



PATH Intl. Riding Instructor Certification



PATH Intl. Registered Riding Instructor Certification Booklet Table of Contents

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MISSION

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

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The PATH Intl. Registered Riding Instructor Certification Overview and Application Process

We are thrilled you are interested in pursuing the PATH Intl. Therapeutic Riding Instructor Program! A PATH Intl. Therapeutic Riding Instructor (TRI) must demonstrate riding and teaching ability, knowledge, and, above all, safety while teaching equine-centered lessons to all abilities. We look forward to helping you achieve your certification goals.

A Therapeutic Riding Instructor (TRI) is able to conduct an effective, safe and basic equestrian lesson to include the teaching of a riding skill to individuals with disabilities.

There are four levels of PATH Intl. Therapeutic Riding Instructor Certification:

- Registered Instructor
- Registered with Accommodation
- Advanced Instructor
- Master Instructor

METHODS FOR OBTAINING REGISTERED CERTIFICATION

You may obtain your PATH Intl. Registered Riding Instructor certification via one of three methods:

- 1) **Successfully complete the PATH Intl. On-Site Workshop and Certification Program (Most common method)**
- 2) Attend a college or university with a PATH Intl. Higher Education Membership.
Visit www.pathintl.org to learn more about our current Higher Education Partnerships.
- 3) Attend and successfully complete a PATH Intl. Approved Training Course

THE PATH INTL. ON-SITE WORKSHOP AND CERTIFICATION PROCESS

Most commonly, candidates pursue certification through PATH Intl.'s On-Site Workshop and Certification Program. This multi-step educational process is composed of two phases and culminates in a PATH Intl. Certification Event. Completion of all components in both phases helps applicants to prepare for and succeed in achieving PATH Intl. Registered Instructor Certification. PATH Intl. Individual members are eligible to apply to the PATH Intl. Certified Riding Instructor Program.

PHASE I REQUIREMENTS

- Become a PATH Intl. Individual Member
- Be 18 years of age or older
- Submit Instructor Application
- Adult and Child CPR and First Aid Certification
- Signed Horsemanship Skills Checklist
- Successfully complete the online Center Accreditation Training (CAT) Course and Exam or the Standards Course
- Successfully complete the online Instructor Self-Study Course and Exam

Once you submit your PATH Intl. Certified Riding Instructor Application you will have **one year** to fulfill all of the requirements of Phase I. Once the PATH Intl. office has received documentation of the successful

completion of Phase I requirements, the candidate's status will be updated from Phase I to Phase II, also called In-Training (IT). Once a candidate is granted IT status, the PATH Intl. office will issue an IT letter which will be required for final certification.

PHASE II REQUIREMENTS

- Minimum of 25 hours of teaching therapeutic riding to a group (2 or more) under the guidance of a mentor*
- Accommodation request submitted (if applicable)
- Attend an on-site workshop at a PATH Intl. Member Center
- Attend and successfully complete a certification event at a PATH Intl. Center Member

Phase II of the PATH Intl. Certified Instructor Program allows candidates to apply the knowledge gained in Phase I to hands-on teaching experiences. Candidates have **one year** to fulfill all of the requirements of Phase II once their status is updated to in-training. This one year will allow candidates the time to complete their 25 hours of supervised teaching, locate and attend a PATH Intl. On-Site Workshop (if the candidate has not already) and, finally, test at a certification event.

*Documentation of Teaching Hours:

A form for documenting teaching hours is included with this application booklet (page 8). **This form is to be sent to the host site (not PATH Intl.) prior to certification testing along with the rest of the Phase II forms required for certification registration.**

These hours of teaching experience must be acquired under the guidance or direct supervision of a current PATH Intl. Certified Instructor. Hours without a mentor's signature will not be accepted. The candidate may only count mounted teaching hours taught to a group of 2 or more participants.

Candidates may begin counting hours at any time (either during Phase I or Phase II); they cannot be more than 2 years old at the time the candidate attends their certification testing.

Please note: It is the candidate's responsibility to ensure they are working with a PATH Intl. Certified Instructor in good standing. The instructor must be current at the time all 25 hours take place. Candidates may verify current certification through the PATH Intl. office, or by asking their mentor for a PATH Intl. membership card. If the candidate performs their 25 hours under an expired/non-compliant instructor the hours will not count and the candidate will be assessed a \$150 fee from the PATH Intl. office prior to their

official certification results being released. The candidate will also need to submit their hours within 90 days of notification from the office or their certification is null and void and you will be required to begin the process over again.

PATH INTL. APPROVED TRAINING COURSES

Prerequisites for Approved Training Course (ATC):

- 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
- Meet entrance requirements as determined by the host PAC

PATH Intl. Approved Training Courses are held at PATH Intl. Premiere Accredited Centers (PACs). These carefully screened training sites offer an intensive educational curricula that include classroom and lecture time, observations, training in facility management and administration, horsemanship practicums, horse schooling, and mentored teaching experiences. ATCs provide applicants the opportunity to attain either PATH Intl. Registered or Advanced Level Certification upon completion of the course.

Candidates interested in attending a PATH Intl. Approved Training Course should contact the center hosting the Approved Training Course directly to obtain current information on location, course fees, schedules, housing options and entrance requirements. Contact information for each PATH Intl. Approved Training Course is available on the PATH Intl. website (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.

ACCOMMODATIONS

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 a candidate. **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 with the initial application form and/or no less than 60 days prior to the OSWC.** All requests for accommodation must be accompanied by a doctor's note documenting a long-term physical condition or disability. Accommodation requests will be reviewed by the PATH Intl. Riding Certification Subcommittee on an individual basis to determine appropriate, reasonable accommodations. Applicants will be notified of the committee's decision.

