



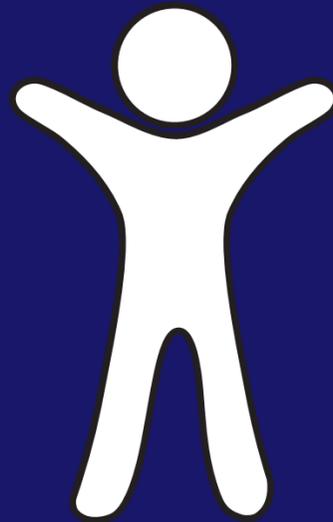
Professional Association of Therapeutic  
Horsemanship International

# PREMIER ACCREDITATION

FOR



DUMMIES



ONSIES

UGLIES



# TOO UGLY?

Cones Solve  
A Lot

ELBOW  
GREASE

## TENANTS

The arena was surrounded by stalls housing other tenant's horses including stallions that lunged, a horse with seizures and part of the arena collapsing into one stall along with "stuff" from ropers.



## SET UP

We were allowed in the arena 30 minutes before our classes. It was a rush to set up the ramp/bleachers/ a sound system and hand off limits signs to keep riders safe.



ONLY ONE  
EMPLOYEE, (5 hours a week)  
4 volunteers  
some notebooks  
and a bag.



1

Employee

# TOO SMALL?

Do what you can  
with all you have,  
where you are.

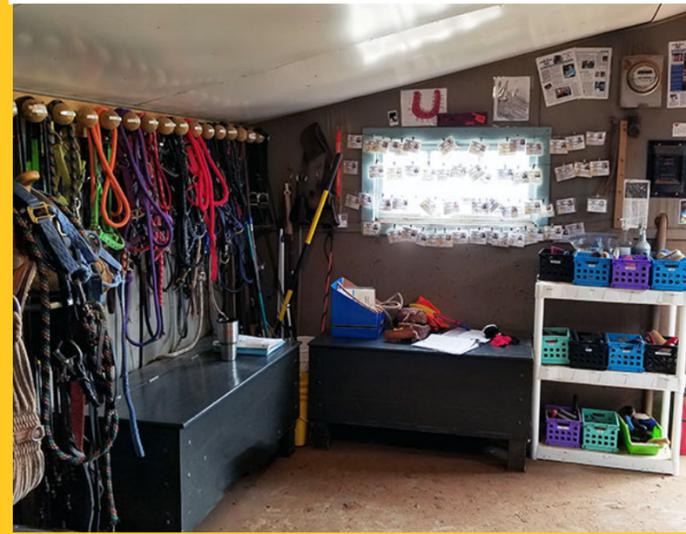
Theodore Roosevelt

## ORGANIZATION

A BAG



A MEETING



TOO HARD?

137  
Standards

1  
CTRI

15  
Minutes

As SIMPLE As ....

85 w/o

a

Drive, Vault,

week

Med/mental,

Exist

1, 2, 3

Lift

1

Pay

“If you review just 5 standards a week, you'll be through in 17 weeks – just over 4 months.”

1

Year

\$150

Center

Rep

39 Written Req.

# WHY Do It?



## Region 8

**TX - 24**

**OK - 2**

**AR - 2**

**LA - 1**

## What PATH Says

- Quality Assurance
- Protection
- Recognition
- Promotion/Referrals
- Education

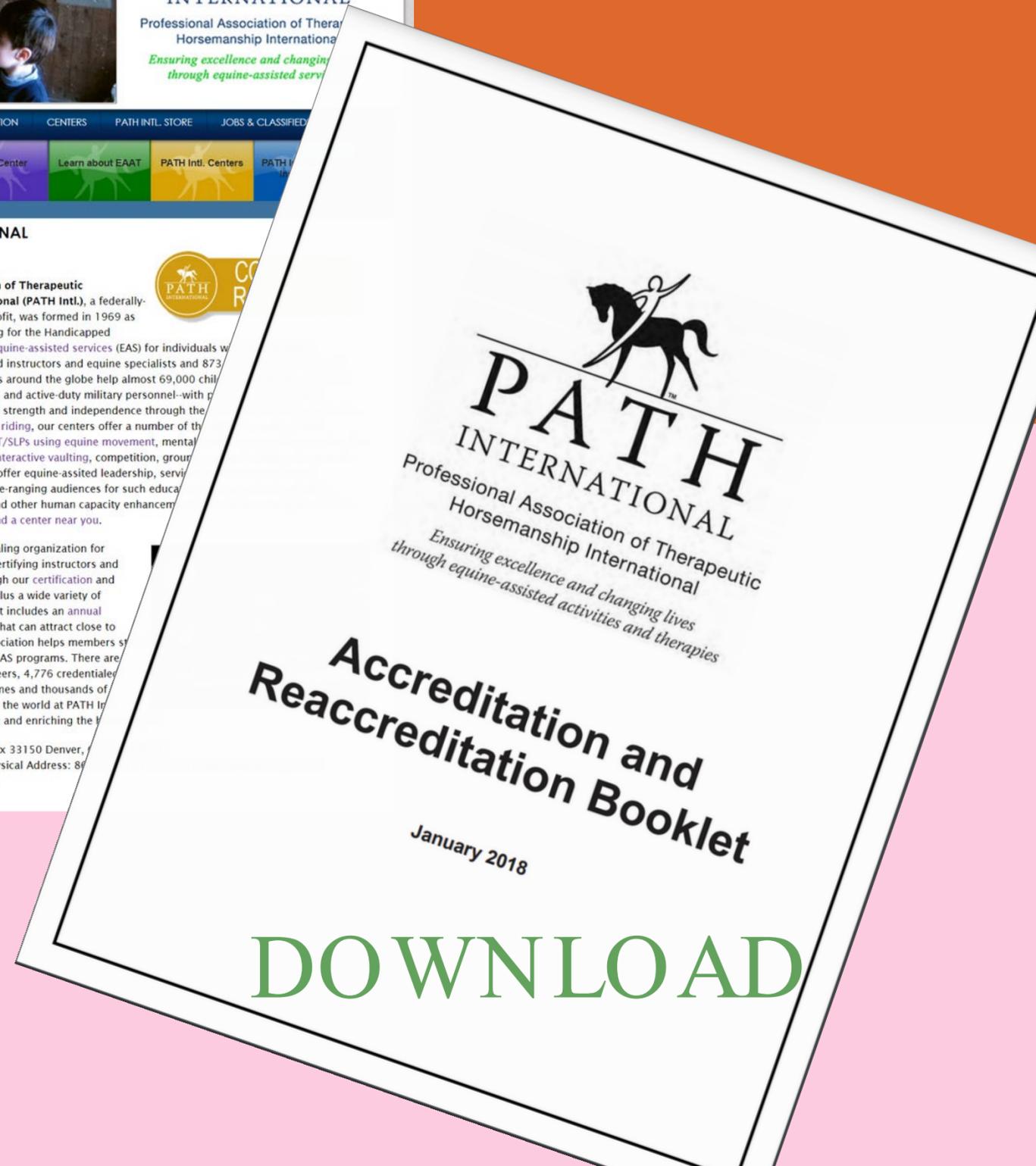


## What TEAM Says

- Great Team Building
- Gets everyone on the same page
- Good "WHYS" for riders and volunteers
- Insight into different roles
- Fundraising & Grant benefits

# Start with the FREE Stuff

"Click the **Center Accreditation** link on the PATH homepage"





# A WORD FROM OUR SPONSOR

**Here's what  
PATH  
recommends:**

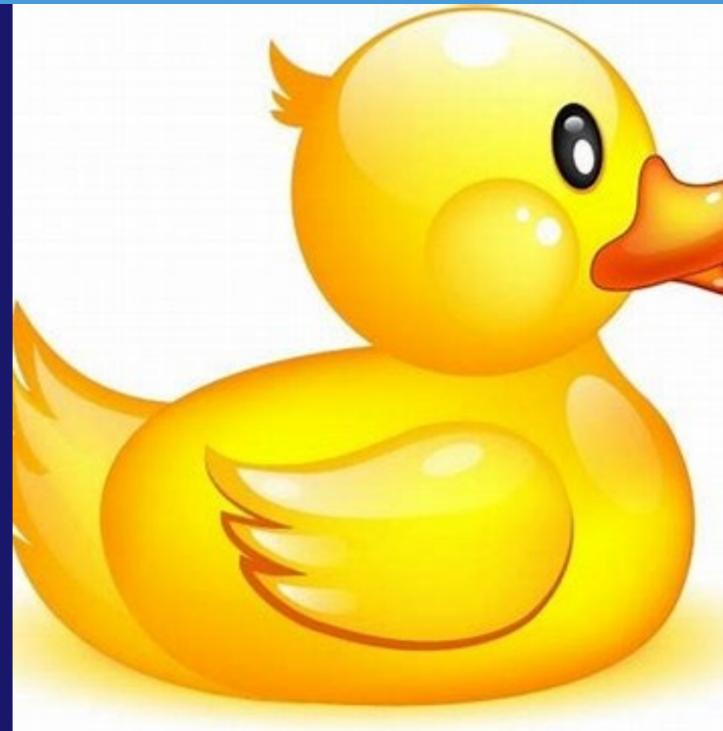
- **Training**
- **Application**  
(BUILD A NOTEBOOK)
- **The Visit**
- **Notification**



