

**NORTH AMERICAN RIDING FOR THE
HANDICAPPED ASSOCIATION, INC.**

**DRIVING INSTRUCTOR
CERTIFICATION PROGRAM**



NARHA

**CERTIFICATION CANDIDATE
APPLICATION BOOKLET**



January 11, 2007

Dear valued NARHA member,

Thank you for your interest in the NARHA Driving Instructor Certification Program. Please see the **calendar of events on the NARHA website, www.narha.org, for the next scheduled Driving Certification.**

Effective January 1, 2007 the Driving Application fee is \$600.00. This fee does not include lodging or transportation. If your application is received prior to the 60 day deadline and is approved, a confirmation letter will be sent to you with travel and lodging information. Applications must be received in the NARHA office at least 60 days prior to any scheduled Driving Certification. A copy of the *Driving Instructor Certification Application Booklet* is enclosed for your reference and use. You will find all application materials in this booklet. Please carefully review the application requirements and assess your eligibility to apply and attend this Certification.

If you are interested being an Auditor at any scheduled Driving Certification there is a separate application process, please contact Sddita Fradette, at the number below for this information.

Thank you again for your interest in the Driving Certification Program. If you should have any questions regarding the process or the application for the clinic, please feel free to contact me at the NARHA office at the 800 number listed below, or via email at sfradette@narha.org

Sincerely,

Sddita Fradette
NARHA Manager of Certification

(800) 369-RIDE (7433)
www.narha.org



Overview of the Driving Certification Process

Below is a list of the components of each phase of the Certification process. In order to become a NARHA Driving Instructor, you must successfully complete both phases. Further explanation of each component can be answered by contacting the NARHA office, Certification Department.

Phase One

- **NARHA Individual Membership: \$45.00**

If you are not already a member this is the first step. The membership application is within this document and should be submitted to the NARHA office.

- **Adult/Child CPR & First Aid Certification:**

Online certifications are not accepted. You will need to be certified in Adult/Child CPR and basic First Aid. This should be completed, and front/back copies submitted with your application. This must be received before Phase I is considered complete.

- **Driving Open Book Exam: No Cost**

This Open Book Exam must be successfully completed before the Driving Certification Deadline given to you when you receive the exam. It is recommended that you submit this with your application. Upon request, if you are already a member, this exam can be sent to you before submitting your application. Contact the Manager of Certification at the NARHA office. If you should fail the exam the first time, the NARHA office will contact you. There is a resubmission fee is \$25.00 per retake resubmission.

Additional Phase One – If not a NARHA Certified Riding Instructor

- **NARHA CAT Course and Exam (Center Accreditation Training): \$10.00**

This is an online course designed to familiarize the candidate with the NARHA Standards and Accreditation Manual. After request and payment is received, passwords and user id information will be sent you your supplied email address in order for you to take the course. You can purchase this online course from our online store on our website. You will have 60 days from the registration date to complete the exam.

- **Documentation of 25 hours of working with Individuals with Disabilities:**

Please use the form provided within this document to confirm your experience of working with individuals with disabilities. Please have this form signed by your immediate supervisor or the center at which these hours were performed.

Phase Two

- **Application & Fee:**

Complete the application provided within this document and return it, other necessary documents listed above, and the application fee to the NARHA office as soon as possible.

Registration for Certification dates is determined on a first come first serve basis, of completed applications in the NARHA office.

- **Register for On-Site Driving Certification:**

There is a list of scheduled Certifications on the NARHA website. Please indicate on your application or by contacting the Certification Department at the NARHA office on what Certification you would like to attend. Your request does not guarantee your spot. After your application materials and payment have been processed, the Certification Department will contact you with a confirmation letter.



NARHA Driving Instructor Certification Program

The NARHA Driving Instructor Certification program is offered for individuals who seek certification in their own specialty discipline.

The *NARHA Certified Driving Instructor* has demonstrated the ability to drive a variety of horses to different vehicles, over varying terrain. This candidate has demonstrated thorough knowledge of driving skills, teaching driving and the ability to safely direct a driving program. This candidate has demonstrated skills to supervise others as assistants and volunteers in a driving program. This candidate receives a passing evaluation from all course faculties and has met the goals of the course.

