# Application to attend Centre for Equine Experiential Learning Facilitator Training

Thank you for your interest in Centre for Equine Experiential Learning (CEEL( facilitator / practitioner training.

We have a thorough application process because we are serious about the quality of training – and especially to ensure optimum safety and learning for all participants. The following document is to be read and agreed upon as part of the application process.

On receipt of your completed application, you will be contacted to arrange a time for an informal interview. This is an opportunity to ensure the training is a good fit for you and for you to ask any questions you may have.

Upon mutual acceptance, you will be notified and required to deposit $500 to secure your place in the nominated training event. You will receive an invoice that indicates the due date for the remaining training fee.

This form can be completed online by using the tab key to move the cursor to the required fields to insert your information and emailed back to cindy@centreforeel.com or printed out, signed, scanned and emailed.

**The following contents must be read or completed, signed and dated. Please complete the following section to confirm that you have read all the documents and are in full agreement.**

On this date       I, (Type your name) hereby declare I have read, understand and agree to each of the five following sections (please tick the boxes):

[ ]  CEEL Application to attend training

[ ]  CEEL 10 Guiding Principles

[ ]  CEEL Payment Terms and Conditions

[ ]  CEEL Participant Agreement & Learning Contract

[ ]  CEEL Code of Ethics

**I have read and am in full agreement to all of the above sections.**

Electronic signature: Type your name

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Your signature denotes that you have understood and agreed to each of them.

# CEEL application to attend training

As part of your application and in order for you to get the most from this training, please take some time to answer the questions below.

The purpose of this confidential questionnaire is twofold: for some self-reflection to clarify your specific needs and goals, and help us mutually determine if the training fits your requirements.

***Note****: While it is not a pre-requisite that you have a qualification in one or more of the many disciplines of human development and/or significant experience with horses, you may need to acquire appropriate qualifications to complete your education and prepare you for working as an equine experiential practitioner.*

If you have any queries, please contact Cheryl@centreforeel.com or cindy@centreforeel.com

## General Information

Full name:       Date of application:

Email:       Phone:

Address:       Mobile:

City / State:

Postcode:

I am interested in attending: [ ]  Foundations Module
 [ ]  Working with Individuals Module
 [ ]  Advanced Working with Individuals Module
 [ ]  Working with Groups Module

*Please indicated your future desired learning pathway*

How did you hear about CEEL? If you were referred by someone please provide their name      .

## Personal Information

Do you have any physical conditions that may impact your ability to attend training in the outdoors while interacting with horses, or to safely facilitate a session or workshop? If so, please explain.

Since equine experiential learning (EEL) takes a holistic approach of mind, body, spirit, what is your spiritual or religious orientation?

What experiences (if any) do you have with healing, energy work, metaphysical and spiritual teachings? (ie, Reiki, Shamanism, Buddhism etc)

What support systems do you currently have in place (professional and personal connections that support you)?

What commitment do you currently have towards your own personal development?

## Education and Career Background

What is your educational background?

What career paths have you taken?

Have you completed any certificates or education that may be relevant to EEL practitioner training? If so, please list and include dates of training and completion.

What human development training such as coaching / therapy, teaching, counseling, etc. have you had?

## Horse Knowledge and Experience

Describe your experiences with horses?

What horsemanship method do you use or prefer?

What training have you had with horses and what date was that training completed?

What do you find most challenging about horses and why?

What do you find most rewarding about horses and why?

Have your horses been involved in any accidents or injuries since you have owned them? If so, please describe.

Have you been involved in any accidents or injuries involving horses? If so, please describe.

What awareness and experience do you have around horses resonating with, reflecting or mirroring you?

What is the most significant lesson your horse / horses have taught you?

## What is Your Interest in Learning to Become an EEL Practitioner?

Have you attended any equine learning training – such as EAGALA? If so, please list program(s), date attended and the name of the facilitator(s)

What types of clients are you interested in working with (e.g. teenagers)?

What is your goal or vision in offering equine experiential learning (e.g. what might your ideal business look like?)

What appeals to you about CEEL facilitator training?

## Other Information

Have you had experience in facilitating groups previously and in what context?

What would be an ideal training outcome for you?

Is there is anything else that you would like us to know about you?

What questions do you have for us?

