



USEA INSTRUCTORS' CERTIFICATION PROGRAM CONTINUING EDUCATION PROGRAM

Continuing education requirements are common to professional careers. ICP has developed its Continuing Education Program for certified instructors as a response to the complex demands of event riding instruction and as a basis for continued learning. Event instruction is an intriguing subject that captures the professional instructor's mind for a lifetime. Past, present, and future riding, training, and competing ideas, the care and development of horses, the psychology of teaching and learning, safety issues, professionalism, the sport itself – each of these topics is multifaceted. Event riding instructors naturally wish to continue to grow intellectually and practically throughout their professional lives – for their students, the horses, and themselves. The excitement of sharing and learning with other professional instructors that is generated by participation in ICP Workshops and Assessments is carried forward for ICP-certified instructors by their Continuing Education choices.

ICP CONTINUING EDUCATION PROGRAM REQUIREMENTS must be reported by each certified instructor to the USEA office at the end of each one of a certified instructor's successive 4-year Continuing Education cycles throughout his/her professional career as an ICP-certified instructor.

REQUIREMENTS

- 1. Current USEA membership**
- 2. Current Professional Liability Insurance Policy**
- 3. Current First Aid/CPR Training**
- 4. 4 Continuing Education Activities Credits per 4-year Continuing Education cycle *(see details below)***

A CERTIFIED INSTRUCTOR'S FIRST ICP CONTINUING EDUCATION CYCLE ends on December 31 of the fourth full year following his or her certification; the second cycle, and all of those following, run 4 more years in length, each finishing at the end of 4 years later on December 31. See end of article for table of years and 4-year cycles.

- 1.) As required by the USEA, an ICP-certified instructor must be A CURRENT USEA MEMBER at whatever level of USEA membership the instructor chooses.
- 2.) As required by the USEA, an ICP-certified instructor must possess A CURRENT PROFESSIONAL LIABILITY INSURANCE POLICY and must provide written proof of it annually by December 31 to the USEA office, including at the end of each of his/her 4-year Continuing Education cycles.

As required by the USEA, your liability insurance policy must meet the following minimum requirements:

- The policy must be a liability policy that covers the certified instructor for his/her professional riding instruction and related activities. The instructor should consult his/her insurance agent as to the type of liability policy that will best protect him/her.
- The liability policy must have an annual occurrence limit of at least \$1 million and an annual aggregate limit of at least \$1 million.
- The insurance company must be A rated (or better) by A.M. Best.
- The instructor must send proof of a certificate of insurance to the USEA office annually by December 31 each year, after having sent proof upon becoming certified.
- The USEA and its designees must be named on the policy as an Additional Insured.

(Note: As of January, 2005, until otherwise notified by ICP, you do not have to request that your insurance company name USEA and its designees on your policy.)

Be aware that landowners and/or organizers of farms where you teach might require proof that you have liability insurance and might ask to be named on your policy as additional insured. Your agent should be able to assist you with this issue.

3.) An ICP certified instructor must possess A CURRENT FIRST AID/CPR CARD and must provide written proof of it to the USEA office as often as he/she obtains his/her renewed card, including at the end of each of his/her 4-year Continuing Education cycles.

It is likely that at least two renewals (depending upon whether the instructor is trained through the Red Cross or the American Heart Association) are necessary per 4-year Continuing Education cycle. Each renewal must be verified by a copy of the updated First Aid/CPR card remitted to the USEA office after the instructor attends classes to keep his/her card current.

Once you have been certified for First Aid/CPR, you can easily renew your status by going to one of the websites below and following its instructions for keeping current in order to receive an updated card:

www.redcross.org
www.firstaidweb.com

www.cprandfirstaid.net
www.cpr-first-aid.com

www.cpraccess.com
www.cprfirstaid.org

VERIFICATION METHOD FOR CURRENT INSURANCE POLICY AND CURRENT FIRST AID/CPR CARD

Mail or fax a copy of current insurance certificate and a copy of current First Aid/CPR card to the USEA office:

Nancy Knight

Phone: 703 779-0440 ext. 3007 or 703 669-9997

U.S. Eventing Association

Fax: 703 779-0550

525 Old Waterford Road NW

Leesburg, VA 20176

E-mail: Nancy@useventing.com

4.) An ICP certified instructor must undertake **EQUESTRIAN-RELATED ACTIVITIES EQUALING AT LEAST 4 CREDITS PER EACH 4-YEAR CONTINUING EDUCATION CYCLE**. A broad range of activities is identified below in the Open Credits List, including the two defined-activity credit options described in detail below. Each instructor must provide to the USEA office written verification of completion of each of his/her selected activities by the end of each of his/her 4-year Continuing Education cycles, if not earlier. Use the final sheet below to write up each activity and send to Nancy Knight at the USEA office or e-mail Nancy with this information (nancy@useventing.com).

