

OSWC Policies

Thank you for your interest for the PATH Intl. On-Site Registered Instructor Workshop and Certification (OSWC) scheduled for May 22-25, 2018. Please refer to this document while you are finishing your instructor in training process as it contains all materials and due dates that are to be turned into PALS before attending the OSWC.

Summary of Fees:

- Workshop & Certification - \$700.00
- Workshop ONLY - \$375.00
- Certification ONLY - \$350.00
- Workshop Audit - \$75.00
- Stall Rental - \$20 per day
- Lesson with PALS Instructor - \$40.00

Due Dates & Late Fees:

April 13, 2018:

- Registration Form (Brochure)
- Payment
- IT Letter (after PALS receives candidate's IT letter we will send the Phase 2 packet)

April 23, 2018:

- Phase 2 packet

Late fees after April 23, 2018:

- \$25.00 for any paperwork not completed and turned in on time
- \$50.00 late registration*

*If materials must be ordered after "Materials Form" has been sent in, candidate will be responsible for shipping charges.

Suggested Hotels in the Area:

Homewood Suites (5.3mi.) 1399 South Liberty Drive Bloomington, IN 47403 Phone: 812-323-0500	Candlewood Suites (5.1mi.) 1935 South Basswood Drive Bloomington, IN 47403 Phone: 812-330-1900
Holiday Inn Express (6.5mi.) 117 South Franklin Road Bloomington, IN 47404	Motel 6 (9.3mi.) 1800 North Walnut Street Bloomington, IN 47404

A PATH Intl. Premier Accredited Center

PO Box 1033 ◯ Bloomington, IN 47402 ◯ 812.336.2798 ◯ 866.800.2965 fax ◯ www.palstherapy.org ◯ info@palstherapy.org

People & Animal Learning Services (PALS)

Phone: 812-334-8800	Phone: 812-332-0820
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Food:

Lunch and snacks will be provided by PALS on workshop and testing days. PALS also has a full kitchen if you would like to bring your own food and drinks. All other meals will be the candidate's responsibility, the PALS facility is located about 6 miles from a shopping center and many restaurants.

Refund/Cancellation:

Refunds will be given up to two weeks prior to the workshop/certification minus an administration fee of \$100. The amount refunded the week prior to certification will be determined by PALS staff. Candidates will also be responsible for a \$10 restocking fee payable to PALS of any materials that need to be returned to PATH Intl.

Horses:

In order to ensure the safety of our staff, volunteers, horses, and clients; PALS has a weight restriction for candidates of 250 pounds. All candidates will be evaluated to determine the proper match with one of our program horses.

Outside Horses:

Candidates are welcome to bring their own personal horses to ride during the riding portion of the certification for an additional fee. Proof of an up to date vaccination record must be provided along with the "Stall Rental Form" 30 days prior to OSWC. Stall availability is on a first come first serve basis. Owners will need to provide feed/hay. A round pen is available for turn out by owner. Stalls must be cleaned before leaving.

Required Vaccinations (Must be administered two weeks prior of arrival to PALS property):

- West Nile
- Tetanus
- Equine Influenza
- Rhinopneumona
- Eastern & Western Encephalitis
- Rabies
- Strangles – only exception is a Titer test

Practices Rides:

PALS is able to offer one of our program horses for the candidates use during the ride test. We will do our best to match the candidate with an appropriate horse. To help ensure the candidates are comfortable with their assigned horse, 30 minute private lessons with a PALS instructor will be offered for certification candidates. Lessons must be scheduled two weeks prior to OSWC date. Independent practices are not available.

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People & Animal Learning Services (PALS)

Helmet/Apparel:

All candidates must wear and ASTM-SEI certified helmet while participating in all program activities. PALS will provide this helmet. If a candidate wants to provide their own helmet it must be an ASTM-SEI certified helmet and be within 5 years of manufactured date. While sneakers are acceptable, leather boots with firm soles and toes, and with short heels are preferred. Long pants are required.

Accommodations:

All requests for accommodations or adaptations of the certification process must be submitted in writing to the PATH Intl. Office at least 60 days prior to OSWC. If an accommodation is approved by PATH Intl., PATH Intl. Will notify host site. However, it is recommended that the candidate also notify the host site after receiving approval.

Forms:

PATH Intl. will return to enforcing the policy requiring that candidates provide BOTH a valid IT letter and documentation of 25 hours instructing therapeutic riding to groups of two or more individuals with disabilities signed by a current PATH Intl. Certified Riding Professional in order to proceed with PATH Intl. Registered Instructor certification testing – NO EXCEPTIONS. Candidates who cannot supply these items to the host site in a timely manner will be considered INELIGIBLE for PATH Intl. Registered Instructor certification.

Waitlist Policy:

PALS and PATH Intl. can only accommodate a certain amount of candidates. If the PALS OSWC becomes full, candidates will be waitlisted. Candidates fees will not be due until they are removed from the waitlist, but it is advised to turn in paperwork on time.

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