

CERTIFIED HORSEMANSHIP ASSOCIATION



Certification Programs, Overview & Benefits



1795 ALYSHEBA WAY, SUITE 7102 • LEXINGTON, KY 40509
859-259-3399 • CHA.HORSE • CHAINSTRUCTORS.COM

Intentionally

Blank Page

THE LEADERS IN HORSEMANSHIP SAFETY

~ Changing Lives Through Safe Experiences with Horses ~

CHA CERTIFICATION PROGRAMS:

- Standard Instructor Certification
- English and Western Only Certification
- College/University 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

CONTENTS

<i>Mission & Why Statement</i>	4
<i>Overview Of Certification Programs</i>	5
<i>Purpose Of CHA Certifications</i>	5
<i>Benefits Of Certification</i>	6
<i>Certification Syllabus</i>	6
<i>Renewal of Certification</i>	7
<i>Approval of Host Sites</i>	8
<i>English/Western Instructor Certification</i>	8
<i>College/University Certifications</i>	9
<i>Trail Guide Certification</i>	9
<i>Day Ride Trail Guide Certification</i>	10
<i>Combined English/Western Instructor & Trail Guide Certification</i> ..	10
<i>Seasonal Equestrian Staff Certification</i>	10
<i>Instructor Of Riders With Disabilities Certification</i>	11
<i>Equine Facility Manager Certification</i>	12
<i>Vaulting Coach Certification</i>	13
<i>Driving Instructor/Driver Certification</i>	13
<i>CHA Skills Workshops</i>	14
<i>CHA Site Accreditation</i>	15
<i>Frequently Asked Questions About CHA Certifications</i>	15
<i>Tips For Certification Participants</i>	18
<i>CHA Certification Competency Guidelines</i>	20
<i>Considerations for Certification Under Exceptional Circumstances</i>	21

PURPOSE STATEMENT

The Certified Horsemanship Association is a membership organization operating internationally, whose mission 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, video streaming, 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 North America and certifies over 800 individuals each year. CHA is a non-profit, 501(c)(3) organization, governed by a volunteer board of directors and directed by a small professional staff.

CONTACT INFORMATION

CERTIFIED HORSEMANSHIP ASSOCIATION (CHA)

CORPORATE OFFICE:

1795 Alysheba Way Suite 7102 | Lexington, KY 40509

859-259-3399 | 859-255-0726 FAX

office@CHAinstructors.com

www.CHA.horse

*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 Equine Professionals 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 North America. For the most current list, visit www.CHA.horse. CHA offers certifications for:

English and/or Western Instructor at four levels.

Trail Guide at four levels from

Trail Guide to Wilderness Packing Guide.

Instructor of Riders with Disabilities at 3 levels

for both cognitive and physical disabilities.

Seasonal Equestrian Staff • Day Ride Trail Guide

Equine Facility Manager at four levels from

Stable Worker to Commercial Facility Manager.

Driving Instructor and Driver at two levels.

Vaulting Coach at three levels

PURPOSE OF CHA CERTIFICATIONS

CHA certifications evaluate, test and certify equine professionals who are qualified to teach horseback riding in group settings or run equine facilities. Certifications are designed to evaluate equine professionals at their existing skill level, not to teach an individual how to become an equine professional. CHA educates equestrian staff in safety, teaching skills, horse and stable management, professionalism 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 equine professionals. 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. While CHA does not mandate any particular teaching style or technique, Equine Professionals may utilize the CHA curriculum if desired. CHA only mandates that lessons be safe, effective and fun with good theory and the how's and why's of horsemanship.

CHA Equine Professionals may test and present CHA certificates and achievement awards to their riding students and conduct CHA Skills Workshops up to and including their level of certification.

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

CERTIFICATION SYLLABUS

All Instructor, Driving and Trail Guide Certifications are five days in length. Instructor of Riders with Disabilities Certifications are six days. Day Ride Trail Guide, Seasonal Equestrian Staff, Equine Facility Manager and Vaulting Coach certifications are three 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 Certifiers, following a standardized format. The syllabus for Instructor, Trail Guide and Driving Certification includes these requirements:

Five-day certification with half the time spent in evaluation of teaching or skills displays.

Written test.

Riding/driving evaluation.

Practice lesson demonstration by CHA Certifiers.

Minimum 4 practice lessons or skills displays by each participant and peer evaluation.

Presentations by CHA Certifiers on risk management, teaching techniques, herd management, industry standards and professionalism.

