



Resources for Riding Programs

- Horsemanship Manuals
- Instructor & Trail Guide Manual
- Vaulting Manuals
- Therapeutic Manuals
- Resources for Equestrian Programs and Standards for Equestrian Programs
- Student Curricula
- Student Achievement Awards
- Safety Videos & Posters
- Official CHA Merchandise

Membership Benefits

- Subscription to *The Instructor Magazine*
- Insurance Discounts
- Online CHA Equine Professional Directory
- Discount CHA Products
- Technical Support
- Conferences & Continuing Education
- Free Classified Advertising
- Monthly Educational Newsletters
- Partner Discounts on Products and Services

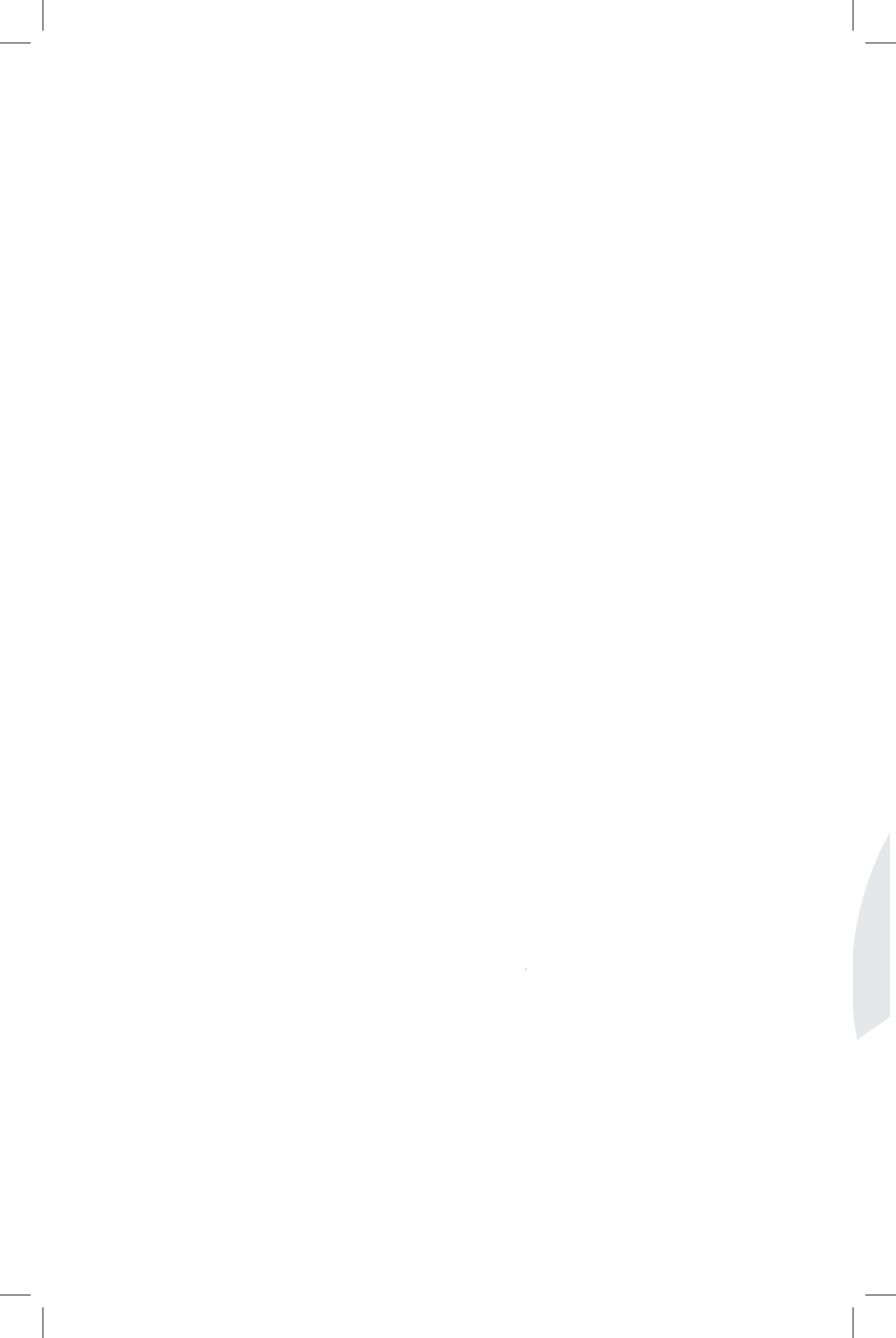
CERTIFIED HORSEMANSHIP ASSOCIATION



Certification Programs, Overview & Benefits



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CERTIFIED HORSEMANSHIP ASSOCIATION

THE LEADERS IN HORSEMANSHIP SAFETY

~ Changing Lives Through Safe Experiences with Horses ~

CHA CERTIFICATION PROGRAMS:

Standard Instructor Certification
English and Western Only Certification
Trail Guide Certification Day Ride Trail Guide Certification
Combined Trail Guide and Instructor Certification
Instructor of Riders with Disabilities Certification
Seasonal Equestrian Staff Certification
Equine Facility Manager Certification
Vaulting Coach Certification
Driving Instructor and Driver Certification
CHA Skills Workshops & Site Accreditation

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PURPOSE STATEMENT

The Certified Horsemanship Association is a membership organization, operating internationally, whose purpose is to advance excellence in horsemanship safety and education for the entire horse industry.

WHY STATEMENT

CHA Changes Lives Through Safe Experiences with Horses!

CHA was founded in 1967 as a means to evaluate the knowledge and ability of equestrian staff hired for group riding operations. CHA offers certification programs for riding instructors, trail guides, equine facility managers and workers, vaulting coaches, drivers and driving instructors. There is also a site accreditation process available to equestrian programs. CHA produces instructor and student manuals, educational DVDs, safety standards, posters, webinars, regional and annual international conferences, student curriculums, achievement awards and other resources for equestrian programs.

