



CanTRA Certification Information – revised January 2016

	CanTRA Basic Instructor CTBBI (formerly CTRAI)	CanTRA Intermediate Instructor CTBII	CanTRA Senior Instructor CTRSI (formerly CTRI)
Overview -	Certified to teach 1:1, under direction of higher certified instructor. Recommend progressive pathway through each level.	Certified to teach 1:4, ideally, under direction of a CTRI or CanTRA Coach. If not, the CTBII should obtain an ongoing mentor to access consistent advise & support.	Certified to teach 1:4, CTRSI plans program with specialists, trains volunteers, instructors, acts as a mentor, gives direction to BI's & II's and responsible for selection and schooling of therapy horses.
Curriculum Outline	<p><u>Stable Mge.</u>- basic knowledge of horse care, tacking/untacking, basic special equipment, health condition, confirmation & temperament</p> <p><u>Volunteer Training</u> – capable of training volunteer topics as mentioned in BI outline section of Instructor Manual</p> <p><u>Mounting/Dismounting</u> – techniques from ramp incl. conventional and crest mounts/dismounts, wheelchair mounts/dismounts for weight bearing riders</p> <p><u>Teaching</u> – benefits of TR, basic medical terminology/knowledge, lesson plans/preparation for lesson 1:1, record keeping/disabilities accepts for TR, knowledge of disability of rider in</p>	<p>All topics included in CTBBI with more in-depth knowledge and experience in each area:</p> <p><u>Stable Mge.</u> – knowledge of horse herd health, management of horses in stable/outdoors, knowledge of schooling & conditioning therapy horses, selecting and training</p> <p><u>Volunteer Train</u> – as BI plus teaching horse handling, mounting block safety, emergency procedures</p> <p><u>Mounting/Dismounting</u> – techniques from ramp as per BI plus mounts/dismounts for non-weight bearing rider with/without lift.</p> <p><u>Teaching</u> – 1:4 riders with volunteers, record keeping showing good knowledge of goal</p>	<p><u>Stable Mge.</u>- assessing suitability of horses, horse & rider suitability, supervise condition & schooling of horses.</p> <p><u>Vol. Train.</u> – overseeing vol. orientation and ongoing training & safety</p> <p><u>Mounting/Dismounting</u> – all types of mounts including lift/no lift for non-weight bearing riders</p> <p><u>Teaching</u> – 1:4 lesson plans & ability to show progression of learning outcomes, advanced knowledge of disabilities, problem solving, special equipment, Log Book & 10 week Student Report</p> <p><u>Safety</u> – responsible for all safety protocols and adherence to National Safety Standards for CanTRA centres</p>

	5 week Student Report <u>Safety</u> – in barn, rider, volunteer and instructor attire, in arena, incidents – policy & procedures, fire/earthquake/tornado protocols	setting and progression, knowledge of disabilities for TR, able to discuss disability of riders taught, problem solving, adaptation of aids & special equip., knowledge of disability of rider in 8 week Student Report <u>Safety</u> – as per CTRBI, ability to take charge with larger group, riding outdoors and trail riding safety.	
How do I bypass a level of certification? <i>(Everyone has an option to bypass the first and/or second level. It is the responsibility of each candidate to assess their readiness and determine the appropriate level)</i>		In addition to requirements of CTRII: complete 100 hours experience with accredited therapeutic riding program, complete CTRBI Home Study and review, complete CTRBI written exam <i>(with pass mark of 75%)</i> prior to writing CTRII exam. Complete all other requirements and prerequisites of the CTRBI. Sign waiver accepting responsibility for decision to bypass level, mentor to co-sign.	Should a candidate wish to start at the Senior Instructor level, it is necessary to complete all prerequisites of the Basic and Intermediate levels before starting: complete 100 hours experience with accredited TR program, Complete CTRBI Home Study with review, Complete written exams for Basic & Intermediate Instructor levels <i>(min. pass mark of 75%)</i> Sign waiver accepting responsibility for decision to bypass, mentor to co-sign.
Cost of Tuition	\$1025 w/\$205 deposit – incl. CanTRA mbrship 2 yrs., Basic Instructor Home Study, Instructor Manual, Tech, Exam, Certificate and name badge	<u>Candidates with CTRBI</u> - \$900 w/\$205 deposit – incl. CanTRA mbrship 2 yrs., Tech, Exam, Certificate & name badge <u>Candidates without CTRBI</u> - \$1300 with \$205 deposit – incl. CanTRA mbrship 2 yrs., Basic Instructor Home Study, Instructor Manual,	<u>Candidates with CTRBI & CTRII</u> \$1025 w/\$205 deposit – incl. CanTRA mbrship 2 yrs., CTRSI two-part Home Study, Tech, Exam, CanTRA Senior Instructor certificate and name badge. <u>Candidates without CTRBI & CTRII</u> \$1500 with \$205 deposit includes