Other program specific workshops are required for trail, vaulting, driving and disabilities certifications.

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

There is a private meeting between each participant and the Certifiers at the mid-point of the certification, where progress and goals are discussed. The level of certification is determined solely by the two CHA Certifiers.

RENEWAL OF CERTIFICATION

CHA certification is valid for 3 years, provided annual membership in CHA is maintained during that time and that the recertification fee is paid. Before the end of the certification period, CHA will automatically send members a recertification application. Members 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 Equestrian Staff and Day Ride Trail Guide are not renewable certifications.

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 that may vary from rustic to luxurious. The certification price includes manuals, CHA membership and certification fees and use of horses and equipment. Registration information will indicate what meals and lodging may be included in the price.

Host sites for instructor certification represent typical group riding programs and offer horses and equipment appropriate for that certification type. 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 the CHA Office.

ENGLISH/WESTERN INSTRUCTOR CERTIFICATION

CHA offers certification as an instructor of riding theory and application. Certification is attained by successfully completing a five-day certification. Level of certification attained, if any, is at the sole discretion of the two CHA Certifiers. Participants are evaluated on their ability to teach group riding lessons. Categories of evaluation are safety, horsemanship, teaching techniques, group control and professionalism. Certifications may be earned in English and/or Western seats, with and without jumping.

Certification may be earned at the following levels:

- **Assistant Instructor:** Minimum age 16.
- **Instructor:** Minimum age 18. Four levels available from beginner to advanced in English, with or without jumping, and/or Western seats. Different levels may be achieved in each seat.
- **Master Instructor:** Level 4 in English and Western seats. Jumping not required.
- **English/Western Assistant Certifier:** Minimum age 21. Must be a Master Instructor with jumping and be recommended by both Certifiers.
- **English/Western Certifier:** Minimum age 25. Must complete an apprenticeship.

COLLEGE/UNIVERSITY CERTIFICATIONS

An accredited school, college or university may offer CHA 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 English/Western Instructor or Equine Facility Manager Certification Syllabi must be integrated into an appropriate equine instructor or equine management course. A physical education course on horsemanship does not 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 Certifier for the academic portion of the certification program such as the presentations and written test. A final evaluation and certification is conducted at the end of the grading period, staffed by two CHA Certifiers 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 trips. Certifications are a minimum of five days 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.

Certification may be earned at the following levels:

- **Assistant Trail Guide:** Minimum age 16.
- **Trail Guide:** Minimum age 18. Four levels available from Trail Guide to Wilderness Packer.
- **Trail Guide Assistant Certifier:** Minimum age 21. Must be a Level 4 Wilderness Packer.
- **Trail Guide Certifier:** Minimum age 25. Must complete an apprenticeship.

DAY RIDE TRAIL GUIDE CERTIFICATION

Day Ride Trail Guide Certification is designed for trail guides dealing with rides from very short up to one day long. The purpose of this program is to provide training and certification for “entry level” trail guide staff that work under the supervision of a CHA certified instructor or riding director. Clinics have an emphasis on trail guiding skills demonstrations rather than teaching lessons. The Day Ride Trail Guide certification is three days and is conducted by one CHA Certifier. This certification is offered only to the riding staff of a CHA Program Member facility that works under the supervision of a Level 1 or higher CHA Instructor or Guide. Day Ride Trail Guide certification is good for one year from date of certification.

Certification may be earned at the following levels:

- **Assistant Day Ride Trail Guide:** Minimum age 16. Qualified to assist on trail rides under the direction and supervision of a Certified Trail Guide
- **Day Ride Trail Guide:** Minimum age 18. Qualified to conduct trail rides not exceeding one full day, including securing horses away from the base stable, as might be needed for breaks.

COMBINED ENGLISH/WESTERN INSTRUCTOR & TRAIL GUIDE CERTIFICATION

This Combined Certification is designed to meet the needs of programs that offer basic levels of arena instruction and trail riding including overnight rides. Participants may earn both an English/Western Instructor and a Trail Guide Certification, but only up to Level 2 in each certification program. The Combined Certification is similar in format to the English/Western Instructor Certification, with one night spent on an overnight trail ride.

SEASONAL EQUESTRIAN STAFF CERTIFICATION

Seasonal Equestrian Staff Certification is designed to meet the needs of seasonal riding program operators, such as youth organizations, and summer camps that work primarily in an arena. The purpose of this program is to provide training and certification for “entry level” riding staff that work under the supervision of a CHA certified instructor or riding director.