CHA offers about 100 certifications annually in the U.S., Canada and Mexico and certifies about 800 individuals each year. CHA is a non-profit IRS 501(c)3 organization, governed by a volunteer board of directors and directed by a small professional staff.

CONTACT INFORMATION

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*To Find A Certified Equine Professional or
an Accredited Equine Facility Near You*

WWW.CHAINSTRUCTORS.COM

OVERVIEW OF CERTIFICATION PROGRAMS

CHA is the largest and oldest equestrian certification program in North America and offers hands-on certifications for riding instructors, trail guides, vaulting coaches, equine facility managers and workers, drivers and driving instructors. There are CHA Certified Instructors in many different countries and on most continents. CHA Certification is recognized internationally by consumers, employers and insurance companies.

Certifications are held at various private/public facilities throughout the United States, Canada and Mexico. For the most current list, visit www.CHA.horse. CHA offers certification for:

- English and/or Western Instructors at four levels
- Trail Guides and Trail Instructors at four levels from
Day Ride Trail Guide to Wilderness Packer
- Instructors of Riders with Disabilities (IRD)
at 1 Assistant level and 3 Instructor levels
- Seasonal Equestrian Staff
- Equine Facility Managers at four levels from
Stable Worker to Commercial Facility Managers
- Vaulting Coaches at three levels
- Drivers and Driving Instructors at three levels

PURPOSE OF CHA CERTIFICATIONS

CHA instructor certifications evaluate, test and certify instructors who are qualified to teach horseback riding in group settings. **Certifications are designed to evaluate instructors at their existing skill level as an instructor, not to teach an individual how to become an instructor.** CHA educates equestrian staff in safety, teaching skills, horse and stable management, program development and related topics. The emphasis is on working with riders and horses in an educational group setting. CHA helps improve the safety and quality of group riding programs by promoting safety standards and the use of tested and certified instructors. CHA certifications for vaulting, driving and facility management have a similar emphasis and format.

