

LYONS LEGACY EQUESTRIAN ACADEMY



PROFESSIONAL HORSE TRAINING PROGRAM

COURSE CATALOG

3rd Edition 2024

Lyons Legacy Equestrian Academy

Professional Horse Training Programs

Mailing Address:

28209 N. 139th St.
Scottsdale, AZ. 85262
Office: 615-379-1056

Training Location Address:

Wildcat Ranch
14841 E. Wildcat Rd.
Scottsdale, AZ. 85262

Auxiliary Training Location:

Chaparosa Ranch
31316 N. 152nd St.
Scottsdale, AZ. 85262

www.LyonsLegacy.com

Email: cert@lyonslegacy.com

TABLE OF CONTENTS

| | |
|--|---|
| Our Mission | 2 |
| Programs Offered | 2 |
| Description of Training Facility | 2 |
| Staff Introduction | 3 |

General Information

| | |
|--|---|
| School Calendar | 4 |
| Entrance Requirements | 4 |
| Credit for Previous Training | 5 |
| Placement Assistance | 5 |
| Attendance Policy | 5 |
| Leave of Absence / Re-Enrollment | 5 |
| Conduct Policy | 6 |
| Postponement / Cancellation Policy | 6 |
| Personal Photos / Videos | 6 |
| Spectators | 6 |
| Horse Rental | 6 |

Program Outline / Curriculum

| | |
|--|---|
| L1 – Core Skills & Fundamentals Horsemanship | 7 |
| L2 – Intermediate Professional Horseman | 8 |
| 5-Day Intensive Horse Training Workshop | 9 |

Tuition and Costs

| | |
|--|----|
| L1 – Core Skills & Fundamentals Horsemanship | 10 |
| L2 – Intermediate Professional Horseman | 11 |
| 5-Day Intensive Horse Training Workshop | 12 |
| Refund Policy | 13 |
| Grading Policy / Scale | 14 |
| Final Assessment / Graduation | 14 |
| Reporting Grades / Records Retention | 15 |
| Student Grievance Procedure | 15 |

OUR MISSION

Lyons Legacy Equestrian Academy strives to produce educated horse owners and trainers by means of hands-on-training, seminars, clinics, and private instruction. This education is unique as it applies to all disciplines to attain new levels of skills and performance.

While we have been teaching horsemanship courses and producing the very best horse trainers, we've been studying new methods and improving the ways in which they are taught. As a result of these changes, we are excited to bring you a suite of the world's most comprehensive and effective horsemanship training courses. Our goal is to promote the advancement of both horse and student through the implementation of the highest quality horse training and horsemanship services.

We aspire to empower you with the skills to become a horse trainer who is ready to launch or build upon a successful career doing what you love everyday while making a positive impact on the lives of horses and their owners.

We know you will find our courses challenging as well as fulfilling and look forward to having you join our team of Lyons Legacy Trainers.

PROGRAMS OFFERED

Lyons Legacy Equestrian Academy offers three training programs

- L1 – Core Skills and Fundamentals Horsemanship Program
- L2 – Intermediate Professional Horseman Program
- 5-Day Intensive Horse Training Workshop

All our programs are hands-on training with small class sizes to ensure a one-on-one atmosphere for each student.

DESCRIPTION OF TRAINING FACILITY

Amenities of Training Facilities

Wildcat Ranch
14841 E. Wildcat Dr.
Scottsdale, AZ. 85262

- 5-acre training facility
- Barns equipped with stalls for student's horses
- Tack room, laundry room, utility room
- Classroom and bathrooms
- RV hookups and hay shed
- 120' x 240' outdoor arena
- 2 – 60' Round pens
- BBQ & Fire pit area

Chaparosa Ranch
31316 N. 152nd St.
Scottsdale, AZ. 85262

- Outdoor riding arena
- Covered Riding Arena
- Barn and stalls
- Wash racks
- RV Hookups
- Casitas for rent

STAFF INTRODUCTION

Lyons Legacy Equestrian Academy

Owner / Instructor: Josh Lyons

Josh Lyons has been training horses and horse owners professionally since 1995. Josh has been teaching our training programs since 1998 and developed Josh Lyons LLC in 2002. Josh's passion for communication with horses as well as their owners has sent him all over the country teaching and demonstrating his methods. Josh has graduated over 400 students that have attended his horse training programs in the state of Colorado.

