5.

## **PATH Intl. Workshop and Certification Process: Detailed Summary**

### **Phase One: Educational/On-Line Exams**

*One Year Time Frame (online educational exams have separate expiration dates)*

Phase One is managed by the PATH Intl. office. Therefore, any questions that you have regarding this phase should be directed to the PATH Intl. office.

**1) Certification Application Form:** The Certification Application Form is included with this booklet. Applicants must complete and submit this form to the PATH Intl. office along with the application fee and proof of Individual PATH Intl. membership. This form can take the PATH Intl. office up to (but not guaranteed by) 7-10 business days to process.

**2) Phase One On-Line Courses and Examinations:** Upon receipt of your Certification Application Form, Application Fee, and proof of current PATH Intl. membership you will be emailed access information to all Phase One On-line Course and Examination components. Please note that the application fee covers the cost of the Phase One Packet including the on-line courses. Therefore, it is not necessary to purchase either of these courses via the PATH Intl. store on the website.

*Please do not submit your Certification Application Form until you are ready to start the on-line courses as your time frame for completing the on-line courses and exams begins when we process this application.*

The Phase One On-Line Courses and Examinations includes access to the following:

- Password for accessing Instructor CAT Course and exam on-line (60 day time frame)
- Password for accessing the Self-Study and Open Book Exam on-line (180 day time frame)

#### **On-Line Courses Time Frame**

Registration for the on-line courses is done during the processing of the Certification Application Form. Completion time frame for each of the on-line courses:

- 60 days—CAT Course and Instructor CAT Exam
- 180 days—Instructor Self-Study Course and Open Book Exam

Please note the above time frame to complete the Phase One requirements of the Instructor CAT Examination and the Self-Study Open Book examination via the course webs exam center on-line. Failure to successfully complete the two on-line courses and exams within the time frame above will require you to purchase the exams again via exam resubmission process. *Completed examinations are the property of PATH Intl. and are not returned to Candidates. However, you do have read-only access to previous exam submissions via the on-line exam center, if your time frame has not expired.*

**Your exams will be graded through Course Webs, an on-line testing service.** Results will be sent to you immediately via e-mail with a certification of completion and a score. You must achieve a passing score on both examinations *before* you can move on to Phase Two. However, you may begin to obtain teaching hours prior to completion of Phase One, as it may take you a while to accumulate 25 hours under the guidance of a PATH Intl. Instructor.

- If you did not achieve a passing score on one or both examination(s), please refer to the resubmissions section within this booklet (page 12).

**3) You will receive a confirmation of Instructor-In-Training Status letter (IT)** when all Phase One documentation is complete, including passing scores on both examinations, current copies of Adult and Child CPR and First Aid cards and completion of the Horsemanship Skills Checklist. Keep this letter as proof of your successful completion of Phase One. **It will be required for registration for the On-Site Certification component of Phase Two.**

This letter can take up to (but not guaranteed by) 7-10 business days to process and mail to each candidate. You are now ready to move on to Phase Two! To begin preparing for Phase Two, check the PATH Intl. website at [www.pathintl.org](http://www.pathintl.org) for current Registered On-Site Workshop and/or Certification options.

### **Phase Two**

*All correspondence with the Host Site*

#### **Components of Phase Two**

- Attend PATH Intl. On-Site Workshop. This is a 2 ½ day, hands-on educational opportunity including group work and discussions on disabilities, proper mounting and dismounting techniques, teaching methodologies, etc. \*May be attended at any time prior to certification and is good for two years.

- Complete a minimum of 25 hours of practice teaching mounted therapeutic horsemanship under supervision of a PATH Intl. Certified Instructor (mentor). \*Hours can be done during phase one if you choose and are good for two years.

### **Certification**

- Attend on On-Site Certification Testing  
This is the final evaluation. It is divided into two categories; horsemanship and teaching ability. Successful completion of both categories is required to obtain Registered Instructor Status.

### **Documentation of Teaching Hours:**

A copy of this form is included with the application booklet on page 25, but is not to be sent to the PATH Intl. office. It is included for you to begin tracking your teaching hours. This form is to be sent to the Host Site with the rest of the required forms for Phase Two, prior to your certification testing. These hours of teaching experience need to be acquired while under the guidance or direct supervision of a PATH Intl. Certified Instructor (mentor). Hours without a PATH Intl. mentor's guidance will not be accepted. You can only count hours taught to a group of students (2 or more). Recorded hours must only be actual mounted teaching hours. You can begin counting hours at any time; they can not be more than 2 years old at the time you attend your certification testing. Please note, it is your responsibility to ensure you are working with a current NARHA certified instructor. The instructor must be current at the time all 25 hours take place. You can verify current certification through the NARHA office, or asking the mentor for a certification/membership card. If you perform your 25 hours under an expired/non-compliant instructor your hours will not count and you will be assessed a \$150 fee from the NARHA office prior to your official certification results being released. You will also have to submit your hours within 90 days of notification from the office or your certification is null and void and you will begin the process over again.

### **Completion of Phase Two Packet:**

This packet will be sent to you by the PATH Intl. Center (Host Site) that will be hosting the On-Site Workshop and/or Certification that you choose to attend. This packet includes the following forms:

- Instructor Resume
- PATH Intl. Liability Release
- Professional Reference
- PATH Intl. Emergency Medical Treatment Form
- Personal Reference
- Center's Confidentiality and Liability Form(s)
- Essay Questions
- Documentation of Teaching Hours Form

## **Phase Two—Instructor-In-Training**

### *Twelve Month Time Frame*

**Instructor-In-Training (IT) candidates not completing Phase Two within 12 months will need to repeat Phase One.**

- 1) Choose an Instructor Workshop and/or Certification to attend.
  - The Workshop and Certification are often offered in conjunction with one another. Therefore, you may choose to complete these components simultaneously, or you may attend the On-Site Workshop at a date earlier than Certification. However, all components must be completed before attending the On-Site Certification.
  - Check the Calendar section of the PATH Intl. website at [www.pathintl.org](http://www.pathintl.org) for current Registered On-Site Workshop and/or Certification options.
- 2) To register for a Workshop and/or a Certification please contact the Host Site directly to obtain their registration brochure. They will provide you with details regarding pricing, availability, lodging, meals, etc. Complete the form contained within the registration brochure; submit with fees and a copy of your confirmation of Instructor-In-Training Status letter as proof of your successful completion of Phase One. You will also need to include a copy of your teaching hours sheet displaying your completed 25 hours of teaching.
  - Candidates are registered with the Host Site on a first-come first-served basis, so please make sure to register early.
  - The deadline for registration for the Workshop and/or Certification is 30 days prior to the start of the event.
  - Please note: All reimbursements for workshops and certifications are dealt with directly by the center and remain between you and the center, not the PATH Intl. office, please ask their refund policy prior to registering for any event.
- 3) After registering with the Host Site, you will be sent the Phase Two packet.

The **Phase Two Packet** will include the following information:

- Workshop and/or Certification On-Site Registration form.
  - Instructor Resume, Essay Questions, Personal Reference, Professional Reference, Liability, Emergency Medical Treatment, and Confidentiality forms
  - Documentation of Teaching Hours form (also included on page 25 of this booklet).
- 4) You will need to **complete the Phase Two packet and return all paperwork to the Host Site no less**

**than two weeks prior to the Certification.** At this time, you will also need to provide the Host Site with a copy of your PATH Intl. membership card and current copies of your CPR and First Aid cards, along with the fees required for participating in the workshop and/or certification. Please do not submit Phase Two paperwork to the PATH Intl. office.