BENEFITS OF CERTIFICATION

CHA certification credentials indicate that an equine professional's knowledge and skills have been objectively evaluated and tested against an accepted set of industry standards.

CHA certification is recognized by employers and insurance companies; many insurance companies offer discounts for CHA certification and accreditation.

CHA Equine Professionals have proven their ability to teach safe, fun and effective riding lessons at a determined level. CHA Equine Professionals may utilize the CHA curriculum or not; CHA does not mandate any particular teaching style or technique, only that lessons are safe, fun and effective; with good theory and the hows and whys of horsemanship.

CHA Equine Professionals may test and present CHA certificates and achievement awards to their riding students and conduct CHA Skills Workshops.

CHA Equine Professionals may use the CHA logo on personal advertising and promotion and are listed at www.CHAinstructors.com.

CERTIFICATION SYLLABUS

All Instructor, Driving and Trail Guide Certifications involve 40 hours and are usually conducted over 5 days. Instructors of Riders with Disabilities Certifications will be longer. Day Ride Trail Guide, Seasonal Staff, Equine Facility Manager and Vaulting coach certifications are 2-3 days in length. Program appropriate manuals and materials are sent to the participant prior to the start of the certification.

Certifications are conducted by two CHA Certification Staff, following a standardized format. The syllabus for Instructor, Trail Guide and Driving Certification includes these requirements:

- 40 hours minimum time (excluding meals and breaks)
- 20 hour minimum evaluation of teaching or skills displays
- Written test and riding/driving evaluation

Demonstration of practice lesson by certification staff

Minimum 4 practice lessons or skills displays required
for each participant and peer evaluated

Required presentations on risk management, teaching techniques (and camping skills for trail), herd management, industry standards and professionalism. Other program specific workshops are required for vaulting, driving and disabilities certifications.

Participants are evaluated on their total performance during the certification. The categories of evaluation include safety, horsemanship (and camping skills for trail), teaching techniques, group control and professionalism. There are other program specific evaluation categories for vaulting, driving, equine facility manager and disabilities certifications.

There is a private meeting between each participant and the certification staff at the mid-point of the certification, where goals will be discussed. The level of certification is determined solely by the two certification staff.

RENEWAL OF CERTIFICATION

CHA certification is valid for 3 years, provided annual membership in CHA is maintained during the three-year time frame and that the recertification fee is paid. At the end of the certification period, CHA will automatically send instructors a recertification application. Instructors may renew certification for three more years by documenting 25 hours of continuing education within the three-year certification period and continued horse industry involvement. The only way to raise the level of certification is to attend another certification. Seasonal is not a renewable certification.

CERTIFICATION HOST SITES

CHA certifications are offered at CHA Program Member facilities that can provide the amenities, horses and equipment needed for the type of certification listed. Host sites offer some meals and some even provide lodging; accommodations vary from rustic to luxurious; some host sites are unable

to offer accommodations. The price includes manuals, CHA membership and certification fees and use of horses and equipment (check with the site to determine if meals and lodging are included in the price).

Host sites for instructor certification represent typical group riding programs and offer horses and equipment appropriate for that setting. Host sites generously offer the CHA program as a means to improve safety and effectiveness in riding programs and CHA appreciates the host site's contribution to the industry. For information on hosting a CHA certification at your facility, contact CHA.

STANDARD INSTRUCTOR CERTIFICATION

CHA awards certification as an instructor of riding theory and application. Certification is attained by successfully completing a 40-hour certification. Level of certification attained, if any, is at the sole discretion of the two CHA Certification Staff. Participants are evaluated on their ability to teach group riding lessons. Categories of evaluation are safety, horsemanship, teaching techniques, group control and professionalism.

