Policies, Procedures and Guidelines

Effective January 1, 2017

Please contact the Professionals Department directly at professionals@parelli.com for all questions and concerns pertaining to the Policies, Procedures and Guidelines, Parelli Licenses and Fees, and/or any other Parelli Professional related topics.

United States
7 Parelli Way, PO Box 3729
Pagosa Springs, CO 81147

Ph: 1-800-642-3335
or
+1-970-731-9722

Fx: 1-888-448-1245
or
+1-970-731-9722

pnhusa@parelli.com

United Kingdom
Unit 71, 5th Street
Stoneleigh Park
Kenilworth, Warwickshire CV8 2LG

Ph: 0800 0234 813
or
+44 (0) 2476 692 888

uk@parelli.com

Australia
PO Box 260
Picton, NSW 2571

Ph: 1-800-460-988
or
+61 2 4630 9677

Fx: +61 2 4630 9688

australia@parelli.com
Parelli Professionals Guidelines

Please note, you will see modifications to the Parelli Professionals Guidelines and Procedures each year. This occurs as we address questions and concerns that arise throughout the year. It is our goal to continually make the guidelines clearer as we move forward.

We welcome questions at any time. Thank you for being a positive and progressive part of the Parelli team worldwide.

Our email is professionals@parelli.com

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An overview of the Parelli Professional Instructor Program:
To be “Licensed by Parelli” means that instructors and customers can expect:

- A trusted standard of horsemanship, ethics and teaching.
- Specific and sequential curriculum: The Parelli Education Program.
- Part of a worldwide team for support, inspiration and continued education.

As a Parelli Professional, you also benefit from the following:

- A high level of horsemanship
- A working knowledge of Parelli Natural Horsemanship as a student and as an instructor or specialist
- A high level of support in cases of difficult situations, problems or emergencies
- The use and sale of authentic Parelli materials (education and tools)
- Opportunities for up-to-date knowledge, including studying with higher level Parelli instructors, Pat Parelli, Linda Parelli, and at the Parelli Campuses
- Instant customer base through the Parelli network
- Marketing to millions of people worldwide via the www.parelli.com website and Parelli Connect
- The potential for state wide, national and international work
- High level recommendations/business opportunities
- Participation at Parelli Natural Horsemanship events, with personal promotion
- Access to Parelli Natural Horsemanship materials, advice, marketing tools, connections, sponsors, etc.

As an applicant into the Professionals Program you will need at least three recommendations from a 3-Star or higher rated Professional, this helps us ensure a high standard of horsemanship and aptitude for teaching in our Professionals Program. As a Professional when you recommend a student for the Professionals Program you are putting your stamp of approval on them for aptitude and horsemanship. This should not be taken lightly as your reputation will be vouching for this student’s success within the Program.

We are looking for individuals that are 21 years of age* or older that are official graduates of Level 4 in all Four Savvys to represent Parelli Natural Horsemanship in equine communities around the world. Candidates for the Parelli Professionals Program are:

- Good with horses
- Possess good interpersonal skills with people
- Emotionally fit
- Natural problem solvers
- Have a mature outlook on life
- Professional behavior
- And are successful graduates of the appropriate courses and/or the Live Professionals Entrance Exam

*Applicants younger than 21 will be reviewed on a case by case basis, the minimum age is 18.
Live Entrance Evaluation

Entrance to the Professionals Program is available through:

1. Acceptance into and attendance of 12 weeks or more in the Mastery Program -or-
2. For students that cannot commit to 12 weeks or more on campus, a Live Entrance Evaluation.

Before You Begin Instructing:

Your teaching privileges are not in effect until Parelli has co-signed your License Agreement. This occurs after you have met all the requirements including, but not limited to, payment of the Professionals License Fee and submission of proof of insurance. Once your license has been approved by Parelli, a signed copy of the License Agreement will be sent back to you. Please note if we do not receive the signed copy of the license agreement, current insurance certificate and license fee, your license is not active for the coming year.

A Note on Promotions and Demotions:

Being Licensed by Parelli is a privilege for the talented horseman that wants to share their knowledge with others. Advancing through the star ratings is possible by not only meeting, but exceeding, the requirements set out below. Achieving the minimum does not automatically qualify you for promotion. It is what you do after the basic requirements have been met that shows your dedication to never ending self-improvement. This attribute of exceeding expectations will propel you forward in the Parelli Professionals Program.

All Professionals are reviewed on a Quarterly basis. Any advancements or demotions are issued at these times.

Demotions and dismissals, though rare, do happen as we strive to keep quality, safety, and satisfaction of our students of utmost priority. Please read through Appendices A, B, C, & D so you may fully understand what Parelli does and does not support within our Professionals Program.
How Parelli Views the Star Ratings: Changing the Equine Industry on a Global Platform

There are a lot of people (inside and outside of PNH) with an opinion of their expertise with horses but without a standard set of criteria by which they and others could measure against. By looking at a star rating you know what that person has done, how much experience they have and what other related subjects they have studied. It is important for customers to know what level of education and experience they can reliably expect when they contact a Parelli Professional.

1-Stars & 2-Stars: Enthusiastic and ready to change the world are the new 1-Star and 2-Star Professionals. They have above average skills in horsemanship and teaching as compared to the “normal equine industry” and are thus equipped to help people be safe and have fun, successful experiences with their horses, in up to the first 3 Savvys. 1 Stars are approved to teach On Line and Free Style and 2 Stars are approved to teach On Line, Liberty and Freestyle.

3-Stars: A 3-Star Professional has finally made it to the level where Parelli considers them to be fully capable and fully certified to teach all Four Savvys through Level 4. With solid skills and knowledge, Parelli fully certifies these instructors to teach all four Savvys. As a Professional moves from 3-Star to 4-Star they gain more respect, esteem, and privileges for teaching.

4-Stars & 5-Stars: 4-Star and 5-Star Professionals are a respected part of an increasingly select group of Professionals with notable corporate involvement. Both are shining examples of dedication, talent and loyalty. The 5-Star Professional is an elite and integral part of the Parelli Professionals Program and are involved in program and system development as well as instructor training.

6-Stars: A 6-Star Professional sets the standard and helps guide others through the Parelli Program whether student or instructor. They are influential in curriculum and activity on campus as they strive toward raising the overall level of horsemanship. A 6-Star Professional shows the ultimate in Savvy, commitment, forward thinking and progressiveness, while honing in on corporate development. In doing so they are helping to shape the Parelli Legacy so that it is a dominating force in the equine industry for years to come.

Emeritus: This title is awarded to only a select few individuals, the truly elite, that have the necessary experience as outstanding students, teachers, educators, mentors and presenters of the Parelli Program. An Instructor Emeritus is a person of influence who has impacted the growth and development of this program worldwide.
**January 1, 2017 - Parelli Professional Guidelines 8**

### How do I get in?

<table>
<thead>
<tr>
<th>1-Star</th>
<th>2-Star</th>
<th>3-Star</th>
</tr>
</thead>
</table>
| • 21 years old  
• Official Level 4  
• Pass the live Professionals Entrance Exam or 12 week Externship  
• Pass the Colt Start Theory test.  
• See Appendix H if in the Professionals Pathway prior to 2015 | • Official Level 4  
• Have spent 1 year as a 1-Star Professional with tracked activity, meeting requirements  
• Pass the Colt Start Theory test with 90% or higher.  
• Have taken the required courses/exams as a 1-Star | • Exemplary horsemanship, teaching skills, and interactions with Parelli Central  
• Have taken the required courses as a 2-Star, including a Colt Start as a 1-Star or 2-Star  
• Pass the live 3-Star Qualification Exam |

### How do I stay in?

<table>
<thead>
<tr>
<th>1-Star</th>
<th>2-Star</th>
<th>3-Star</th>
</tr>
</thead>
</table>
| • Initially teach 50 Free Lesson Hours within your permissions  
• Track and record all activity  
• Complete volunteering/assisting requirements  
• Meet continuing education requirements  
• Loyalty | • Initially teach 10 Free Lesson Hours within your permissions  
• Track and record all activity  
• Complete volunteering/assisting requirements  
• Meet continuing education requirements  
• Loyalty | • Track and record all activity  
• Complete volunteering/assisting requirements  
• Meet continuing education requirements  
• Loyalty |

### How do I advance?

**These are the minimum requirements to be considered for advancement in any star rating.**

<table>
<thead>
<tr>
<th>1-Star</th>
<th>2-Star</th>
<th>3-Star</th>
</tr>
</thead>
</table>
| • Have been a 1-Star for at least 1 year  
• Have taught and recorded 75 1-day workshops  
• Pass the written Colt Start Exam with 90%  
• Meet continuing education and volunteering/assisting requirements  
• Be up to date on tracking, complaints, no guideline infractions, etc. | • Have been a 2-Star for at least 2 years  
• Have taught and recorded 75 2-day workshops  
• Take the required courses, including a Colt Start  
• Take the live 3-Star Qualification Exam  
• Meet continuing education and volunteering/assisting requirements  
• Be up to date on tracking, complaints, no guideline infractions, etc. | • Have been a 3-Star for at least 6 years  
• Have taught 300 clinic days as a 3-Star  
• Display exemplary professional performance  
• Be involved at the Parelli Campuses  
• Be an example and mentor for other instructors  
• Develop more horses to Level 4  
• Meet continuing education and volunteering/assisting requirements  
• Be up to date on tracking, complaints, no guideline infractions, etc. |

### What do I get if I advance?

<table>
<thead>
<tr>
<th>1-Star</th>
<th>2-Star</th>
<th>3-Star</th>
</tr>
</thead>
</table>
| • Ability to teach more students  
• Ability to teach for a longer period of time  
• Teach additional Savvys  
• Higher profile  
• Another star | • Teach all Four Savvys  
• Ability to teach more students  
• Ability to teach for a longer period of time  
• Higher profile  
• Another star | • Opportunity to become involved on the corporate level  
• Ability to teach more students  
• Ability to teach for a longer period of time  
• Higher profile  
• Another star |

