

## Registration Form

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_  
STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE: DAY \_\_\_\_\_  
PHONE: EVENING \_\_\_\_\_  
FAX \_\_\_\_\_  
EMAIL \_\_\_\_\_

### **Please register me for the following:**

Instructor Workshop ONLY\* \$350.00  
October 14-16  
Instructor Workshop AND  
One-Day Certification \* \$625.00  
October 14-18  
Certification ONLY\*\* \$275.00  
October 17-18

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

\* Lunches, snacks, and drinks are served during Workshop: snacks and drinks are served during certification

### **REGISTRATION DEADLINE:**

September 14th, 2010 This deadline may be extended for participants in the Workshop only. First priority for certification candidates is given to candidates who are also attending the workshop.

Reimbursement policy: Refunds are offered only in cases of documented illness or injury.

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

**Horses Help: ATTN : Michelle Weed**  
**PO Box 71005 Phoenix Arizona 85050**  
2601 E.Rose Garden Ln. Phoenix Az. 85050  
**602-569-6056**

\*Upon receipt of the Forms and payment, [Horses Help](#) will send you

## Horses Help



Therapeutic Riding Center

### **Your Host Staff:**

Gregg Goodman : Executive Director  
Gregg.g@horseshelp.org  
Robin Miller: Director of Volunteer Services  
Robin.m@horseshelp.org  
Michelle Weed: Program Director  
Michelle.w@ horseshelp.org  
Saebra Pipoly: Equine Director

### **Meals : Included in Fee**

Thursday: Snacks and Appetizers at Horses Help  
Friday: Continental Breakfast, Lunch, Dinner at Horses Help  
Saturday: Continental Breakfast, Lunch, Dinner on own  
Sunday: Continental Breakfast.  
Regular Snacks and Drinks will be available

### **Lodging: We recommend Country Inns and Suites.**

Special Nightly Rate for Horses Help \$75.00

Contact Information:

**Ricky Martinez**

20221 N. 29th Avenue | Phoenix | Arizona | 85027-3133

✉ ricky.martinez@countryinns.com | ☎ (623) 879-9000 | 📍

(623) 476-1000



PO Box 71005  
Phoenix, Arizona 85050  
Phone: 602-569-6056  
Fax: 602-765-7031

E-mail: michelle.w@horseshelp.org

## **NARHA Registered Instructor On-Site Workshop**

On-Site Instructor Workshop  
October 14-17, 2010  
On-Site Certification  
October 16-17 2010

With:

**Lead Faculty**  
Michelle LaFleur

NARHA Certified Advanced Instructor  
NARHA Certified Driving Instructor

&

**Associate Faculty**  
Amy Shoffner

NARHA Certified Advanced Instructor

HOSTED BY

Horses Help  
**PO Box 71005**  
**Phoenix, Arizona 85050**  
Phone: 602-569-6056

Contact: Michelle Weed for information  
Michelle.w@horseshelp.org  
www.horseshelp.org

**NARHA**

### **Registered Instructor Certification Process**

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

**Phase Two Registered Instructor**

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 if registering for certification. 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, Horses Help will send you a **Phase Two Packet**. The packet will include the following information and will need to be completed depending on whether you are registering for workshop and/or certification:

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 (depends on participation for workshop and/or certification) and return to the *Horses Help* 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 32 days prior to the beginning of the OSWC.

**Becoming and Instructor:**

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](http://www.narha.org) under *Instructor Certification* drop down menu. Any questions that you have regarding Phase One should be directed to the NARHA office, and questions regarding Phase Two should be directed to NARHA or *Horses Help*.

**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 CAT 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/Instructor CAT Exam has a 60 day timeframe and the Instructor Self-Study Course/Instructor Open Book Exam has a 6 month timeframe.

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 a **NARHA Instructor-In-Training**. You may retain this designation for **twelve months** from the date of your Confirmation Letter.

**Day 1- Thursday October 14th 2010**

Registration and Check in 12:30-1:00 pm

Workshop 1:00 -5:30

Dinner Included

**Day 2- Friday October 15th 2010**

Workshop Topics (8:30-5:30)

**Day 3- Saturday October 16th 2010**

Workshop Topics (8:30-4:30)

Certification Candidates Only

**Saturday Evening: Riding Checkout**

Workshop Only participants are finished. Certification Candidates take riding exam. Weekend teaching exam assignments are given so that candidates can review files and develop their lesson plans. Candidates will be required to ride the pattern outlined in the Phase 2 application materials. Candidates may choose between Western and English for their riding pattern. Horses Help horses can accommodate riders up to 200 lbs.

**Day 4 Sunday October 17th 2010**

**Certification Candidates Only ( 8:30-1:30)**

Candidates teach a class of two riders with special challenges. Candidates are assigned one 20 minute teaching time. Following the classroom checkouts, candidates will have the opportunity to meet with Evaluators to review and get feedback about their Certification Riding and Teaching Exams.