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## STANDARDS FOR CHA RECERTIFICATION

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### CERTIFIED HORSEMANSHIP ASSOCIATION

To retain CHA Certification of any type, at any level, an instructor must meet two of the following requirements within three years after receiving their CHA certification. The requirements met must be two different requirements and must take place within the instructor's three year certification period (starting with the month/year of the certification and forward for 3 years.) Instructors completing requirements and receiving recertification approval from the CHA office will extend their certification for three additional years. (Failure to complete the necessary requirements within the instructor's three year period will result in that instructor's rating being lowered to that of **Assistant Instructor**.) \*NOTE \* **Membership must be maintained annually for each of the three years in order to maintain certification.** Check [www.CHAinstructors.com](http://www.CHAinstructors.com) to find out the date your certification expires and if your membership is current.

#### **Recertification Requirements**

1. Participate or audit in another CHA Instructor Certification clinic. No matter what certification is achieved, the instructor is automatically certified for three years from that date.
2. Participation in a Trail Guide Certification Clinic EFM, VCC, IRD, DRTG, DIDC, Combined. In this case, an instructor has a different certification for three years, but must still file for Standard Instructor recertification before it expires. There would be a different expiration dates for each certification. You may contact the office to make the expiration dates the same with it being the earlier date.
3. Have actively participated in teaching riding, conducting trail rides, teaching vaulting, disabilities, driving, and/or managing a riding program in a stable, camp, school, etc. (This may take place in a year round program, or during one summer only.)
4. Attendance at a CHA International Conference (full conference attendance equals the complete 25 hours).
5. 25 documented hours of Continuing education in horsemanship and/or teaching which could include CHA regional conference attendance, college level courses, participation in a horsemanship clinic or horse-related conference, a local short course, etc. It could also include courses offered by a local extension office, seminars and symposiums, riding lessons, etc. They do not have to be sponsored by a college, nor do they have to be for credit. WRITTEN DOCUMENTATION of participation must be sent to the CHA office with the recertification form. CPR/First Aid training constitutes 8 hours.

**DOCUMENTATION for requirements 3, 4, and/or 5, might include written statements from an employer, a brochure or business card which lists your name, a certificate of completion, a receipt or canceled check.**

**The Application for Instructor Recertification** on the back of this page must be filed with the CHA office. Along with it, you must provide appropriate documentation of requirements met. These should be filed *prior to your certification expiration date*. Recertifications will not be considered unless membership fees have been maintained, and are current at the time of application. A recertification fee of \$90.00 (U.S.) is required.

NOTE: Instructors may be able to apply for a one year, *one time*, extension of time to apply for recertification. This form can be requested from the CHA office. Membership must be kept current.



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## CERTIFIED HORSEMANSHIP ASSOCIATION

Annual Membership fee: \$60.00

Recertification Fee: \$90.00

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Application Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

City, State, Zip code: \_\_\_\_\_ Email \_\_\_\_\_

Place of certification: \_\_\_\_\_ Date of certification: \_\_\_\_\_

Level(s) of certification: \_\_\_\_\_  
\_\_\_\_\_

I have completed at least **two** of the following requirements within three years of my CHA certification.  
Please check all that apply.

\_\_\_\_\_ 1. Participation in a CHA Standard Certification Clinic.

Date \_\_\_\_\_ Location \_\_\_\_\_

\_\_\_\_\_ 2. Participation in a CHA Trail, Combined, IRD, VCC, DRTG, DIDC Certification Clinic.

Date: \_\_\_\_\_ Location \_\_\_\_\_

\_\_\_\_\_ 3. Active participation in teaching riding, conducting trail rides and/or managing a stable or ranch with an instructional riding program. You must enclose separate, written documentation.

\_\_\_\_\_ 4. Attendance at a CHA international or regional conference.

Date: \_\_\_\_\_ Location \_\_\_\_\_

\_\_\_\_\_ 5. 25 hours Continuing education in horsemanship and or/teaching. You must enclose documentation.

A recertification fee of \$90.00 (U.S.) must be enclosed.

Membership fees must be current.

**CHA accepts cash, check, money order, Mastercard and Visa. Please make your checks payable to CHA (US funds only), and return this form, along with your remittance to the address below.**

Card# \_\_\_\_\_ MC / Visa Security Code (3 digits) \_\_\_\_\_

Signature \_\_\_\_\_ Date Card Expires \_\_\_\_\_