

NARHA Registered Instructor On-Site Workshop & Certification

On-Site Instructor Workshop
July 22-24, 2010

On-Site Certification
July 25, 2010



With:
Lead Evaluator Name
Chris McParland, NARHA Master Instructor
&
Associate Evaluators Name
Maxine Freitas, Jodi Wong NARHA Advanced
Instructors

HOSTED BY
Equi-Ed
1535 Farmers Lane #217
Santa Rosa, CA 95405
Phone: 707 546-7737 Fax: 707 942-0915
www.equi-ed.org

NARHA Instructor Certification Process

NARHA offers three levels of Instructor Certification for therapeutic riding: Registered, Advanced and Master. The focus of this workshop/certification is the Registered Level.

In order to become a NARHA Certified Instructor, you must successfully complete the two Phases of the certification process. For additional Information on this process, please refer to the NARHA website at www.narha.org under *Instructor Information* box. Any questions that you have regarding Phase One should be directed to the NARHA office, and questions regarding Phase Two should be directed to Equi-Ed.

Phase One (NARHA)

With the submission of your Registered Instructor Certification Application Form, a \$55 application fee, copies of current CPR and First Aid certification cards, and NARHA membership number or membership application (\$45 membership fee) to the NARHA office, you will officially enter into Phase One. Upon receipt, NARHA will e-mail you a **Phase One Packet**.

Phase One Packet includes access to the following on-line components:

- Center Accreditation Training Course (CAT)
- CAT Instructor Standards Exam
- Instructor Self-Study Course
- NARHA Registered Instructor Open Book Exam

NOTE: You will have **six months** to complete the Phase One Packet. Please note the CAT Course and the Instructor Self-Study Course both have 60 day time frames once you log on.

Upon successful completion of Phase One you will receive a confirmation of Instructor-In Training status letter from the NARHA office. At this point, you are considered an **Instructor-In-Training**. You may retain this designation for **twelve months** from the date of your Confirmation Letter.

Phase Two (Host Site – Equi-Ede)

Within the twelve month timeframe, you must have completed all the components of Phase Two. These components are:

- Complete **25 hours of practice teaching mounted therapeutic riding lessons** under the guidance or direct supervision of a NARHA Certified Instructor
- Attend a **Registered Instructor On-Site Workshop**. You must attend a workshop **PRIOR** to the certification component
- Successfully complete a **Registered Instructor On-Site Certification**.

If you are interested in attending the On-Site Workshop and/or Certification please complete the attached Form and mail with appropriate fees to the address listed. You will also need to include a copy of your confirmation of Instructor-In-Training status letter from Phase One. Candidates are registered on a first come-first served basis, so make sure to register early. All Certification Candidates **must** register 32 days prior to OSWC.

Once registered for the workshop and/or certification, we (*Equi-Ed*) will send you a **Phase Two Packet**. The packet will include the following Information:

- On-Site Registration Form
- Additional Forms for certification candidates: instructor resume, personal reference, professional reference, and essay questions
- Emergency Medical Treatment, Liability, and Confidentiality Forms
- Documentation of Teaching Hours Form

You will need to complete the Phase Two packet and return it to Equi-Ed with a copy of your NARHA membership card, and current copies of your CPR and First Aid certification. All Phase 2 Forms must be returned to the Host Site at least 32 days prior to the beginning of the OSWC.

DIRECTIONS AND LODGING:

Physical Address:

10020 Loch Haven Dr.
Santa Rosa, CA 95404

Look for stone wall that says “Loch Haven” when turning onto the street.

Do not mail forms to this address!

More detailed directions will be sent out to all participants once registration is complete.

LODGING:

Holiday Inn Express 870 Hopper Ave, Santa Rosa, CA 95403

Ramada Limited Santa Rosa/Wine Country (5.22 miles away) Santa Rosa, CA

Comfort Inn Santa Rosa (6.28 miles away) Santa Rosa, CA

Resort at Sonoma County (4.64 miles away) Windsor, CA

DR. WILKINSON'S HOT SPRINGS RESORT (7.52 miles away) Calistoga, CA

Comfort Inn Napa Valley North (7.73 miles away) Calistoga, CA

Many more options can be found on expedia, travelocity or similar search engines.

****Please note: Equi-Ed horses have a weight limit of 180lbs. If a Candidate needs an accommodation because of this policy, contact the NARHA office.****

Workshop Times:

7/22~9-5:30pm, 30 mins for lunch
7/23~8-4:30pm, 30 mins for lunch
7/24~8-12pm

Registration Form

NAME _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

PHONE: DAY//EVE _____

EMAIL _____

Please register me for the following:

_____	Instructor Workshop ONLY* July 22-24	\$395.00~
_____	Instructor Workshop AND One-Day Certification*, # July 22-25	\$650.00~
_____	Certification ONLY*, # July 25	\$275.00~

* Includes lunch for Thursday and Friday, July 22-23rd.

MUST have proof of having attended a NARHA Approved On-Site Workshop within the previous two years or provide certification resubmission letter.

REGISTRATION DEADLINE:

June 20, 2010

90% of the fees will be refunded if cancellation is received 30 days or more prior to the workshop and certification.

No refunds will be given within the 30 days before the workshop and certification unless another applicant can fill that spot. In that case, 80% of the fees will be refunded.

Mail your registration form, fee, and confirmation letter to:

Equi-Ed

1535 Farmers Lane #217

Santa Rosa, CA 95405

(707) 546-7737 infoequied@aol.com

***Upon receipt of the forms and payment, *Equi-Ed* will send you a NARHA Phase Two Packet**