ICP Continuing Education Program's 1 Defined-Activity Credit:

1 of the 4 credits must be filled as follows by all ICP-certified instructors, including ICP faculty. There are 2 options; you must select one option to complete this defined-activity credit for every 4-yr cycle of yours. If you like, you may select both options during any 4-yr Cont. Ed. Cycle, thereby earning credit for both those activities during that cycle.

OPTION #1: Each instructor must arrange a session to observe the teaching or coaching of and have his/her own teaching or coaching observed by another ICP-certified instructor. The instructor selected as the observer should be at a higher ICP Level than the instructor doing the selecting; a Level IV instructor should select another Level IV instructor. This activity must include cross country riding/jumping instruction or coaching.

OR

New as of January, 2015 >> **OPTION #2:** Participate in an ICP Cont. Ed. co-teaching clinic, either led by an ICP Advisor OR organized by/for a small group of certified instructors of your own choosing, without an ICP Advisor present. Dates of ICP Cont. Ed. Co-teaching Clinics are listed on the calendar section of the USEA website (www.useventing.com: click on Education, then on Instructors' Certification Program, then look at upper right for ICP calendar of Workshops/Assessments/Co-teaching Clinics.) These co-teaching clinics may include auditors.

ICP Continuing Education Program's 3 Other Activity Credits: Select 3 other Cont. Ed. activities from the options on the Open Credits List below. Choose more than 3, if you like. Each option on the Open Credits List is equivalent to 1 credit, except where noted.

OPEN CREDITS LIST

- Attend a national ICP presentation, like the ICP East Coast Symposium or the ICP West Coast Symposium
- Attend an ICP Workshop at any ICP Level, as an auditor, a participating instructor, or the host (2 credits)
- Scribe for one full day for an ICP faculty member at an ICP Workshop
- Observe an ICP-cert. instructor teaching/coaching XC riding and be observed by that instructor as you teach/coach XC riding
- Participate in, organize, or lead an ICP Co-Teaching Clinic led by an ICP Advisor, with 2 to 8 certified instructors present (1 credit for participating, organizing, or leading, 2 credits for organizing and participating or leading)
- Participate in and/or organize a co-teaching clinic with other ICP-certified instructors, with 2 to 8 certified instructors present and without an ICP Advisor as leader (1 credit for participating, 2 credits for organizing and participating)
- Participate in a competition XC course walk for certified instructors, led by an upper level ICP-certified instructor
- Have teaching or riding mentored by a qualified horse person who is not ICP-certified (with description and evaluation activity and sign-off by mentor)
- Attend a USEA course design or officials' seminar (with sign-off by presenter)
- Volunteer time to support/develop an event or the sport of eventing (with appropriate sign-off)
- Teach a half-day session (or more) to Pony Clubbers (with sign-off by a Pony Club local officer)
- Audit or ride in an equestrian clinic (with sign-off by the clinician)
- Attend a seminar related to teaching theory and practice, sports psychology, physical training, or Coaching (with sign-off by presenter)
- Attend a business training workshop (with sign-off by instructor), or read about business management
- Attend ICP programs/forums at a USEA annual meeting
- Attend a USEA Area annual meeting
- Watch an equestrian video of significance
- Read an equestrian book of significance
- Engage in an equestrian-related activity not mentioned above but important in some way to your thinking/experience as an instructor *(1 credit of the 3 Open Credits List credits in each cycle may be instructor-invented in this way.)*

VERIFICATION METHOD FOR THE 4 ACTIVITIES

A Continuing Education Sheet (the final sheet of this document) for each of the credited activities shall be mailed, e-mailed, or faxed to Nancy Knight at the USEA office by each instructor for placement in his/her ICP file. Instructors should keep copies for themselves.