Applicants with an approved accommodation for the riding component of certification will be required to teach the riding pattern to an able bodied rider instead of riding the pattern. The candidate will also be required to instruct an able bodied volunteer in mounting and dismounting procedures as well as any emergency procedures, including an emergency dismount.

For more information please contact the PATH Intl. office.

INSTRUCTOR 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 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 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, 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. (Please note this document is approximately 300 pages when printed single sided).

PATH Intl. Riding Instructor Certification Process, Available for download on-line at the PATH Intl. website at www.pathintl.org.

PATH Intl. Riding Instructor Certification Policies and Procedures. Available for download on-line at the PATH Intl. website at www.pathintl.org.

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/>.

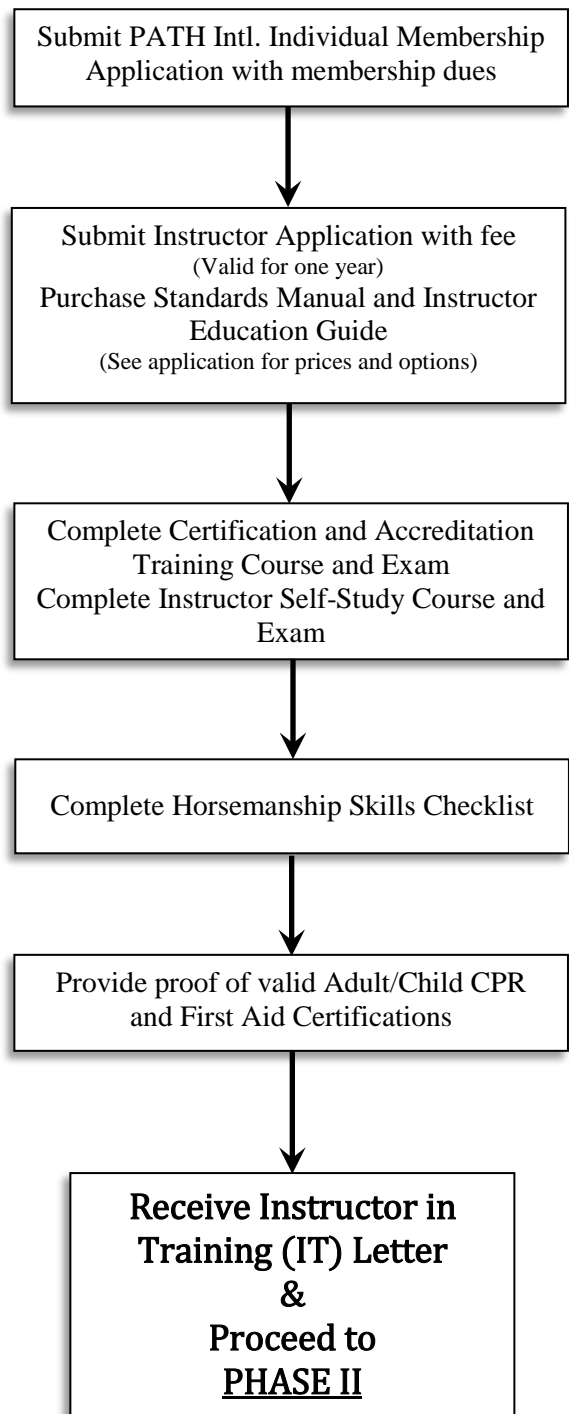
101 Arena Exercises, available from Storey Communications Inc. Order by calling (800) 441-5700.

Am I Ready to Pursue to Certification?

- I am 18 years of age or older
- I have or intend to obtain my Adult and Child CPR and First Aid certifications
- 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 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 submit the PATH Intl. Registered Instructor Certification Application and \$75 application fee

PHASE I

-- Twelve Month Completion Timeframe --



PATH INTL. REGISTERED INSTRUCTOR CERTIFICATION

APPLICATION FORM

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

PATH Intl., P.O. Box 33150, Denver, CO 80233

Name of Candidate: _____ Email (required): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Day (____) _____ Evening (____) _____ Fax: (____) _____

PATH Intl. Center Affiliation (if applicable): _____

Please complete checklist:

- 1. I am at least 18years of age.
2. I have enclosed front and back copies of my current First Aid and Adult and Child CPR cards (on-line courses are not accepted). OR Will sign up for a CPR/ First Aid course in my area.
3. I am a current PATH Intl. Individual member. Membership# ____ OR I am not a current PATH Intl. member. I have filled out the Individual Membership application and included the appropriate fees.
4. I have enclosed the Application fee of \$75. OR I am using my center's free application fee membership benefit (\$75 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)
5. 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 5.)
6. 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)\$25 + \$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)
7. I would like to submit an accommodation request to the Riding Certification Subcommittee
I have included a Doctor's note documenting a long-term disability necessitating an accommodation
8. I have carefully read and fully understand the policies and procedures pertaining to my certification that are laid out in this booklet.

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 Master Card Visa American Express Amount Submitted \$ _____

Credit Card No. _____ Exp. Date _____

Signature: _____ Date: _____



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

Horsemanship Skills Checklist Sheet

To assist in preparation for Registered Certification, a professional horseperson is asked to sign off on your knowledge and skill in the following areas.

