

CERTIFICATION BOARD FOR EQUINE INTERACTION PROFESSIONALS



CERTIFICATION HANDBOOK FOR CANDIDATES MENTAL HEALTH (MH) AND EDUCATION/LEARNING (ED)

2021 Testing Period (MH candidates)

Application Deadline: September 10, 2021
First Day of Testing: October 23, 2021
Last Day of Testing: November 6, 2021

2021 Testing Period (ED candidates)

Application Deadline: March 30, 2021
June 30, 2021, September 30, 2021
Portfolio Process (see Section)

ATTENTION CANDIDATES

This handbook contains necessary information about the Certification Examination for Equine Interaction Professionals. It is required reading for those applying and testing for the Examination. All individuals applying for this examination must comply with the policies, procedures, and deadlines in this Handbook and attest to this by signing the Candidate Attestation found on the online application.

Please retain this handbook for future reference. This handbook is subject to change.

See www.ptcny.com for handbook updates.



TABLE OF CONTENTS

1. PURPOSE OF CERTIFICATION.....	3
2. REASONS FOR CERTIFICATION	3
3. ELIGIBILITY REQUIREMENTS:.....	4
4. COMPLETING THE APPLICATION	5
5. ATTAINMENT OF CERTIFICATION.....	6
6. RECERTIFICATION	6
7. REVOCATION OF CERTIFICATION.....	7
8. FEES	8
9. EXAMINATION ADMINISTRATION AND SCHEDULING.....	8
10. SCHEDULING YOUR EXAMINATION APPOINTMENT.....	8
11. RESCHEDULING EXAMINATIONS APPOINTMENTS WITHIN A TESTING PERIOD	9
12. SPECIAL NEEDS	10
13. RULES FOR THE EXAMINATION.....	12
14. REPORT OF RESULTS.....	13
15. RETAKING OF EXAM	13
16. CONFIDENTIALITY	13
17. CONTENT AND SCORING OF THE EXAMINATION- MH candidates.....	13
18. CONTENT OUTLINE FOR MENTAL HEALTH.....	14
19. EXAMINATION FOR EDUCATION: PORTFOLIO EXAMINATION	17
20. FACILITATION SESSION CASE INSTRUCTIONS	18
21. RECERTIFICATION: ED.....	18
22. CONTENT OUTLINE FOR EDUCATION.....	19
23. CHECKLISTS	22
24. CBEIP CODE OF ETHICS.....	23

1. PURPOSE OF CERTIFICATION

The Certification Board for Equine Interaction Professionals promotes voluntary, independent certification, by examination and verification of professional experience for those who incorporate equines into their mental health or education practice. Certification focuses specifically on the individual and is one indication of current competence in the specialized field of equine interaction services. Certification of equine mental health and education professionals provides formal recognition of basic knowledge in this field.

Certification provides a benchmark of sufficient knowledge, documented by the passing of a comprehensive examination by an independent certifying organization, and demonstrates mastery in the specialized field of equine interaction practice.

Certification identifies equine interaction professionals to potential clients, insurers, discipline-specific professional boards, referring agencies, and the general public as signifying professionalism, specialized training and knowledge in the field of equine interaction.

2. REASONS FOR CERTIFICATION

1. To provide documented evidence of examination by an independent professional certifying organization and proof of being found to possess sufficient knowledge about the specialized field of equine interaction services in mental health or education.
2. To establish a benchmark of knowledge required for certification of professionals who provide equine interaction services in mental health or education.
3. To provide reinforcement for continued personal and professional growth in the field.
4. To provide a resource for members of the public to easily access highly qualified equine interaction service providers.
5. To provide required documentation to insurance underwriters in order to obtain commercial equine liability insurance, which is required in all but two states in the USA.
6. To provide direction and focus for new professionals in the field seeking to increase their levels of knowledge and skill.
7. To provide direction and focus for new professionals in the field seeking to increase their levels of knowledge and skill.
8. To promote safe practice by ensuring that certified providers possess minimum education and knowledge, and that they participate in required continuing education.
9. To increase the integrity of the field of equine interaction services in mental health and education.