### How would I get demoted or dismissed?

See Appendices A, B, C, & D

<table>
<thead>
<tr>
<th>1-Star</th>
<th>2-Star</th>
<th>3-Star</th>
</tr>
</thead>
</table>
| • License violations  
• High number of complaints  
• Not current in education  
• Unbecoming conduct of a professional | • License violations  
• High number of complaints  
• Not current in education  
• Unbecoming conduct of a professional | • License violations  
• High number of complaints  
• Not current in education  
• Unbecoming conduct of a professional |
<table>
<thead>
<tr>
<th>How do I get in?</th>
<th>How do I stay in?</th>
<th>How do I advance?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4-Star</strong></td>
<td><strong>5-Star</strong></td>
<td><strong>6-Star</strong></td>
</tr>
<tr>
<td>Exemplary horsemanship and teaching skills, notable involvement on Parelli campuses and positive interactions with Parelli Central</td>
<td>Track and record all activity</td>
<td>Same as prior rating, aside from independent star rating requirements</td>
</tr>
<tr>
<td><strong>How do I advance?</strong></td>
<td><strong>What do I get if I advance?</strong></td>
<td><strong>How would I get demoted or dismissed?</strong></td>
</tr>
<tr>
<td><strong>These are the minimum requirements to be considered for advancement in any star rating.</strong></td>
<td><strong>High visibility within the Parelli Community</strong></td>
<td><strong>License violations</strong></td>
</tr>
<tr>
<td>Have been a 4-Star for at least 10 years</td>
<td>Opportunity to become more involved on the corporate level</td>
<td>High number of complaints</td>
</tr>
<tr>
<td>Have taught 50 clinic days as a 4-Star</td>
<td>Ability to teach more students</td>
<td>Not current in education</td>
</tr>
<tr>
<td>Be an example and mentor for other instructors</td>
<td>Ability to teach for a longer period of time</td>
<td>Unbecoming conduct of a professional</td>
</tr>
<tr>
<td>Exemplary professional performance</td>
<td>Higher profile</td>
<td></td>
</tr>
<tr>
<td>Be accurate and current in Assessments</td>
<td>Another star</td>
<td></td>
</tr>
<tr>
<td>Teach instructors to teach</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Be capable of managing instructors at events</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtain certificates (details to be determined)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop more horses to Level 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meet continuing education and volunteering/assisting requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Be up to date on tracking, complaints, no guideline infractions, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>How do I stay in?</strong></td>
<td><strong>How do I get demoted or dismissed?</strong></td>
<td><strong>How would I get demoted or dismissed?</strong></td>
</tr>
<tr>
<td><strong>4-Star</strong></td>
<td><strong>5-Star</strong></td>
<td><strong>6-Star</strong></td>
</tr>
<tr>
<td>Track and record all activity</td>
<td>Track and record all activity</td>
<td>Same as prior rating, aside from independent star rating requirements</td>
</tr>
<tr>
<td>Complete volunteering/assisting requirements</td>
<td>Complete volunteering/assisting requirements</td>
<td></td>
</tr>
<tr>
<td>Meet continuing education requirements</td>
<td>Meet continuing education requirements</td>
<td></td>
</tr>
<tr>
<td>Loyalty</td>
<td>Loyalty</td>
<td></td>
</tr>
<tr>
<td><strong>How do I get in?</strong></td>
<td><strong>What do I get if I advance?</strong></td>
<td><strong>How would I get demoted or dismissed?</strong></td>
</tr>
<tr>
<td><strong>High visibility within the Parelli Community</strong></td>
<td><strong>High visibility within the Parelli Community</strong></td>
<td><strong>License violations</strong></td>
</tr>
<tr>
<td>Opportunity to become more involved on the corporate level</td>
<td>Opportunity to become more involved on the corporate level</td>
<td>High number of complaints</td>
</tr>
<tr>
<td>Ability to teach more students</td>
<td>Ability to teach more students</td>
<td>Not current in education</td>
</tr>
<tr>
<td>Ability to teach for a longer period of time</td>
<td>Ability to teach for a longer period of time</td>
<td>Unbecoming conduct of a professional</td>
</tr>
<tr>
<td>Higher profile</td>
<td>Higher profile</td>
<td></td>
</tr>
<tr>
<td>Another star</td>
<td>Another star</td>
<td></td>
</tr>
<tr>
<td><strong>How do I stay in?</strong></td>
<td><strong>How do I get demoted or dismissed?</strong></td>
<td><strong>How would I get demoted or dismissed?</strong></td>
</tr>
<tr>
<td><strong>4-Star</strong></td>
<td><strong>5-Star</strong></td>
<td><strong>6-Star</strong></td>
</tr>
<tr>
<td>Track and record all activity</td>
<td>Track and record all activity</td>
<td>Same as prior rating, aside from independent star rating requirements</td>
</tr>
<tr>
<td>Complete volunteering/assisting requirements</td>
<td>Complete volunteering/assisting requirements</td>
<td></td>
</tr>
<tr>
<td>Meet continuing education requirements</td>
<td>Meet continuing education requirements</td>
<td></td>
</tr>
<tr>
<td>Loyalty</td>
<td>Loyalty</td>
<td></td>
</tr>
<tr>
<td><strong>How do I get in?</strong></td>
<td><strong>What do I get if I advance?</strong></td>
<td><strong>How would I get demoted or dismissed?</strong></td>
</tr>
<tr>
<td><strong>License violations</strong></td>
<td><strong>License violations</strong></td>
<td><strong>License violations</strong></td>
</tr>
<tr>
<td>High number of complaints</td>
<td>High number of complaints</td>
<td>High number of complaints</td>
</tr>
<tr>
<td>Not current in education</td>
<td>Not current in education</td>
<td>Not current in education</td>
</tr>
<tr>
<td>Unbecoming conduct of a professional</td>
<td>Unbecoming conduct of a professional</td>
<td>Unbecoming conduct of a professional</td>
</tr>
</tbody>
</table>
Expectations of ALL Professionals in ALL ratings:

- Remember you are representing Pat Parelli – Would Pat approve of your words and actions?
- Have respect for and adhere to the Policies, Procedures and Guidelines.
- Stay within compliance of your star rating; it is better to ask for clarity and/or permission than for forgiveness!
- Maintain a high level of Emotional Fitness – stay left brain in right brain situations.
- Maintain a neat professional appearance with attire and footwear appropriate and safe for equine activities.
- Use the Parelli Program as the curriculum.
- Stay current with updates to the Parelli Program.
- Develop and progress teaching, communication and puzzle-solving skills.
- Develop more natural and savvy ways to help people solve problems with their horsemanship - think laterally.
- Facilitate student advancements by helping them commit to a Parelli membership, acquire program DVDs, and purchase the equipment necessary to achieve rapid results, officially pass levels auditions.
- Develop more horses through official Level 4.
- Diligently track all activity through professionals.parelli.com – every lesson, every time!
- Meet all important deadlines for License Agreements (including those on LOA), paying fees, and keeping current insurance.
  - For all active professionals, a signed License agreement AND Proof of Insurance are due by October 31. The License Fee is due by December 31, 2016.
    - PLEASE NOTE: After this year all FEES AND PAPERWORK will be due by October 31st.
  - For Leave of Absence: If you are currently on LOA, we have a form on file for you. If you are just starting on a leave of absence, we need you to submit your Leave of Absence Form to Professionals@parelli.com. We also need a signed License agreement for each year you are on LOA. Both are due by December 31.

****In addition to the above there are expectations within each star rating. Remember, all expectations build on the previous ones, with more privilege comes more responsibility, this is a comprehensive system. As you advance through the star ratings, expectations increase.

Parelli Professionals Review Board

As of November 2014 the Parelli Professionals Review Board is comprised of Pat Parelli, Neil Pye, Sue Shoemark, Carol Coppinger and Tina Giordano.

The Professionals Board oversees the Parelli Professionals Program

Professionals and the Ambassador Program:

The Ambassador Program is currently in development and is planned to be announced in the near future. At this time, Pat’s vision is that all Parelli Professionals will also be Ambassadors, although not all Ambassadors will become Professionals. There will be a mandatory Ambassador training for everyone. More details will be released shortly.

The Parelli Professionals Department is in charge of gathering contacts for the Ambassador Program. If you know of anyone who would be a good Ambassador for Parelli, please send their name, contact information, and reason why they would make a good Ambassador to professionals@parelli.com
Parelli Professionals and the Savvy Club

All licensed Parelli Professionals will receive a Savvy Club membership. For active instructors, this is an **Instructors Only All-Education Access Membership** to both the Parelli Savvy Club and Parelli Connect websites. All Leave of Absence and Trainee Instructors will receive a complimentary Bronze-level education access to the Parelli Savvy Club.

Immediate family members of licensed instructors can receive a Bronze membership at no additional charge. Please call the Professionals Department or email [professionals@parelli.com](mailto:professionals@parelli.com) to organize family memberships.

**Instructor Pages:**

The next 6 pages outline the privileges, permissions, expectations, and minimum requirements to advance within each star rating.

Details on privileges may be found in [Appendix G](#). Details for each star rating and every Parelli Professional will be found throughout the Policies, Procedures and Guidelines. Please read each section carefully so you may easily stay in compliance with the License Agreement and the Policies, Procedures and Guidelines.
1-Star Instructor

<table>
<thead>
<tr>
<th>Privilege</th>
<th>1-Star Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Horsemanship Level:</td>
<td>Level 4</td>
</tr>
<tr>
<td>Savvys allowed to teach:</td>
<td>2, On Line &amp; FreeStyle</td>
</tr>
<tr>
<td>Maximum number of students (horse &amp; horseless):</td>
<td>4 w/ horse, 8 horseless</td>
</tr>
<tr>
<td>Maximum number of hours:</td>
<td>6</td>
</tr>
<tr>
<td>Number of consecutive days with same students:</td>
<td>1 day (6hr) workshop OR 2 half day (3hr) workshops</td>
</tr>
<tr>
<td>Format:</td>
<td>Lessons, Group Lessons, Workshops</td>
</tr>
<tr>
<td>Auditors:</td>
<td>NONE</td>
</tr>
<tr>
<td>Spotlights/Presentations, if Level 4 in that Savvy:</td>
<td>Local (4H, Pony Club, Saddle Club, etc.)</td>
</tr>
<tr>
<td>Support Courses at Parelli Campuses:</td>
<td>Yes, assist only</td>
</tr>
</tbody>
</table>

Expectations of a 1-Star Instructor:

- Teach and record 25 Free On Line Lesson Hours and 25 Free FreeStyle Lesson Hours with at least 20 different students prior to charging for services. These Free Lesson Hours need to be recorded in the Instructor Activity Tracking as found on professionals.parelli.com. They should be categorized as “1-Star 25 Free Hours (OL or FS)" and the name of the activity should also state “Free (On Line or FreeStyle) Lesson”.
- Teach students On Line and FreeStyle in Levels 1 – 3, teach these Savvys in Level 4 after the Professional has had Level 4 for 1 year.
- To develop students for Level 1 Official Pass within 30 – 60 days of the student starting the program and Level 2 Official Pass within 3 – 6 months.

How to Keep Your Star Rating:

- Teach and record your free hours.
- Track and record all activity through professionals.parelli.com.
- Meet requirements per these guidelines for Continuing Education, Volunteering/Assisting, etc. (See Appendices C & E)

How to Advance:

- For those in the Professionals Pathway prior to 2015: Have passed an Externship (with 80%) OR a 2-Star Instructor Course (with 90%)
- Effective Jan 2015 to advance you must take and pass the additional required courses at one of the Parelli Campuses and/or take and pass the Live Entrance/Advancement Evaluation.
- Have spent at least 1 year as a 1-Star Professional with tracked activity.
- Have logged at least 75 1-day workshops.
- All Professionals are reviewed on a Quarterly basis. Any advancements or demotions are issued at these times.
- Be current in Continuing Education (Appendix C) and with Volunteering/Assisting (Appendix E).
2-Star Instructor

<table>
<thead>
<tr>
<th>Privilege</th>
<th>2-Star Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Horsemanship Level:</td>
<td>Level 4</td>
</tr>
<tr>
<td>Savvys allowed to teach:</td>
<td>3, On Line, Liberty &amp; FreeStyle</td>
</tr>
<tr>
<td>Maximum number of students (horse &amp; horseless):</td>
<td>6 w/ horse, 10 horseless</td>
</tr>
<tr>
<td>Maximum number of hours:</td>
<td>6</td>
</tr>
<tr>
<td>Number of consecutive days with same students:</td>
<td>2</td>
</tr>
<tr>
<td>Format:</td>
<td>Lessons, Group Lessons, Workshops</td>
</tr>
<tr>
<td>Auditors:</td>
<td>NONE</td>
</tr>
<tr>
<td>Spotlights/Presentations, if Level 4 in that Savvy:*</td>
<td>Local (4H, Pony Club, Saddle Club, etc.)</td>
</tr>
<tr>
<td>Support Courses at Parelli Campuses:</td>
<td>Yes, assist only</td>
</tr>
</tbody>
</table>

Expectations of a 2-Star Instructor:

- Teach and record 10 free hours of Liberty. These Free Lesson Hours need to be recorded in the Instructor Activity Tracking as found on professionals.parelli.com. They should be categorized as "2-Star 10 Free Hours L" and the name of the activity should also state "Free Liberty Lesson".
- Teach students On Line, Liberty & FreeStyle in Levels 1 – 3, teach these Savvys in Level 4 after the Professional has had Level 4 for 1 year.
- To develop students for Level 1 official pass within 30 to 60 days of the student starting the program, Level 2 official pass within 4 – 6 months, and Level 3 official pass within 12 – 24 months.

How to Keep Your Star Rating:

- Teach and record your free hours.
- Track and record all activity through professionals.parelli.com.
- Meet requirements per these guidelines for Continuing Education, Volunteering/Assisting, etc. (See Appendices C & E)

How to Advance:

- For those in the Professionals Pathway prior to 2015: Have passed an Internship (with 90%) or a 3-Star Instructor Course (with 90%), and/or attend and pass a Colt Start* course. Take and Pass Live 3-Star Qualification Exam.
- For those in the Professionals Pathway 2015 and later: Have taken and passed required courses at one of the Parelli Campuses, including a Colt Start* course.
- Have spent at least 2 years as a 2-Star Professional with tracked activity.
- Have logged at least 75 2-day workshops with a minimum of 4-6 students.
- Have taken and passed the live 3-Star Qualification Exam.
- Be an exemplary teacher and horseman with good communication and rapport with Parelli Central
- Be current in Continuing Education (Appendix C) and with Volunteering/Assisting (Appendix E).
- All Professionals are reviewed on a Quarterly basis. Any advancements or demotions are issued at these times.
- 3-Star and higher ratings are awarded to those individuals who have gone above and beyond the standard to show their dedication and desire to advance. The above requirements are the minimum necessary for consideration, and once the minimum has been achieved, it is not guaranteed that a star rating advancement will be granted.

