

CERTIFICATION BOARD FOR EQUINE INTERACTION PROFESSIONALS

CERTIFICATION HANDBOOK FOR CANDIDATES

MENTAL HEALTH (MH)

EDUCATION/LEARNING (ED)

EQUINE ASSISTED FACILITATION (EAF)

2019 TESTING PERIOD

Application Deadline: September 25, 2019

First Day of Testing: Saturday, October 26, 2019

Last Day of Testing: Saturday, November 9, 2019



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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 for professionals by an independent professional certifying organization and 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 to easily access highly qualified equine interaction service providers.
5. To provide a network, direction and focus for new professionals in the field seeking to increase their levels of knowledge and skill.
6. To promote safe practice by ensuring that certified providers possess minimum education and knowledge, and participate in required continuing education.
7. 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 or have applicable certification to practice psychotherapy (counseling, social work, substance abuse counseling, pastoral counseling, etc.) in the state 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 1000 hours of documented delivery of mental health services incorporating horses
- have at least 100 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 (20 hours minimum)

Submit:

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

Eligibility for Certified Equine Interaction Professional in Education

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

- have a minimum of a Bachelor's Degree in education, human services, or in related fields (additional areas for consideration are: management and personnel development, leadership studies, outdoor experiential education, faith based education, expressive arts education) OR certification from a recognized coaching program

- have a minimum of 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 or coaching services incorporating horses
- have at least 100 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 (20 hours minimum)

Submit:

- CEIP Application form
- Resume or Curriculum Vitae
- Copy of Bachelor's Degree Diploma OR certification from coaching program
- Evidence of attendance for each training event
- Certification fee

Eligibility for Certified Equine Interaction Professionals in Equine Assisted Facilitation (CEIP-EAF):

- have a High School diploma
- have three (3) years of professional service or full time equivalent experience in the field of equine interaction which may include certificate programs in professional development, qualified equine certificate programs, leadership studies, outdoor experiential education, faith based education, expressive arts education, OR certification from a recognized coaching program
- have at least 1000 hours of documented delivery of education services incorporating horses
- have at least 100 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 (20 hours minimum)
- have received a passing score on the CBEIP exam

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 8. Fees) by the deadline shown on the cover of this Handbook to:

Certification Board for Equine Interaction Professionals, c/o Libby Smith
5564 E. Boulder Drive, Flagstaff, AZ 86004

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 a 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.

- Spring exam candidates are to submit recertification applications postmarked on or before July 31 of the third year after initial certification or the third year after recertification.
- Fall exam candidates are to submit recertification applications postmarked on or before December 31 of the third year after initial certification or the third year after recertification.

CBEIP will send recertification information and application materials to candidates six months prior to the deadline.

If you are beginning your recertification application late, or are concerned you might be late, contact the Certification Board for Equine Interaction Professionals c/o Libby Smith, 5564 E. Boulder Drive, Flagstaff, AZ 86004, info@cbeip.org. 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 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. All or part of the appropriate late fee may be assessed.

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 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

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

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). Please note that you will not use the recertification packet.

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.

8. FEES

Please note: Fees are NOT refundable.

Fee for certification: \$325.00

Recertification fee if choosing recertification through examination: \$325.00

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

A candidate who applies to take the examination but then wishes to take it during a different testing period may be granted a one-time deferment to the immediate next testing period if the candidate requests the deferment in writing and submits the transfer fee of \$205 to the CBEIP. Only one deferment will be permitted. The candidate is responsible for contacting PSI and canceling the examination appointment if one has been made.

Payment

Make check or money order payable to: Certification Board for Equine Interaction Professionals. Visa, MasterCard and American Express are accepted. Please complete the credit card payment section on the application. Do NOT send cash.

9. EXAMINATION SITES

The examination is administered at computer-based testing facilities managed by PSI. PSI has several hundred testing sites in the United States, as well as Canada. Scheduling is done on a first-come, first-serve basis. To find a testing center near you, please visit:

<https://candidate.psiexams.com/testdate/testdate.jsp> or call PSI at (800) 211-2754. Please note that hours and days of availability vary at different centers. You will not be able to schedule your examination appointment until you have received a *Notice of Eligibility for Examination*.

10. SCHEDULING YOUR EXAMINATION APPOINTMENT

Once your application has been received and processed and your eligibility verified, you will be sent a *Notice of Eligibility for Examination* from CBEIP confirming receipt of payment and acceptance of application. Please note that this may take up to six weeks. Please ensure you enter your correct email address on the application and check your spam folder. If you do not receive a *Notice of Eligibility for Examination* by six weeks, please contact CBEIP at info@cbeip.org

The *Notice of Eligibility for Examination* will indicate how to schedule your examination appointment 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 notice in order to maximize your chance of testing at your preferred location and on your preferred date.

Your current government-issued photo identification, such as a driver's license or passport, must be presented in order to gain admission to the testing center. We also recommends you bring a paper copy of your *Notice of Eligibility for*

Examination and your PSI appointment confirmation with you to the testing center.

After you make your test appointment, PSI 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 PSI at (800) 733-9267 if you do not receive this email confirmation or if there is a mistake with your appointment.

Please note:

- It is your responsibility to call PSI to schedule the examination appointment
- It is recommended that you become familiar with the testing site ahead of time
- Please plan for traffic and other considerations on the day of testing. Late arrival may prevent you from testing.

11. SPECIAL NEEDS

Special testing arrangements may be made for individuals with special needs. Submit the application, examination fee, and a completed and signed Request for Special Accommodations Form, available from www.ptcny.com or by calling PTC at (212) 356-0660. Requests for individuals with special testing needs must be received at least EIGHT weeks before the testing period begins.

12. CHANGING YOUR EXAMINATION APPOINTMENT

If you need to cancel your examination appointment or reschedule to a different date within the two-week testing period you must contact PSI at (800) 733-9267 no later than noon, Eastern Standard Time, of the second business day PRIOR to your scheduled appointment. PSI does not have the authority to authorize refunds or transfers to another testing period.

13. RULES FOR THE EXAMINATION

All 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 tech gear such as smart watches; MP3 players such as iPods; pagers, cameras and voice recorders are not permitted to be used and cannot be taken in the examination room.

No books or reference materials may be taken into or removed from the examination room.

No questions concerning content of the examination may be asked during the testing period. The candidate should carefully read 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.

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 also 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

The CBEIP board certification process requires that an candidate for certification pass a 150-item multiple-choice exam (either Mental Health or Education version), 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 test is computer-based, with a testing time of three (3) hours.

The questions for the exams are designed by equine interaction professionals practicing 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 are 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. EXAMINATION CONTENT OUTLINES

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. Consult with other experts, such as an equine professional

- D. Implementation of treatment plan
 - 1. Adaptation of session design to immediate circumstances
 - 2. Debrief 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. Recognizing 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. OSHA
4. 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. HIPAA

C. Insurance compliance

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

D. Business and personnel management

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. Consult 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. Debrief 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. Recognizing 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. OSHA
 - 4. 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. HIPAA
- C. Insurance compliance
 - 1. General and professional liability issues
 - 2. Equine liability laws
- D. Business and personnel management

19. 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 Diploma OR coaching certification

- ☐ 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
- ☐ Certification 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, impartiality, and act with responsibility and integrity.
3. Avoid 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 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 the equine interaction professional organization 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 by discussing suspected ethical concerns with the individuals involved and/or reporting by letter infractions of ethical standards to appropriate sources.

Signature: _____ Date: _____