3. ELIGIBILITY REQUIREMENTS:

Eligibility for Certified Equine Interaction Professional in Mental Health

Candidates may apply for the Certified Equine Interaction Professional in Mental Health (CEIP-MH) credential if they:

- are licensed to practice psychotherapy legally and independently (Masters degree or higher needed) in the state, province or within the country wide requirements where they provide services.
- have a minimum of three (3) years of professional service or full-time equivalent experience in the field of mental health services.
- have at least 300 hours of documented delivery of mental health services incorporating horses
- have at least 120 hours total of documented education and training in the following categories:
 - Direct facilitation training in equine interaction work (40 hours minimum)
 - Attendance at equine interaction conference, workshop, or method training (40 hours minimum)
 - Formal training in equine behavior/horsemanship (40 hours minimum)

Submit:

- Resume or Curriculum Vitae
- Copy of current license
- Evidence of attendance for each training event
- CEIP-MH Application form
- Certification fee (due with application)

Eligibility for Certified Equine Interaction Professional in Education

Candidates may apply for the Certified Equine Interaction Professional in Education (CEIP-ED) credential if they:

- Hold a Bachelor's Degree (or higher degree)
- *Pathway for those not holding a bachelor's degree: Instead of a bachelor's degree, a minimum of a high school diploma or equivalent evidence of completion of secondary education and a minimum of five (5) years of professional service or full-time equivalent experience in the field of human education or coaching is required*
- Have three (3) years of professional service or full-time equivalent experience in the field of human education or coaching
- Have at least 1000 hours of documented delivery of education/coaching with equine interactions
- Have at least 120 hours total of documented education and training in the following categories:

- Direct facilitation training in equine interaction for (40 hours minimum)
- Attendance at equine interaction conference, workshop, or method training (40 hours minimum)
- Formal training in equine behavior/horsemanship (40 hours minimum)

Submit:

- Resume or Curriculum Vitae
- Copy of Bachelor's degree
- OR instead of a BA, high school diploma (or equivalent as described above) and proof of professional service (5 years) in field of human education/coaching
- Evidence of attendance for each training event
- CEIP-ED Application form
- Certification fee (due with application)

4. COMPLETING THE APPLICATION

Complete or fill in as appropriate ALL information requested on the application form. Mark only one response unless otherwise indicated. The application form consists of three (3) pages.

NOTE: The name you enter on your Application must match exactly the name listed on your current government issued photo ID such as driver's license or passport. Do not use nicknames or abbreviations.

Candidate information: starting at the top of the application, print your name, address, daytime phone number, evening phone number, e-mail address, employer, and current medical/clinical license if applicable in the appropriate row of empty boxes.

Eligibility and background information: all questions must be answered. Mark only one response unless otherwise indicated.

Optional information: these questions are optional. The information requested is to assist in complying with equal opportunity guidelines and will be used only in statistical summaries. Such information will in no way affect your test results.

Candidate signature: when you have completed all required information, sign and date the application in the space provided.

Mail the Application with the appropriate fee (see section 8, Fees) by the deadline shown on the cover of this Handbook to:

Certification Board for Equine Interaction Professionals, c/o Alyssa Aubrey, Chair
POB 224, Tomales CA 94971

5. ATTAINMENT OF CERTIFICATION

Candidates who meet the application criteria and pass the exam will be granted status as a Certified Equine Interaction Professional - Mental Health (MH) , or Certified Equine Interaction Professional – Education (ED) . They are eligible to use the registered designation "CEIP-MH", or "CEIP-ED" after their names and will receive proof of certification from the CBEIP. A registry of all CEIPs will be maintained by the CBEIP and certificants may be referenced in its publications.

Certification as a CEIP is in effect for a period of three (3) years at which time the candidate shall either meet the current continuing education requirements or retake and pass the current examination.

6. RECERTIFICATION

To maintain the Certified Equine Interaction Professional designation, mental health and education professionals are required to recertify every three years, on or before December 31`st of the third year.

CBEIP will send recertification information and application materials to candidates six months prior to the deadline. Please keep your contact information current with our Board of Directors (BOD) by emailing CBEIP@gmail.com.

If you are beginning your recertification application late, or are concerned you might be late, contact the Certification Board for Equine Interaction Professionals by email at cbeipboard@gmail.com. Please note that if certification has already lapsed you may become certified again by completing the full certification process.