# TIMELINE



90 Days  
from TEST  
to submit  
application

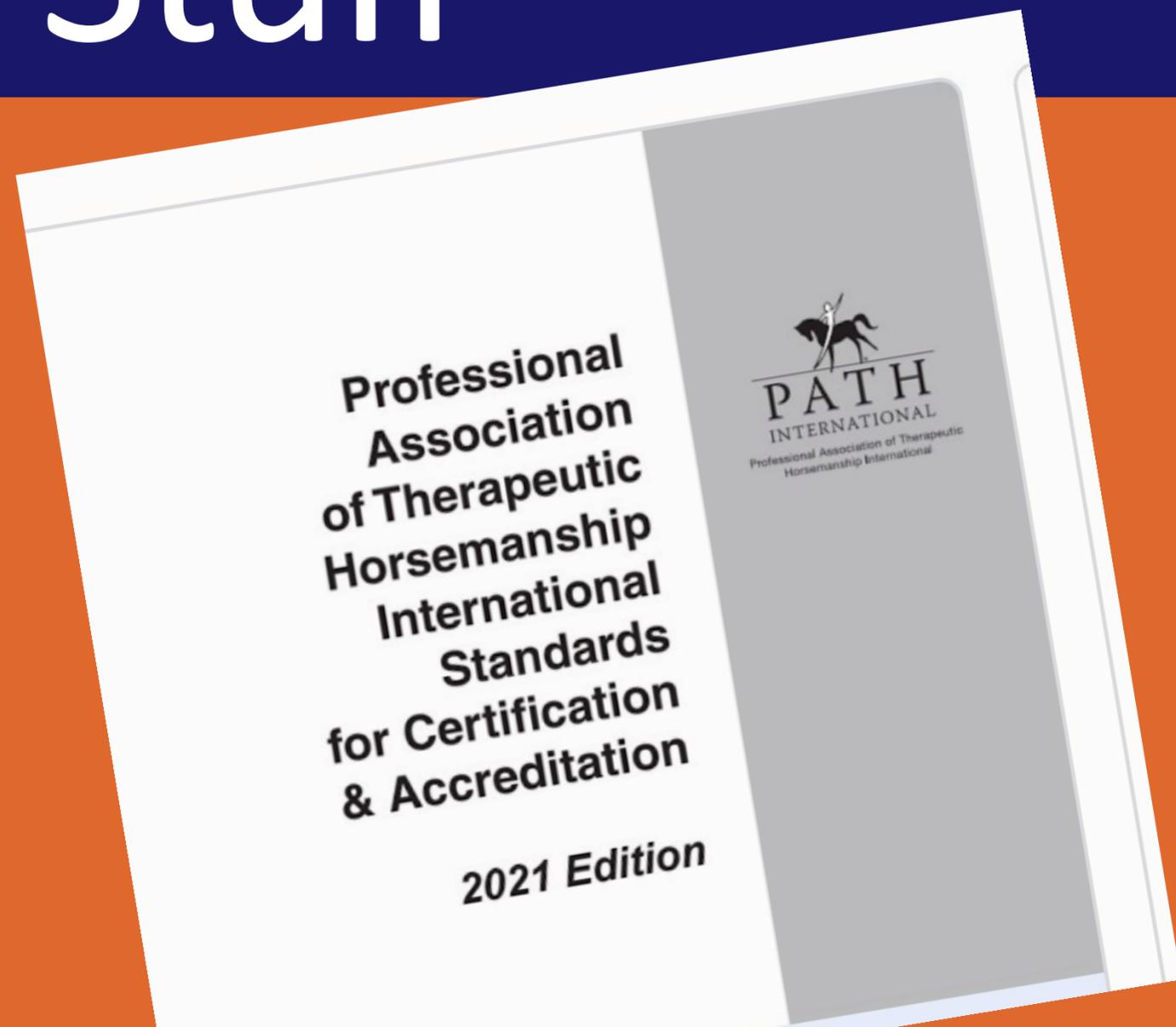


Get Ducks in a Row

One Year from  
TEST to host  
SITE VISIT

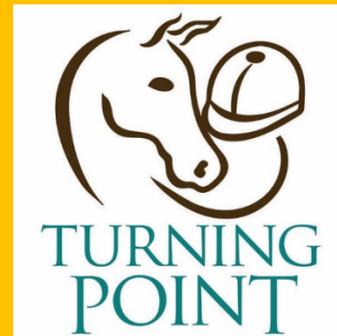
Back to  
the FREE  
Stuff

**Pick a Center  
Rep who is a  
PATH member**



**DOWNLOAD**  
One per Page Version

# ADVICE FROM NATALEA:

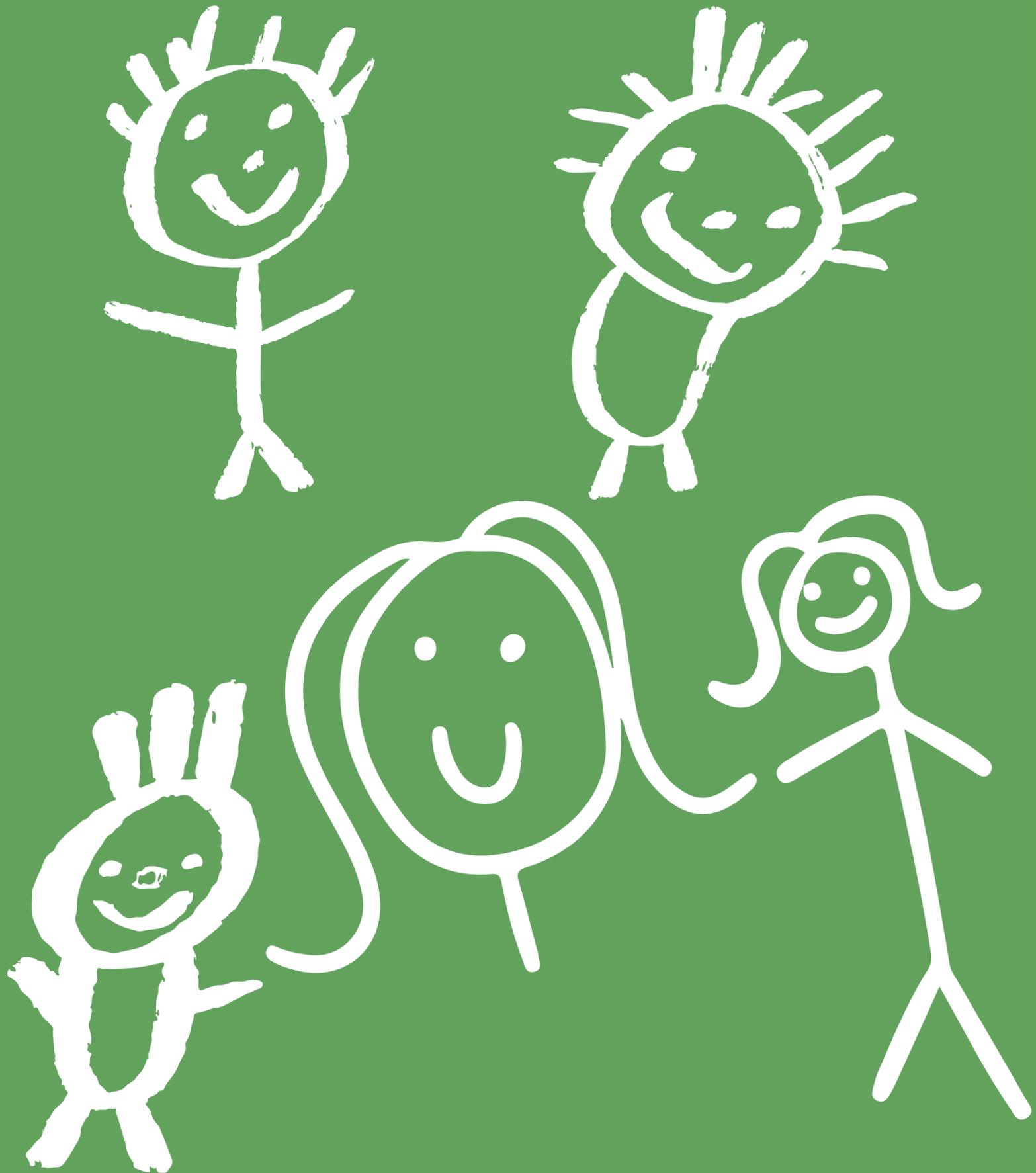


**Here's what  
Turning Point  
recommends:**

- Find a Cheerleader
- Build Team
- Take Stock
- **Build Notebook**
- Course/Test/Application
- The Visit/Notification