Check	PATH Intl. STANDARDS <u>Candidate checks off this section only</u>
	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)
	BREED/COLORS/MARKINGS/PARTS OF THE HORSE <u>All topics below to be checked off by Equine Professional</u>
	Identify a horse by: age, color and markings, breed characteristics, height and weight
	Know parts of the horse
	HORSE SENSES AND BEHAVIOR
	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
	FEEDS AND FEEDING
	Know feed requirements of the horse including: hay, salt and minerals, grains, feeding intervals, water
	Recognize signs of poor quality feed
	STABLE MANAGEMENT
	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
	HEALTH AND SICKNESS
	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	GROOMING
	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
	TACK AND TACKING
	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
	UNSOUNDNESS AND BLEMISHES/FORM TO FUNCTION
	Recognize the difference between a blemish and an unsoundness
	Identify and describe the foot falls and beats of the: walk, trot/jog, canter/lope
	SELECTION AND TRAINING
	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

PATH Intl. Registered Instructor

Workshop and/or On-Site Registered Certification Paperwork

DOCUMENTATION OF TEACHING HOURS

Name of Candidate: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Day (_____) Evening (_____) Email: _____

Date	Location/Organization	Discipline (western/ English/ etc.)	Hours	Mentor's Name and PATH Intl. # (required)	Comments Group? yes/no

(check) I have confirmed my mentor is a **current** PATH Intl. instructor.

Please note: This form is not valid without the Mentor's PATH Intl. member ID # _____ Total Hours _____

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

Candidate Signature: _____ Date: _____



Please submit this form to the Host Site with your Phase II packet, DO NOT send to the PATH Intl. office.



PATH Intl. Riding Instructor On-Site Workshop & Certification Process



Professional Association of Therapeutic
Horsemanship International

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

PHASE I

-- Twelve Month Completion Timeframe --

Submit PATH Intl. Individual Membership Application with membership dues

Submit Instructor Application with fee
(Valid for one year)
Purchase Standards Manual and Instructor Education Guide
(See application for prices and options)

Complete Certification and Accreditation Training Course and Exam
Complete Instructor Self-Study Course and Exam

Complete Horsemanship Skills Checklist

Provide proof of valid Adult/Child CPR and First Aid Certifications

Receive Instructor in Training (IT) Letter &
Proceed to
PHASE II

PHASE II

-- Two Year Completion Timeframe --

Complete a minimum of 25 hours of teaching therapeutic riding instruction to groups of at least 2 riders under a PATH Intl Therapeutic Riding Instructor
(Instruction hours can be started at any time during the instructor application process and are valid for 2 years)

Attend a PATH Intl On-Site Workshop and Certification event (OSWC)
Certification candidates are evaluated by PATH Intl. Evaluators on two components:

- 1) Riding/horsemanship skills demonstration

- 2) Teaching riders with disabilities

(Workshop can be completed at any time during the instructor application process and does not need to be completed at the same time or location as the certification. Contact the center hosting the event to determine the cost of workshop and certification.)

Renew Instructor Membership ANNUALLY by submitting:

- 1) **Membership fee**
- 2) **20 hours of continuing education**
(NOTE: additional hours are required if you hold a certification in a specialty area. Refer to Instructor Compliance Form for details.)
- 3) **Current and valid Adult/Child CPR and First Aid certifications**



The On-Site Workshop and Certification Process

This booklet contains information regarding the Registered level of certification. The Registered Riding Instructor certification is the entry level certification required for PATH Intl. Member Centers. 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).

Below is a guide to help you through the On-Site Workshop and Certification (OSWC) process. In order to become a PATH Intl. Registered Instructor, you must successfully complete both phases of the process.

PHASE II REQUIREMENTS

- Minimum of 25 hours of teaching therapeutic riding to a group (2 or more) under the guidance of a mentor*
- Attend an on-site workshop at a PATH Intl. Member Center
- Attend and successfully complete a certification event at a PATH Intl. Center Member

WHAT TO EXPECT AT A PATH INTL. ON-SITE WORKSHOP

On-Site Workshop: A two and a half day educational on-site workshop, hosted by a PATH Intl. Center Member, is required prior to the final step of certification. A candidate's attendance at a PATH Intl. On-Site Workshop is valid for two years.

Registration requirements:

Candidates should contact the host site directly to learn about the center's specific registration requirements and deadlines.

Content/Faculty:

The content of the workshop is determined and governed by the PATH Intl. Riding Certification Subcommittee. The workshop is conducted by two PATH Intl. Evaluators who have completed training and have advanced knowledge of therapeutic riding. Evaluator's will dedicate the workshop to lecture and hands-on practicums.

What will the host site provide?:

The PATH Intl. Center Member hosting the event will provide the classrooms, arena, educational materials, equines, participants, and other facilities needed to make the workshop possible.

WHAT TO EXPECT AT A PATH INTL. CERTIFICATION EVENT

Certification: A certification event is the candidate's final evaluation. Typically a two day event, it is divided into two categories; horsemanship and teaching ability. Successful completion of both categories is required to obtain Certified Instructor status. To attend a certification event, candidates must have successfully completed all Phase 1 components, have their IT letter in hand, attended a PATH Intl. On-Site Workshop, and completed all 25 hours of mentored instruction. Candidates may choose, if they wish, to complete the on-site workshop and certification simultaneously, or attend an on-site workshop first and then attend a certification event at a later date.

Registration requirements:

Each candidate will locate an event to attend, contact the PATH Intl. Center Member to register, and submit the required Phase II paperwork to the host site along with the candidate's IT letter. **Please contact the host site directly to obtain their registration brochure and the required paperwork.**

Evaluators:

A candidate's skill will be assessed by two PATH Intl. Evaluators. These individuals have been through specialized training and have commensurate knowledge of the certification process.

