



# USEA INSTRUCTORS' CERTIFICATION PROGRAM CONTINUING EDUCATION PROGRAM

Continuing education requirements are common to professional careers. ICP has developed its Continuing Education Program for ICP-certified instructors, Young Event Horse (YEH) instructors, and Young Event Horse (YEH) professional horse trainers as a response to the complex demands of event riding instruction and event horse training as well as the importance of on-going learning. Event instructing and horse training are intriguing subjects that capture the human mind and heart for a lifetime. Past, present, and future riding, training, and competing

concepts; the care and development of horses; the psychology of teaching and learning; safety issues; professionalism; the sport itself – each of these topics is multifaceted. ICP-certified instructors (including Levels I through IV and Young Event Horse instructors) and ICP-certified YEH professional horse trainers value growing intellectually and practically throughout their professional lives – for the sake of their students, the horses, the horse owners, and themselves. The excitement of sharing and learning with other professional instructors and YEH professional horse trainers that is generated by participation in ICP Workshops and Assessments is carried forward for ICP-certified instructors and YEH professional horse trainers by their Continuing Education activities.

## **ICP CERTIFICATION INITIAL REQUIREMENTS AND ICP CONTINUING EDUCATION REQUIREMENTS**

- 1. Current USEA membership (Initial and Continuing Education)**
- 2. Current Professional Liability Insurance Policy (Initial and Continuing Education))**
- 3. Current First Aid/CPR Training (Initial and Continuing Education)**
- 4. Current Criminal Background Check (Initial and Continuing Education)**
- 5. Completion of SafeSport Training module (Initial)**
- 6. Completion of U.S. CDC Concussion Training module (Initial)**
- 7. Signing of ICP Code of Professional Responsibility (Initial)**
- 8. Completion of 4 ICP Cont. Ed. activities credits per each 4-year Cont. Ed. cycle (Continuing Education)**

*See numbers below for guidance about each of the above requirements.*

This document references for you both ICP's initial requirements for ICP certification and ICP's Continuing Education requirements once you are ICP-certified. These requirements are identified in the box above and described below. See notes below at each number, 1. through 8.

With respect to ICP Continuing Education, throughout their professional career as an ICP-certified instructor, an ICP-certified YEH instructor, or an ICP-certified YEH professional horse trainer, all ICP-certified individuals must report to the USEA office his/her completion of ICP CONTINUING EDUCATION PROGRAM REQUIREMENTS either during or at the end of (depending upon the requirement) each of a certified individual's successive 4-year Continuing Education cycles.

An ICP-certified individual's first 4-year 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 on December 31.

To check what information you have already remitted to your own USEA ICP file, go at any time to that file electronically. Log onto your USEA online services account. There will be an education box in the lower right hand corner. You will see at a glance if you are non-compliant with any of the requirements. You will also be able to see what you have submitted for your current 4-year cycle.

1. Initially and during every year that an ICP-certified individual is professionally active, the USEA requires that an ICP-certified individual be **A CURRENT USEA MEMBER** at whatever level of USEA membership that individual chooses.

2. Initially and at the end of each year (by Dec. 31), the USEA requires that an ICP-certified individual possess **A CURRENT PROFESSIONAL LIABILITY INSURANCE POLICY** and must provide written proof of it to Nancy Knight at the USEA office (nancy@useventing.com). "ICP-certified individual" includes anyone who has earned an ICP Instructor certificate (Levels I, II, III, or IV), a YEH Instructor certificate, or/and a YEH Professional Horse Trainer certificate.

The USEA requires that your liability insurance policy meet the following minimum requirements:

- The policy must be a liability policy that covers the certified instructor for his/her professional riding instruction, professional horse training, 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 or ride/train 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. Initially and as often as your selected First Aid/CPR program requires, an ICP-certified individual must possess a **CURRENT FIRST AID/CPR CARD** and must provide written proof of its currency to Nancy Knight at the USEA office (nancy@useventing.com) each time you renew that card according to that program's renewal schedule.

It is likely that at least two renewals per 4-year-Cont. Ed. 4-year cycle will be necessary. Each renewal must be verified by your remitting a copy of the updated First Aid/CPR card to the USEA office after you fulfill the requirements to keep your card current.