**I hereby declare that all my responses are true and correct, and that I have not omitted information that my influence my suitability to attend any CEEL training.**

Electronic signature: Type your name

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# CEEL’s 10 Guiding Principles

The Centre for Equine Experiential Learning is distinguished from other experiential learning and therapy modalities involving horses by its **10 Guiding Principles**:

1. **Self-development**– CEEL professionals continue to expand their awareness and responsibility for all of their experiences;  they consciously manage their own life challenges and energetic state, recognising the impact this has not just on themselves but on the horses, others, the collective, and beyond
2. **Horses as sentient beings**– CEEL professionals recognise the horses as sentient beings whose innate wisdom as teacher and healer is significant to EEL.  CEEL professionals continue to explore their relationship with horses as sentient beings and question their beliefs and behaviours in this context
3. **Mindfulness**– the foundation of all CEEL facilitation and interactions with horses, clients, and co-facilitators is mindfulness:  ‘paying attention on purpose, in the present moment, without judgment’
4. **Coaching-based approach**– CEEL professionals focus on the present (not the past) and recognise the client is his/her own authority; they have the capability to determine their own solutions and outcomes; EEL professionals do not diagnose, categorise, advise, assess or fix
5. **Framework grounded in spiritually-based, universal principles**-  CEEL professionals recognise that the purpose of every human is to know their true nature through experiences and continual discernment; and consequently guide others into alignment with their truth
6. **Integrity**– CEEL professionals strive at all times to align with the values of EEL which is reflected in professional, safety (physical and emotional), and ethical behaviour
7. **Holistic**– CEEL professionals recognise that all aspects of one’s being are interconnected and guide others to access and integrate their physical, mental, emotional, and spiritual wisdom
8. **Non-violence**– Rather than advising or interpreting, the facilitator will respect the client’s coping strategies. This does not mean that the facilitator always follows the client.  Sometimes taking the lead, guiding and taking action can be non-violent, especially when non-action may be unsafe.
9. **Organicity**– All living systems have the capacity to self-organise and self-heal. This principle places the locus of healing and control directly with the client, along with the client-horse-coach/facilitator relationship. Embracing this principle involves trusting a horse’s or person’s capacity to find his or her own path, and we are simply supporting the process as it emerges.
10. **Unity** - The principle of unity reminds us that we are all connected, we are all in this together and due to the shared field effect, we constantly affect each other. As co-creators, we do not exist alone in this universe, we are a part of something much bigger than ourselves.

**Signed in agreement of with CEEL 10 Guiding Principles:**

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# CEEL Payment terms and conditions

**Please note that payment of your deposit signifies your agreement with CEEL's payment terms and conditions as outlined below:**

Costs are GST inclusive and do not include meals, accommodation or personal expenses.

The following terms and conditions relate to all CEEL training events.

By enrolling in a training module with us, you confirm that you’ve read and understood the fees associated with your module and agree to pay the requisite fees (plus interest, loading or/and GST if applicable).

Receipt of your deposit in full will secure your place in the training. Places are allocated in order of payment received (i.e. first come first served basis).

In the event of any training being over subscribed, you may choose to be placed on a waitlist and/or you can use the deposit to secure your place in the next training event.

Upon receipt of your deposit, an invoice will be raised with balance of fees due in full 45 days prior to, or due immediately, if it is less than 45 days prior to the commencement of day 1 of the training event.

Please note: Your deposit is due immediately upon acceptance into the training event and full payment must be received in advance of the training. Balance of fees is due 45 days prior to commencement of day 1 of training.  For late registrations, or those who have been accepted from the wait list, full payment must be received upon your acceptance if this is less than 45 days prior to day 1 of the training event and must be cleared at least 3 days prior to the commencement of training to ensure your participation in the course.

Failure to do so will forfeit all fees paid, unless another waitlisted participant is available to fill your place. (In the event of extreme hardship, a partial refund may be offered at CEEL's discretion.)

