



## THE ASSOCIATION FOR HORSEMANSHIP SAFETY AND EDUCATION

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### Riding Instructor Certification Clinics

#### Instructional Manuals

#### Standards for Group Riding Programs

#### Program Development Resources

#### Regional Conferences and Workshops

#### Non-Profit International Membership Association

Dear Instructor Certification Candidate,

Congratulations on your acceptance to participate in the upcoming CHA Riding Instructor Certification clinic. Please take a moment to familiarize yourself with the format for the clinic.

You will be evaluated on your knowledge of teaching and horsemanship skills *as they are now, coming into the clinic*. Your certification (if any) will be determined primarily based on your performance during the clinic, your evaluation skills (of yourself and others), your knowledge of horses, program management and your written exam scores.

The format of the clinic is based on evaluation of your actual teaching of mounted groups. You will teach a minimum of four lessons which will be assigned to you at the clinic. You should be ready to write a lesson plan, take a written exam, prepare, present and evaluate lessons for 4 - 8 students in each group. The actual number of students in your lessons will be determined by the number of clinic participants in attendance, practical considerations and the requirements of the CHA Clinic Instructors.

After each of the lessons you will teach, you will evaluate it and then be evaluated by each of the participants, followed by evaluation from the CHA Clinic Instructors. Each lesson, and your performance while in the group, will be evaluated and scored in each of the following five categories.

- 1.) Safety
- 2.) Horsemanship
- 3.) Teaching Skills
- 4.) Group Control
- 5.) Responsibility and Professionalism

Please be sure to read the gray certification clinic booklet. Come prepared to spend as many as eight hours mounted (each day), outdoors. Be prepared for long days, inclement weather, long walks, short breaks, sleeping in dormitories (possibly), taking notes, having fun, hard work, difficult situations and one of the most rewarding and challenging weeks of your life!

Enclosed are some forms for you to *fill out and bring* with you to the clinic.

We are dedicated to helping improve the safety and quality of group riding programs. If you can teach riding well, in a new location, under demanding circumstances, you may well be one of the best!

We are looking forward to working with you.



# Considerations for attaining CHA certification as a riding instructor

(With examples of some criteria for individual levels.)

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## THE ASSOCIATION FOR HORSEMANSHIP SAFETY AND EDUCATION

The level of certification is always determined based on the evaluation of actual performance in five categories. These are: Safety, Horsemanship, Teaching skills, Group control, Responsibility & Professionalism. The certification form will reflect a score in each category, appropriate to the level of certification. While some of the scoring will be based on written test scores, the more important aspects are related to continual evaluation of individual personal performance. Much of this is a mix of both objective and subjective comparison against an established norm, or commonly understood standard. More specific details about the certification clinic formats can be found in the grey CHA [Instructor Certification Clinic Programs](#) booklet.

\* The fundamental requirements for certification as an instructor at any level are that the individual be familiar with all of the material in that level, personally competent in that level, riding beyond that level, and able to teach clearly and correctly *any and all* of the material in that level, as it corresponds to their riding style. In addition, because they are as riding instructors expected to have general horsemanship skills, they must be familiar and competent with all the *unmounted* material as contained in the CHA Composite manual through *every level*.

The specific competencies are outlined in the CHA [Riding Instructor Competency Guidelines](#). Emphasis on the importance and depth of specific competencies may vary slightly from level to level. There is a steady progression in depth of understanding of technical theory and application through the various levels.

For example:

### Level 1

#### I.) Most important characteristics.

Instructors at this (and every) level must be extremely competent at risk management. They must be able to assign horses to riders with full knowledge that the riders will have little or no previous experience. They must be able to supervise students on the ground in and around the stable area. They must be competent to teach and model safe and correct behavior in all aspects of horse care and handling. They must be able to predict and control both horse and rider behavior. They must be able to manage mounted groups of riders safely. Must be familiar with personal limitations and know when to send the student on to another instructor.

#### II.) Technical content of lesson material.

They must be able to give clear, simple instruction in basic horse control at the walk and trot. They must be familiar with the natural aids and how to use them. They must be able to assist students with difficult or unresponsive horses.

#### III.) Riding Skills.

They must be able to maintain the training level of horses for which they have direct responsibility. They must be able to demonstrate any and all of the riding skills at the level and in the style they are teaching.

### Level 4

#### I.) Most important characteristics.

In addition to those listed above for level one that should also correspond to level four, they must be balanced in their knowledge and views related to all aspects of horse sport. They must be familiar with the technical requirements for competitive level performance of both horse and rider. Must model professionalism in all aspects of behavior and relationships, whether business, competitive, or personal, with horses and people. Must be able to manage all facets of a riding program.

#### II.) Technical content of lesson material.

In depth. Able to reduce every movement, action, response, and technical nuance to the simplest component, or elaborate and correctly make complex associations and theoretical concepts clear. Must be able to design exercises and activities that will enhance performance for both horse and rider, in all gaits, movements, and events, appropriate to that riding style. Able to help the rider achieve their performance goals.

#### III.) Riding Skills.

Must be able to maintain the training level of all horses in the program, either directly or through coaching. Must be able to train horses for the performance needs of the program, either directly, or through coaching. (If preparing students for competition, must have experience as a successful competitor at this level.)

These are examples of some of the determining factors. Actual certification will be based on the performance of the candidate during the clinic. The certification clinic staff have full and sole authority to grant certification at the level(s) they deem appropriate. The decision of the clinic staff is final. Appeals must be made in person, before a panel representing the membership of CHA, at the annual International Conference held each fall. All expenses related to the appeal are the responsibility of the person making the appeal.