Most programs allow you to renew your status electronically by going to its website and following its instructions for keeping current in order to receive an updated card. Here are several First Aid/CPR websites:

www.redcross.org                      www.firstaidweb.com                      www.cprandfirstaid.net  
www.cpr-first-aid.com                      www.cpraccess.com                      www.cprfirstaid.org

4. Initially and at the end of every 4-year Cont. Ed. cycle, an ICP-certified individual must provide to Nancy Knight at the USEA office (nancy@useventing.com) a nationwide **CRIMINAL BACKGROUND CHECK** showing no conviction for child abuse. Such is required of virtually all individuals who work in the U.S. with or in close proximity to children and youth.

To obtain a Nationwide Criminal Background Check, go to [www.criminalwatchdog.com](http://www.criminalwatchdog.com) or [www.intelius.com](http://www.intelius.com)

**VERIFICATION METHOD FOR CURRENT INSURANCE POLICY, CURRENT FIRST AID/CPR CARD, CURRENT CRIMINAL BACKGROUND CHECK:**

Email, mail, or fax a copy of current insurance certificate, a copy of current First Aid/CPR card, and nationwide criminal background check to the USEA office. Nancy Knight's phone: 703 779-0440 ext. 3007 or 703 669-9997; fax: 703 779-0550; e-mail: nancy@useventing.com; mailing address: U.S. Eventing Association, 525 Old Waterford Road NW, Leesburg, VA 20176

5. Initially, an ICP-certified individual must complete the **SAFESPORT TRAINING MODULE**, whose completion is now legally required by the U.S. federal government for individuals who are teachers or coaches of sporting youth. Provide proof of completion to Nancy Knight at the USEA office (nancy@useventing.com).

Find the SafeSport Training module as follows:

- Go to the SafeSport Training link: <https://safesport.org/>
- Complete the 3 segments of SafeSport Training and email the completion certificates to Nancy Knight at (nancy@useventing.com).

### **Directions to complete SafeSport Training:**

- Go to the USEF Website [www.usef.org](http://www.usef.org).
- Click on “My USEF” in the top right hand corner of the home page.
- Look below the log in prompts and click on “Create New Account.”
- Tick “I don’t Know” when asked if you have an existing ID.
- Input your First and Last names in ID Search and hit return. If you do have an existing USEF ID #, you will be prompted to login in or create a login.
- If you do not have an existing USEF ID # you will receive the following message : “No search results.” You can search again or select “No, I am new to USEF.” Click on the button beside “No, I am new to USEF” above the login information on the same page.
- Continue creating a new ID #.

6. Initially, an ICP-certified individual must complete the U.S. Centers for Disease Control and Prevention **CONCUSSION TRAINING MODULE** and provide proof of completion to Nancy Knight at the USEA office([nancy@useventing.com](mailto:nancy@useventing.com)).

Find the concussion training module as follows:

- Go to the Concussion Protocol Training link: <https://www.cdc.gov/headsup/youthsports/training/index.html>.
- Complete the training module and send completion certificate to Nancy Knight in the USEA office ([nancy@useventing.com](mailto:nancy@useventing.com)).

7. Initially, an ICP-certified individual must sign the **ICP CODE OF PROFESSIONAL RESPONSIBILITY** and provide a signed copy to Nancy Knight at the USEA office via email ([nancy@useventing.com](mailto:nancy@useventing.com)) or hard mail.

Find the ICP Code of Professional Responsibility on the USEA website under Instructors.

8. To fulfill ICP Continuing Education activities requirements, all ICP-certified instructors (including instructors certified at Levels I through IV and YEH instructors), all YEH professional horse trainers, and all ICP faculty must complete **EQUESTRIAN-RELATED ACTIVITIES EQUALING AT LEAST 4 CREDITS PER EACH 4-YEAR CONTINUING EDUCATION CYCLE**, 3 open credits and 1 defined-activity credit.

Each ICP-certified individual must provide written verification of completion of each of his/her selected activities by the end of each of his/her 4-year Continuing Education cycles (by December 31 of each 4th year, in other words), if not earlier. You may submit your verifications of Continuing Education activity credits to Nancy Knight at the USEA office ([nancy@useventing.com](mailto:nancy@useventing.com)). Include the name of the activity, date(s), location, clinician if applicable, and one idea or practice that you took away from each of the activities you chose to participate in or attend.