## Withdrawal and refunds

To be eligible for a standard refund you must have:

* Withdrawn from the training module in writing no less than 45 days prior to the commencement of the training
* Make a refund request
* Advise your bank account details

Withdrawal must be notified to CEEL in writing and the cancellation fees will apply as set out below:

* Deposits are non-refundable. If it is necessary to withdraw from a particular training, the deposit can be applied to another training date – if notified in writing 45 days prior to the start of the initially intended training module.  Places are not transferable – that is, you cannot give your place to another person as this may impact others on the wait list.
* Withdrawal/transfer from the training to another training after enrolment incurs retention of a minimum 10% fee for administration costs.
* Withdrawal from the training within 45 days prior to start date incurs retention of 25% of the fee.
* Withdrawal from the training within 30-45 days prior to start date incurs retention of 50% of the fee.
* Withdrawal from the training within 30-15 days prior to start date incurs retention of 75% of the fee.
* Withdrawal from the training within 15 days, or after commencement of day 1 of the event, incurs retention of all fees paid.
* Any partial refund is at the discretion of CEEL and not available unless special circumstances such as approved hardship, medical, changes in employment, or family and personal reasons, evidenced appropriately, apply.
* CEEL reserves the right to postpone or cancel a training (e.g. due to insufficient registrations) in which case an alternative date will be offered, or a full refund of all registration fees.

## Enrolment and payment

Prior to beginning any training, full payment must be received. Payment can be made by direct deposit to:

Bank: **National Australia Bank**Account Name: **Free Rein Australia**BSB: **083929**Account Number: **903224021**Reference: **Your name**

Participants who prefer to pay by cheque should make the cheque payable to the Applied Wisdom Pty Ltd. and mail it to:

Applied Wisdom
231 Grossmans Road
Torquay, Victoria 3228

 Should a cheque be returned, CEEL will assess a fee of $25 for each occurrence.

## Cancellation policy

In the event that CEEL must cancel a training due to lack of enrolment or some other unforeseen circumstance, every effort will be made to place the participant in an alternative training and transfer the funds to that training or refund the participants monies paid – at no additional cost to the participant.

Should a training event be cancelled, CEEL is not responsible for any costs incurred by the participant. This includes but is not limited to travel and accommodation costs.

Refunds will be processed within 1 week of receipt of the written request.

Refunds are not available if a participant withdraws from the training event after commencement of day 1. CEEL will work with participants dealing with unforseen personal circumstances who would like to continue their training at a later date, allowing the participant to transfer the registration to a later training date.

**Signed in agreement of with CEEL Payment Terms and Conditions:**

Electronic signature: Type your name

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# CEEL Participant agreement and learning contract

I hereby agree that I am responsible for my own emotional and physical wellbeing and safety and that if I have a problem with someone or something in this training, I will ONLY talk to a CEEL trainer or a CEEL training assistant.

I certify that I am participating in this training of my own free will, am committed to my own learning success and will take full responsibility for my learning processes and the integration and application of those learnings into my life. Furthermore, I am physically and psychologically fit to fully participate in this training and know of no reason why my participation in this training would do me harm of any nature and thus hold harmless CEEL, the trainers, assistants and other participants for the results of any portion of the training in which I voluntarily participate. If this does not accurately reflect my situation, I agree that I will notify CEEL trainers before participating in this training.

I fully agree to follow the CEEL model process and to participate openly, honestly and flexibly throughout the CEEL facilitator training and peer group facilitation practice to support both my own and other participants’ learning.

I understand and agree that the philosophy guiding CEEL facilitator training is that the process works with and facilitates body mind communication and connections. CEEL is a model focused on bringing forth innate wisdom and I will allow my learning to be guided by this orientation and comply with the CEEL guiding principles and processes.

I will engage in peer facilitation process practice and interact with other participants, CEEL trainers and training assistants in a timely, professional, and responsible manner, and will avoid the use of abusive, discriminating language, sexually explicit or derogatory comments, or overly critical responses, appreciating that each of us has a right to our opinions, perceptions and to respect.

I agree to protect the privacy of other participants. This includes all indoor class based and outdoor sessions, peer group meetings, online groups, or via e-mail, and will not discuss other people’s behaviors, communications, opinions, beliefs, experiences, or share contact information with anyone without their permission. This includes photos, group and review information, presentations, whiteboard content, videos, activities or/and anything raised by participants during training.

I understand that this is a professional training environment and I am responsible for my own self- care, not only for my own well-being but also to avoid adversely impacting other participants.  As such, I agree that I will attend to my own self-care needs and being well rested and resourced prior to and during participation in the training.

To get the most out of CEEL training I will be ready at the start time each day and be prompt on re-starting after breaks. If I arrive late I will do so quietly causing minimal disturbance to the group. I will inform the trainers or training assistants of any such arrangements or disturbances prior to the training starting.

