



Checklist for Organizing and Conducting a CHA Certification Clinic

SCHEDULING A CERTIFICATION CLINIC

- Obtain or re-new CHA Program Membership.
- If this is your first certification clinic, obtain Host Site Approval by calling the CHA Office at 859-259-3399.
- Coordinate with the CHA Office on certification clinic planning and obtain the Cost Factor Worksheet and Certification Clinic & Skills Workshop Application.
- Establish dates for the certification, either three, five, or six days depending on the type of certification.
- Get commitments from CHA Certifiers. One Certifier must agree to be Certification Director.
- Complete the Cost Factor Worksheet and set the participant fee for outside participants.
- Submit the Certification Clinic & Skills Workshop Application to CHA office. This is a PDF fillable form and can be emailed.
- Submit Certificate of Insurance to the CHA office.
- Identify a specific Host Site Representative to work with the certifiers for the duration of the certification.

ORGANIZING THE CLINIC

- Execute a written agreement with all Certifiers. This is typically initiated by the Certifiers.
- Make arrangements for travel and accommodations for certifiers as needed.
- Advertising and promotion for clinic. Coordinate with the Certifiers to help fill the clinic.
- Be available to answer questions for participants. The CHA Office will send them their materials and manuals.
- Coordinate with Certification Director on preparing the certification schedule. Factor in if there are set meal times, stable chores, travel time between venues, or other facility factors.

PREPARATION FOR THE CLINIC

- Clean & repair tack, helmets and other equipment.
- Check & repair fences, barn, stalls, arenas, & etc.
- Health maintenance for horses (vet and farrier routines)
- Plan meal times, location, & menu. Minimally, continental breakfast, lunch, and snacks are required.
- Prepare housing for participants (if provided)
- Secure any additional equipment needed for clinic, such as jumps, pack saddles, obstacles, cones, dressage letters, etc.)
- Check Emergency Equipment
 - 1st Aid Kit for humans and one for horses conveniently located & fully stocked.
 - Fire Extinguishers available.
 - Emergency numbers posted.
- Confirm classroom and audio/visual equipment are available.

DURING THE CLINIC

- Greet Certifiers & orient them to the site. Facilitate getting the certification clinic started.
- Greet participants, give site and barn orientations.
- Collect any clinic fees owed by participants to the host site.
- Work with the Certification Director to facilitate a productive experience for everyone
- Coordinate with the Certification Director to ensure required post-clinic paperwork is completed and submitted to CHA Office.
 - CHA will send your payment, after CHA fees are taken out, either by check within 30 days from completion of the certification or electronically to your bank account if you fill out the form prior to the clinic started.