Owner / Director: Jana Lyons

Jana Lyons has been owner of Josh Lyons LLC since 2002. Jana currently handles all business operations from recruiting and being point of contact for students, scheduling events, budgeting, and maintaining inventory.

Office Manager: Kristen Bosgraf

Kristen Bosgraf has worked in admissions and marketing since 2001 for equine education programs. Kristen is a graduate of Meredith Manor and certified riding instructor. Kristen's personal passion for horses and educational background gives her a unique ability to guide prospective students along their educational path to find success in the horse industry.

Program Consultant: Michele Lenard

Michele Lenard has graduated from Josh Lyons Horse Training Programs in the state of Colorado. She has worked with the Lyons team since 2006 in and out of the office. Michele currently handles student files and state reporting documents that refer to the Academy in Colorado as well as Arizona.

GENERAL INFORMATION

School Calendar

Our office hours are Monday – Friday 9:00 am – 5pm

L1 & L2 Programs are offered in two 2-week sessions. 5-Day Intensive is offered in one week. Typically, class days are Monday thru Friday from 9:00 am to 5:00 pm. There is an hour and a half lunch break given. We adjust our class schedule to work around most holidays.

Lyons Legacy Equestrian Academy office will be closed on the days listed below:

- November 22-December 2
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day

Please refer to the school calendar on our website for scheduled program dates.

www.joshlyons.com/events/

Entrance Requirements

Lyons Legacy Equestrian Academy requires that applicants meet the following criteria for L1- Core Skills and Fundamentals Horsemanship Program and L2- Intermediate Professional Horseman Program:

- All students must be at least 16 years of age.
- Resume including all past horse experience and career opportunities in the equine industry with a brief description of your training goals.
- Three-character references we may contact to validate your work ethic, integrity, and character.

Applicants need to have a willingness to learn the Lyons' method in horse training and have 100% dedication to succeed in the course. Due of the extensiveness of the 4-week program (2 –2-week increments) self-motivation is a must.

Our enrollment process consists over a period of about 1 year. Applicants are accepted as the applications are received into our office. There is only one instructor. We accept a maximum of 10 students per class. The applicants will know their acceptance within 3 days of the day that we receive their application. They are notified by phone, and by email, of their status. We take applications for the current year up until one week before the first day of class. Any other applications that come in during that time have the option to be put in the following program.

5-Day Intensive Horse Training Workshop

- Students must be 16 years of age or older.
- For individuals that are actively riding and training their horse.

We accept a maximum of 15 students per class.

Horse & Rider: Horse training programs are physically demanding. Please insure you healthy and able to participate. Student is responsible for the care, feeding, and cleaning of their stalls during their stay. The school does not discriminate based on race, sex, religion, ethnic origin, or disability.

Credit for Previous Training

Lyons Legacy Equestrian Academy does not accept credit for previous education, training, or work experience (experimental learning).

Placement Assistance

Lyons Legacy Equestrian Academy does not guarantee job placement upon program completion or graduation.

Attendance Policy

Being on time shows professionalism and sets us all up for successful learning sessions. For the L1 and L2 programs attendance is listed below.

- a.) Full-time attendance is a total of 160 clock hours. 80 clock hours per session. 40 clock hours per week. Each program is split into 2-week increments. Session I (weeks 1 and 2) equals 80 clock hours. Session II (weeks 3 and 4) equals 80 clock hours. This is a total of 160 clock hours per program.
- b.) Students are required to arrive on time to class each day. Due to the length of the program, it is highly encouraged that each student is in class 100% of the time.

