

How-to-Host

AHA Inc. Approved Level I

Equine Skills and Treatment Principles



"Treatment with the Help of a Horse"

American Hippotherapy Association, Inc.

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AHA strives to provide the highest quality of educational experiences for those interested in hippotherapy as a treatment strategy and hosting facilities play an integral role in the success of our workshops and curriculum. Facilities interested in hosting and AHA Level I workshop should be able to provide a classroom space and arena time for four days during the scheduled workshop. Facilities should have an adequate number of trained horses that are able to be handled by those with limited horse knowledge, currently patients receiving hippotherapy as part of their plan of care and available staff to assist with the Equine Skills and Treatment Principles courses. Facilities unable to meet these requirements are unsuitable for hosting the Level I workshop. Course approvals are usually completed within three to five business days; however a course approval may take up to two weeks during peak times of the year or if there are any concerns with the course documents. An AHA course may not be advertised prior to official approval through the AHA office. The AHA office is unable to review and approve new courses for 2 weeks prior to the AHA International Conference; however, courses will be added and approved after conference in accordance with the above guidelines.

2012 PROCEDURES FOR HOSTING A WORKSHOP

1. Faculty – For this AHA approved course there must be a minimum of one AHA Coordinating Faculty. The assigned faculty member will have the option to request additional faculty to assist.

An Associate or Apprentice Faculty Member may be hired to assist in the Level I Equine Skills and Treatment Principles course to maintain the appropriate faculty to participant ratio for courses.

****NEW****2. Once a faculty and course dates have been set, the Facility must contact the AHA Office, via phone or email, to submit a reservation for the specific faculty and course dates. At that time, Facilities will be sent, via email, the application forms and brochure samples (as appropriate) from the AHA Office. Facilities are then required to complete and submit these forms back to the AHA Office within 5/five business days, or the reservation will be considered cancelled, and the AHA Faculty may schedule with another facility for those dates.

****NEW****3. Manuals/Handouts – The hosting facility is responsible for ordering course materials for each participant from the AHA Offices at least **TWO WEEKS** before the first day of the course. There is no additional cost to the host facility for these materials. The manual ordering form will be provided to the facility at the time of course approval.

In the event of late registrants, the Facility will call the AHA Office for any additional copies, and provide a credit card number for shipping charges that are overnight, 2nd day air, or any other shipping service that is not ground shipping.

****INCREASED****4. Registrant Fee – The hosting facility will be responsible for a fee of \$55/per person (in US dollars) for the use of the curriculum for each participant per a single course. If a participant takes both courses (Equine Skills and Treatment Principles) the fee is then \$75/per person (in US dollars) for participation in both courses.

I.e. One participant takes only the Level I Treatment Principles Course – the registrant fee would be \$55. If a participant takes both Level I Equine Skills and Treatment Principles courses – the registrant fee would be \$75.

Payment of this fee is required at the completion of the workshop and should be given directly to the AHA Coordinating Faculty, along with the payment form, at the end of the course.

The fee will then be forwarded by the AHA, Inc. Faculty Coordinator directly to the AHA office within seven business days of the completion of the course.

The fees* are to be paid for by check, made payable to American Hippotherapy Association, Inc. and attached to the AHA course payment form.

*Exception: For Canadian workshops, the per-registrant fee will be \$55 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.

****NEW****5. Facilities must advertise a rate for attendees who are members vs. non-members in their brochure or website advertising. The additional amount for attending as a non-member is \$100.00 – to be collected and paid to AHA as part of the AHA Payment form. Attendees may reduce their costs by signing up for membership benefits before the course.

****NEW****6. Facilities must obtain an AHA membership number from each attendee and document this on the attendance list.

7. All participants will receive a certificate of completion at the end of each course with the number of contact hours. These will be sent to the host site from the AHA office with the notebooks. All unused or unclaimed certificates must be returned to the AHA office.

AHA Approved Course Listing

Level I Equine Skills

A one day curriculum designed for 16 -24 participants with limited experience in ground management and handling of horses. This course is open to therapists, hippotherapy team members, including volunteers, administrators, and other program staff.

There are no prerequisites.

