CHALLENGE UNLIMITED, INC. APPRENTICE INSTRUCTOR PROGRAM

The state of Massachusetts requires anyone teaching mounted horseback riding lessons be certified through apprenticeship with a licensed instructor. The Apprentice Instructor Program offered by Challenge Unlimited, Inc. at Ironstone Farm includes classroom and clinic sessions that will prepare participants for the state Safety and Basic Knowledge Exam. These classes also provide future instructors with a working foundation on how to provide the best lessons possible for varied clientele. In addition to the classroom sessions, Challenge Unlimited, Inc. at Ironstone Farm will assist in scheduling the 60 required hours of supervised teaching with one of our licensed instructors.

Classes and Clinics Offered:

- Safety and Basic Knowledge Exam Prep
- Policies and Procedures
- Riding Skills and Progression
- Lesson Planning
- Adaptive Tack and Equipment Training, Considerations for Therapeutic Lessons
- Lunging Skills and Vaulting Lessons

Apprentice Instructor Program Fee:

Part 1: Classroom and clinics: $200
Part 2: 60 hours of apprentice instruction and riding skill evaluation: $100
Part 3: Riding lessons as recommended

The fee for Part 1 is to be paid in full upon registration for the Apprentice Program. It is expected that you take the Massachusetts Safety and Basic Knowledge Exam concurrent with or after completing the Ironstone apprentice classes/clinics. Upon passing this exam, participants wishing to proceed with supervised teaching hours will pay the additional Part 2 Fee. Once payment for Part 2 is received, the Apprentice Program Supervisor will assist in scheduling your shadowing hours.

Apprentice Program Fees may be reimbursed (up to the full amount paid) provided the apprentice meets certain eligibility requirements for reimbursement. Please see the attached Ironstone Farm Apprentice Instructor Program Agreement for the eligibility requirements for reimbursement.

Please direct any questions you have regarding the program fee and reimbursement to the Apprentice Program Supervisor.

978-475-4056 Tel • 978-475-4046 Fax • equine-education@ironstonefarm.org • www.IronstoneFarm.org

Challenge Unlimited is a 501(c)(3) not-for-profit organization at Ironstone Farm and maintains a policy of nondiscrimination.

CHALLENGE UNLIMITED, INC. APPRENTICE FEE AGREEMENT

I, _____, understand and agree that my apprentice training is subject to the availability of Challenge Unlimited, Inc. instructors and program needs. I agree to pay an apprentice fee of $300 (made payable to Challenge Unlimited, Inc.) as follows (check one):

- Part 1 in full of $200 at or before my first day classroom or clinic session.
- Additional $100 after passing the Massachusetts Safety and Basic Knowledge Exam for the 60 apprentice teaching hours and the riding skills evaluation.

Challenge Unlimited, Inc. agrees to refund the $300 fee to you (or the person who made payment on your behalf) on a pro-rata basis **provided**:

1. You complete Parts 1 and 2 of the Apprentice Program at Ironstone Farm within a calendar year from the date you start; **AND**
2. Challenge Unlimited, Inc. at Ironstone Farm hires you as an instructor for a minimum of eight (8) hours per week; **THEN**
3. Upon completion of six months of satisfactory service you (or the person who made payment on your behalf) can request and will receive a refund of $150. Upon completion of one year of service you (or the person who made payment on your behalf) can request and will receive the remaining balance of $150. You must maintain a schedule of an average of eight (8) hours per week for one year (excluding weeks the farm is closed) to receive the applicable refund. No interest will be paid on any refund.

I, _____, understand (i) that this agreement is not a contract of employment and that neither Ironstone Farm nor Challenge Unlimited, Inc. is under an obligation to hire me if I become a licensed riding instructor; and (ii) if hired, that my employment is on an at-will basis. I further understand that if I am hired by Challenge Unlimited, Inc. and I resign voluntarily or am terminated before the six-month or one year service requirements, that I will not be eligible for reimbursement of the apprentice fee.

Name: _____ **Phone:** _____ **Email:** _____
        (printed)

Address: _____

_____   _____
Signature of Apprentice   Date   *Signature of Apprentice Supervisor*   Date

_____
Signature of Director of Farm Operations   Date

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