

# Certification Renewal Manual for CEACA/CEATA and CEAC/CEAT (Levels I and II)



*Revised: 02/01/10*





**SECTION 7. Fees and Documentation:** Please check the applicable fees and documentation to be included with your Application.

- Renewal Fee (Good for two years from the date of your renewal) ..... **\$150.00**
- Membership Fee **Paid On-Line** (Annual dues for NACPET membership) (Not applicable, if already a Member).... **\$ 45.00**
- Copies of documentation of **40 hours** of Continued Educational Units (**CE's**) or **600 hours** of direct Clinical/Equine Therapy work within the past **2 years**, verified by a Clinical/Equine Therapy Supervisor in a letter form that is sealed and signed.
- Copies of active Memberships in EAGALA/NARAHA/PEGASUS (optional for 5% discount on Renewal fee)
- Proof of Liability Insurance
- A signed original of the **Code of Ethics**
- A signed original of the **Patient's Rights**- A copy of this form should be posted where it is visible to all clients and staff
- A signed original of the **Scope of Practice**

*All fees are nonrefundable. Membership fees are due on an annual basis as an individual.*

**SECTION 8. Declaration of Authenticity:** The undersigned applicant declares that the information provided in the application and with the supporting documentation is true and authentic. The applicant understands that if at any time it is shown that the information or documentation provided is not true or is misrepresented, any fees that have been paid by the applicant will be forfeited, and certification as an Equine Assisted Counselor or Therapist may be revoked.

Applicant Signature:

Print Name

Date

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For office use only: _____ (Receipt Staff Initial) _____ (Date of Receipt by Staff)
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## NACPET, Inc

711 W. 17th Street; Suite A8; Costa Mesa, CA 92627  
(949) 646-8010 • Fax (949) 646-8447

### Code of Ethics for Members of NACPET/CTHA

I, \_\_\_\_\_ do hereby agree to the following:

*(Print Name)*

That I will:

- Not discriminate against any client or professional based upon their race, religion, age, sex, handicaps, national ancestry, sexual orientation or economic condition.
- Insure objectivity and integrity, and maintain the highest standards in the services of Equine Assisted Psychotherapy/training/instructing and/or Equine Therapy.
- Recognize that the profession is founded on national standards of competence, which promote the best interest of society, the client, professionals and the profession as a whole.
- Recognize the need for ongoing education as a component of professional competency.
- Do my best to prevent the practice and/or the treatment of mental/medical/physical health by unqualified persons. This includes the training and instruction of clients and horses.
- Report any unethical conduct or unprofessional modes of practice to appropriate authorities, which includes reporting any and all unethical conduct/violations to NACPET and/or CTHA.
- Report any and all harmful incidents involving the Therapy Horse(s) utilized in my profession to NACPET and/or CTHA immediately, according to my agreement for certification.
- Recognize my own boundaries and limitations and not offer services outside of my competencies. This also includes the recognition of any and all limitations and personality traits of the Therapy Horse(s) utilized in my profession that may compromise the client's safety.
- Recognize the effect of professional impairment with regards to unprofessional performance and be willing to seek appropriate treatment for myself or for my colleagues.
- Uphold the legal and accepted moral code, which pertains to professional conduct.
- Not claim directly or by implication, professional qualifications/affiliations that I do not possess.
- Be responsible and professional regarding how I present myself and the Therapy Horse(s) utilized in my practice in any possible publications, books or media.
- Respect the integrity and protect the welfare of the clientele with whom I am working.
- Be concerned primarily with the welfare of the client in the presence of professional conflict.
- Terminate counseling or consulting relationship when it is reasonably clear that the client is not benefiting from it.
- Assume responsibility in referral cases for the client's welfare either by termination of consulting relationship by mutual agreement and/or by the client becoming engaged with another professional. In situations when the client refuses treatment, referral or recommendations, I should carefully consider the welfare of the client.