		Tech, Exam, Certificate & name badge	CanTRA mbrship 2 yrs., Basic Instructor Home Study, Instructor Manual, CTRBI & CTRII written exams in addition to requirements above.
Requirements upon application	Min. 18 yrs, Full CanTRA member, proof of Standard First Aid & CPR, proof of EC English Rider L2, EC Western Rider L1, Pony Club C or equivalent, proof of 100 hrs. experience with CanTRA therapeutic riding program.	Min. 22 yrs., Full CanTRA member, proof of Standard First Aid & CPR, proof of EC English Rider L3, EC Western Rider L1, Pony Club C or equivalent, proof of 10 hours with a Mentor-observing and or volunteering in a lesson can be assisting/teaching with Mentor. 10 hours teaching groups please see full explanation on website or CTRII document.	Min. 25 yrs., Full CanTRA member, Proof of Standard First Aid & CPR, submit copy of certification with Equine Canada as an Instructor of Beginners, Competition Coach, Western Coach One or higher EC levels. <i>(CanTRA will accept equivalent certifications from other internationally accepted programs for this prerequisite)</i> Proof of 100 hrs. experience with CanTRA therapeutic riding program.
Before applying for Technical evaluation <i>(All prerequisites must be complete and submitted prior to applying, no exceptions)</i>	Complete BI Home Study and review, attend preparatory CTRBI Workshop <i>(recommended)</i> Obtain 20 hrs. mentoring from min. CTRII or higher, complete and submit 5 week student report	Complete and submit an Emergency Action Plan for candidate's centre, submit a student report for one rider for 8 weeks, obtain 60 hrs. made up of 20 with a mentor and 40 hrs experience teaching min 3 TR riders. Please see full details	Complete CTRSI Home Study, complete min. of 20 hrs. with a CanTRA qualified mentor, submit a draft Log Book, submit a 10 week Student Report
Before applying for Exam <i>(All requirements must be complete and submitted prior to applying for Exam, no exceptions)</i>	Review recommendations of CanTRA Course Conductors and ensure all concerns/ improvements are addressed. Mentor & Candidate to sign off on readiness for exam, submit Final Student Report, if necessary.	Review recommendations of CanTRA Course Conductors, Mentor & Candidate to sign off on readiness for exam, 20 hrs teaching groups, Submit Final student report and EAP if necessary.	Review recommendations of CanTRA Course Conductors, Mentor & Candidate to sign off on readiness for exam, submit Final Student Report, if necessary. Submit written exam min. 3 weeks prior to scheduled exam

	Submit written exam min. 3 weeks prior to scheduled exam date.	date.	date.
How do I find a CanTRA Centre?	Check centre map on website	Check centre map on website	Check centre map on website
What if I need help?	Need a mentor to guide you who is a level above that of CTRBI, mentors help with arranging 100 hours experience, observing & critiquing lessons, lesson plans and student reports, discussing short & long term goals and progression. Seek help from the CanTRA Head Office Administrator if you require help with obtaining a mentor.	Need a mentor to guide you who is a level above that of CTRII, mentors help with arranging 100 hours experience, observing & critiquing lessons, lesson plans and student reports, discussing short & long term goals and progression. Seek help from the CanTRA Head Office Administrator if you require help with obtaining a mentor.	Need a mentor to guide you who is a level above that of CTRI, mentors help with arranging 100 hours experience, observing & critiquing lessons, lesson plans and student reports, discussing short & long term goals and progression. Seek help from the CanTRA Head Office Administrator if you require help with obtaining a mentor.
What else can I do to prepare for certification?	Attend clinics and workshops on all topics covered in curriculum. Keep track of clinics and workshops attended and be able to supply documentation.	Attend clinics and workshops on all topics covered in curriculum. Keep track of clinics and workshops attended and be able to supply documentation.	Attend clinics and workshops on all topics covered in curriculum. Keep track of clinics and workshops attended and be able to supply documentation.
How do I get started?	To register, complete Certification Registration form and submit to CanTRA Office with deposit.	To register, complete Certification Registration form and submit to CanTRA Office with deposit.	To register, complete Certification Registration form and submit to CanTRA Office with deposit.

Oct 7, 2016