If a student must miss up to 3 days of class in a program, make up work can be scheduled and will always be based on availability. Student must make arrangements with the instructor for a makeup session to cover each day of missed material. Makeup work will be an additional fee of \$500 per session that was missed.

Make-up work is scheduled at the discretion of the instructor. If the student is unable to make up missed class time or misses more than 3 days, the student will be unenrolled in the current program and will need to reenroll in the next scheduled class that has availability.

Due to the length of the program, failure to arrive on time to class or any missed classes without making up missed class time will result in the student not receiving a certificate of completion.

Leave of Absence Policy

Due to the length of our programs, we do not offer a leave of absence. Students who are unable to continue class for medical reasons, or severe personal problems will need to un-enroll in the current program and re-enroll when there is availability.

Our institution complies with the Refund policy on page 13 of this catalog in the event of the student may need to un-enroll in the current program.

Re-Enrollment Policy

In the event the student must re-enroll in a scheduled program, a new enrollment agreement must be completed and appropriate fees applied.

If student was un-enrolled in a previous program, training and attended class tuition may be transferable from the previous program if the student had a passing grade during the duration of their training.

Instructor will have final authority.

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property.

While we rarely see it, please be aware that rude, threatening, disruptive or disrespectful behavior can result in termination of a student's program without refund. This includes behavior with other students, staff, or our extended community in person, over the phone, text, or through any form of online communication such as email or social media. Similarly, any type of mistreatment of an animal can result in termination of a student's program. If the instructor feels that a student's behavior is disruptive or unprofessional, or there is mistreatment of animals in any form, this can result in a warning or immediate suspension or termination of that student's program.

Termination shall be at Josh Lyons' discretion. Josh Lyons has final authority and shall notify the student of the final decision in writing.

Postponement / Cancellation Policy

Lyons Legacy Equestrian Academy reserves the right to reschedule the program start date when the number of students enrolled is too small. If Josh is unable to teach a clinic due to extenuating circumstances, he may elect a Lyons Trainer to teach the program on his behalf, no refunds or discounts will be given. Postponement of starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a) Whether the postponement is of the convenience of the school or the student; and
- b) A deadline for the new start date, beyond which the start date will not be postponed.

If the school ceases to offer a program for any reason, enrolled students and the Arizona State Board will be notified immediately and 100% of all tuition paid will be returned to the student no later than 30 days after the notice is served.

Personal Photos / Videos

Photos are meant to be for your personal use only, not for commercial purposes or public viewing. You are not authorized to publish or display photos taken of Josh & Jana Lyons, staff, family, or anyone else at the Lyons Legacy Training Facility without written permission from Lyons Legacy Equestrian Academy and the person or people in the photo. Josh Lyons encourages students to write down lessons, use videos as necessary but remember this information for you and not for public viewing.

Spectators

Auditors are authorized to attend for a daily fee. They must bring their own seating to the clinic. Please contact our office to make a reservation.

Lyons Legacy Horse Rental

Lyons Legacy Equestrian Academy has a limited number of horses available for an additional cost of \$1,200 per L1 or L2 program. For the 5-Day Intensive Horse Training Program the cost is \$350 for the week. Participants who lease one of our horses are expected to care for their leased horse during the program. However, we will provide the feed, veterinary, and farrier care for all of our leased horses. Participants are required to provide daily care (i.e. feed, clean stalls, groom) Those participants who choose to lease a horse will be required to bring their own equipment (i.e. saddle, pad, bridle, & brushes). Please contact us to make necessary arrangements if leasing a horse for a program.