- Obtain a release of information in written form and a consent to contact in written form before discussing client or client welfare with any other person whether this person is professional or not.
- Not use a client in a demonstration role in a workshop setting where such participation would potentially harm the client emotionally or physically.
- Collaborate with other health-care/horse professionals in providing a supportive environment for the client who is receiving approved prescribed medication that may jeopardize the client's safety.
- Protect the privacy of the client and will not disclose confidential information acquired in teaching, practice or investigation.
- Inform the client and reach an agreement in areas likely to affect the client's participation in Equine Therapy/training/instruction including the recording of an interview, the use of interview material for training purposes, and the observation of an interview by another person.
- Make provisions for the maintenance of confidentiality and the ultimate disposition of confidential record.
- Reveal information received in confidence only when there is clear and imminent danger to the client or to other persons, and then only to appropriate professional workers or public authorities.
- Discuss information obtained in clinical or consulting relationships only in appropriate settings, and only for professional purposes squarely concerned with the case. Written and oral reports should present only data for the purpose of evaluation and every effort should be made to avoid undue invasion of privacy.
- Inform prospective clients of the important aspects of the medical/clinical/professional relationship.
- Not enter into a professional relationship, if this relationship should have potential to jeopardize NACPET and/or CTHA, or the client's welfare.
- Not engage in any type of sexual activity with the client.
- Cooperate with the state of California Alcohol and Drug programs, Board of Behavioral Sciences, NACPET, CTHA, EAGALA/NARHA professional ethics committees and the CAADAC/CAADE counseling code of ethics.
- Not accept any private fee or any other gift or gratuity for professional work with a client who is entitled to such services indicated by a contract that was initiated by NACPET and/or CTHA unless you are not specialized in Equine Therapy.
- Discuss any former client with the Director of NACPET and/or CTHA, after obtaining appropriate signed consent, before engaging in any personal, professional or business relationship.
- Be responsible and accountable in maintaining any and all requirements for certification and membership with NACPET and/or CTHA.

*I have read and understand these suggestions; I have retained a copy for my records.*

Applicant's Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

NACPET/CTHA, Inc. President: \_\_\_\_\_ Dated: \_\_\_\_\_

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# Patient's Rights

In Accordance with NACPET's Code of Ethics, California State Regulations and Statement of Understanding, each person receiving services from a residential alcoholism or drug abuse treatment facility, or receiving any kind of Equine Therapy or Horse Professional Services shall have rights, which include, but are not limited to, the following:

The right to confidentiality as provided for in Title 42, Section 2.1 through 2.67-1, of the Code of Federal Regulations, which includes HIPPA (Compliance Date: 2004).

To be accorded dignity in personal relationships with staff and other individuals.

To be accorded safe, healthful, and comfortable accommodations to meet his/her needs.

To be free from intellectual, emotional and/or physical abuse. This includes gossip and/or slander.

To be informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of NACPET, Inc.

To be free to attend religious services or activities of his or her choice and to have visits from a spiritual advisor, provided that these services or activities do not conflict with facility program requirements. Participation in religious services will be voluntary only. This does not apply to those Professionals that are not specialized in Equine Therapy; however, it does apply if you are doing any *therapy* with clients.

## Complaints

In accordance with NACPET's Code of Ethics and California State Regulations and Statement of Understanding, any individual may request an inspection of an Equine/EAP Professional, a Therapy Horse owner, or an Organization. All complaints will be investigated and can be submitted anonymously. Complaints should be directed to:

NACPET, Inc.  
Certification Branch  
711 W. 17<sup>th</sup> Street; Suite A8  
Costa Mesa, CA 92627

Attention: Complaint Coordinator  
(949) 646-8010  
FAX: (949) 646-8447

### Acknowledgement

I \_\_\_\_\_ have been personally advised and have received a copy

(Print Name)

of the Patient's rights and have been informed of and presented with the provisions for complaints made by clients at the time of their participation and/or visit with (an) Individual/Organization/Horse Owner(s) who is/are currently providing therapy for them and are members of NACPET, INC.

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Member's Signature

Date

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NACPET Board Member Signature

Date

Revised: 02/01/10

# SCOPE OF PRACTICE

## Certified Equine Assisted Counselor/Therapist/Associates

### PURPOSE

To assure a consistent standard of quality education, training and experience for Certified Equine Assisted Counselors/Therapists/Associates. Certification is necessary to safeguard public health, safety, and welfare, and to protect the public from unauthorized service delivery by non-certified Equine Assisted Counselors/Therapists/Associates and unprofessional conduct by Certified Equine Counselors/Therapists/Associates.

