

How-to-Host

AHA Inc. Approved Level II

Equine Skills

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 II 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 utilized regularly in Hippotherapy treatment sessions, specific equine and equipment requirements are included on pages 7 – 8, and an adequate number of patients receiving Hippotherapy as part of their plan of care and available staff to assist with the Equine Skills and Treatment Principles courses. Facilities that have not already held an AHA Level I course and are unable to meet these requirements are unsuitable for hosting the Level II 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.

PROCEDURES FOR HOSTING A WORKSHOP – Revised Jan 2012

1. Faculty – For this AHA Approved Course there must be a minimum of one AHA Coordinating Faculty and one additional AHA Faculty present at all times.

The ratio of faculty to participants is 2:16 for the Treatment Principles Level II course with a maximum of 16 participants permitted. Sometimes the Equine Skills Level II course can include additional attendees who are horse handlers or others wanting take the ES, but will not be taking the Treatment Principles.

All non-therapist participants in the Level II ES must have permission from the coordinating faculty to attend.

An Associate Faculty Member may be hired to assist in the Level II Hippotherapy Course to meet the requirement for two AHA Faculty.

****NEW**** 2. Approval - Once your faculty and course dates have been tentatively 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 II Treatment Principles Course – the registrant fee would be \$55. If a participant takes both Level II 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.

AHA Approved Course Listing

Level II Equine Skills

A 2 day curriculum designed to improve horsemanship knowledge related to hippotherapy. It offers advanced approaches to training and development of the hippotherapy horse. This course applies the training techniques for the hippotherapy horse and how it relates to a successful hippotherapy treatment.

- Participants – Limited to groups of 4:1 ratio per horse. This course requires 2 AHA Faculty.
- Prerequisites - Successful completion of Equine Level I, or AHA waiver, PATH Intl. Registered Instructor status, USDF, USPC or other national certification of horsemanship. Participants should be able to groom, tack up and lead a horse safely. It is recommended that they can ride independently at a walk and trot.
- There are no waivers for this course for therapists planning on taking Level II Treatment Principles; this is a mandatory prerequisite for the Level II Treatment Principles course.
- **** FOR THERAPISTS ONLY:** The Level II Equine Skills must be taken before the Level II Treatment Principles.

Intended Audience:

Horse Handlers, Instructors or Volunteers or anyone interested in learning about the training and daily needs of the horse in hippotherapy. Participants must have taken the Level I Equine Skills or have obtained a waiver from the Level I Equine Skills.

HOSTING FACILITY RESPONSIBILITIES

Level II Equine Skills

1. The facility **must** have recently hosted an AHA Approved Level I course with satisfactory facility evaluation by the Coordinating Faculty prior to applying to host a Level II course and **must** have a current Hippotherapy Program with available clients to participate in the Level II Treatment Principles Course. Provide hosting dates of the the AHA Level I Equine Skills and Treatment Principles Course in application.
2. Secure the use of an arena, or barn area for cross tying or securing horses for grooming, appropriate horses, horse handlers, tack, and equipment, ground poles, cones, and jump standards.
3. Secure the use of an arena at least 100' x 60' is preferred, with a covered outdoor or indoor arena recommended.
4. Four to six trained and conditioned horses, with a back up supply of 3 – 5 horses who have the ability to be lunged and/or long lined. All horses should be suitable as a hippotherapy horse and both trained and utilized regularly for the hippotherapy program. All horses must produce a regular symmetrical walk with appropriate physical characteristics for hippotherapy and suitable for both adults and children.
All horses must be completely sound.
5. Must have both a ramp and mounting block.
6. Tack for each therapy horse, including halters, lead ropes, saddles, pads and bridles.
7. Additional tack and equipment 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 (optional).
8. One staff horse handler for each horse to assist with leading, long lining, lunging and ground work.
9. Secure use of classroom, with on site bathroom.
10. Chairs and tables for participants.
11. Nametags for participants.
12. Audio/Visual Equipment to include, but not limited to:
 - DVD player and monitor
 - LCD Projector for PowerPoint Presentation
 - Flip Chart, easel, paper and pens
 - Microphone/Podium (optional)
 - Wireless Microphone for practicums (optional)
 - Slide Projector (optional)

*consult with faculty to determine specific equipment that is required

13. Secure AHA Coordinating Faculty from Approved Faculty listing.

14. Submit a description of horses to be used during the application process and a participant list to include discipline, experience, height, weight, etc., is required to be sent to the Coordinating Faculty member prior to the course.

15. Secure General Liability Insurance Coverage for hosting the workshop, including 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 II Treatment Principles

A 2.5 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.

- Participants – Limited to a maximum of 16 participants with no more than 4 participants per treatment group. This course requires 2 AHA Faculty.
- Participants need to have successfully completed Level I Equine and Treatment Principles and Level II Equine Skills Course.
- Currently practicing hippotherapy with thirty “hands on” treatment hours after taking the AHA Level I Treatment Principles course.
- Proof of current license and malpractice insurance are required prior to participation in the Level II Treatment Principles course.
- Successful completion of this course is required for PATH Intl. Registered Therapist Status.

Intended Audience:

PT's, PTA's, OT's, COTA's and SLP's who have taken the Level I Equine Skills and Treatment Principles and have 2 years clinical experience in their field treating and handling patients in a non hippotherapy environment and are recommended to have 30 hours of treating with hippotherapy after completing the Level I Curriculum.