Riding Component:

All candidates will be expected to demonstrate their riding skills in a riding test observed by two evaluators. For more information on the warm-up and riding pattern expectations, refer to **page 13**.

Teaching Component:

All candidates will be expected to demonstrate their teaching skills by instructing a group riding lesson to participants with disabilities observed by two evaluators. The host site will provide candidates with participant profiles in preparation for the teaching component of certification.

Evaluation:

The candidate must pass both components of the certification event. If the candidate is found 'Not Ready,' information on how to certify will be sent to the candidate.

What will the host site provide?:

The PATH Intl. Center Member hosting the certification event will provide the arenas, equines, volunteers, participants, and other facilities needed to make the certification event possible.

ON-SITE CERTIFICATION RESULTS

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.

Upon conclusion of the certification, the results are 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 within 45 days after the completion of the certification. (Not a guaranteed time frame.)

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

RESULTS NOTIFICATION FROM PATH INTL.

Depending on their certification results, candidates can expect the following notification results from PATH Intl.:

1) Candidates who pass both components

Candidates will receive formal notification from the PATH Intl. office 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 submitted to the PATH Intl. office annually on the date of your original joined date (the date you established your membership), not your certification date.

2) Candidates who fail one or both components

Candidates will receive an official letter from the PATH Intl. office within 30-45 days after the certification is complete, via mail, outlining resubmission options for the failed component(s). Candidates are encouraged to wait for this letter prior to resubmitting their certification. The resubmission process is different for those candidates who fail both components. For more information regarding the resubmission process, please see the PATH Intl. Riding Instructor Certification Policies and Procedures (page 21). The failed component(s) must be successfully completed before a candidate will be certified.

Rubric for Registered Level Instructor Certification – Riding Component

Component	1 – Does not meet criteria	2 – Meets Criteria	3 – Exceeds Criteria
Warm-up	Not appropriate for horse, unsafe for horse or rider, did not demonstrate walk, trot/jog, canter/lope in both directions, did not demonstrate secure position at all gaits, inconsistent or incorrect postural alignment shown	<u>Met all relevant criteria including:</u> Warm up was appropriate for horse and rider, showed knowledge of all three gaits, demonstrated safe spacing in arena, used time efficiently, warm up was adequate for pattern, demonstrated knowledge of arena etiquette.	<u>Met all criteria and:</u> Demonstrated keen sense of what horse needed during warm up, incorporated bending and stretching exercises into warm up appropriately. Made a positive difference in the horse's response to aids and way of going.
Walk	Inadequate impulsion, poor alignment, insecure seat, inappropriate contact, did not use aids effectively	<u>Met all relevant criteria including:</u> Demonstrated control of horse, straightness of horse, secure seat, light rein contact, postural alignment, use of natural aids (and artificial aids as appropriate)	<u>Met all criteria and:</u> Improved quality of gait, encouraged impulsion using natural (and appropriate artificial aids if needed) Improved the horses balance, obedience and way of going.
Posting trot/jog	Poor or awkward upward transition, incorrect posting diagonal demonstrated, inadequate contact, no bending around corners, lacked control, insecure seat demonstrated, gait of horse lacked proper rhythm or tempo, incorrect or inconsistent postural alignment	<u>Met all relevant criteria including:</u> Demonstrated control of horse, straightness of horse, bending of horse around corners, correct posting diagonal maintained, appropriate aids applied, secure seat demonstrated with correct postural alignment, light contact shown	<u>Met all criteria and:</u> Utilized half halts to improve quality of gait, encouraged impulsion in horse with effective aids, longitudinal flexion present as result of natural aids to match capability and training level of horse, security of seat shown, adaptability of skill to maximize horse's potential demonstrated
Posting trot/jog: change rein across diagonal	Incorrect posting diagonal demonstrated with change of rein,	<u>Met all relevant criteria including:</u> Demonstrated control	<u>Met all criteria and:</u> Utilized half halts to improve quality of gait,

	inadequate contact, no bending around corners, lacked control, insecure seat demonstrated, gait of horse lacked proper rhythm or tempo, incorrect or inconsistent postural alignment	of horse, straightness of horse, bending of horse around corners, correct posting diagonal with proper change when changing rein, appropriate aids applied, secure seat demonstrated with correct postural alignment, light contact shown	encouraged impulsion in horse with effective aids, longitudinal flexion present as result of natural aids to match capability and training level of horse, demonstrated bending around corners, security of seat shown, adaptability of skill to maximize horse's potential demonstrated
Sitting trot/job: change rein across diagonal	Inadequate or inconsistent contact, balancing off reins, no bending around corners, lacked control, insecure seat demonstrated, gait of horse lacked proper rhythm or tempo, incorrect or inconsistent postural alignment	<u>Met all relevant criteria including:</u> Demonstrated control of horse through downward transition, straightness of horse, bending of horse around corners, secure seat in saddle at sitting trot, appropriate aids applied, correct postural alignment maintained, light contact shown	<u>Met all criteria and:</u> Utilized half halts to improve quality of gait, encouraged impulsion in horse with effective aids, longitudinal flexion present as result of natural aids to match capability and training level of horse, demonstrated bending around corners, security of seat shown, adaptability of skill to maximize horse's potential demonstrated
Canter/lope: right lead	Awkward upward transition and downward transition due to improper aids, wrong canter lead shown, insecure seat, lack of control of horse, too much or too little contact, interfering with horse's movement, incorrect or inconsistent postural alignment	<u>Met all relevant criteria including:</u> Demonstrated control of horse through upward transition and downward transition, appropriate aids applied, correct postural alignment maintained, light contact shown	<u>Met all criteria and:</u> Solid and secure seat demonstrated through transitions and gait, encouraged impulsion in horse with effective aids, longitudinal flexion present as result of natural aids to match capability and training level of horse, demonstrated bending around corners, adaptability of skill to maximize horse's potential demonstrated
Posting trot/jog: ½ circle right, ½ circle left	Incorrect posting diagonal demonstrated with change of rein,	<u>Met all relevant criteria including:</u> Demonstrated control	<u>Met all criteria and:</u> Utilized half halts to improve quality of gait,

