

PATH Intl. Registered Therapeutic Riding Instructor Certification Phase II Paperwork

Welcome Certification Candidate!

Dear PATH Intl. Registered Therapeutic Riding Instructor Certification Candidate,

Welcome to the PATH Intl. Registered Instructor On-Site Certification Program! We applaud your commitment to gaining professional certification through our time-tested, high-standard testing process. Please make sure you have completed Phase I of the PATH Intl. certification process prior to being evaluated at an on-site certification. All components of Phase I and Phase II (the actual certification) will need to be successfully completed before you can become certified.

The purpose of this certification is to ensure that all candidates wishing to become PATH Intl. Certified Instructors have the necessary experience and skills to meet PATH Intl.'s rigorous standards for teaching equine-assisted activities and therapies. Please refer to the PATH Intl. Registered Instructor Application booklet for a listing of all criteria for certified instructors. During the certification process you will be evaluated on both your horsemanship and teaching ability. The on-site learning and evaluation process is an effective method of certification, but we know this can also be a potentially overwhelming experience. The following packet is intended to provide you with guidance and information to help you arrive prepared for a positive and successful certification experience. *Please be sure to read the PATH Intl. Registered Certification Policies and Procedures booklet posted on our website to ensure you are up to date on all current policies prior to attending certification.*

NOTE: The PATH Intl. Registered Therapeutic Riding Instructor certification program will be available to instructor candidates until ~~December 30, 2020~~ June 30, 2021. Instructors holding PATH Intl. Registered Therapeutic Riding Instructor certification will be required to transition to the PATH Intl. Certified Therapeutic Riding Instructor (CTRI) credential by ~~December 31, 2020~~ June 30, 2021 to maintain active certification into 2022. [PATH Intl. Registered Therapeutic Riding Instructor certification will not be recognized past January 1, 2021](#) June 30, 2021.

Workshop Portion

Throughout the workshop you will be provided with invaluable instruction, insight and teaching strategies from experienced professionals. The workshop will also incorporate hands-on activities, including role-playing and live skill demonstrations. The workshop portion, which is required for certification, serves as an educational review of the criteria but cannot and does not provide the sole education necessary to pass the certification. You must also complete an online instructor self-study course, and you will need to bring two items from this course to the on-site workshop: 1) your posture and alignment photographs, and 2) a sample lesson plan.

Certification Portion

The certification evaluation is where you will be tested on your teaching and riding abilities. Remember that both the teaching and the riding segments of the certification process require a certain degree of physical preparedness to complete. If you have any concerns regarding your ability to pass any component of the certification, based on physical or mental limitations due to disability, injury or a medical condition, please contact the PATH Intl. office directly to discuss the possibility of an accommodation. You should also contact the host site of your certification to

inform them of your accommodation request so they may be prepared as well. **PATH Intl. Registered Therapeutic Riding Instructor certification as described here will be offered only through ~~December 30, 2020~~ June 30, 2021.** If you do not believe that you will be able to complete certification testing by this date, you should apply to the new PATH Intl. Certified Therapeutic Riding Instructor (CTRI) certification program. Go to <https://www.pathintl.org/resources-education/certifications/40-resources/certification/1732-ctri-certification> for more information about this program.

The Horsemanship Component of Certification

The riding test will be done after the workshop is complete, if the center is hosting both a workshop and a certification. The host site and the evaluators will decide the scheduling of this portion; it will either be at the conclusion of the second day of the workshop or on the morning of the certification day. Candidates will be assigned horses that meet their riding style and requirements. If candidates have specific horse needs, they should inform the host site representative prior to the riding portion. Candidates will assist in the grooming and tacking of their mounts and will be evaluated on both the warm-up and the riding pattern.

The Lesson Component of Certification

Lessons will be randomly assigned and will be scheduled at half-hour intervals. The host site will provide each candidate with detailed rider profiles for two volunteer students the evening prior to the certification lessons, and the candidate's lesson plan should be developed based on these rider profiles. Candidates will then provide a lesson plan to the evaluators prior to the actual lesson.

