

**2019**

**AHA, Inc. Educational Course Hosting Requirements  
(Formerly known as How-to-Host)**



*"Treatment with the Help of the Horse"*

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# Letter to Interested Hosting Facilities

Dear AHA, Inc. Facility,

Thank you for your interest in hosting an American Hippotherapy Association, Inc. educational course. AHA, Inc. strives to provide the highest quality of educational experiences for therapists who are interested in incorporating equines and equine movement (hippotherapy) into treatment. In addition, we provide several educational courses for professionals who support therapists during treatment incorporating horses. Hosting facilities play an integral role in the success of our workshops and curriculum.

The following packet is the initial information concerning the process and requirements for all current courses offered through AHA, Inc. Whether you have never hosted an AHA, Inc. course before, it's been awhile since you've hosted, or you are a veteran host facility, this packet will be useful in guiding you through the process. You will find general information that is consistent for all the courses, and some examples of procedures that are specific to certain courses. There are many examples presented within this packet, but if you don't see information that pertains to your situation, or if you have any questions feel free to call the AHA, Inc. office 970-818-1322.

Once you review this packet and you decide that you are interested in having an AHA, Inc. course at your facility you can begin by submitting the Intent to Host Form. Retain this packet for use throughout the process, as the information will be valuable to you before, during and after the event.

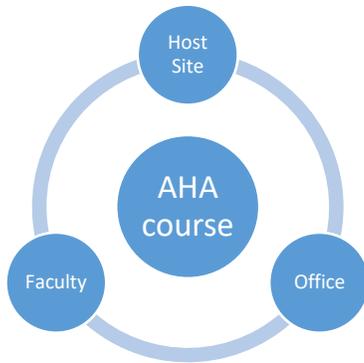
Thank you for supporting the education of therapists utilizing equines and equine movement in their medical practices.

All the best,

AHA, Inc. Board, Faculty and Staff

**Please Note:** There are new and adjusted policies and processes for the 2019 year. Please be sure to review the entire packet.

# Site Considerations when deciding to host an AHA, Inc. Course



AHA, Inc. has developed this packet to help you prepare to host a course. There are many reasons why you may want to become a hosting facility—be it a Level I or Level II Treatment Principles course or one of the Connection Courses.

- To support AHA, Inc.’s mission of education.
- As an educational opportunity for staff and others.

This packet outlines the many requirements necessary to be considered as one of the few nationally and internationally approved AHA, Inc. host facilities. From this information, you will be able to decide whether you have the facility and ability to host an AHA, Inc. approved course. Consider if you have:

- A professional environment that presents hippotherapy as a part of medical treatment
- The ability to dedicate the facility to the needs of the course attendees during the course
- An environment conducive to optimal learning
- Staff and/or volunteer support throughout the course
- Appropriate classroom and arena space
- Appropriate treatment clinic space
- A variety of treatment equipment - patient and equine
- Quality horses appropriate for use in therapy
- Horses capable of carrying adults for practicum’s in the course and that are tolerant of handling by inexperienced individuals
- Appropriate space for tacking/grooming, with room for attendees
- The ability to support the technology needs of the curriculum
- Administrative support for organizing the event
- A convenient location with proximity to airport, housing, and restaurants
- Flexibility in scheduling based on season, holidays or local events
- The ability to adhere to AHA, Inc. policies and procedures for hosting facilities

Note: Throughout this document you will find references to official policies and procedures. A full list of the AHA, Inc. requirements for hosting Educational courses can also be found on pages 13 – 16 for easy reference.

# Overview of Site Process and Details



**The process of planning and hosting an AHA, Inc. course is an involved - yet rewarding – endeavor. Below you will find instructions, suggestions and considerations for each step of the process.**

You will begin the application process by reviewing the following items:

- Host Site Process and Check List
- Host Site Requirements (note: they vary by course)
  - AV, facility, horses, patients, and therapy equipment needs
- Intent to Host Agreement Form (must be signed)
- Facility Rental Agreement Form (must be signed)

As you read through, do a self-assessment to determine if all requirements can be met to host an AHA, Inc. course. Be sure that your facility uses the AHA, Inc. approved terminology and follows the AHA, Inc. Best Practice Statement.

Many examples of Level I and Level II Hippotherapy Treatment Principles requirements are included in this *Intent to Host Packet*.

Any facility considering hosting an AHA, Inc. course must be a facility member in good standing with AHA, Inc. A facility membership application form is found in this packet on page 21 or on the AHA, Inc. website under the Membership dropdown or Join Now. Facility membership is \$250.00 (domestic) \$300.00 (international) and has many advantages for the facility, including gaining access to information on How to Host an AHA, Inc. course.

