



CanTRA Certification Information - revised Feb/2020

	CanTRA Basic Instructor - CTRBI	CanTRA Basic Instructor – CTRBI-2	CanTRA Intermediate Instructor - CTRII	CanTRA Senior Instructor - CTRSI
Overview -	Certified to teach 1. Recommend progressive pathway through each level.	Certified to teach 2, Obtain ongoing mentoring	Certified to teach 4, ideally, under direction of a CTRSI or CanTRA Coach. If not, the CTRII should obtain an ongoing mentor to access consistent advise & support.	Certified to teach 4, CTRSI plans program with specialists, trains volunteers, instructors, acts as a mentor, gives direction to BI's, BI2's & II's and is responsible for selection and schooling of therapy horses.
EC rider level upon application	Equestrian Canada Rider Level – English 2, Western 1 or Pony Club C	Equestrian Canada Rider Level – English 2, Western 1 or Pony Club C	Equestrian Canada Rider Level - English 3 or Western 1 or Pony Club C	Certification with Equestrian Canada as an Instructor of Beginners (IOB), Competition Coach, Western Coach 1, or higher EC levels. <i>(CanTRA will accept equivalent certifications from other internationally accepted programs for this prerequisite)</i>
Age upon application	Min. 18 years	Min. 20 years	Min. 22 years	Min. 25 years
Membership/certification requirements upon application	Full CanTRA member, Proof of Standard First Aid & CPR			
Mentoring/teaching hour requirements	Proof of 100 hrs. experience with CanTRA therapeutic riding program to include all aspects of instructor in training. Mentoring may be by an approved CanTRA CTRBI.	Proof of 10 hrs. of observing 1:2 lessons with a Mentor 10 hours teaching 1:2 lessons	Proof of 10 hrs. with a Mentor, observing and/or volunteering in a lesson; can be assisting/teaching with Mentor. 10 hrs. teaching groups, please see full explanation on website or CTRII document.	Submit copy of proof of 100 hrs. experience with CanTRA therapeutic riding program.
Cost of Tuition	\$1,115 w/\$215 deposit – incl. Basic Instructor Home Study,	Candidates with CTRBI - \$325/\$100 dep., Incl. Exam and name badge	Candidates with CTRBI - \$1005.00 w/\$105 deposit – incl.	Candidates with CTRBI & CTRII \$1105 w/\$205 deposit – incl.

	Instructor Manual, Technical Evaluation, Exam, Certificate and name badge	Candidates without CTRBI - \$1,115 – incl/215 dep., includes everything in the CTRBI plus exam with Teaching 1:2	Technical Evaluation, Exam, Certificate and name badge Candidates without CTRBI - \$1,115 w/\$215 deposit – incl. Basic Instructor Home Study, Instructor Manual, Technical Evaluation, Exam, Certificate and name badge	CTRSI two-part Home Study, Technical Evaluation, Exam, Certificate and name badge. Candidates without CTRBI & CTRII - \$1,215 with \$315 deposit incl. Instructor Home Study, Instructor Manual, CTRBI & CTRII written exams in addition to requirements above.
Curriculum Outline	<p>Stable Management - basic knowledge of horse care, tacking/untacking, basic special equipment, health condition, confirmation & temperament</p> <p>Volunteer Training – capable of training volunteer topics as mentioned in BI outline section of Instructor Manual</p> <p>Mounting/Dismounting – techniques from ramp incl. conventional and crest mounts/dismounts, wheelchair mounts/dismounts for weight bearing riders</p> <p>Teaching –1 rider with volunteers, record keeping showing good knowledge of goal setting and progression, knowledge of disabilities for TR, able to discuss disability of riders taught, problem solving, adaption of aids & special equipment, benefits of TR, basic medical</p>	<p>All topics included in CTRBI with further knowledge as it applies to a lesson with 2 riders:</p> <p>Volunteers Training – Mounting block safety and emergency procedures as applied to lesson with 2 riders.</p> <p>Teaching –2 riders with volunteers, record keeping showing good knowledge of goal setting and progression, knowledge of disabilities for TR, able to discuss disability of riders taught, problem solving, adaption of aids & special equipment.</p>	<p>All topics included in CTRBI with more in-depth knowledge and experience in each area:</p> <p>Stable Management. – knowledge of horse herd health, management of horses in stable/outdoors, knowledge of schooling & conditioning therapy horses, selecting and schooling of the horse</p> <p>Volunteer Training – as BI plus teaching horse handling, mounting block safety, emergency procedures</p> <p>Mounting/Dismounting – techniques from ramp as per BI plus mounts/dismounts for non-weight bearing rider with/without lift.</p> <p>Teaching – 4 riders with volunteers, record keeping showing good knowledge of goal setting and progression, knowledge of disabilities for TR, able to discuss disability of</p>	<p>Stable Management- assessing suitability of horses, suitability of horse & rider, supervise condition & schooling of horses.</p> <p>Volunteer Training – overseeing vol. orientation and ongoing training & safety</p> <p>Mounting/Dismounting – all types of mounts including lift/no lift for non-weight bearing riders</p> <p>Teaching –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>Safety – responsible for all safety protocols and adherence to National Safety Standards for CanTRA centres</p>
Curriculum				

<p>Outline (cont'd)</p>	<p>terminology/knowledge, lesson plans/preparation for lesson knowledge of disability of rider in 5 week Student Report Safety – in barn, rider, volunteer and instructor attire, in arena, incidents – policy & procedures, fire/earthquake/tornado protocols Helmet Fitting Demo Awareness of Concussion Protocol</p>	<p>Awareness of Concussion Protocol</p>	<p>equip., knowledge of disability of rider in 8 week Student Report Safety – as per CTRBI, ability to take charge with larger group, riding outdoors and trail riding safety. Awareness of Concussion Protocol</p>	<p>Awareness of Concussion Protocol</p>
<p>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></p>		<p>Candidates can choose to start at CTRBI - 2. All requirements of CTRBI and CTRBI-2 need to be met. A Technical evaluation is required if this is the first level of certification.</p>	<p>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.</p>	<p>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.</p>
<p>Before applying for Technical Evaluation <i>(All prerequisites must be complete and</i></p>	<p>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</p>	<p>There is no Technical Evaluation for the CTRBI-2. This level is the same as the CTRBI with the exception of teaching 2 riders in a lesson and oral questions which may be applicable to knowledge and safety in teaching 2 riders</p>	<p>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 a min. 3</p>	<p>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</p>

<i>submitted prior to applying, no exceptions)</i>		in a lesson.	TR riders	
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 written exam min. 3 weeks prior to scheduled exam date.	Review recommendations of CanTRA Course Conductors and ensure all concerns/improvements are addressed. Mentor and Candidate to sign off on readiness for exam	Review recommendations of CanTRA Course Conductors, Mentor & Candidate to sign off on readiness for exam, Show proof of 20 hrs. teaching groups Submit written exam min. 3 weeks prior to scheduled exam date.	Review recommendations of CanTRA Course Conductors, Mentor & Candidate to sign off on readiness for exam. Submit written exam min. 3 weeks prior to scheduled exam date.
Mentoring	You will need a mentor to guide you who is a level above that of CTRBI (<i>not a CTRBI-2</i>), 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.	You will need a mentor to guide you who is a level above that of CTRBI-2. Mentors help with arranging 20 hrs. 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	You will 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.	You will 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.			
How do I get started?	To register, complete Certification Registration form and submit to CanTRA office with deposit.			