This program is an affordable alternative to CHA instructor certification for programs that are operating with temporary and lower-level staff.

Certification may be earned at the following levels:

- **Assistant Seasonal Equestrian Staff:** Minimum age 16. Qualified to assist in a seasonal group riding program, under the supervision of a certified instructor.
- **Seasonal Equestrian Staff:** Minimum age 18. Qualified to teach or guide at a seasonal group riding program, under the supervision of a certified instructor.

The Seasonal Equestrian Staff clinic is a three-day clinic and is conducted by one CHA Certifier assisted by the certified instructor on staff at the facility. This certification is offered only to the riding staff of a CHA Program Member facility that works under the supervision of a Level 1 or higher CHA Instructor or Guide. Seasonal Equestrian Staff certification is good for one year from date of certification.

INSTRUCTOR OF RIDERS WITH DISABILITIES CERTIFICATION

The Instructor of Riders with Disabilities program offers certification for instructors who teach horsemanship in programs that provide educational, recreational or mainstream riding for persons with cognitive and/or physical disabilities. The materials and curriculum for 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 clinic syllabus includes an open-book pre-test, English/Western written test, riding evaluation, reports on various disabilities, teaching two lessons to able-bodied riders, one lesson to riders role-playing disabilities, and two lessons to actual riders with disabilities from the host site. The certification also includes presentations on topics such as Mount & Dismount Techniques, Vounteer Recruiting, Training, Retaining, and Selecting the Program Horse.

Certification may be achieved for Cognitive and/or Physical disabilities. Participants must hold a current First Aid/CPR certificate and each level requires a certain number of prior hours in working with or teaching riding to people with disabilities.

Certification may be earned at the following levels:

- **Assistant Instructor:** Minimum age 18.
- **Level 1 Instructor:** Minimum age 18. Must achieve a minimum score of 70% on the open-book test.
- **Level 2 Instructor:** Minimum age 21. Must achieve a minimum score of 80% on the open-book test.
- **Level 3 Instructor:** Minimum age 21. Must achieve a minimum score of 90% on the open-book test.
- **Instructor of Riders with Disabilities Assistant Certifier:** Minimum age 25. Must be certified at Level 3 in both Cognitive and Physical disabilities and be recommended by both Certifiers.
- **Instructor of Riders with Disabilities Certifier:** Minimum age 25. Must complete an apprenticeship.

EQUINE FACILITY MANAGER CERTIFICATION

The Equine Facility Manager Certification program is 3 days and is designed to evaluate participants on their skills and knowledge of equine facility management. Certifications are held at commercial equine operations that offer a diversity of functions to enable testing the program content through all four levels. There is a written test at each level with a minimum passing score of 80% that is a prerequisite to moving on to the next level. Skills demonstrations are required at each level.

Certification may be earned at the following levels:

- **Level 1 Stable Worker:** Minimum age 16. Qualified to work in an equine facility under the supervision of a manager.
- **Level 2 Stable Manager:** Minimum age 18. Qualified to manage a small private stable of up to ten head and one or two employees.

- **Level 3 Herd Manager:** Minimum age 18. Qualified to manage a public equine facility of up to 35 head and three or four employees.
- **Level 4 Equine Facility Manager:** Minimum age 21. Qualified as general manager of a commercial equine operation with greater than 35 head and with five or more employees.
- **Equine Facility Manager Assistant Certifier:** Minimum age 21. Must be a Level 4 Equine Facility Manager and be recommended by both Certifiers.
- **Equine Facility Manager Certifier:** Minimum age 25. Must complete an apprenticeship.

VAULTING COACH CERTIFICATION

Vaulting Coach Certification is for instructors and coaches in recreational and competitive vaulting programs. These might include camp settings, equestrian programs offering one-time vaulting experiences, or highly competitive walk-trot-canter teams. This is a three-day certification.

Certification may be earned at the following levels:

- **Assistant Vaulting Coach:** Minimum age 16.
- **Vaulting Coach:** Minimum age 18. Three levels are available from beginner to advanced.
- **Vaulting Coach Assistant Certifier:** Minimum age 21. Must be a Level 3 Vaulting Coach and be recommended by both Certifiers.
- **Vaulting Coach Certifier:** Minimum age 25. Must complete an apprenticeship.