# Full Host Facility Process

## 1. Facility Membership Requirement:

A facility applying to host an AHA, Inc. educational course must be a current AHA, Inc. Facility Level Member in good standing. The facility must adhere to the AHA, Inc. approved terminology and use the Best Practice Statements at their facility.

## 2. Facility Assessment Questionnaire

Contact the AHA, Inc. office to verify whether you will need to complete a host facility assessment questionnaire. The interview with an AHA, Inc. staff and an AHA, Inc. Faculty member is intended for a facility:

- who has never hosted an AHA, Inc. Level I Treatment Principles or Equine Connection Course before,
- who has not hosted in 2 or more years,
- that has undergone substantial changes since last hosting, or
- that has hosted in the past with feedback from the faculty for areas requiring improvement.

It is the **facility's** responsibility to arrange an interview with AHA, Inc. staff and an AHA, Inc. Faculty member. There will likely be a request by the AHA, Inc. Faculty for submission of photos or videos of your facility to evaluate whether the facility will be able to successfully host an AHA, Inc. Course. Once completed, you may proceed with the process for hosting.

Maintaining Facility Status: In order to maintain a current hosting status host facility, need to:

- a. Host courses regularly, at least once every two years, with positive evaluations from both the faculty and course attendees. An extended period of time between courses will require additional review by faculty before course approval is granted.
- b. Maintain a Facility Level Membership with AHA, Inc.
- c. Follow all guidelines, procedures and policies as outlined in this document.

If a facility does not maintain active facility member status and does not host an AHA, Inc. Level I or II course or either the Horse Connection Course or one of the Longlining clinics in a period of greater than two years, the facility will undergo a faculty interview and video analysis (or host site visit) of horses, staff, equipment and facility. Based on the interview and video review, one of the following recommendations will be made:

- a. Approval of an AHA, Inc. Level I course
- b. Approval of a Horse Connection course, or Longlining Clinic
- c. Approval of a Level II course (if facility currently meets Level II standards and has previously hosted a Level II course with an evaluation approving further Level II courses)
- d. Faculty mentorship regarding necessary improvements prior to hosting an AHA, Inc. course and subsequent follow up with facility and faculty mentor to ensure completion of recommended improvements.

## 3. Intent to Host Form

Complete the *Intent to Host Form* on page 18 and return it to the AHA, Inc. office. Upon receipt and acceptance of the *Intent to Host Form*, AHA, Inc. will send the host facility a *Host Site Acceptance Letter, Rental Agreement form and additional information*.

#### 4. Facility Rental Agreement with AHA, Inc. Confirm Dates

Contact The AHA, Inc. office with your choice of faculty member (should you have one identified) for the course you are interested in hosting. The faculty bios can be located on the AHA, Inc. website. Be assured that the courses are standardized, so the core content of a course will not vary amongst the different faculty members. AHA, Inc staff will coordinate with the faculty member as they set their own schedules and may have different course requirements regarding AV or course set up. AHA, Inc. will supply facility with a rental agreement that outlines expectations and requirements for each course to be hosted by the facility.

**Date Confirmation:** In consultation with the faculty and the AHA, Inc. office, course dates will need to be confirmed. Please note the following AHA, Inc. Policy on course scheduling:

**Approval of Dates/Scheduling your AHA, Inc. Course:**

The AHA, Inc. office will make every effort to prevent scheduling of courses too close together, either geographically or time frame. In addition, there will be a limit in the total number of courses offered so that each course has the best opportunity for success.

AHA, Inc. approves courses in the US with a minimum of 3 months lead time. For courses outside of the United States the minimum lead time for approval is 9 months.

**Official Black-out dates:**

- a. No courses will be started or hosted two weeks prior to or immediately following the biennial AHA, Inc. International Conference. The AHA, Inc. conferences are held in the Spring of odd numbered years.
- b. Additional Black-out Dates on or around the following holidays:
  - Spring holidays – Easter/Passover
  - Mother’s Day
  - AHA, Inc. Faculty meeting Dates TBD
  - July 4<sup>th</sup>
  - Thanksgiving
  - Winter holidays - Christmas/Hanukah
  - New Year’s Eve and Day

Once the faculty and dates are confirmed the AHA, Inc. office will contact the host facility to confirm arrangements.

#### 5. Marketing materials/Registration form

AHA, Inc. staff will work directly with the host facility contact to develop and review the course marketing materials specific to the course This can include items such as the facility logo (if applicable), contact information, photos, course fees, registration deadlines, travel and lodging pertinent to your area. AHA, Inc. staff will ensure that specific requirements are included on the marketing materials. You can reference a list of the necessary information that is needed in the development of the course marketing materials on page 17. Below is some of the information that will be provided in each brochure.