	inadequate contact, no bending around corners, lacked control, insecure seat demonstrated, gait of horse lacked proper rhythm or tempo, incorrect or inconsistent postural alignment	of horse, straightness of horse, bending of horse around corners, correct posting diagonal with proper change when changing rein, appropriate aids applied, secure seat demonstrated with correct postural alignment, light contact shown	encouraged impulsion in horse with effective aids, longitudinal flexion present as result of natural aids to match capability and training level of horse, demonstrated bending around corners, security of seat shown, adaptability of skill to maximize horse's potential demonstrated
Canter/lope: left lead	Awkward upward transition and downward transition due to improper aids, wrong canter lead shown, insecure seat, lack of control of horse, too much or too little contact, interfering with horse's movement, incorrect or inconsistent postural alignment	<u>Met all relevant criteria including:</u> Demonstrated control of horse through upward transition and downward transition, appropriate aids applied, correct postural alignment maintained, light contact shown	<u>Met all criteria and:</u> Solid and secure seat demonstrated through transitions and gait, encouraged impulsion in horse with effective aids, longitudinal flexion present as result of natural aids to match capability and training level of horse, demonstrated bending around corners, adaptability of skill to maximize horse's potential demonstrated
Sitting trot/jog circle	Inadequate or inconsistent contact, balancing off reins, no or inadequate bending around circle, lacked control, insecure seat demonstrated, gait of horse lacked proper rhythm or tempo, incorrect or inconsistent postural alignment	<u>Met all relevant criteria including:</u> Consistent bending of horse around circle, secure seat in saddle at sitting trot, appropriate aids applied, correct postural alignment maintained, light contact shown	<u>Met all criteria and:</u> Utilized half halts to improve quality of gait, encouraged impulsion in horse with effective aids, longitudinal flexion present as result of natural aids to match capability and training level of horse, demonstrated bending around circle, security of seat shown, adaptability of skill to maximize horse's potential demonstrated
Sitting trot/jog	Inadequate or inconsistent contact, balancing off reins, no	<u>Met all relevant criteria including:</u> Consistent bending of	<u>Met all criteria and:</u> Utilized half halts to improve quality of gait,

	or inadequate bending around corner, lacked control, insecure seat demonstrated, gait of horse lacked proper rhythm or tempo, incorrect or inconsistent postural alignment	horse around corner, secure seat in saddle at sitting trot, appropriate aids applied, correct postural alignment maintained, light contact shown	encouraged impulsion in horse with effective aids, longitudinal flexion present as result of natural aids to match capability and training level of horse, demonstrated bending around circle, security of seat shown, adaptability of skill to maximize horse's potential demonstrated
Walk	Awkward transition, inadequate impulsion, poor alignment, insecure seat, inappropriate contact, did not use aids effectively	<u>Met all relevant criteria including:</u> Demonstrated control of horse to facilitate smooth transition, maintained straightness of horse, appropriate impulsion, secure seat, light rein contact, postural alignment, use of natural aids (and artificial aids as appropriate)	<u>Met all criteria and:</u> Smooth transition demonstrated while maintaining forward impulsion, utilized half halts to improve quality of gait, encouraged impulsion using natural aids, longitudinal flexion present as a result of the aids used, continued to demonstrate appropriate bending
Halt and back	Aids applied inappropriately, lacked respect for horse, improper alignment and position, unable to affect horse positively to achieve desired result	<u>Met all relevant criteria including:</u> Effective use of aids with light contact, demonstrated respect for horse, maintained proper alignment and secure seat	<u>Met all criteria and:</u> Demonstrated smooth coordination of all aids to affect horse positively, horse and rider maintained balance for smooth execution of rein-back
Walk, halt and dismount	Aids applied inappropriately, lacked respect for horse, improper alignment and position, unable to affect horse positively to achieve desired result, unsafe dismount	<u>Met all relevant criteria including:</u> Effective use of aids with light contact, straightness of horse maintained, demonstrated respect for horse, had proper alignment and position, safe	<u>Met all criteria and:</u> Demonstrated smooth coordination of all aids, respectful to horse, careful with tack and equipment, both horse and rider remain well balanced throughout
Overall impression	Overall impression is that the candidate did not demonstrate level	<u>Met all relevant criteria including:</u> Overall impression is	<u>Met all criteria and:</u> Overall impression is exceptionally positive,

	<p>of riding skill necessary to achieve certified instructor status at this time</p>	<p>positive, candidate is a solid rider at all gaits and has demonstrated knowledge of riding skills needed to be an effective instructor at the Registered Level</p>	<p>as candidate consistently demonstrated high level of skills to positively affect the horse. Candidate is perceived as a trainer for the horse, and possesses the skills to support this role and over time to improve the horse with continued schooling</p>
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Rubric for Registered Level Instructor Certification – Teaching Component