An instructor should complete and send this Continuing Education Sheet to the office as each activity is completed, or by December 31 of the last full year of each of his/her 4-year cycles.

This Continuing Education activity credit sheet is available at the end of this article, in the *ICP Workbook*, from the USEA office, and on the USEA website under Education/ICP. Instructors should make for themselves many blank copies of this sheet. **If you do not have this sheet when you need it, use just an ordinary piece of paper or an e-mailed letter to Nancy Knight, and fill it in as follows:**

Each completed Continuing Education Sheet (see final sheet of this document) shall include the following:

- Name, address, phone, e-mail of the ICP instructor
- ICP certified instructor number: first two numbers show year of certification, the next numbers are the same as the instructor's USEA number
- Date and place of activity
- Name and description of activity
- Sign-off by mentor, clinician, ICP Workshop faculty person, or other presenting figure, as indicated on the Open Credit List. Sign-off e-mails may be sent to Nancy Knight.
- Each completed Continuing Education Sheet should include several sentences describing salient ideas that you received, initiated, and/or developed as a result of the activity. These sentences help make specific the activity's meaning to you; they will also be used to stimulate new ideas and new thinking within the ICP program itself.

IN SUMMARY, VERIFICATION OF CONTINUING EDUCATION REQUIREMENTS

- Current registration as a USEA member.
- Verification of current professional liability insurance certificate to the USEA office by December 31 of each full year of the 4-year cycle (4 times per 4-year cycle), including last year of each 4-year cycle.
- Verification of current First Aid/CPR card to the USEA office (2 times minimum per 4-year cycle), including last year of each 4-year cycle.
- Verification of completion of the 4 Activities Credits to the USEA office by December 31 of the last year of each 4-year cycle (4 credits per 4-year cycle), with 1 of those 4 credited activities being mentored for teaching, including XC teaching/coaching OR participating in an ICP Cont. Ed. co-teaching clinic (See above, #4).

CONSEQUENCES OF LACK OF VERIFICATION OF CONTINUING EDUCATION REQUIREMENTS AT THE END OF EACH 4-YEAR CYCLE:

By December 31 at the end of each 4-year cycle following the year of an instructor’s certification, if an instructor is not a USEA member and/or fails to send to the USEA office the verification of 4 activity credits (including the credit for required mentor-observed XC teaching/coaching), verification of current professional liability insurance, and verification of current First Aid/CPR card, he/she will be allowed until end of the following March to complete the activity(ies) and/or become a USEA member and/or remit missing insurance and/or First Aid/CPR verifications to the USEA office. If not completed by end of March, parentheses will be placed around his/her name on the USEA website Directory of Certified Instructors. Once requirements are completed and verified, the instructor will return to current ICP-certified status and the parentheses will be removed.

YEAR ENDS (2008-2030) OF 4-YEAR ICP CONT. ED. CYCLES ACCORDING TO YEAR OF ICP CERTIFICATION

Year Certified	'08	'09	'10	'11	'12	'13	'14	'15	'16	'17	'18	'19	'20	'21	'22	'23	'24	'25	'26	'27	'28	'29	'30	End of 4 Year Cycles	
2003 or 2004	X				X				X				X				X				X			and so on	
2005		X				X				X				X				X				X			and so on
2006			X				X				X				X				X				X		and so on
2007				X				X				X				X				X					and so on
2008					X				X				X				X				X				and so on
2009						X				X				X				X				X			and so on
2010							X				X				X				X				X		and so on
2011								X				X				X				X					and so on
2012									X				X				X				X				and so on
2013										X				X				X				X			and so on
2014											X				X				X				X		and so on
2015												X				X				X					and so on



USEA Instructors' Certification Program CONTINUING EDUCATION ACTIVITY VERIFICATION FORM

Return a copy of this form, completed for each activity, to Nancy Knight, USEA, 525 Old Waterford Rd. NW, Leesburg, VA 20176, or e-mail to nancy@useventing.com, or fax to Nancy at 703 779-0550.

Name _____

Date of Activity _____

Address _____

Location of Activity _____

ICP Certification Number _____

Phone(s) _____

Presenter/mentor sign-off where signature is required:

_____ (signature)

E-mail _____

_____ (printed name)

Description of activity:

Salient ideas received, initiated, and/or developed in your mind as a result of this activity:

Your Signature _____

Date _____