



# ICP REQUIREMENT CHECKLIST



- Must be 18 years old or older**
- Must be an ICP Registered Candidate Instructor**
- Must be a current USEA Member** (A USEA supporting membership fulfills this requirement.)
- Must sign ICP Code of Professional Responsibility and remit a copy to USEA office**
- Must provide current CPR/First Aid Certification to USEA office as often as required for renewal by the program you have chosen.**

CPR/First Aid Online Certification Websites  
(You may use any site you wish, even if it not listed below.)

<a href="http://www.redcross.org">www.redcross.org</a>	<a href="http://www.firstaidweb.com">www.firstaidweb.com</a>	<a href="http://www.cpr-first-aid.com">www.cpr-first-aid.com</a>	<a href="http://www.cpraccess.com">www.cpraccess.com</a>
<a href="http://www.icpri.com">www.icpri.com</a>	<a href="http://www.cprandfirstaid.net">www.cprandfirstaid.net</a>	<a href="http://www.cprfirstaid.org">www.cprfirstaid.org</a>	
- Must provide a Nationwide Criminal Background Check for initial certification and then resubmit by the end of every 4-year ICP Continuing Education cycle to USEA office**

Online Criminal Background Check Websites:  
(You may use any site you wish, even if it is not listed below.)

<a href="http://www.intelius.com">www.intelius.com</a>	<a href="http://www.criminalwatchdog.com">www.criminalwatchdog.com</a>
--	--
- Must provide binder page of current liability insurance page annually to USEA office**
- Must complete Safe Sport Training and remit completion to USEA office**

Safe Sport Training Module  
This is a U.S. government required educational module for instructors/coaches of a wide variety of sports in the U.S. The Safe Sport Training Module, which includes 3 segments, can be found at this link: [safesport.org](http://safesport.org)  
Complete the 3 segments and email confirmation of completion to Nancy Knight at [nancy@useventing.com](mailto:nancy@useventing.com)  
To ensure ICP Certified Instructors are able to complete training while avoiding creation of duplicate USEF ID#'s:

  1. Go to the USEF Website [www.usef.org](http://www.usef.org)
  2. Click on "My USEF" in the top right-hand corner of the home page
  3. Look below the log in prompts and click on "Create New Account"
  4. Tick "I don't Know" when asked if you have an existing ID
  5. 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.
  6. Create a new USEF ID#.
- Must complete U.S. CDC Concussion Training and remit completion to USEA office**

Concussion Protocol Training link:  
<https://www.cdc.gov/headsup/youthsports/training/index.html>  
Complete it and send certificate of confirmation/completion to Nancy Knight at [nancy@useventing.com](mailto: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.

**To remit materials to the USEA office:** **EMAIL:** Nancy Knight at [nancy@useventing.com](mailto:nancy@useventing.com)  
**MAIL:** U.S. Eventing Association  
Nancy Knight  
525 Old Waterford Road NW  
Leesburg, VA 20176