PROGRAM OUTLINE / CURRICULUM

L1 – CORE SKILLS AND FUNDAMENTALS HORSEMANSHIP PROGRAM

The L1-Core Skills and Fundamentals Horsemanship Program is designed to teach the Lyons' conditioned-response training methods in greater depth to people seeking more knowledge and understanding in the equine field. This program is an excellent educational opportunity for those of you who are looking to improve your personal horse training knowledge and skills. This program helps individuals develop leadership skills utilizing personal strengths along with individual differences and learning objectives.

The methodology of this program is in a league of its own. The uniqueness of the program is the ability for each individual to develop their own personal strengths to form their own training techniques. The format of the program is consistently evolving to give each student the most updated and progressive training techniques available. Each lesson is taught in the safest method possible to ensure the safety of horse, trainer, and rider. 40 Clock hours per week. 160 total clock hours per program.

Highlights

Week 1: Core Fundamentals

- Five Releases
- Five Foundation Steps
- Wesson Lesson
- Bridle Work
- Mark Training
- Trailer Loading

Week 2: Groundwork and its Application

- Longlining
- Picking up the horses' feet

Week 3: Starting the First Rides

- Desensitizing the blanket and its importance to emotional control
- How to cinch up a horse for the first time with no complications
- Adding the longlines into ground driving with saddle
- First ride / starting with the backup
- How to introduce your legs
- Teaching horse to stay between the reins and perfecting the guide
- Locking horse on to circle for speed control
- Teaching the serpentines exercise with the shoulder then adding the hindquarters

Week 4: Building the Confident Horse

- Hand Position and its importance
- Different types of reins-how and when to use them
- Starting lead departures
- Transition work through speed

L1 – Horse Requirements

Two broken horses or one broken horse and one unbroken horse. The broken horse must be able to be ridden in a group safely. Horse must be able to walk, trot, and canter. Age is not important but both horses must be in good health and sound. Coggins papers are required. If traveling out of state health certificate is required. NO STALLIONS (Horses can be leased through Josh Lyons LLC. Upon request for a fee of \$1,200 per horse per program) Students must bring all personal tack and riding equipment and everything necessary to take care of their own horse. We have tack available for purchase if necessary.

pg. 7

PROGRAM OUTLINE / CURRICULUM

L2 – INTERMEDIATE PROFESSIONAL HORSEMAN PROGRAM

The L2 – Intermediate Professional Horsemanship Program builds on the curriculum of the L1 – Core Skills and Fundamentals Horsemanship Program to produce horse trainers with a passion for performance training. It is structured to specifically target and refine the training techniques needed to go to the show pen or train higher level performance-based riders and clients. This program will take you and your horse at the performance level you are currently at and move you to the next level and produce benefits of a highly trained horse who consistently performs above and beyond in any circumstance. For many this is reining, dressage, cutting, jumping, western pleasure, etc.

Many graduates go on to compete in various disciplines and specializations. This course will take training to the next level of performance and will focus primarily on improving the level of finish work in both, the horse and the trainer. 40 Clock hours per week. 160 total clock hours per program.

Highlights

Week 1: Advance Rider - Starting the Performance Horse

- Locking the horse on a circle
- Starting framework on the circles
- Flying time, take off, and landings
- Draw and rein work to control the shoulders

Week 2: Emotional Training and its Importance to Control

- Serpentine
- Reverse Arch
- Diagonals
- Gear work for speed

Week 3: Lead Changes made Easy

- Lead Departures
- Hindquarter control
- Leg Work
- Flying lead changes made easy

Week 4: Building the Confident Stopper

- Line Work
- Locking the horse into a line
- Stops and the 3 parts
- Hunting the Stop
- Spins / Rollbacks
- Show pen application

L2 - Horse Requirements

Two broken horses. Horse must be able to walk, trot, and canter. Age is not important but both horses must be in good health and sound. Coggins papers are required. If traveling out of state health certificate is required. NO STALLIONS (Horses can be leased through Josh Lyons LLC. Upon request for a fee of \$1,200 per horse per program) Students must bring all personal tack and riding equipment and everything necessary to take care of their own horse. We have tack available for purchase if necessary.

PROGRAM OUTLINE / CURRICULUM

5-Day Intensive Horse Training Workshop

This workshop is for the highly motivated horse person looking to take their knowledge of horses and training to the next level. You will learn the foundation techniques needed to train horses effectively and safely.

Regardless of discipline, this simple to apply method decreases the ability for the horse to give the wrong answer! Our goal is to empower the rider with competence and confidence to improve performance long after the workshop is over.

One of Josh's greatest strengths is in taking a horse and rider team to the next level of performance, thru understanding the use and engagement of the horse's body.

When you choose to participate in this program you can expect to learn new skills and exercises necessary to take back home to continue your training program. The amount of knowledge you will have at your disposal is literally endless. Josh will give you as much information as you want and is willing to work as hard as you are to achieve your goals. You and your equine partner will not only work hard but you are guaranteed to laugh and learn while finding your way to the goals you set for yourself. You can expect limited classroom time and lots of wet saddle blankets.

Our clinics are not a competition, they are safe place to learn new innovative ways to effectively train your horse. Small class sizes (no more than 15) allow coaching and evaluation to build your skills in a fun, supportive setting. 40 Clock hours total.

Highlights:

- You can expect topics such as:
- Hip & Shoulder Control
- Improved Seat & Hand Cues
- Speed Control, Lead Departures
- Collection & Frame
- Stopping & Backing Up
- Various Problem Solving, Plus Much More!

Horse Requirements

One horse is required. Horse must be able to walk, trot, and canter. Age is not important but must be in good health and sound. Coggins papers are required. If traveling out of state health certificate is required. NO STALLIONS (Horses can be leased through Josh Lyons LLC. Upon request for a fee of \$350) Students must bring all personal tack and riding equipment and everything necessary to take care of their own horse. We have tack available for purchase if necessary.

PROGRAM TUITION AND COSTS

L1 – Core Skills and Fundamentals Horsemanship Program

- Consists of four weeks of training: two, two-week sessions. Each week typically runs Monday through Friday, 9am to 5pm with an hour to an hour and half lunch break each day. There is a two week break between session I and session II.
- This program is taught hands-on to give each student real life application to training and technique. Instruction is in-person at our facility.
- Josh Lyons will be the instructor.
- 40 Clock hours per week. 160 total clock hours per program.
- Traveling expenses, lodging, food, etc. are your responsibility. The care and welfare of your horses is up to you. We will supply you with stalls for your horses. Lodging and feed store information will be provided. Please contact us by email at cert@lyonslegacy.com to receive current accommodations for the area.
- Participants will bring the same two horses for the entire program and all necessary equipment and tack to ride and handle your horse. (Josh Lyons LLC. can provide student with a leased horse for \$1,200 per horse for the entire 4 weeks.)
- Schedule of Tuition payments
 - Registration fee: \$200 – due with enrollment agreement
 - 1st Installment: \$2,800 – due with enrollment agreement
 - Payment 1: Due Thursday prior to commencement of class: \$8,500 tuition
 - Payment 2: Due Thursday prior to first day of Session II: \$8,500 tuition

We accept personal checks, money order, cashier's check, bank wire transfer, and cash
(if paying by credit card there is a 3% fee that applies)

Financing Options:

We offer financing options to those that qualify. Credit check and deferred payment contract applies. Student must pay \$10,000 in tuition by the end of the first session. Remaining \$10,000 will be spread out over 24 months and is required to be set up on automatic withdrawal. Failure to make payments will result in revocation of Certificate and student will not be listed on our website as a trainer.

Recommended Education and Equipment: (discounted for students)

Online School: We suggest checking out our online school to become familiar with technique and terminology prior to attending our hands-on training programs.