**Course Materials:** Each attendee will receive materials electronically. Attendees in Level I and Level II Hippotherapy Treatment Principles courses will receive a printed course manual that will be shipped to the host facility in advance of the course start date.

**Continuing Education:** Certificates of attendance will be provided. Contact hours vary depending on the course. Level I and II Treatment Principles are each 27 contact hours for each course.

**Cancellation Policy:** AHA, Inc. and the host facility reserve the right to adjust program dates, times and faculty to accommodate unforeseen circumstances; we will only notify advanced registrants of any program changes. Neither AHA, Inc. nor the host facility is responsible for any expenses incurred by registrants due to such adjustments. AHA, Inc. reserves the right to cancel a course due to insufficient enrollment or unforeseen circumstances up to three (3) weeks prior to start of the course. If an attendee wishes to cancel, cancellation notices must be provided in writing from participants up to three (3) weeks prior to the course start date to receive a refund minus a \$115 administrative fee. No refunds will be given for cancellations received within three weeks prior to the start of the course. The notice of cancellation by an attendee **MUST** be sent to the AHA, Inc. office.

## 6. Marketing

Once a final marketing plan is complete, the AHA, Inc. office will post a link to the course information on the AHA, Inc. website. AHA, Inc. will also distribute the course information through email and other AHA, Inc. marketing channels. The Host Facility is encouraged to make the marketing materials available – whether printing and sending to potential participant lists that they have or posting it on the facility’s website as soon as it is available.

## 7. Course Attendance Limits

To assure a quality and safe experience during AHA, Inc. courses, note the following attendance policies:

- a. Level I Hippotherapy Treatment Principles Course is limited to 15 attendees for every one AHA, Inc. Faculty member, or up to 24 attendees if a 2<sup>nd</sup> faculty member is added.
- b. Level II Hippotherapy Treatment Principles Course is limited to 16 attendees with two faculty members. (FYI this cap is because attendees are treating patients.)
- c. Connection Course attendee limits are specific to each course.
  - The Horse Connection and Horse Handling Clinic Series are limited to 12 attendees per course, with one (1) faculty member. These courses are considered a clinic and priced at a flat rate for both members and non-members.
  - The Business Connection; Sensory Connection; Treatment; Vestibular; and Communication Connection courses are limited only by classroom space, per faculty and host site, with one (1) faculty member.
  - The Neuro Connection is limited only by classroom space, per the faculty and host site. Must be taught with at least two (2) faculty members.
  - The Core Connection is limited is limited only by classroom space, per faculty and host site, with one (1) faculty member. A second faculty is required if there are over 15 attendees.

## 8. Registration

Registration will be handled by the AHA, Inc. office. Should the facility receive a registration inquiry, the inquiry should be re-directed to AHA, Inc. staff.

## 9. Pre-requisites

All Course pre-requisites, if there are any, must be met to attend an AHA, Inc. Course. The AHA, Inc. office will verify in advance of the course that attendees have completed the necessary pre-requisites. Pre-requisite requirements will be included on the brochures and in detail on the AHA, Inc. website.

### **3 weeks prior to the course the AHA, Inc. office will:**

#### **1. Generate an Attendee list**

A full list of all attendees, including first and last name, credentials, email address, membership status and fulfillment of any pre-requisites will be generated by the AHA, Inc.

#### **2. Generate an email to attendees**

The AHA, Inc. office will send emails to all attendees with links to electronic files pertinent for the course, such as course Power Point handouts, e-manuals and handouts.

**Final Material Shipment:** The AHA, Inc. staff will review the list and coordinate an email to all participants, the faculty and host facility contact with the necessary files. The staff will also ship all necessary materials to the host facility contact. This time frame will allow for materials to arrive in a timely manner.

A Packet containing the Final Forms will be mailed to the Host Facility. This packet includes the following items:

- Course Evaluations
- Faculty Evaluations
- AHA, Inc. Attendee Liability and Media Release Form
- Patient Liability Release form
- Facility Evaluation to be completed by the faculty member
- Daily CEU sign in sheets
- A Certificate of Completion for course attendees
- Additional course handouts depending on the requirements of the course

#### **3. Schedule**

AHA, Inc. will coordinate with the faculty and host facility to meet all necessary requirements, and to continue planning a site-specific schedule for the course. Procuring patients for demos, and creating videos or patient information summaries, depending on the requirements of the course, should be completed during this time. Be sure to have backup options available for circumstances related to weather, horses, equipment needs, etc.

#### **4. Recruit volunteers/staff**

The host facility needs to provide volunteers/staff to help during the course and assist as horse handlers when in the arena. Your faculty member can help establish how many volunteers/staff you will need and what skills they should have for their duties during the course. Note that these volunteers/staff are not able to receive a certificate of attendance as a paid attendee does.