I understand that CEEL training requires participants to step outside of their comfort zone into a learning and growth zone and this requires a degree of vulnerability. As such, the physical, mental, emotional and spiritual safety of all trainee participants, horses, trainers and assistants are paramount to CEEL training. Therefore, CEEL trainers will monitor and determine the degree of all aspects of safety mentioned above during training events, and reserves the right to terminate a participant’s involvement at any stage in order to maintain this safety and the teaching and integrity of the CEEL model learning process for the benefit of all parties involved. If this occurs, a portion of money paid will be refunded according to the number of days of training remaining and all training materials/manuals are to be returned to CEEL.

CEEL is not liable for any costs incurred as a result of termination, such as but not limited to, travel and accommodation costs.

I agree to protect the confidentiality of any and all materials supplied as part of CEEL’s program.

I will not record any class, online or in person session and will not use any copyrighted materials provided. The training may be recorded but only after receiving permission from all participants. These recordings will only be for the use of participants and will be destroyed after the end of the training unless otherwise discussed.

I will not give any CEEL teleclass/online login numbers, contact information of fellow students, or access information to anyone.

## Liability disclaimer

CEEL will do its utmost best and use all reasonable endeavours and resources to carry out this contract as agreed upon and scheduled training. However, CEEL shall not be liable for any loss (whether direct or consequential) suffered by the participant.  In the event of CEEL being unable to complete the training in whole or in part due to matters beyond its reasonable control, which may include but not limited to, events such as illness, strikes, flight cancellations or other labour disputes, shortage of materials, equine movement restrictions or illness, accident or break-down of motor vehicles or other forms of transport, errors made by staff in making booking arrangements, other delays in travel, riot, civil unrest or war, extreme weather or fire ban days, or natural disasters such as bushfires, floods, earthquakes, or severe storms.

CEEL shall not be liable for any indirect or consequential losses suffered or incurred by the participant including without limitation, loss of profit, loss of goodwill, loss of contract or loss of opportunity and where applicable, our liability to compensate the participant shall not in any event exceed the amount we recover under any professional indemnity insurance policy in relation to the claim.  The participant recognises that the limitations of liability contained in this clause are reasonable in that the fees are dependent upon such limitations being incorporated in each contract made with the participant.

I agree that CEEL and the CEEL trainers do not provide or purport to provide me with any medical, health, psychological or professional advice or service or any other personal or professional service while conducting training.

 I understand and agree that I should seek if necessary, the advice of my own medical practitioner, health professional or other relevant competent professional before trying or using any information, exercises or techniques taught in this training if necessary.

I understand that this work has the capacity to enable people to quickly and easily access challenging material, and although this program may raise unresolved emotional issues it is NOT intended to provide a therapeutic environment or to be a substitute for ongoing counselling or psychotherapy and that unresolved issues that may surface and which may warrant counselling, will be at my own expense.

*Warning: If you suffer from serious medical or psychological conditions, please consult your doctor or health-care professional before attending this training or utilising any of the processes or information contained in this training or the training materials to ensure it is appropriate to do so.*

CEEL and the CEEL trainers jointly and severally, make no representations or warranties with respect to the accuracy, reliability, sufficiency or completeness of the contents of this training and specifically disclaim any implied warranties or merchantability or fitness for any particular purpose. There are no warranties that extend beyond the descriptions contained in this paragraph.

I agree that the accuracy and completeness of the information provided in the training and the opinions stated therein are not guarantees, nor warranties to or towards the production of any particular result, and the advice and strategies contained therein may not be suitable for every individual.

I agree to attend the CEEL facilitator training with the explicit understanding that neither CEEL or the CEEL trainers shall be liable for any direct or indirect loss of profit or any other commercial damages, including but not limited to special, incidental, punitive, consequential or other damages. In implementing or utilising any part or portion of this training or training materials for my own use privately with my own clients, I agree to do so at my own discretion and at my own risk and to not hold, nor attempt to hold CEEL or the CEEL trainers liable for any loss, liability, claim, demand, damage and all legal cost or other expenses arising whatsoever in connection with the use, misuse or inability to apply the materials or learnings.