Component	1 – Does not meet criteria	2 – Meets Criteria	3 – Exceeds Criteria
Lesson Plans	No measurable objective, no riding skill taught or inappropriate skill chosen, not clear or not followed, missing elements, inadequate self-reflection or not done independently, confusing to follow	<u>Met all relevant criteria including:</u> clearly written, appropriate skill selected, contained measurable objective, included option to adapt as needed to meet needs of riders, appropriate activities chosen to support riding skill being taught, realistic independent self-reflection given	<u>Met all criteria and:</u> Exceptionally clear and well-written, included measurable objective with appropriately challenging riding skill, creatively allowed for progression, realistic with time allotted, self-reflection was detailed with insight into needs of riders and extensive awareness of strengths and weaknesses
Mounting	Inadequate or incomplete instruction given, awkward, compromising hand/body position, unsafe in any way, unclear instructions to riders or volunteers, not protective of horse or rider	<u>Met all relevant criteria including:</u> Clear and concise instruction given to entire team, safe for all, appropriate for riders, utilized efficient body mechanics, was respectful to participant and horse, fostered independence for rider	<u>Met all criteria and:</u> Demonstrated high level of skill knowledge, exceptionally efficient in use of time, utilized all members of team effectively, excellent use of body mechanics, empowered riders towards independence safely
Equipment/Tack	Tack checks not done or not done adequately, improper fitting saddles or helmet present, safety stirrups not in use with improper footwear, inappropriate clothing, horse/rider in obvious discomfort or unsafe situation such as uneven stirrups, stirrup adjustment too long or short, saddle too far forward or back or not centered	<u>Met all relevant criteria including:</u> Tack and helmet checks performed (at minimum prior to mounting), proper fitting saddles used to accommodate both horse and rider, demonstrated knowledge of tack used, was able to educate team in proper use of tack and equipment used, tack was adjusted properly and safely	<u>Met all criteria and:</u> High level of awareness demonstrated regarding all tack and equipment used, regular checks during lesson with adjustments as needed, tack was well matched for horse and rider, able to educate all involved in reasoning for tack decisions and adjustments, demonstrated extensive knowledge in creative

			use of equipment to enhance learning
Volunteers	Not enough or not well trained volunteers, volunteers were out of position, poor communication with team, did not correct volunteers when needed, had safety issues involving volunteers, inappropriately matched with needs of rider, volunteers provided too much or too little support without enough feedback	<u>Met all relevant criteria including:</u> proper number of volunteers utilized, well trained, had good rapport with volunteers, communicated effectively with volunteers, volunteers understood their role, gave correction/feedback to volunteers appropriately as needed, built sense of team among volunteers	<u>Met all criteria and:</u> Demonstrated high level of awareness of volunteer abilities, able to coach effectively to maximize benefit to rider, empowered volunteers appropriately, gave sense of ownership and independence to volunteers, built strong sense of team, demonstrated gratitude, encouraged volunteers by recognizing their efforts
Instructor/Instruction	Lacked control of lesson, inaudible, confusing, not teaching to group, disorganized, inappropriate skills chosen, insufficient or incorrect praise given, incorrect instruction of skill, no skill taught, lack of postural corrections, lacking in challenge, directing not teaching, use of negative language, no or little rapport built with riders, unsafe in any way, unprofessional demeanor, negative attitude displayed, no safety checks performed or inadequate, gate left open, chaotic, did not comply with PATH Intl standards	<u>Met all relevant criteria including:</u> Maintained a positive learning environment, provided "whats," "hows," and "whys," gave postural corrections, built rapport with riders, taught to level of riders, gave clear and concise directions, showed a genuine interest in students, maintained a central presence in arena, maintained control of class throughout, utilized safe spacing, demonstrated a positive attitude, was professional, self-confident, utilized appropriate specific praise, demonstrated knowledge of what was being taught, taught progression towards independence	<u>Met all criteria and:</u> Demonstrated teaching methodologies to inspire riders towards progression, consistently used "whats," "hows," and "whys," demonstrated creativity in activities chosen to support riding skill being taught, strong rapport built with all team members, strong central presence in arena, inspired confidence in riders, appropriately managed risks, consistent and fair in management of behavior issues, demonstrated flexibility in the moment while keeping rider's goals at forefront of teaching objective, connected all elements of lesson into cohesive learning experience

Dismounting	Inadequate or incomplete instruction given, awkward, compromising hand/body position, unsafe in any way, unclear instructions to riders or volunteers, not protective of horse or rider	<u>Met all relevant criteria including:</u> Clear and concise instruction given to entire team, safe for all, appropriate for riders, utilized efficient body mechanics, was respectful to participant and horse, fostered independence for rider	<u>Met all criteria and:</u> Demonstrated high level of skill knowledge, exceptionally efficient in use of time, utilized all members of team effectively, excellent use of body mechanics, empowered riders towards independence safely
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COMMON REASONS FOR FAILURE

IMMEDIATE FAILURES

- Not closing the gate or doorway while riders are mounted (RI 1.5)
- Lack of safety stirrups or inappropriate footwear used with regular stirrups (RE 8.1.9, 8.6, RI 1.5)
- Lack of ASTM-SEI approved helmets on any rider (RE 8.1.10)
- A rider who is secured to the saddle in a way that would not allow him/her to fall free of the horse (RE 8.1.7, 8.4.4, 8.5)

COMMON REASONS THE RIDING COMPONENT IS FAILED

- Failure to demonstrate skills and knowledge of correct canter leads (RH 4.1)
- Failure to demonstrate knowledge of posting diagonals at the trot (RH 4.1)

- Insufficient horsemanship skills (RH 1.0-4.0)
- Lack of effective use of natural aids (RH 5.1)
- Improper alignment and/or riding position (RH 3.2)
- Inadequate control during the pattern (RH 4.4)
- Failure to complete all elements of the pattern

