



Procedure for CHA Recertification

- **Membership must be current for all three years in the certification period. \$65 annually.**
- **Application for recertification must be submitted prior to certification expiration date. \$95 fee.**

To retain CHA Certification of any type, at any level, a CHA member must meet at least two of the following requirements within their three year certification period. Once documentation of the requirements is collected, complete the following recertification application and submit to the CHA Office with the recertification fee. Upon approval, your certification will be extended for three additional years. Failure to apply for recertification and meet the requirements will result in lowering or removal of the certification rating. Check www.CHA.horse to find out the exact date your certification expires and if your membership is current.

Recertification Requirements

1. Audit a full CHA Certification clinic of any CHA program type.
2. Participate in a full CHA Certification clinic—excluding Seasonal Equestrian Staff and Day Ride Trail Guide—of a type other than in which you are certified,. In this case, a different certification is achieved and is valid for three years from that date. The original certification would have a different expiration date and must still be renewed before it expires. Contact the CHA Office to synchronize the expiration dates.
3. Actively participate in teaching riding, conducting trail rides, teaching vaulting, teaching equestrian programs for people with disabilities, driving, managing an equine program in a camp or school, or working in/managing an equine boarding/training facility, either seasonally or year-round.
4. Attend a CHA International Conference or Regional Conference.
5. Document 25 hours of continuing education. The types of things that apply include CHA webinars, riding lessons, club/organization speakers and programs, horsemanship clinics, regional horse expos, and formal/community courses in education, teaching techniques, business management, marketing, equine science, personnel management, and etc. CPR/First Aid training constitutes 8 hours. Full CHA International conference attendance constitutes 25 hours. Written documentation of participation must be included with this recertification application.

Documentation for requirements 3, 4, and/or 5 may include written statements from an employer, a brochure or business card which lists your name, a certificate of completion, receipts or canceled checks, or similar evidence.

The CHA Recertification Application on the back of this page must be filed with the CHA Office *prior to your certification expiration date*. . Along with it, you must provide appropriate documentation of requirements met. Recertifications will not be considered unless membership fees have been maintained and are current at the time of application. A recertification fee of \$95.00 in US dollars is required.

Filing for an Extension: In special circumstances, you may file for a *one-time*, one-year extension to apply for recertification. Contact the CHA Office for details. Membership must be kept current.



CHA Recertification Application

Application Date: _____ Certification Expiration Date: _____

Name: _____

Home Address: _____

City, State/Prov, ZIP/Post Code: _____

Primary Phone: _____ Other Phone: _____

Email: _____

Where Certified: _____ Certification Date: _____

Type/Level(s) of Certification: _____

I have completed at least two of the following requirements within three years of my CHA certification. Please check all that apply.

- 1. Audit a full CHA Certification clinic of any CHA program type. Date _____ Location _____
2. Participation in a full CHA Certification clinic of another CHA program type. Date _____ Location _____
3. Active participation in the equine industry such as teaching riding, conducting trail rides, or managing a stable or ranch. Documentation is enclosed.
4. Attendance at a CHA International Conference or Regional Conference. Date _____ Location _____
5. 25 hours Continuing Education. Documentation is enclosed.

A recertification fee of \$95.00 US must be included. Membership fees must be current.

CHA accepts Visa, Mastercard or Discover, or check or money order in US funds made payable to CHA. Return this form, along with your documentation and remittance to the address or email below.

Visa/Mastercard/Discover Num: _____ 3-digit Security Code _____

Signature _____ Date Card Expires: _____