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

Hosting Facility Responsibilities

Level II Treatment Principles

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. The facility must have recently hosted an AHA Approved Level I course with satisfactory facility evaluation by the Coordinating Faculty prior to applying to host a Level II course. Provide dates of hosting the AHA Level I Equine Skills and Treatment Principles Course in application.
2. The Facility must be a program currently providing Hippotherapy.
3. Preferred is a PATH, Intl Premiere Accredited Center. If not, the facility must meet or exceed the PATH Intl. Standards for a facility providing hippotherapy; with an emphasis on safety and quality treatment. If the facility is not a PATH Intl. Premiere Accredited 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 and AHA Education Chair and/or AHA Staff.
4. Advise participants they must have proof of Professional Liability Insurance and current licensure in order to participate in “hands-on” work with real patients during the workshop.
5. Assure the presence of the demonstration patient’s treating therapist during all phases of the course that the patient is involved in.

Facility:

1. Indoor or covered enclosed arena – recommended minimum size 100’ x 160’.
2. Arena footing of sufficient depth and resiliency to meet industry standards.
3. At least one mounting ramp and one mounting block.
4. Adequate classroom/lecture accommodation for up to 16 people.
5. Access to audio/visual equipment to include, but not limited to:
 - DVD player and monitor
 - LCD Projector for PowerPoint Presentation
 - Flip Chart, easel, paper and pens
 - Microphone/Podium (optional)
 - Wireless Microphone for practicums (optional)
 - Slide Projector (optional)*consult with faculty to determine specific equipment that is required

6. Access to two video cameras and experienced operators with the capability of filming for 2 hours. Equipment must be adequate for immediate playback in the classroom.

7. Appropriate area and equipment for patient evaluations (up to 2 evaluations may be done concurrently)

Horses/Equipment:

1. Minimum of six well-trained and conditioned horses with appropriate physical characteristics for hippotherapy and suitable for the demonstration patients, preferably a mixture of children and adults.

2. All horses must be completely sound and be capable of a regular symmetrical walk, with tolerance for full treatment sessions two days in a row.

3. A minimum of two of the six horses must be trained to long line and 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.

6. A variety of safety equipment including adequate helmets and safety belts for the demonstration patients.

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 demonstrate diversity of age, diagnosis, and functional abilities.

Suggested Diagnoses/impairments for the demonstration patients may include:

- Cerebral Palsy – hemiplegia, quadriplegia, and or diplegia
- Hypotonia
- Cerebral Vascular Accident
- Traumatic Brain Injury
- Multiple Sclerosis
- Autism/ ASD

2. Patient documentation must be current and include the following:

- General Liability Release

- Photo/Video Release
- Medical Emergency Release
- Physician Referral/Prescription (as per State requirement)
- Specific Workshop release (part of packet 2)

3. Participants will work with the Demonstration Patients in groups of 4. If the workshop is full (16), then 4 patients will be needed. Facility staff must be able to guarantee patient participation in treatment practicum's on two consecutive days. Alternate patients should be secured in the event that a patient must cancel.

Video Requirements:

1. Select four appropriate patients and two alternates (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 4 horses and 2 alternates and submit a video if the potential Hippotherapy horses have not already been introduced in the Equine Skills section of the workshop. A video should be made that clearly illustrates these horses being lead or long lined and their movement capability including the following:

- Straight lines
- Small and large circles, both directions
- Serpentine
- Figure of Eights
- Half halts
- Changes in tempo
- Halt
- Leg Yielding (optional)

3. A short written profile of each horse must accompany the video (sample profile enclosed).

This profile must include:

- Age
- Breed
- Height
- Width
- Gender
- Weight carrying capacity
- Temperament
- Idiosyncrasies/personality traits
- Degree of leading/long lining training

Sample of Patient Profile:

"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 and loves horses and wants to "ride".

Patient Problems: Chronic low back pain.

Sample of Horse Profile:

"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 patient'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.

Locating and deciding on the Faculty

- American Hippotherapy Association, Inc. (AHA) Faculty are the only individuals authorized to teach the AHA approved hippotherapy courses and curriculum.
- Level II courses require at least one AHA Inc Faculty Coordinator and two faculty to teach.
- AHA has Faculty Coordinators which 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 may be contacted to determine their daily rates, expenses and availability before one is selected to teach the course.
- Once you decide on which AHA Faculty Coordinator you would like to teach your course you should contact them directly.
- AHA, Inc. strongly suggests a written agreement be completed between the faculty and the Hosting Facility in the event of any discrepancies about payment or responsibilities.
- AHA also has Associate Faculty who may assist with the course. They set their own daily rates and expenses. The AHA Faculty Coordinator will assist you with these details.
- 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.

NOTE: If your course is predominately from one discipline, check if the AHA Faculty Coordinator is experienced with that discipline.

Budgeting and Organizing the Course

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

- Faculty's fees – to include fee to conduct the course, travel expenses, accommodations and meals
- Arena 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 II 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 to AHA 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 Facilities' contact 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.

Sample 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 notice 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 to cancellations received within two weeks of the start of the course.

Application for Hosting the AHA Level II 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 II Equine Skills and Treatment Principles Date(s) of Course: _____

List Date/Year of prior Level I Hosted: _____

List Name of last Level I Faculty worked with: _____

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.