**Saint Joan**



# Build a Team!

It Takes a Village

- Center Rep
- Director
- Instructor
- Board Member
- Volunteer
- Horse Person

# STEP ONE

Make a  
Simple  
Cheat Sheet

Get out  
the  
Highlighters



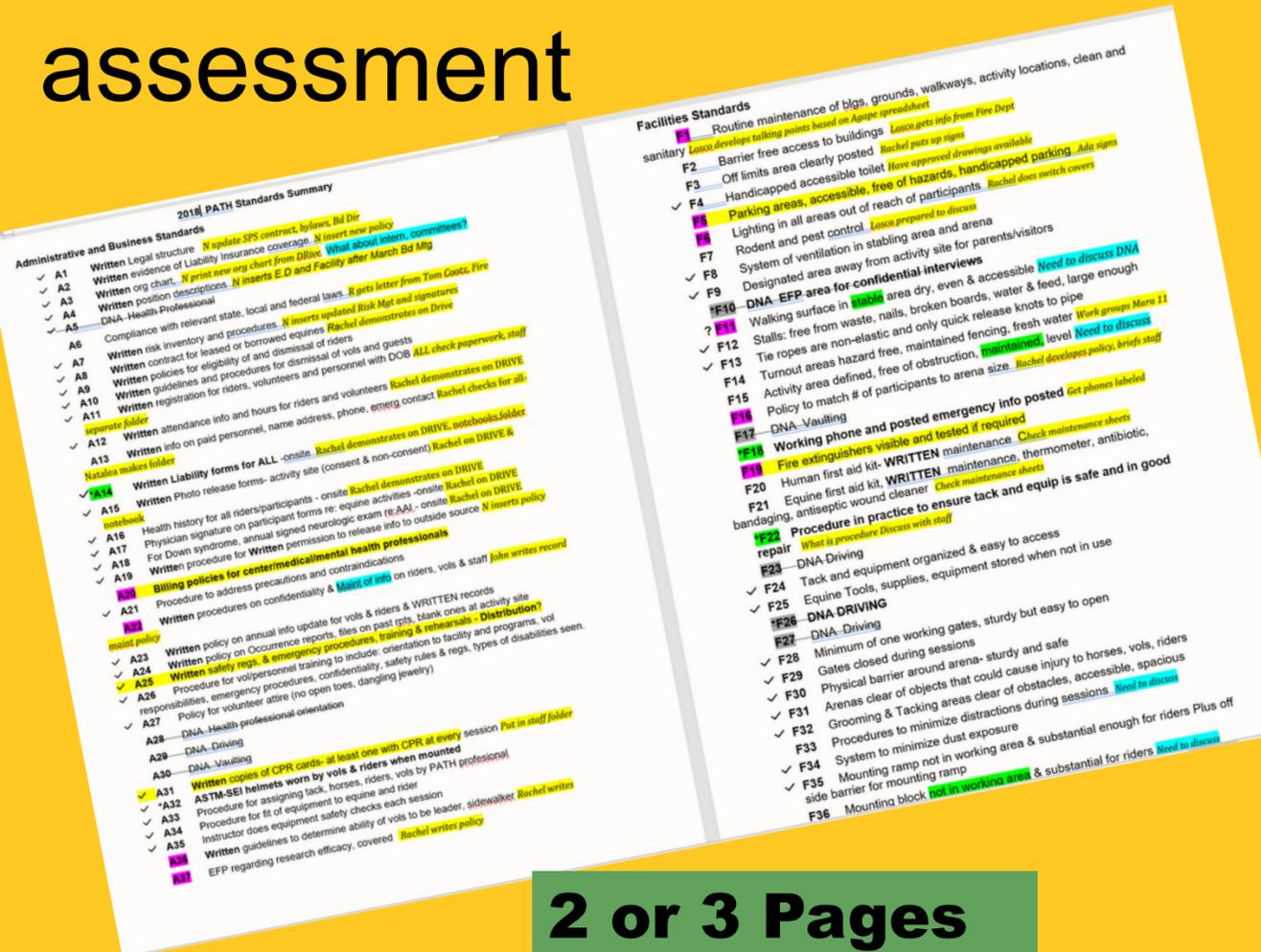
What's Already  
Done or Pretty  
Easy?

What sounds  
REALLY HARD  
or  
IMPOSSIBLE?

## TAKE STOCK

Can be done by the  
Center Rep or assigned  
to Team Members

# Expanded self assessment



**2 or 3 Pages**

## Cheat Sheet

A3 WRITTEN Org Chart

Who needs to update, what's missing?

Professional Association of Therapeutic Horsemanship International Standards for Certification & Accreditation  
2021 Edition



**270 Pages**

## Standard

Contains the Standard, the Interpretation and the Compliance Demonstration as well as whether WRITTEN documentation is required and WHO they might ask about it.

# EXAMPLE

A3

Is there an implemented written organizational chart that depicts the following:

1. A designated leader?
2. Relationships within the organization?
3. Formal lines of communication within the organization?

Yes / No

**Interpretation:** The organizational chart reflects the organizational structure and roles within.

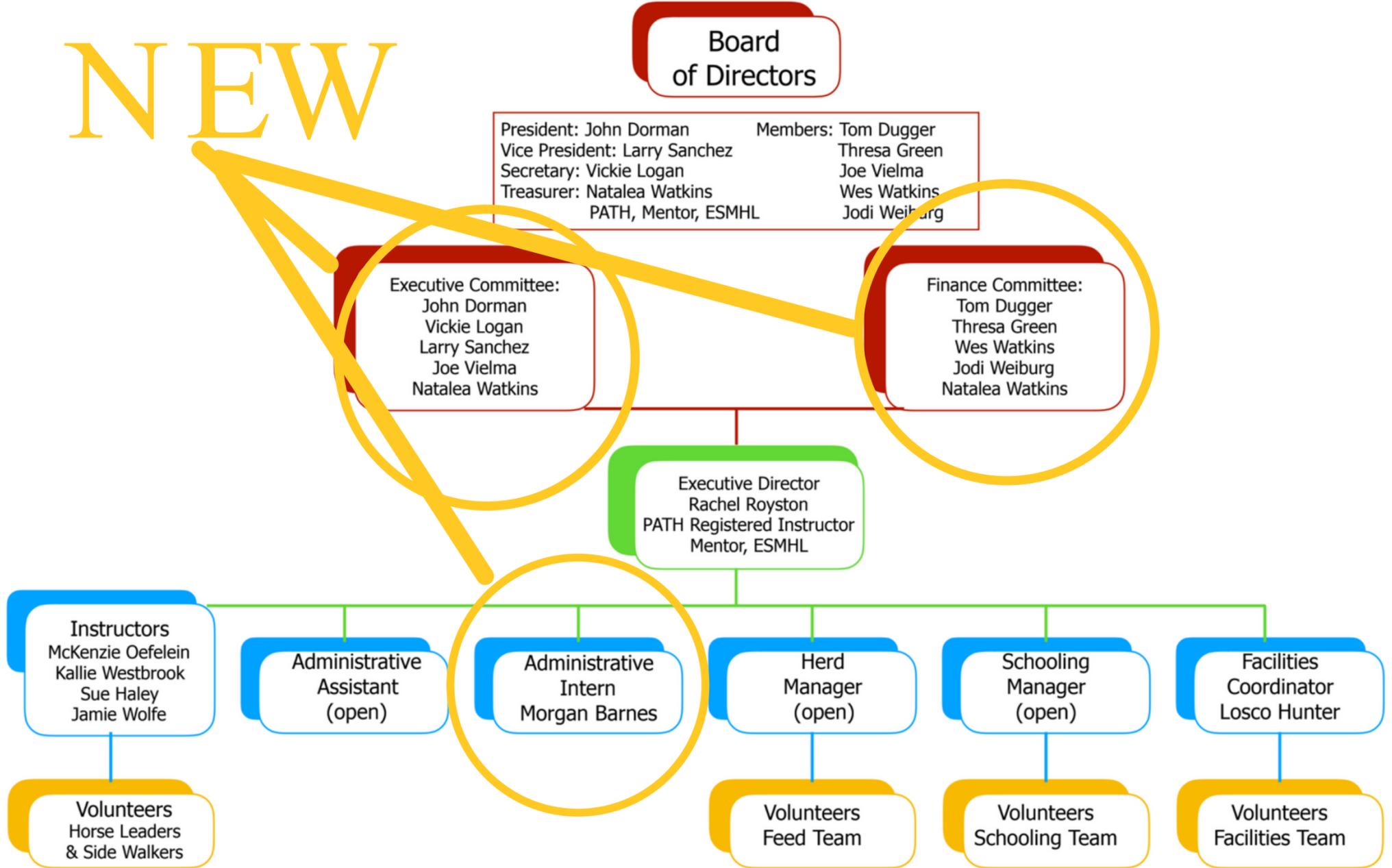
**Compliance Demonstration:** Visitor observation of WRITTEN organizational chart and interview of personnel.

# Org Chart



## 2018 Organizational Chart

NEW



# STANDARDS SUMMARY

Example

Online:

- <http://turningpointtriding.org/PremierStuff>
- Easier to review than 270 page Standards Manual

CUSTOMIZE!

## 2021 PATH Standards Summary

### Administrative and Business Standards

- ✓ A1 Written Legal structure *N update SPS contract, bylaws, Bd Dir*
- ✓ A2 Written evidence of Liability Insurance coverage *N insert new policy*
- ✓ A3 Written org chart, & interview *N print new org chart from DRIVE What about intern, committees?*
- ✓ A4 Written position descriptions *N inserts E.D and Facility after March Bd Mtg*
- ✓ A5 DNA-Health-Professional
- A6 Compliance with relevant state, local and federal laws *R gets letter from Tom Cootz, Fire CR*
- ✓ A7 Written risk inventory and procedures *N inserts updated Risk Mgt and signatures*
- ✓ A8 Written contract for leased or borrowed equines *Rachel demonstrates on Drive*
- ✓ A9 Written policies for eligibility of and dismissal of riders & Interview
- ✓ A10 Written guidelines and procedures for dismissal of vols and guests & Interview
- ✓ A11 Written registration for riders, volunteers and personnel with DOB *ALL check paperwork, staff separate folder*
- ✓ A12 Written attendance info and hours for riders and volunteers *Rachel demonstrates on DRIVE*
- A13 Written info on paid personnel, name address, phone, emerg contact & Interview *Rachel checks for all-Natalea makes folder*
- ✓ A14 Written Liability forms for ALL -onsite *Rachel demonstrates on DRIVE, notebooks, folder*
- ✓ A15 Written Photo release forms- activity site (consent & non-consent) *Rachel on DRIVE & notebook & Interview*
- ✓ A16 Health history for all riders/participants - onsite *Rachel demonstrates on DRIVE*
- ✓ A17 Physician signature on participant forms re: equine activities -onsite *Rachel on DRIVE*
- ✓ A18 For Down syndrome, annual signed neurologic exam re:AAI - onsite *Rachel on DRIVE & Interview*
- ✓ A19 Written procedure for Written permission to release info to outside source *N inserts policy*
- A20 Billing policies for center
- ✓ A21 Procedure to address precautions and contraindications Interview
- A22 Written procedures on confidentiality & Maint of info on riders, vols & staff & Interview *John writes record maint policy*
- ✓ A23 Written policy on annual info update for vols & riders & WRITTEN records
- ✓ A24 Written policy on Occurrence reports, files on past rpt, blank ones at activity site
- ✓ A25 Written safety regs, & emergency procedures, training & rehearsals & Interview - Distribution?
- ✓ A26 Procedure for vol/personnel training to include: orientation to facility and programs, vol responsibilities, emergency procedures, confidentiality, safety rules & regs, types of disabilities seen Interview.
- ✓ A27 Policy for volunteer attire (no open toes, dangling jewelry) Interview
- A28 DNA-Health-professional-orientation
- ✓ A29 Written copies of CPR cards- at least one with CPR at every session *Put in staff folder*
- ✓ A30 ASTM-SEI helmets worn by vols & riders when mounted & Interview
- ✓ A31 Procedure for assigning tack, horses, riders, vols by PATH professional observe & Interview
- ✓ A32 Procedure for fit of equipment to equine and rider observe & Interview
- ✓ A33 Instructor does equipment safety checks each session observe
- A34 Written guidelines to determine ability of vols to be leader, sidewalker *Rachel writes*
- A37 Written procedures regarding research efficacy studies *Rachel writes policy*