The Certification Board for Equine Interaction Professionals recognizes that extraordinary circumstances may result in a CEIP's inability to complete the recertification requirements within the designated time period. At such time, the CEIP must submit a written request (by e-mail) for an extension stating the nature of their circumstances. Such requests will be reviewed on a case-by-case basis and the CEIP will be notified of the decision within 30 days of the receipt of their request.

Methods for Recertification

There are two methods for recertification:

- 1) Through continuing education
- 2) Through recertification

1. Recertification Through Continuing Education

In order to recertify through continuing education you must accumulate 40 continuing education units (CEUs) during your certification period. One continuing education unit equals one hour of completed education. Your certification period is the three-year period beginning on the date of certification. Note that CEUs in excess of 40 will not be carried over into a new certification period.

CEUs must be completed in the following categories:

- Receiving direct facilitation training in equine interaction work (10 CEUs minimum)
- Attending or presenting at an equine interaction conference, workshop, or method training (20 CEUs minimum)
- Receiving formal training in equine behavior/horsemanship (10 CEUs minimum).

Documentation of CEUs must include verification of attendance.

Submit:

- CEIP Recertification Application form
- Signed CBEIP Code of Ethics
- Evidence of attendance for each CE event
- Certification fee: \$150 USD

The CBEIP does not endorse any specific instructor, school, or commercial entities, nor does it make any representation, warranty or guarantee as to any participant's satisfaction with any of the included events. CBEIP expressly disclaims liability for damages of any kind arising from participation.

2. Recertification Through Examination (MH) or Portfolio/Exam (ED)

To recertify by re-examination, submit the application packet, pay all fees and arrange to take the exam when receiving your *Notice of Eligibility for Examination* (as if it is the first time you are seeking certification).

7. REVOCATION OF CERTIFICATION

Certification will be revoked for any of the following reasons:

1. Falsification of information in an application.
2. Breach of ethical standards of professional practice.
3. Misrepresentation of certification status.

If an individual wishes to challenge revocation of board certification they may do so by addressing the CBEIP Appeals Committee in writing at cbeipboard@gmail.com.

8. FEES

EXAMINATION FEES MH candidates

EXAMINATION FEES MH candidates		
Examination Fee	US \$325.00	<ul style="list-style-type: none">· Non-refundable· Non-transferable· Includes testing center fees
Rescheduling Fee (29-5 days prior to scheduled appointment; see Page 10- 11.)	US \$50.00	<ul style="list-style-type: none">· Applies to candidates who need to move their appointment within their current testing period Payable directly to Prometric Reschedule with Prometric online or over the phone

Payment

Make check or money order payable to: Certification Board for Equine Interaction Professionals. Credit Cards are not accepted. Do NOT send cash.
Please note: Fees are NOT refundable.

Fee for initial MH/ED certification: \$325.00 USD

Recertification fee if choosing recertification through MH/ED examination: \$325.00 USD

Recertification fee if choosing recertification through continuing education: \$150.00 USD

9. EXAMINATION ADMINISTRATION AND SCHEDULING

The Certification Examination for Equine Interaction Professionals is administered during an established two-week testing period on a daily basis, Monday through Saturday, excluding holidays, at computer-based testing facilities managed by Prometric.

10. SCHEDULING YOUR EXAMINATION APPOINTMENT

Eleven weeks prior to the first day of the testing period, you will be emailed a Scheduling Authorization from notices@ptcny.com. Please ensure you enter your correct email address on the application and add the 'ptcny.com' domain to your email safe list. If you do not receive a Scheduling Authorization at least six weeks before the beginning of the testing period, contact the Professional Testing Corporation at (212) 356-0660 or online at www.ptcny.com/contact.

The Scheduling Authorization will indicate how to schedule your examination appointment with Prometric as well as the dates during which testing is available. Appointment times are first-come, first-serve, so schedule your appointment as soon as you receive your Scheduling Authorization in order to maximize your chance of testing at your preferred location and on your preferred date. Candidates who wait until the last minute run the risk of missing out on their preferred date, time, and testing center. Candidates unable to schedule an appointment will forfeit their fees.

