

# How To Host

## Approved Course Listing And Hosting Facility Requirements



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# AHA Approved Course Listing

## Equine Skills – Level I

A 1 1/2 day curriculum designed for 12 -25 participants with no experience in the ground and handling skills of horses. It is open to volunteers, administrators, therapists, programs directors. There are no prerequisites.

- Participants – Limited to groups of 3:1 ratio per horse for up to 4 groups. Requires an AHA Faculty Coordinator and Associate, Adjunct, or Apprentice Faculty to assist. (4 groups would require 2 AHA Coordinating Faculty Members). Facility horse staff may be required to assist with practicums.
- Equine Skills – Level I is a prerequisite to Treatment Principles Level I. This course may be waived by AHA Faculty based upon completion and approval of the Equine Skills – Level I Waiver Form.
- Successful completion of this course is required for NARHA Registered Therapist status.

## Treatment Principles – Level I

A 2 to 2 ½ day curriculum designed for 20-30 participants who are nationally register and/or state-licensed Physical and Occupational Therapists and/or Assistants or Speech Language Pathologists. Instructors and administrators who are part of a hippotherapy team and/or program may attend along with the therapist in their team.

- Participants – Requires one AHA Coordinating Faculty for the first 10 participants and then one Associate, Adjunct or Apprentice Faculty for each 10 participants thereafter.
- Successful completion of this course is required for NARHA Registered Therapist status.

## **Equine Skills – Level II**

A 1 1/2 day curriculum designed to improve horsemanship knowledge and relate that knowledge to hippotherapy. It offers standardization in the approach to training and a common hippotherapy horse language. This course applies the training techniques for the hippotherapy horse and how it relates to a successful hippotherapy treatment. It is open to PT/PTA's, OT/COTA/s and SLP's, HPOT Teams, Trainers, Horse Handlers, Barn Managers and Instructors and Administrators.

- Participants – Limited to groups of 4:1 ratio per horse. Requires one AHA Coordinating Faculty and one Associate, Adjunct, or Apprentice Faculty.
- Prerequisites: Successful completion of Equine and Treatment Principle – Level I courses. Participants should be able to ride at a walk and trot.
- Successful completion of this course is required for NARHA Registered Therapist Status.

## **Treatment Principles – Level II**

A 2 1/2 day curriculum designed to provide and facilitate a problem-solving approach with the Conceptual Framework For Hippotherapy, Clinical Reasoning, and Motor Learning Principles and Neurodevelopmental Facilitation Theories as they are applied and relate to the treatment strategy of hippotherapy. It is open to licensed PT's, OT's and SLP's.

- Participants – Limited to a maximum of 16 participants with no more than 4 participants per treatment group. Requires one AHA Coordinating Faculty Member. (4 groups would require 2 AHA Coordinating Faculty members).
- Successful completion of Equine and Treatment Principles – Level I courses.
- Currently practicing hippotherapy. Minimum of 100 hours of one-on one treatment of hippotherapy patients or six months following completion of the Introduction Treatment Principles – Level I courses.
- Successful completion of this course is required for NARHA Registered Therapist Status.

## **CURRENTLY UNDER DEVELOPMENT:**

### **Equine Skills - Level III**

A non-mandatory course will offer advanced training techniques for the hippotherapy horse. Hands on practicum with long lining, lungeing, double lungeing and in hand work as well as mounted training sessions incorporating lateral work, circles and higher level mounted training techniques to the hippotherapy horse. It is open to HPOT Teams including trainers, horse handlers, barn managers, therapists and administrators. Expected completion: 2006

- Participants – Limited to 12 participants with no more than 3 in a group. Requires one AHA Coordinating Faculty member and one Associate, Adjunct or Apprentice Faculty member.
- Prerequisites: Horsemanship skills of advanced level with mounted and ground skills. Master Level NARHA Instructors, USDF Bronze Medal, USPC A Classification or other certification documenting horsemanship skills.