#### **5. Have a terrific course!!!**

As a host facility, be prepared to provide for the needs of the faculty and attendees. The host facility will receive a rental fee and a food/beverage stipend from the AHA, Inc. to cover costs outlined in the rental agreement. It is expected that the host facility provides snacks, water, coffee and/or tea during the day and it is recommended that lunch is arranged to be on site. The classroom should have adequate space, be temperature controlled, with tables for the attendees to take notes, and with outlets to charge tablets or laptops. Having a person available to the faculty to trouble shoot with AV issues is essential. AV arrangements are especially crucial for the Level II HPOT TP course.

Adequate, accessible and clean bathroom facilities close to the class room area and/or arena is required. You will receive notice ahead of time of any special needs and food requirements that attendees may have. This will be included on the registration form. Food allergies, medical needs or special mobility circumstances are things that the host facility may need to prepare for in advance having sunscreen, clean helmets, a few extra sweatshirts, etc. . . are all things that can make the attendees feel welcome.

Attendees may be travelling in for the course, please provide AHA, Inc. with information to assist with travel arrangements – local airport or train locations, suggestions for lodging and/or restaurants, possible roommate arrangements or possible local transportation assistance such as carpooling.

## **After the Course**

At the end of the course, plan to review the results of the course with the AHA, Inc. Faculty.

### **1. Paperwork**

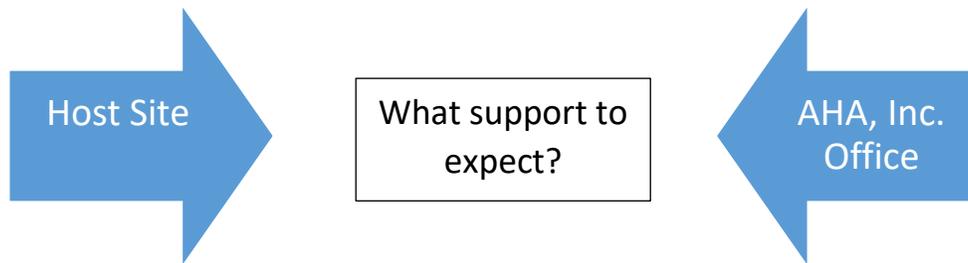
The facility representative must coordinate with the course faculty member to review all paperwork being returned to the AHA, Inc. office. Either the faculty member will return the materials or may ask the facility representative to return the completed documents to the AHA, Inc. office within two weeks of the course completion date. This includes: attendee liability and photo releases, patient liability release, attendee course evaluations, AHA, Inc. Faculty's evaluation of the Host Facility, Host Facility's evaluation of the AHA, Inc. Faculty, and all daily CEU sign in sheets.

#### **All forms go to:**

American Hippotherapy Association, Inc.  
2537 Research Blvd., #203  
Fort Collins, CO 80526  
Fax: 877.700.3498  
E-mail: [educationdept@theahainc.org](mailto:educationdept@theahainc.org)

Please keep a copy of all forms until receipt at the AHA, Inc. office is assured. Scanned copies are acceptable.

# What Support to Expect?



## The office will complete following details:

- Personalizing the brochure/registration form for your specific site with information/photographs that you have provided
- Establish course dates and monitor course locations so that your course will not conflict with other important industry events, or other courses that would detract from your event
- Marketing the course by inclusion on the AHA, Inc. website, AHA, Inc. e-newsletter(s) and in the *HIPPOTHERAPY* magazine calendar (as timing allows)
- Providing course materials for the students, faculty, and host facility.
- Supplying printed course materials and/or online links to attendees
- Providing phone and email support throughout the process of organizing and hosting
- Provide the host facility rental agreement outlining expectations and rental fees

## The host site needs to provide the office with:

- A completed facility assessment questionnaire (first time, or approval renewal sites) which may include photos or videos, as requested
- A consistent Host Site contact that is easily accessible by email or phone
- Facility logo (if applicable), pictures, travel/lodging information for attendees and any additional services/information pertinent to your site to assist with brochure development

**Faculty Selection and Communication:** Once the Host Site has received approval from the AHA, Inc. office to host a course, AHA, Inc. will coordinate with the requested Faculty Member. If a faculty member has not been requested than AHA, Inc. will coordinate faculty for the specific course. Facilities can find the list of faculty on the AHA, Inc. website: <http://www.americanhippotherapyassociation.org/education/aha-faculty-list/>