I understand that the CEEL certificate awarded upon the successful completion of the training is deemed to be acknowledgement of attendance. If I wish to become CEEL certified for the training I have completed, I am required to complete relevant post training assessment.

I understand that it is my responsibility to determine any additional qualifications and/or formal certifications necessary to offer equine facilitated or therapy services in the contexts, facilities or locations chosen by me.

I understand that CEEL does not represent or guarantee that equine facilitators will be able to profit from activities as a CEEL facilitator, or attain any particular amount of revenue by offering equine experiential learning services. I agree that my level of success as an independent provider will be solely determined by my personal efforts, abilities and resources.

I agree that successful completion of training as a CEEL facilitator shall not be deemed or construed as creating a joint venture or partnership between CEEL and myself.

I understand that if I am found unfit to participate in this training for any reason by CEEL trainers, I will be required to leave the training immediately and return all training materials/manuals provided. After discussions will be entered into, CEEL trainers will be the sole judge.

I understand that this training provides me with skills that support my other coaching or therapy skills with my clients and that I am NOT qualified or certified to teach or share with others the content of this training. I understand that because of the nature of this training that it is not suitable to openly discuss the content of it with anyone and I will be discerning about whom I discuss it with.

I understand that CEEL reserves the right if required to remove my participation in and membership of support or other online groups should I be in breach of any of the professional or ethical standards specified in the CEEL Participant Agreement, Guiding Principles, and Code of Ethics. I also grant CEEL permission to disclose whether an individual has completed full training or not to a member of the public if an enquiry is made. I agree that I cannot and will not represent myself as a certified CEEL facilitator unless I have completed the appropriate levels of training and completed the relevant post training assessment.

### Copyright

CEEL retains all copyrights on its model and all materials supplied.

I understand that CEEL and the CEEL facilitators have used their best efforts in preparing this training and respective training material. The CEEL facilitator training contains ideas, opinions, tips and techniques for enhancing human growth, learning and transformation. The training and respective materials are intended to provide helpful and useful information on the various topics covered in the training.

### No affiliation with third party experts

References are made to the works of Peter Levine, Bessel van der Kolk, Robert Scaer, Laurence Heller, Caryn Scotto d‘ Luzia, Bruce Lipton, David Hawkins, Marshall Rosenberg, Karla McLaren, among others. The Centre for Equine Experiential Learning does not represent any of these individuals or their respective organisation. Every attempt has been made to give these individuals and their respective organisation full credit for their works. Any omission or oversight of acknowledgement is unintended.

### Intellectual property rights

1. Nothing in these terms grants me any intellectual property rights in respect of the CEEL model training and materials provided. I may not use any intellectual property without prior written consent and must comply with any conditions CEEL imposes in relation to such use.
2. I must notify CEEL immediately if I become aware of any actual or threatened infringement of any intellectual property rights and must provide all reasonable assistance in relation to preventing such infringement.
3. I acknowledge that the value of intellectual property right is such that an award for damages might not be an adequate remedy for breach of this clause and that we may, without having to prove any actual damage, take any action or seek any remedy including seeking an injunction.

### Limitation of liability and indemnity

1. To the extent permitted by law CEEL and all other persons involved in the preparation, production and presentation of the training and materials (third parties), will be under no liability whatsoever to me in respect of any loss or damage (including consequential loss or damage) which I may suffer or incur (directly or indirectly) in connection with or as a result of the training or these terms whether arising from any act or omission, negligent or otherwise, by CEEL or the third parties.
2. Without limiting clause (a), if CEEL or a third party are rendered liable in any way in relation to, or arising from, the training or these terms, such liability will at CEEL’s option or the third party’s option as appropriate and to the extent permitted by law be limited to refund of the training fees.
3. I indemnify CEEL and each of its representatives on a full and continuing indemnity basis from and against any liability or claim arising directly or indirectly in relation to my breach of these terms or any act or omission negligent or otherwise by me.

### No warranties

1. CEEL training and materials are provided without warranties of any kind, either express or implied and any condition or warranty which would otherwise be implied in these terms is excluded.
2. Where legislation or other law implies any condition or warranty in relation to these Terms and that law avoids or prohibits provisions in a contract excluding or modifying the application of or exercise of or liability under such condition or warranty, the condition or warranty is included or implied in these Terms. CEEL’s liability under any such condition or warranty will, at CEEL’s option and to the extent permitted by law, is limited to the registration fees.