The following types of Standard certifications are offered:

All-Discipline Standard

English-Only Standard & Western-Only Standard

College Certification

Certification may be earned at the following levels:

Assistant Instructor (min. age 16)

Instructor (min. age 18, four levels, from beginner to advanced in English* or Western)

Master Instructor (level 4 both English* and Western)

Assistant Clinic Instructor* (min. age 21, must be recommended by certification instructors)

Clinic Instructor (min. age 25, must complete apprenticeship)

** English certification may be for flatwork or jumping; jumping required for ACI & CI.*

COLLEGE CERTIFICATIONS

An accredited school, college or university may offer CHA Instructor Certification as part of an equine studies curriculum; the school or host facility must be a CHA Program Member and meet the requirements for host site approval. The CHA Certification Syllabus must be integrated into a course on horsemanship instruction; a physical education course on horsemanship doesn't qualify for a CHA college certification. CHA approves all college certification curricula.

An accredited school, college or university may utilize the school's equine faculty or hire a CHA Clinic Instructor for the didactic portion of the certification program (presentations, written test). A final evaluation and certification is conducted at the end of the grading period, staffed by two CHA Certification Staff, who are approved by the CHA Office.

TRAIL GUIDE CERTIFICATION

Trail Guide Certification is offered for guides working in programs that offer hourly trail rides up to extended wilderness packing. Certifications are a minimum of 40 hours and include two nights at the base camp and three nights on the trail. Participants are evaluated on safety, horsemanship and camping skills, guiding and teaching skills, group control and professionalism. Level of certification attained:

Assistant Trail Guide (min. age 16)

Trail Guide (min. age 18, hourly to full day rides,
Level 1 – 4 from Trail Guide to Wilderness Packer)

Assistant Trail Instructor (min. age 16)

Trail Instructor (min. age 18, Levels 1 - 4)

Trail Assistant Clinic Instructor (min. age 21)

Trail Clinic Instructor (min. age 25)

DAY RIDE TRAIL GUIDE CERTIFICATION

For trail guides dealing with rides from very short up to day long. Day Ride Trail Guide Certifications are similar in format and content to the Standard Certification, but there is an emphasis on trail guiding skills displays rather than teaching lessons. It is a three-day certification with renewable certification and includes workshops on topics such as Planning/Supervising Trail Rides, Risk Management/Accident Prevention/Emergency Procedures, Horse/Equipment Management and Low-Impact Trail Riding. Minimum age for assistants is 16; minimum age for guides is 18. Level of certification is the sole discretion of the Certification Staff and is determined by skills and knowledge demonstrated during the process.

- **ASSISTANT DAY RIDE TRAIL GUIDE:** qualified to assist on trail rides under the direction and supervision of a Certified Trail Guide.
- **DAY RIDE TRAIL GUIDE:** qualified to conduct trail rides not exceeding one full day in duration, including securing horses away from the base stable, as might be needed for breaks.

COMBINED STANDARD & TRAIL CERTIFICATION

Combined Certifications are designed to meet the needs of programs that offer basic levels of arena instruction and trail riding including overnight rides. Certification is limited to the first two levels of the Standard and Trail Certification programs. Combined participants may earn both Standard Instructor and Trail Guide Certification, but only up to level 2 in each program. The Combined Certification is similar in format to Standard Certification, with one night spent on an overnight trail ride.

SEASONAL EQUESTRIAN STAFF CERTIFICATION (SESC)

The SESC program is designed specifically for lower-level riding programs that operate seasonally. The SESC program is available only to CHA Program Members that have a CHA Instructor or Trail Guide (level 2 or higher) on staff.

Seasonal Certification is only available for the site's staff and is a non-renewable certification. Seasonal Certifications are not open to the public but may be opened to other CHA Program Member Facilities that meet the same requirements.

SESC certifications are a minimum of 24 hours or 2-3 days in length and are taught by one CHA Certification Staff. The SESC program is customized to the operations of the host site and includes training as well as evaluation.

INSTRUCTORS OF RIDERS WITH DISABILITIES (IRD) CERTIFICATION

The IRD program offers certification for instructors that teach horsemanship in programs that provide educational, recreational or mainstream riding for persons with cognitive and/or physical disabilities. The materials and curriculum of this certification are specific to the various considerations, adaptations, applications, contraindications, adaptive equipment and horses used in riding programs that serve persons with physical and/or cognitive disabilities.