# A Page of Links to WRITTEN

## Examples:

**RIDE**



Once riders are in the saddle, they are allowed to remove masks, but Maggie is masked up and practicing her two-point.

**Forms for Riders**

- [New Rider Forms 2020-21](#)
- [Parents Handbook \(2020\)](#)
- [Continuing Rider Updates \(2020-2021\)](#)
- [Rider Eligibility 2020-21](#)
- [Scholarship Policy](#)
- [2020 Covid 19 Procedures](#) – Signature Required

**About Our Riders**

Our riders have a lot of fun, but they're also working on important life skills. Some need muscle tone or balance. Others gain verbal and social skills.

Every rider leaves with new self-confidence, horsemanship skills, and new friends. In

## PremierStuff

### [2021 PATH Standards Summary](#)

#### A1 Written Legal Structure:

- 501 (c) 3 letter
- [By-Laws](#)
- Contract with local school system
- Secretary of State Certification

#### A2 Written Insurance Summary from Policy

#### A3 Written [Org Chart](#)

#### A4 Written Position Descriptions

### [Board Member](#)

### [Executive Director](#)

Instructor

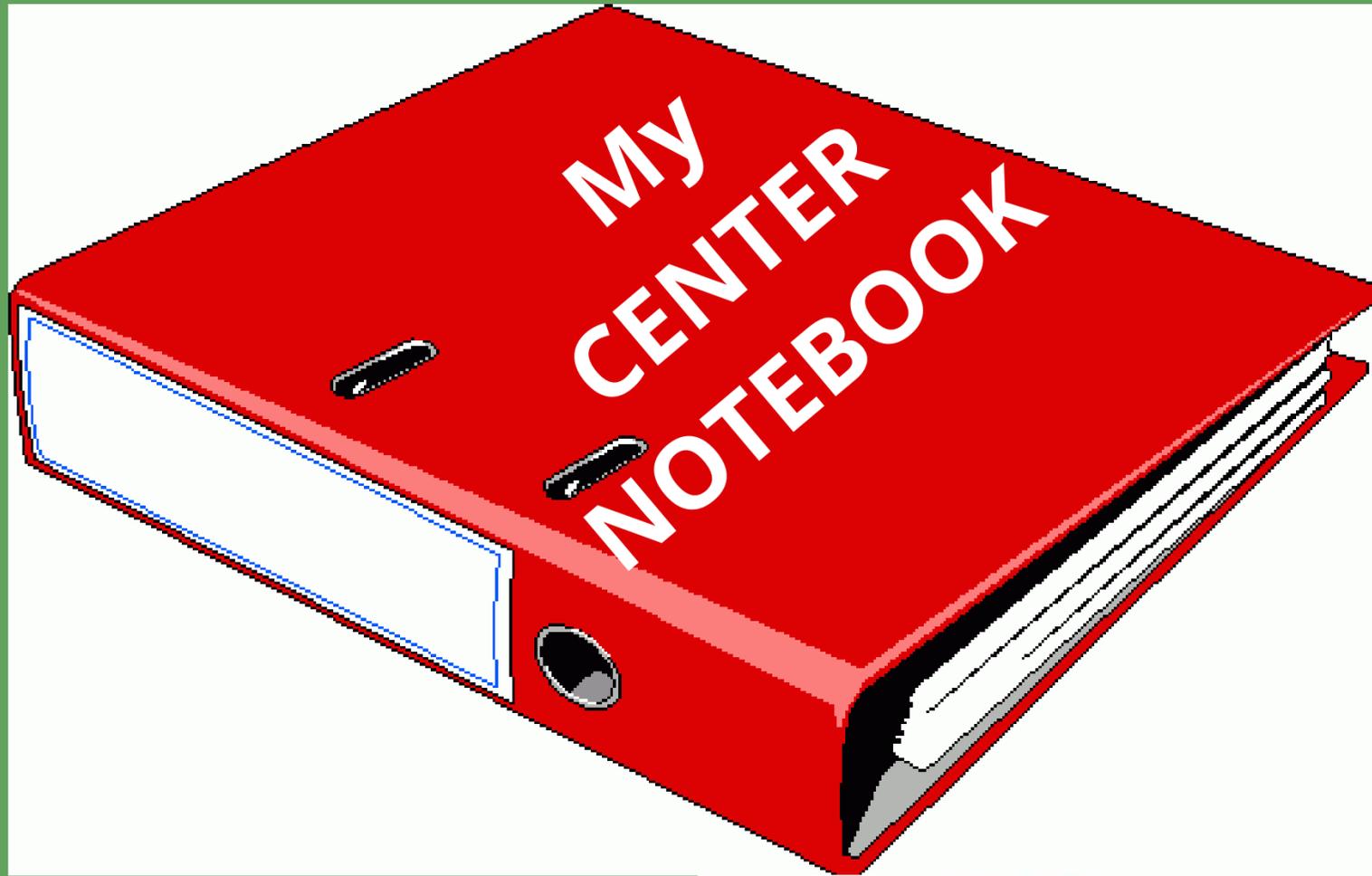
Herd Manager

### [Stable/Facilities Assistant](#)

### [Sidewalker](#)

# Build a BOOK!

Make it easy to get a YES



- One sleeve for each standard
- Insert material to meet compliance
- Sections for Admin, Facility, Equine, etc
- Tabs for standard number: A 1,2,3,4,5,6...