After you make your test appointment, Prometric will send you a confirmation email with the date, time, and location of your exam. Please check this confirmation carefully for the correct date, time, and location. Contact Prometric at (800) 741-0934 if you do not receive this email confirmation or if there is a mistake with your appointment.

Note: International candidates may also schedule, reschedule, or cancel an appointment online at prometric.com.

IMPORTANT! You MUST present your current driver’s license, passport, or U.S. military ID at the test center. Expired, temporary, or paper driver’s licenses will NOT be accepted. The name on your Scheduling Authorization MUST exactly match the name on your photo ID. ***Fees will not be refunded for exams missed because of invalid ID.***

11. RESCHEDULING EXAMINATIONS APPOINTMENTS WITHIN A TESTING PERIOD

Candidates are able to reschedule their examination appointments within the same testing period as long as the request is submitted within the timeframe described in the following table. Reschedule within the permitted time frame by calling or going to the Prometric website:

www.prometric.com/cbeip.

Requests submitted 30 days or more before the original appointment	Yes	None
Requests submitted 29 to 5 days before the original appointment	Yes	Candidate must pay Prometric a rescheduling fee of \$50.
Requests submitted less than 5 days before the original appointment	No	Candidates who do not arrive to test for their appointment will be considered a no-show and all their examinations fees will be forfeited. Candidates will need to reapply and pay fees for a future testing period.

Failing to Report for an Examination

If you fail to report for an examination, you will forfeit all fees paid to take the examination. A completed application form and examination fee are required to reapply for the examination.

12. SPECIAL NEEDS

CBEIP and PTC support the intent of and comply with the Americans with Disabilities Act (ADA). PTC will take steps reasonably necessary to make certification accessible to persons with disabilities covered under the ADA. According to the ADA, an individual with a disability is a person who has a physical or mental impairment that substantially limits a major life activity (such as seeing, hearing, learning, reading, concentrating, walking) or a major bodily function (such as neurological, endocrine, or digestive system). The information you provide and any documentation regarding your disability and special test accommodations will be held in strict confidence.

All approved testing accommodations must maintain the psychometric nature and security of the examination. Accommodations that fundamentally alter the nature or security of the exam will not be granted.

Special testing arrangements may be made upon receipt of the Application, examination fee, and a completed and signed Request for Special Needs Accommodations Form, available from www.ptcny.com/PDF/PTC_SpecialAccommodationRequestForm.pdf or by calling PTC at (212) 356-0660.

This Form must be uploaded with the online application no later than 8 weeks prior to the start of the chosen testing period. Candidates who do not submit their Special Accommodations Form with their application may not be able to test during their chosen testing period and therefore be subject to rescheduling or transfer fees.

Only those requests made and received on the official Request for Special Needs Accommodations Form will be reviewed. Letters from doctors and other healthcare professionals must be accompanied by the official Form and will not be accepted without the Form. All requests must be made at the time of application. Accommodations cannot be added to an existing exam appointment.

PREPARING FOR THE EXAMINATION

- Check your government issued photo ID (driver's license, passport, or U.S. Military ID) when you make your examination appointment. Is it expired? Does the name on your ID match the name on your Scheduling Authorization email? Proctors at the Prometric testing center will refuse admission to candidates with expired IDs, IDs with names that do not match their records, and temporary paper IDs. Candidates will be marked as no-shows and will forfeit their exam fees.

- Check your PTC Scheduling Authorization email and Appointment Confirmation email from Prometric to make sure everything is accurate (i.e., your name, exam name, appointment date, time and location).
- Make yourself familiar with the location of your chosen testing site and any requirements they may have for parking and check the weather and traffic conditions before you leave for the testing center. Make sure you give yourself plenty of time to arrive as late arrival may prevent you from testing.
- In the event of inclement weather, check the Prometric website for site closures: <https://www.prometric.com/closures>.
- Prometric’s website provides information on what you can expect on your test day, including a walkthrough of check in and security procedures: www.prometric.com.
- This Handbook provides the Content Outline for the Examination (see appendix). Use this handbook and the outline to help you start studying for the examination.
- Review “What to Expect at the Testing Center” and the Rules for the Examination in this handbook before your appointment.