The IRD clinic syllabus requires an open-book pre-test, a standard written evaluation, riding evaluation, reports on various disabilities, teaching two lessons to able-bodied riders, one lesson to role-playing disabilities riders, and two lessons to actual riders with disabilities. The certification also includes presentations on topics such as Mounting/Dismounting Techniques, Teaching Techniques, Volunteer Management & the Program Horse.

IRD instructor participants may earn certification for physical and/or cognitive disabilities at three levels: Assistant Instructor, Level 1 Instructor, Level 2 Instructor, and Level 3 Instructor, with each level awarded in Cognitive and/or Physical Disabilities. Each level requires documented teaching hours.

The levels of certification are as follows. All levels require, in addition to those prerequisites listed, a certain number of prior hours spend in working with or teaching riding to people with disabilities.

IRD Assistant Instructor: min. age 18.

**IRD Level 1: min. age 18; current CPR/First Aid Certification;
70% on written exam.**

IRD Level 2: min. age 18; current CPR/First Aid Certification;
80% on written exam.

IRD Level 3: min. age 21; current CPR/First Aid Certification;
90% on written exam.

IRD Assistant Clinic Instructor: min. age 25;
recommendation from Certification Staff.

IRD Clinic Instructor: min. age 25; IRD ACI certification;
complete apprenticeship.

EQUINE FACILITY MANAGER CERTIFICATION

The Equine Facility Manager (EFM) program is a twenty-hour certification to evaluate participants on their skills and knowledge of equine facility management. Certifications will be held at commercial equine operations that offer a diversity of functions to enable testing the program content through all four levels. Process is a written test achieving a minimum score and skills display at each level.

There are four levels of certification available and participants must advance through the levels by taking a written test, skills demonstration and oral exam at each level. Minimum age is 18. The four levels of certification available are:

Level 1 - Stable Worker: min. age 16; Qualified to work in
an equine facility under the supervision of a manager.

Level 2 - Stable Manager: min. age 18; Qualified to manage a small
private stable of up to 10 head and 1-2 employees.

Level 3 - Herd Manager: min. age 18; Qualified to manage
a public equine facility of up to 35 head and 3-4 employees.

Level 4 - Equine Facility Manager: min. age 21; Qualified as
general manager of a commercial equine operation greater
than 35 head and with five or more employees.

VAULTING CERTIFICATION

A 2- or 3-day certification offering a Vaulting Coach Certification for instructors and coaches in recreational and competitive vaulting. These might include camp settings, equestrian programs offering one-time vaulting experiences, or highly competitive walk-trot-canter teams. There are three levels available.

Assistant Vaulting Coach - Minimum age of 16 years.

Level 1 - Vaulting Coach - Minimum age of 18 years.

Level 2 - Vaulting Coach – Minimum age of 18 years.

Level 3 - Vaulting Coach –Minimum age of 18 years.

DRIVING INSTRUCTOR & DRIVER CERTIFICATION

The Driving Certification is a five day process. It is possible to receive certification as a driving instructor or as a certified driver. Instructors will be required to teach a minimum of 4 driving-related topics as well as display competent driving skills. Certified drivers will be required to perform skills displays to demonstrate their abilities. The following levels are available:

Assistant Driver/Instructor - Qualified to assist drivers or driving instructors. Minimum age 16.

Level 1 - Driver/Driving Instructor

Level 2 - Driver/Driving Instructor

DIDC Clinician

CHA SKILLS WORKSHOPS

CHA Sanctioned Skills Workshops are taught by CHA Certified Instructors and must be of a nature that is generally covered in the CHA manuals (*Composite Manual of Horsemanship, Trail Guide Manual, Equine Professional Manual - The Art of Teaching Riding*). CHA Skills Workshops are held at any suitable facility; the site does have to be a CHA Program Member.