Easier  
Than

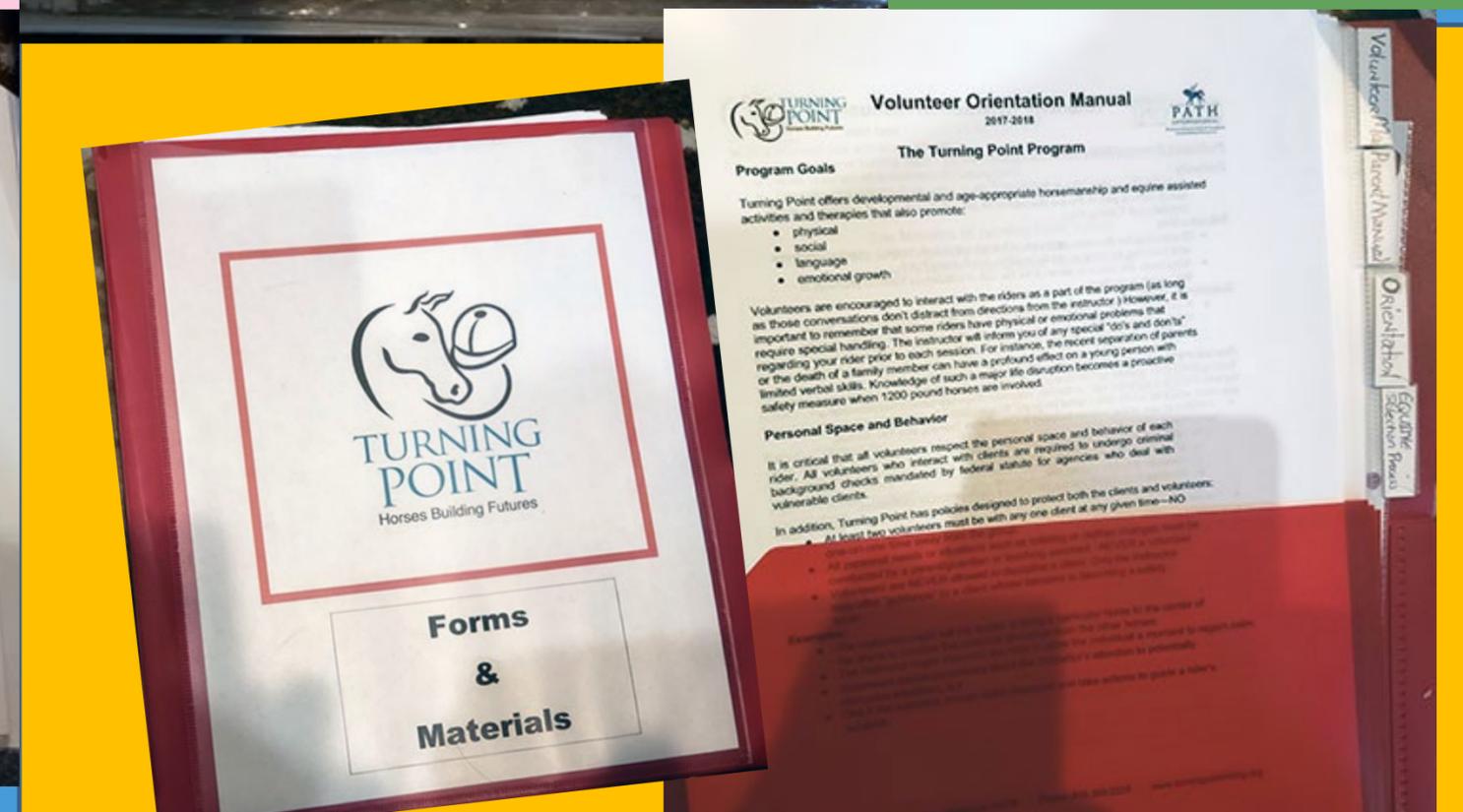
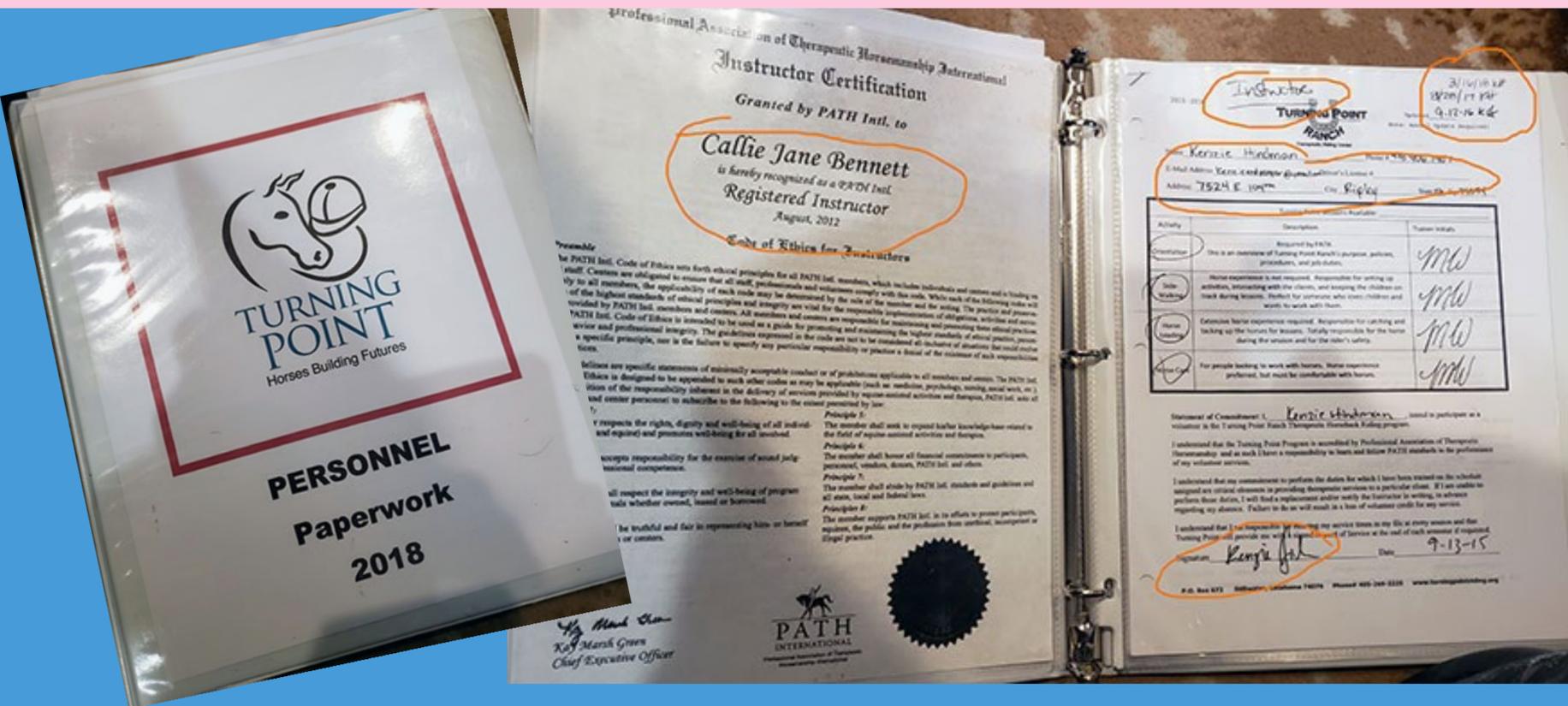


# YOU will Need:

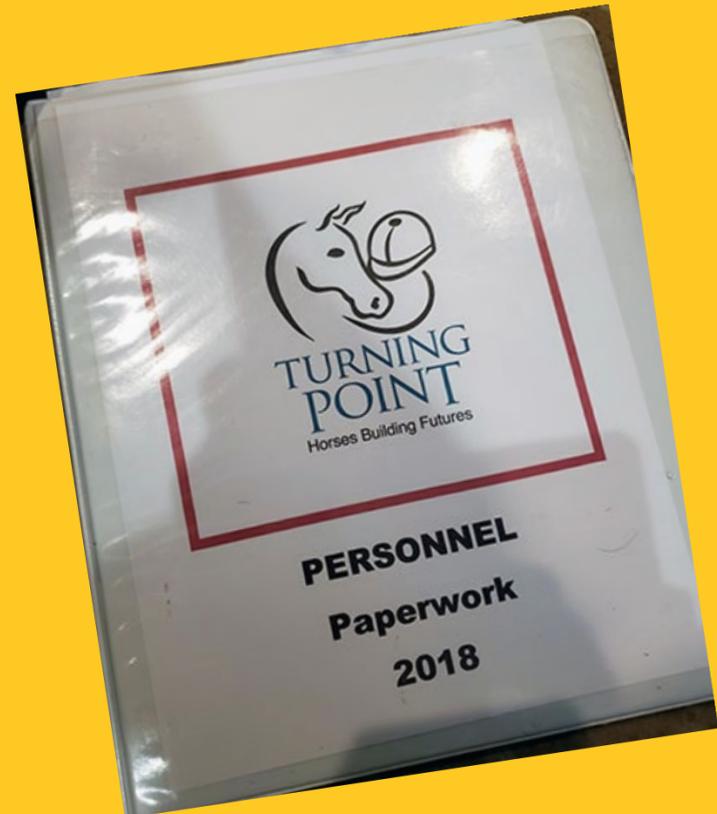
- Big Notebook
- Dividers for Sections
- Tabs for each Standard
- Additional folders/books

Sections i.e.

- Admin
- Facilities
- Equine
- Mounted
- Driving
- Vaulting
- Ground



# Personnel Paperwork



ONE sleeve per person:

- Instructor certification
- First Aid/CPR
- Required Paperwork
- Annual Updates
- Class Schedule

**RESOURCE** for multiple standards in one place

# WRITTEN

## EXAMPLES:

For Personnel

# GOAL:

# EASY YES

- A11 - WRITTEN registration with DOB
- A13 - WRITTEN info on paid personnel
- **\*A14** - WRITTEN liability forms
- A15 - WRITTEN photo release forms
- A23 - WRITTEN annual update
- A31- CPR cards
- MA1 - WRITTEN evidence of certification

