



# Cowichan Therapeutic Riding Association

at Providence Farm

1843 Tzouhalem Rd., Duncan, B.C. V9L 5L6

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## **CTRA PARTICIPANT REGISTRATION PROCESS**

### **1. Apply:**

Complete these required documents. The more information we have—the better. It helps us to match the participant with an instructor, horse, and volunteers, all to get the best outcomes from the program.

**Application with Policies (4 pages)**

**Medical Professional Consent with Contraindications & Precautions (2 pages)**

Forms can be returned in person to our office, via email to [info@ctra.ca](mailto:info@ctra.ca) or via fax to 250-746-1033.

### **2. Schedule a call with the instructor:**

Once CTRA has accepted the participant, a participant assessment with our instructor will determine the best program options and lesson planning for the individual. CTRA also engages an **Advisory Panel** of healthcare professionals to give clarity and advice when needed.

### **3. Schedule:**

Please work with us to determine the best spot in the **schedule** for the participant. There are MANY factors to putting a lesson together, including:

*Needs of the participant (can be complex)*

*Availability of the participant (can be limited)*

*Schedule availability (we serve 50+/- participants each week)*

*Horse suitability, availability (variation in size, temperament and carefully monitored workload)*

*Instructor matching & availability (carefully chosen to reflect the needs of each participant)*

*Volunteer matching & availability (same as above)*

*Limits of calendar (there are only so many days in a week and hours in a day!)*

*For these reasons, your preferred day or time in the schedule may not be possible, although we do our best to make it work for everyone. Early registration and good communication are key to making this all happen!*

### **4. Prepay:**

Upon completion of this process and placement in the CTRA schedule, an **invoice** will be issued, and **payment** is required prior to the start of the session, or third-party funding must be in place.

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**Phone: (250)746-1028 Fax: (250)746-1033**

info@ctra.ca www.ctra.ca

Charity Number: 891723843RR0001

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