Each lesson will be 20 minutes long. This must include mounts, a class teaching an equestrian skill, and dismounts. Candidates are responsible for ensuring that their horses, volunteers and arena are set up for the class. The host site will identify volunteer need, but candidates are responsible for checking with the host site representative to determine how these needs will be met and which equipment each rider typically uses. While every effort will be made by the host site to provide suitable riders, horses and volunteers, there is always the possibility that last-minute substitutions will need to be made. The host site will provide the candidate with all necessary information if such substitutions or changes occur.

At the conclusion of the lesson, the candidate will need to complete the evaluation portion of the lesson plan and return it to the evaluators. This area will be supervised by a representative from the host site and no cell phones will be allowed.

Evaluation of Candidates

Following the completion of the lesson component, the evaluators will meet to complete written reports on each candidate. This process takes several hours to complete, so be prepared to stay late or to meet the following day for your performance review, depending on what the host site and evaluators have scheduled for the event. Individual evaluation sessions will be scheduled at 15-minute intervals to review results with each candidate. Remember that all evaluations will be based on the criteria outlined for the PATH Intl. Registered Instructor Certification Program.

Again, congratulations on your hard work toward becoming a PATH Intl. Certified Registered Instructor, and thank you for your commitment to excellence during this process. We wish you the best of luck during your certification and look forward to counting you among our thousands of skilled and dedicated certified instructors!

Sincerely,

PATH Intl. Registered Instructor Certification Candidate Personal Reference

NOTE: Reference cannot be related to the candidate nor be the same individual as the professional reference.

Instructor candidate's name: _____
Name of reference: _____ Date of birth: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone Day: _____ Evening: _____

In what capacity do you (the reference) know the candidate?

How many hours of lesson instruction has the applicant completed? Evaluate the candidate's knowledge of horses and horsemanship:

Evaluate the candidate's understanding of individuals with disabilities and riding. (Please attach extra sheets if necessary):

Signature of reference: _____ Date: _____

PATH Intl. Registered Instructor Certification Candidate Professional Reference

NOTE: Reference cannot be related to the candidate nor be the same individual as the personal reference.

Instructor candidate's name: _____

Name of reference: _____ Date of birth: _____

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

Phone Day: _____ Evening: _____

In what capacity do you (the reference) know the candidate?

How many hours of lesson instruction has the applicant completed? Evaluate the candidate's knowledge of horses and horsemanship:

Evaluate the candidate's understanding of individuals with disabilities and riding. (Please attach extra sheets if necessary):

Signature of reference: _____ Date: _____

PATH Intl. Registered Instructor Certification Candidate Essay Questions

In your own words, answer the following questions. You may use this page or answer on a separate sheet of paper. Typed answers are suggested, as they are the easiest to read.

Instructor certification candidate's name: _____

1. Indicate which style of riding you teach:

Balance Seat

Forward Seat

Dressage

Western

Other: _____

Explain why you teach the style of riding indicated and what the benefits are for your riders.

2. Discuss your philosophy of teaching.

3. Describe your strengths as a therapeutic riding instructor.

4. Describe your opportunities for improvement as a therapeutic riding instructor.

PATH Intl. Registered Therapeutic Riding Instructor Certification Candidate Briefing

PATH Intl. Evaluators assess candidates' knowledge and skill level. PATH Intl. Registered Therapeutic Riding Instructor certification will be awarded to those who demonstrate sufficient skill to conduct a safe and effective therapeutic riding lesson for people with disabilities without supervision.