## You can expect the following support and communication from your faculty member:

- Discussion of faculty requirements for the facility (these are course specific)
  - Horses
  - Barn/Arena/Clinic space and requirements
  - Treatment equipment needs
  - Technology requirements
  - Classroom space
- Specific course schedule from the faculty usually 3 to 4 weeks prior, and then collaborate to finalize based on timing of course for staffing and patient demo plans
- Discussion of patient demonstration requirements (Level I and Level II)

- Constructive feedback from the AHA, Inc. faculty on the facility regarding readiness for future AHA, Inc. courses and/or events. Mentoring, upon request, to the facility administration and/or staff regarding therapy services incorporating hippotherapy
- Support throughout the process to ensure success for all - facility, faculty and attendees

**Value to the host site:**

- Savings in time and costs on the administration of a course for the facility
- Savings in the processing of CEUs for the course
- Receive free registration(s) for a course if the course attendance minimums are reached
- Receive compensation for the facility rental and a daily meal stipend for the attendees and faculty

# Site Process Checklist

## Prior to the Course

### The Hosting Facility will:

- Determine hosting facility eligibility by contacting the AHA, Inc. office and completing the Facility Assessment Questionnaire
- Complete the *Intent to Host Form*
- Contract with AHA, Inc. Confirm Dates for the course, advise AHA, Inc. if specific faculty is requested
- Approve Final Brochure/Registration form with AHA, Inc. Staff
- Promote course
- Double check requirements and plan schedule in conjunction with Faculty
- Recruit volunteers/staff to assist during the course
- Recruit patients and prepare patient info, as needed

## During the Course

### The Hosting Facility will:

- Double check hosting facility requirements
- Have staff assigned to be on site for trouble shooting
- Orient staff/volunteers
- Distribute AHA, Inc. materials, handouts and printed manuals, as needed
- Provide hospitality to attendees including snacks/meals
- Provide hospitality/transportation as needed for faculty
- Communicate with patients for demo attendance
- Collect paperwork and Daily CEU sign-in sheets
- Meet with AHA, Inc. Faculty at the end of the course to review evaluation of facility and get feedback on the course

## After the Course

### The Hosting Facility will:

**Complete the post course paperwork. This is done in collaboration with the AHA, Inc. Faculty member. It is the responsibility of the host site representative to work with the faculty member; however, the faculty member is also responsible to be sure all paperwork and evaluations are completed and returned to the AHA, Inc. office.**

- Double check all forms to send back in: liability and photo release forms, course evaluations, and Daily CEU sign in sheets

## Facility Requirements – General, AV, Barn/Arena and Tack, Horses, Patients, Therapy

### General facility requirements:

- Hosting Facility **must** be an AHA, Inc. Facility Member. The form to apply for membership is on page 19, or go to the AHA, Inc. website.
- Classroom, including enough tables and chairs for all participants.
- There must be at least one on-site bathroom.
- Timing: The facility must be able to accommodate the timeframe for the course and the availability of the faculty to teach. The course schedule has some flexibility but is not able to be altered in terms of overall length or content.
- Food/food preparation facilities for snacks and lunches.

### AV equipment requirements\*:

- LCD Projector for Power Point Presentation with speakers/sound projection
- TV/Screen and HDMI connector
- DVD player and monitor with speakers/sound projection
- Flip Chart, easel, paper and pens (optional)
- Microphone/Podium (optional)
- Wireless Mic for practicums (optional)
- Internet access for faculty and/or participants

\*Please consult with your faculty to determine necessary AV requirements, can vary by course and by faculty preferences.

### Requirements specific to Level I, Level II and Horse Handling courses

#### Barn/Arena and Tack requirements:

- Indoor or covered (depending on season and location) arena is required. Size at least 120' x 60' is preferred.
- Arena equipment such as ground poles, cones or jump standards
- Barn area for cross tying or securing horses for grooming and/or tacking
- Horses with quality movement able to carry adults and be handled from the ground (for Level I attendee practicum, one horse per 3-4 attendees)
- Horses comfortable being groomed/tacked by inexperienced adults (Level I, one horse per 3-4 attendees)
- Horses comfortable being lead and/or long lined by inexperienced adults (Level I and II, one horse per 3-4 attendees)
- Skilled facility horse handlers (one per horse) for conformation, movement and mounted practicum (Level I) and for practicums and patient treatments (Level II)
- Horses working in hippotherapy for patient demos (Level I) and additional potential horses for Level II attendees to consider for treatment practicums
- Ramp and mounting block.
- Helmets for course attendees (adult size).
- Tack for each horse including: halters, lead ropes, saddles, pads and bridles and appropriate tack for use during therapy sessions. Tack should be what the horses and staff are trained for and used to.

