



## 4-H Horsemanship Skills Program Accessibility Procedures

This checklist should be used when exploring possibilities for reasonable accommodations for persons with disabilities in the 4-H Horsemanship Skills Program.

Youth with disabilities are encouraged to participate in the horsemanship skills program. Volunteers and educators may make accommodations for youth with disabilities as appropriate for their ability and skill level. The skills should be based on the youth's ability to safely master the skills. Specific skills should be determined with recommendations and agreement from the youth's parent/guardian, therapeutic riding professional, *and* health care professional.

If there are questions regarding skills that are suitable for youth with disabilities, please contact your county extension educator. Educators should consult appropriate university and industry professionals to help determine reasonable accommodations *or* to obtain suggestions for working with youth with disabilities.

Additional resources for equestrians with disabilities(EWD) horsemanship skills may be available from the Pennsylvania Council on Council on Education and Certification in Therapeutic Horsemanship (formerly PACTH) at [cecth.org](http://cecth.org) or Professional Association of Therapeutic Horsemanship (PATH) International at [pathintl.org](http://pathintl.org)

**\*\*Educators and volunteers should not refuse a request a reasonable accommodation without consulting appropriate university personnel or the university Affirmative Action office. Requests for reasonable accommodations should be handled on a case-by-case basis. \*\***

**Reasonable Accommodations** are: Any modifications in the Horsemanship Skills program that enable qualified participants with disabilities to demonstrate their skills.

**Scope of Reasonable Accommodation:**

- Modification to the evaluation/testing process (e.g. alternate formats of forms if requested)
- Modification to the evaluation requirements or the manner under which the evaluation is customarily performed
- Modification that enables a participant with a disability to enjoy equal benefits and privileges of the program

The term "reasonable" means plausible or feasible in this context. The accommodation must be both reasonable for the 4-H Horsemanship Skills Program to implement and effective for the participant.

The following procedures should be followed when considering reasonable accommodations:

1. If a 4-H member, parent, guardian or volunteer requests an accommodation for acceptable completion of a skill(s) in Levels 1-4, the parent or guardian must review the Member Skill Sheet for the respective level with their child's therapeutic riding professional and health care professional.
2. The parent/guardian must indicate the reasonable accommodation that is requested for each skill. A copy of the skill sheet indicating the skill(s) for which accommodations are requested must be submitted with the 4-H Horsemanship Skills Accommodation Request Form.
3. The parent or guardian must complete the attached 4-H Horsemanship Skills Accommodation Request Form on the following pages and provide information as noted.
4. The skill sheet *and* request form must be submitted to the county extension educator *at least three weeks* prior to testing.
5. The educator should review the request with the examiners that will be testing the 4-H member prior to testing. If there are questions/concerns about the reasonable accommodations that are requested, the educator should contact the Equine Extension Specialist (Youth), an Equine Extension Associate or the Affirmative Action Office at Penn State at 814-863-0471.

## 4-H Horsemanship Skills Program Accessibility Procedures (cont.)

### **Key points to consider:**

Do not have to alter fundamental nature of program or essential criteria for participation.

Participants with disability will be judged by same criteria as other participants.

Functional limitations with or without reasonable accommodations should not pose a direct threat to person with disability or others.

Direct threat = significant risk of substantial harm. Must be evidence that an actual threat exists; cannot be based on speculative or hypothetical threats.

Must consider whether a direct threat can be eliminated or reduced below level of “direct threat” by “reasonable accommodation”.

**Criteria for determining direct threat, reasonable accommodation, and program accessibility are available from the Affirmative Action Office at Penn State (814-863-0471)**



**extension.psu.edu**

Penn State encourages qualified persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact your county extension educator in advance of your participation or visit.

This publication is available in alternative media on request.

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## 4-H Horsemanship Skills Program Accommodation Request Form

To be completed by parent/guardian of 4-H member prior to testing.

**Please answer the following questions:**

1. What is the disability of the 4-H member? (Describe disability.)
2. What are the functional limitations of the disability?
3. Do functional limitations limit or prevent participation of the 4-H member in 4-H Horsemanship Skills Program or testing at any level? If yes, please answer question 4. If no, the 4-H member should prepare for testing as indicated in the *4-H Horsemanship Skills Resource Book (Member)* and as instructed by their 4-H leader, riding professional and health care professional.
4. If functional limitations limit or prevent the 4-H member's participation, are there any reasonable accommodations that might enable the 4-H member to participate?

Please describe the reasonable accommodation(s) you are requesting.

(Request for reasonable accommodations for testing should be reviewed by parent/guardian, 4-H member, member's therapeutic riding instructor and health care provider.)

Request form should be submitted to the county extension educator with a copy of the Member Skill Sheet indicating the skill(s) for which reasonable accommodations are requested at least three weeks prior to testing.

Member Skill Sheets are in the 4-H Horsemanship Skills Resource Book (Member) or available from your county 4-H leader or 4-H Extension Educator.

**If you have questions, please contact the 4-H Extension Educator in your county office of Penn State Extension.**

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