Check it out at: <http://lyons-online.mykajabi.com>

- John or Josh Lyons Bridle Set. Our bridles may be purchased at a discounted rate for \$140.00 Available at <http://www.Lyonslegacy.com>
- Safe Clip. Available to purchase at <http://smarttieproducts.com>
- Long Lines. Available to purchase at most tack stores

PROGRAM TUITION AND COSTS

L2 – Intermediate Professional Horseman Program

- Consists of four weeks of training: two, two-week sessions. Each week typically runs Monday through Friday, 9am to 5pm with an hour to an hour and half lunch break each day. There is a two week break between session I and session II.
- Josh Lyons will be the instructor.
- 40 Clock hours per week. 160 total clock hours per program.
- This program is taught hands-on to give each student real life application to training and technique. Instruction is in-person at our facility.
- Traveling expenses, lodging, food, etc. are your responsibility. The care and welfare of your horses is up to you. We will supply you with stalls for your horses. Lodging and feed store information will be provided. Please contact us by email at cert@lyonslegacy.com to receive current accommodations for the area.
- Participants will bring the same two horses for the entire program, and all necessary tack and equipment to ride and handle your horses. (Josh Lyons LLC. can provide leased horses for \$1,200 per horse for the entire 4-week program.)
- Schedule of Tuition payments
 - Registration fee: \$200 – due with signed enrollment agreement
 - 1st Installment: \$2,800 – due with signed enrollment agreement
 - Payment 1: Due Thursday prior to commencement of class: \$8,500 tuition
 - Payment 2: Due Thursday prior to first day of Session II: \$8,500 tuition

We accept personal checks, money order, cashier's check, bank wire transfer, and cash
(if paying by credit card there is a 3% fee that applies)

Financing Options:

We offer financing options to those that qualify. Credit check and deferred payment contract applies. Student must pay \$10,000 in tuition by the end of the first session. Remaining \$10,000 will be spread out over 24 months and is required to be set up on automatic withdrawal. Failure to make payments will result in revocation of Certificate and student will not be listed on our website as a trainer.

Recommended Education and Equipment: (discounted for students)

Online School: We suggest checking out our online school to become familiar with technique and terminology prior to attending our hands-on training programs.

Check it out at: <http://lyons-online.mykajabi.com>

- John or Josh Lyons Bridle Set. Our bridles may be purchased at a discounted rate for \$140.00 Available at <http://www.Lyonslegacy.com>
- Safe Clip. Available to purchase at <http://smarttieproducts.com>
- Long Lines. Available to purchase at most tack stores

PROGRAM TUITION AND COSTS

5-Day Intensive Horse Training Workshop

- Consists of 5-days of training. Typically runs Monday-Friday, 9am to 5pm with an hour and a half lunch break each day.
- 40 clock hours
- This workshop is taught hands-on to give each student real life application to training and technique. Instruction is in person at our facility.
- Traveling expenses, lodging, food, stall fees etc. are your responsibility. The care and welfare of your horses is up to you. Lodging and feed store information will be provided. Please contact us by email at cert@lyonslegacy.com to receive current accommodations for the area.
- Participants will bring their own horse to the workshop and all the necessary tack and equipment to ride and handle your horses. (Josh Lyons LLC. can provide leased horses for \$350 per horse for 5-days. Limited number available)

Schedule of Payments - \$1,250 tuition

- \$200 registration fee – due with signed enrollment agreement
- \$300 1st installment – due with signed enrollment agreement.
- \$750 Final tuition - due Thursday prior to commencement of scheduled class.
- \$210 stall charge for the entire week - due Thursday prior to commencement of scheduled class.

We accept personal checks, money order, cashier's check, bank wire transfer, and cash
(if paying by credit card there is a 3% fee that applies)

We currently do not offer financing options or educational loans for this program.

Recommended Education and Equipment: (discounted for students)

Online School: We suggest checking out our online school to become familiar with technique and terminology prior to attending our hands-on training programs.