### REQUIREMENTS

- Must be state Certified or Licenced as a Counselor/Therapist in the Mental Health field, and provide documentation that verifies Licensure and/or Certification.
- Must meet the academic requirement, which is 60 units/hours in Human Services/Psychology/Medical/Behavioral and Health Sciences completed at an accredited college-level institution. The academic requirement may be partially substituted for the work experience requirement in which a maximum of 25 of the 60 units/hours required may be substituted for work experience as a Mental Health Professional in the applicant's respective field of specialty. Every 1 unit/hour of formal education may be substituted for 200 hours of work experience.
- Complete 3 Day Level I Certification Training in Equine Therapy for Mental Health by an approved Organization. This usually constitutes **24 hours of Training and/or 24 CE's**. These hours do work towards the Documented Therapy Hours required for certification. Training is required in order for Counselors/Therapists/Associates to practice and/or be Certified.
- A Certified Equine Assisted Counselor/Therapist (CEAC or CEAT) must successfully complete **1000** hours of documented Equine Therapy for Level I certification, and **4000** hours for Level II certification, following specified criteria established by the Board of the National Association of Certified Professionals of Equine Therapy. All individuals must successfully pass a written examination process (Case Study).
- CEAC/CEAT persons must renew their certification every two (2) years by meeting the following criteria:
  1. Documentation of a minimum of forty (40) hours of continuing education in the area of Professional Equine Therapy development, or **600 hours** of direct Clinical/Equine Therapy work within the past **2 years**, which is verified by a Clinical/Equine Therapy Supervisor in a letter form that is sealed and signed.
  2. Will ascribe to the Professional Code of Ethics at each certification renewal period.
- The Certified Equine Assisted Counselor/Therapist Associate, (CEACA or CEATA) must successfully complete the certification requirements in (2) years or must renew their certification as an Associate by meeting the following criteria:
  1. Documentation of a minimum of forty (40) hours of continuing education in the area of Professional Equine Therapy development, or **600 hours** of direct Clinical/Equine Therapy work within the past **2 years**, which is verified by a Clinical/Equine Therapy Supervisor in a letter form that is sealed and signed.
  2. Will ascribe to the Professional Code of Ethics at each certification renewal period.

### ROLE OF THE CERTIFIED EQUINE ASSISTED COUNSELOR/THERAPIST/ASSOCIATE

1. To assist and support clients and their family members with Mental Health needs utilizing Equine Therapy. Certified Professionals must stay within their own Scope of Practice as designated by State and Federal Regulations.
2. Develop a program tailored to the individual in support of a recovery process to affect an improved quality of living.
3. Provide quality professional counseling and/or therapy for Mental Health needs, by the means of providing current and accurate information and education within the Certified Professional's Scope of Practice.
4. Co-facilitate a process for clients to self-explore the consequences of unhealthy coping skills by collaborating with a Horses and a Horse Professional, preferably a Certified Equine Specialist.
5. Utilize the functions of screening, intake, orientation, assessment, treatment planning, referral, case management, crisis intervention, counseling/therapy, education, documentation, discharge planning/aftercare, and consultation.
6. Display competency in the Certified Professional's own Scope of Practice **only. Certified and/or Licensed Counselors are not Licensed Therapists.**
7. Assisting in relapse prevention planning and recognizing relapse symptoms and behavior patterns, if applicable.
8. Providing current and accurate information and education for identifying and understanding the roles of family members and significant others within the Certified Professional's Scope of Practice.
9. Educating on how self-help groups (for example, Alcoholics Anonymous, Al-Anon, Women for Sobriety, Narcotics Anonymous, Secular Organization for Sobriety, Co-dependents Anonymous, etc.) can be beneficial to clients, if applicable.
10. Assisting clients to establish life management skills to support a recovery and/or growth process.

I have read and understand this document. In fact, I have retained a copy for my records.

Applicant's Signature: \_\_\_\_\_

Dated: \_\_\_\_\_