# TIP:

# C h e c k

# 6

# T i m e s

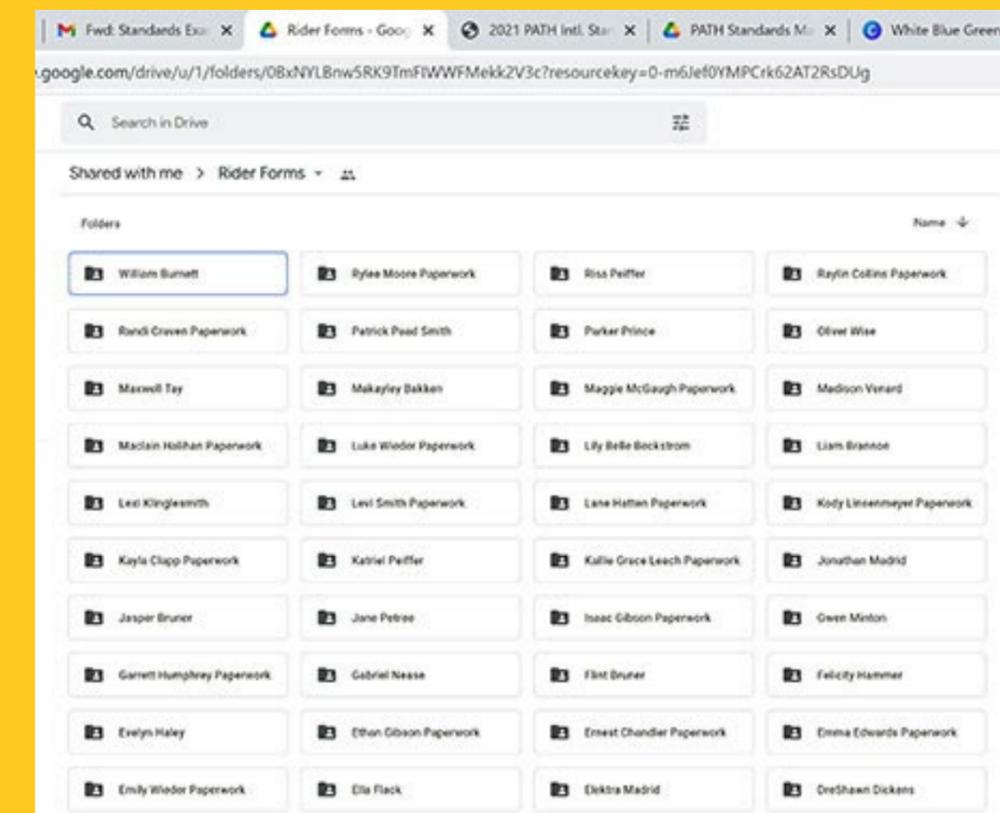
# ELECTRONIC

# EXAMPLES: FOR RIDERS

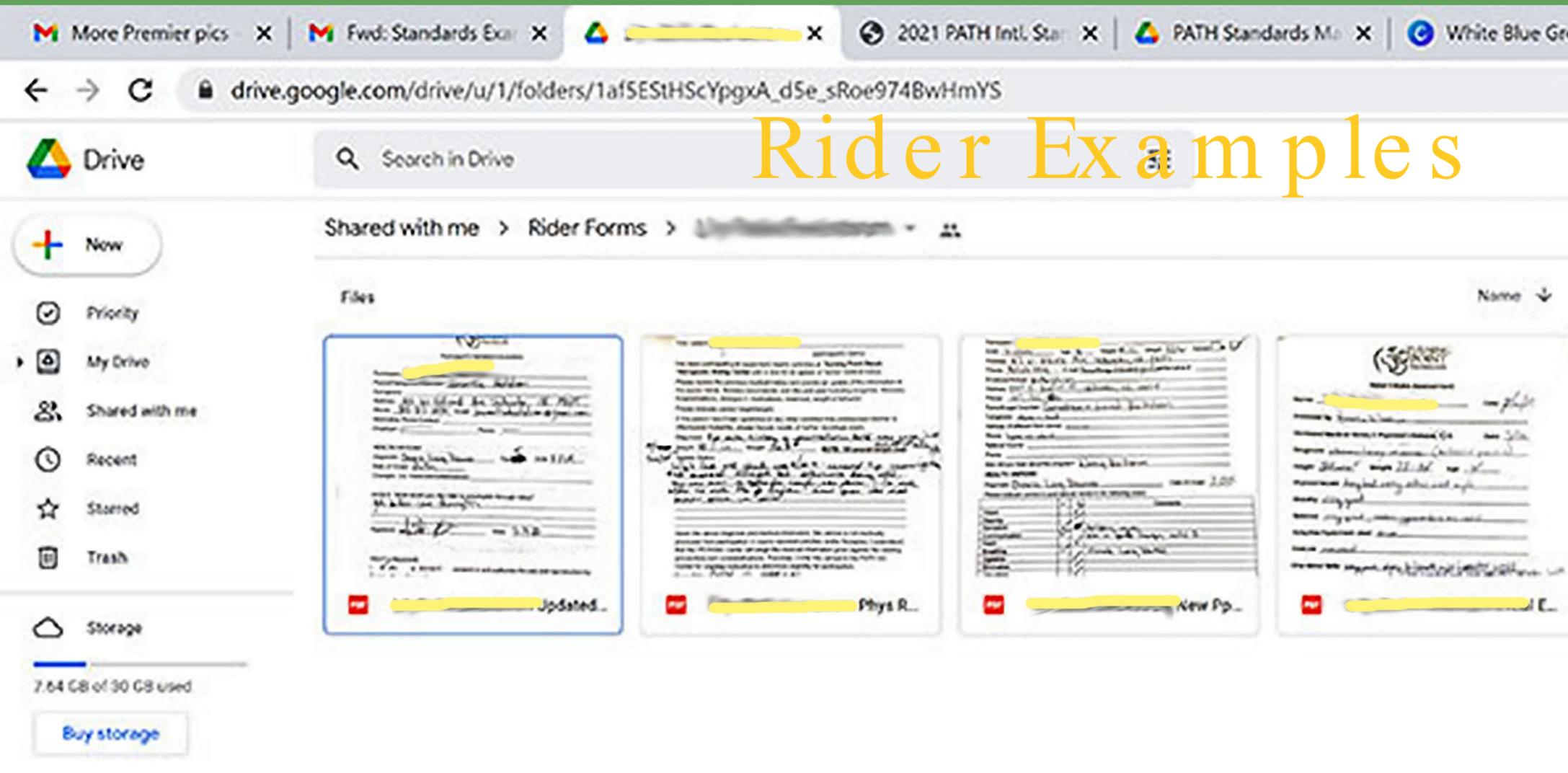
# GOAL: EASY YES

- A11 - WRITTEN registration with DOB
- **\*A14** - WRITTEN liability forms
- A15 - WRITTEN photo release forms
- A16 - WRITTEN Health History
- A17 - Physician signature
- A18 - Down Syndrome annual test
- A23 - WRITTEN annual update

# IN DRIVE



# Provide a Laptop or Tablet



Site Visitors  
will open files  
at random to  
check  
Standards  
compliance

Note: Attendance and Progress Notes are also in DRIVE  
Volunteer paperwork is in a Big Notebook

# Attendance & Progress Ex:

# Attendance:

## LESSON PLAN

Date: 3/10/21



Wednesday 12:45pm

Instructor: Kenzie

Rider	Horse	Tack	Leader	Sidewalkers
<del>Ben</del>	Isaiah	Western #4 Bridle	Channing	
<del>Ernie</del>	Cherokee	Western #1 Tan shim pad Bridle	Maddison	
<del>Maxain</del>	Tank	Western #5 Bridle	Alyson	

**Objective of Lesson:** Students will practice using mostly leg cues to direct their horse through the pattern independently 70% of the lesson.

**Goal of Lesson:** Riders will independently guide their horses through the Western Trail to practice for Special Olympics.

**Teacher Preparation/Equipment Needed:**

Arena will already be set up with the assigned Western Trail from SOOK.

**Lesson:**

Riders will practice leg cues as directed and then do the trail as a reinforcement activity.

**Cool Down/Summarize Lesson:** Riders will take a cool down lap while telling their sidewalkers about their favorite part of the lesson

## PROGRESS NOTE

Date: 3/10/21



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Instructor: Kenzie

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<del>Ben</del>	Tank	Western #5 Bridle	Alyson	

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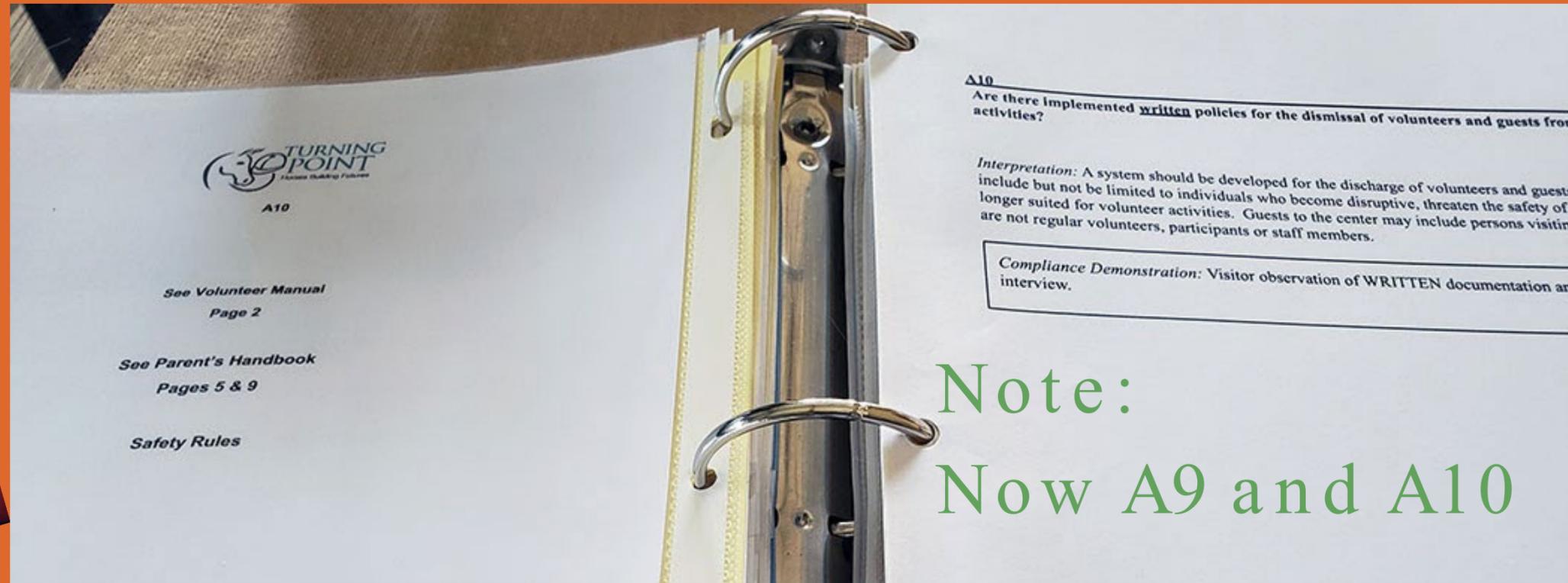
Riders will practice leg cues as directed and then do the trail as a reinforcement activity.