*Completed forms are the property of PATH Intl..*

**PLEASE NOTE:** You must have your *confirmation of Instructor-In-Training Status letter* from the PATH Intl. office PRIOR to registering for the certification component. If you register for a certification without your IT letter, you are doing so against PATH Intl. policy. Therefore, you must ask the host site for their refund policy as you may be at risk of paying for the certification and not testing; as you can not test without your IT letter in your hand without a penalty fee being assessed. There is no guarantee you will complete the needed requirements to get your IT letter prior to your certification testing.

If the evaluator allows you to test without an IT letter you should be aware of the following processing fees that will be assessed by the PATH Intl. office prior to your instructor certification being issued.

- a. If the candidate does not have an IT letter by the time the candidate presents him/herself for certification testing and the evaluator allows the candidate to test because the evaluator has reviewed the candidate's paperwork and feels the candidate has completed the required materials and can move forward, the candidate will be invoiced an additional processing fee of \$150 to be paid to the PATH Intl. office prior to his/her certification results being released.
- b. A fee will also be assessed to the host site of \$75 per candidate that tested without an IT letter.

## **On-Site Certification Components Summary**

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Candidates who participate in the On-Site Certification will be evaluated by two PATH Intl. Evaluators on two components:

1. Riding Demonstration (see riding pattern on page 11)
2. Teaching Riders with Disabilities
  - a.) At the completion of the On-Site Certification, Candidates will be notified of their results by the Evaluators. Candidates will receive a Registered Instructor Summary Sheet and Comment Sheet at the conclusion of the Certification. These documents are provided as proof of successful or unsuccessful completion of the certification components.

- b.) The results will then be sent to the PATH Intl. office to be processed. Formal notification of the results will be sent to the Candidate by the PATH Intl. office via US Mail.

**PLEASE NOTE:** Candidate On-Site Certification results will not be official until you receive these formal documents from the PATH Intl. office.

## **On-Site Results Notification from PATH Intl.**

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### **1.) Candidates who pass both components:**

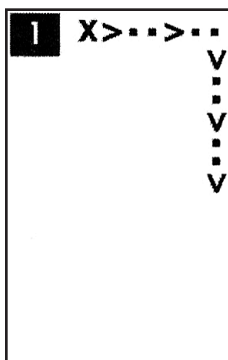
Candidates will receive formal notification from the PATH Intl. office of your results in the form of a congratulatory letter and an Instructor Certificate. Annual compliance requirements will be detailed in the letter which must be adhered to in order to maintain your Instructor status. Compliance must be sent to the PATH Intl. office annually on your original membership joined date, not your certification date.

### **2.) Candidates who fail one or both components:**

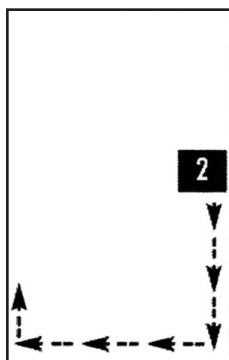
Candidates will receive an official letter from the PATH Intl. office, via **certified mail**, with reference to resubmission options for failed component. For more information regarding the resubmission process, please see pages 12-14. The resubmission process is different for those Candidates who fail both components. The failed component(s) must be successfully completed in order for Candidate to become certified.

# Riding Pattern

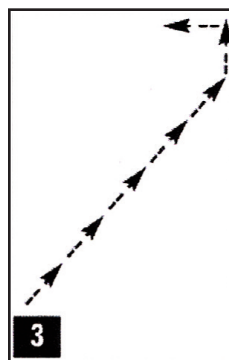
After a brief warm-up, execute the following pattern to demonstrate your riding skills including: correct position, consistent straightness of horse, effective use of all aids, and appropriate light contact at all gaits. Memorization of the pattern is not necessary—you may choose to have the pattern called to you and you will not be penalized for going off course, but may be asked to repeat any missed segments. All riders must wear an appropriately fitted ASTM/SEI approved helmet.



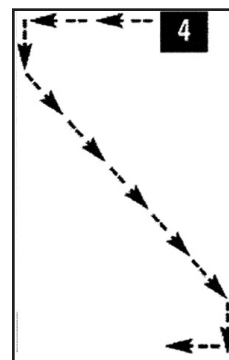
1. Halt. Proceed at the walk.



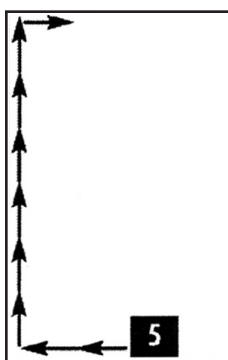
2. Posting trot.



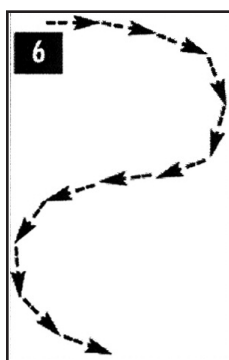
3. Change rein across the diagonal at the posting trot.



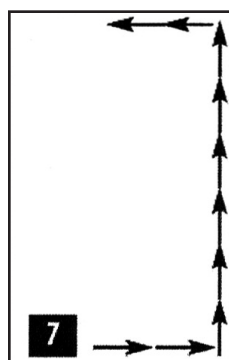
4. Change rein across the diagonal at a sitting trot/jog.



5. Canter/lope right rein.



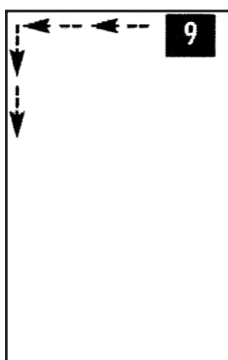
6. Posting trot: large half circle to the right, then to the left.



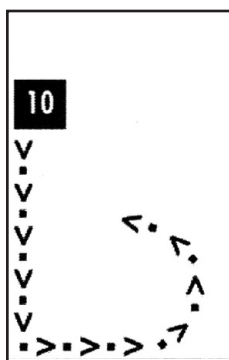
7. Canter/lope left rein.



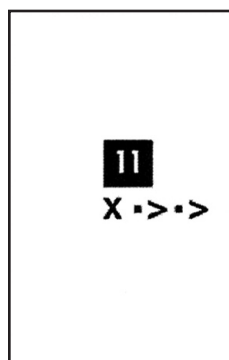
8. Sitting trot/jog in a large circle.



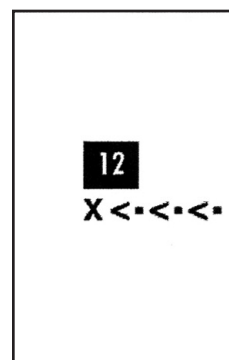
9. Sitting trot/jog.



10. Walk forward into the center of the arena.



11. Halt and back 3-4 steps in center of arena.



12. Walk forward, halt & dismount in center of arena.



# *Policy and Procedure*

## *Questions*

### **What is the Resubmission Process?**

Resubmission is offered for Instructor Candidates who do not pass one or more components of the Registered Level Certification Process. Please Note: All PATH Intl. centers are required to have a PATH Intl. Certified Instructor. Therefore, Candidates who are the only instructor at their center must apply or resubmit immediately. Failure to resubmit the necessary information on time will result in cancellation of a candidate's application.

#### **1) Failed exam**

If you failed either of the on-line exams in Phase One you will need to resubmit the exam again for successful completion. A resubmission fee applies and must be paid to PATH Intl. before PATH Intl. can register you for the retake exam.

Please choose from the following options for resubmission of failed exams:

- Call the PATH Intl. office, pay retake fee over the phone with credit card. This method is highly recommended as it is faster than purchasing the exam online.
- Purchase resubmission exam in the PATH Intl. on-line store with a credit card ([www.pathintl.org](http://www.pathintl.org)). Note: it will take about 3 business days before you can access your exam again if you purchase the exam online.
- Mail check payable to PATH Intl. with indication of which resubmission on-line exam it is for.

