

Riding To The Top  
Therapeutic Riding Center  
PO Box 1928  
Windham, ME 04062

## NARHA Registered Instructor On-Site Workshop & Certification (OSWC)

### On-Site Instructor Workshop:

April 22 & 23, 2009

### On-Site Certification:

April 23 & 24, 2009



### **Faculty:**

Dawn Nelligan, a NARHA Advanced Level Instructor from Lyme, CT will be the Lead Evaluator. Gisela Rhodes M.Ed a NARHA Advanced Level Instructor and Interactive Vaulting Evaluator and Instructor will be the Associate Evaluator.

### **Hosted By: Riding To The Top**

[www.ridingtothetop.org](http://www.ridingtothetop.org)

### **Therapeutic Riding Center**

P.O. Box 1928 (14 Lilac Drive)  
Windham, ME 04062

### **Contact: Kate Davis McKelvy**

[kmckelvy@ridingtothetop.org](mailto:kmckelvy@ridingtothetop.org)

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## NARHA REGISTERED INSTRUCTOR WORKSHOP & CERTIFICATION INFORMATION

### Instructor Workshop: April 22<sup>nd</sup> & 23<sup>rd</sup>

This comprehensive workshop will enhance the knowledge base of therapeutic riding instructors and is a prerequisite for the NARHA Registered Instructor certification. The workshop is also useful for individuals seeking to learn more about the field but who are not yet ready to complete the certification process. Come enjoy two days with colleagues in the field of therapeutic riding. This is a great opportunity to share ideas and techniques in a warm and welcoming teaching environment. *NARHA membership required.*

### Registered Instructor Certification:

#### **Early Evening April 23<sup>rd</sup> & all day April 24<sup>th</sup>**

With successful completion of Certification participants become NARHA Registered instructors. The Certification is open to 10 participants who have completed the 2-day NARHA Instructor Workshop (during this offering or at a previous workshop) along with all other certification criteria (see details on Phase One and Two). The riding tests will be given on the evening of April 23<sup>rd</sup> and the candidates will also draw their teaching assignments for testing on the 24<sup>th</sup>.

### Registration and Paperwork Deadlines:

#### **Workshop/Certification Registration**

Friday, March 20, 2009

#### **Certification Candidate Phase Two Paperwork**

Monday, April 7, 2009

## NARHA Instructor Certification Process

NARHA offers three levels of Instructor Certification: Registered, Advanced and Master Level. The focus of this Workshop and Certification will be the Registered level. In order to become a NARHA Registered Instructor, you must successfully complete Phases One and Two of the certification process. Any questions regarding **Phase One** should be directed to NARHA at [www.narha.org](http://www.narha.org). Questions regarding **Phase Two** should be directed to [kmckelvy@ridingtothetop.org](mailto:kmckelvy@ridingtothetop.org) at Riding To The Top,

### Phase One (NARHA)

Upon submission of your Registered Instructor Certification Application Form (includes a \$55 application fee, copies of current CPR and First Aid certification cards and NARHA membership number) to NARHA, you will officially enter into Phase One. NARHA will e-mail you a **Phase One Packet**. This Packet includes access to the following on-line components:

- Center Accreditation Training Course (CAT)
- CAT Examination
- Instructor Self-Study Course
- Registered Instructor Open Book Examination

**NOTE:** You will have six months to complete Phase One. 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 letter from NARHA confirming your status as an Instructor-In-Training (IIT). You may retain this Instructor-In-Training designation for twelve months from the date of your Confirmation Letter.

### Phase Two (RTT)

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

- Completion of **25 hours of practice teaching mounted therapeutic riding lessons** under the guidance or direct supervision of a NARHA Certified Instructor
- Attendance at a **Registered Instructor On-Site Workshop** prior to the Certification component
- Successful completion of the **Registered Instructor On-Site Certification**.

This event is sponsored in part by:



## About Riding To The Top

Riding To The Top is the largest NARHA Premier Accredited therapeutic riding center in northern New England. We are conveniently located only 20 minutes from Portland, Maine's largest city. For more information about our programs, visit our website: [www.ridingtothetop.org](http://www.ridingtothetop.org).



### Lodging

Visit [www.maineinns.com](http://www.maineinns.com) for a complete list of area accommodations or contact:

**Howard Johnson Plaza**  
155 Riverside Street  
Portland ME 04103  
207-774-5861 or 1-800-I-GO-HOJO

### Registration

If you are interested in attending RTT's On-Site Workshop and/or Certification please complete this registration form and mail with appropriate payment. **All participants must register by March 20, 2009.** RTT will send you a confirmation letter with all pertinent materials.

Certification Candidates are registered on a first come-first served basis so **register early**. Please include a copy of your NARHA Instructor-In-Training status letter from Phase One with your registration.

Once registered, candidates will receive their Phase Two Packet which must be completed and returned to Riding To The Top on or before **April 7, 2009**. Be sure to include copies of your NARHA membership card and current copies of your CPR and First Aid certifications.

## Registration Form NARHA REGISTERED INSTRUCTOR WORKSHOP & CERTIFICATION APRIL 22, 23 & 24, 2009

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ (day); \_\_\_\_\_ (night)

Email: \_\_\_\_\_

NARHA Membership #: \_\_\_\_\_

For Certification Candidates the following information is required:

Discipline:  English  Western

Height: \_\_\_\_\_ \* Weight: \_\_\_\_\_ \*

*\* RTT has a 200 lb. rider weight limit for our horses. Special accommodations will be discussed if weight exceeds this limit.*

I have enclosed a copy of my NARHA Instructor-in-Training letter.

### Please register me for the following:

- |                                                             |          |
|-------------------------------------------------------------|----------|
| <input type="checkbox"/> On Site Workshop and Certification | \$550.00 |
| <input type="checkbox"/> Instructor Workshop Only           | \$325.00 |
| <input type="checkbox"/> Certification ONLY                 | \$275.00 |

**Total Enclosed** \$ \_\_\_\_\_

Please make checks payable to: Riding To The Top

I prefer to pay by credit card

CC #: \_\_\_\_\_ Exp. \_\_\_\_\_

**Mailing Address:**  
**Riding To The Top**  
**PO Box 1928**  
**Windham, Maine 04062**

***Cancellation Policy:*** Cancellations prior to March 20<sup>th</sup> will receive a full refund. Cancellations after March 20<sup>th</sup> will be subject to a \$100 cancellation fee.