*During the Colt Start course there is an option to participate or audit during the first ride.
### 3-Star Instructor

<table>
<thead>
<tr>
<th>Privilege</th>
<th>3-Star Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Horsemanship Level:</td>
<td>Level 4</td>
</tr>
<tr>
<td>Savvys allowed to teach:</td>
<td>4, On Line, Liberty, FreeStyle &amp; Finesse</td>
</tr>
<tr>
<td>Maximum number of students (horse &amp; horseless)</td>
<td>10 w horse, 20 horseless</td>
</tr>
<tr>
<td>Maximum number of hours:</td>
<td>n/a</td>
</tr>
<tr>
<td>Number of consecutive days with same students:</td>
<td>4</td>
</tr>
<tr>
<td>Format:</td>
<td>Lessons, Group Lessons, Workshops, Clinics</td>
</tr>
<tr>
<td>Spotlights/Presentations/Demos*:</td>
<td>Local (4H, Pony Club, Saddle Club, etc.)</td>
</tr>
<tr>
<td>Support/Teach Courses at Parelli Campuses:</td>
<td>Yes</td>
</tr>
<tr>
<td>Additional Licenses:</td>
<td>Yes</td>
</tr>
<tr>
<td>Long Term/Working Students:</td>
<td>Yes</td>
</tr>
<tr>
<td>Mentor (trusted counselor &amp; guide):</td>
<td>On a case by case basis</td>
</tr>
<tr>
<td>Special Licenses:</td>
<td>Yes, upon permission &amp; approval</td>
</tr>
</tbody>
</table>

### Expectations of a 3-Star Instructor:

- Teach students On Line, Liberty, FreeStyle & Finesse in Levels 1 – 4
- Use the Parelli Program as the curriculum.
- Be a high caliber instructor and teach without being direct line about tasks.
- Be a puzzle solver using isolation of ingredients.
- Develop more horses through official Level 4 and take initiative with developing personal horsemanship.
- To stay current with updates to the Parelli Program.
- Diligently track all activity through professionals.parelli.com – every lesson, every time!
- Help other instructors through encouragement, answer questions about teaching and students, empower others to pursue quality in their professional endeavors and be a team builder. This does not include teaching other Professionals horsemanship. See Mentor Section on page 33 for clarity.

### How to Keep Your Star Rating:

- Track and record all activity through professionals.parelli.com.
- Meet requirements per these guidelines for Continuing Education, Volunteering/Assisting, etc. (See Appendices C & E)

### How to Advance:

- Have logged at least 300 clinic days.
- Have been a full time 3-Star Professional for at least 6 years.
- Be active and current in Assessment training and requirements.
- Be an effective mentor for other Parelli Professionals.
- Be an exemplary teacher and horseman, have excellent rapport with Parelli Central.
- Be capable of managing instructors at events.
- Stay calm and left brain in crisis situations.
- Be current in Continuing Education (Appendix C) and with Volunteering/Assisting (Appendix E).
- 3-Star and higher ratings are awarded to those individuals who have gone above and beyond the standard to show their dedication and desire to advance. The above requirements are the minimum necessary for consideration, and once the minimum has been achieved, it is not guaranteed that a star rating advancement will be granted.
- All Professionals are reviewed on a Quarterly basis. Any advancements or demotions are issued at these times.
### 4-Star Instructor

<table>
<thead>
<tr>
<th>Privilege</th>
<th>4-Star Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Horsemanship Level:</td>
<td>Level 4</td>
</tr>
<tr>
<td>Savvys allowed to teach:</td>
<td>4, On Line, Liberty, FreeStyle &amp; Finesse</td>
</tr>
<tr>
<td>Maximum number of students (horse &amp; horseless):</td>
<td>16 w horse, 32 horseless</td>
</tr>
<tr>
<td>Maximum number of hours:</td>
<td>n/a</td>
</tr>
<tr>
<td>Number of consecutive days with same students:</td>
<td>6</td>
</tr>
<tr>
<td>Format:</td>
<td>Lessons, Group Lessons, Workshops, Clinics, Camps</td>
</tr>
<tr>
<td>Spotlights/Presentations/Demos*:</td>
<td>Regional</td>
</tr>
<tr>
<td>Support/Teach Courses at Parelli Campuses:</td>
<td>Yes</td>
</tr>
<tr>
<td>Additional Licenses:</td>
<td>Yes</td>
</tr>
<tr>
<td>Long Term/Working Students:</td>
<td>Yes</td>
</tr>
<tr>
<td>Mentor (trusted counselor &amp; guide):</td>
<td>Yes</td>
</tr>
<tr>
<td>Special Licenses:</td>
<td>Yes, upon permission &amp; approval</td>
</tr>
<tr>
<td>Teach other Professionals Horsemanship:</td>
<td>Yes</td>
</tr>
<tr>
<td>Teach Topic Specific Clinics:</td>
<td>Yes, upon permission &amp; approval</td>
</tr>
<tr>
<td>Opportunity to become an Assessor:</td>
<td>Yes, upon training &amp; approval</td>
</tr>
<tr>
<td>Teach Professionals how to teach:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Expectations of a 4-Star Instructor:

- Be an ambassador as much as a teacher and assist with the selection and development of new Professionals.
- Be a mentor for other instructors.
- Be a high caliber instructor and mentor by teaching and guiding without being direct line about tasks.
- Be a puzzle solver using isolation of ingredients.
- Have notable corporate involvement.
- Has excellent corporate relations
- Look like a horseman, and take initiative with developing personal horsemanship.

### How to Keep Your Star Rating:

- Track and record all activity through professionals.parelli.com.
- Meet requirements per these guidelines for Continuing Education, Volunteering/Assisting, etc. (See Appendices C & E)

### How to Advance:

- Have logged at least 500 clinic days as a 4-Star Professional.
- Have been a full time 3-Star or 4-Star Professional for at least 10 years combined.
- Be active and current in Assessment training and requirements.
- Be an effective mentor for other Parelli Professionals.
- Be an exemplary teacher and horseman, have excellent rapport with Parelli Central.
- Be capable of managing instructors at events.
- Stay calm and left brain in crisis situations.
- Be current in Continuing Education (Appendix C) and with Volunteering/Assisting (Appendix E).
- 3-Star and higher ratings are awarded to those individuals who have gone above and beyond the standard to show their dedication and desire to advance. The above requirements are the minimum necessary for consideration, and once the minimum has been achieved, it is not guaranteed that a star rating advancement will be granted.
- All Professionals are reviewed on a Quarterly basis. Any advancements or demotions are issued at these times.
5-Star Instructor

<table>
<thead>
<tr>
<th>Privilege</th>
<th>5-Star Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Horsemanship Level:</td>
<td>Level 4</td>
</tr>
<tr>
<td>Savvys allowed to teach:</td>
<td>4, On Line, Liberty, FreeStyle &amp; Finesse</td>
</tr>
<tr>
<td>Maximum number of students (horse &amp; horseless):</td>
<td>20 w horse, n/a horseless</td>
</tr>
<tr>
<td>Maximum number of hours:</td>
<td>n/a</td>
</tr>
<tr>
<td>Number of consecutive days with same students:</td>
<td>6</td>
</tr>
<tr>
<td>Format:</td>
<td>Lessons, Group Lessons, Workshops, Clinics, Camps, Super Camps</td>
</tr>
<tr>
<td>Spotlights/Presentations/Demos*:</td>
<td>National</td>
</tr>
<tr>
<td>Support/Teach Courses at Parelli Campuses:</td>
<td>Yes</td>
</tr>
<tr>
<td>Additional Licenses:</td>
<td>Yes</td>
</tr>
<tr>
<td>Long Term/Working Students:</td>
<td>Yes</td>
</tr>
<tr>
<td>Mentor (trusted counselor &amp; guide):</td>
<td>Yes</td>
</tr>
<tr>
<td>Special Licenses:</td>
<td>Yes, upon permission &amp; approval</td>
</tr>
<tr>
<td>Teach other Professionals Horsemanship:</td>
<td>Yes</td>
</tr>
<tr>
<td>Teach Topic Specific Clinics:</td>
<td>Yes, upon permission &amp; approval</td>
</tr>
<tr>
<td>Opportunity to become an Assessor:</td>
<td>Yes, upon training &amp; approval</td>
</tr>
<tr>
<td>Teach Professionals how to teach:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Expectations of a 5-Star Instructor:

- Work closely with Pat and Linda and/or their management team on subjects such as program development, instructor development and mentoring, implementation of curriculums, public demonstrations and exhibitions on a national and international level.
- This instructor moves into an area that involves a corporate focus, inclusion and opportunity. This level of instructor is a mentor and example for other instructors. They are well versed in the Parelli Program up to Level 4.
- Teach Professionals how to teach through Level 4.
- Look like a horseman, and take initiative with developing personal horsemanship.

How to Keep Your Star Rating:

- Track and record all activity through professionals.parelli.com.
- Meet requirements per these guidelines for Continuing Education, Volunteering/Assisting, etc. (See Appendices C & E)

How to Advance:

- Have been a full time 5-Star Professional for at least 10 years with at least 15 years of time spent as a 3-Star and/or 4-Star Professional.
- Be active and current in Assessment training and requirements.
- Be an effective mentor for other Parelli Professionals.
- Be active and involved with teaching of courses at the Parelli Campuses.
- Teach other Professionals to teach.
- Be an exemplary teacher and horseman, have excellent rapport with Parelli Central.
- Be capable of managing instructors at events.
- Be current in Continuing Education (Appendix C) and with Volunteering/Assisting (Appendix E).
- 3-Star and higher ratings are awarded to those individuals who have gone above and beyond the standard to show their dedication and desire to advance. The above requirements are the minimum necessary for consideration, and once the minimum has been achieved, it is not guaranteed that a star rating advancement will be granted.
- All Professionals are reviewed on a Quarterly basis. Any advancements or demotions are issued at these times.

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### 6-Star Instructor

<table>
<thead>
<tr>
<th>Privilege</th>
<th>6-Star Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Horsemanship Level:</td>
<td>Level 4</td>
</tr>
<tr>
<td>Savvys allowed to teach:</td>
<td>4, On Line, Liberty, FreeStyle &amp; Finesse</td>
</tr>
<tr>
<td>Maximum number of students (horse &amp; horseless):</td>
<td>n/a</td>
</tr>
<tr>
<td>Maximum number of hours:</td>
<td>n/a</td>
</tr>
<tr>
<td>Number of consecutive days with same students:</td>
<td>n/a</td>
</tr>
<tr>
<td>Format:</td>
<td>Lessons, Group Lessons, Workshops, Clinics, Camps, Super Camps</td>
</tr>
<tr>
<td>Spotlights/Presentations/Demos*:</td>
<td>International</td>
</tr>
<tr>
<td>Support/Teach Courses at Parelli Campuses:</td>
<td>Yes</td>
</tr>
<tr>
<td>Additional Licenses:</td>
<td>Yes</td>
</tr>
<tr>
<td>Long Term/Working Students:</td>
<td>Yes</td>
</tr>
<tr>
<td>Mentor (trusted counselor &amp; guide):</td>
<td>Yes</td>
</tr>
<tr>
<td>Special Licenses:</td>
<td>Yes, upon permission &amp; approval</td>
</tr>
<tr>
<td>Teach other Professionals Horsemanship:</td>
<td>Yes</td>
</tr>
<tr>
<td>Teach Topic Specific Clinics:</td>
<td>Yes, upon permission &amp; approval</td>
</tr>
<tr>
<td>Opportunity to become an Assessor:</td>
<td>Yes, upon training &amp; approval</td>
</tr>
<tr>
<td>Teach Professionals how to teach:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Expectations of a 6-Star Instructor:**

- Work closely with Pat and Linda and/or their management team on subjects such as program development, instructor development and mentoring, implementation of curriculums, public demonstrations and exhibitions on a national and international level.
- This instructor moves into an area that involves a corporate focus, inclusion and opportunity. This level of Professional is a mentor and example for other Professionals. They are well versed in the Parelli Program up to Level 4.
- Develop high level Professionals.

**How to Keep Your Star Rating:**

- Track and record all activity through professionals.parelli.com.
- Meet requirements per these guidelines for Continuing Education, Volunteering/Assisting, etc. (See Appendices C & E)

**How to Advance:**

- Not yet defined.
Professional Demotions and Dismissals

A Professional’s status may be revoked or a star rating changed for license violations and/or failure to meet the maintenance requirements needed to keep your star rating. Special exemptions may be made regarding maintenance requirements for those in remote areas via request and proper communication with the Professionals Department.

The basic policy for this is as follows:

1.) The first warning is a call/letter from the Professionals Department.
2.) If a second warning is warranted, it is copied to the Professionals Board.
3.) A third warning is brought to the Professionals Board for a decision on action to be taken.

NOTE: Depending on the severity of the infraction, steps 1 and 2 may be bypassed and the Professional’s Board may decide to suspend, demote or terminate the Professional.

For more information on specifics please see the following appendices:

- **Appendix A** – License Violations
- **Appendix B** – High Number of Complaints
- **Appendix C** – Continuing Education
- **Appendix D** – Unprofessional Conduct
- **Appendix E** – Volunteering/Assisting
- **Appendix F** – Parelli Central Involvement
- **Appendix G** – Definitions – Qualification/Privileges

Policies/Code of Practice

It is the responsibility of all Parelli Professionals to serve their students with competency and professionalism, and in a manner that strictly adheres to the teachings, methods, principles and philosophy of the Parelli Program. In the Policies section you will find:

- **Star Ratings**
- **Leave of Absence**
- **Resignation**
- **Outreach** – social media, articles, blogs, etc.
- **Business Practices** – liability agreements/insurance, business relations, student complaints and accidents, international courtesy, long term students, etc.
- **Cautions**
- **Further Education**
- **Communication** – tracking, discussion groups
- **License Agreements & Fees, Certificate of Insurance**
Policies – Star Rating Advancement

Being Licensed by Parelli is a privilege for the talented horseman that wants to share their knowledge with others. Advancing through the star ratings is possible by not only meeting, but exceeding, the requirements set out below. **Achieving the minimum does not automatically qualify you for promotion. It is what you do after the basic requirements have been met that show your dedication to never ending self-improvement. This attribute of exceeding expectations will propel you forward in the Parelli Professionals Program.**

All Professionals are reviewed on a Quarterly basis. Any advancements or demotions are issued at these times.