- Participants – Limited to groups of 4:1 ratio per horse. This course requires an AHA Faculty Coordinator. One faculty is sufficient for up to 15 participants. If there are 16 or more participants an additional faculty is required. Coordinating, Associate, Apprentice or Adjunct Faculty may be hired. Facility horse staff is required to assist with practicums.
- Level I Equine Skills is a prerequisite to Level I Treatment Principles. This course may be waived by AHA Faculty based upon completion and approval of the Level I Equine Skills Waiver Form.
- Successful completion of this course is required for PATH, Intl. Registered Therapist status.

Intended Audience:

Anyone who is interested in learning the skills involved in grooming, tacking up and leading horses. This course is open to the volunteers and instructors in the hippotherapy team, as well as volunteers, horse handlers, therapists, administrators or anyone in your program who has limited horse knowledge and wants to learn basic horse handling skills.

Equine waiver process

Two letters of petition to waive the equine skills course **must** include verification of the following: riding skills, length or scope of experience, ground work with horses, and horse care and management.

The waiver process requires a written letter of reference from one equine professional and contact information from a second equine professional reference must be provided. AHA Coordinating Faculty will contact both references prior to issuing a waiver for the Equine Skills Course.

Therapists wishing to waive the Equine Skills course will need to contact the AHA Coordinating Faculty directly for instructions on the petition process. To be eligible for waiver consideration, the process must start **prior to registering and a minimum of 4 weeks prior to the course.** Permission to waive the course is at the discretion of the AHA Coordinating Faculty.

HOSTING FACILITY RESPONSIBILITIES

Level I Equine Skills

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, and jump standards.
2. Secure the use of an arena at least 120' x 60' is preferred, with a covered outdoor or indoor arena recommended.
3. Four to six trained and conditioned horses (or a number appropriate to the number of participants – with a ratio of one horse/four participants) with substitutes available if any horses become unsuitable. Horses must be tolerant to grooming, tacking up and leading for the beginner horsemanship student.
4. Tack for each horse including halters, lead ropes, saddles, pads and bridles and appropriate tack for hippotherapy.
5. Suggested additional tack, including: lunge lines, long lines, a variety of bareback pads, a variety of surcingles (lungeing, anti-cast, and vaulting), dressage, and lunge whips.
6. One horse handler on hand, for each horse to assist with leading and ground management.
7. Secure use of classroom with on-site bathroom.
8. Chairs and tables for participants.
9. Name tags for participants.
10. Audio/Visual Equipment* to include, but not limited to: ** Please consult with faculty to determine necessary AV equipment*
 - LCD Projector for PowerPoint Presentation
 - VHS/DVD player and monitor
 - Flip Chart, easel, paper and pens
 - Microphone/Podium (optional)
 - Wireless Microphone for practicums (optional)
 - Slide Projector (optional)
11. Secure AHA Coordinating Faculty from the most current AHA Approved Faculty Listing.
12. Order course materials at least TWO WEEKS before the start of the course from the AHA Office.
13. Submit a description of horses to be used, as well as a participant list to include discipline, experience, height, weight, etc. to the AHA Coordinating Faculty member.
14. Secure General Liability Insurance Coverage for hosting the workshop, including verification of general liability coverage for this specific course, including listing course dates and ***list AHA as an additional insured***. (If you need more time to secure the required insurance for your course please be sure to be in contact with the AHA office.)

NOTE: Additional responsibilities and final agreement of responsibilities should be determined by the faculty and the hosting facility.

Level I Treatment Principles

A 3 day curriculum designed for 16-24 participants who are nationally registered 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.

Prerequisites: Completion of a Level I Equine Skills or a waiver approved by AHA Coordinating Faculty.

- Participants – Requires one AHA Coordinating Faculty for the first 15 participants and then an additional Faculty for courses over 16 participants.

Adjunct faculty may not teach the Treatment Principles curriculum.

- Successful completion of this course is required for PATH Intl. Registered Therapist status.

Intended Audience:

Therapists interested in learning the treatment principles of hippotherapy as a treatment strategy and how they may be integrated into clinical practice. This may be therapists who are interested in referring patients, developing the skills for providing hippotherapy as a treatment strategy or who are currently using hippotherapy as part of their clinical practice. Therapists and their team and graduate students in PT, OT and SLP are encouraged to attend.