Riding

- Equines and tack are assigned by host site. Check with the host site representative to see if candidates will groom and tack.
- Candidates may use their own saddle IF it fits the assigned equine and is approved by the host site representative. This should be arranged with the host site representative well before the start of the riding segment.
- Ask host site representative before using artificial aids.
- Candidates will warm up as a group and then test one at a time
- During warm-up, if it appears there is an unsafe match of rider to equine, a swap may be requested by the candidate, the evaluators or the host site staff. There will be only one change offered. This option is available only during the warm-up segment.
- Candidates may ride another short warm-up before beginning their test if they feel the equine needs it. The candidate should inform the evaluators when they are ready to start the pattern.
- Candidates may arrange ahead of time to have someone call out the pattern for them.
- The pattern may be started at either end of the arena.
- If the candidate goes off course or misses a part of the pattern, the evaluators will ask the candidate to repeat that component. If there is a component of the test that the candidate would like to demonstrate additional proficiency, he/she may ask to revisit that component at the conclusion of the test, before dismounting. Candidates will be allowed 3 minutes to re-ride one component of their choice with the approval of the evaluators. It is up to the candidate to request to perform a component of the pattern again—there will be no reminder from the evaluators. Candidates will not be allowed to re-ride the entire test nor remount to perform a component. Candidates are not being judged on their ability to memorize the pattern, but rather on how they ride each component.
- Testing situations can make candidates tense. Equines feel the tension. Remember to relax, breathe and reward the equine.

Teaching Assignments

- Lesson times will be drawn out of a hat.
- If a candidate wishes to trade times with another candidate, they may do so only BEFORE the rider profiles are handed out. Once the rider profiles have been distributed, no changes or trades can be made.
- If a candidate has a question regarding the rider profiles, they may ask the designated host site representative for clarification. Host site representatives are not permitted to provide tips or suggestions on instruction techniques; they may only answer clarifying questions.
- Candidates should be familiar with all types of tack on the rider profiles (e.g., how to adjust girth/cinch, stirrups and any adaptive equipment listed). If there is an unfamiliar piece of tack that will be used, please ask the host site representative to review and clarify its use.

- Ask the host site representative about available arena props and equipment before designing your lesson plan. Candidates must make sure PRIOR to testing that all props or equipment being utilized have been approved by the host site.
- Riders also feel the tension of the testing situation. Teach and meet the needs of the riders in the class.

Substitute Riders:

- Last minute substitution of riders may occur due to rider illness, late arrival, etc.
- If a substitution is made, candidates may have to adjust their lesson plan, but will not need to write another plan.
- Candidates and evaluators will be provided with a new rider profile for the substitute.

Other Details:

- The host site will assign equines, tack and volunteers and will prepare equines for the lessons.
- If you determine that additional volunteers (more than listed on the rider profiles) are necessary, ask the host site representative well in advance of your lesson.
- As the instructor, candidates are responsible for volunteer management. Be respectful, but make corrections/adjustments as needed.
- If the riders were in an earlier lesson, do not assume their tack/helmets/stirrups were correctly adjusted. It is your responsibility to make adjustments as needed.
- Candidates are responsible for setting up and breaking down the arena. Candidates should help each other out with this to save time and energy.
- Follow host site procedures for equine-handling, mounting, etc.
- Be respectful of host site staff and volunteers.
- No photos or videos may be taken without permission from PATH Intl.

PROCEDURES

- Arrive at least 1 hour before your teaching time.
- Meet your riders, check helmet fit, appropriate footwear, etc., and see that the equines are being prepared.
- Meet and brief your assigned volunteers.
- Begin setting up your arena as soon as the lesson before yours ends. There is time scheduled between lessons for arena set-up, etc., but this time may be shortened as needed to get back on schedule.
- Be ready to start your lesson at the assigned time, even if others have been starting late.
- Before starting your lesson, hand the lesson plan to the evaluators (keep a copy or, if needed, write the plan on a notecard for quick reference).
- The first tack check may be done before your official start time, but be sure the evaluators are aware and observe the check. Evaluators must see you perform this check for it to be considered in your overall evaluation.
- Do not start mounting before checking in with the evaluators. The 20 minutes will begin when the first rider is at the top of the mounting ramp or block.
- Once your time has started, you have 20 minutes to mount, teach your lesson and dismount.
- Candidates will receive a 5 minute warning at the 15 minute mark. This is enough time to finish what you are working on and dismount.
- After the lesson, pick up the arena and retrieve your lesson plan from the evaluators. Complete the self-reflection/summary by reflecting honestly on the lesson, on teaching techniques and components of the

lesson, rather than focusing on how the riders performed. This reflection must be performed privately, without consultation. The host site will provide a quiet area for this purpose.

