



ECP REQUIREMENT CHECKLIST

Must be 18 years of age or older

Must be an ECP Registered Candidate

Must be a current USEA Member (A USEA Supporting Membership fulfills this requirement.)

Must sign ECP Code of Professional Responsibility

[Link to ECP Professional Code of Conduct.](#) Please download, sign and return to (nancy@useventing.com)
[https://useventing.com/resources/documents/ICP Code Professional Responsibility Fillable.pdf](https://useventing.com/resources/documents/ICP_Code_Professional_Responsibility_Fillable.pdf)

Must provide current CPR and First Aid Certification as often as required for renewal.

You may obtain your CPR and First Aid Certification online from any of the sites listed below:

CPR/First Aid ONLINE Certification Websites:

www.icpri.com

www.firstaidweb.com

www.cprandfirstaid.net

www.redcross.org

www.cpr-first-aid.com

www.cprfirstaid.org

www.cpraccess.com

Must provide a Nationwide Criminal Background Check for initial certification and then every two years.

You may obtain a Nationwide Criminal Background Check from either of the sites below.

ONLINE Criminal Background Check Websites:

www.criminalwatchdog.com

<https://www.ussearch.com/>

Must provide binder page of current liability insurance policy (COI) annually

[Insurance Binder – Proof of Insurance \(COI\)](#)

Submit a copy of the binder page of your liability insurance policy, which is the page that lists your name, the current effective dates, and the policy limits.

Must complete Safe Sport Training annually

Below is information on how to fulfill the Safe Sport Training requirement. Please forward the certificate(s) as you complete the module(s).

[Safe Sport Training link: https://safesport.org/](https://safesport.org/)

- Complete the segment(s) of Safe Sport Training and email the completion certificate(s) to me (nancy@useventing.com).

Directions to complete Safe Sport Training:

- Go to the USEF Website 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 #.

Must complete CDC Concussion Protocol Training

Concussion Protocol Training link: <https://www.cdc.gov/headsup/youthsports/training/index.html>

- Complete the training module and send completion certificate to me (nancy@useventing.com)

Recommended

Use of ERQI Ratings to follow and evaluate a rider’s eventing competition record. (ERQI = EquiRatings Quality Indexes). Any current USEA member may access the ERQI Ratings by logging on to their USEA Online Services account and clicking on “Horses”; then click on “Related Horses.” A list will come up with an ERQI rating for every horse that is associated with that USEA member. Only the USEA member who is logging into their online account may see the results unless that individual decides to share them. Instructors would need to sit with each of their students and review the report, or the student could provide his/her log-in information to the instructor so the records could be reviewed by that instructor at any time.

Remit materials to:

EMAIL: Nancy Knight at nancy@useventing.com
MAIL: U.S. Eventing Association
Attn: Nancy Knight
525 Old Waterford Road NW
Leesburg, VA 20176