### Requirements specific to Level I, Level II and Long Lining courses

#### Barn/Arena and Tack requirements: (continued)

- Tack for practicums on horseless leading/long lining (one set of reins (Level I) or lines (Level II) per 2 attendees)

- Suggested additional tack, including: lunge lines, long lines, a variety of bareback pads, a variety of surcingles (training, anti-cast and vaulting), saddles and lunge whips, alternative helmets.

**Horse requirements:**

- Four to six trained and conditioned horses (or a number appropriate to the number of attendees – ratio of one horse to four attendees.) All horses should be suitable for the beginner horsemanship student and capable of carrying adults. These are the horses for the mounted practicum. They need to be sound, with a regular 4 beat walk. They do not necessarily need to be hippotherapy horses. They do need to be comfortable being handled with a person mounted, and to work in an arena in a group situation. (In addition, horses are needed for the treatment demos which may or may not be the same ones used in the mounted practicum.)
- A written description of horses to be used to the AHA, Inc. Coordinating Faculty member.
- Please review the *“Guidelines for Facilities to submit Videos on Horse Conformation and Movement” on page 15.*

**Patient requirements (Level I):**

- Two to three patients presently receiving hippotherapy in OT, PT or SLP. Patients as subjects for the demo should ideally have needs in more than one area (gross/fine motor, and/or speech). It is ideal with two patient demos to have different ages and different levels of function. Mild to moderate impairment levels are ideal. Observable changes from a single treatment and from the movement of the horse (rather than patient handling) are preferred. Consult with faculty prior to finalizing the schedule.
- Paperwork as per clinic policies on file.
- AHA, Inc. release form signed by the patient/guardian for participation in the demo for the course.
- Helmet and safety equipment for patients.
- Alternate patient in case scheduled patients are unable to attend.
- Summary information of patient’s status/background for attendees.
- Treating therapist from the facility available during treatment demo.

**Patient requirements (Level II):**

- One patient for each 3-4 attendees. Each patient will attend the course 2 days in a row (check with faculty on the exact schedule). Moderate levels of impairment are ideal. Observable changes from a single treatment and from the movement of the horse (rather than purely handling) are preferred. Consult with faculty prior to finalizing the schedule.
- Ideal will be to have patients with multiple impairments requiring OT, PT and SLP intervention. Patients who are consistent with attendance and comfortable with treatment in a course environment with new people.
- Alternate patients should be available.
- Videotape (3-4 minutes) of patient function off the horse demonstrating gross/fine motor, ambulating in their usual manner, communication status and ability to follow simple directions. Be sure to verify with your faculty what they expect to be included.
- Written description of the patient’s medical history and function.
- Treating therapist from the facility available during treatment demo.
- Additional recommendation: If the patient is a large child, teen or adult they must be ambulating without aids, no patients that require lifting onto the horse by staff or mechanical lift.

**Therapy equipment recommendations: \***

- Treatment table or mat
- 55-65 cm therapy or gymnastic ball (optional)
- Carpeted barrel or bolster (optional)
- Vaulting barrel (optional)
- Rag Doll or NDT Therapy Doll (18 – 24”) (optional)
- Toys, games, ADL tools for fine motor, attention and perceptual tasks

- Testing equipment for pre- and post-testing activities (Level II)

\* **consult with faculty**

**Additional staffing requirements:**

- Level II – video cameras for all treatment sessions (up to 4 per day for 2 days) with enough battery power to sustain for several hours and memory for playback
- Level II – staffing for videotaping all treatments
- Level II – technical assistance to set up review of video immediately following treatments

## **Guidelines for Facilities to submit Videos on Horse Conformation and Movement**

These are guidelines to help hosting facilities prepare videos on each of the horses that will be used during an AHA, Inc. Course. Please follow these guidelines when submitting videos to the AHA, Inc. Coordinating Faculty member who will be teaching the course for which your facility is applying.

Horses must be easily viewed so the evaluator can make accurate determination of conformation and movement. It is recommended that horses be within 30 to 50 feet of the camera with a full body view at all times.

**Please do:**

- Discuss with the AHA, Inc. Faculty what format is easiest to use for videotaping.
- Have the horse without tack except what is needed, and they are used to, for handling.
- Identify each horse – either on the video or send in a list with names and identifying characteristics.
- Have horses working in area where they typically do hippotherapy or similar surface.
- Conformation – film each horse from the side, front and back while the horse is standing square.
- Walk – show the horse for at least 2 minutes or 2 laps of the arena during an active walking; show side view, front and back view. Handled as they would be during therapy (i.e. lead or long lined).
- Trot – show the horse for at least 1 minute or 1 lap of the arena at the trot; show side view, front and back view.