The AHA Level I Treatment Principle workshop is designed for Physical Therapists, Occupational Therapists and Assistants and Speech and Language Pathologists. Registrations from individuals outside of these disciplines are required to be cleared by the AHA Coordinating Faculty scheduled to teach that workshop. It is the Hosting Facility's responsibility to contact the AHA Coordinating Faculty.

HOSTING FACILITY RESPONSIBILITIES

Level I Treatment Principles

1. Secure the use of an arena at least 120' x 60' is preferred, a covered outdoor or indoor arena is recommended.
2. Four to six trained and conditioned horses (or a number appropriate to the number of participants - ratio of one horse for four participants). All horses should be suitable for the beginner horsemanship student and capable of carrying adults. These are the horses for the mounted practicum. They need to be sound, with a regular 4 beat walk. They do not necessarily need to be HPOT horses. They do need to be comfortable being handled with a person mounted, and to work in an arena in a group situation. (in addition, horses are needed for the treatment demo's which may or maynot be the same ones used in the mounted practicum.)
3. Ramp and/or mounting block.
4. Tack for each horse, including halters, lead ropes, saddles, pads, bareback pads, surcingles, bridles and dressage whips or riding crop or bats.
5. Helmets for course participants.
6. One horse handler for each horse to assist with leading and ground management
7. Secure Patients:
 - a. Two to three patients presently receiving hippotherapy as part of their PT/OT or ST plan of care.
 - b. Completed medical history/physician release forms for each patient.
 - c. Signed patient registration forms with liability and photo releases for each patient.
The facility should have a specific course liability release form for each patient participating in the demonstrations. The release should mention that there are risks inherent in having different therapists treat the patient and no guarantee is made that the patient will receive any benefit from participating in the demonstration, as it is for education purposes only
 - d. Helmet/safety equipment for patients.
8. Secure use of classroom with on site bathroom, A/V required by faculty, other equipment needs:
 - a. Classroom should have chairs and tables for participants.
 - b. Name tags for participants.
 - c. Release forms for participants including liability release and photo release.
 - d. Sign in sheets for each day of the workshop
 - e. Audio/Visual Equipment:
 - Slide Projector or LCD Projector for Power Point
 - VHS/ DVD player and monitor
 - Flip Chart, easel, paper and pens
 - Microphone/Podium/ Wireless Microphone for practicums (optional)
9. Therapy Equipment:
 - a. Portable treatment table or mat
 - b. 55-65 cm therapy or gymnastic ball
 - c. Carpeted barrel or bolster (optional)
 - d. Vaulting barrel (optional)
 - e. Rag Doll or NDT Therapy Doll (18-24") (optional)
10. Secure AHA Coordinating Faculty from the list of Approved Faculty and additional faculty as needed.

11. Order the course materials from the AHA Offices at least TWO WEEKS before the course start date.
12. Submit a description of horses to be used including size, age, description of training/experience/handling style with Hippotherapy to the AHA Coordinating Faculty.
13. Provide a participant and patient list to include discipline, contact information, experience, height, weight, etc. to the AHA Coordinating Faculty member.
14. Timing: The facility must be able to accommodate the timeframe for the course and the availability of the faculty to teach. The course schedule has some flexibility, but is not able to be altered in terms of length or content.

NOTE: Additional responsibilities and final agreement of responsibilities should be determined by the faculty and the hosting facility. This may, or may not be in written contract form at the discretion of the faculty/host facility; however, AHA suggests the use of a written and signed agreement.