### Governing law

The laws of Victoria govern these terms and the parties expressly submit to the exclusive jurisdiction of the courts and tribunals of that state.

### Privacy

CEEL and its representatives will handle your personal information in accordance with common privacy policies and may also use your personal details to send you details and emails about current and future products relating to the training events. You may request to be removed from the CEEL mailing list at any time directly via mailchimp or by emailing CEEL with a request.

### Disclaimer

1. You expressly acknowledge that in the course of undertaking the training you will be in the outdoors and interacting with horses, which are all at your own risk.
2. To the extent permitted by law, CEEL expressly disclaim any liability to you for:
3. any injury to you or loss to a your property however occurring before, during or after a training or while you are on premises where training is held;
4. any negligent acts or omissions by CEEL, trainers or assistants occurring before, during or after a training while you are on training premises;
5. any breach of contractual duty or obligation CEEL owe to you in relation to personal safety before, during or after a training while you are on training premises;
6. breach of any duty CEEL owe to you as an occupier of training premises;
7. breach of any statutory duty which CEEL, directors, trainers, assistants may owe to you; and
8. any other liabilities howsoever caused arising as a result of your undertaking a CEEL training or entering into training premises.

### Replacement facilitator

Where a specific facilitator is scheduled to run a training module and is unable to fulfill this commitment, CEEL will make reasonable efforts to ensure a suitable replacement facilitator is provided.

### Change of venue or sequence of material

CEEL may change the venue and sequence of the training content for any reason such as but not limited to extreme weather or issues with horse. CEEL may vary the training content to deal with any unforeseen equine or group circumstances, provided the content of the training is not substantially altered.

## Termination policy

CEEL reserves the right to terminate your participation in training if certain behaviors are present such as:

1. An inability to demonstrate genuine cooperation and respect for other participants and trainers
2. Behavior which is deemed to be unethical or unsafe, as defined by the CEEL Participant Agreement, Privacy and Confidentiality and Code of Ethics
3. Non-payment of tuition
4. Inability to follow direction such as in, but not limited to peer facilitation practice, not following the training processes being taught, or safety issues
5. Disruptive influence during in-person training, via email or online
6. Infractions of CEEL privacy and confidentiality as per this agreement
7. Subversive activities – including but not limited to triangulation, bullying, discrimination, or harassment

## Participant grievance procedure

The primary objectives of this participant grievance procedure are to ensure that participants have the opportunity to present grievances and that CEEL has a consistent way of resolving those grievances in a fair and just manner. A participant may pursue a grievance if he or she believes that a representative of the CEEL organisation has violated his or her rights including alleged discrimination on the basis of race, color, religion, sex, age, national origin, or disability as well as problems arising in the relationship between a participant and CEEL or its trainers that are not governed by other specific procedures outlined in this participant agreement.

Upon request from any participant, CEEL will provide guidance about the appropriate system for redress.

1. **Informal resolution** - Prior to invoking the procedures described below, the participant is strongly encouraged, but not required, to discuss his or her grievance with the person alleged to have caused the grievance. The discussion should be held as soon as the participant first becomes aware of the act or condition that is the basis of the grievance. Additionally or in the alternative, the participant may wish to present his or her grievance in writing to the person alleged to have caused the grievance. In either case, the person alleged to have caused the grievance must respond to the participant promptly, either orally or in writing within five (5) business days.
2. **Initial review** - If a participant decides not to present his or her grievance to the person alleged to have caused the grievance, or if the participant is not satisfied with the response, he or she may present the grievance in writing to CEEL. Any such written grievance must be received no later than 30 calendar days after the participant first became aware of the facts that gave rise to the grievance. An informal investigation as warranted will be conducted to resolve any factual disputes. Upon the participant’s request, an impartial fact-finding panel of no more than two people may be called upon to conduct an investigation.

CEEL must state the terms and conditions of the investigation in a memorandum appointing the fact-finding panel. A fact-finding panel appointed hereunder shall have no authority to make recommendations or impose final action. The panel’s conclusions shall be limited to determining and presenting facts to CEEL in a written report. Based upon the report of the fact-finding panel if any, CEEL shall make a determination and submit a decision in writing to the participant and to the person alleged to have caused the grievance within ten calendar days of receipt of the panel’s report. The written determination shall include the reasons for the decision, and shall indicate the remedial action to be taken if any.