**Cool Down/Summarize Lesson:** Riders will take a cool down lap while telling their sidewalkers about their favorite part of the lesson

Objective met: He did not want to ride. The teachers got him on the bus by telling him he was going to only watch. He was willing to get on to take a picture but wanted right back off. WE convinced him to stay on and ride for only a min. Then he stayed on Tank for about 15 min. However he did not steer while riding. He did cue Tank to walk on and whoa.

		x = present, o = absent							
1									
2	Private Clients Mon 3:30 RACHEL M	2-1-21	2-8-2021	2-15-21	2-22-21	03-01-21	3-8-21	SPRING BREAK	
3	Lily Belle Beckstrom 15	x				x	x		
4	Charlee Price 15	x	ICE		Wet Arena	x	x		
5	Jane Petree EPIC	x		Low Temps		x	x		
6	Private Clients Mon 5:00 RACHEL M	2-1-21	2-8-2021	2-15-21	2-22-21	03-01-21	3-8-21	SPRING BREAK	
7	Parker Prince 10	x				o	x		
8	KG Leach EPIC	x	ICE		Wet Arena	x	x		
9	Patrick Paad	o		Low Temps		o	x		
10	Private Clients Mon 6:00 JESSICA	2-1-21	2-8-2021	2-15-21	2-22-21	03-01-21	3-8-21	SPRING BREAK	
11	Gwen Minton 15	CX				x	x	x	
12	Nevaeh Miley 25	NS	ICE		Wet Arena	x	x		
13	Lexi Klinglesmith 15	x		Low Temps		x	x		
14	Stillwater Schools Tues 9:30 KENZIE	2-2-21	2-9-21	2-16-21	2-23-21	03-02-21	3-9-21	SPRING BREAK	
15	Levi Smith		Covid CX	Covid CX		x	x		
16	Randi Craven			Low Temps	Wet Arena	x	x		
17	DreShawn Dickens					o	x		
18									
19	Stillwater Schools Tues 11:00 KENZIE	2-2-21	2-9-21	2-16-21	2-23-21	03-02-21	3-9-21	SPRING BREAK	
20	Rylee Moore		Covid CX	Covid CX		x	x		
21	Garrett Humphrey			Low Temps	Wet Arena	o	x		
22	Emma Edwards					x	x		
23	Isaac Edwards								
29	Private Clients Tues 3:30 MOKRI	2-2-21	2-9-21	2-16-21	2-23-21	03-02-21	3-9-21	SPRING BREAK	
30	Elektra Madrid 10	x				x	sick		
31	Johnny Madrid 10	x		Low Temps	Wet Arena	x	sick		
32	Felicity Hammer 15	x		Low Temps		x	x		
33									
34	Private Clients Tues 5:00 MOKRI	2-2-21	2-9-21	2-16-21	2-23-21	03-02-21	3-9-21	SPRING BREAK	
35	Maggie McGaugh 15	x				x	x		
36	Evelyn Haley 25	x		Low Temps	Wet Arena	x	x		
37	Flint Bruner EPIC	x		Low Temps		x	x		
38	Jasper Bruner EPIC	x				x	x		
39	Stillwater Schools Wed 9:30 KENZIE	2-3-21	2-10-21	2-17-21	2-24-21	03-03-21	3-10-21	SPRING BREAK	
40	Monica Gaudreault		Covid CX	Covid CX		x	x		
41	Donate Knighton					x	x		
42				Low Temps					
43	Stillwater Schools Wed 11:00 KENZIE	2-3-21	2-10-21	2-17-21	2-24-21	03-03-21	3-10-21	SPRING BREAK	
44	Raylin Collins		Covid CX	Covid CX		x	x		
45	Max Tay			Low Temps		x	x		
46	Ethan Gibson					x	x		
47	Stillwater Schools Wed 12:45 KENZIE	2-3-21	2-10-21	2-17-21	2-24-21	03-03-21	3-10-21	SPRING BREAK	

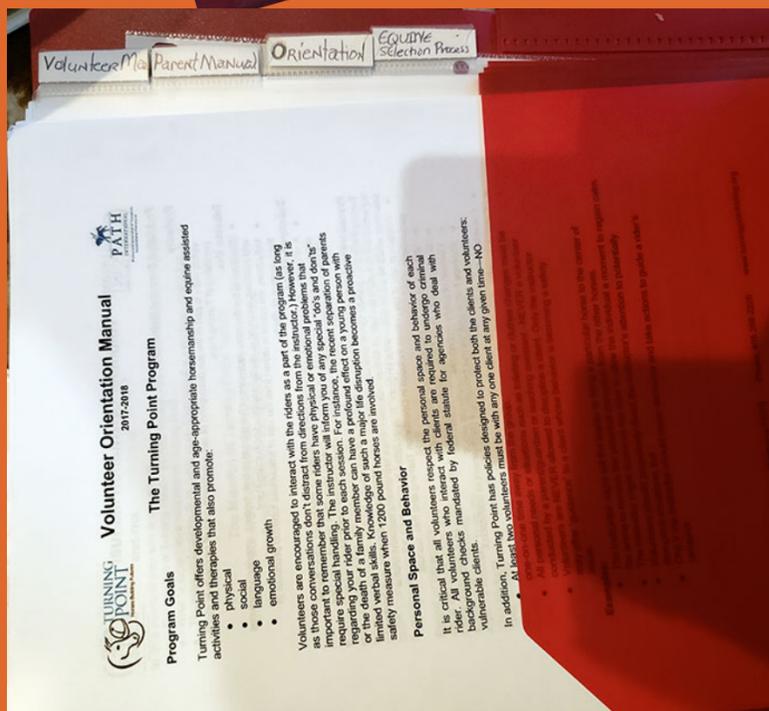
# REFERENCE EXAMPLES:



Note:  
Now A9 and A10

## Inside:

- Parents & Volunteer Manuals
- Risk Management
- By-Laws
- Equine Policies
- Orientation



# Take the COURSE & TEST

The TEST has 40  
Multiple choice  
questions.  
Based on the Course  
and The Standards  
Manual.  
Cost: \$20

The Online COURSE  
covers 117 topics  
that follow the  
standards and  
includes self tests

## Understanding Standards

The standards are organized into three sections: Core, Activity and Service

All three of the standard areas can be considered the building blocks for effective programming.



Core Activity Service

Outline

Exams

My Profile

My Courses

Forums

2021 Standards Course ([instructions](#) | [summary](#) | [submit](#) | [save and exit](#))

page

Total number of questions: 40  
Answered: 0

- ☆ Mark 1. If a center/program does not charge for services, there is no need for written billing policies.
- True  
 False
- ☆ Mark 2. If all of the complete occurrence reports are kept in the administrative office in town, this location is considered \_\_\_\_\_.
- A) The activity site  
 B) On-site  
 C) Headquarters  
 D) Working area
- ☆ Mark 3. The PATH Intl. Certified Professional is at the activity site and is aware of and responsible for the program activity in the arena and on the premises. This is known as \_\_\_\_\_

# READY TO APPLY?

Professional Association of Therapeutic Horsemanship International  
CENTER ACCREDITATION SELF ASSESSMENT FORM

Center Name \_\_\_\_\_ State \_\_\_\_\_  
Location (if satellite) \_\_\_\_\_ City \_\_\_\_\_ Date \_\_\_\_\_  
Center Representative \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Lead Visitor \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Associate Visitor \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

The following standards were scored during the visit:

Standard #	Yes	No	DN
<b>Administration &amp; Business Standards</b>			
A1	o	o	o
A2	o	o	o
A3	o	o	o
A4	o	o	o
A5	o	o	o
A6	o	o	o
A7	o	o	o
A8	o	o	o
A9	o	o	o
A10	o	o	o
A11	o	o	o
A12	o	o	o
A13	o	o	o
A14	o	o	o
A15	o	o	o
A16	o	o	o
A17	o	o	o
A18	o	o	o
A19	o	o	o
A20	o	o	o
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A22	o	o	o
A23	o	o	o
A24	o	o	o
A25	o	o	o
A26	o	o	o
A27	o	o	o
A28	o	o	o
A29	o	o	o
A30	o	o	o
A31	o	o	o
A32	o	o	o
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A42	o	o	o
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A91	o	o	o
A92	o	o	o
A93	o	o	o
A94	o	o	o
A95	o	o	o
A96	o	o	o
A97	o	o	o
A98	o	o	o
A99	o	o	o
A100	o	o	o
<b>Admin &amp; Business Standards (Continued)</b>			
A34	o	o	o
A35	o	o	o
A36	o	o	o
A37	o	o	o
A38	o	o	o
<b>Facilities Standards</b>			
F1	o	o	o
F2	o	o	o
F3	o	o	o
F4	o	o	o
F5	o	o	o
F6	o	o	o
F7	o	o	o
F8	o	o	o
F9	o	o	o
F10	o	o	o
F11	o	o	o
F12	o	o	o
F13	o	o	o
F14	o	o	o
F15	o	o	o
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F21	o	o	o
F22	o	o	o
F23	o	o	o
F24	o	o	o
F25	o	o	o
F26	o	o	o
F27	o	o	o
F28	o	o	o
F29	o	o	o
F30	o	o	o
F31	o	o	o
F32	o	o	o
F33	o	o	o
F34	o	o	o
F35	o	o	o
F36	o	o	o
F37	o	o	o
F38	o	o	o
F39	o	o	o
F40	o	o	o
F41	o	o	o
F42	o	o	o
<b>Equine Welfare and Management Standards</b>			
EQM1	o	o	o
EQM2	o	o	o
EQM3	o	o	o
EQM4	o	o	o
EQM5	o	o	o
EQM6	o	o	o
EQM7	o	o	o
EQM8	o	o	o
EQM9	o	o	o
EQM10	o	o	o

