



## Certifier and Assistant Certifier Recertification Requirements

To retain Certifier OR Assistant Certifier status, a person must complete all of the mandatory requirements and at least one (1) of the additional requirements within their three year certification period. CHA Membership must be current. 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 Certifier or Assistant Certifier status will be extended for three additional years. Failure to apply for recertification and meet the requirements will result in lowering or removal of the certifier's rating.

### Mandatory Requirements

1. Conducting or directing at least **two** CHA certification clinics -OR- attending mandatory certifier training webinars.
2. **Twenty-five (25)** documented hours of Continuing Education in horsemanship, teaching, or business topics. These could include college level courses, horsemanship clinics, courses offered by extension offices, etc. They do not have to be for credit, or taught by a college. The fillable Continuing Education form may be used.
3. Current CPR and First Aid certification. Documentation **with expiration date clearly visible** is required.
4. Complete the Certifier Test found on ShareFile using the Certifier\_TestAnsSheet. This form is fillable and may be printed or emailed to the CHA.

**Additional Requirements:** At least one of the following must be completed.

5. Participation in workshops at a CHA International Conference.
6. Participation in workshops at Regional Conferences.
7. Active involvement in teaching riding, conducting trail rides, and/or managing a riding program or stable during the 3-year period. Include the type of programs and your activities. This may have been seasonal or year around.

The application for recertification is on the back of this page. It must be filed with documentation and your recertification fee of \$95.00, before your certification expiration date (CED.) Your CED can be found on [www.CHAINstructors.com](http://www.CHAINstructors.com). Also verify that your membership is current.

Documentation may be in the form of a written reference from an employer, your business card, letterhead or advertising, a course completion certificate, receipt, canceled check, or similar evidence.

**Filing for an Extension:** In special circumstances, you may file for a *one-time*, one-year extension to apply for recertification. See the Certifiers Manual or contact the CHA Office for details.

**Questions:** Contact the CHA Office at the number or email below with any questions.



### Certifier and Assistant Certifier Recertification Application

Application Date: \_\_\_\_\_ Certification Expiration Date (CED): \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Please check all requirements that have been completed in the 3-year period.

**Mandatory Requirements:** All four (4) of the following must be completed.

- 1.  Conducting or directing at least 2 certification clinics -OR- attending mandatory certifier training webinars.  
 Site/Webinar: \_\_\_\_\_ Dates: \_\_\_\_\_  
 Site/Webinar: \_\_\_\_\_ Dates: \_\_\_\_\_
- 2.  **Twenty-five (25)** documented hours of Continuing Education in horsemanship, teaching, or business topics. Enclose documentation.
- 3.  Current CPR and First Aid certification. Enclose documentation.
- 4.  Enclosed or emailed Certifier test answer key.

**Additional Requirements:** At least one of the following must be completed.

- 5.  Participation in workshops at a CHA International Conference.  
 Conference/Title: \_\_\_\_\_ Dates: \_\_\_\_\_  
 Conference/Title: \_\_\_\_\_ Dates: \_\_\_\_\_
- 6.  Participation in CHA workshops at Regional Conferences.  
 Conference/Title: \_\_\_\_\_ Dates: \_\_\_\_\_  
 Conference/Title: \_\_\_\_\_ Dates: \_\_\_\_\_
- 7.  Active involvement in teaching riding, conducting trail rides or other equestrian activities, and/or managing an equine facility. Enclose documentation.

- My CHA membership is current.
- I have enclosed my recertification application fee of \$95.

Please send all materials to:  
CHA  
1795 Alysheba Way, Ste 7102  
Lexington, KY 40509  
office@CHAinstructors.com

*Allow 4 weeks to receive notification of your recertification.*