DRIVING INSTRUCTOR/DRIVER CERTIFICATION

The Driving Certification is a five-day certification program. Single and team driving with multiple vehicle types and both collar and breast collar harnesses are addressed. It is possible to receive certifica-

tion 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 are to perform skills demonstrations to exhibit their abilities.

Certification may be earned at the following levels:

- **Assistant Driving Instructor/Driver:** Minimum age 16.
- **Driving Instructor/Driver:** Minimum age 18. Two levels are available. Participants may be qualified in Single or Pair. Different levels may be achieved for Driving Instructor and Driver.
- **Driving Instructor/Driver Assistant Certifier:** Minimum age 21. Must be Level 2 in both Driving Instructor and Driver and be recommended by both Certifiers.
- **Driving Instructor/Driver Certifier:** Minimum age 25. Must complete an apprenticeship.

CHA SKILLS WORKSHOPS

CHA Skills Workshops are single- or multi-day events instructing “how to do” or “how to teach” any topic covered in the CHA manuals or certification programs, including What to Expect at a CHA Certification. Topics not included in the CHA programs, such as starting colts, round pen reasoning, or specific performance level disciplines cannot be covered under the auspices of CHA.

CHA Skills Workshops may be taught by one or more CHA Certified Instructor(s) or equine facility managers in good standing with topics up to and including the level in which the CHA member is certified. The member must receive prior approval from the CHA Office to staff a Skills Workshop. This approval will be part of the workshop application process. CHA Skills Workshops may be conducted at any suitable Program Member facility.

CHA Skills Workshops are approved and promoted by CHA and completion certificates for participants are provided. However, no CHA membership and no CHA certification is attainable as these are educational opportunities only. 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 and operational practices that are considered basic to horse-related activities and facilities, while keeping in mind the variety of equestrian establishments in existence. Any type of equine operation may apply for CHA Site Accreditation. The function of CHA accreditation is to insure that the facility and program meet general safety and practice 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 the on-going implementation of those policies. Another purpose of the accreditation program is to assist the public in selecting equine establishments that meet industry-accepted 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 has the required written documentation complete, 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 at least 80% of the recommended standards. Only accredited sites may display the CHA Accredited Site sign and use the CHA logo in advertising.

FREQUENTLY ASKED QUESTIONS ABOUT CHA 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, with some at other times of the year. Host sites may 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: Call the CHA Office at 859-259-3399. Or email them at office@CHAinstructors.com. You can register online at www.CHA.horse.

Q: *How do I prepare for a certification?*

A: After you register, the CHA Office and Certification Director will send you certification information and manuals. This includes a preparation checklist and tentative schedule. Prepare by completing the checklist and studying the manuals. Brush up on your skills by taking lessons yourself, attending a Skills Workshop or auditing a certification. Always check the web site at www.CHA.horse. 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 and horse activities, weather gear, clothes for down time and personal items. Bring your ASTM/SEI riding helmet unless loaner helmets are available from the host site that you may chose to use. If the host site is providing housing, check if you need to bring bedding and towels. Bring study materials and any teaching aids you might want to utilize. Horses are provided.

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

A: Expect full days with lots of activity. You will take a written test(s) on the certification topics and spend about half your time in participant practice lessons or skills demonstrations. You, your peers and then the Certifiers verbally evaluate each practice lesson or skills display. For most certifications you will ride, assist in grooming and tacking and may be asked to help with horse chores. Other participants will role play as your students. There are Certifier presentations on risk management, teaching techniques, herd management, industry standards, professionalism, and other topics specific to a certification type.

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 higher levels must not only have previous teaching and instructor experience, but also experience teaching riding at those levels.

Q: *What level of certification should I expect?*

A: The two CHA Certifiers will determine your level of certification based on your performance. 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. Upon registering, you will receive the CHA Competency Guidelines and a list of the topics/skills required at each level.

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

A: Yes, when you choose a full English/ Western Instructor Certification which offers both seats to all four levels. Some English/ Western Instructor certifications offer English only or Western only. The certification calendar on www.CHA.Horse will indicate. You may attain different levels in each seat. The Combined English/ Western Instructor and Trail Guide Certification also offers both English and Western certification, 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 which is Level 4 English and Level 4 Western. Jumping is a requirement to become a CHA English/Western Instructor Assistant Certifier or Certifier.

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

A: Horses are provided. You may not bring private horses. You may bring a saddle with the approval of the host site as long as it fits the horses and may be used by anyone. You will ride different horses during the course of the certification and may not be on the horse wearing your saddle.