- ### 2021 PATH Standards Summary
- Administrative and Business Standards
  - ✓ A1 Written Legal structure N update SPS contract, bylaws, Bd Dir
  - ✓ A2 Written evidence of Liability Insurance coverage N insert new policy
  - ✓ A3 Written org chart, & Interview N print new org chart from Drive What about intern committees?
  - ✓ A4 Written position descriptions N inserts E.D and Facility after March Bd Mtg
  - ✓ A5 DNA-Health/Professional
  - ✓ A6 Compliance with relevant state, local and federal laws R gets letter from Tom Cootz, Pm CR
  - ✓ A7 Written risk inventory and procedures N inserts updated Risk Mgt and signatures
  - ✓ A8 Written contract for leased or borrowed equines Rachel demonstrates on Drive
  - ✓ A9 Written policies for eligibility of and dismissal of riders & Interview
  - ✓ A10 Written guidelines and procedures for dismissal of vols and guests & Interview
  - ✓ A11 Written registration for riders, volunteers and personnel with DOB ALL check paperwork, staff separate folder
  - ✓ A12 Written attendance info and hours for riders and volunteers Rachel demonstrates on DRIVE
  - ✓ A13 Written info on paid personnel, name address, phone, emerg contact & Interview Rachel checks for all-Natalea makes folder
  - ✓ A14 Written Liability forms for ALL -onsite Rachel demonstrates on DRIVE, notebooks, folder
  - ✓ A15 Written Photo release forms - onsite Rachel demonstrates on DRIVE
  - ✓ A16 Health history for all riders/participants - onsite Rachel demonstrates on DRIVE
  - ✓ A17 Physician signature on participant forms re: equine activities -onsite Rachel on DRIVE & For Down syndrome, annual signed neurologic exam re-AAI - onsite Rachel on DRIVE & Interview
  - ✓ A18 Written procedure for Written permission to release info to outside source N inserts policy
  - ✓ A19 Billing policies for center Interview
  - ✓ A20 Procedure to address precautions and contraindications on riders, vols & staff & Interview John
  - ✓ A21 Written procedures on confidentiality & Main of info on riders, vols & staff & Interview John
  - ✓ A22 Written policy on annual info update for vols & riders & WRITTEN records
  - ✓ A23 Procedure to address precautions, confidentiality, safety rules & regs, types of disabilities seen writes record maint policy
  - ✓ A24 Written procedures on Occurrence reports, files on past rpt, blank ones at activity site
  - ✓ A25 Written safety regs, & emergency procedures, training & rehearsals & Interview Distribution?
  - ✓ A26 Procedure for vol/personnel training to include: orientation to facility and programs, vol responsibilities, emergency procedures, confidentiality, safety rules & regs, types of disabilities seen Interview
  - ✓ A27 Policy for volunteer attire (no open toes, dangling jewelry) Interview
  - ✓ A28 DNA-Health professional-orientation Interview
  - ✓ A29 Written copies of CPR cards- at least one with CPR at every session Put in staff folder
  - ✓ A30 ASTM-SEI helmets worn by vols & riders when mounted & Interview
  - ✓ A31 Procedure for assigning tack, horses, riders, vols by PATH professional observe & Interview
  - ✓ A32 Procedure for fit of equipment to equine and rider observe & Interview
  - ✓ A33 Instructor does equipment safety checks each session observe
  - ✓ A34 Written guidelines to determine ability of vols to be leader, sidewalker Rachel writes
  - ✓ A35 Written procedures regarding research efficacy studies Rachel writes policy

• Do You Have Checks by each of the standards that apply?

• Transfer your checks to the self assessment sheet in the packet

FILL & SUBMIT

# PREPARE for SITE VISIT

## SPREADSHEET FOR MOCK SITE VISIT/REHEARSAL

Based on 2018 Standards

Description	Written Doc	Int Ctr Rep	Int Pers	Yes	No	DNA	
A1 Is there written evidence the center has a recognized legal structure?	X		X				Natalie update docs
A2 Is there written evidence that general commercial liability insurance coverage is in place?	X						Natalie puts new policy in book
A3 Is there an implemented written organizational chart that depicts the following:	X		X				Natalie prints new org chart and inserts
A4 Is there written evidence that the center has job descriptions for all persons and personnel identified in A3?	X						Nat & Rach review and update
A5 DNA Is there an implemented procedure for services to be provided by a consulting health professional?		X	X			X	
A6 Does the center meet federal, state and local laws?		X					Rach gets letter from Fire and Tom Kootz, Kenzie prepared to discuss
A7 For the purpose of risk management planning, is there written evidence that general health and safety concerns have been identified, and that there are established written procedures to respond to possible accident and emergency situations unique to the center and its services, related to each of the following categories: 1. Natural hazards specific to the site? 2. Manmade hazards specific to the site? 3. Operation of facilities and/or equipment? 4. Disasters such as fire, flood, tornado, hurricane, earthquake, etc.? 5. Hazards specific to the use of equines? 6. Conduct of personnel, participants and guests?	X						Natalie prints updated policy and sigs & inserts, Rachel re-writes conduct portion
A8 DNA (does not apply) If center does not lease or borrow equines. Is there a written contract for leasing or borrowing an equine?	X						Natalie prints updated contracts Rachel shows horse files on Drive May need Warning section
A9 Are there implemented written policies that establish the following: 1. Eligibility of participants? 2. Discharge of participants?	X		X				Need to
A10 Are there implemented written policies for the dismissal of volunteers and guests from center activities?	X		X				Need to
A11 Does the center record and maintain current written registration information on each participant, volunteer and personnel that includes the following: 1. Name? 2. Address? 3. Telephone number? 4. Date of birth? 5. Parent/guardian (if applicable) name and phone number? 6. Caregiver (if applicable) name and phone number? 7. Attendance information and hours? 8. Names of person(s) to contact in case of emergency and phone numbers?	Random Selecte d docs						Rachel c
A12 Does the center record and maintain written attendance information and hours on each participant and volunteer?	X						Rachel c
A13 DNA (does not apply) If center does not have paid personnel. Does the center record and maintain current written information on paid personnel that includes the following: 1. Name? 2. Address? 3. Phone number? 4. Name(s) of persons with phone numbers to contact in case of emergency?	X						Na & Ra
*A14 Does the center require a signed, dated, written waiver or release of liability available on-site from all participants, volunteers or from a participant's parent/legal guardian?	Random Selecte d docs						Drive &
A15 Does the center have an implemented procedure for consent or non-consent for use of still and video photography that includes a signed form available at each activity site for all personnel, volunteers and participants?	Random Selecte d docs		X				Drive &
Does the center administration require a completed and signed health history to be on-site for all participants?	Random Selecte						

- SPREADSHEET
- Faux Site Visit
- REHEARSE!
  - Team
  - Riders
  - Volunteers



# THE SITE VISIT

- The 2 visitors have a plan
- They may divide up
- They will look everywhere
- They might talk to anyone who's there
- They WANT you to succeed

# Who's in the barn?

## NO ONE WHO SHOULDN'T BE!



- NO Cousins or Grandmas
- NO extra Board Members
- NO Chickens!

# TOP Mess Ups

## Typical Reasons a Center May Receive a No on a Standard

- A4: Some of the persons/personnel listed on the Organizational Chart were not covered in the job descriptions. All positions on the Organizational chart must have written job descriptions for this standard.
- A7: Center did not address ALL subparts and does not address both parts of the standard.
- A8: No written contract for leasing or borrowing a horse.
- A11: No place for “Caregiver” information (if applicable) on a form.
- \*A14: Not all participants had a signed written liability form.
- A17: Not all participants had a signed physician’s statement.
- A23: Center did not update participant and volunteer information annually.
- A25: Centers (personnel, volunteers, and participants) did not rehearse emergency procedures.
- \*A32: Participants were not wearing ASTM/SEI helmets (documented by label in helmet or printed certificate from ASTM-SEI website).
- \*F18: No emergency information posted adjacent to the phone. Take care when using a cell phone as the emergency phone – information still needs to be posted adjacent to that phone, placed in a designated location, and with signal and charged battery.  
*(suggestion might be to place it on a table or hook with emergency information posted next to it)*
- F20: First aid kits did not have written documentation of maintenance.
- F21: The equine emergency information was not placed in the equine first aid container.
- F31: The arena was not clear of objects that might injure equines, participants and personnel.
- EQM1: No written evidence of an introductory screening process for prospective horses.
- Signatures and/or dates missing; take care when using double sided forms – sometimes people forget to turn them over to complete.



PATH  
INTERNATIONAL

Professional Association of Therapeutic  
Horsemanship International

Professional Association of Therapeutic Horsemanship International  
**CENTER ACCREDITATION SELF ASSESSMENT FORM**

Center Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
 Location (if satellite) \_\_\_\_\_  
 Center Representative \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Lead Visitor \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Associate Visitor \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

The following standards were scored during the visit:  
 Core (A, Facility, EQM)  Mounted  Driving  Interactive Vaulting  Ground  
 Activity Service  Medical/Mental Health  Equestrian Skills

Standard #	Yes	No	DNA
A1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*A14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*A32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*A33	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PATH INTERNATIONAL  
**CENTER ACCREDITATION SCORE FORM**  
 Manual Release Date: January 2018

Center Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
 Location (if satellite) \_\_\_\_\_  
 Center Representative \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Lead Visitor \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Associate Visitor \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

The following standards were scored during the visit:  
 Core (A, Facility, EQM)  Activity Service  Mounted  Medical/Mental Health  Driving  Equestrian Skills  Interactive Vaulting  Ground

Administration & Business Standards				Admin & Business Standards (Cont.)				Facilities Standards (Cont.)			
Standard #	Yes	No	DNA	Standard #	Yes	No	DNA	Standard #	Yes	No	DNA
A1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A34	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A37	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					F31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					F32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					F33	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					F34	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					F35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					F36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					F37	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					F38	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					F39	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*A14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					F40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					F41	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					F42	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
A18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
A19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
A20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
A21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
A22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
A23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
A24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
A25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
A26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
A27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
A28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
A29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
A30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
A31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
*A32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
A33	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								

Updated 01/18

# SCORING

- 100% on Mandatorics
- 80% overall
- At least 75% on any section

The questions are the same as Self Assessment

You get to score the visitors



NOTIFICATION  
You Did It!

SAVE THAT  
BOOK!

You re-accredit in five years

# Questions?

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[http://turningpointriding.org/  
PremierStuff](http://turningpointriding.org/PremierStuff)