WHAT TO EXPECT AT THE TESTING CENTER

PTC has partnered with Prometric Testing Centers to deliver examinations to candidates. Here is what you can expect when you arrive at your Prometric Testing Center.

- Candidate Check-In
 - Candidates will be asked to present their IDs, there will be multiple candidates taking the exam
 - Candidates will be asked to empty and turn out their pockets
 - Candidates will be “wanded” or asked to walk through a metal detector
 - Inspection of eyeglasses, jewelry, and other accessories will be conducted. Jewelry other than wedding and engagement rings is prohibited.
 - Religious "head-coverings" may be worn into the testing room; however, it may be subject to inspection by a testing center administrator before entry into the testing room is permitted.
 - Prometric provides lockers for candidates to store their purses, mobile phones, jackets, food, drinks and medical supplies.
- During the Exam
 - No breaks are scheduled during the exam. Candidates who must leave the testing room to take a break will not be given extra time on the exam
 - Accessing mobile phones or study materials during the examination is prohibited
 - Smoking is prohibited at the testing center
 - All examinations are monitored and may be recorded in both audio and video format

Please keep in mind: other exams will be administered at the same time as your examination. Therefore, examinees may hear ambient noises such as typing, coughing, or people entering

and exiting the testing room that cannot be avoided. Prometric is unable to provide a completely noise-free environment. However, headphones may be requested to minimize impact.

Please see [Prometric's website](#) for more information about what to expect on testing day.

13. RULES FOR THE EXAMINATION

Please read the information below carefully. You are responsible for adhering to the examination rules while at the testing center.

- You must present your current driver's license, passport, or US Military ID at the testing center. Candidates without valid ID will NOT be permitted to test. Temporary or paper copies of your ID will not be accepted.
- No electronic devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content, including but not limited to, cell phones, laptop computers, tablets, Bluetooth devices; wearable technology (such as smart watches), MP3 players (such as iPods), pagers, cameras, and voice recorders are permitted to be used, and these cannot be taken in the examination room. Prometric provides lockers for your personal items.
- No papers, books, or reference materials may be taken into or removed from the testing room.
- No questions concerning content of the examination may be asked during the examination session. The candidate should read carefully the directions that are provided on screen at the beginning of the examination session.
- Candidates are prohibited from leaving the testing room while their examination is in session, with the sole exception of going to the restroom.
- Bulky clothing, such as sweatshirts (hoodies), jackets, coats, and hats (except head-coverings worn for religious reasons), and most types of jewelry may not be worn while taking the examination. Proctors will ask you to remove such items and place them in your locker. Please see [Prometric's statement on Test Center Security](#) for more information.
- All watches and "Fitbit" type devices cannot be worn during the examination.
- No food/beverages are permitted inside the testing room unless medically required. Leave these items in your assigned locker.

Contact PTC at (212) 356-0660 or www.ptcny.com/contact with any questions about the Examination Rules.

VIOLATION OF ANY OF THE RULES LISTED ABOVE MAY LEAD TO FORFEITURE OF FEES, DISMISSAL FROM THE TESTING ROOM, AND CANCELLATION OF YOUR TEST SCORES.

14. REPORT OF RESULTS

PTC will notify candidates in writing within four weeks of the close of the testing period whether they have passed or failed the examination. Scores on the major areas of the examination and on the total examination will be reported. Successful candidates will receive a certificate from the CBEIP.

15. RETAKING OF EXAM

The examination may be taken as often as desired upon filing of a new application and fee. There is no limit to the number of times the examination may be repeated.

16. CONFIDENTIALITY

The CBEIP will release the individual test scores ONLY to the individual candidate. Any questions concerning test results should be referred to the CBEIP.

17. CONTENT AND SCORING OF THE EXAMINATION- MH candidates

The CBEIP board certification process requires that a candidate for certification pass a 150-item multiple-choice exam administered by the Professional Testing Corporation, an organization that provides psychometric testing services for various professions and organizations, www.ptcny.com. The exam is comprehensive and incorporates a variety of perspectives in equine interaction services. It is not based on any one particular model or method, but evaluates knowledge related to delivering safe and effective equine interaction services. The exam is one of several ways professionals are evaluated for CEIP certification. Prior to sitting for the exam professionals must meet eligibility requirements for certification and provide formal documentation of prior experience, education, and training. The exam is computer-based, with a testing time of three (3) hours.