Note to individuals who have earned an ICP certificate for instructing as either a Level I, II, III, IV Instructor or YEH Instructor (or, in rare cases, both) and for ridden training as a YEH Professional Horse Trainer:

- Use the 4-year cycle dates which began with your first-earned certificate;
- If you have earned an ICP Instructor certificate and a YEH professional horse trainer certificate, then, during every 4-year cycle, you must engage in activities to earn the 3 open Cont. Ed. activities credits and 2, not just 1, of the defined-activities listed below to earn 2 defined-activity credits. One of your selected defined-activity options must be a YEH Professional Horse Trainer activity described below; the other defined-activity option should involve instructing.

For the 3 open credits, a broad range of activities is identified below in the Open Credits List.

Select any 3 activities from the Open Credits List for every 4-year cycle of yours. Choose more than 3, if you like.

Each option on the Open Credits List is equivalent to 1 credit, except where noted.

For the 1 defined-activity credit, you have 2 options from which to choose; you must select one option to complete this defined-activity credit for every 4-year cycle of yours. If you wish, you may select both defined-activity credit options during any 4-yr Cont. Ed. Cycle, thereby earning 2 of your 4 total credits during that cycle. If you have earned a YEH professional horse trainer certificate as well as an instructor certificate(s) (either Level I through IV instructor or YEH instructor, or both), see the directives above under “Note.”

### **Defined-activity credit OPTION #1:**

A Levels I through IV instructor, including ICP faculty, sets up a session to observe the teaching /coaching of and have his/her own teaching /coaching observed by another ICP-certified instructor. The instructor selected as the observer should be at a higher ICP Level than the instructor completing this option. A Level IV instructor should select another Level IV instructor. This teaching/coaching must include cross country riding/jumping instruction or coaching.

A YEH instructor sets up a session to observe the teaching/coaching of and have his/her own teaching/coaching observed by another YEH instructor or by a Level I-Training or higher instructor. This teaching/coaching must include cross country riding/jumping instruction or coaching.

A YEH professional horse trainer sets up a session to observe another professional horse trainer as the latter trainer is riding and jumping a young horse; the YEH professional horse trainer must then be observed while riding/jumping a young horse by that other professional horse trainer. The other professional horse trainer may be another ICP-certified professional horse trainer or a professional horse trainer who is not ICP-certified. This riding/training must include cross country riding/jumping.

OR

### **Defined-activity credit OPTION #2:**

An ICP-certified individual may choose to set up and/or participate in an ICP Cont. Ed. co-teaching clinic, either organized by/ for a small group of ICP-certified individuals by one of the participating instructors or led by an ICP advisor. ICP Advisors are listed here: <http://useventing.com/education/icp/directory-certified-eventing-instructors>. Please note: ICP co-teaching or co-training clinics may be run with or without an advisor present.

ICP Cont. Ed. co-teaching clinic participants may include anyone who is ICP-certified, whether as a Level I-IV instructor, a YEH instructor, or a YEH professional horse trainer. A YEH professional horse trainer may earn this credit by participating as a rider in a Cont. Ed. co-teaching clinic, or he/she may participate in an ICP Cont. Ed. co-training clinic (see below).

For a Cont. Ed. co-teaching clinic, decide what riding/teaching content you, the other participating instructors, and the riders want to address. Settle upon a site and a date. Teach and discuss the teaching and the riding; ideally, include the riders in those discussions. Every Cont. Ed. co-teaching clinic's content should include some XC riding/jumping and discussion by all ICP-certified instructor participants in order to count as completion of this defined activity.

YEH professional horse trainers may choose to set up and/or participate in an ICP Cont. Ed. co-training clinic. Decide what training challenges you and the other participating YEH professional horse trainer(s) want to address. A co-training clinic may include professional horse trainers who are not ICP-certified. Settle upon a site and a date. Organize the session so that some participants are riding while the others watch/discuss/offer commentary/ask questions. Then switch roles so that everyone both rides and watches/offers commentary. Every Cont. Ed. co-training clinic's content should include some XC riding/jumping and discussion by all ICP-certified prof. horse trainer participants in order to count as completion of this defined activity.