The purpose of these videos is to ensure that the facility's horses are fit enough and able to provide good quality movement for hippotherapy and to ensure that course attendees have a good learning experience. Faculty may request videos of any facility, not just those new to hosting.

# Suggestions for Hosting Facility Organization – from a host facility perspective

It is recommended that the hosting facility develop an organizational plan. The organizational tools that an AHA, Inc. Member Facility has used for their highly successful courses are outlined below. (Reminder these are all suggestions and recommendations which may help you have a successful course.)

- Marketing
  - Work with AHA, Inc. to create brochures specific to the course.
  - Place link to the marketing materials and additional information on the host facility's own website.
  - Email information to other facilities/therapists in the immediate area.
  - For AHA, Inc. connection courses, send personal emails to therapists who have previously attended courses at your facility.
  
- Organization
  - Physical space organization –
    - Consider space availability, traffic flow, cleanliness, and environmental concerns including sharing space with other activities, accessibility between venues, in addition to:
    - Classroom –climate control, room set up, AV set up/back up, power outlets for faculty and participants
    - Arena –environmental concerns, mounting area, helmet availability for participants
    - Barn/grooming area – grooming tools, tack availability
    - Hospitality – bathroom accessibility, kitchen or food management, meeting/managing patient demo participants, amenities such as sun screen, gloves, information about local services for out of town attendees
  - Food – consider decisions on snacks/meals provided, drinks/water availability, managing food allergies for the attendees/faculty, prepared food (delivery or pick up) or food preparation on site or access to local restaurants, food availability for staff/volunteers/demo patients. The AHA, Inc. staff will provide information on the attendees' food requirements (vegetarian, gluten free, etc.)
  - Check list of all completed items from "How to Host Checklist"
  - Prior to the start of the course AHA, Inc. will send out e-mails at various intervals to the attendees. This also sends the message to the attendees that we are all excited about the course and ready for them to have a great experience.

When all three components, facility, faculty and AHA Inc. office all work together in a seamless process then a great educational experience is felt by the attendees, the host site and the educator(s)."

## AHA, Inc. Current Faculty List and Contacts

**A full listing of faculty with bios is available on the AHA, Inc. website at:**  
<http://www.americanhippotherapyassociation.org/education/aha-faculty-list/>

## **Course Brochure Information needed:**

1. Legal name of facility
2. Address for facility with directions
3. Closest lodging
4. Lodging details and contact information
5. Closest airport
6. Other Travel instructions
7. Parking instructions
8. Special instructions for attendees with special needs
9. Early Registration deadline



# American Hippotherapy Association, Inc. Educational Course Hosting Form Intent to Host an AHA, Inc. Course

Name of Host Facility: \_\_\_\_\_ AHA, Inc. Member #: \_\_\_\_\_

Name of Contact Person/Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**\*Note: This is the address that the AHA, Inc. office will use to send all course materials to.**

Physical Address (if different than above): \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Course Name/(Type): \_\_\_\_\_

Proposed course dates: \_\_\_\_\_ Alternate dates: \_\_\_\_\_

**We are submitting for dates 3 months in advance (domestic) or 9 months in advance (international)**

Requested **Faculty Member(s)**: \_\_\_\_\_ and \_\_\_\_\_

We have been in contact with one/both faculty? Yes No

Maximum number of course participants: \_\_\_\_\_

Is there a participant height/weight limit for adult mounted practicum work in Level I? Yes No If so, what is it? \_\_\_\_\_

\*\* We have not hosted an AHA, Inc. course previously Yes No \*\* We have hosted more than 2 years ago Yes No

### Please note the following requirements of the Host facility:

- Is an AHA, Inc. Facility Member.
- Is currently providing treatment including hippotherapy (OT, PT and/or SLP)
- Has access to an indoor or covered arena (location and season dependent).
- Has access to a classroom facility.
- Has access to an LCD projector/screen, speakers, printer, copy machine, and paper.
- Can provide a mounting ramp and block.
- Can provide barn and therapy equipment as listed on pages 16.
- Can provide safe and sound therapy horses as listed on page 17.
- Can provide up to date files/information on demo patients.
- Has completed a special questionnaire with both an AHA, Inc. Staff member and an AHA, Inc. Faculty member as required for new host facilities or host facilities which have not hosted in over 2 years or had major staff/facility/equine changes since hosting their last AHA, Inc. course.

### Only for Host Facilities of Level II TP:

- Have enough horses conditioned and trained for long-lining, with and without patients?