Skills Workshops may be taught by one or more CHA Instructor(s) with a current certification one level higher than the levels intended to be covered. The Skills Workshop Instructor must receive prior approval from the CHA Office to conduct a Skills Workshop and once the workshop is approved, there is a fee payable to CHA to cover insurance, etc.

CHA Skills Workshops are approved and promoted by CHA. CHA provides completion certificates for participants; however, no certification is attainable. Contact the CHA Office for an application to host.

CHA SITE ACCREDITATION

The CHA Site Accreditation program is based on the CHA *Standards for Equestrian Programs*. CHA Standards identify safety practices that are considered basic to horse-related activities and facilities, while keeping in mind the variety of equestrian establishments in existence. Many types of operations will apply for CHA accreditation; the function of CHA accreditation is to insure that the operation meets general safety requirements, not to make each operation conform to particular methods.

The purpose of the CHA Site Accreditation Program is to educate facility owners and program operators in the administration of key aspects of riding program operation, particularly those related to rider safety. The standards establish guidelines for needed policies, procedures and practices. Once CHA has verified minimum compliance with the standards, the facility is then responsible for on-going implementation of those policies. Another purpose of the accreditation program is to assist the public in selecting riding establishments that meet industry-accepted and government-recognized standards.

To be eligible for CHA Site Accreditation, the site must be a CHA Program Member and pay a one-time application fee. Once the site is ready, two CHA certified Site Visitors visit the facility, in order to verify compliance with the standards. CHA Site Accreditation is awarded if the site demonstrates compliance with 100% of the mandatory standards and 80% of the recommended standards. Only accredited sites may display the CHA Accreditation sign and use the CHA logo in advertising.

FREQUENTLY ASKED QUESTIONS ABOUT CERTIFICATIONS

Q: How do I find out about certifications? When and where are they held?

A: The best source is www.CHA.horse. You can search the certification schedule by date and by location. Many are held in May and June, but some are available at other times of the year. Host sites usually offer one at the same time every year, so check last year's schedule to find any in your area. Certifications are held all over North America.

Q: How do I register for a certification?

A: Find a host site and dates that work for you; make sure it is the right type of certification for you. Call the contact person and ask for registration information. Most sites will require at least a 50% non-refundable deposit; some may require payment in full in advance.

Q: How do I prepare for a certification?

A: After you register, the site will send you manuals and information on how to get there and what to bring. Prepare by studying the manuals and brushing up on your skills. Taking lessons yourself or auditing a certification can be very useful in preparation. There are online sample lessons, webinars, and more to help you on www.CHA.horse.

Q: What should I bring?

A: You'll need basic work and riding clothes, appropriate footwear for riding, weather gear, a riding helmet (site may have loaners) and possibly bedding and towels (check with site). Bring study materials and any teaching aids you might want to utilize. Horses are provided; bringing private horses is discouraged. You may bring a saddle if desired, as long as it fits the horses and may be used for anyone.

Q: What should I expect the certification to be like?

A: Expect early mornings and late nights. You will take a written test on basic horsemanship and participate in a skills evaluation. You will assist in grooming and tacking and may be asked to help with horse chores. The bulk of the certification is spent in practice teaching or skills display sessions. Each participant will teach at least four abbreviated lessons on topics that will be assigned to you in advance from the

lesson topics list; other participants will role play as your students. You, your peers and then the certification staff verbally evaluate each practice lesson or skills display. You will participate in required presentations on risk management, teaching techniques, herd management, industry standards and professionalism. There will be other workshops that will be specific to the certification program.

Q: Is previous teaching experience necessary for instructor certification?

A: Teaching experience is definitely helpful, but not a requirement for certification at the lower levels. You must have personal riding skills above the level that you are certified to teach. A person that meets the minimum riding competency could attain certification at Level 1 without previous teaching experience, provided he/she could demonstrate good safety, group control and good communication skills. Instructors certifying at Levels 3 and 4 must not only have previous teaching experience, but also experience teaching riding at those levels.

