1. Prerequisites

   A. Must be 18 years or older

   B. Volunteer for at least one 6-week session as a sidewalker or horse leader.

   C. Pass a basic riding test administered by H.I.S. staff.

2. Submit *H.I.S. IT* Application

3. *H.I.S. Instructor-in-Training Program* and the *NARHA Workshop & Certification Process*

   A. NARHA Workshop and Certification Process - Phase One

      a. Requires approximately 6 months to complete. For a detailed description of this certification method see: www.narha.org/pdffiles/INST/2007RegisteredProgramBooklet.PDF.

      b. Join NARHA at narha.org. The $55 annual dues cover the cost for the NARHA Center Accreditation Training (CAT) online course and the NARHA Instructor Self-Study online course, both of which are required for certification.

      c. Submit NARHA Registered Instructor Application Form (available at narha.org) to NARHA.

      d. Obtain Basic Adult & Child CPR and First Aid certification, approximately $50, offered by local Red Cross organizations.

      e. Complete the following online courses:

         i. NARHA Center Accreditation Training.

         ii. NARHA Instructor Self-Study.

      f. Pass the following online exams:

         i. NARHA Center Accreditation Training Open Book Exam

         ii. NARHA Registered Instructor Open Book Exam

      g. You will receive a confirmation of Instructor-In-Training Status letter from NARHA when all *Phase One* documentation is received at the NARHA office, including passing scores on both examinations and current copies of Adult and Child CPR and First Aid cards. *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.*

   B. NARHA Workshop and Certification Process - Phase Two

      a. Complete 25 teaching hours under the guidance or direct supervision of a *H.I.S.* NARHA Certified Instructor. These hours can be accrued while working on the requirements in paragraph B 1) above.

b. Complete a NARHA On-Site Educational Workshop which includes two days of classroom and hands-on training.

c. Pass a NARHA On-Site Certification in which candidates demonstrate their riding ability and instructional competence. The riding pattern may be done in either English or Western tack and the instruction is given to a class of at least two students with disabilities.

4. *H.I.S. Instructor-in-Training Program* Incentives

A. Upon entry into the H.I.S. IT Program, H.I.S. staff will work with the IT to improve the following skills and knowledge in preparation for NARHA certification. H.I.S. is not responsible for providing ITs with full training in these skills and knowledge. The intent is to provide opportunities and guidance for improvement.

a. Ability to instruct individuals with special needs. ITs must complete 25 teaching hours under the guidance or direct supervision of a NARHA Certified Instructor. Instructional skills will be guided, supported, and evaluated.

b. Ability to ride a variety of horses at the walk, trot, and canter. Opportunities to ride will be offered. Riding skills will be guided, supported, and evaluated. Candidates are responsible for any remedial riding instruction required for certification. H.I.S. will not offer such instruction nor provide funds for such instruction.

c. Ability to communicate orally and in writing. Communication skills will be guided, supported, and evaluated.

d. Knowledge of equine management and horsemanship.

e. Knowledge of disabilities and their relevance to therapeutic riding.

B. Prior to attending the NARHA Educational Workshop, the IT will be given a formal instructor evaluation. If the Overall Rating* is Partially Met Expectations (PME) or higher, financial aid is offered on a one-time basis, as listed below. The maximum aid offered per IT is $575 and must be approved by the Executive Director.

***Overall Rating**	**Financial Aid Offered**
Below Expectations (BE)	none
Partially Met Expectations (PME)	½ of the cost of NARHA workshop
Met Expectations (ME)	full cost of NARHA workshop
Exceeded Expectations (EE)	full cost of NARHA workshop, certification, & lodging
Far Exceeded Expectations (FEE)	full cost of NARHA workshop, certification, lodging, & travel

C. Prior to receiving any *H.I.S*. financial aid, the IT must sign a *written* Memorandum of Agreement (MOA) for a one-year commitment to instruct at *H.I.S.* (if certification is given) or to reimburse *H.I.S.* for all funds provided (if certification is not given or not attempted after the educational workshop).