Locating and deciding on AHA Approved Faculty

- American Hippotherapy Association, Inc. (AHA) Faculty are the only individuals authorized to teach the AHA approved Hippotherapy courses and curriculum.
- Each course requires at least one AHA Inc, Faculty Coordinator.
- AHA Faculty Coordinators encompass Physical and Occupational Therapists and Speech Language Pathologists.
- Each AHA Coordinating Faculty member sets their daily rates and expenses. It is customary to include travel, lodging, meals and a fee to conduct the course.
- Several AHA Faculty Coordinators should be contacted to determine their daily rates, expenses and availability before one is selected to teach the course.
- Once you decide on which AHA Coordinating Faculty you would like to teach your course you should contact them directly to complete a teaching contract.
- AHA also has Associate and Adjunct Faculty who may assist with the course. They set their daily rates and expenses as well and the AHA Faculty Coordinator will assist you with these details.
- AHA also has Apprentices who assist in the courses that do not charge a fee. However, the host facility may chose to provide meals, travel and/or lodging for Apprentice Faculty.
- Once a faculty has been contracted for the course, the facility must then contact the AHA Office to place a reservation for the course dates and their faculty, via phone or email. Facilities will then receive, via email, the forms needed to complete the course application. Applications must then be completed and submitted back to the AHA Offices within 5/five business days.
- Approval of the course and listing on the AHA website cannot occur without following the above process.
- Approved AHA courses MUST/WILL be listed on the AHA website and cannot be limited to, or offered exclusively by, the facility to their own staff/invitees. Facilities may limit the number of attendees based on their class room size, available horses, or other limiting factors not related to the fact that the course will be advertised.

Budgeting and Organizing an AHA Education Course

Before you can set the fees for participants, make certain you have accounted for the following course costs:

- Faculty fees – to include fee to conduct the course, travel expenses, accommodations and meals
- Arena/facility rental – if you need to secure an indoor arena which you normally share with other professionals
- Telephone – long distance calls, both with faculty and potential/attending therapists
- Participant manuals must be ordered from the AHA office 2/two weeks before the course start date. Manuals shipped after this time frame will add shipping fees to the course costs.
- Brochures advertising the course – preparation and postage
- Local advertising
- Participant fee – to be paid per person/per course, i.e. an individual takes Level I Treatment Principles only; the fee would be \$55.00. An individual takes Level I Equine Skills and Treatment Principles (both courses being offered) the fee would be \$75.00
- Catering: it is strongly recommended to provide snacks and drinks during the workshop. Meals are optional for the host facility to provide based on accessibility to food options in the area and transportation access for the participants.
- Staff or volunteers you will have on hand to assist the course faculty
- Loss of income if treatment or other facility use must be cancelled or altered to accommodate the workshop
- AHA suggests contacting the state professional organizations for continuing education unit approval for the course participants. Assistance with this process may be obtained from the AHA Coordinating Faculty.
- Fees for obtaining continuing education unit approval from corresponding professional organizations such as the state PT, OT or SLP Association.
- AHA asks all hosting facilities to be sure to include a cancellation policy with all marketing and registration materials, i.e. brochures and registration forms.

Cancellation Policy: AHA and the host facility reserve the right to adjust program dates, times and faculty to accommodate unforeseen circumstances; we will only notify advanced registrants of any program changes. Neither AHA nor the host facility are responsible for any expenses incurred by registrants due to such adjustments. AHA and the host facility reserve the right to cancel a course due to insufficient enrollment or unforeseen circumstances up to 2 weeks prior to start of the course. If a participant wishes to cancel; cancellation notices must be provided in writing from participants up to 2 weeks prior to the course start date to receive a refund minus a \$50 administrative fee. No refunds will be given for cancellations received within two weeks prior to the start of the course.



Application for Hosting the AHA Level I Course:

Name of Sponsoring Program/Facility: _____

Facility Contact Person: _____

Facility Contact Person Email: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Contact Phone w/area code: _____

Course: AHA Level I Equine Skills and Treatment Principles

Date(s) of Course: _____

Approved AHA Faculty teaching this course:

AHA Coordinating Faculty: _____

AHA Coordinating Faculty: _____

AHA Associate Faculty: _____

AHA Apprentice Faculty: _____

Required supporting documentation that must be enclosed with this form before course approval:

- _____ • **A copy of your course brochure**
- _____ • **A copy of this application form**
- _____ • **A Certificate of General Liability Insurance Coverage, obtained by the host site
for this course, specific to this education course.**

Preferred submission process: Email attachment to: info@americanhippotherapyassociation.org

Call the AHA Offices at 877-851-4592 with any questions or for process assistance.