Demotions and dismissals, though rare, do happen as we strive to keep quality, safety, and satisfaction of our students of utmost priority. Please read through Appendices A, B, C, & D so you may fully understand what Parelli does not support within our Professionals Program.

1-Star and 2-Star Professionals: We understand your desire to advance up the ladder. Concentrate on tracking and recording your activity, especially 1-day workshops for 1-Stars and 2-day workshops for 2 Stars. This shows you are gaining the experience necessary to set you up for success as you progress. Advancement is not gained by applying for the next Star Rating. Rather the Professionals Board reviews all professionals on a quarterly basis and advancements are issued as deemed warranted by the Professionals Board at that time.

For 3-Star and higher rated Professionals: Your desire to advance should be made obvious to the Professionals Department and the Professionals Review Board through your actions and involvement in the field, at the Parelli Campuses, and with Parelli Central. Advancement is not gained by applying for the next Star Rating. Rather the Professionals Board reviews all professionals on a quarterly basis and advancements are issued as deemed warranted by the Professionals Board at that time.

Please refer to the details per star rating for the guidelines as to what the minimum requirements for advancing are. Exams may be required for advancement; this will be determined by the Professionals Board.

These requirements are a road map to success and will not guarantee your advancement. **We reserve the right to advance or remove star ratings at our discretion to those individuals who naturally and organically either rise to the top of their star rating class or fall below expectations and requirements.**

Aspects considered in this decision in addition to savvy and raw talent in horsemanship and teaching are: experience, time in grade, activity tracking, professionalism, relations with the corporate offices and the Professionals Department, volunteering and continuing education, compliments vs. complaints, as well as how you handle difficult situations and decisions.

Policies – Special Certifications

3-Star and above instructors can earn special certifications. The current certifications available are below:

**Horse Development Specialists** are the only Parelli Professionals certified to train and handle horses while representing Parelli Natural Horsemanship as a Horse Development Specialist and can be paid for these services. While this program is still under development, at this time, the best path forward to earning this certification is to spend time riding with Pat in the Mastery Program.

**Ratings (Most Experienced/Qualified first):** Master HDS, Senior HDS, HDS

**Colt Start Specialists** are certified to teach colt starting. They have had a large number of years studying with Pat Parelli on this subject. This requires special permission and training to teach.

**Game of Contact Specialists** are certified to teach Linda Parelli’s Game of Contact. These specialists have spent a large amount of time directly with Linda Parelli to learn how to teach and ride with Game of Contact and understand the Game of Contact curriculum. These are the only instructors certified to teach this subject.
Policies – Leave of Absence

A Leave of Absence (LOA) can be taken for a number of reasons, personal, medical/illness, retirement, other employment, etc. It allows you time to take care of what you need to and stay connected to Parelli. An LOA can be taken for up to two years before a refresher course may be needed to reinstate, if previously current in Continued Education. An LOA is designed for a minimum time of 1 year, it is not intended to be taken during slow income months or to offset the License Fee.

IMPORTANT**** If you are on LOA for longer than two years without some form of communication with the Professionals Department we will presume your resignation. You must also always have a current, signed License Agreement on file with the department for EACH year you are on LOA.

While on LOA, your License is suspended. During this time you will:

- Provide a current signed License Agreement*, no fee or insurance required
  - *Due December 31
- Receive a Bronze Savvy Club and Parelli Connect Membership FREE OF CHARGE.
- Discontinue access to the Yahoo/Savvy Club groups
- Discontinue receiving Professionals Updates
- Discontinue use of the Professional’s Logo
- Discontinue teaching
- Remove instructor status and star rating from Parelli Connect
- Remove name and website link from instructor page on www.parelli.com
- Relinquish privilege of instructor pricing
- Discontinue earning commission from Parelli web shop sales and memberships
- May attend continuing education courses (fee applicable)
- May not represent yourself as a Licensed Parelli Professional, Instructor or HDS

How to become reinstated after an LOA:

- Must have Level 4 in all Four Savvys
- Notify professionals@parelli.com of your desire to reinstate
- Fill out and return to professionals@parelli.com the LOA Reinstatement Request
- Satisfy any refresher course requirements, if needed
- Pay License fee for the remainder of the year
- Provide a current Certificate of Insurance
- Have a current signed License Agreement on file in the Professionals Department

*Without providing a signed License Agreement each year we will presume your resignation and you will relinquish all Parelli Professional privileges.
Policies – Resignation

If you choose to resign, you would relinquish any ratings in each discipline and will no longer have any of the benefits or privileges as defined in the License Agreement and Guidelines.

You may:

- Hold yourself out as listed below, if true, when stating your credentials and experience, as long as you do not suggest or imply current affiliation or association with Parelli.
  - “former Licensed Parelli Professional”
  - “former Licensed Parelli Instructor”
  - “former Licensed Parelli Horse Development Specialist”

- You must remove the following:
  - All metatag from your website(s) which include all the Licensed Marks, Parelli’s other Marks, the names Pat Parelli and Linda Parelli and any and all variations thereof.
  - Cancel any Parelli Domain Names registered.

- You must return to Parelli:
  - Any badges, certificates, patches, etc. indicia of your prior License
  - Any confidential information you may have

- Resignation prohibits the individual from the following:
  - Marketing or teaching Parelli Natural Horsemanship or any substantially similar program of instruction for commercial purposes for two years.
  - Using any Parelli Intellectual Property identified in Section 4 of the License Agreement or developed during the term of the agreement.
  - Using any titles or confusingly similar variations thereof.
  - Holding yourself out as a Parelli Professional, Parelli Instructor or otherwise suggest or imply that you are affiliated or associated with Parelli.

How to reinstate after resignation:

- If you decide you would like to reinstate after a resignation, great! Based on the terms of the resignation, you would most likely be required to send in a video of your horsemanship and take a course or two. This would all be considered on a case-by-case basis depending on time, grade, level of horsemanship, circumstance, courses available, etc. Additionally, based on the above, there may also be a Star rating adjustment, either up or down. The Professionals Review Board will decide the appropriate action.
Policies - Outreach

Advertising

On all material that you are identifying yourself as a Parelli Professional you must include:

- the Licensed Parelli Professional Logo AND your full Star Rating Title
- e.g. Lily Smith, 2-Star Instructor
- If for some reason you cannot display the Licensed Parelli Professional Logo your title must read:
  o Sally Smith, Licensed Parelli Professional, 2-Star Instructor

This allows students and potential students to appreciate the level of training, experience and ongoing commitment to quality and excellence that earning this status has involved. This will also help students identify non-Parelli instructors as they become accustomed to looking for the licensed logo.

The Licensed Parelli Professional Logo has specific colors and may not be altered in any way. If producing something in color (e.g. embroidery, 4-color ad/flyer, website, etc.), you may not change the colors of the logo or produce it in black and white unless the document/ad/flyer itself is in black and white.

This special LOGO implies that you are part of the inner circle of Parelli.

Titles on all advertising and correspondence should read as follows:

- 1-Star Instructor
- 2-Star Instructor
- 3-Star Instructor
- 4-Star Senior Instructor
- 5-Star Master Instructor
- 6-Star Master Instructor

If you are wanting to logo apparel, please send the artwork to professionals@parelli.com for approval. On apparel ONLY, you may use the License logo and your name, without the title.

We highly encourage and prefer that you obtain a badge instead. Also, once you have put the license logo on apparel it may not be worn, given, gifted, donated, etc. to anyone (family, employees, students, children, charity organizations, etc.) who is not a Parelli Licensed Professional.

NOTE: If you do not have access or are not able to use the Licensed Parelli Professional Logo on what you are producing, you may use the wording “Licensed Parelli Professional” AND your full Star Rating title as listed above.

As a Licensed Parelli Professional, we require that you do not use any other business logos, or list other products or services on any of your advertising (including your website) without Parelli’s prior written approval. Additional logos, products, and services often times mislead students into believing that the secondary business is officially endorsed or approved by Parelli. When permission is granted, the Professionals Logo must be the most prominent logo on the page(s) – and located at the top of all pages (such as in the website banner). This is also the case for all printed materials where you use your Professional logo.

IMPORTANT: You are not authorized to use the regular Parelli Horse Head Logo in your creations. You must use the Licensed Parelli Professionals Logo. This applies to websites, flyers, clothing, promotional materials, etc. If you are unsure if your marketing materials fit within the above Guidelines please check with the Professionals Dept.
Policies – Outreach

Social Media

Every instructor is strongly encouraged to be an active participant in the social media platforms. This includes Twitter, Facebook, blogs, Parelli Savvy Club and Parelli Connect. Posts should be “professional” – the filter being, “Would I want my mom to see this?” This does not mean that you cannot relate personal frustrations on your journey, but that you act as a professional when and how you relate them.

Facebook advertising: https://www.facebook.com/business/products/ads


How to use Facebook for business: https://www.facebook.com/business/overview

Examples of in-speak words that require explanation on Facebook, and other outward facing social media channels:

- Four Savvys
  - On Line, Liberty, FreeStyle, Finesse
- Seven Games
  - Friendly, Porcupine, Driving, Yo-Yo, Circle, Sideways, Squeeze
- Horsenality
  - RBE, RBI, LBI, LBE
- Parelli Principles
- Savvy
- Ten Qualities of a Horseman
- See coming Style Guide for more of these

Example for promoting a Level 1 Clinic, buzz words to use:

Parelli Get Started Clinic!

Help your horse become calmer, braver, more respectful, and more responsive, and develop a closer bond with your horse!

You’ll learn:

- Understanding equine psychology and the prey/predator relationship
- Strategies for safety around horses
- The Parelli Seven Games
- Developing your body language to communicate with your horse
- Seven Keys to Success
- Desensitizing your horse

Obviously, we don’t use “desensitizing” in our program, but it’s a word that is easily recognized, and once you get them to the clinic, you explain that we prefer “confidence building” and why we don’t like to use the word “desensitization.”

Don’t be afraid to use recognized words in the horse industry to bring people in, and then explain how we do things differently.

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Policies – Outreach

**Articles**

All instructors are encouraged to write articles, blogs, etc. regarding personal and student stories (provided you have the student’s permission).

Articles published in Non-Parelli media, whether in printed or digital form, must prominently include the statement, “The opinions, views and other content contained herein are those of the author and not necessarily those of Parelli Natural Horsemanship, Inc. To contact Parelli, go to www.parelli.com or call [enter the appropriate Parelli office phone number].”

Contact professionals@parelli.com for more information on Savvy Times article guidelines.

**Blogs**

For blogs that you as a Parelli Professional host, manage and produce on your own site, you may write whatever kind of material you would like as long as it is a diary, personal experience, journey type of blog article. Please follow the guidelines per your star rating. For example, a 1-Star Instructor may only write a blog about On Line & FreeStyle, this could include different ways to play the Seven Games, tips for auditions, how to work through any issues, etc.

We also encourage you to submit blog posts for our Parelli blog! Share your stories about students, events you participate in, your journey in horsemanship, etc.

**Marketing Emails**

Each fully Licensed Parelli Professional is allowed 4 Marketing Emails per year administered by the Professionals Department to all customers in our database that reside within 200 miles of the event you wish to advertise.

Contact professionals@parelli.com for more information.

The email marketing request form is available on the Professionals.parelli.com website. Please log on to Professionals.Parelli.com then click on “Professionals Functions”. Select the “Marketing Email Requests” and fill out the form completely.

We require a minimum of 30 days of notice for all Marketing requests. This means a minimum of 30 days, 45 days suggested, before you would like to start advertising your event. All Marketing emails are sent on Tuesdays. If multiple requests come from the same region, they will be sent in a staggered format. Please contact professionals@parelli.com if you would like more information on when your email will be created and when it will be sent out.
Policies – Business

Liability Agreement/Insurance

It is your responsibility to ensure that your yearly license agreement and fee are provided to the Parelli office promptly. Your License agreement and Proof of Insurance is due no later than October 31st. Since many Insurance policies renew throughout the year and while a proof of Insurance is due upon relicensing, it is still your responsibility to send the updated Certificate of Liability insurance upon renewal. Late or missing information will result in suspension from the Professional Program with reinstatement possible after the situation is corrected. A late payment fee will be charged for License fees not received by the due date.

