



Certification & Skills Workshop Request

All host sites must submit this request for each Certification or Skills Workshop. If hosting multiple groups, complete one request for each group. All certifier or instructor contracts must be signed before this event is posted to the CHA Website. Submit this Certification & Skills Workshop Request with Proof of Insurance to the CHA Office at least four months prior to the requested date.

HOST SITE INFORMATION

Hosting Facility: _____ Current Date: _____

Contact Person: _____ Email: _____

Contact Day Phone: _____ Cell: _____

Mailing Address: _____ City/St/Zip: _____

Site Address: _____ City/St/Zip: _____

Website Address: _____ Fax Number: _____

Can Registrants contact you for lodging & meal information, if provided, by email? Yes No

Has This Site Been Approved For Hosting CHA Certifications? No Yes When? _____
For Host Site Approval, Call the CHA Office at 859-259-3399.

Has This Site Hosted Previous CHA Certifications/Workshops? No Yes Last Certification/Workshop Dates: _____

Is Host Site CHA Site Accredited? Yes No When Do You Plan To Become Accredited? _____

What Has Prevented You from Applying for Site Accreditation? _____

CERTIFICATION/SKILLS WORKSHOP INFORMATION

- English/Western Instructor (EWI) English Only EWI Western Only EWI College/University Driving (DID)
- Equine Facility Manager (EFM) Combined Instructor/Trail (CMB) Seasonal (SES) Skills Workshop (SKW)
- Instructor of Riders with Disabilities (IRD) Trail Guide (TRL) Day Ride Trail Guide (DRT) Vaulting (VLT)

Inclusive Requested Certification/Workshop Dates? _____

Are signed contracts in place for your certifiers/instructors? Yes No If not, event will not be posted on CHA.horse.

Certification Director (must be a CHA Certifier): _____

Certifier / Assistant Certifier: _____

Skills Workshop Instructor(s): _____

Maximum # of Participants: _____ Note: First year Certification sites and IRD Certifications are limited to eight participants. Others may have up to ten participants. Skills Workshops may have as many participants as the host site can accommodate.

If this is a partially closed certification, number of outside participants to be registered by the CHA Office: _____

Participant Arrival Date & Time: _____ Departure Date & Time: _____

Certification/Skills Workshop Cost: \$ _____ A minimum fee of \$750 USD for 5-day or 6-day certifications or a minimum of \$450 for 3-day certifications must be charged to each participant (excluding SES & SKW.) There is no maximum fee.

What meals are provided, if any? _____

Cost Includes: Lodging? Yes No Rider Weight Limit? No Yes If Yes, what is the limit? _____

Auditor Cost for Full Certification/Workshop: \$ _____

IN THE EVENT the CERTIFICATION or SKILLS WORKSHOP is cancelled by the Host Site, the CHA Office must be informed immediately. The Host Site is responsible for notifying certifiers/workshop staff and for any expenses incurred by the certifiers or by CHA. A cancellation less than 14 days before the scheduled Certification will incur a \$250 fee payable to CHA.