#### ***Please note resubmission exam fees:***

\$25—Instructor Self-Study Open Book Exam  
\$10—Center Accreditation Training (CAT) Instructor Exam

After payment is processed, Candidate will be registered for retake exam purchased. Confirmation will be given via email notification from course webs. Complete retake exam and resubmit your exam to course webs for grading.

#### **2) Candidates who fail the riding and/or teaching components of the On-Site Certification**

A candidate can be found "Not Ready" for Registered Instructor Status based on the results of the On-Site Certification. An official results letter with resubmission options will be sent to you via US Certified Mail.

#### **Resubmission Options—On-Site Certification Components**

##### **a.) Candidates who fail one component:**

You may resubmit by video or by attending another On-Site Certification within 12 months. The video resubmission process will be detailed in the official results letter from the PATH Intl. office. A video resubmission fee applies. Candidates can only resubmit via the videotape method twice after attending an On-Site Instructor Certification Evaluation. If you fail both video resubmissions, you must attend another on-site certification and test both components again.

**Option 1:** Attend a PATH Intl. Registered On-Site Certification

**Option 2:** Resubmit by videotape to the PATH Intl. office. Note: It will take 45-60 days to receive your video resubmission results back from the PATH Intl. office.

##### **b.) Candidates who fail both components:**

Instructors-In-Training who attend the Registered On-Site Certification and fail both Certification components, the riding demonstration and the teaching to riders with

disabilities, will not be able to resubmit via video. The Candidate will have 12 months from the date of their official results letter to complete one of the resubmission options below. The Instructor Candidates who fail both components will have two options to complete their Certification:

**Option 1:** Attend a PATH Intl. Approved Training Course

**Option 2:** Attend another Registered On-Site Certification within 12 months of receipt of their official results letter. In addition to attending another On-Site the Instructor Candidate will have to show documentation of 10 additional hours teaching riders with disabilities, supervised by a mentor who is a PATH Intl. Certified Instructor.

### **What is the Appeal Process?**

- 1) If a candidate is found “not ready” for PATH Intl. Registered Instructor Status and would like to appeal that status, a written request for appeal may be submitted to the PATH Intl. office within 15 business days of receipt of written notification from the office. The request must state the reasons for the appeal. Note: It may take up to 60 days to review your appeal, this time frame can not be guaranteed .
- 2) The Riding Certification Subcommittee will review the original application, examination and certification results.
- 3) If the Riding Certification Subcommittee affirms the failing score, the candidate may appeal in writing to the Trustees and Certification Oversight Committee. The appeal to the Oversight Committee must be made in writing and submitted to the PATH Intl. office within 30 business days of receipt of written notification from the Riding Certification Subcommittee.
- 5) The Oversight Committee will review the original application materials, examination and certification results. Updated or new information will not be taken into consideration.
- 6) Decisions of the Certification Oversight Committee will be final.

### **What is PATH Intl.’s Cancellation Policy?**

If for any reason a candidate fails to complete the Phase One or Phase Two processes within the allotted time frames, the candidate’s application is canceled, no refunds of the application or membership fees will be provided.

### **Instructor Certification Application Refund Policy**

PATH Intl. Instructor Certification Applications will only be refunded if a written request is made via mail or email to the Certification Department, Attn: Certification Department. The written request must be received in the PATH Intl. office within five 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 access has already occurred to the on-line courses a refund will not be given. Refunds will be issued in the original form of payment. If a credit card is used for application fee and 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](http://www.pathintl.org).

### **How do I get an accommodation?**

An accommodation is an adjustment or an adaptation of a component or components of the Registered Instructor Certification Process in order to meet the special needs of the candidate. Requests for an accommodation to any part of the process must be made in writing and submitted to the PATH Intl. office with the initial application form or 60 days prior to OSWC. All requests for accommodations will be reviewed by the PATH Intl. Riding Certification Subcommittee on an individual basis and applicants will be notified of the committee’s decision. For more information please contact the PATH Intl. office.

### **Can I use my own horse?**

Upon request, candidates may be allowed to bring their own horses *IF* the Host Site can appropriately accommodate outside horses and is comfortable having outside horses on their property—this accommodation is entirely at the discretion of the Host Site. All fees and expenses incurred are the responsibility of the candidate. If the Host Site feels that an outside horse can be accommodated, the request to do so must be made in writing, from the candidate, and submitted to the Host Site, at least 30 days prior to the Workshop/Certification.

### **Commonly Asked Questions:**

#### ***Where are these Workshops and Certifications held?***

The Instructor Certification Program relies on the participation of our PATH Intl. Centers to host Registered On-Site Workshop and Certifications. Each year, PATH Intl.

Centers apply to the PATH Intl. office to host an On-Site Workshop and Certification. If you are interested in hosting a Registered On-Site Workshop and Certification, please request the Intent to Host packet which can be obtained from the PATH Intl. office or downloaded from the PATH Intl. website at [www.pathintl.org](http://www.pathintl.org). The workshops and certifications are held throughout the United States at various locations. Please check the PATH Intl. calendar on our website for dates and locations.

### ***Who decides what happens at the Workshops and Certifications?***

The actual content of the workshops and the requirements of the certification are determined and governed by the PATH Intl. Riding Certification Subcommittee. The workshop and certification are facilitated by two faculty/evaluators. These individuals have been through a training conducted by members of the certification committee and have commensurate knowledge of the certification process. The PATH Intl. staff implements the policies that have been developed by the Riding Certification Subcommittee and been approved by the PATH Intl. Board of Trustees. The Host Site will provide the classrooms, arena, materials, horses, students and other facilities to make the workshop and certification possible.

### ***How do I find a PATH Intl. mentor?***

Please log in to the PATH Intl. website using your email address and password you set up when you first became a member, or refer to your new member packet for information on logging on to our website. Once logged in you can visit the membership directory and search for all PATH Intl. instructors in your area, you can also search for all PATH Intl. instructors that have attended the mentor training course by choosing “mentor” from the drop down menu. Any certified PATH Intl. instructor in good standing can mentor you through your 25 hours of mounted teaching, but you may choose to pick someone that has also attended the mentor training course (a workshop hosted by PATH Intl. to help mentors better mentor instructors in training). PATH Intl. highly recommends choosing a mentor that has attended this training or is very familiar with mentoring candidates; your mentor can be a huge part in your successful certification. Every mentor should be very familiar with all policies outline in the registered instructor booklet.

PATH Intl. highly recommends calling the PATH Intl. office to confirm your mentor’ status. If you mentor under an expired instructor, your hours will not count. It is your responsibility to confirm the status of your mentor you choose.

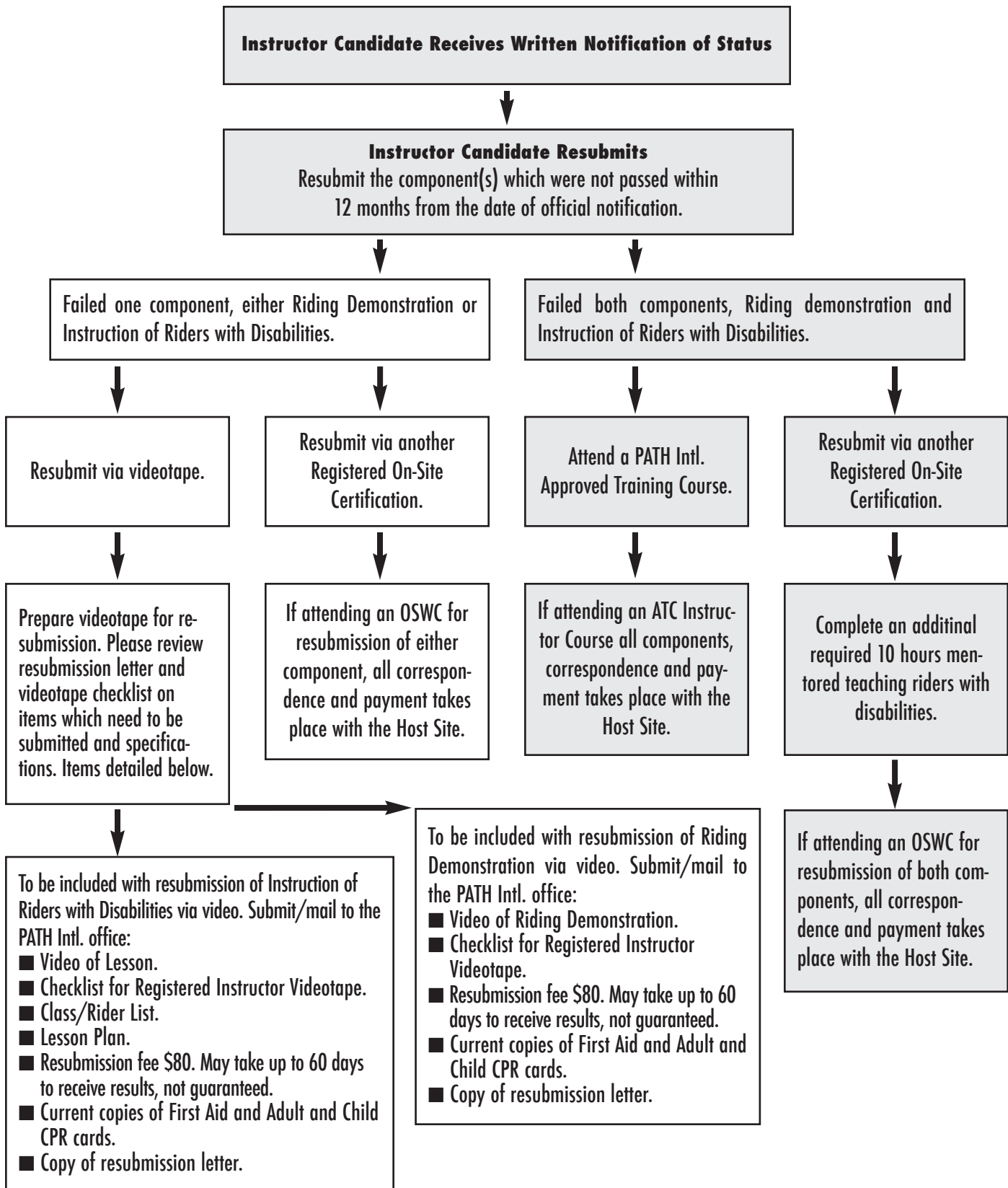
### ***Picking my mentor?***

Every candidate is going to have different needs, therefore PATH Intl. highly recommends you speak with a couple different mentors to try and find the one that will best suite your style and needs. It is always best to set the expectations up front with your mentor and determine compensation with them (whether this is monetary or not). The PATH Intl. Riding Certification Sub-Committee wants to stress the importance of finding an experienced mentor, this is your professional certification you are working to achieve, your career and or passion and dream, finding someone that supports you and is helping you improve on your skills is very important. Focus on picking someone that is invested in helping you succeed and improve, someone that will intently watch your lessons and give you constructive feedback that can help you succeed, and someone that is very familiar with the instructor criteria that you must show when you are tested. Your mentor can also help you with your riding ability but PATH Intl. recommends taking personal riding lessons if you feel your riding ability needs improvement for the certification testing. While the riding test is a simple walk, trot, canter pattern and while some candidates feel prepared for this test PATH Intl. highly recommends reviewing the riding criteria with your mentor and ensure that you practice the pattern with your mentor as this will help you at certification. This is a professional certification that is nationwide and had to be designed to test a variety of different candidates, so be sure you take your time to practice both your teaching and riding skills with your mentor. If you were going to a show to win a title you would spend the time to tune your skills, the same is needed for a certification testing. It is not recommended to rush through this process and assume you are ready to test, be thorough with your mentor in preparing. It is very important to find a mentor that understands this and is not there to just help you get your 25 hours down on paper. The pass rate is much higher with the candidates that take their time and find a mentor that best suits them.

# Resubmission Process for Registered Instructor Candidates

Updated June 2011

To begin the resubmission process you must wait for official written notification from the PATH Intl. office of your Registered Instructor Status. Note: Failure to re-submit the necessary information on time will result in cancellation of an instructor candidate's application.





# *Registered Instructor Criteria*

A PATH Intl. registered Instructor must be competent in basic levels of Equine management, Horsemanship, Riding Instruction, Teaching Methodologies and Disabilities. The list below itemizes the skills and subject matter that a Registered Instructor is expected to know and/or demonstrate.

“Know” indicates the knowledge of what a movement or skill is, how it is performed, the aids to accomplish the skill, and the purpose or benefit of the movement.

“Demonstrate” indicates the ability to apply the appropriate aids and perform the skill. The Registered Instructor must be able to perform those skills which are criteria to be taught to students.

## **RE Equine Management**

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### **RE. 1.0 PATH Intl. Standards**

- RE. 1.1 Know and implement PATH Intl. Standards and their interpretation for horse care, maintenance, and usage
- RE. 1.2 Know and implement PATH Intl. Standards and their interpretation regarding the use of safety equipment and adaptive equipment

### **RE. 2.0 Breeds/Colors/Markings/Parts of the Horse**

- RE. 2.1 Identify a horse by age, color and markings, breed characteristics, height and weight
- RE. 2.2 Know the parts of the horse

### **RE. 3.0 Horse Senses and Behavior**

- RE. 3.1 Know the characteristics of the senses of the horse
- RE. 3.2 Know the characteristics of horse behavior
- RE. 3.3 Know how the senses of the horse and horse behavior affect the safety of the riding setting
- RE. 3.4 Identify stable vices including cribbing, weaving, biting and kicking, wood chewing

### **RE. 4.0 Feeds and Feeding**

- RE. 4.1 Know feed requirements of the horse including: hay, salt and minerals, grain, feeding intervals, water
- RE. 4.2 Recognize signs of poor quality feed

### **RE. 5.0 Stable Management**

- RE. 5.1 Identify appropriate protection for horses including: fly masks and bonnets, shelter, fly repellents
- RE. 5.2 Know horse manure handling methods for sanitary conditions of stall & turn out areas
- RE. 5.3 Identify bedding materials
- RE. 5.4 Identify potential stall hazards

### **RE. 6.0 Health and Sickness**

- RE. 6.1 Know and recognize the signs of:
  - 1) behavior change
  - 2) colic
  - 3) good health
  - 4) laminitis
  - 5) rabies
  - 6) ringworm
  - 7) thrush
  - 8) weight loss
  - 9) heat stroke
  - 10) stress
  - 11) dental problems
  - 12) infectious diseases
- RE. 6.2 Know and recognize when a horse is unsound
- RE. 6.3 Identify normal ranges and how to take TPR: (temperature, pulse, respiration)
- RE. 6.4 Describe deworming, vaccination, hoof and teeth care programs
- RE. 6.5 Know first aid treatment for wounds