IMPORTANT: You must make sure EVERY student signs a release form from the first time they come for a lesson (and as needed thereafter). Some countries, states, regions or territories require that the release be provided to the student BEFORE they arrive on your property for a lesson or other equine activity. It is important that you retain all original signed release forms in your permanent files. You are responsible for creating your liability release form. Parelli Central does not have a standard form due to varying requirements around the world. The law in your country, state, region or territory may require that you post proper warning signs on your property. It is your responsibility to investigate and comply with all of your local laws, rules and regulations.

Office/Business Relations

Instructors must maintain a good credit rating with Parelli offices and their representatives. It is also expected that professional relationships be maintained; this includes but is not limited to, keeping in regular contact/communication. The same should be expected from Parelli and its associates in return. Inappropriate treatment of Parelli and/or its associates is recorded and can have a direct effect on your star rating and your future as a Parelli Professional.

Student Complaints/Accidents --- Parelli Professional Guarantee

As a condition of your license, you must immediately inform Parelli of all customer complaints and accidents by submitting an incident/accident report to professionals@parelli.com. The report form can be found in the “Documents” section under “Professionals Functions” of the Professionals.Parelli.com site. If you are unable to access the form for any reason, please immediately contact Parelli at the above email address to request one.

Complaints. While it is not required, Parelli strongly encourages you to offer customers who pay for your Services a 100% Satisfaction Guarantee. This helps ensure the quality of the brand and the services you offer. When a customer requests a refund, we strongly encourage you to refund the customer’s money, minus any out-of-pocket or other “hard costs” that you incurred in connection with providing the Services, within ten (10) days of receiving the request. When customer complaints come directly to Parelli, you will be contacted with the details so you can resolve the issue.

Accidents. Equine activities are inherently dangerous and accidents can and do occur for a variety of different reasons. The limitations that we set on the number of students you can teach at a time, the duration of the lessons and the levels of the Savvy’s you are authorized to teach are intended to reduce this risk.
Policies – Business

Teaching in Other Countries (International Courtesy)

In an effort to help encourage and maintain the ties of team-man-ship and help promote business worldwide for all Parelli Professionals, we have modified our policy regarding International Courtesy.

While instructors do not have protected areas or territories, if you plan to travel outside of your home country, please follow the guidelines below.

Fill out a Letter of Intent Form found on the Instructor Yahoo forums, and forward it to professionals@parelli.com 12 months prior to travel. The Professionals Department will then file and forward it onto the local subsidiary office.

- If there are instructors that are equal or higher ranking than you in the country you want to visit, please arrange for a fellow Parelli Professional in that country to host you, if possible. This will help prevent conflicts in scheduling (timing, level, and/or distance).
- If there are no instructors that have an equal or higher Star Rating than you in the country you plan to visit, you do not need an instructor to host you. Although we suggest that you choose a coordinator that is a current Parelli member (student or fellow instructor) and has positive Parelli references and team spirit.
- It is ESSENTIAL to complete and submit all the necessary paperwork, such as visas, work permits, proof of insurance, etc. to both the local subsidiary and professionals@parelli.com at least one month prior to travel.
- If you do not comply with these requirements, your right to teach in other countries will be revoked.
- NOTE: These guidelines do not pertain to the EU countries that do not require passports to travel within EU. In this case, be considerate of your colleagues and if in doubt, please contact professionals@parelli.com.

Our desire is that instructors do not claim students as personal territory. When thinking about the students you teach, it should not be “my students” rather it should be “Parelli students”. Students have the right to study with whomever they wish and with that in mind we will not deny requests for travel because it might pose “competition” for student time in an area. This should be your incentive to be the best me I can be for your students and collaborate with other instructors rather than restrict them.

Remember, WE are Parelli!
Policies – Business

Team-man-ship

We are Parelli! Every instructor should make a concentrated effort to work in harmony with other Parelli instructors. Reports of poor team-man-ship by other instructors will warrant a discussion and may lead to possible dismissal from the Professionals Program. Usually the higher the instructor’s communication skills, the less this will occur. Personal development continues to be a major key in your development as a Parelli Professional.

Long-Term Students

3-Star, Senior, and Master Instructors (4, 5, & 6-Star) can utilize long-term students as long as all of the appropriate legal requirements are met, such as worker’s compensation and other worker’s rights.

Time invested by students who volunteer or work for instructors is a great education and counts as continued education requirements, via the NEW Mentor status and point system for 4, 5 and 6 Stars. Although, this does not serve as a substitute for taking the 10-week Externship through the Mastery Program or the LIVE Entrance Evaluation. Additionally, Horsemanship and Star Rating advancements are not achieved through this avenue.

Instructor Assistants/Clinic Coordinators

You may utilize the services of an assistant/coordinator during your career as a Parelli Professional. Please understand that the interactions your assistant has with Parelli and the Professionals Department are a direct reflection of you and your professionalism. In order to have an assistant act on your behalf please request an Instructor Assistant Permission Form from professionals@parelli.com before they begin.

Workshop, Clinic and Camp Titles

When deciding upon a title for your workshops, clinics and camps please keep them Level and Savvy specific. You are welcome to get creative but please do not use titles that may still be in the development stage on the Parelli Campuses. Many times these types of sessions are offered as a bonus for students attending courses at a Parelli Campus. Also, be careful not to duplicate sessions that Linda and Pat may be doing on tour. You may share the concept, just not as the main focus of a clinic. Per the definition on page 46 of this document a clinic is two to three days (depending on the Star Ratings) following a curriculum, and the curriculum is the Parelli Program, not one component. A workshop is topic specific and is 3-6 hours (depending on Star Ratings).

Please do not use “Master” or “Mastery” in any of your course titles – this title is reserved for courses taught by Pat and Linda Parelli only.

Non-Parelli “Instructors” Teaching Parelli

If you come across a student who is teaching Parelli, particularly if they are using the Parelli logo or terminology such as the Seven Games or Horsenality™, please send as much relevant data as possible to professionals@parelli.com. Relevant data must be something concrete such as a website, flyer, email, etc.
Policies – Cautions

Products, Equipment, Techniques, and Principles

As a Parelli Instructor, it is expected that you adhere to the Parelli principles in their purest form. Any involvement in products, equipment, techniques, and principles that come from sources other than Parelli that are not approved by the Professional Department in writing will require immediate discussion and possible revocation of your license. We sincerely trust that you respect and understand the importance of this as you are licensed to teach pure Parelli. Please refer also to the Parelli Professional Guarantee on page 29 for more details on what happens if complaints occur outside your License.

Teaching/Training Outside of Your License

For your safety and for the safety of all involved, both human and horse, you are required to stay within the guidelines of your star rating. If there is something you wish to do that is outside of your star rating guidelines, you may request permission from the Professionals Board. Please be aware that without advance written authorization from Parelli everything outside of your permissions is prohibited and may result in disciplinary action including, but not limited to, demotion of your Star Rating and/or suspension or termination of your license to teach Parelli Natural Horsemanship.

We realize that practice is needed to gain experience. With this in mind, if you choose to take on horse training clients, this must be offered free of charge as well as have the customer sign and then return to us, the Non HDS Disclosure statement.

If written authorization is granted by Parelli for you to provide instruction and/or training outside the privileges of your Star Rating you are required as a condition of such authorization to have each customer for whom or on whose behalf you provide such instruction or training services first sign a Customer Acknowledgement form acknowledging, among other things, that they understand that you are not licensed or certified by Parelli to provide such instructional and/or training services. The Customer Acknowledgment form may be found in the “Documents” section under “Professionals Functions” of the Professionals.Parelli.com site. All authorizations granted by Parelli are subject to withdrawal at any time by Parelli in its sole discretion and are valid until the end of the calendar year in which they are granted unless withdrawn earlier. Authorizations must be requested annually.

Websites, Newsletters, and Printed Materials – Parelli Professional

You are not required to have your own Parelli Professional website. All Licensed Professionals will have their own biography page on professionals.parelli.com. However, if you choose to have a personal website, please keep the following things in mind, as you represent Parelli in the field, and can be a positive and visible part of our brand:

- All websites must clearly and prominently display the Parelli Professional logo
  - This should be at the top of the website, ideally in the website banner or at least “above the fold” so it is visible as soon as a person logs on to your page
  - Do not alter the logo in any way – colors and formatting are vitally important
- The Professionals Logo must be the largest logo on all pages
- If you choose to have non-Professional logos on your site, they must be smaller and less prominent than the main Parelli Professional logo. They must also include a disclaimer that all products/services provided by or included under the additional logos are not part of Parelli Natural Horsemanship in any way
  - Example Disclaimer: “Non-Parelli branded products and services appearing on this website are not endorsed, approved, or sponsored by Parelli Natural Horsemanship, Inc. in any way.”
- Your official Parelli titles must be clearly and prominently displayed – ideally on your home page and biography pages at a minimum. For details on how to correctly write your title, please refer back to page 25.
- All newsletters, fliers, and other printed or online materials where you appear as a Parelli Professional must also include the Parelli Professional logo prominently as well as your title, clearly, completely, and correctly written.

Any questions regarding the Parelli Professional logo, your title, and marketing materials are welcome at professionals@parelli.com.
Policies – Further Education

**Studying with another Parelli Instructor:**

Instructors are welcome to study horsemanship from another, higher ranking Parelli instructor, within the higher ranking instructor’s star rating.

**Studying with Mentors:**

Only when studying with Mentors (4 Stars and above) can points be earned that count towards the requirements for continuing education (see below). This is part of continuing education aimed at current Parelli Professionals, it is not intended for students or those that are not yet a Parelli Professional.

Points earned when you attend, assist or time spend studying with the following:
- Pat Parelli = 10 pts/week (2 pt./day)
- Linda Parelli = 9 pts/week (1.8 pt./day)
- Neil Pye = 8 pts/week (1.6 pt./day)
- 6 Star Master Instructor in the Field = 7 pts/week (1.4 pt./day)
- 5 Stars Master Instructor in the Field = 5 pts/week (1 pt./day)
- 4 Stars Senior Instructor in the Field = 4 pts/week (.8 pt./day)

**Studying With NON Parelli Clinicians/Instructors**

Instructors are also welcome to audit or attend other horsemanship classes and clinics. If you are unsure whether the non-Parelli clinician’s philosophies are congruent with that of Parelli’s it may be wise to audit first, and participate at a later time, once you have more clarity on the similarities/differences. If you will be attending a non-Parelli clinic, please notify professionals@parelli.com beforehand. It is recommended to have Level 4 complete before attending non-Parelli clinics.

Instructors should not pursue certification as an instructor of any other horsemanship program without specific prior approval.

**Advancing Your Horsemanship**

Every instructor should be pursuing never-ending self-improvement of their horsemanship and be a professional, inspiring role model to their students. Parelli equipment should be used at all times, from halter to saddle pad. Parelli Saddles are highly encouraged, but not strictly required. Serious attention should also be given to your horse’s appearance, temperament, ability, weight, condition, etc. Remember, you only have one chance at a first impression and you are a representative of the Parelli brand.

You are welcome to experiment with tools and equipment as you explore and progress your horsemanship, however when in front of students please strive to always use Parelli equipment.

**Events**

One free ticket to Parelli-sponsored events is available if you are participating or volunteering at that event. To volunteer and receive a ticket, please contact the organizing office. Some events, such as the Summit in Colorado, may have limited availability.

At events, we encourage you to ask, “How can I help?” particularly if you are at an event outside of your teaching area. There is usually a Professionals table set up near retail at tour stops and some of the other Parelli-sponsored events, where Professionals can display their flyers, business cards, etc. Students love to have the opportunity to ask instructors about horsemanship. We also encourage you to “work” the retail floor, meaning be available to help answer questions from customers on products and equipment. You as Parelli Professionals are usually the most suited to answer these types of questions and to help direct customers to the right products.

At tour events we request that you sign in and out to help us keep track of who is there, please remember to write legibly so you will get credit for your time at the event. The Tour Staff is advised to direct all horsemanship questions to the Professionals so please be available and close to the booth as often as possible.

**NOTE: You must attend the event in order to put your information/advertisements of your activities and/or services on the table.**

January 1, 2017 - Parelli Professional Guidelines 30
Policies – Communication

Tracking Your Activity

Instructors are responsible for entering their activity tracking (hours spent teaching, assisting, volunteering, participating, continued education, webinars, promotions, and other activities) via the www.professionals.parelli.com web portal. Sign on to your account and proceed to Create or Edit Events in Professionals Functions. When entering events, only check the “Publish to Web” box if you want this event to show up on Parelli public facing event listings (such as those seen on Professionals.parelli.com and Parelli Connect). You would not check this box for hours recorded for assisting, continued education, etc.

IMPORTANT: Tracking your activity is a very important component for all advancement considerations.

Yahoo Groups - Phased Out...Replaced with Savvy Club Groups

While the Yahoo Groups are being phased out, they are still a place where job listings can be found. Parelli Professional documents are located on Professionals.parelli.com (see below), and Parelli Professional groups are planned for future Parelli Savvy Club versions, more information on this as it develops.