### **Treatment Principles – Level III**

A non-mandatory course to provide an intensive 2 -3 day hands on learning experience utilizing the Conceptual Framework and Theory Based Models. It will be an excellent course to take prior to sitting for the HPCS Exam. Expected completion: 2006

- Participants – Limited to 16 participants with nor more than 4 participants per treatment group. Requires two AHA Coordinating Faculty members only.
- Prerequisites – Successful complete of Equine Skills and Treatment Principles Levels I and II or AHA approved Intermediate Hippotherapy Course.

**NOTE: All course curriculums are copyright protected. The curricula may not be used without the strict permission of American Hippotherapy Association, Inc. Workshop manuals may not be sold separately and are only available to those attending approved workshops.**

## PROCEDURES FOR HOSTING A WORKSHOP

- 1. Faculty** – For every AHA Approved Workshop there must be a minimum of one AHA Coordinating Faculty. The assigned faculty member will have the option to request additional faculty to assist. The recommended ratio of faculty to participants is 1:10 for Level I courses with a maximum ratio of 1:15. For the Equine Skills - Level II and III courses a ratio of one faculty and one associate/adjunct/apprentice faculty per 10 participants. For Treatment Principles – Level II and III requires two Coordinating Faculty for up to 16 participants and a third for more than 16. An Apprentice Faculty Member may join the Level II and III workshop as part of their requirements for becoming an approved coordinating faculty member.
- 2. Manuals** – The hosting facility is responsible for reproducing and binding the course materials for each participant. A master copy of the course materials will be provided by the AHA faculty member and will be returned to the faculty member upon the completion of the workshop. A copyright permission form, specifying the number of copies to be reproduced will accompany the master copy of the course materials. The AHA Coordinating Faculty may choose to provide the manuals for the workshop. The hosting facility will then be required to reimburse the faculty member for that expense.
- 3. Registrant Fee** – The hosting facility will be responsible for a fee of \$25/per person (in US dollars) for the use of the curriculum for each participant per course. If a participant takes both courses in the workshop the fee is then reduced to \$40/per person (in US dollars). i.e. One participant takes only the Treatment Principles – Level I course – the registrant fee would be \$25. If a participant takes both Equine Skills and Treatment Principles – Level I courses – the registrant fee would be \$40. Payment of this fee is required at the completion of the workshop and should be given directly to the AHA Coordinating Faculty. The fee will then be forwarded directly to the AHA office. The fees are to be paid for by check, made payable to American Hippotherapy Association, Inc. and attached to the Payment Form.  
Exception: For Canadian workshops, the per-registrant fee will be \$25 Canadian dollars. However, the check sent for the total amount by the hosting facility must be converted to US Dollars before being sent to the AHA Office.

## HOSTING FACILITY RESPONSIBILITIES

### Equine Skills – Level I

1. Secure the use of an arena, barn area for cross tying or securing horses for grooming, appropriate horses, horse handlers, tack, and equipment, ground poles, cones, jump standards.
2. Enclosed outdoor or indoor arena, at least 120' x 60', is preferred.
3. Four to six trained and conditioned horses (or a number appropriate to the number of participants - ratio of one horse/three participants) as well as a back up supply of 3 – 5 horses who will stand for grooming and tacking up, if needed. All horses should be suitable for the beginner horsemanship student.
4. Ramp and Mount Block
5. Tack for each therapy horse, including halters, lead ropes, saddles, pads and bridles
6. Additional tack, including: side reins, lunge lines, long lines, a variety of bareback pads, a variety of surcingles (lunging, anti-cast, vaulting), dressage, and lunge whips
7. Helmets for riders
8. Belts for riders
9. One staff, on hand, for each horse to assist with leading and ground management
10. Secure use of classroom, other equipment needs.
11. Chairs and tables for participants
12. Nametags for participants
13. Audio/Visual Equipment to include, but not limited to:
  - a. VHS player and monitor
  - b. Flip Chart, easel, paper and pens
  - c. Microphone/Podium (optional)
  - d. Wireless Microphone for practicums (optional)
  - e. Slide Projected (optional)
  - f. LCD Projector for PowerPoint Presentation (optional)
14. Secure AHA Coordinating Faculty from Approved Faculty listing
15. Reproduce and bind course materials or reimburse Faculty member for course materials.
16. Submit a description of horses to be used, as well as a participant list to include discipline, experience, height, weight, etc. to the Coordinating Faculty member
17. Secure General Liability Insurance Coverage for hosting the workshop, including verification of general liability coverage for or by the guest faculty.