### **RE. 7.0 Grooming**

- RE. 7.1 Identify and explain the use of grooming tools including:
  - 1) curry comb
  - 2) hard brush or dandy
  - 3) soft brush or body
  - 4) hoof pick
  - 5) mane or tail comb
  - 6) shedding blade
  - 7) sponges
  - 8) sweat scraper
- RE. 7.2 Know how to give a horse a bath



- RH. 4.5 Know and demonstrate the following transitions:
- 1) walk to trot/jog
  - 2) canter/lope to walk
  - 3) walk or trot/jog to canter/lope
  - 4) walk to halt
  - 5) trot/jog to walk

### **RH. 5.0 Aids**

- RH. 5.1 Know and demonstrate the following natural aids:
- 1) hands
  - 2) seat
  - 3) legs
  - 4) voice
- RH. 5.2 Identify and know the purpose of spurs
- RH. 5.3 Know and demonstrate appropriate use of the following artificial aid: crop
- RH. 5.4 Know and demonstrate the following rein aids:
- 1) leading/opening
  - 2) neck rein
  - 3) direct rein
- RH. 5.5 Know and demonstrate the following leg aids:
- 1) both legs at the same time
  - 2) leg at the girth
  - 3) alternating leg aids
  - 4) leg behind the girth

### **RH. 6.0 Movements**

- RH. 6.1 Know turn on the forehand
- RH. 6.2 Know and demonstrate bending a horse through corners and on circles
- RH. 6.3 Know and demonstrate half halt or check

### **RH. 7.0 Ring Figures**

- RH. 7.1 Know and demonstrate the following ring figures:
- 1) change of rein
  - 2) half circles
  - 3) circles
  - 4) serpentine
  - 5) figure eight

### **RH. 8.0 Exercises and Games**

- RH. 8.1 Know and demonstrate mounted rider exercises at the walk and trot or jog
- RH. 8.2 Know and demonstrate riding without stirrups at the walk and sitting trot or jog
- RH. 8.3 Know and demonstrate ground poles at walk, trot or jog, and two point
- RH. 8.4 Know and demonstrate design and set up of obstacle course
- RH. 8.5 Know and demonstrate proper spacing of ground poles
- RH. 8.6 Know how to longe a horse

## **RI Instruction**

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### **RI. 1.0 Horsemanship Preparation and Safety**

- RI. 1.1 Instruct the following:
- 1) grooming and tacking
  - 2) tying and safety knot
  - 3) haltering and leading
  - 4) proper riding attire
  - 5) proper spacing when leading or riding in a group
- RI. 1.2 Orient student to facility, stable rules, and safety rules
- RI. 1.3 Select horse for individual riders according to:
- 1) behavior
  - 2) movement quality
  - 3) temperament
  - 4) height
  - 5) size
- RI. 1.4 Instruct a group lesson of two or more riders
- RI. 1.5 Know and implement PATH Intl. Standards and their interpretation regarding lesson area

### **RI. 2.0 Mounts and Dismounts**

- RI. 2.1 Instruct the following:
- 1) mounting and dismounting from ground or mounting block
  - 2) how to assist a rider during mounting and dismounting
  - 3) equipment check prior to mounting
  - 4) stirrup adjustment prior to mounting
  - 5) independent, partially assisted, fully assisted mounts from the ground, block, and ramp

### **RI. 3.0 Position**

- RI. 3.1 Instruct correct position at the:
- 1) halt
  - 2) canter or lope
  - 3) walk—free and working walk
  - 4) two-point at walk and trot
  - 5) trot (sitting) or jog
  - 6) rein-back
  - 7) trot—posting
- RI. 3.2 Instruct lengthening and shortening of reins

### **RI. 4.0 Gaits**

- RI. 4.1 Instruct:
- 1) walk—free walk and working walk
  - 2) trot (sitting) or jog
  - 3) trot—posting on correct diagonal
  - 4) canter or lope on correct lead
  - 5) change of diagonals at the trot
- RI. 4.2 Instruct light contact at all gaits
- RI. 4.3 Instruct straightness of the horse at all gaits
- RI. 4.4 Instruct the following transitions:
- 1) walk to halt
  - 2) trot/jog to walk

- 3) walk to trot/jog
- 4) canter/lope to walk
- 5) walk to trot/jog to canter/lope
- 6) walk to canter/lope

### **RI. 5.0 Aids**

- RI. 5.1 Instruct the following natural aids
  - 1) hands                      3) seat
  - 2) legs                        4) voice
- RI. 5.2 Instruct the appropriate use of the following artificial aids: crop
- RI. 5.3 Instruct the following rein aids:
  - 1) leading/opening
  - 2) neck rein
  - 3) direct rein
- RI. 5.4 Instruct the following leg aids:
  - 1) both legs at the same time
  - 2) leg at the girth
  - 3) alternating leg aids
  - 4) leg behind the girth

### **RI. 6.0 Ring Figures**

- RI. 6.1 Instruct the following ring figures:
  - 1) change the rein      3) circles
  - 2) figure eight         4) half circles

### **RI. 7.0 Exercises and Games**

- RI. 7.1 Instruct mounted rider exercises at the walk and trot or jog
- RI. 7.2 Instruct riding without stirrups at the walk
- RI. 7.3 Instruct riding over ground poles at walk, sitting trot or jog, and two point
- RI. 7.4 Instruct riders through an obstacle course
- RI. 7.5 Utilize appropriate games in the riding setting

### **RI. 8.0 Ground and Stable lessons**

- RI. 8.1 Instruct ground stable management lessons that are within the knowledge requirements of the Registered Instructor level.

## **RT Teaching Methodology**

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### **RT. 1.0 PATH Intl. Standards and Information**

- RT. 1.1 Know and implement PATH Intl. Standards and their interpretations regarding student forms
- RT. 1.2 Know PATH Intl. services available to the instructor
- RT. 1.3 Locate information about PATH Intl. Standards and Accreditation process
- RT. 1.4 Know PATH Intl. Instructor Certification Program

- RT. 1.5 Know and practice emergency procedures
- RT. 1.6 Know the location of the phone and emergency numbers

### **RT. 2.0 Record Keeping**

- RT. 2.1 Verify that the student forms are complete and updated for students that the instructor teaches
- RT. 2.2 Interpret student forms and apply the information to the riding setting
- RT. 2.3 Write and maintain progress notes on riders
- RT. 2.4 Complete incident report as needed
- RT. 2.5 Comply with confidentiality requirements regarding students

### **3.0 Lesson Plans**

- RT. 3.1 Assess rider skills and determine goals and objectives for each individual rider
- RT. 3.2 Develop a lesson plan to achieve the goals and objectives
- RT. 3.3 Choose activities and skills suitable for the objective of the lesson

### **RT. 4.0 Teaching**

- RT. 4.1 Know and demonstrate teaching skills applicable to the Registered Instructor level, to include:
  - 1) teaching a riding skill
  - 2) safe and effective mounting and dismounting procedures
  - 3) flexibility and adaptability in pursuit of stated teaching objectives
  - 4) teaching to level of students emotional learning, physical and cognitive ability
  - 5) fairness and consistent in applying standards of behavior
  - 6) shows genuine interest in each student
  - 7) progress towards independence
  - 8) effective use of volunteers
  - 9) appropriate games and exercises
  - 10) appropriate praise
  - 11) adapts and corrects equipment
  - 12) provide whats, hows, whys
  - 13) flexibility of teaching techniques
  - 14) posture corrections
  - 15) progression of equitation skills
  - 16) rapport
  - 17) teaches at individual rider's level
  - 18) teaching environment
  - 19) giving clear and concise instructions
  - 20) control of class
  - 21) ring presence
  - 22) safe spacing and procedures
- RT. 4.2 Possess instructor attributes, to include:
  - 1) common sense
  - 2) professionalism

- 2) ethical
- 4) punctual
- 5) organized
- 6) respect for riders and horses
- 7) patience
- 8) self confidence
- 9) positive attitude
- 10) team player
- 11) knowledge of subject at instructor skill level

RT. 4.3 Meet annual continuing education requirements for the Registered Instructor (20 hours, current CPR and first aid, maintain PATH Intl. membership)

### RT. 5.0 Methods

- RT. 5.1 Know that riders learn in different ways
- RT. 5.2 Use simple behavior management techniques to maintain class control
- RT. 5.3 Work with instructional team (instructors, therapists, volunteers, students, families, and care providers) including:
- 1) develop rapport
  - 2) provide direction to leader and sidewalkers during lesson
  - 3) assign volunteers to riders
  - 4) provide feedback to team members
  - 5) reward team members
- RT. 5.4 Identify dysfunctional behavior

## RD Disabilities

### RD. 1.0 Human Anatomy

- RD. 1.1 Identify parts of the human skeleton including:
- |             |           |              |
|-------------|-----------|--------------|
| 1) clavicle | 5) pelvis | 9) vertebrae |
| 2) humerus  | 6) ulna   | 10) fibula   |
| 3) tibia    | 7) femur  | 11) scapula  |
| 4) cranium  | 8) radius |              |
- RD. 1.2 Know the following movement terminology:
- |              |              |            |
|--------------|--------------|------------|
| 1) abduction | 3) rotation  | 5) flexion |
| 2) extension | 4) adduction |            |

### RD. 2.0 Disabilities

- RD. 2.1 Know precautions and contraindications to therapeutic riding.
- RD. 2.2 Know definition, causes, characteristics, and teaching management for rider's disabilities that the instructor teaches
- RD. 2.3 Locate information pertaining to all disabilities
- RD. 2.4 Self-evaluate instructional capabilities, facility environment, horse and personnel to determine riders that can be accepted as students
- RD. 2.5 Know the benefits of therapeutic riding
- RD. 2.6 Know the realms of therapeutic riding
- RD. 2.7 Know and demonstrate handling techniques for mounting, dismounting, postural alignment
- RD. 2.8 Know and demonstrate good body mechanics during mounting and dismounting.

# Common Reasons for Failure

### Mandatory Failures

- Not closing the gate or doorway while the riders are mounted
- Lack of safety stirrups or inappropriate footwear used with regular stirrups
- Lack of ASTM/SEI approved helmets on any rider
- A rider who is attached to the saddle in a manner that would not allow him/her to fall free of the horse

### Common Reasons the Riding Component of the Certification Process is NOT passed

- Failure to demonstrate skills and knowledge of correct canter leads

- Failure to demonstrate knowledge of posting diagonals at a trot
- Insufficient horsemanship skills
  - Lack of effective use of natural aids
  - Inadequate alignment and/or riding position
  - Inadequate control during the pattern
- Failure to show all elements of the pattern

### Common Reasons the Teaching Component of the Certification Process is NOT passed

- Insufficient knowledge of how to structure a realistic and meaningful lesson
- No riding skill taught
- Insufficient horsemanship skills
- Unsafe procedures

- Not teaching to the group, i.e. conducting individual lessons rather than using group teaching techniques
- Unsafe ring set-up
- Poor time management
- Absence of quality feedback including "how's" and "why's," position corrections, specific praise appropriate to the cognitive, emotional, learning and physical abilities of each student
- Insufficient challenge or progression for rider's level
- Lack of thorough understanding and compliance with PATH Intl. standards
- Inappropriate use of equipment, including but not limited to inappropriate use of safety stirrup



# The Compliance Process

Once you have achieved Professional Association of Therapeutic Horsemanship International Registered Instructor Status, your membership will change to "Instructor Member." You must renew this membership category each year by submitting your compliance form which includes:

- Annual PATH Intl. Instructor membership dues
- Documentation of 20 hours of continuing education (see Compliance Form)
- Expiration dates for CPR and Adult and Child First Aid certification
- A signed PATH Intl. Code of Ethics for Instructors (see Compliance Form)

A PATH Intl. Certified Instructor Compliance Form will be sent to you annually with your Instructor membership renewal. The compliance form may also be obtained from the PATH Intl. website at [www.pathintl.org](http://www.pathintl.org).

Regardless of when you achieved your certification, you will need to submit a compliance form on your next membership renewal date. **For first renewal year only after you become a Certified Instructor**, you may use educational hours that you spent obtaining your certification, i.e. OSWC, on-line courses and riding lessons. These hours will satisfy the required hours of continuing education.

**Failure to meet annual compliance requirements will result in the forfeiture of Instructor Status.**

**Requests for reinstatement of Instructor Status once forfeited will need to be made in writing to the PATH Intl. office. These will be reviewed and processed based on the current reinstatement policy in place. A reinstatement fee will apply.**

## PATH Intl. Instructor Continuing Education Hours

Continuing Education hours are referred to as clock hours not educational college credit hours. Your PATH Intl. Certified Instructor Compliance Form must be submitted to PATH Intl. with your annual Instructor membership dues and must reflect education completed in the last twelve months (i.e. A compliance form submitted with membership dues at the end of March 2005 will include all continuing education from April 1, 2004 through March 31, 2005). Continuing education hours completed more than 12 months prior to your membership anniversary date will not be accepted.

Continuing education activities can be any educational event that you attend which will benefit you in your work as a PATH Intl. Certified Instructor, and are not limited to those sponsored by PATH Intl.. Accepted continuing education activities are listed on the Annual Compliance Form, pictured below.

Revised 1/05

 NORTH AMERICAN RIDING FOR THE HANDICAPPED ASSOCIATION  
CERTIFIED INSTRUCTOR COMPLIANCE FORM  
NABIA Member Number: \_\_\_\_\_

**IMPORTANT NOTICE:** Remember that your compliance year runs concurrent to your membership year. This means that you will submit your compliance form at the same time as your membership renewal. The hours that you document will reflect continuing education hours obtained during the previous 12 months. Please be sure to fill out the date and hours of your continuing education below or your renewal can not be processed. Be sure to indicate the MONTH and YEAR in the date column.

The NABIA Instructor Certification Compliance Process requires instructors to submit the following information annually at the time of membership renewal:

- Current NABIA Instructor Membership
- Adult Child CPR and First Aid Certification (online courses not accepted)
- Continuing Education Hours - Master, Advanced, Regional Levels, and Driving (ONLY 20 hours. (Combined Driving and Riding Instructors and Instructors/Trainers Instructors must submit additional compliance hours, please see the current application booklet for specific discipline or the annual compliance link on the website for specific hour needs)

Continuing education hours are referred to as clock hours. Continuing education activities can be any educational event that you attend, which will benefit you in your work as a therapeutic riding instructor, and are not limited to those sponsored by NABIA.

Examples of continuing education activities include, but are not limited to:

- Local, regional, national or international equestrian clinics, Equine Expos or Horse Fairs
- Presentations on horse care and/or management
- Medical, Educational or disability-related workshops sponsored by any recognized educational or medical organization/institution
- NABIA Annual or Regional Conferences or workshops
- College Equine courses, instructor or NABIA Approved Training Courses
- Presenting at a therapeutic riding or related educational event
- Instruction judging or competing
- Personal horsetalk riding lessons (Maximum of 10 hours)
- Industry-related teaching or mentoring NABIA Instructors-In-Training (Maximum of 10 hours)
- Online NABIA Courses (CAT Course, Instructor Self Study, Volunteer Course). Each course will be counted only once during your career for credit.

Continuing education activities are not to include:

- Recreational or trail riding
- Adult Child CPR and First Aid Training
- Observing or providing therapy sessions or horsetalk riding lessons
- Educational talks, apps, books or research

**CODE OF ETHICS FOR INSTRUCTORS**

The Code of Ethics sets forth ethical principles for NABIA Certified Instructors. The creation and preservation of the highest standards of ethical principles are central to the responsible discharge of obligations, duties and caring provided by NABIA Certified Instructors. These principles include professional competence, integrity, honesty, confidentiality, care, equal opportunity and safety and professional conduct. The principles are intended to be a guide to the conduct of all members that would be the under a specific principle, not the failure to specify any particular responsibility or provide a detail of the substance of such responsibilities or practices.

**Discipline A - Professional Competence**  
NABIA Certified Instructors will demonstrate ability to assist individuals with disabilities in the safe and effective use of equestrian activities.

**Discipline B - Integrity**  
NABIA Certified Instructors will demonstrate integrity, honesty and morality by reporting the signs, signs and self harm of individual and animals.

**Discipline C - Honesty**  
NABIA Certified Instructors will demonstrate honesty and verifiability at all times.

**Discipline D - Confidentiality**  
NABIA Certified Instructors will demonstrate confidentiality by respecting the rights of privacy of all individuals involved in the NABIA Code of Ethics.

**Discipline E - Objectivity**  
NABIA Certified Instructors will demonstrate objectivity and fairness in interacting with individuals.

**Discipline F - Sound Judgment**  
NABIA Certified Instructors will accept responsibility for the exercise of sound judgment when interacting with individual and animals.

**Discipline G - Public Safety**  
NABIA Certified Instructors will promote public safety by abiding by NABIA Standards and Guidelines.

**Discipline H - Cooperation**  
NABIA Certified Instructors will remain in good standing with the annual NABIA Compliance Process for Instructors.

Complete the following portion of this form and submit it along with membership payment to the NABIA Office.

Please complete the following checklist and list continuing education hours:

I am a NABIA Certified (this certification level):  Driving and Recreational Riding Instructors  Adult additional compliance requirements, see application booklet for details.

My NABIA Membership is current or then included with this form. My NABIA number is: \_\_\_\_\_

I am current with my Adult Child CPR and First Aid Certification. The certification date for these certifications are as follows: (online courses not accepted)

First Aid expires: \_\_\_\_\_ Adult Child CPR expires: \_\_\_\_\_

Effective September 1, 2007 NABIA will no longer accept medical professional licenses to fulfill the First Aid requirement. EMT licenses accepted.

I have completed at least 20 hours of continuing education for my riding instructor certification and necessary requirements for Driving/Recreational Riding (all required number of continuing education hrs. for each level of certification, see NABIA Instructor Certification/Continuing Education Requirements Manual).

**EVENTS/TITLE** Please check a number above (discipline) **DATE** **MONTH** **YEAR** **LOCATION** **TYPE** **HOURS**

(example) (Discipline) (Event/Workshop/Clinic)	(Month) (Year)	(Location)	(Type)	(Hours)
Classroom Instruction, Denver, CO - Rider Rehabilitation Team	June 04	04/04/04		8 hours

I do hereby state that all information listed within or submitted with this form is considered true and accurate. I have read, fully understood and will uphold the NABIA Code of Ethics for Instructors at all times.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NABIA • P.O. Box 31080 • Denver, CO 80231 • 800-860-7670 • [www.pathintl.org](http://www.pathintl.org) • Fax: 303-552-8400



# *Registered Instructor Glossary*

## **Accommodation**

An accommodation is an adjustment or an adaptation of a component or components of the Registered Instructor Certification Process in order to meet the special needs of the candidate. Requests for an accommodation to any part of the process must be made in writing and submitted to the PATH Intl. office with the initial application form or 60 days prior to your On-Site Certification date. All requests for accommodations will be reviewed by the PATH Intl. Riding Certification Subcommittee on an individual basis and applicants will be notified of the committee's decision. For more information please contact the PATH Intl. office. For example, if you are over the Host Site's weight limit and they cannot accommodate out side horses you will need to ask the PATH Intl. office for an accommodation.

## **ATC (Approved Training Course)**

These courses teach individuals the skills necessary to become a PATH Intl. Certified Instructor at the registered or advanced level. The courses have been approved by PATH Intl..

## **CAT (Center Accreditation Training) Course**

This is an on-line course designed to familiarize the candidate with the PATH Intl. Standards and Accreditation Manual. Generally, the national and most regional conferences host an on-site version of this course, which is also an acceptable form of the course and exam for those pursuing instructor certification.

## **Direct Supervision**

Direct supervision means the PATH Intl. Certified Instructor is at the activity site and is aware of and responsible for the program activity in the arena and on

the premises. The purpose of direct supervision is to provide on-going feedback by a mentor to help you improve your teaching techniques.

## **Guidance**

Guidance is provided by a PATH Intl. Certified Instructor who may not be at your center. The Certified Instructor can provide guidance through personal visits, video reviews, phone conversations, and e-mail.

## **Host Site**

A Host Site is a PATH Intl. Premier Accredited Center or PATH Intl. Member Center where the PATH Intl. On-Site Workshop and/or Certification is conducted. The host site is responsible for all Phase Two components of the Certification Process. All forms for Phase Two should be obtained from and returned to the Host Site.

## **Instructor CAT Exam**

This is the on-line exam instructor candidates take after they have completed the CAT Course. It is a required component of Phase One.

## **Instructor Self-Study Guide**

This is an on-line course designed to help the candidate assess individual strengths and weaknesses. The Self-Study is a process to evaluate one's abilities in specific aspects of therapeutic horsemanship to determine readiness to successfully complete certification.

## **IT (Instructor-In-Training)**

This is a candidate who has successfully completed Phase One of the Registered Instructor Certification process. This status will be valid for one year from the date on the Confirmation of Instructor-In-Training Status letter.

### **Mentor**

A trusted counselor or guide and PATH Intl. Certified Instructor. This person should be experienced in the field of Therapeutic Horsemanship to provide helpful, appropriate guidance during practice teaching.

### **PATH Intl. Certified Instructor Compliance Form**

The form utilized for annual renewal for Certified Instructors, which is to be submitted concurrent with their PATH Intl. memberships. This form needs to be completed in its entirety as it includes space for you to list hours of continuing education, sign the Instructor Code of Ethics, provide current dates of expiration for first aid and Adult and Child CPR certification, and current PATH Intl. Instructor membership.

### **Not Ready**

A candidate is not ready to proceed with Instructor Certification testing if they have not demonstrated proficiency in a majority of the criteria as outlined in the Self-Study Course. In addition a candidate is deemed "Not Ready" when he/she has not successfully completed all testing components of the Certification.

### **On-Site Certification Process**

Instructor candidates are evaluated by PATH Intl. Evaluators in person on their teaching and horsemanship abilities during a 2 ½ day process. Riding exams may occur on the evening of the last day of the workshop. Also, if the Host Site has too many candidates to test in one day certification may run over two days.

### **On-Site Workshop**

The 2 ½ day workshop reviews basic information and skills to help prepare you for successful completion of the PATH Intl. Instructor Certification at the Registered level.

### **Practice Teaching**

The candidate is required to complete a minimum of 25 hours of practice teaching to individuals with disabilities under the guidance or direct supervision of a PATH Intl. Certified Instructor.