To apply for NARHA Driving Certification status, candidates must complete and pass the NARHA Driving Certification. The certification includes practicum portions and examinations offered during the certification. At the conclusion of the certification, the candidate will be informed of the course evaluator's recommendations for certification of Level I or Level II. Candidates will be notified of their final results in writing by the NARHA office.

Level I: NARHA Driving Instructor Level I is an individual who has at least 150 driving hours in a turnout, is safety oriented, capable of teaching basic driving skill, has knowledge of disabilities, knows parts of the harness, their purpose, and proper fit to the equine, can long line, and has knowledge of vehicles and their maintenance.

Level II: NARHA Driving Instructor Level II knows all the information a Level I Instructor is required to know, plus, is an individual who has at least 250 hours in a turnout in various settings with different horses, can teach challenging and beneficial lessons to individuals with disabilities, can identify and manage problems with students/equine/volunteers, and the organizational and leadership skill to be the Head Instructor of a Driving Program.

Evaluator: Under development

AUDITORS

If a NARHA member finds that he or she does not meet the application criteria to become a NARHA Certified Driving Instructor, he or she may attend a NARHA Driving Instructor Certification as an auditor. The fee to audit a NARHA Driving Instructor Certification is \$250.00, and does include food, but does not include lodging or transportation expenses. Auditors will receive the certification manual, but will not be able to actively participate in the practicum components of the certification (i.e. will not be able to drive). Auditors will be excused during the written tests and discussion of written test results.

CRITERIA TO APPLY

- Candidate must be a current Individual Member of NARHA
- Candidate must be 21 years of age or older
- Candidate must have completed at least 2 Driving Clinics offered to the public within the past two years; or must have had at least six (6) hours of private driving instruction in the past two years; or must have successfully completed at least one sanctioned (AHSA, ADS) Combined Driving Event (CDE) at the preliminary level or above. (Provide documentation with application)
- Candidate must have a minimum of 150 hours of experience driving more than one horse/pony (this does not mean a pair/team, but experience with driving more than one single horse/pony in your practice), 25 hours must have been with an instructor or taught at a clinic offered to the public (a letter from the instructor must be submitted or proof of clinic).
- Candidate must know and will be tested on parts of the harness, their correct placement on a horse, and understand the function of the harness part.
- Candidate must know and will be tested on different kinds of harness & appropriate vehicle
- Candidate must understand how to balance a two-wheel cart.
- Candidate must be able to demonstrate and will be tested on how to safely put a horse/pony to an appropriate vehicle
- Candidate must be familiar with and will be tested on the NARHA Standards for Driving
- Candidate must be familiar with different styles of driving
- Candidates must be able to ground drive a horse
- Candidates must be able to drive with a whip and gloves
- Candidates must be able to drive with reins in one hand
- Candidate must be able to satisfactorily perform an abbreviated training level ADS driving test
- Candidate must be able to satisfactorily complete a timed cones course
- Candidate must be able to drive safely over a variety of terrain
- Candidate must be able to evaluate horses/ponies for driving by individuals with disabilities
- Candidate must be able to work with different disabilities.



- Candidate must have current Adult/Child CPR and First Aid Certification Cards
- Candidates must submit a Driving Resume
- Candidate must submit a Professional Reference & Personal Reference
- Candidates must submit the NARHA Driving Instructor Certification Application **
- Candidates must submit the Driving Instructor Certification application fee

If Candidate is not a NARHA Certified Riding Instructor the following is required –

- Documented 25 hours working with individuals with disabilities. (Provide documentation with application)
- Candidates must successfully complete the NARHA CAT Exam



APPLICATION PROCEDURES FOR CANDIDATES

When a NARHA Driving Instructor Certification is scheduled, applicants who meet the above requirements must request an application and/or exam **in writing** from the NARHA office. The completed application is to be submitted to the NARHA office:

- By the established application deadline.
- With the NARHA application form with supporting documentation (as listed above)
- With the full application fee

APPLICATION POLICIES

Candidates should not make non-refundable travel arrangements until the candidate has been accepted for the certification, and it has been confirmed that the course will take place.

- All application deadlines are 60 days prior to the certification--applications received after the deadline will not be accepted. ***If certification is full.***
- Application materials must be submitted in one completed package. Incomplete applications will not be accepted and will be returned to sender.
- Application materials must be typed, or clearly written, and submitted via the postal service. No faxed or emailed copies of applications will be accepted.
- All application materials become the property of NARHA.
- Maximum attendance for each certification will be 8 candidates. Qualified applicants will be accepted on a first come, first served basis.
- Minimum attendance for each certification is 6 candidates.
- If less than 6 candidates are registered for a location by the application deadline, the certification will be canceled on the registration deadline. In this case, a full refund of the application fee will be provided. .
- Candidates that are accepted will receive an acknowledgment letter and certification materials from the NARHA office.

APPLICATION FEE

The application fee is \$600.00. All fees must be paid in full at the time of application. See Cancellation Policy for further details.



SAMPLE NARHA DRIVING INSTRUCTOR CERTIFICATION SCHEDULE

Day 1

Morning - 9:00 – 12:00 AM

(MANADTORY- for individuals not NARHA Certified Riding Instructor)

Class Room:

9:00 Introductions (15)
9:15 Disabilities (60)
10:15 Posture and Alignment (15)
10:30 BREAK (15)
10:45 learning styles (15)
11:00 Skill Progression (45)
11:45 Review of morning (15)
12:00 Lunch (60)

Afternoon 1:00 – 3:30 PM

(MANADTORY- for individuals not NARHA Certified Riding Instructor)

Class Room:

1:00 What/How/Why (15)
1:15 Task analysis & Role Playing (45)
2:00 Class Format/ Structure (15)
2:15 BREAK (15)
2:30 Qualities of an instructor (15)
2:45 Volunteers – Training (30)
3:15 Review (15)
3:30 Break for afternoon

Evening 5:00 – 9:00 PM (All Candidates & Auditors)

Class Room:

5:00 Introductions & Share Driving experiences & turn in lesson plans (30)
5:30 Goals of the Workshop (15)
5:45 Criteria for evaluation of the participants (15)
6:00 Four Golden Rules of Driving (15)
6:15 **Review of NARHA Driving Standards** (45)
7:00 Test #1 –based on the materials in the manual (20)
7:20 BREAK (10)
7:30 Basic Harness Parts (15)
7:45 Practice different ways of holding reins and using a rein board (60)

- Practice using two sets of reins using rein board

- Styles of holding reins
 - Types and use of whips
 - Discussion of driving aids
 - Practice using two sets of reins and a whip
 - Long Lining (with each other)
- 8:45 Review (15)
9:00 Done for the evening

Day 2

Morning - 8:00 – 12 AM

Class Room:

- 8:00 Review Test #1 (10)
8:10 Assign Groups (5)
8:15 Discussion of disabilities most appropriate for driving (45)
- 9:00 Discussion of volunteer positions for driving for individuals with disabilities (30)
9:30 Lesson Plans – Block Plans 45
10:15 BREAK (15)
10:30 Hand out Mock Lesson #1, #2, #3 (group) (15)
- 10:45 Discussion of horses/ ponies suitable for individuals with disabilities (30)**
- 11:15 Work on Mock Lesson #1 (60)
12:15 Lunch (45)

Afternoon - 1:00 – 6:00 PM

Barn Area:

- 1:00 Turn in Mock Lesson # 1
Evaluate participants harnessing and driving skills (2.5)
- Groom and harness horses – 2 participants per horse
 - Demonstrate long lining your horse
 - Put horse to vehicle
 - Drive in an enclosed area at walk, trot, halt and rein back
 - **DRIVE MOCK LESSON # 1 (group of 8)**
 - Unhitch horse, remove harness, care of horse and harness
- 3:30 BREAK (15)**
- 3:45 Evaluation and testing of horses/ponies being considered for disabled driving (30)
4:15 Overheated horse, stress horse, T.P.R. (15)
4:30 Harness maintenance, wear points, hanging & storage (15)



- 4:45 Discussion of styles of harness and their use (30)
- Carriage harness with collar and breast collar
 - Light harness for the breed show ring
 - Draft harness
- 5:15 Review (15)
- 5:30 Safety Test # 2 (15)
- 5:45 Work on Mock Lesson Plan # 2 (30)
- 6:15 Done for evening

Day 3

Morning 8:00 – 12:00 AM

Class Room:

- 8:00 Review Test # 2 (10)
- 8:10 Turn in Mock Lesson # 2
Work on Mock Lesson # 3 (40)
- 8:50 Break move to barn (10)
- 9:00 Evaluation of cross country driving skills (1.5 hours)
- Practice driving on uneven terrain
 - Complete a series of “obstacles” on the course
- 10:30 Practice with adapted vehicles that are hitched to a horse/pony (60)
- **Drive- Mock Lesson Plan # 2**
 - Student role playing
 - Drive turnouts with two sets of reins and disabled student
 - Practice teaching a disabled student (mock)
- 11:15 Emergency Plan to unhitch
- 11:30 Put away horse, harness, and vehicle (30)
- 12:00 LUNCH (60)

Afternoon 1:00 – 5:00 PM

Barn Area:

- 1:00 Vehicle care and maintenance (60)
- 2:00 Discussion of vehicle types and adaptations (30)
- Two wheeled carts
 - Four wheel carriages
 - Easy entry
 - Wheel chair accessible
- 2:30 Discussion of styles of harness and their use (30)
- Carriage harness with collar and breast collar
 - Light harness for the breed show ring
 - Draft harness
- 3:00 BREAK (15)
- 3:15 Discussion of bits (15)

- Kinds of driving bits
 - Parts of the bit
 - Action of the bit
- 3:30 Discussion of vehicles suitable for individuals with disabilities (30)
- Share information and photos of different adapted vehicles
 - Compare types of vehicles from pictures
 - Balance, height and weight of vehicles
 - Selection of appropriate vehicle for your horse/pony
- 4:00 Practice with adapted vehicles not put to a horse/pony (60)
- Develop team approach to entering ramped vehicle with wheel chair
 - Role playing to use volunteers to help enter and exit vehicles
 - Problem solving with different types of disabilities
- 5:00 Review (15)
- 5:15 TEST # 3 – review of practicum material (30)
- 5:45 Done for Evening

Day 4

Morning 8:00 – 12:00 AM

Class Room:

- 8:00 Review Test # 3 (15)
- 8:15 Discussion
Critique of Thursday's driving challenges (30)
- 8:45 Tips on driving the Dressage test
Cones course & walk course (30)
Turn in: Mock Lesson Plan # 3
- 9:15 Dressage and Cones courses to be driven and scored (3)
- Drive - Mock Lesson Plan # 3**
Put away horse, harness, and vehicle thanks to all volunteers and staff in the barn who have helped during the clinic (45)
- 12:00 Lunch Break (1 hour)

Afternoon 1:00 – 7:00 PM

- 1:00 Test # 4 —Final Exam (1 1/2 hour)
- 3:00 Lesson #1
- 4:00 Lesson #2
- 5:00 Lesson #3
- 6:00 Individual evaluations with Evaluators (15 each)

CANCELLATION POLICY

If NARHA receives written notice of cancellation 30 days prior to the certification date, a full refund of the application fee will be provided. If written notice is received less than 30 days prior but no less than 2 weeks prior to the certification date, a 50% refund will be provided. In the event of cancellation within two weeks of the certification no refund will be provided. Notice of cancellation must be submitted in writing, verbal cancellation is not accepted.

APPEAL PROCESS

1. If a candidate is found not ready for NARHA Certified Driving Instructor status and would like to appeal the results, a written request for appeal may be submitted to the NARHA Driving Committee, care of the NARHA office, within 15 working days of receipt of written notification. The request must state the reasons for the appeal.
2. The NARHA Driving Committee will review the letter, application materials, examinations and score forms from the certification.
3. If the NARHA Driving Committee affirms the failing score, the candidate may appeal in writing to the Appeals Committee of the NARHA Board of Directors.
4. The NARHA President and the NARHA Certification Oversight Committee will appoint, from the Board of Directors, an Appeal Committee of at least three members. The Appeals Committee will review the original application materials, examinations and score forms from the certification. Updated or new information will not be taken into consideration.
5. The Appeals Committee will make its recommendation to the Board of Directors.
6. Decisions of the Board of Directors will be final.

COMPLIANCE PROCESS

If NARHA Certified Driving Instructor Status is achieved, instructors are required to submit the following information annually:

- Maintain current NARHA Individual Membership
- Submit copies of current Adult/Child CPR and First Aid Cards
- **If a NARHA Riding & Driving Instructor** - Attend at least one Driving Clinic per year, or 8 hours of individual instruction, or successful completion of a sanctioned (USAE, ADS) Combined Driving Event (CDE) at the preliminary level or above. These 8 hours are in addition to the 20 hours continuing education required for the Riding Instructor Certification.
- **If ONLY a NARHA Driving Instructor**, must have 20 hours of continuing Education of Driving only.
- Maintain all annual compliance requirements for current level of NARHA Instructor Certification status.

An *Annual Compliance Form* for documentation is mailed annually with individual membership renewals and is due with your renewal dues. Failure to complete all requirements of this *Annual Compliance Form* will result in loss of NARHA Certified Instructor status, including Certified Driving Instructor status.



NARHA DRIVING INSTRUCTOR CERTIFICATION EVALUATION CRITERIA

The following areas will be considered during the Driving Certification in evaluating each candidate's eligibility to become a NARHA Certified Driving Instructor. All areas pertain to Level I certifications except as indicated.

Communication skills

- As a Program Director (Level II)
- As a Instructor
- As a team leader for volunteers
- As a participant in the certification
- Able to communicate with individuals with different disabilities

Horse management skills

- Ability to evaluate a horse as suitable for a NARHA Driving Program
- Ability to recognize a horse that is stressed and what to do about it
- Ability to groom, harness and put a horse to a vehicle and unhitch
- Emergency situations

Knowledge of harness

- Parts of the harness
- Different kinds of harness and their uses
- Care of a harness and harness stress points
- Correct placement of a harness on the horse
- Function of harness parts

Driving skills

- Putting a horse to a vehicle and unhitching safely
- Driving a variety of equines in different conditions
- Satisfactorily completing driving skill tests (dressage, cross-country and cones)
- Reinsmanship including driving with 2 sets of reins & whip in one hand

Knowledge of adaptive vehicles and equipment

- Safely putting a person with disabilities into and out of vehicle
- Understand use of volunteers in a driving lesson
- Understand how to balance a two wheel cart

Lesson Plans

- Short & Long term, 8 week
- Knowledge of goals and objectives

Disabilities

- Knowledge of disabilities
- Understand characteristics of disabilities in relation to driving



Evaluation Criteria Continued

Disabilities Section Cont'd

- Knowledge of NARHA Contraindications and Precautions

- **Knowledge of safety rules and willingness to follow them**

- **Knowledge of NARHA Core and Driving Standards**

- **Commitment to driving as a therapeutic, recreational and/or competitive activity for individuals with disabilities.**

- **Willingness to continue to improve driving skills and have fun yourself**



NARHA DRIVING INSTRUCTOR CERTIFICATION APPLICATION

Please type or clearly print in ink

Name _____ Date of Birth _____

Address _____

City _____ State _____ Zip/Postal Code _____

Phone: Day: _____ PM _____ Cell: _____

Fax _____ E-mail _____

I wish to participate in the NARHA Driving Instructor Certification offered on the follow date:

_____/_____/_____ to ____/____/_____ at: _____

- I am at least 21 years of age
 - I am a current NARHA Individual Member NARHA # _____
 - I am a current NARHA Certified Instructor at the level of:
 - Registered Advanced Master
 - I have enclosed \$600 for the Driving Instructor Certification fee
 - I have completed _____ hours of experience driving horses
(must be at least 150 hours with more than one horse/pony)
 - Number of driving hours I have completed in the last: _____ 2 yrs _____ 1 yr _____ 6 mos.
 - I have completed 2 or more Driving Clinics offered to the public **OR** at least 6 hours of private lessons in the last two years **OR** one sanctioned (AHSA, ADS) Combined Driving Event (CDE) at the preliminary level or above.
(Please attach documentation to application that includes dates, locations and faculty.)
 - I have enclosed copies of my current Adult/Child CPR and First Aid Cards
 - I have enclosed my resume of driving experience listing significant accomplishments
 - I have enclosed a Personal **and** Professional Reference
 - I have enclosed my Self Evaluation
 - I know parts of harness and their correct placement on a horse
 - I know how to safely put a horse/pony to an appropriate vehicle
 - I am familiar with different kinds of harness & appropriate vehicle
 - I am able to evaluate horses/ponies for driving by individuals with disabilities
 - I am familiar with the NARHA Standards for Driving
 - I am familiar with the different styles of Driving
 - I am able to satisfactorily perform a training level ADS driving test
 - I am able to satisfactorily complete a timed cones course
 - I am able to drive safely over a variety of terrain
 - Please list the following so we can pair horse/carriage: Height: _____ Weight: _____
 - Please list any medical concerns the Host Site or Evaluators should be aware of: _____
- _____
- I require wheelchair accessible facilities, **or** I will bring an assistance animal, **or** other _____
- _____

I wish to pay by: Check (Make payable to NARHA in U.S. Funds) Check # _____

VISA MasterCard AmEx Name as it appears on the card _____

Credit Card Number _____ Expiration Date _____

Applicants Signature _____ Date _____

Return to: NARHA, P.O. Box 33150, Denver, CO 80233



Driving Instructor Resume

Name: _____ Phone: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Are you a licensed therapist? PT OT Other Therapist _____
 Is your NARHA Individual Membership current? Yes No
 If affiliated with a NARHA center, list name: _____

EDUCATION

High School _____ Year _____ Diploma _____
 College or Vocational _____ Year _____ Degree _____
 Other Studies/Certificates/License _____ Year _____
 Work Experience related to disabilities (other than therapeutic riding) _____

EQUESTRIAN BACKGROUND

Number of years riding _____ Number of years driving _____ Owning a Horse _____
 Number of years giving riding instruction _____ Number of years giving driving instruction _____
 Type of instruction _____ Pony Club level _____ 4-H level _____
 Your Equestrian (Riding) Experience:

Your Driving Experience:

- 25 hours must have been with an instructor or taught at a clinic offered to the public, letter of proof included
- Number of horses: _____ Number of ponies: _____ Number of draft: _____ Number of minis: _____
 Number of other: _____
- List types of vehicles: _____
- Type of driving (circle all that apply): ring, road, fields, wagons, trains, pleasure drives, pleasure shows, CDE, arena, trials, harness racing, rental, hacks, coaching, demonstration, other please list:

For the above circled please complete the following use back of form if more room is required:

- What type of driving: _____ Number of years driving: _____
 Number of times per week: _____ Approximate time of each session: _____

EXPERIENCE TEACHING RIDERS/DRIVERS WITH DISABILITIES

Do you work with any of the following disabilities? Check all that apply.

	Riding	Driving	Other		Riding	Driving	Other
Mental Impairments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cerebral Palsy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning Disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Multiple Sclerosis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Impairments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Muscular Dystrophy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing Impairments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brain Injury/Head Trauma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual Impairments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spina Bifida	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Impairments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stroke/CVA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Autism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post-Polio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Down Syndrome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____			

ADDITIONAL INFORMATION

Professional organizations of which you are a member _____

Articles/books/lectures you have done _____

SIGNATURE _____ DATE _____



Professional Reference

This reference must be familiar with applicant's driving experience.

Instructor Certification Candidate's Name: _____

Name of Reference: _____ Age: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Daytime _____ Evening _____

In what capacity does the reference know the candidate?

How many hours of driving instruction has the applicant completed?

Evaluate the candidate's knowledge of horses and horsemanship:

Evaluate the candidate's understanding of individuals with disabilities and driving:
(Please attach extra sheets if needed)

Signature of Reference: _____ Date: _____



Personal Reference

This reference must be familiar with applicant's driving experience.

Instructor Certification Candidate's Name: _____

Name of Reference: _____ Age: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Daytime _____ Evening _____

In what capacity does the reference know the candidate?

How many hours of driving instruction has the applicant completed?

Evaluate the candidate's knowledge of horses and horsemanship:

Evaluate the candidate's understanding of individuals with disabilities and driving:
(Please attach extra sheets if needed)

Signature of Reference: _____ Date: _____



North American Riding for the Handicapped Association

DRIVING INSTRUCTOR CERTIFICATION LIABILITY RELEASE FORM

(Participant's Name) _____ would like to participate in the North American Riding for the Handicapped Association (NARHA) Driving Certification. I acknowledge the risks and potential for risks of driving horses or ponies. However, I feel that the possible benefits to myself/ my son/my daughter/my ward are greater than the risk assumed. I hereby, intending to be legally bound, for myself, my heirs and assigns, executors or administrators, waive and release forever all claims for damages against the North American Riding for the Handicapped Association, its board of directors, aides, volunteers and/or employees and certification faculty for any and all injuries and/or losses I/my son/my daughter/my ward may sustain while participating in the NARHA Driving Instructor Certification.

Signature: _____ Date: _____
(Participant, Parent or Guardian)



North American Riding for the Handicapped Association

DRIVING INSTRUCTOR CERTIFICATION AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT FORM

In the event emergency medical aid/treatment is required due to illness or injury during the process of participating in the North American Riding for the Handicapped Association (NARHA) Driving Instructor Certification or while being on the property of the host facility, I authorize the NARHA Faculty to:

1. Secure and retain medical treatment and transportation if needed.
2. Release participant records upon request to the authorized individual or agency involved in the medical emergency treatment.

Participant's Name: _____

Address: _____

City/State/Zip: _____

In the event that I cannot be reached, please contact:

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Physician's Name: _____ Phone: _____

Preferred Medical Facility:

Health Insurance Company: _____ Policy #: _____

Consent Plan

This authorization includes x-ray, surgery, hospitalization, medication and any procedure deemed "life saving" by the physician. This provision will only be invoked if the person listed below is unable to be reached.

Consent Signature: _____ Date: _____
(Participant, Parent or Guardian)

Print Name: _____ Phone: _____

Address: _____ City/State/Zip: _____

(Over)



**AUTHORIZATION FOR EMERGENCY MEDICAL
TREATMENT FORM**
(Continued)

Non-Consent Plan

I do not give my permission for emergency medical treatment/aid in the case of illness or injury during the process of participating in the NARHA Driving Instructor Certification or while being on the property of the host facility. In the event emergency treatment/aid is required, I wish the following procedures to take place:

Non-Consent Signature: _____ Date: _____
(Participant, Parent or Guardian)

Print Name: _____ Phone: _____

Address: _____ City/State/Zip: _____



NARHA PHOTO RELEASE FORM

I hereby consent to and authorize the use and reproduction by the North American Riding for the Handicapped Association (NARHA) of any and all photographs taken of me/my son/my daughter/my ward for promotional printed materials, educational activities, NARHA's website, and exhibitions or for any other use for the benefit of NARHA and equine assisted activities.

Signature: _____ **Date:** _____

For NARHA Records:

Name: _____

Name of person(s) in photo

Address:

City: _____ **State:** _____ **Zip:** _____

Phone/email: _____