Q: What level of instructor certification should I expect?

A: The two CHA Certification Staff will determine your level of certification. All participants will start out teaching a Level 1 lesson; some will stay at that level, while others will progress through the levels. Your riding ability and effectiveness teaching will determine the level of certification that you attain. You must be able to teach every topic in the level that applies to your discipline. It is possible to attain the highest levels at your first certification, although 80% of participants are certified at Levels 1 and 2. To attain the higher levels of certification, you will not only need the required riding skill, but also must have the knowledge to explain the theory, coach the application of the aids and make timely corrections. Level 4 instructors should be able to teach any lesson at that level with no preparation time.

Q: Can I get English and Western instructor certification at the same time?

A: Usually, but not always. Some Standard Certifications will offer only English or only Western Certification. You must attend an All-Discipline Standard Certification to get both English and Western at all four levels. You might attain one level in English and another in Western (i.e., Level 1 Western, Level 2 English). Some Combined Certifications will offer both English and Western, but only up to Level 2.

Q: *Do I have to teach jumping to get English instructor certification?*

A: No. You can be certified for English Flat Work. Jumping is not required for Master Instructor certification (Level 4 English and Level 4 Western) but is a requirement to become a CHA Certification Staff.

Q: *Can I bring my own horse or my own saddle?*

A: Bringing personal horses is discouraged and in some cases may be prohibited by the host site. If you do bring your horse, it will be necessary for everyone to ride it. Instructors are expected to be able to ride a variety of horses and deal with typical training issues. You will be required to ride many different horses during the course of the certification. You may bring a saddle, but again, everyone else will be riding in it and you will not necessarily be riding the horse your saddle is on.

TIPS FOR CERTIFICATION PARTICIPANTS

- Arrive well rested and without distractions; the process is strenuous and intensive.
- Come with an open mind and check your ego at the front gate. Be prepared to learn a lot, work very hard and open yourself to both praise and constructive criticism. Maintain a positive and professional attitude.
- Be on your best safety-oriented behavior at all times. You will be evaluated on your personal safety skills at all times while you are with the horses.
- Do not try to prove everything you know to the Certification Instructors or to out-do the other participants. You will have ample opportunity to demonstrate your proficiency in the normal process.
- Accept that you will be riding and working with horses that are unknown to you and possibly living with unknown people for a few days. You will have to adjust to both. Do not succumb to the temptation of blaming your inadequacies on the horses or comparing your performance to another participant's; this is considered unprofessional.
- Do not get involved in someone else's drama. Stay focused on your own goals and do not allow yourself to be distracted.

- Use professional language and accurate terminology as much as possible. Remember that you will be evaluated on your professionalism, including how you interact with Certification Staff, host site staff and other participants.
- Dress appropriately for the activity. Fancy riding clothes are neither necessary nor recommended, but “horse-professional” casual work attire is expected.
- Do not expect fancy push-button horses. Most likely, the host site will provide average school horses that may be dulled to the aids. It is not your job to train the horses, unless you are asked to. You will not impress anyone by trying to make a beginner’s horse into a high performance horse. Instructors are expected to be able to work with the common horses found in group riding programs.
- If the horse you are riding misses a lead or cue, you will not be blamed, as long as you notice the problem and try to make a correction. Do not blame problems on the horses or riders, it is the instructor’s job to get the most out of both.
- You will be evaluated on how well you evaluate yours and other’s lessons. Be honest and kind; say what needs to be said but in a supportive way. Always include a positive comment in your evaluations. Be concise and do not ramble in your comments.
- Teach the way you normally teach at home. Use the *Composite Manual of Horsemanship* as a guideline, but do not feel like you have to teach your lesson topic as it appears in the book. Be creative and have fun with your lessons; as long as the lesson is safe, fun and effective, it is a good lesson.
- The Certification Staff is there to help you achieve the highest level you can. Feel free to ask for suggestions or help with your lesson plan.
- Respect the host site, their equipment and their horses. Realize that the site is making a huge sacrifice to offer the certification. Be helpful and courteous.

