



## Clinic Instructor and Assistant Clinic Instructor Recertification Requirements

To retain the Clinic Instructor OR Assistant Clinic Instructor rating, a person must complete **five (5)** of the following requirements within their three year certification period. **Requirements one (1), two (2), three (3), and seven (7) are mandatory.** Clinic Instructors and/or ACIs who have completed the four requirements, and have filed for recertification, will thereby extend their rating for three additional years. Failure to file for recertification and/or meet the requirements, will result in lowering or removal of the clinic staff's rating.

*Membership must be current to receive recertification. A recertification fee of \$95.00 must be enclosed.*

### Requirements

1. \* Teaching or directing at least **2** Instructor Certification, Trail, Combined, SESC, IRD, DIDC or VCC Certification clinics OR attend a Clinic Staff retreat at the International Conference.
2. \* **Twenty-five (25)** documented hours of Continuing Education in horsemanship or teaching. These could include college level courses, major horsemanship clinics, courses offered by extension offices, etc. They do not have to be for credit, or taught by a college. Documentation of *full participation* must be sent with the recertification application.
3. \* Current CPR and First Aid certification. Documentation **with expiration date clearly visible** must be sent with the application.
4. Participation in workshops at a CHA International Conference.
5. Participation in CHA workshops or Regional Conferences.
6. Active involvement in teaching riding, conducting trail rides, and/or managing a riding program or stable with instructional riding, during the 3-year period. This may have been seasonal, or year around. Documentation must be sent with the recertification application.
7. \* Completed Clinic Staff test. Email the CHA Office at [tweaver@chainstructors.com](mailto:tweaver@chainstructors.com) for the test or find it on ShareFile.

**\* Requirements #1, #2, #3, #7 are mandatory**

**Documentation** may be a written reference from an employer, your business card, letterhead or advertising, a course completion certificate, receipt, canceled check, or similar evidence.

**Application for CI/ACI Recertification** is on the back of this form. It must be filed with documentation and your **recertification fee of \$95.00**, before your certification expiration date (CED.) Your CED can be found on [www.CHAINstructors.com](http://www.CHAINstructors.com). Also verify that your membership is current.

**Filing for an Extension:** In special circumstances, Clinic Instructors and Assistant Clinic Instructors can file for a *one-time*, one-year extension to apply for recertification. Contact the CHA Office for details.

**Questions:** Contact the CHA Office at the number or email below with any questions.



### Clinic Instructor and Assistant Clinic Instructor Recertification Application

Application Date: \_\_\_\_\_ Certification Expiration Date (CED): \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

I have completed at least **five (5)** of the following requirements, within my certification period and prior to my CED. Please check all that apply.

- 1. \_\_\_\_\_ \*Teaching or directing at least 2 Certification clinics: Standard Instructor, Trail, Combined, Seasonal, Vaulting, Driving, Day Ride Trail Guide, or Disabilities.  
     Site: \_\_\_\_\_ Dates: \_\_\_\_\_  
     Site: \_\_\_\_\_ Dates: \_\_\_\_\_
- 2. \_\_\_\_\_ \*25 hours of Continuing Education in horsemanship, teaching, or management. (Enclose documentation. A form is available on ShareFile.)
- 3. \_\_\_\_\_ \*Current CPR and First Aid certification. (Enclose documentation.)
- 4. \_\_\_\_\_ Participation in workshops at a CHA International Conference.  
     Place: \_\_\_\_\_ Dates: \_\_\_\_\_
- 5. \_\_\_\_\_ Participation in CHA workshops or Regional Conferences.  
     Place: \_\_\_\_\_ Dates: \_\_\_\_\_
- 6. \_\_\_\_\_ Active involvement in teaching riding, conducting trail rides or other equestrian activities, and/or managing an equine facility. (Enclose documentation.)
- 7. \_\_\_\_\_ \* Enclosed or emailed Clinic Staff test.

**\* Requirements #1, #2, #3, #7 are mandatory**

- My CHA membership is current.
- I have enclosed my recertification application fee of \$95.

Please send all materials to:  
CHA  
1795 Alysheba Way, Ste 7102,  
Lexington, KY 40509  
(859) 259-3399

*Please allow 4 weeks to receive notification of your recertification.*