COMMON REASONS THE TEACHING COMPONENT IS FAILED

- Insufficient knowledge of how to structure a realistic and meaningful lesson (RT 3.1- 3.3)
- No riding skill taught (RT 4.1)
- Unsafe procedures and inability to recognize or correct unsafe situations (RI 1.5, RT 4.1, 4.2, 5.2, 5.3)
- Unsafe ring set-up (RI 1.5)

- Not teaching to the group, i.e. not using group teaching techniques and conducting individual lessons (RT 4.1)
- Poor time management (RT 4.1, 4.2)
- Absence of quality feedback including “hows” and “whys”, position corrections, and specific praise appropriate to the cognitive, emotional, learning and physical abilities of each rider (RT 4.1, 5.1)
- Insufficient skill challenge or progression for the riders’ level (RT 4.1)
- Lack of thorough understanding and compliance with PATH Intl. Standards (RE 1.0, RI 1.5, RT 1.0)
- Inappropriate use of equipment including , but not limited to, incorrect use of safety stirrups (RE 8.1.9, 8.6, RI 1.5)

AM I READY? FOR PATH INTL INSTRUCTOR CERTIFICATION

- I have a thorough working knowledge of PATH Intl. Instructor Criteria
- I have a thorough working knowledge of PATH Intl. Standards
- I have a thorough working knowledge of all the material in the on-line Instructor Self-Study Guide
- I have COMPLETED 25 hours of teaching mounted lessons to individuals with disabilities under the supervision of a PATH Intl. Certified Instructor
- I regularly reflect on and modify my instruction
- I have successfully completed all the components of Phase I and have received my IT letter
- I actively seek out continuing education to improve my skills
- I am within the time frame allotted for the Certification Process
- I am comfortable teaching group lessons with 2 or more riders with disabilities
- I have completed and/or am registered for an On-Site Workshop
- I have registered for an On-Site Certification



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

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 scrapper

RE. 7.2 Know how to give a horse a bath

RE. 7.3 Know how to cool down a horse following a work session

RE. 7.4 Know how to clip a horse for maintenance including:

- 1) bridle path
- 2) fetlock
- 3) muzzle

RE 8.0 Tack and Tacking

RE. 8.1 Identify and know the purpose, use, and function of:

- 1) bits: snaffle and curb
- 2) bitless bridles
- 3) bridles
- 4) saddles: english and western
- 5) saddle pads
- 6) bareback pads
- 7) adaptive equipment
- 8) breast plates and collars
- 9) safety stirrups
- 10) safety helmets
- 11) surcingles

RE. 8.2 Know the parts of english and western saddles and bridles

RE. 8.3 Know how to tack a horse

RE. 8.4 Select and evaluate equipment needs for riders and horses including:

- 1) type of saddle and bridle
- 2) how saddle affects rider position
- 3) how bridle and saddle affect horse
- 4) adaptive equipment

RE. 8.5 Know how to fit tack to horses and riders

RE. 8.6 Know how to educate team, including riders and volunteers, in the use of the equipment

RE. 8.7 Know and demonstrate tack cleaning, care, and maintenance

RE 9.0 Unsoundness and Blemishes/Form to Function

RE. 9.1 Recognize the difference between a blemish and an unsoundness

RE. 9.2 Identify and describe the foot falls and beats of the:

- 1) walk
- 2) trot or jog

3) canter or lope

RE 10.0 Selection and Training

RE. 10.1 Explain the characteristics of a therapy horse

RE. 10.2 Know how to train a horse to accept:

- 1) leaders and sidewalkers
- 2) ambulation aids
- 3) mounting ramps and blocks
- 4) game equipment
- 5) mounting procedures

RE. 10.3 Recognize the need for a conditioning and maintenance program for therapeutic riding horses including:

- 1) longeing
- 2) schooling
- 3) record keeping

RH - HORSEMANSHIP

RH 1.0 Horsemanship Preparation and Safety

RH.1.1 Know and demonstrate the following:

- 1) haltering and leading
- 2) tying and safety knot
- 3) grooming and tacking
- 4) proper riding attire

RH 2.0 Mounting and Dismounting

RH. 2.1 Know and demonstrate:

- 1) mounting and dismounting from ground or mounting block/ramp
- 2) how to assist a rider during mounting and dismounting
- 3) an equipment check prior to mounting
- 4) stirrup adjustment prior to mounting

RH 3.0 Position

RH. 3.1 Know and demonstrate a secure seat and correct alignment at all gaits

RH. 3.2 Know and demonstrate correct position, posture and alignment at the:

- 1) walk—free walk and working walk
- 2) trot (sitting) or jog
- 3) trot—posting
- 4) canter or lope
- 5) two-point at the walk and trot or jog
- 6) walk and sitting trot or jog without stirrups
- 7) reinback

RH. 3.3 Know and demonstrate shortening and lengthening reins

RH 4.0 Gaits

- RH. 4.1 Know and demonstrate
- 1) walk—free walk and working walk
 - 2) canter or lope on correct lead
 - 3) trot or jog—sitting
 - 4) reinback
 - 5) trot—posting on correct diagonal
 - 6) change of diagonals at the trot
- RH. 4.2 Know and demonstrate light contact for all gaits
- RH. 4.3 Know and demonstrate straightness of the horse during all gaits
- RH. 4.4 Know and demonstrate control of the horse at all gaits
- 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. 4.6 Know how to warm-up a horse prior to a work session

RH 5.0 Aids

- RH. 5.1 Know and demonstrate the following natural aids:
- 1) hands
 - 2) legs
 - 3) seat
 - 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

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
 - 6) warming up a horse appropriately
- 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
- 2) legs
- 3) seat
- 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
- 2) figure eight
- 3) circles
- 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

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

RT 3.0 Lessons 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
 - 3) 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
 - 12) ability to self-reflect independently
- 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
 - 2) extension
 - 3) rotation
 - 4) adduction
 - 5) flexion

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.