1. **Appeal procedures** - Within ten calendar days of receipt of CEEL’s decision, a participant who is not satisfied with the response of the initial review may seek further review by submitting the written grievance, together with the written decision to a director of Applied Wisdom. This action will be limited to a review of the basis for the administrator’s decision and need not involve a de novo factual investigation. He or she may, but is not required to, direct that further facts be gathered or that additional remedial action be taken. Within 15 calendar days of receipt of the request for review, shall submit his or her decision in writing shall be submitted to the participant and to the person alleged to have caused the grievance. The written disposition shall include the reasons for the decision, and it shall direct a remedy for the aggrieved participant if any.

## Certification

### Certificate of attendance

You are awarded a certificate of attendance on completion of each module provided that you have adhered to this participant agreement and have attended ***and participated******in*** not less than 98% any given module. This certificate does not recognise competency, and as such you are not a Certified CEEL Facilitator.

### Certificate of competency

You may be awarded a certificate of competency that recognises your achievement and acknowledges that you are a **Certified CEEL Facilitator** (for the relevant module – such as Working with Individuals).

To attain a certificate of competency, the following criteria must be met:

* You have been awarded a certificate of attendance for the relevant module
* All payments for the relevant module have been made
* Full participation in peer facilitation activities and other participation requirements
* Satisfactory completion of post training assessment in the form of case studies relevant to the respective modules
* Evaluation of the relevant module is completed and returned to CEEL

### Assessment

To receive a certificate of competency in each of the Centre for Equine Experiential Learning Facilitator training modules, participants are required to successfully complete 3 types of assessment tasks outlined below.

**TASK 1: GROUP DISCUSSION AND PARTICIPATION** – Participants productively contribute to large and small group discussions, reviews, problem-solving, and presentations

**TASK 2: PRACTICAL** – Participants participate in various practice sessions in dyads and triads, to develop various aspects of equine experiential facilitation skills for application of techniques and processes.

Participants participate experientially in activities, processes and specific techniques, designed to develop knowledge and skills in technologies of equine experiential facilitation, for use in helping clients with challenges or desiring personal development.

**TASK 3: WRITTEN –** Participants submit a relevant case study as per the requirements of the respective module.

### Attendance requirements

As part of the certification requirements, participants must adhere to the following attendance guidelines.

1. In order to receive certificate of attendance and certificate of competency for any training a participant may miss no more than 2% of the overall training.
2. Trainers are to be notified in advance if you expect to miss any of the training – this includes being present but not participating in the training activities.

### Evaluations

Evaluation of your experience of each CEEL training that you attend is necessary for you to receive your certificate of competency. On completion of the module, you will receive an evaluation to complete and return. The purpose of the evaluation is for CEEL’s continuous improvement, and individual answers will have no bearing on your competency assessment. Honest and candid answers are encouraged and greatly appreciated.

### Outcome agreement

I hereby agree that a CEEL facilitator acts professionally and ethically at all times and operates through an integrated approach of flexibility, balance, personal responsibility and ecology, with a focus on guiding wise, ecological and beneficial insights, decisions and outcomes for everyone. I agree that as a CEEL facilitator I will not infringe the legal or moral rights of clients or other individuals and that I will only use the CEEL learnings, skills, techniques and training materials for lawful and ethical purposes.

I agree that a CEEL facilitator training does NOT involve the provision of any form of medical, psychological or healthcare advice or services, and hereby agree never in any way to represent CEEL facilitator training as involving such. I agree that before working with a client I will clearly ascertain whether they suffer from medical or psychological conditions and ensure that both I and the client consults an appropriate health-care professional before providing or utilising any of the processes or information contained in the CEEL facilitator training or the training materials, to ensure it is appropriate to do so.

I understand that certification as a CEEL facilitator is not guaranteed by attendance alone, and requires successful completion of the criteria outlined in the Certification section of this participant agreement.

CEEL reserves the right to modify these terms and conditions at any time.

**Signed in agreement of with CEEL Participant Agreement and Learning Contract:**

Electronic signature: Type your name

Or written signature: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## CEEL Code of Ethics

All CEEL facilitators must adhere to the CEEL Code of Ethics. This code serves as a standard of ethics and professionalism for all graduates and associates of the Centre for Equine Experiential Learning. The code outlines the basic philosophies that serve to guide professional equine experiential learning facilitators in the conduct of business and practice.

