



CHA Site Accreditation

Site Visitor Qualifications & Procedures

Definitions:

- Site VisitorA collective term referring to any person in the CHA Site Visitor program.
- Assistant Site Visitor ...A person qualified in the Site Visitor program that has not completed the required site visits and procedures to become a lead Site Visitor.
- Lead Site VisitorA fully qualified CHA Site Visitor that can lead a site visit and train/evaluate an Assistant Site Visitor.
- Site Visitor TrainerA Lead Site Visitor with the additional qualification to conduct training for site visitors and applicants to become site visitors.

Qualifications To Apply To Become a CHA Site Visitor

To qualify as a Site Visitor for the Certified Horsemanship Association Site Accreditation Program, individuals must meet the following criteria:

1. Be a current Individual Member of CHA.
2. Hold current CHA Instructor Certification at a minimum of:
 - Level 3 Standard (English or Western) or
 - Level 3 Trail Guide or Packing Guide or
 - Level 2 Instructor of Riders with Disabilities or
 - Level 3 Vaulting Coach, andhold a score of 8.5 or higher in both safety and professionalism.

-----OR-----

Have a minimum of 3 years management experience over the past 5 years at an equestrian program or equine facility.

-----OR-----

Be approved by the CHA Program Director

3. Be a minimum age of 25 years of age.
4. Own and understand the CHA manual, *Standards for Equestrian Programs*.
5. Have a thorough knowledge and understanding of the nature of equestrian establishments and the type of state and local laws that apply to them.

Procedure to Obtain CHA Site Visitor Status

1. Register for a Site Visitor Training. Contact the CHA Program Director for information on availability.
2. At the end of the training,
 - * take the open-book Site Visitor Examination and
 - * complete the Assistant Site Visitor Application.Return both to the CHA Program Director.
3. After reviewing the test and application, the CHA Program Director will notify candidates whether or not they have qualified as an Assistant Site Visitor.
4. If so, they are listed in the CHA database and are qualified to do accreditation visits at CHA Program Member facilities with a Lead Site Visitor.
5. An Assistant Site Visitor must assist in a minimum of one accreditation visit and receive a positive Assistant Site Visitor Evaluation from the Lead Site Visitor with whom they visit.
6. Upon receiving a recommendation to advance from a Lead Site Visitor, the Assistant Site Visitor may apply to the CHA Program director to become a Lead Site Visitor by completing the Lead Site Visitor Application and attaching copy of their Assistant Site Visitor Evaluation(s).
7. The CHA Program Director then reviews the Lead Site Visitor Application package and either approves it or requests additional training or visits followed by reapplication.

Lead Site Visitor and Assistant Site Visitor Renewal Requirements

1. Must maintain current CHA membership.
2. Must complete a Site Visitor Training every three years. Contact the CHA office for availability.
3. Site Visitors who were certified prior to March 1, 2011 (prior to release of *CHA Standards for Equestrian Programs*) must complete the Site Visitor Renewal process in a timely manner and prior to their next site accreditation visit.

Remuneration for Site Visitors

1. It is expected that the CHA Program Member scheduling the site visit will reimburse Site Visitors for their travel expenses.
2. In addition, Site Visitors may charge the Program Member a stipend not to exceed \$100. Remember, the primary objective of a visit is for the Program Member to achieve CHA Site Accreditation.
3. If the Site Visitor is also a Clinic Instructor, scheduling a site visit in conjunction with a Certification Clinic will help reduce costs for the Program Member.
4. Payment of expenses and fees is handled directly between the Program Member and individual Site Visitors.

Qualifications to become a Site Visitor Trainer

1. Must be a Lead Site Visitor.
2. Must have completed at least one site visit as Lead Site Visitor.
3. Will be appointed by the CHA Program Director.