Professionals.Parelli.com

The Professionals.Parelli.com website has a special section for Instructors when you log in – all of these are located under “Professionals Functions”:

- Edit your Professional Profile and add/change Profile Picture. You are responsible for updating this information about you and your services)
- Add and edit Events – will post to Professionals.Parelli.com and Parelli Connect. It is very important for you to add your activities and take advantage of Parelli advertising your event to the Parelli community. This is part of your professionalism and your action/inaction can impact consideration for future promotions.
- Marketing Email Request Form
- Commissions log – please contact our office for most complete Commissions records
- Documents:
  - Current License Agreements and Guidelines
  - Guides to submitting articles, writing style guides, social media, editing Professionals profiles, and commissions/memberships
  - Forms for Lead Instructors and Assistants
  - Form for your Personal Assistant request
  - Tax Forms
  - Professional Teaching Sequences
  - Files of the Professionals Logo and business cards

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Policies – License Agreements & Fees, Certificate of Insurance

License Fee Due Dates

The License Agreement will be sent to you in August/September of each year to be signed and returned by October 31 of each year in order to be licensed for the next year. It is at this time that you must either pay your License Fee in full or arrange through the Professionals Department for a payment plan. You will receive a discount of your License Fee by paying in entirety by October 31 each year.

Any changes in License Fees and/or the Professionals Guidelines will be disclosed when the License Agreement is released in August/September each year. License Fees are non-refundable.

Note: The License is only valid when accompanied by current liability insurance or appropriate documentation from your government overriding the need of such insurance.

The signed License Agreement and copy of current Certificate of Insurance are due by October 31 to stay current and active going into the following year, beginning January 1st. This year the license fee for 2017 is due by December 31, 2016. Again, you will receive a discount of your License Fee by paying in entirety by October 31 each year. In order to plan ahead, the License Fee for 2018 will be due by October 31, 2017 for the year beginning January 1, 2018.

Late License Agreements, Fees, and Insurance

If for some reason you can’t return the necessary paperwork or the payment on time, please let us know and stay in communication with us. We are happy to work out arrangements on a case by case basis. Our Core Values require us to be fair, honest, prompt, and truthful to you and we expect the same courtesy in return through your timely communication with us if you can’t return your paperwork and payment by the due date.

Our desire is not to impose fees or suspensions. However, because there have been numerous instances where Parelli’s flexibility has been taken advantage of by those neglecting to turn in License Agreements and/or payments in a timely manner, we are now going to be implementing late fees and prompt suspensions of Parelli Licenses upon non-payment and/or not signing the License Agreement.

For 2017, signed License Agreements and proof of Insurance are due by October 31, 2016. Your payment or agreed payment plan is due by Dec 31, 2016. If the Professionals Department has not received a signed License Agreement (and appropriate Fees or Payment plan and Insurance), your account will be suspended for 2017. You have 30 days from the due date of December 31, 2016 to pay or make arrangements for the payment of your License Fee before incurring late fees. If after January 31, 2017, the Professionals Department has not received your License Fee payment/arrangements, in addition to suspension of your Parelli License there will be a late fee of 18% due in full in order for you to activate for 2017.

<table>
<thead>
<tr>
<th>Type of Plan</th>
<th>October 31, 2016</th>
<th>December 31, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Payment</td>
<td>$1,500 ($500 discount if paid in full by Oct 31st)</td>
<td>$2,000</td>
</tr>
<tr>
<td>Payment Plan ($2400 over 12 months)</td>
<td>$600 Due Dec 31, 2016</td>
<td>$600 Due Mar 31, 2017</td>
</tr>
<tr>
<td></td>
<td>$600 Due Jun 30, 2017</td>
<td>$600 Due Sept 30, 2017</td>
</tr>
</tbody>
</table>

*After January 31, a late fee is implemented to the full payment amount and is due in full.

**The payment plan is only available if arranged for by October 31st. The payment late fee continues to grow after April 1st, and the interest is compounded.
Policies – License Agreements & Fees, Certificate of Insurance (cont.)

Suspended Licenses

As stated on Page 32, if the Professionals Department has not received a signed License Agreement as of January 1, your Professionals Account will be suspended.

When your Parelli License is suspended it means that you:

- May not represent yourself as a Licensed Parelli Professional or Instructor
- Must remove your name and website link from the instructor page on professionals.parelli.com
- Must discontinue teaching
- Discontinue:
  - access to Yahoo and Savvy Club groups
  - receiving Professionals Updates
  - use of the Professional’s Logo
- Relinquish privilege of instructor pricing
- Discontinue earning commission from Parelli web shop sales
- Remove instructor status and star rating from Parelli Connect
- Assume responsibility of Parelli Connect membership fees

Reinstating a Suspended License

Upon payment of your License Fee and receipt of your License Agreement, Parelli reserves the right to keep your License deactivated for up to 2 months afterward, as per the License Agreement.

A copy of your current Certificate of Insurance showing a future expiration date is due before your current policy lapses. If your policy lapses prior to you providing Parelli with a copy of a current Certificate of Insurance your Parelli License will be suspended.

If you are unable to renew your License, pay your fee, or update your insurance in a timely manner but you would like to remain a Professional, please contact the Professionals Department BEFORE your account is suspended. Options, such as Leave of Absence, are available to all Professionals as long as you stay current in your paperwork and through good communication with the Professionals Department.

If you fail to communicate with Parelli in a timely manner, late fees and full payments will be expected to reactivate your License.

Again, we want to emphasize that we understand that life happens and things can get away from us. We simply ask that you stay in communication with the Professionals Department and we will be happy to find a solution for whatever your needs are.
The Parelli Professionals Promise is very important to you and your customers. We recommend that you display this in a prominent place for your customers on your website, on your business cards, and at locations where you teach or train. Thank you for strengthening the Parelli Brand by following the values expressed in this Promise. The Parelli Professionals Promise is below:

**The Parelli Professionals Promise**

**Relationship First**

I promise to put my relationship with you, my student, first. I promise to help you put the relationship with your horse first. Rather than perfecting the task, we will care more about confidence, trust, motivation and willingness... as true horsemen do.

**Foundation before Specialization**

I promise to help you become well rounded in your savvy, both on the ground and while riding, within my skill set and licensing. I promise to prepare you for success at every level, to read your horse, understand his Horsenality and develop your savvy skills On Line, in FreeStyle, at Liberty, and in Finesse.

**Never-Ending Self-Improvement**

I promise to inspire and support your quest for never-ending self-improvement. The Parelli Program will guide you to success and will help you measure your progress every step of the way.
The Parelli Core Values

Put the Relationship First

- Whether with your horse, partner, family, co-workers, customers, vendors, or business partners
- Use open, honest and respectful language (non-violent communication)

Be the Best Me I Can Be

- Pursue a positive perspective
- Be impeccable with your word
- Be solutionary
- Don’t take things personally

Get it Done with a Little Fun

- Celebrate individuality – free to be yourself
- Have fun activities outside of work, without horses, sometimes

Exceed Expectations, “Wow” Service

- Whether you are an instructor or in Parelli Support, aim to deliver more than the student or customer expects, everyone is a customer

Embrace Never-Ending Self-Improvement

- For us individually, as a team and as a family
- Nurture learning and change
- Embrace imagination and creativity
- Create support and promote opportunities for personal and professional growth

Do More with What You Have

- How can we be more efficient and effective
- Work smarter, not harder
- How can we best utilize the resources we have

Be Humble

- Service above self
- Be an “active parent” and put your family’s needs before your own
- Be inclusive, not exclusive (autocratic)
- Values before our egos
- Be authentic about helping the world from the “spirit” of humility

Truth, Transparency & Trust

- Honesty
- Zero gossip

Keep It Natural

- It’s a lifestyle choice
Appendices

For more information on specifics, please see the following appendices:

- Appendix A – License Violations
- Appendix B – High Number of Complaints
- Appendix C – Continuing Education
- Appendix D – Unprofessional Conduct
- Appendix E – Volunteering/Assisting
- Appendix F – Parelli Central Involvement
- Appendix G – Definitions – Qualification/Privileges
- Appendix H – Phased out Instructor ratings – Junior and Trainee
Appendix A – License and Guideline Violations

License Violations procedure is as follows:

I. 1st Infraction – Warning
   Phone call and/or Written letter of Warning

II. 2nd Infraction – Final Warning
   A second written Letter of Warning copied to members of the Professionals Board

III. 3rd Infraction – Sent to Professionals Board for action
   b. Suspension – Suspended from the Professionals program and removed from the website.
      May not teach or continue as a Parelli Professional in the duties detailed in the contract and
guidelines for specified period of time. – revoking of license for a period of time.
   c. Termination

Depending on the severity of the infraction, steps 1 and 2 may be bypassed and the Professional’s Board may decide to suspend, demote or terminate the Professional, if the infraction warrants drastic measures.

Below is a list of violations:

<table>
<thead>
<tr>
<th>Class 1 = 1 point</th>
<th>Class 2 = 2 points</th>
<th>Class 3 = 3 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using Parelli trademarks without permission</td>
<td>Not attending required instructor events</td>
<td>Material breach of the Parelli Professional’s License Agreement</td>
</tr>
<tr>
<td>Not adhering to these Guidelines – Depending on infraction Classes 1-3</td>
<td>Recurring negative reports from customers – See Appendix B</td>
<td>Not maintaining your level of horsemanship</td>
</tr>
<tr>
<td>Not using your correct Signature</td>
<td>Poor peer relations</td>
<td>Misuse of drugs/alcohol (See Appendix D)</td>
</tr>
<tr>
<td>Unprofessionalism – see Appendix D</td>
<td>Poor office/business relations with Parelli Central or its sponsors</td>
<td>Inappropriate sexual behavior (See Appendix D)</td>
</tr>
<tr>
<td>Poor customer service, i.e. not refunding money to a dissatisfied customer</td>
<td>In teaching Levels 1-4, using products, equipment, techniques, etc. not approved by Parelli Central</td>
<td>Unlawful behavior</td>
</tr>
<tr>
<td>Not meeting necessary Parelli Professional Deadlines (will be charged late fees on payments)</td>
<td>Teaching and assisting hours, continuing education compulsories not met (See Appendix C &amp; E)</td>
<td>Allowing stallions in any class and handling stallions without Parelli Central’s approval</td>
</tr>
<tr>
<td>Not using your Parelli Professionals logo in prominent locations on your website and other Professional materials</td>
<td>Teaching more than authorized Teaching outside the approved curriculum</td>
<td>Poor credit with Parelli Central</td>
</tr>
<tr>
<td>Using the Parelli logo instead of the Professionals logo in your business materials (unless it is a link to <a href="http://www.parelli.com">www.parelli.com</a>)</td>
<td>Not carrying insurance while Licensed but not on Leave of Absence</td>
<td>Unreported/unresolved student complaints, accidents (See Appendix B)</td>
</tr>
</tbody>
</table>

NOTE: Accumulation of 3 points results in a review by the Professionals Review Board.

Special License Infractions:
This means holding a clinic/course that requires a Special License (such as Colt Starting and Game of Contact) without obtaining approval and permission or refusing to pay the royalties due.

- Warning/Notification
- LPP License suspension and removal from the website.
- Loss of LPP License
Appendix B – High Number of Complaints

As a Parelli Professional, everyone will get complaints. It is impossible to have 100% satisfaction. Some of the best still get complaints. What is important is how you address and rectify the situation. This is why we require our Professionals to offer students a 100% money back guarantee.

If we receive a complaint, we will forward it to you and possibly call you. This is your chance to resolve the situation before it escalates. While it is often very hard to hear anything negative about ourselves, try to step back and focus on the solution.

If the Professional receives more than three complaints per year, their records will be sent to the Professionals Board for possible disciplinary action.

Please understand, there is a difference between normal unsatisfied type complaints like “I didn’t like the clinic” or “I didn’t like the Professional” and reports of abusive or unprofessional conduct. Please see Appendix A for specifics on this.

If you receive a complaint that you think will escalate, please contact professionals@parelli.com so we can support you and be proactive in resolving this matter.
Appendix C – Continuing Education

Each Professional must maintain the minimum continued education requirements for their Star ratings. The Continuing Education has been given a point system for easy calculation. All Instructors should earn **25 points of continuing education per year**. Extra points achieved will roll over to the next year.

We have included a simple “Continuing Education Yearly Summary” tracking sheet with your License Agreement. Return this with your License Agreement for bonus points!

For those that reside in remote places, we understand the challenges and will take your situation into consideration, just let us know. Please email your concerns to professionals@parelli.com.

We have separated the types of continuing education into 5 categories of value. You can choose from all five categories and mix and match as you wish to fulfill the requirement per year.