I have read the full requirements and process for hosting an AHA, Inc. educational course and understand and agree that the above listed Host Facility meets those requirements and will follow the processes and policies as outlined. I understand that failure to do so could result in loss of the privilege to host future AHA, Inc. educational courses.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to: AHA, Inc. 2537 Research Blvd., #203 Fort Collins, CO 80526 or via fax to 877-700-3498



## AHA Inc. Facility Membership Form

Facility Name: \_\_\_\_\_

Facility Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

### e-newsletter recipients – Name and email address (limit of 5)

Name/Credentials: \_\_\_\_\_ email: \_\_\_\_\_

List the facility on AHA Inc.'s website under "Find a Facility"?

- Yes
- No

**Payment Method:** Credit Card – Mastercard / AmEx / Visa / Discover *(Please Circle type)*

**US Facility Membership \$250/ Intl. Facility Membership \$300**    **Donation \$** \_\_\_\_\_    **Total: \$** \_\_\_\_\_

**Number:** \_\_\_\_\_    **Expiration Date:** \_\_\_\_\_    **SVC:** \_\_\_\_\_

3-digit code/4 for AMEX

**Check#** \_\_\_\_\_ *(Please make checks payable to AHA, Inc.)*

# Facility Assessment Questionnaire

## Overview

**AHA, Inc. Staff will review the following:**

**AHA, Inc. Faculty will review the following:**

Is all necessary paperwork completed by the facility interested in hosting and AHA, Inc. course?	Have you reviewed the How to Host an AHA, Inc. Educational Course packet?
Is there a therapist(s) on staff or contracting with the facility?	Have you hosted an AHA, Inc. Course before? If so how long has it been?
Is your facility currently offering PT, OT, or ST services?	Have you submitted an Intent to Host to the AHA, Inc. Office?
Based on time of year planning will weather conditions be a concern or challenge?	Is your facility currently offering PT, OT, or ST services, including hippotherapy as a treatment option? If so, for how long? How many therapists are on staff or contracted? What is the patient population or specialty area of treatment?
How convenient is this location for attendees? Proximity to airport, hotels, transportation options	What resources are available to support a successful course, staffing/volunteers?
Have you reviewed the costs associated with hosting?	Description of the facility, arena, grooming area, classroom, bathrooms, horses and related equipment?
Have you reviewed the list of requirements to host?	You will be asked to furnish photos and videos of <b>horses</b> . They will be assessed to see if they are appropriate for a Level I TP course.
Do you believe there is demand in your local area? Have you thought about where attendees will be coming from?	You will be asked to furnish photos and/or videos of the <b>facility</b> for assessment of appropriateness for Level I TP course.
Are you a current AHA, Inc. Facility Member? Do you know the requirements/benefits?	Expectation of how many will attend? Where will they come from and how will you advertise?

All responses will be placed in the host facility's file for future reference.



"Treatment with the help of the horse"

**American Hippotherapy Association, Inc.**

**2537 Research Blvd., #203**

**Fort Collins, CO 80256**

**970.818.1322 ■ Fax 877.700.3498**

[www.americanhippotherapyassociation.org](http://www.americanhippotherapyassociation.org)

**Facility Rental Agreement**

The following represents an agreement between the **American Hippotherapy Association, Inc.** ("Association") and \_\_\_\_\_ ("Facility") that outlines specific conditions and services to be provided.

**DESCRIPTION OF FACILITY AND EVENT**

FACILITY:	
NAME OF EVENT:	
FACILITY CONTACT:	
ADDRESS:	
PHONE NUMBER/EMAIL:	

**FUNCTION SPACE:**

Day	Date	Course	Room	Setup

**AHA, Inc. will pay the host facility a daily rental rate based on the course to be at the facility. Please refer to the rate chart below:**

Course Title	Rate Per Day	# of Days
Level I – Treatment Principles	\$ 500	3 days
Level II – Treatment Principles	\$ 500	4 days
Connection Courses (without barn/arena)	\$ 250	Varies
Connection Course (with barn/arena)	\$ 500	Varies

**FOOD AND BEVERAGE:**

AHA, Inc. will pay the host facility a daily stipend of \$25 (breaks & Lunch) per attendee and faculty for food and beverages during the time period of the course(s).

A/V Requirements

Other Considerations

**ACCEPTANCE**

Please sign and return a copy of this Agreement by \_\_\_\_\_. This Agreement will constitute a binding contract between the parties. The individuals signing below represent that each is authorized to bind his or her party to this Agreement. If this Agreement is not received by the date above, it shall be considered null and void and neither party will have any further obligations under this Agreement.

This contract, with exhibits attached hereto (if any), upon signature by both parties below constitutes the entire agreement between the parties and may not be amended or changed unless done so in writing and signed by **Association** and **Facility**.

**AHA INC.**



**Name/Title:** Karen M. Renshaw, Interim Executive Director

**Date:** \_\_\_\_\_

**Facility:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

signature

**Name/Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_