Co-teaching and co-training clinics may include as many or as few participants as best suits your circumstances and your clinic goals. There could be only 2 participants or as many as, say, 8. Decide upon a number that will allow everyone to participate fully in the co-teaching or the co-training. If there are 6 or more participants, ICP advises including an ICP advisor to lead the clinic; ICP advisors are listed here: <http://useventing.com/education/icp/directory-certified-eventing-instructors>

ICP Cont. Ed. co-teaching or co-training clinics may include auditors.

For either kind of ICP Cont. Ed. clinic – co-teaching or co-training – please share your experience by email or hard copy with Nancy Knight at [nancy@useventing.com](mailto:nancy@useventing.com) so that ICP can share what you have done with other certified instructors and YEH professional horse trainers. Thank you!

Dates of ICP Cont. Ed. co-teaching and co-training clinics are often listed on the ICP calendar section of the USEA website if an instructor communicates that information ahead of time to Nancy Knight at the USEA office ([nancy@useventing.com](mailto:nancy@useventing.com) or 703 669-9997) and secures the USEA insurance for the activity. Find the ICP calendar at [www.useventing.com](http://www.useventing.com). Click on Education, then on Instructors' Certification Program; then click in upper right on "Upcoming Events."

### **OPEN CREDITS LIST**

- Attend a national ICP presentation, like the ICP East Coast Symposium or the ICP West Coast Symposium
- Attend any ICP Workshop or ICP YEH Workshop 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 or YEH Workshop.
- 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 that person)
- 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 (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
- Write an article for the USEA website or *Eventing USA*
- Engage in an equestrian-related activity not mentioned above but important in some way to your thinking/experience as an instructor or a professional horse trainer. *(1 credit of the 3 open credits in each 4-year Cont. Ed. cycle may be instructor- or professional horse trainer-selected in this way.)*

### **DEFINED-ACTIVITY CREDITS LIST** *(Required credit with 2 options. Read 8. above.)*

- Observe an ICP-cert. instructor teaching/coaching XC riding and be observed by that instructor as you teach/coach XC riding/jumping. For a YEH professional horse trainer, observe the riding of another horse trainer and have that trainer observe your own riding of a YEH, including XC riding/jumping.
- OR
- Set up and participate in an ICP Cont. Ed. co-teaching clinic or co-training clinic:
- Participate in and/or organize an ICP co-teaching clinic, with 2 to 8 certified instructors present (1 credit for participating/organizing, 2 credits for leading).
- Participate in and/or organize a co-training clinic, with 2 to 8 horse trainers present (1 credit for participating/organizing, 2 credits for leading).

### **VERIFICATION METHOD FOR THE 4 ACTIVITIES**

You may submit your continuing education credits via email to Nancy Knight in the USEA Office ([nancy@useventing.com](mailto:nancy@useventing.com)). Include the name of the activity, dates, location, clinician if applicable and one idea or practice that you took away from attending the activity. Remit to Nancy by December 31 of the last full year of each of your 4-year cycles. Keep copies for yourself of everything you have remitted.

Each completed Continuing Education Verification shall include the following:

- Name, address, phone, e-mail address of the ICP-certified individual (Levels I-IV or YEH) or YEH professional horse trainer
- Date and place of activity
- Name and description of activity
- Each completed Continuing Education verification should include a brief description of one idea or practice that you took away as a result of the activity. These descriptions help specify the activity's meaning to you; they also 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 initially and at end of each 4-year cycle of a nationwide criminal background check.
- 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 credits completing one of the defined-activity options. If an individual is ICP-certified as both an instructor and also a professional horse trainer, he or she must complete 2 defined-activities credits during each 4-year Cont. Ed. cycle. (Please read 8. above.)

## **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 ICP-certified individual is not a USEA member and/or fails to send to the USEA office the verification of 4 activity credits (including the defined-activity credit), verification of current professional liability insurance, verification of current First Aid/ CPR card, and verification of absence of child abuse conviction, he/she will be allowed until end of the following March (3 months) to complete remission to the USEA office of whatever is missing.

If not completed by end of March, your name will be removed from the ICP Instructor list on the website until you are compliant with the continuing education credits. Once requirement verifications are submitted and accepted, you will return to current ICP-certified status and your name will be added back to the USEA website's ICP Instructor list, the YEH Instructor list, and/or the YEH Professional Horse Trainer list.