



Certification Request

All host sites must submit this request for each Certification. If hosting multiple groups, complete one request for each group. All certifier contracts must be signed before this event is posted to the CHA Website. Submit this Certification 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, Contact the CHA Office at 859-259-3399 or office@CHA.horse.
Has This Site Hosted Previous CHA Certifications? No Yes Last Certification Dates: _____
Is Host Site CHA Site Accredited? Yes No Do You Plan To Become Accredited? _____
What has prevented you from applying for site accreditation? _____

CERTIFICATION INFORMATION

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

Inclusive Requested Certification Dates? _____
Are signed contracts in place for your certifiers? Yes No If not, event will not be posted on CHA.horse.
Certification Director (must be a CHA Certifier): _____
Certifier / Assistant Certifier: _____

Maximum # of Participants: _____ Note: First year Certification sites and IRD Certifications are limited to eight participants. Others may have up to ten participants.

If this is a partially closed certification, number of outside participants to be registered by the CHA Office: _____
Based on the above numbers, the appropriate number of current mandatory manuals for your staff/in-house participants will be shipped to you. Outside participants will receive manuals directly from the office upon registration.

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

Certification Cost: \$ _____ A minimum fee of \$800 USD for 5-day or 6-day certifications or a minimum of \$450 for 3-day certifications must be charged to each participant. 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: \$ _____

IN THE EVENT the CERTIFICATION is cancelled by the Host Site, the CHA Office must be informed immediately. The Host Site is responsible for notifying certifiers and for any expenses incurred by the certifiers or by CHA. A cancellation less than 15 days before the scheduled Certification will incur a fee payable to CHA.