- Return the lesson plan with completed self-reflection/summary to the evaluators in a timely manner.

Getting your results

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

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

PATH Intl. Mandatory Standards

- Close the gate/s once riders are all mounted in the arena.
- Correct use of safety stirrups with appropriate footwear.
- Properly fitted ASTM-SEI approved helmets on every rider.
- Do not attach a rider to an equine/saddle in a manner that would not allow him/her to fall free from the equine.

To Summarize:

Meeting the PATH Intl. Registered Therapeutic Riding Instructor Criteria

Riding

Demonstrate:

- Correct posture & alignment
- Consistent control of the equine
- Secure seat
- Balance
- Straightness
- Bending
- Appropriate warm-up of the equine
- Posting on the correct diagonal
- Correct canter leads
- Smooth transitions
- Independent aids
- Teach a safe and effective lesson, respectful of both the disabilities and abilities of the riders.
- Teach to the group.
- Teach a riding skill vs. activity.
- Demonstrate knowledge (communicate HOWs and WHYs, effective posture & positional corrections as needed, specific/accurate praise, follow PATH Intl. standards, etc.).
- Show awareness and follow-through to achieve improvement.
- Promote independence safely.

Automatic "Does not meet criteria"

- Not closing the gate/s once riders are all mounted in the arena.

Teaching

- Lack of safety stirrups with inappropriate footwear OR incorrect use of safety stirrups with inappropriate footwear.
- Lack of properly fitted ASTM-SEI approved helmets on any rider.
- Attaching a rider to a horse/saddle in a manner that would not allow him/her to fall free from the horse.
- No riding skill taught.

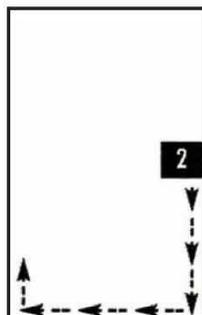
RIDING COMPONENT

WARM-UP: Demonstrate a minimum of the walk, jog/trot and lope/canter in both directions while meeting the registered horsemanship and riding criteria. Additional components within the warm-up are at the discretion of the candidate and designed to reflect your ability to recognize the horse's needs in the warm-up.

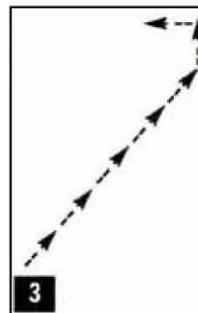
RIDING PATTERN: Execute the following pattern to demonstrate your riding skills, including correct position, consistent straightness of horse on straightaways, bending of the horse through corners, effective use of all aids, and appropriate light contact at all gaits. Memorization of the pattern is not necessary—you may choose to select a person present at certification to call the pattern to you and you will not be penalized for going off course, but you may be asked to repeat any missed segments. Pursuant with PATH Intl. standards, all riders must wear an appropriately fitted ASTM/SEI approved helmet. All riders, no matter the discipline, must post on the correct diagonal.



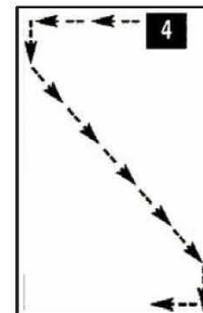
1. Halt. Proceed at the walk.



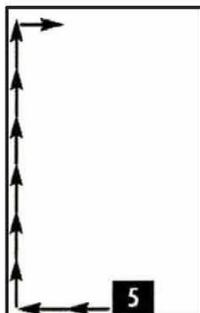
2. Posting trot



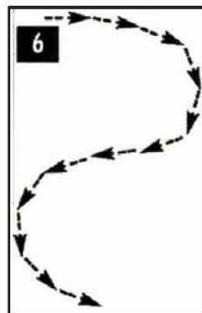
3. Change rein across the diagonal at the posting trot



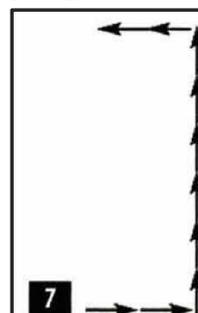
4. Change rein across the diagonal at a sitting trot/jog



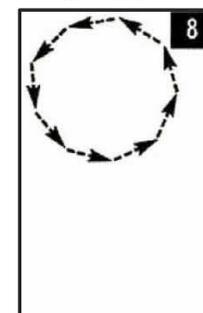
5. Canter/lope right rein



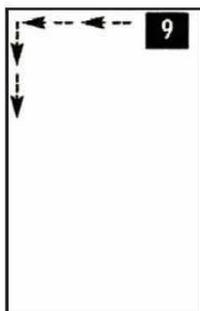
6. Posting trot: large half circle to the right then to the left



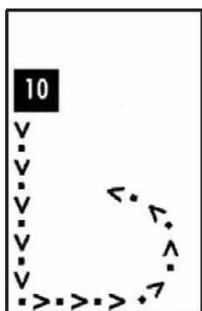
7. Canter/lope left rein



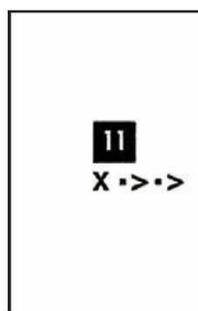
8. Sitting trot/jog in a large circle



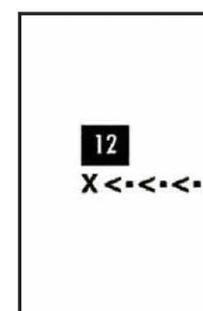
9. Sitting trot/jog



10. Walk forward into the center of the arena



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



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

PATH Intl. Registered Therapeutic Riding Instructor Certification Program
Lesson Plan

Instructor's Name: _____ PATH Intl. Member #: _____

Objective of Lesson:

(Objectives should include a riding skill and must be written in terms that describe observable behavior that can be measured.)

Instructor Preparation and Equipment Needed:

Lesson Content/Procedure:

(Include sequence of lesson. How will you conduct the lesson? What will be included?)

Summary and Evaluation:

(How do you feel the lesson went? Strong points? Weak points? Did you meet the objectives? Suggestions for future.)



RELEASE OF LIABILITY FORM

I, _____, would like to participate in the PATH Intl.
(Candidate's printed name)

Registered Therapeutic Riding Instructor workshop and/or on-site certification. I acknowledge the risks and potential for risks of horseback riding. However, I feel that the possible benefits to me are greater than the risks assumed. I hereby, intending to be legally bound, for myself, my heirs and assigns, executors or administrators, waive and release forever all claims for damages against PATH Intl., its Board of Trustees, employees and faculty/evaluators for any and all injuries and/or losses I may sustain while participating in the PATH Intl. Registered Therapeutic Riding Instructor workshop and/or on-site certification.

Signature: _____ Date: _____
(Candidate's signature)

Many disabilities or injuries have accompanying conditions that pose special physical risks during exercise. Horseback riding is exercise, as are other activities involved in this workshop and/or certification, such as handling and working around horses. I understand that PATH Intl. and the host site recommend that I seek the advice of a physician before participating in activities that involve exercise, riding, handling or being near horses.

I understand that if I have a disability/disabilities, injury or physical condition that might affect my ability to ride, handle or be around horses at the PATH Intl. Registered Therapeutic Riding Instructor workshop and/or on-site certification, I will need to apply for an accommodation as outlined in the accommodation policy.

Signature: _____ Date: _____
(Candidate's signature)



PATH INTL. PHOTO RELEASE FORM

For PATH Intl. Records:

I hereby consent to and authorize the use and reproduction by the Professional Association of Therapeutic Horsemanship International (PATH Intl.) of any and all photographs taken of me/my son/my daughter/my ward for promotional printed materials, educational activities, the PATH Intl. website, exhibitions or for any other use for the benefit of PATH Intl. and equine-assisted activities.

Candidate's Signature _____ Date _____

Name (printed) _____

Name of person(s) in photo _____

Address _____

City _____ State _____ Zip _____

Phone/email _____