The following categories show the points earned per event:

<table>
<thead>
<tr>
<th>Category 1 – Corporate Involvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tour stop/Parelli Event</td>
</tr>
<tr>
<td>Savvy Summit*</td>
</tr>
<tr>
<td>Instructor Conference (Attend)</td>
</tr>
<tr>
<td>Instructor Conference (Watch Review)</td>
</tr>
<tr>
<td>Non-Parelli events w/ Parelli Involvement</td>
</tr>
<tr>
<td>Corporate meetings, demonstrations, etc.</td>
</tr>
<tr>
<td>Published Savvy Times Article(s)/Auditions</td>
</tr>
<tr>
<td>Webinars</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category 2 – Campus or Corporately-Led Course Involvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leading, Assisting, Participating</td>
</tr>
<tr>
<td>Auditing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category 3 – Mentors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend, assist or time spent studying with the following:</td>
</tr>
<tr>
<td>Pat Parelli</td>
</tr>
<tr>
<td>Linda Parelli</td>
</tr>
<tr>
<td>Neil Pye</td>
</tr>
<tr>
<td>6 Star Master Instructor in the Field</td>
</tr>
<tr>
<td>5 Stars Master Instructor in the Field</td>
</tr>
<tr>
<td>4 Stars Senior Instructor in the Field</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category 4 – 3 Star Instructor Clinics in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attending, assisting:</td>
</tr>
<tr>
<td>Auditing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category 5 – Savvy Club Member Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savvy Club Gold/Silver Member Free Clinic Spots = 5 points per slot used</td>
</tr>
<tr>
<td>Bronze/Silver/Gold Free Gallery Student (Audit) Spots = 1 point per slot used</td>
</tr>
</tbody>
</table>

*Weeks are based on a 5-day week.
*Clinics and workshops less than 5 days in duration should be prorated per day per the star rate above.
*Denotes a bonus event where extra points may be awarded.
Appendix C – Continuing Education (cont.)

The basic point accumulation is for maintaining your star rating. The more points that you accumulate builds on your experience and resume for being considered for advancing to the next star rating. With this said, if you fail to attain the appropriate points or lose points by failing to comply with the requests of the Professional Guidelines and Procedures, your future as a Parelli Professional could be at risk.

An example of how you could lose points would be:

- Not responding to correspondence to you
- Not reading your Professional updates
- Not updating your public-facing Professional profile or internal department profile
- Having inappropriate behavior toward fellow Professionals or the Employees of Parelli
- Teaching outside the guidelines, etc.

See the guidelines for more details. All of these demerit type of infractions can impact your point accumulation and even the possible ramifications of demotion or dismissal as a Parelli Professional.

Below are some basic examples of how to acquire the necessary continued education points in one year.

**Example 1: 25 points earned**

- Assist 1 week at a campus = 15
- Attended Savvy Summit = 5
- Instructor Conference = 5

\[ \text{Total} = 25 \]

**Example 2: 26 points earned**

- Assist 5-Star Instructor 5 days (prorated) = 5
- Assist 6-Star Instructor 2 weeks = 14
- Attend 1 Parelli Tour Stop/Event = 1
- 1 Non-Parelli Corporate Event (Expo) = 5

\[ \text{Total} = 26 \]

**Example 3: 25 points earned**

- 3 Gold Member Free Clinic Positions = 15
- Audit 1 week Master Class with Pat = 10

\[ \text{Total} = 25 \]

*** An example of the Continuing Education Yearly Summary Form is on the next two pages. You will also be provided with a Separate Form that you can complete and return with your License Agreement each year.***
EXAMPLE OF THE PARELLI PROFESSIONALS
CONTINUED EDUCATION SUMMARY FORM

NAME: ___________________________________________ Star Rating: __________

SUMMARY FOR YEARS (Up to 2 Consecutive): ____________________________

Each Professional must maintain the minimum continued education requirements for their Star ratings. The Continuing Education has been given a point system for easy calculation. All Instructors must earn **25 points of continuing education per year**. Extra points achieved will roll over to the next year. For more details, please refer to Appendix C of the Parelli Professionals Guidelines and Procedures.

**Category 1 – Corporate Involvement**

<table>
<thead>
<tr>
<th>Event</th>
<th>Points (per)</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tour stop (Participate/Volunteer)</td>
<td>= 5 pts x</td>
<td>_______</td>
</tr>
<tr>
<td>Tour stop (Attend)</td>
<td>= 1 pts x</td>
<td>_______</td>
</tr>
<tr>
<td>Savvy Summit (Participate/Volunteer)</td>
<td>= 10 pts x</td>
<td>_______</td>
</tr>
<tr>
<td>Savvy Summit (Attend)</td>
<td>= 5 pts x</td>
<td>_______</td>
</tr>
<tr>
<td>Professionals Conference - Attend</td>
<td>= 5 pts x</td>
<td>_______</td>
</tr>
<tr>
<td>Professionals Conference – Watch Review</td>
<td>= 2 pts x</td>
<td>_______</td>
</tr>
<tr>
<td>Non-Parelli events w/ Parelli Involvement</td>
<td>= 5 pts x</td>
<td>_______</td>
</tr>
<tr>
<td>Corporate meetings, demonstrations, etc.</td>
<td>= 2 pts x</td>
<td>_______</td>
</tr>
<tr>
<td>Published Savvy Times Article(s)/Auditions</td>
<td>= 1 pt. x</td>
<td>+ ______</td>
</tr>
</tbody>
</table>

- per article OR per quarter actively assessing

**Corporate Involvement Total:**

**Category 2 – Campus or Corporately-Led Course Involvement**

<table>
<thead>
<tr>
<th>Event</th>
<th>Points (per)</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leading, Assisting, and Participating</td>
<td>= 15 pts/week (2.2 pts. /day)</td>
<td>_______</td>
</tr>
<tr>
<td>Auditing</td>
<td>= 5 pts/week (1 pt. /day)</td>
<td>+ ______</td>
</tr>
</tbody>
</table>

**Campus/Corporate Course Total:**

**CATEGORY 1 and 2 TOTAL:**

January 1, 2017 - Parelli Professional Guidelines 41
TOTAL FROM PAGE 1 – Categories 1 and 2: _______

Category 3 – Mentors
Attend, assist, or time spent studying with the following:

- Pat Parelli = 10 pts/week (2 pt. /day) _______
- Linda Parelli = 9 pts/week (1.8 pt. /day) _______
- Neil Pye = 8 pts/week (1.6 pt. /day) _______
- 6 Star Master Instructor in the Field = 7 pts/week (1.4 pt. /day) _______
- 5 Stars Master Instructor in the Field = 5 pts/week (1 pt. /day) _______
- 4 Stars Senior Instructor in the Field = 4 pts/week (.8 pt. /day) + _______

Mentors Total: [ ]

Category 4 – 3 Star Instructor Clinics in the Field
Attending, assisting:
= 3 pts/week (.6 pt. /day) _______

Auditing:
= 1.5pts/week (.3pt/day) + _______

3-Star Instructor Clinics in the Field Total: [ ]

Category 5 – Savvy Club Member Benefits
*Official Clinic Participants/Gallery Students must be recorded in tracking and reported to Parelli Corporate

- Savvy Club Gold Member Free Clinic Spot = 5 pts/person x ______ = _______
- Savvy Club Free Gallery Student Spot = 1 pt/person x ______ = _______

BONUS POINT (1 pt.) – Return this completed form with your License Agreement each year (Not required but strongly encouraged) _______

Continuing Education Total Points: [ ]
Appendix D – Unprofessional Conduct

Conduct unbecoming of a Professional is a serious concern and will be addressed. Unprofessional conduct may result in discipline or discharge, regardless whether it rises to the level of unlawful sexual harassment.

The list below contains examples of conduct that is considered below minimum standards and unacceptable. Unprofessional conduct includes, but is not limited to,

- Harassment – Sexual/Physical/Verbal
- Inappropriate sexual behavior
- Slurs, derogatory statements or demeaning treatment, jokes and stereotyping
- Theft, fraud or other act of dishonesty; participating in any felony or criminal behavior
- Reporting to work under the influence of alcohol and/or non-prescribed drugs or the illegal manufacture, possession, use, sale, distribution or transportation of drugs
- Falsification of records or reports or other acts of misleading by omission or by misrepresentation
- Divulging of confidential information that could or does damage Parelli’s interests
- Fighting or using obscene, abusive or threatening language or gestures
- Rudeness, insolence, harassing or offensive behavior toward a customer, client, supervisor or fellow employee, teammate, colleague, or other person while on the job or that adversely affects the work place
- Poor customer service, i.e. not refunding a dissatisfied customer’s money
Appendix E – Volunteering and Assisting

1-Star Instructor and 2-Star Instructor Annual requirement:

- Assist classes taught by a 3-Star or higher Parelli Professional
  - 2 two-day Clinics of Level 1, 2 or 3, relevant Savvys

3-Star Instructor Annual requirement:

- Assist classes taught by a 4-Star or higher Parelli Professional
  - 1 two-day Clinic of Level 1, 2 or 3, relevant Savvys

4-Star or higher, the following requirement is optional depending on your personal circumstances and desire to advance:

- Teach or assist a minimum of 2 weeks every two years at one of the Parelli Campuses (UK, USA or AUS)
Appendix F – Parelli Central Involvement

- Special Projects
- Auditions; with specific training to become an Assessor
- Managing Instructors at Tour Stops and events
- Volunteering at Tours Stops, events
- Savvy Teams at Tour Stops, events
- Clinicians – for appropriate star ratings
- Corporate Clinic Days – sponsored and for appropriate star ratings
- Savvy Club magazines, articles, and Parelli Central blog posts
- As needed
- Corporate meeting, i.e. UK, regional instructor meetings, etc.
Appendix G – Definitions: Qualifications and Privileges

As a Parelli Professional, there are qualifications and privileges that go along with each star rating.

Listed below are some terms used that will help you understand what you are authorized to do. If you have any questions on your privileges, it is always best to ask for permission rather than forgiveness. Email any questions to professionals@parelli.com.

**Formats:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Duration</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson</td>
<td>1-2 hours</td>
<td>1-2 students, helping them improve</td>
</tr>
<tr>
<td>Group Lesson</td>
<td>3 hours</td>
<td>3-6 students, following a curriculum</td>
</tr>
<tr>
<td>Workshop</td>
<td>3 or 6 hours for 1-2 days*</td>
<td>3-6 students, on a specific subject (i.e. Fluidity)</td>
</tr>
<tr>
<td>Horseless Workshops</td>
<td>3 or 6 hours*</td>
<td>8-40 students, on a specific subject*</td>
</tr>
<tr>
<td>Clinic</td>
<td>2-3 days*</td>
<td>3-20 students, following a curriculum</td>
</tr>
<tr>
<td>Camp</td>
<td>4 or 5 days</td>
<td>10-15 students, following a curriculum</td>
</tr>
<tr>
<td>Super Camp**</td>
<td>5-10 days</td>
<td>15-40 students, following a curriculum</td>
</tr>
<tr>
<td>Topic Based Clinics</td>
<td>As specified in your rating</td>
<td>Special License and curriculum required</td>
</tr>
</tbody>
</table>

*Depending on star rating and/or Special Licenses

**Multiple instructors supporting this event

**Spotlights/Presentations/Demos:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Talking</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spotlight</td>
<td>None – performed to music</td>
<td>Savvy Specific (per star rating)</td>
</tr>
<tr>
<td>Presentation</td>
<td>Yes – no horse</td>
<td>Overview of topic details in the handouts and video</td>
</tr>
<tr>
<td>Demo</td>
<td>Yes – with horse</td>
<td>Demonstrating a task, savvy (how to) with a horse</td>
</tr>
</tbody>
</table>

2 NEW Statuses:

**Mentors:** This status is for 4 Star and higher instructors, 3 Stars by special permission only. When Students take courses and/or spend time with Instructors holding this status, they can earn points towards continuing education requirements.

**Clinicians:** Are able to get paid for teaching on Campus and corporately run courses and 2 day clinics in the field. This status is for 4 Star and higher instructors, 3 Stars by special permission only. Curriculum training will be required.
Appendix G – Definitions: Qualifications and Privileges

Level of Instruction:

All instructors can teach through Level 3, in the approved Savvys for their star rating, and Level 4 once the instructor has held a personal horsemanship rating of Level 4 in that Savvy for one year.

All horsemanship levels referenced throughout the document imply Official Horsemanship Levels attained.

Star ratings will be reviewed quarterly using the criteria set forth in the guidelines for maintaining your star rating.

Special Licenses:

In 2012 we began a license (aka certificate) program. We currently have licenses in Game of Contact and Colt Starting. We will be developing additional licenses in specific fields of study.

NOTE: For all subjects that require a license, only licensed instructors may teach that subject or any of their components. For instance, only Game of Contact licensed instructors may teach GOC and its components.

With a license, you will be recognized as having strong skills in that area of study and will be authorized to teach workshops and clinics covering that area of study.

Licenses will be revoked upon a pattern of student complaints or demonstrated incompetence in the area of study.

These special workshops and clinics will be licensed separately. See note below for details.