PATH Intl. Riding Instructor Certification Policies and Procedures





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. Failure to resubmit the necessary information on time will result in cancellation of a candidate's application.

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.

1) Failed exam

If you failed either of the on-line exams in Phase I 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). 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 the resubmission exam fees:

\$25 - Instructor Self-Study Open Book Exam

\$10 - Center Accreditation Training (CAT) 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 deemed 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 Option – On-site Certification Components

Note: resubmission MUST be completed within 12 months.

a) Candidates who fail one component:

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

--OR--

Option 2: Resubmit by video to the PATH Intl. office. The video resubmission process will be detailed in the official results letter from the PATH Intl. office. A video resubmission fee applies. *It will take 45-60 days to receive your video resubmission results back from the PATH Intl. office.*

Candidates may resubmit via the video only 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.

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:

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 provide documentation of an additional 10 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 deemed not ready for PATH Intl. Registered Instructor Status and would like to appeal their certification results, a written request for an 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 is not a guaranteed time frame.
- 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 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.
- 6) The Oversight Committee will review the original application materials, examination and certification results. Updated or new information will not be taken into consideration.
- 7) Decisions of the Certification Oversight Committee will be final.

CANCELLATION POLICY

If for any reason a candidate fails to complete the Phase I or Phase II processes within the allotted time frames, the

candidate's application is canceled, no refunds of the application or membership fees will be provided.

INSTRUCTOR APPLICATION REFUND POLICY

PATH Intl. Instructor 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.

ACCOMMODATIONS

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 a candidate. **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 with the initial application form and/or no less than 60 days prior to the OSWC.** All requests for accommodation must be accompanied by a doctor's note documenting a long-term physical condition or disability. Accommodation requests will be reviewed by the PATH Intl. Riding Certification Subcommittee on an individual basis to determine appropriate, reasonable accommodations. 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 out-side 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:

CPR/First Aid requirements: Candidates will need to be certified in Adult and Child CPR and basic First Aid. Please keep in mind that the PATH Intl. office does not accept on-line courses, nursing licenses, or MD licenses as proof of CPR and First Aid certification.

Online Courses & Exams: The candidate will be able to access their online courses and exams once their application is processed. The exams will be graded through CourseWebs, a learning management system, and results will be sent to the candidate immediately via email. You must achieve a passing score on both exams. If a candidate allows their exam to expire or fails to pass the exam, the candidate may purchase another exam by calling the PATH Intl. office or by visiting the PATH Intl. online store.

- Center Accreditation Training (CAT) Course: valid for 60 days, \$10 exam fee to purchase another exam
- Instructor Self-Study: valid for 180 days, \$25 fee to purchase another exam

Expired Phase 1 or Phase 2/In-Training status: If a candidate does not fulfill the mandatory components of Phase 1 or Phase 2 in the required timeframe their status will expire and they will need to begin the application process over again.

Accommodations: An accommodation is an adjustment or an adaptation of a component or components of the Certified Instructor Program in order to meet the special needs of the candidate. Requests for an accommodation, for 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 an on-site workshop and certification event. For more information please contact the PATH Intl. office.

How do I find a mentor?: A candidate may reference the Mentor List on the PATH Intl. Website, contact PATH Intl. Center Members for available certified instructors willing to mentor candidates, or contact individual certified instructors listed in the membership directory at www.pathintl.org. Candidates need to ensure that their chosen mentors are PATH Intl. Certified Instructors in

good standing, or their supervised teaching hours will be void.

When will I receive my IT letter?: It is typically 7-10 business days from the receipt of all Phase 1 requirements to issue a candidate's IT letter (not a guaranteed time frame).

Can I test without my IT letter?: The candidate must have confirmation of their IT letter from the PATH Intl. office prior to registering for the certification event. If the candidate registers for certification without their IT letter, they are doing so against PATH Intl. policy. The candidate must ask the host site for their refund policy since they may be at risk of paying for the certification and not testing; as a candidate cannot test without their IT letter in hand without a penalty fee being assessed. There is no guarantee the candidate will complete the needed requirements to get their IT letter prior to their certification testing. If an evaluator allows a candidate to test without an IT letter 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. A fee of \$75 per candidate will be assessed to the host site which could also be forwarded to the candidate.

What if I fail a portion of the certification event?: A candidate can be found 'Not Ready' for Certified Instructor Status based on the results of the certification event. An official results letter with resubmission options will be sent to the candidate via US Certified Mail. If a candidate is found 'Not Ready' 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. For more information on the resubmission and appeal process, visit the PATH Intl. Certified Instructors page at www.pathintl.org.



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.

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) to satisfy your continuing education requirements.

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. If a candidate is passed the reinstatement period their

certification is null and void and the certification process will need to be started over.

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 2015 will include all continuing education from April 1, 2014 through March 31, 2015). 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.



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 a candidate. All requests for accommodation must be accompanied by a doctor's note documenting a long-term physical condition or disability. Accommodation requests will be reviewed by the PATH Intl. Riding Certification Subcommittee on an individual basis to determine appropriate, reasonable accommodations.

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 EXAM

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 a 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. 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.

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.