INSTRUCTOR COMPETENCY GUIDELINES

These guidelines reflect the minimum desirable characteristics for certification as a riding instructor. The term riding instructor refers to an individual who teaches horsemanship theory and application to one or more students. The purpose of these lessons may range from teaching minimum skills for one-time recreational riders to the coaching of serious competitive riders.

- Have strong safety awareness, ability to help avoid and manage emergency situations; ability to implement and evaluate a risk management plan, written and unwritten, for group riding programs.
- Have the ability to independently and safely catch, halter, lead, tie, groom and tack horses.
- Have the ability to ride safely and competently at the walk, trot/jog, canter/lope, in the arena or an open riding area
- Have knowledge of horsemanship theory and riding skills, beyond the level at which you teach.
- Have the ability to manage the people and horses in a group riding environment. This includes, but is not limited to: observing students during lessons, effectively communicating instruction and providing physical assistance when necessary.
- Be generally familiar with human anatomy, physiology, psychology, balance, coordination and motion as it relates to riding instruction; able to evaluate and reduce unnecessary physical discomfort and stress, and design exercises and activities, both mounted and unmounted, to assist rider progress.
- Have the ability to design, implement and evaluate methods of effective instruction to strengthen performance for both horse and rider.
- Have a basic knowledge and understanding of equine anatomy and physiology; can implement basic management practices

related to feeding, health care, maintenance and use of horses, can detect, prevent and manage equine lameness, sickness and disease. Will demonstrate and mandate kind, caring and humane attitudes and treatment of horses at all times.

- Have the ability to assess the suitability, condition, fit and adjustment of all tack and equipment used in the program.
- Have a basic understanding of professional standards and behavior, set a good example in personal attitudes, language, appearance and behavior at all times. Have knowledge of and comply with legal and ethical requirements related to duty of care, liability and professional conduct.

SPECIAL CONSIDERATIONS FOR CERTIFICATION UNDER EXCEPTIONAL CIRCUMSTANCES

CHA recognizes that some individuals may not be able to meet certain criteria listed in the Riding Instructor Competency Guidelines, due to the personal limitations caused by the physical effects of aging, injury, medical conditions or permanent disability. Such individuals may be considered for certification, if they meet all of the following requirements:

- If the individual is unable to physically demonstrate his or her riding ability, due to physical or mental limitations caused by an injury or medical condition, the individual must provide documentation to the CHA Office, such as a doctor's order, which verifies the individual's physical limitations.
- If the individual is unable to physically demonstrate his or her riding ability, documentation must be provided to the CHA Office that verifies the individual has or had an established reputation as a rider, horse trainer or riding instructor or documentation that verifies the individual was able to ride at a specific level at some point in time. Documentation can

be in the form of previous certification, competition records, photographs or video, reference letters, etc.

SPECIAL CONSIDERATIONS APPLICATION

1. The individual seeking certification must provide required documentation (listed above), to the CHA Office, no later than one week prior to the certification in which the individual is participating. The CHA Office will notify the Certification Staff if the individual is exempted from riding under the Special Considerations Policy. All determinations of an applicant's approval, or lack thereof, shall be in the sole discretion of CHA.
2. The individual must have the ability to control the group riding environment and take necessary actions and provide physical assistance when necessary to establish control over horses and humans in the group riding environment.
3. The individual makes use of adaptive equipment and able-bodied assistants as needed.
4. The individual's limitations do not put themselves or the riders in a group riding environment at additional risk.

CHA will only certify individuals that meet all of the criteria listed under the Special Considerations policy, in addition to the criteria listed in the Riding Instructor Competency Guidelines, as is reasonable, practical and essential. CHA will not consider for instructor certification, any individual that has never been a competent rider with a skill level beyond which they teach. All determinations of an applicant's approval, or lack thereof, shall be in the sole discretion of CHA. ↻

NOTES:

