

NARHA Registered Instructor On-Site Workshop & Certification



On-Site Instructor Workshop
September 12th –13th 2008
On-Site Certification
14th September 2008

With:

Lead Faculty/Evaluator Name
Sue Adams
&

Associate Faculty/Evaluator Name
TBA

HOSTED BY

Chariot Riders
3170 Chariot Court
Manchester
NJ 08759

Phone: 732 657 2710

www.chariotriders.org

NARHA *Registered Instructor Certification Process*

NARHA offers three levels of Instructor Certification for therapeutic riding: Registered, Advanced and Master. The focus of this workshop and/or certification is the Registered Level.

In order to become a NARHA Certified Instructor, you must successfully complete the two phases of the certification process. For additional information on this process, please refer to the NARHA website at www.narha.org under *Instructor Certification* drop down menu. Any questions that you have regarding Phase One should be directed to the NARHA office, and questions regarding Phase Two should be directed to NARHA or Chariot Riders.

Phase One (NARHA)

With the submission of your Registered Instructor Certification Application Form, a \$55 application fee, copies of current CPR and First Aid certification cards, and NARHA membership number or membership application (\$45 membership fee) to the NARHA office, you will officially enter into Phase One. Upon receipt, NARHA will e-mail you a **Phase One Packet**.

Phase One Packet includes access to the following on-line components:

- Center Accreditation Training Course (CAT)
- CAT Instructor CAT Exam
- Instructor Self-Study Course
- NARHA Registered Instructor Open Book Exam

NOTE: You will have **six months** to complete the Phase One Packet. Please note the CAT Course/Instructor CAT Exam has a 60 day timeframe and the Instructor Self-Study Course/Instructor Open Book Exam has a six month timeframe.

Upon successful completion of Phase One you will receive a confirmation of Instructor-In-Training status letter from the NARHA office. At this point, you are considered a **NARHA Instructor-In-Training**. You may retain this designation for **twelve months** from the date of your confirmation letter.

DIRECTIONS AND LODGING

Chariot Riders Registration Form

Phase Two (Host Site –Chariot Riders)

Within the twelve month timeframe, you must have completed all the components of Phase Two. These components are:

- Complete **25 hours of practice teaching mounted therapeutic riding lessons** under the guidance or direct supervision of a NARHA Certified Instructor
- Attend a **Registered Instructor On-Site Workshop**. You must attend a workshop PRIOR to the certification component
- Successfully complete a **Registered Instructor On-Site Certification**.

If you are interested in attending the On-Site Workshop and/or Certification please complete the attached form and mail with appropriate fees to the address listed. You will also need to include a copy of your confirmation of Instructor-In-Training status letter from Phase One if registering for certification. Candidates are registered on a first come-first served basis, so make sure to register early. All certification candidates **must** register by August 1st 2008.

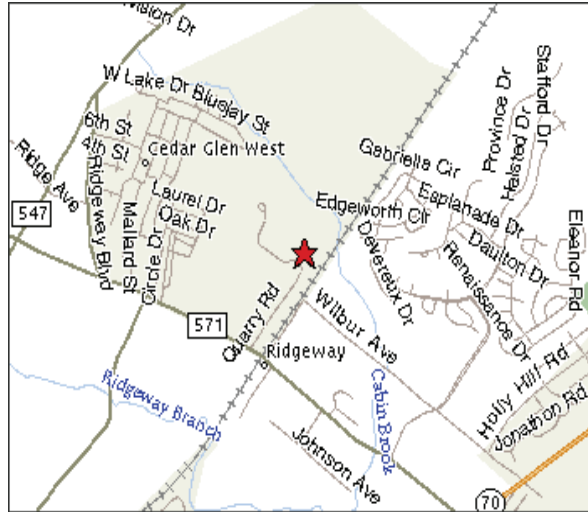
Once registered for the workshop and/or certification, we (Chariot Riders) will send you a **Phase Two Packet**. The packet will include the following information and will need to be completed depending on whether you are registering for workshop and/or certification:

- On-Site Registration Form
Additional Forms for certification candidates: instructor resume, personal reference, professional reference, and essay questions
- Emergency Medical Treatment, Liability, and Confidentiality Forms
- Documentation of Teaching Hours Form

You will need to complete the Phase Two packet (depends on participation for workshop and/or certification) and return to the Chariot Riders with a copy of your NARHA membership card, and current copies of your CPR and First Aid certification. All Phase 2 Forms must be returned to the Host Site by August 1st 2008

Chariot Riders Ocean County is located at:

3170 Chariot Court
Manchester, NJ
08759-5429
(732) 657-2710



For specific directions to Chariot Riders from your town, visit [MapQuest.com](http://www.mapquest.com).

Lodging

Comfort Inn
2016 Route 37
Manchester, NJ 08759
732 657 7100

NARHA Registered Instructor On-Site Workshop and/or
Certification program
Hosted by
Chariot Riders

NAME _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

PHONE: DAY _____

PHONE: EVENING _____

FAX _____

EMAIL _____

Please register me for the following:

_____	Instructor Workshop ONLY* September 12 th , 13 th	\$350.00~
_____	Instructor Workshop AND One-Day Certification * September 12 th 13 th & 14 th	\$600.00~
_____	Certification ONLY** September 14 th	\$300.00

** MUST have proof of having attended a NARHA Registered On-Site Workshop within the previous two years or provide certification resubmission letter.

- Programs include lunch.

REGISTRATION DEADLINE: **August 1st 2008**

Mail your registration Form, fee, and confirmation letter to:
3170 Chariot Court
Manchester NJ 08759

***Upon receipt of the forms and payment, Chariot Riders will send you a NARHA Phase Two Packet.**