Topical Subjects:

If you are a 4-Star Professional (3-Star Professionals considered on a case-by-case basis), you can request permission to teach topic-specific clinics and workshops that are outside of Levels 1-4 (i.e. jumping, reining, equine emergency, rider biomechanics, dressage, etc.). To do so, you must submit curriculum to Parelli Natural Horsemanship for permission and approval. These topic-specific workshops and clinics will be licensed separately. See note below for details.

Special License Fee:

NOTE: Any and all curriculum taught outside of Levels 1-4 and Long-Term Courses is not included in the annual license fee.

Horsemanship Requirements:

As of September 1, 2013, all official horsemanship requirements must be attained prior to applying for a course or star rating advancement.
Appendix H – Phased out Instructor ratings – Trainee & Junior

All information in this section, Appendix H, is specific and unique for the Trainee and Junior Instructors. This pathway is no longer available for entry into the Professionals Program and is being phased out. Additional policies and guidelines previously detailed in this document are applicable to those in this pathway and must be adhered to.

How Parelli Views the Star Ratings: Changing the Equine Industry on a Global Platform

Trainees: The Trainee pathway was developed to allow students to get their foot in the door to begin building their teaching skills while developing the minimum horsemanship requirements to become a fully Licensed Parelli Professional. Their focus is on their horsemanship, not teaching, and they may not charge for their services as they do not yet have a minimum of Level 4 in any Savvy.

Juniors: The Junior Instructor is one who is eager to gain teaching experience in a limited number of Savvys although their main focus is on improving their horsemanship and completing Level 4 in order to advance to a fully licensed 1-Star Professional. 1-Star Juniors are approved to teach the On Line Savvy up to Level 3. 2-Star Juniors are approved to teach On Line and FreeStyle OR On Line and Liberty, depending on what they chose at the time of licensing, also up to Level 3. Junior Instructors can only teach Level 4 in their approved Savvys if they have had Level 4 in that Savvy for a minimum of 1 year. If Liberty is one of the chosen Savvys at the time of licensing, the number of students the instructor is able to teach in Liberty at one time is limited to 1 horse/human.
**1-Star Junior Trainee Instructor**

The Junior Pathway is being phased out and is no longer available as an entryway into the Professionals Pathway.

<table>
<thead>
<tr>
<th>Privilege</th>
<th>1-Star Junior Trainee Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Horsemanship Level:</td>
<td>3+</td>
</tr>
<tr>
<td>Savvys allowed to teach:</td>
<td>1 (OL)</td>
</tr>
<tr>
<td>Maximum number of students (horse &amp; horseless):</td>
<td>2</td>
</tr>
<tr>
<td>Maximum number of hours:</td>
<td>2</td>
</tr>
<tr>
<td>Number of consecutive days with same students:</td>
<td>0</td>
</tr>
<tr>
<td>Format:</td>
<td>1-2 hour lessons at NO CHARGE</td>
</tr>
<tr>
<td>Auditors:</td>
<td>NONE</td>
</tr>
<tr>
<td>Support Courses at Parelli Campuses:</td>
<td>Admin role only</td>
</tr>
</tbody>
</table>

**Expectations of a 1-Star Junior Trainee Instructor:**

- Teach and record 50 Free On Line Lesson Hours with at least 20 different students. These Free Lesson Hours need to be recorded in the Instructor Activity Tracking as found on [professionals.parelli.com](http://professionals.parelli.com). They should be categorized as “1-Star 50 Free Hours OL” and the name of the activity should also state “Free On Line Lesson”.
- After the first 50 hours, if you remain a trainee, you continue to teach at no charge until you are no longer in a trainee status. Pat strongly advises and encourages that this time as a trainee is used to develop your personal horsemanship to Level 4 in all 4 Savvys with very little effort on teaching. Please track your hours with the same “1-Star 50 Free Hours OL” as a trainee.
- Teach students On Line in Levels 1 – 3, focusing only on this Savvy.
- Develop students for a Level 1 Official Pass within 30 – 60 days of the student starting the program, and Level 2 On Line within 2 – 4 months.

**How to Keep Your Star Rating:**

- Teach and record your free hours.
- Track and record all activity through [professionals.parelli.com](http://professionals.parelli.com).
- Meet requirements per these guidelines for Continuing Education, Volunteering/Assisting, etc. (See Appendices C & E)
- Show diligent progressiveness via auditions to pass Level 4. Quarterly submission of an audition is required. If two are missed, status is modified to LOA. On LOA, audition submission is required semi-annually, if one is missed, status is presumed resigned.

**How to Advance:**

- Since Parelli is phasing out the Junior Pathway, the focus of Junior Instructors is to be on attaining Level 4 in all 4 Savvys rather than teaching, therefore it is strongly suggested to forego movement through the Junior Pathway and achieve Level 4 in order to advance to a fully certified 1-Star rating. Advancement from the Junior pathway, once Level 4 and other requirements are achieved, is to a 1 Star Instructor.
- Teach and record 50 Free On Line Lesson Hours with at least 20 different students.
- Be current in Continuing Education ([Appendix C](#)) and with Volunteering/Assisting ([Appendix E](#)).
1-Star Junior Instructor
The Junior Pathway is being phased out and is no longer available as an entryway into the Professionals Pathway.

<table>
<thead>
<tr>
<th>Privilege</th>
<th>1-Star Junior Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Horsemanship Level:</td>
<td>On Line Level 4</td>
</tr>
<tr>
<td>Savvys allowed to teach:</td>
<td>1 (OL)</td>
</tr>
<tr>
<td>Maximum number of students (horse &amp; horseless):</td>
<td>4</td>
</tr>
<tr>
<td>Maximum number of hours:</td>
<td>3</td>
</tr>
<tr>
<td>Number of consecutive days with same students:</td>
<td>0</td>
</tr>
<tr>
<td>Format:</td>
<td>1-3 hour lessons</td>
</tr>
<tr>
<td>Auditors:</td>
<td>NONE</td>
</tr>
<tr>
<td>Spotlights, if Level 4 in that Savvy: *</td>
<td>Local (4H, Pony Club, Saddle Club, etc.)</td>
</tr>
<tr>
<td>Support Courses at Parelli Campuses:</td>
<td>Yes, On Line only – admin role for other Savvys</td>
</tr>
</tbody>
</table>

Expectations of a 1-Star Junior Instructor:

- Teach and record 50 Free On Line Lesson Hours with at least 20 different students prior to charging for services. These Free Lesson Hours need to be recorded in the Instructor Activity Tracking as found on professionals.parelli.com. They should be categorized as “1-Star 50 Free Hours OL” and the name of the activity should also state “Free On Line Lesson”.
- Teach students On Line in Levels 1 – 3, focusing only on this Savvy.
- Develop students for a Level 1 Official Pass within 30 – 60 days of the student starting the program, and Level 2 On Line within 2 – 4 months.

How to Keep Your Star Rating:

- Teach and record your free hours.
- Track and record all activity through professionals.parelli.com.
- Show diligent progressiveness via auditions to pass Level 4. NEW: Quarterly submission of an audition is required. If two are missed, status is modified to LOA. On LOA, audition submission is required semi-annually, if one is missed, status is presumed resigned.
- Meet requirements per these guidelines for Continuing Education, Volunteering/Assisting, etc. (See Appendices C & E)

How to Advance:

- Parelli is phasing out the Junior Pathway and the focus of Junior Instructors is to be on attaining Level 4 in all 4 Savvys rather than teaching, therefore it is strongly suggested to forego movement through the Junior Pathway and achieve Level 4 in order to advance to a fully certified 1-Star rating.
  - Advancement from the Junior pathway, once Level 4 and other requirements are achieved, is to a 1 Star Instructor.
- To advance to a 1-Star Professional you will need Level 4 in all Four Savvys within 2 years of activating as a 1-Star Junior Instructor.
  - If it takes you longer than 2 years to achieve the above requirements you will need to take and pass the 10-week Externship through the Mastery Program or the LIVE Professionals Entrance Evaluation in order to be considered for advancement to a 1 Star Instructor rating.
- Have passed an Externship (with 80%) OR a 2-Star Instructor Course (with 90%)
- Have spent at least 1 year as a 1-Star Junior Instructor with tracked activity.
- Have logged at least 35 hours of group lessons consisting of 3 – 4 people.
- Be current in Continuing Education (Appendix C) and with Volunteering/Assisting (Appendix E).
2-Star Junior Instructor

The Junior Pathway is being phased out and is no longer available as an entryway into the Professionals Pathway.

<table>
<thead>
<tr>
<th>Privilege</th>
<th>2-Star Junior Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Horsemanship Level:</td>
<td>On Line, Liberty, Freestyle Level 4</td>
</tr>
<tr>
<td>Savvys allowed to teach:</td>
<td>2 (On Line &amp; FreeStyle or On Line &amp; Liberty)</td>
</tr>
<tr>
<td>Maximum number of students (horse &amp; horseless):</td>
<td>6 w/horse or horseless, if Liberty then 1 horse max</td>
</tr>
<tr>
<td>Maximum number of hours:</td>
<td>1-3</td>
</tr>
<tr>
<td>Number of consecutive days with same students:</td>
<td>0</td>
</tr>
<tr>
<td>Format:</td>
<td>Lessons, Group Lessons, Workshops</td>
</tr>
<tr>
<td>Auditors:</td>
<td>NONE</td>
</tr>
<tr>
<td>Spotlights/Presentations, if Level 4 in that Savvy:*</td>
<td>Local (4H, Pony Club, Saddle Club, etc.)</td>
</tr>
<tr>
<td>Support Courses at Parelli Campuses:</td>
<td>Yes, support in chosen savvys - admin other times</td>
</tr>
</tbody>
</table>

Expectations of a 2-Star Junior Instructor:

- Teach and record 10 Free FreeStyle or Liberty Lesson Hours with at least 10 different students prior to charging for services. These Free Lesson Hours need to be recorded in the Instructor Activity Tracking as found on professionals.parelli.com. They should be categorized as “2-Star 10 Free Hours (FS or L)” and the name of the activity should also state “Free (FreeStyle or Liberty) Lesson”.
- Teach students in the chosen 2 Savvys in Levels 1 – 3, focusing only on these Savvys. Teach students in these Savvys through Level 4 once Level 4 in that Savvy has been held for 1 year.
- To develop students for Level 1 Official Pass within 30 – 60 days of the student starting the program, and Level 2 Official Pass within 3 – 6 months of teaching FreeStyle.

How to Keep Your Star Rating:

- Teach and record your free hours.
- Track and record all activity through professionals.parelli.com.
- Show diligent progressiveness via auditions to pass Level 4. Quarterly submission of an audition is required. If two are missed, status is modified to LOA. On LOA, audition submission is required semi-annually, if one is missed, status is presumed resigned.
- Meet requirements per these guidelines for Continuing Education, Volunteering/Assisting, etc., (See Appendices C & E)

How to Advance:

- Achieve Level 4 in all 4 Savvys within 2 years of activating as a 2 Star Junior to advance to a fully certified 1 Star Instructor.
  - If it takes longer than 2 years to attain Level 4, once Level 4 is achieved in all Four Savvys you will need to take and pass the 10 week Externship through the Mastery Program or the LIVE Professionals Entrance Evaluation in order to be considered for advancement to a 1-Star Professional Rating.
- Have passed an Externship (with 80%) OR a 2-Star Instructor Course (with 90%)
- Have spent at least 2 years as a 2 Star Junior Instructor with tracked activity.
- Have logged at least 75 3-hour group lessons.
- Be current in Continuing Education (Appendix C) and with Volunteering/Assisting (Appendix E).
- As the Junior Pathway is a subset of the fully certified Instructor Pathway, once Level 4 in all 4 Savvys and other requirements are achieved, a 2 Star Junior advances to a fully certified 1 Star rating, not a 2 Star rating.
Policies – Star Rating Advancement

For Junior Instructors: When the minimum requirements, as laid out in each star rating section are met, you may email professionals@parelli.com to request consideration by the Professionals Board for advancement.

Policies - Outreach

Titles on all advertising and correspondence should read as follows:

- 1-Star Junior Instructor
- 2-Star Junior Instructor

Parelli Professionals and the Savvy Club

All Leave of Absence and Trainee Instructors will receive a complimentary Bronze-level education access to the Parelli Savvy Club.

Policies – Business

Juniors and 1- & 2-Star Instructors are not permitted to enroll long-term students, although any instructor can hire employees as a part of their business as long as the instructor remains in compliance with all terms of the License Agreement.

Policies – Outreach

Blogs

We do not encourage Juniors or Trainee Instructors having educational Horsemanship related blogs as you are still working on your HMS knowledge. Keep in mind each Savvy builds on the next i.e. OnLine to Liberty to FreeStyle to Finesse.

Volunteering and Assisting

1-Star Junior Instructor and 2-Star Junior Instructor Annual requirement:

- Assist classes taught by a 3-Star or higher Parelli Professional
  - 3 two day Clinics of Level 1, 2 or 3, relevant Savvys