The questions for the exams are designed by subject matter experts in North America through a regular review process. Questions are reviewed for construction, accuracy, and appropriateness by the members of the Certification Board for Equine Interaction Professionals and the passing score for the examinations is determined using recognized psychometric methods. The CBEIP, with the technical advice and assistance of the Professional Testing Corporation, prepares the content for each version of the exam.

The examination categories are weighted in the following manner:

Assessment, Evaluation, and Planning	25%
Facilitator Skills	60%
Administration and Risk Management	15%

In order to protect the security and integrity of the certification examinations, neither the CBEIP nor the Professional Testing Corporation will release examination items, candidate responses, or keys to any candidate or agency

18. CONTENT OUTLINE FOR MENTAL HEALTH

I. ASSESSMENT, EVALUATION, AND PLANNING

A. Assessment of facility

1. Compliance with current professional standards
2. Laws related to client confidentiality
3. Therapeutic environment
4. Participant privacy
5. Facility practices

B. Assessment of clients

1. Initial intake process
 - a. Client appropriateness for equine interaction services
 - b. Contraindications and precautions
 - c. Assessment of risk to self and others
 - d. Functional capacity and relevant domains
 - i. Cognitive
 - ii. Emotional
 - iii. Physical
 - iv. Spiritual
2. Client informed consent
3. Disclosure of inherent risks
4. Gathering of psychological, social, medical history
5. Documentation of client goals
6. Limits of confidentiality (mandated reporting)

C. Development and writing of treatment plan

1. Design session/activities
2. Match interactions to client goals
3. Level and number of support staff needed
4. Appropriateness of volunteer support
5. Consultation with other experts, such as an equine professional

D. Implementation of treatment plan

1. Adaptation of session design to immediate circumstances
2. Debriefing session with client

E. Post session evaluation and review

1. Relate equine interactions to treatment plan
2. Discuss results with team members
3. Document session/measure progress
4. Coordinate with other service providers/referents
5. Facilitate closure with client

II. FACILITATOR SKILLS

A. Interpersonal relationship skills

1. Basic counseling skills and theories
2. Respecting boundaries
3. Impact of session on the client
4. Recognition of therapeutic moments

B. Equine knowledge and skills

1. Equine ethology
 - a. Equine physiology
 - b. Equine psychology
 - c. Equine communication and herd dynamics
 - d. Equine/human bond
2. Interpretation of equine behavior with clients
 - a. Use of metaphor and analogy
 - b. Projection between equine and human
 - c. Recognizing equine stressors
3. Equine training and handling
 - a. Training
 - b. Consistency
 - c. Physical needs
 - d. Equine health and behavior histories
 - e. Basic equine care and maintenance
 - f. Basic equine knowledge
 - g. Impact of session on equine(s)

C. Safety protocols/Risk management

1. Safe behavior of humans around equines
2. CPR/First Aid skills
3. Safety resources
4. Intervention techniques
5. Written emergency plan

D. Knowledge of existing industry standards and ethics

1. Equines
2. Humans
 - a. Professional and personal development
 - b. Awareness of limits and skills
3. Code of Ethics – CBEIP

E. Collaboration with therapeutic team

III. ADMINISTRATION AND RISK MANAGEMENT

A. Documentation

1. Releases
2. Crisis plans
3. Occupational Safety and Health Administration (OSHA)
4. American Disabilities Act (ADA)
5. Emergency management plans
6. Accreditation
7. Policies and procedures

B. Confidentiality and privacy

1. Interns, volunteers, and paraprofessionals
2. Public relations, media, and marketing issues (e.g. use of photos)
3. Visitor protocols
4. Health Insurance Portability and Accountability Act (HIPAA)

C. Insurance compliance

1. General and professional liability issues
2. Equine liability laws

D. Business and personnel management

19. EXAMINATION FOR EDUCATION

ED Examination is done through: A Portfolio Process

1. Portfolio
2. Open Book Exam (50 Points /Mandatory)

Open Book Exam	Completion of open book examination (75 questions - the examination is weighted by Assessment, Evaluation, and Planning25% Facilitator Skills60% Administration and Risk Management15%, questions sent by email in a fillable document.
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Portfolio