## *Am I Ready?*

### *For PATH Intl. Registered Instructor Certification*

- |  |   |
|--|---|
| <input type="checkbox"/> I have a thorough working knowledge of PATH Intl. Registered Instructor Criteria.                   | <input type="checkbox"/> I actively seek out continuing education to improve my skills.                   |
| <input type="checkbox"/> I have a thorough working knowledge of PATH Intl. Standards.  | <input type="checkbox"/> I am within the time frame allotted for the Certification Process                |
| <input type="checkbox"/> I have a thorough working knowledge of all the material in the on-line Instructor Self-Study Guide. | <input type="checkbox"/> I have taught riding to individuals and groups with disabilities.                |
| <input type="checkbox"/> I have a PATH Intl. Certified Instructor acting as my mentor.                                       | <input type="checkbox"/> I am comfortable teaching group lessons.   |
| <input type="checkbox"/> I have accumulated my 25 hours of teaching mounted lessons to individuals with disabilities.*       | <input type="checkbox"/> I have completed and/or registered for an On-Site Workshop.*                     |
| <input type="checkbox"/> I regularly reflect on and modify my instruction.   | <input type="checkbox"/> I have registered for an On-Site Certification.*                                 |
| <input type="checkbox"/> I have successfully completed all components of Phase One and Phase Two.                            | <input type="checkbox"/> I have found a mentor, or I am in the process of seeking a mentor (See page 14). |

\* Applies only to OSWC process.

# PATH INTL. REGISTERED INSTRUCTOR CERTIFICATION APPLICATION FORM

Please mail this completed form to the PATH Intl. office.

Name of Candidate: \_\_\_\_\_ Email (required): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Day (\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

PATH Intl. Center Affiliation (if applicable) \_\_\_\_\_

### Please complete checklist:

- I am at least 18 years of age.
- I have enclosed a copy of my current First Aid and Adult and Child CPR cards (front and back), on-line courses not accepted.

**OR**

Will sign up for a CPR/First Aid course in my area.

- I am a current PATH Intl. Individual member. Membership # \_\_\_\_\_

**OR**

I am not a current PATH Intl. member. I have filled out the attached membership application and included the appropriate fees.

- I have enclosed the Application fee of \$60.

**OR**

I am using my center's free application fee membership benefit (\$60 waived - centers receive one per year)

Name of Center \_\_\_\_\_ Center # \_\_\_\_\_

I have enclosed a letter from my center, on their official letterhead, granting permission to use the free application fee. (required)

- I am able to complete the certification process as outlined and do not need an accommodation.

I am unable to complete the certification process as outlined and have included my accommodation request with this application. (see page 13)

- I understand that I have six months to complete the on-line exams and submit all required components to the PATH Intl. office. I would like to purchase the following checked items (optional):

PATH Intl. Standards and Accreditation Manual (Hard Copy).....\$65 + \$12 (shipping)

PATH Intl. Standards and Accreditation Manual (CD).....\$20 + \$7 (shipping)

(Also available on-line in the Members Only section for FREE!! However, it is 297 pages if printed single sided.)

PATH Intl. Instructor Education Guide, 2nd Edition (Hard copy) .....\$35 + \$9 (shipping)

TOTAL Payment: \_\_\_\_\_ (Application fee, merchandise and shipping)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I wish to pay by (check one): Please make check payable to PATH Intl. in U.S. funds.

Check  MasterCard  Visa  American Express Amount Submitted \$ \_\_\_\_\_

Credit Card No. \_\_\_\_\_ Exp.Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Note: This application is good for one year.**

*If you have not completed the online exams and received your IT letter in one year, you will need to reapply for instructor certification.*

**Send To: PATH Intl., P.O. Box 33150, Denver, CO 80233**





Candidate Name: \_\_\_\_\_ PATH Intl. # \_\_\_\_\_

<b>Horsemanship Skills Checklist Sheet</b> To assist in preparation for Registered Certification, a professional horseperson is asked to sign off on your knowledge and skill in the following areas.	
<b>Check</b>	<b>PATH Intl. STANDARDS</b> <i>Candidate checks off this section only</i>
	Know and implement PATH Intl. Standards and their interpretation for horse care and maintenance. (Program standards)
	Know and implement PATH Intl. Standards and their interpretation regarding the use of safety equipment and adaptive equipment. (Program Standards)
<b>BREED/COLORS/MARKINGS/PARTS OF THE HORSE</b> <i>All topics below to be checked off by Equine Professional</i>	
	Identify a horse by: age, color and markings, breed characteristics, height and weight
	Know parts of the horse
<b>HORSE SENSES AND BEHAVIOR</b>	
	Know the characteristics of the senses of the horse
	Know the characteristics of horse behavior
	Know how the senses of the horse and horse behavior affect the safety of the riding setting
	Identify stable vices including: cribbing, weaving, biting and kicking, wood chewing
<b>FEEDS AND FEEDING</b>	
	Know feed requirements of the horse including: hay, salt and minerals, grains, feeding intervals, water
	Recognize signs of poor quality feed
<b>STABLE MANAGEMENT</b>	
	Identify appropriate protection for horses including: fly masks and bonnets, shelter, fly repellents
	Know horse manure handling methods for sanitary conditions of stall and turn out areas
	Identify bedding materials
	Identify potential stall hazards
<b>HEALTH AND SICKNESS</b>	
	Know and recognize the signs of: behavior change, rabies, colic, good health, thrush, laminitis, weight loss
	Know and recognize when a horse is unsound
	Identify normal range and how to take TPR (temperature, pulse, respiration)
	Describe deworming, vaccination, hoof and teeth care programs
	Know first aid treatment for wounds

Check	<b>GROOMING</b>
	Identify and explain the use of grooming tools including: curry comb, mane or tail comb, hard brush or dandy, shedding blade, soft brush or body brush, sponges, hoof pick, and sweat scrapper
	Know how to give a horse a bath
	Know how to cool down a horse following a work session
	Know how to clip a horse for maintenance including: bridle path, muzzle, fetlock
	<b>TACK AND TACKING</b>
	Identify and know the purpose, use and function of: bits (snaffle and curb), adaptive equipment, bitless bridles, breast plates and collars, bridles, safety stirrups, saddles (english and western), safety helmets, saddle pads, surcingles, bareback pads
	Know the parts of the English and Western saddles and bridles
	Know how to tack a horse
	Select and evaluate equipment needs for riders and horses including: types of saddles and bridle, how saddle affects rider position, how bridle and saddle affects horse, adaptive equipment
	Know how to fit tack to horses and riders
	Know how to educate team, including riders and volunteers, in the use of the equipment
	Know and demonstrate tack cleaning, care, and maintenance
	<b>UN SOUNDNESS AND BLEMISHES/FORM TO FUNCTION</b>
	Recognize the difference between a blemish and an unsoundness
	Identify and describe the foot falls and beats of the: walk, trot/jog, canter/lope
	<b>SELECTION AND TRAINING</b>
	Explain the characteristics of a therapy horse
	Know how to train a horse to accept: leaders and sidewalkers, ambulation aids, mounting ramps and blocks, game equipment, mounting procedures
	Recognize the need for a conditioning and maintenance program for therapeutic riding horses including: lunging, schooling, record keeping

\*Professional's Signature: \_\_\_\_\_ **Date:** \_\_\_\_\_

\*Professional's Credentials (see below): \_\_\_\_\_

\* Examples of an Equine Professional would include but are not limited to the following:

- 1) A PATH Intl. Advanced or Master Instructor
- 2) A person who has achieved certification from an equine-related organization such as:
  - Pony Club B level or above
  - A Pony Club Clinician, DC or Examiner

- USDF Certified Instructor
- ARIA Certified Instructor
- BHSAI or above Certification
- CHA Level 3 or above
- Holds a degree in Equine Studies
- 3) A person who makes a living in an equine-related fields (i.e. a Veterinarian, Farrier, etc.)