Check it out at: <http://lyons-online.mykajabi.com>

- John or Josh Lyons Bridle Set. John or Josh Lyons Bridle Set. Our bridles may be purchased at a discounted rate for \$140.00 Available at <http://www.Lyonslegacy.com>

Refund Policy

If for any reason an applicant is not accepted by the school, the applicant is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, minus the registration fee of \$200.

Refund after the commencement of classes:

1. Procedure for withdrawal date:
 - a. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
 - b. A student will be determined to be withdrawn from the institution if the student has not attended any class for 5 days.
 - c. All refunds will be issued within 30 days of the determination of the withdrawal date.
2. Tuition charges/refunds:
 - a. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition, minus the registration fee of \$200.
 - b. After the commencement of classes, the tuition refund, minus the registration fee of \$200. Will be determined as follows:

Refund Table

| % of the clock hours attempted | Tuition refund amount |
|---|------------------------------|
| 10 % or less | 90% |
| More than 10% less than or equal to 20% | 80% |
| More than 20% less than or equal to 30% | 70% |
| More than 30% less than or equal to 40% | 60% |
| More than 40% less than or equal to 50% | 50% |
| More than 50% | No Refund is required |

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

Fees: horse rental, credit card fees, and stall fees are non-refundable.

Grading Policy

Our programs are based on a “Pass” or “Fail” criteria. Pass or Fail is determined by the instructor alone. Students are evaluated based on the list below in relation to the subjects being taught each week in the program the student is enrolled in. If there is an area where a student is struggling, they will be notified so they may work on the areas that need improvement.

The progress of each student and horse is always changing as the individual horse may take more time on certain exercises.

- a.) Horses Progress- The horses in training will show progress if the maneuvers are being taught correctly by the student.
- b.) Ability to Complete the Exercises- The students are assessed on their ability to teach the exercise that they are taught to their horse, in many cases overcoming many obstacles.
- c.) Ability to Work as a group and with People- The students are assessed on their ability to work as a group, and with individual people. This shows through with their classmates, it is very important that they work well together to show how they will treat potential clients.
- d.) Ability to Teach Others Exercises: Students need to be able to teach someone else how to get the same result and why it applies to the equine industry.

In the event a student fails the program, the student may re-apply for the next scheduled program that has availability. Please refer to our Re-enrollment policy.

Final Assessment and Graduation

L1 & L2: Once student has attended all 4 weeks of training, receives a “Pass” grade, your balance has been paid in full, you will be awarded a graduation certificate.

Graduates will be listed on our website as a trainer in your area with your contact information for potential clients to contact you.

5-Day Intensive Horse Training Workshop: Once student has attended all 5-Days of training and receives a “Pass” grade, a certificate of completion will be awarded.

Reporting Grades

The school keeps Pass / Fail and attendance records. Student may request a copy for their review.

Records Retention

All student records are maintained in electronic form in perpetuity or submitted to the Arizona State Board for Private Postsecondary Education. It will be the responsibility of the students to provide updates for the records pertaining to address changes and contact information. All records are considered private and confidential.

Records include but may not be limited to:

Enrollment Agreement

Pass / Fail Grade Received

Attendance Records

Financial Documentation (funds paid)

Student Grievance Procedure

Should a student have a complaint with the Institution, then the following steps shall be taken by student:

1. Student shall first attempt to address the grievance informally with the instructor (Josh Lyons) or school official (Jana Lyons) and try to resolve it. If unsuccessful, proceed to the written grievance procedure.
2. Student may state the grievance in writing no later than 6 months after the incident to Jana Lyons – School Official or Josh Lyons – School Instructor in the event the school official is in on leave of absence. School Official will have (10) business days in which to investigate and address the grievance.
3. Should Administrator or designee fail to or unacceptably address the grievance, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The Student must contact the State Board for further details.

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Post-Secondary Education. The student must contact the state board for further details.

The State Board Address is:

1740 W. Adams Street, Suite 3008

Phoenix, Arizona 85007

602-542-5709

Website: <http://ppse.az.gov>