Choose from the following menu for 50 points total: (selections must total 50 points)

Item	Description	Points per unit	Maximum points
Facilitation Session Case	Present, describe and analyze your actions relative to a session with a participant (see separate instructions)	20 points per separate case.	40 points (2 cases)
Letters of Reference	Solicit two letters of reference, one from a colleague in equine interactions, one from another professional (cannot be a family member or relative)	10 points for two references	10 points (two references).
Additional time in profession	Length of time in education or learning profession (including as a credentialed life or business coach) in addition to eligibility requirement = minimum 3 years). Unit of 5 additional years = more than 8 years in profession.	10 points for 8 years or longer in profession.	10 points (8 years in profession)
Additional hours of equine interaction services	Hours beyond the eligibility requirement of 1000. Units of 250 hours.	10 points for every additional 250 hour unit beyond 1000.	20 points (2 x 250 = 500 hours)
Workshop facilitation	Facilitation of a workshop/training relative to equine interaction services for a minimum of 2.5 hours in length. Workshop/training can be co-facilitated with another professional	10 points for facilitating a workshop/training	10 points (one workshop/training)

20. FACILITATION SESSION CASE INSTRUCTIONS

Choose a session, with an individual participant or group, that you have facilitated and provide a written description per instructions below, using these exact section headings, and sequence of sections, and noting word limits:

Section 1) Description of session

Provide an overview of the specific interactions/activities in the session (individual or group session)

Maximum 350 words

Section 2) Reasoning and intentions for the activities and sequence of interactions in the session

Discuss choices relative to participant needs

Maximum 350 words

Section 3) Analysis of your approach and actions in the session

Discuss theoretical underpinnings, the interactions between participant(s) and horses in the session, and your attention to staying within the learning/coaching scope. What did you do and what could you have done differently?

Maximum 350 words

Section 4) Assessment of risk

Include both emotional and physical risk assessment for participant, horse(s), and self, and how you managed risk in the session (inclusive of paperwork and safety guidelines for participant to follow in the session).

Maximum 350 words

21. RECERTIFICATION: ED

Recertification deadline December 31st, every three years.

Fee: \$150 USD

If certification lapses, the certificant must go through the certification process again.

Recertification happens through CEUs, minimum 30 hours broken down in the following way:

- 10 hours of equine-related training (behavior, horsemanship)
- 10 hours of education/coaching-specific continuing education
- 10 hours of attendance at equine interaction conference, workshop, or method training

22. CONTENT OUTLINE FOR EDUCATION

I. ASSESSMENT, EVALUATION, AND PLANNING

A. Assessment of facility

1. Compliance with current professional standards
2. Laws related to client confidentiality
3. Educational environment
4. Participant privacy
5. Facility practices

B. Assessment of participants

1. Initial intake process
 - a. Participant appropriateness for equine interaction services
 - b. Contraindications and precautions
 - c. Assessment of risk to self and others
 - d. Functional capacity and relevant domains
 - i. Cognitive
 - ii. Emotional
 - iii. Physical
 - iv. Spiritual
2. Parameters for experiential education
3. Disclosure of inherent risks
4. Gathering of medical history, individualized education plan (IEP), etc.
5. Documentation of participant goals
6. Limits of confidentiality (mandated reporting)

C. Development and writing of participant education plan

1. Design session/activities
2. Match interactions to participant goals
3. Level and number of support staff needed
4. Appropriateness of volunteer support
5. Consultation with other experts, such as an equine professional

D. Implementation of education plan, goals, and objectives

1. Adaptation of session design to immediate circumstances
2. Debriefing session with participant

E. Post session evaluation and review

1. Relate equine interactions to participant education plan, goals, and objectives
2. Discuss results with team members
3. Document session/measure progress
4. Coordinate with other service providers/referents
5. Facilitate closure with participant

II. FACILITATOR SKILLS

A. Interpersonal relationship skills

1. Basic counseling skills and theories
2. Respecting boundaries
3. Impact of session on the participant
4. Recognition of educational moments

B. Equine knowledge and skills

1. Equine ethology
 - a. Equine physiology
 - b. Equine psychology
 - c. Equine communication and herd dynamics
 - d. Equine/human bond
2. Interpretation of equine behavior with clients
 - a. Use of metaphor and analogy
 - b. Projection between equine and human
 - c. Recognizing equine stressors
3. Equine training and handling
 - a. Training
 - b. Consistency
 - c. Physical needs
 - d. Equine health and behavior histories
 - e. Basic equine care and maintenance
 - f. Basic equine knowledge
 - g. Impact of session on equine(s)

C. Safety protocols/Risk management

1. Safe behavior of humans around equines
2. CPR/First Aid skills
3. Safety resources
4. Intervention techniques
5. Written emergency plan

D. Knowledge of existing industry standards and ethics

1. Equines
2. Humans
 - a. Professional and personal development
 - b. Awareness of limits and skills
3. Code of Ethics – CBEIP

E. Collaboration with education team

III. ADMINISTRATION AND RISK MANAGEMENT

A. Documentation

1. Releases
2. Crisis plans
3. Occupational Safety and Health Administration (OSHA)
4. Americans with Disabilities Act (ADA)
5. Emergency management plans
6. Accreditation
7. Policies and procedures

B. Confidentiality and privacy

1. Interns, volunteers, and paraprofessionals
2. Public relations, media, and marketing issues (i.e. use of photos)
3. Visitor protocols
4. Health Insurance Portability and Accountability Act (HIPAA)

C. Insurance compliance

1. General and professional liability issues
2. Equine liability laws

D. Business and personnel management

23. CHECKLISTS

Application Checklists

CEIP-MH

- CEIP Application form
- Signed CBEIP Code of Ethics
- Resume or Curriculum Vitae
- Copy of current license or appropriate mental health certification to practice
- Evidence of attendance for each training event
- Certification fee

CEIP-ED

- CEIP Application form
- Signed CBEIP Code of Ethics
- Resume or Curriculum Vitae
- Copy of Bachelor's Degree
or alternative pathway documentation (see section 3)
- Evidence of attendance for each training event
- Certification fee

Recertification Checklist

- CEIP Recertification Application form
- Signed CBEIP Code of Ethics
- Evidence of attendance for each CE event
- Recertification fee



CBEIP CODE OF ETHICS

The Certified Equine Interaction Professional will:

1. Hold paramount the safety and health of people and animals in the performance of professional duties; and exercise the obligation to advise clients, students, employers, employees, bystanders, and appropriate authorities of danger and unavoidable risks.
2. Maintain honesty, fairness, and impartiality, and act with responsibility and integrity.
3. Avoid any and all conduct or practice that is likely to discredit the profession or deceive the public.
4. Accept responsibility to maintain and continue one's professional development and competence.
5. Act in a manner free of bias including but not limited to that with regard to religion, ethnicity, gender, age, national origin, disability, or sexual orientation.
6. Adhere to the highest standards of practice and ethics of one's own professional field of mental health and/or education.
7. Adhere to the highest standards of practice and ethics of any equine interaction professional organizations to which the certification holder belongs.
8. Abide by all country/federal and state/providence laws and act, when necessary, as a mandated reporter.
9. Acknowledge and respond to the necessity of responsible care for their equine colleagues, recognizing the unique character, psychology, physiology, behavior and nature of the equine.
10. Offer services only within the scope of his/her practice, competence, education, training and expertise.
11. Avoid actions that falsify or misrepresent one's professional qualifications.
12. Avoid dual relationships with clients or former clients in which there is a risk of exploitation or potential harm to the client. In situations where dual relationships are unavoidable, the certification holder is responsible for setting clear, appropriate and sensitive boundaries. Sexual involvement with a client or former client is inappropriate and unethical.
13. Promote change in the lives of participants only related to the issue(s) the certification holder is charged with and/or promote general learning and growth. Clients will not be pressed to adopt beliefs and behaviors that reflect the certification holder's value system rather than their own.
14. Abide by this code of ethics and all other codes of ethics and standards related to the certification holder's practice, discussing suspected ethical concerns with the individuals involved and/or reporting by letter infractions of ethical standards to appropriate sources.

Signature: _____ Date: _____