The purpose of these high standards of ethics and professionalism are established to instill confidence in clients, professionals and within the communities. The ethics code is based on the fundamental values of all elements of safety and well-being of both clients and horses. Ethical decisions and conduct should be consistent in the letter and spirit of the code. Failure to act in accordance with the code may result in loss of association or certification with CEEL. It is our passion to assist with the building of the emerging field of Equine Experiential Learning as a valid, professional, safe and respected avenue for growth, learning and ultimately, transformation. It is therefore required that all facilitators maintain the utmost standards of ethics, professionalism and integrity.

* To always conduct themselves to the highest levels of ethics, integrity, accountability and responsibility and to provide the highest quality of service and care in supporting and assisting clients in personal growth and learning.
* To treat all clients, potential clients and horses with dignity, confidentiality and respect and honour the value of all and protect the safety, welfare and best interests of both clients and horses.
* To always consider physical and emotional safety concerns of both horse and human. This includes safety when partnering with horses and the maintenance of a safe facility and equipment.
* To accurately represent their levels of qualifications, expertise, title, competence and experience in order not to mislead, misrepresent or defraud. Unless qualified elsewhere, any therapeutic approaches are to be implemented in partnership with a qualified and licensed mental or health specialist and in a respectful manner, maintaining the privacy and rights of confidentiality of all clients and to not become sexually or romantically intimate with any current clients.
* To not offer guidance, advice or council in any specialised area in which you are *not* qualified or licensed to do so. For example, CEEL facilitators do not provide medical, psychological, legal or financial advice (unless they are separately certified or licensed by the appropriate professional body to do so).
* To take all reasonable steps to notify the appropriate authorities in the event a client discloses an intention to endanger self or others.
* To maintain the good reputation of CEEL and the field of horse human interactions and learning.
* To not knowingly mislead or make false claims about what clients will receive from the equine experiential learning and coaching process.
* To clearly state up-front to all clients and potential clients, the terms of any commercial agreements and arrangements including the expectations of both parties.
* To honor all agreements or contracts with clients.
* To disclose any anticipated compensation from third parties that may be received for referrals of clients.
* To obtain written permission from any client or potential client before releasing their names as referees or inclusion of their image in promotional materials.
* To strictly respect the rights of clients' confidentiality except as expressly permitted by the client or potential client in writing or as required by law.
* To continually evaluate the progress of clients and promptly refer or recommend other facilitators, coaches, therapists, appropriate professionals or resources when these are in the best interest of, and more appropriate to the clients' needs.
* To avoid all conflicts of interests and give notice of such potential conflicts to clients before they arise or as soon as is practically possible.
* To maintain, store, and dispose of any client records in a manner that promotes confidentiality, security and privacy and complies with all applicable laws and agreements.
* To respect all copyrights, agreements, work, intellectual property, trademarks and comply with all laws covering such areas.
* To avoid facilitating minors (people under the age of 18) without the express written consent of their parent, guardian or teacher as appropriate.
* To comply with all laws and by-laws of the State and Country of residence along with the guidelines pertaining to the scope of his/her practice and limitations of business and, if clients are based abroad, also comply with the laws of the clients' country.
* To ensure that all advertisements and promotional materials, whether verbal or written, are legal, decent, truthful, honest and in compliance with the requirements of the Advertising Standards Authority in the country of use.
* To regularly evaluate one’s own professional strengths and limitations and seek to continually improve oneself, knowledge and profession through ongoing education and training.
* To treat other assistants, associates, partners and professionals courteously and to respect their views, ideas and opinions.
* To share information, experiences and ideas that will help to build community and benefit, strengthen, and improve the effectiveness and professionalism of the field of Equine Experiential Learning.
* To not participate in, condone or be associated with dishonesty, fraud, deceit, illegal activities, or misrepresentation of self, others or horses including personal conduct which adversely affects the quality of professional services delivered or cause harm to the reputation of the equine learning profession.
* To maintain the highest standards of professional integrity, I agree to abide by this Code of Ethics and to display or make a copy of this Code freely available to clients if they request it.

**Signed in agreement of with the CEEL Code of Ethics:**

Electronic signature: Type your name

Or written signature: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_