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 Certifiers 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.
- Do not get involved in someone else's drama. Stay focused on your own goals and do not allow yourself to be distracted. Each participant is evaluated independently against the CHA requirements.

- Use professional language and accurate terminology as much as possible. For example, when teaching English, you would say “Trot and canter”, and for Western, you would say “Jog and lope.” Remember that you will be evaluated on your professionalism, including how you interact with Certifiers, host site staff and other participants.
- Dress appropriately for the activity. “Horse-professional” work attire is expected.
- Do not expect push-button horses. Most likely, the host site will provide average school horses that may be some-what dulled to the aids. It is not your job to train school horses, unless you are asked to. Instructors are expected to be able to work with the horses typically found in group riding programs.
- If the horse you are riding misses a lead or cue, you will not be penalized, as long as you notice the problem and try to make a correction. Do not blame problems on horses or other riders. It is the instructor’s job to get the most out of both.
- You will be evaluated on how well you analyze your own and other’s lessons. Be honest and kind, giving evaluations in a supportive way. Include positive comments in your evaluations. Be concise and do not repeat what has already been said.
- Teach the way you normally teach at home. Use the Composite Horsemanship Manual 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, effective and fun, it is a good lesson.
- The Certifiers are there to help you achieve the highest level you possibly can. Feel free to ask for suggestions or help with your lesson plans.
- 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.

CHA CERTIFICATION COMPETENCY GUIDELINES

These guidelines reflect the minimum desirable characteristics for CHA certification. Prior to attending a CHA Certification clinic in any of our programs, a potential participant should read and understand these guidelines and do a self-assessment of his/her ability to meet them.

- **Safety:** Have a strong awareness of horsemanship safety and be able to identify and mitigate safety concerns. Be calm and objective in emergency situations.
- **Basic Horse Handling:** Have the ability to safely and independently catch, halter, lead, tie, and groom horses.
- **Horsemanship:** For any certification program that involves riding, be able to ride at the walk, trot/jog, and canter/lope in the arena or an open area with correct diagonals and leads and with control.
- **Knowledge:** Have knowledge of horsemanship theory and skills beyond the level of certification to which you aspire.
- **Horse Care:** Have basic knowledge of equine anatomy and physiology and be able to implement management practices related to feeding, health care, and use of horses. Be able to prevent if possible and manage if needed equine lameness, sickness and disease. Demonstrate and mandate kind, caring and humane attitudes and treatment of horses at all times.
- **Tack:** Have the ability to assess the suitability, condition, fit, and adjustment of all tack and equipment used in the specific program.
- **Group Riding Instruction:** For CHA's instructor programs only, be able to teach horsemanship theory and application, and be able to manage the people and horses in a group environment of at least three riders. This includes arena, trail, and therapeutic riding activities. Have the ability to design, implement, and evaluate instruction techniques for effectiveness and to strengthen the performance of both horse and rider.
- **Communication:** Whether teaching riding, driving, or vaulting, instructing barn staff in procedures, or dealing with the public, be able to positively and effectively communicate with others both verbally and in writing.

- **Professionalism:** Demonstrate and encourage professional behavior, setting a good example in attitude, language, and appearance at all times. Have knowledge of and comply with legal and ethical requirements related to duty of care, liability, and professional conduct.

Special Circumstances: CHA recognizes that some individuals may not be able to meet all the above criteria due to the personal limitations caused by the physical effects of aging, injury, medical conditions, or permanent disability. See CHA's Considerations for Certification under Exceptional Circumstances for more information.

CONSIDERATIONS FOR CERTIFICATION UNDER EXCEPTIONAL CIRCUMSTANCES

CHA recognizes that some individuals may not be able to meet certain criteria listed in the CHA Certification 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.

The individual must have the ability to control the group riding environment, take necessary actions and provide physical assistance

when necessary to establish control over horses and humans in the group riding environment.

The individual makes use of adaptive equipment and able-bodied assistants as needed.

The individual's limitations do not put themselves or the riders in a group riding environment at additional risk.

An individual seeking certification under this exceptional circumstances policy must apply to the CHA Office with their documentation no later than one week prior to the certification in which the individual is participating. 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 the CHA Office.

NOTES:

Intentionally

Blank Page



Resources for Riding Programs

- Horsemanship Manuals
- Instructor & Trail Guide Manuals
- 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
- Discounts on Partner Products and Services