NOTE: These are only recommendations. Additional responsibilities and final agreement upon responsibilities should be determined by the faculty and the hosting facility.

## HOSTING FACILITY RESPONSIBILITIES (cont'd)

### Treatment Principles – Level I

1. Secure the use of arena, appropriate horses, horse handlers, tack, and equipment.
  - A. Enclosed outdoor or indoor arena, at least 120' x 60', preferred.
  - B. Four to Six well trained and conditioned horses (or a number appropriate to the number of participants, at a ratio of one horse/four participants) as well as a back up supply of three to five horses, if needed. All horses must be suitable for the beginner horsemanship rider and produce a regular symmetrical walk with appropriate physical characteristics for hippotherapy and suitable for both adults and children.
  - C. All horses must be completely sound
  - D. Ramp and Mounting Block
  - E. Tack for each therapy horse, including halters, lead ropes, addles, pads and bridles
  - F. Additional tack, including: side reins, lunge lines, long lines, a variety of bareback pads, a variety of surcingles (lunging, anti cast, vaulting), dressage, and lunge whips
  - G. Helmets for riders
  - H. Belts for riders
  - I. One staff, on hand for each horse, to assist with leading and ground management.
2. Secure Patients
  - A. Two to three HPOT patients (optional: may be "paper" patients with videos)
  - B. Completed Medical History/Physician Release Forms for each patient (if "real" patients are used)
  - C. Signed Patient Registration Forms with Liability and Photo Releases for each patient (if "real" patients are used). The facility should consider having a specific Workshop Release Form for each patient participating in the demonstrations. The release should mention that there are risks inherent in having different therapist treat the patient and no guarantee is made that the patient will receive any benefit fro participating in the demonstration, as it is for education purposes only.
3. Secure use of classroom, A/V required by faculty, other equipment needs.
  - A. Classroom:
    1. Chairs and tables for participants
    2. Nametags for participants
    3. Audio/Visual Equipment:
      - VHS player and monitor
      - Flip Chart, easel, paper and pens
      - Microphone/Podium (optional)
      - Wireless Microphone for practicums (optional)
      - Slide Projector (optional)
      - LCD Projector for PowerPoint (optional)
  - B. Therapy Equipment
    1. Portable treatment table or mat
    2. Green gymnastic ball
    3. Carpeted barrel or bolster
    4. Vaulting barrel
    5. NDT/rag doll

## HOSTING FACILITY RESPONSIBILITIES (cont'd)

### Treatment Principles – Level I (cont'd)

4. Secure AHA Coordinating Faculty from the list of Approved Faculty
5. Reproduce and bind course materials or reimburse Faculty member for course materials
6. Submit a description of horses to be used, as well as a participant list to include discipline, experience, height, weight, etc. to the Coordinating Faculty member
7. Secure General Liability Insurance Coverage for hosting the workshop, including verification of general liability coverage for or by the guest faculty.

NOTE: These are only recommendations. Additional responsibilities and final agreement upon responsibilities should be determined by the faculty and the hosting facility

## HOSTING FACILITY RESPONSIBILITIES (cont'd)

### Equine Skills – Level II and III

1. Secure the use of an arena, barn area for cross tying or securing horses for grooming, appropriate horses, horse handlers, tack, and equipment, ground poles, cones, jump standards.
2. Enclosed outdoor or indoor arena, at least 120' x 60', preferred.
3. Four to six trained and conditioned horses (or a number appropriate to the number of participants - ratio of one horse/three participants) as well as a back up supply of 3 – 5 horses who will stand for grooming and tacking up, if needed. All horses should be suitable as a HPOT Horse and trained regularly for the HPOT program. All horses must produce a regular symmetrical walk with appropriate physical characteristics for hippotherapy and suitable for both adults and children. At least 2 horses that can be long lined and 2 horses that can be lunged safely.
4. All Horses must be completely sound
5. Ramp and Mount Block
6. Tack for each therapy horse, including halters, lead ropes, saddles, pads and bridles
7. Additional tack, including: side reins, lunge lines, long lines, a variety of bareback pads, a variety of surcingles (lunging, anti-cast, vaulting), dressage, and lunge whips and a vaulting barrel.
8. Helmets for riders
9. Belts for riders
10. One staff, on hand, for each horse that can assist with leading, long lining, lungeing and ground work.
11. Secure use of classroom, other equipment needs.
12. Chairs and tables for participants
13. Nametags for participants
14. Audip/Visual Equipment to include, but not limited to:
  - a. VHS player and monitor
  - b. Flip Chart, easel, paper and pens
  - c. Microphone/Podium (optional)
  - d. Wireless Microphone for practicums (optional)
  - e. Slide Projected (optional)
  - f. LCD Projector for PowerPoint Presentation (optional)
15. Secure AHA Coordinating Faculty from Approved Faculty listing
16. Reproduce and bind course materials or reimburse Faculty member for course materials.
17. Submit a description of horses to be used, as well as a participant list to include discipline, experience, height, weight, etc., to the Coordinating Faculty member prior to the course.
18. Secure General Liability Insurance Coverage for hosting the workshop, including verification of general liability coverage for or by the guest faculty.

NOTE: These are only recommendations. Additional responsibilities and final agreement upon responsibilities should be determined by the faculty and the hosting facility.

## HOSTING FACILITY RESPONSIBILITIES (cont'd)

### Treatment Principles – Level II and III

Course participants work with actual hippotherapy patients. To maximize these interactive, experiential courses, and provide a safe working environment for both patient and participants, the host facility must meet the following requirements:

#### Administration:

1. Be a program currently providing hippotherapy
2. Provide evidence of hosting an AHA Introduction to Classic Hippotherapy or Treatment Principles – Level I Course.
3. Satisfactorily complete the AHA Approved Course Application.
4. If the facility is not a NARHA Accredited Operating Center providing hippotherapy, the course organizers must provide sufficient evidence of high operating standards, with particular emphasis on safety and specific requirements for a disabled population. Each application will be individually assessed, with final approval at the discretion of the AHA Coordinating Faculty.
5. Advise **participants** they *must* have proof of Professional Liability Insurance in order to participate in "hands on" work with real patients during the workshop.

#### Facility:

1. Indoor or covered arena – recommended minimum size 100' x 160'
2. Arena footing of sufficient depth and resiliency to meet industry standards
3. One mounting ramp and one mounting block
4. Adequate classroom/lecture accommodation for up to 25 people
5. Access to audio/visual equipment to include a TV/VCR (individual faculty may have other specific requirements)
6. Access to a minimum of two video cameras and experienced operators
7. Appropriate area for patient evaluations (up to 3 evaluations may be done concurrently)

## HOSTING FACILITY RESPONSIBILITIES (cont'd)

### Horses/Equipment

1. Minimum of six well-trained horses with appropriate physical characteristics for hippotherapy and suitable for both adults and children
2. All horses must be completely sound and have a regular symmetrical walk
3. A minimum of two of the six horses must either be trained to long line or be regularly long lined for hippotherapy treatment sessions
4. A variety of horse equipment that includes bareback pads with appropriate under padding, plain training surcingles anti-cast surcingle, vaulting surcingle, or modified 2-handled surcingle, long lines, side reins, short whips with leather poppers, dressage whip, variety of saddles,- all fitted with appropriate safety stirrups
5. A variety of therapy equipment/toys to include pelvic belt, balls, rings, bubbles, music, wedges, etc.

### Horse Handlers

1. Minimum of four horse handlers with the necessary training and skill to produce a quality walk when leading and/or long lining.
2. Horse handlers must be familiar with the personalities and characteristics of the horse used in the practicum's

### Patient Selection/Availability/Documentation

1. Patient population that demonstrates diversity of age, diagnosis, and functional abilities. Diagnoses should be preferably include, but are not limited to:
  - a. Cerebral Palsy – hemiplegia, quadriplegia, and or diplegia
  - b. Hypotonia
  - c. Cerebral Vascular Accident
  - d. Traumatic Brain Injury
  - e. Multiple Sclerosis
2. Patient documentation must be current and include the following:
  - a. General Liability Release
  - b. Photo/Video Release
  - c. Medical Emergency Release
  - d. Physician Referral/Prescription
  - e. Specific Workshop release (sample enclosed)
3. Facility staff must be able to guarantee patient participation in treatment practicum's on two consecutive days.

## HOSTING FACILITY RESPONSIBILITIES (cont'd)

### Video Requirements

1. Select five appropriate patients and two alternatives (in the event of a last minute cancellation). Submit a video that includes a short clip (2-3 minutes) on each patient, clearly showing level of mobility, sitting/standing balance, transfers, ambulation with or without assistance or assistive devices, and general functional skill level, e.g. single limb stance, catching and throwing a ball, running. Please do not include a PT/OT or SLP evaluation on the video. A short written profile must accompany the video (sample profiles enclosed).
2. Select four horses and two alternatives and submit a video that clearly illustrates these horses and their handlers during actual hippotherapy sessions (handlers should preferably be those chosen to participate in the course). Video must show both leading and long lining techniques with and without patients. The following school figures must be clearly delineated:
  - a. Straight lines
  - b. Small and large circles, both directions
  - c. Serpentine
  - d. Figure of Eights
  - e. Half halts
  - f. Changes in tempo
  - g. Halt
  - h. Leg Yielding (optional)
4. A short written profile of each horse must accompany the video (sample profile enclosed). This profile must include:
  - a. Age
  - b. Breed
  - c. Height
  - d. Width
  - e. Gender
  - f. Weight carrying capacity
  - g. Temperament
  - h. Idiosyncrasies/personality traits
  - i. Degree of leading/long lining training

### Therapist Requirement

1. For each patient participating in the practicum's, the patient's *Regular Treating Therapist* must be in attendance to supervise "treatments".

## Patient Profile Sample:

"Amy"

D.O.B.: 7/11/84

DX: CP Spastic Diplegia, diagnosis @ 10 months

Medical History: Selective posterior Rhizotomy 9/30/88  
Prone to chronic low back pain, especially with prolonged sitting.

Current Therapies: PT, Hippotherapy 1x/week

Patient Strengths: Socially mature, bright and interactive  
Extremely well motivated  
Loves horses and wants to "ride"

Patient Problems: Chronic low back pain

## Horse Profile Sample:

"Buck"

### Temperament and Individual Characteristics:

Chestnut, 18 year old 15.1H Quarter Horse gelding of moderately narrow build. The experienced professional of the team, he has a wonderful work ethic and prides himself on knowing his job, occasionally to the point of disagreeing (albeit mildly) on a particular chosen temperament. 100% trustworthy, he has rarely spooked in 7 years. He gives a very clear signal of anything mildly out of place such as an unseen movement in the distance. The signal, which never varies, is a sudden alertness, slight lifting of his head, and ears very pricked.

### Movement:

His movements result in mild to moderate amplitude of movement in all three planes of the rider's pelvis and trunk. His natural tempo is quite slow and very regular. He can increase his tempo but does not like to sustain it for long periods. He can, however, slow his tempo right down and will happily sustain a slow tempo for as long as necessary. His half halts are smooth and regular and his lateral work is even and rhythmical. He is not suited to heavy, asymmetrical patients or patients with extremely poor balance. He will constantly try to position himself underneath the patient in an effort to keep himself perfectly balanced.

### Preferred Method of Handling:

He dislikes being led and consequently produces a poor walk. He is at his best when long lined.