



10 Most Frequently Asked Questions **Instructor Compliance**

1. I just became an instructor, when do I renew? Does my membership type and dues change when I renew?

Yes, your membership type is now Professional Certified Instructor and your dues will be \$60.00 on an annual basis, \$100 for International Instructors. This membership includes membership in the NARHA Instructor Special Interest Section so this section does not have to be added on your renewal form.

Your renewal month is determined by the first NARHA joined date not the date you became a certified Instructor. Due to this first joined date you may or may not receive a renewal notice soon after you become certified or you may receive one month later, it depends on your first joined date.

2. What do I need to submit when I renew my NARHA membership as an Instructor?

There are multiple items needed to renew as an Instructor; each of these items that need to be completed is a very important part of renewing your NARHA membership and meeting the annual renewal requirements as a Certified Instructor of NARHA.

NARHA Membership renewal notices are sent by mail 2-3 months prior to your membership expiring. It is the responsibility of the Instructor to ensure all items will be current at the time of renewal. The front of the renewal form will include information on membership, special interest sections and payment options.

On the reverse of the renewal form there will be the Instructor Compliance Form. This Compliance form is where all other annual Instructor compliance requirements need to be documented. The following items need to be completed on the compliance form located on the reverse side of the renewal form: Adult/Child CPR and First Aid certification expiration dates, 20 continuing education hours and signed NARHA Instructor Code of Ethics.

Instructors are also required to maintain current Adult/Child CPR and First Aid at all times throughout the year. As far as maintaining your First Aid and CPR, please refer to the expiration date on each of your certification cards. The expiration dates of these certifications should be documented on the compliance form. You should renew your First Aid and CPR prior to the expiration date. The NARHA office tracks the expiration date, so make sure to let the office know when you have renewed this certification by faxing or emailing in copies of your updated cards. Also, please be aware that First Aid and CPR certification via online courses do not meet the certification or compliance requirements for NARHA Instructors. NARHA suggests renewing your CPR and First Aid before your renewal date so you will have new expiration dates at the time of your renewal.

The number of continuing education hours is dependent on your level of certification. For more information on documenting continuing education hours please

see question #5. The continuing education hours need to be documented, all columns complete, on the instructor compliance form. A separate sheet of paper attached is acceptable if more room is needed. Please know that you do not need to send proof of completion of your hours unless requested by NARHA. Just keep track of how many hours you have accumulated, the date of the event, and who sponsored it.

The compliance form includes the NARHA Instructor Code of Ethics; please make sure to sign the bottom of the form as this is a requirement on an annual basis for every Certified Instructor. By signing the NARHA Code of Ethics for Instructors/compliance form the Instructor attests the information submitted on the form is true and accurate and they have read, fully understand and will uphold the NARHA Code of Ethics for Instructors at all times.

3. Where can I get an instructor compliance form?

NARHA Membership renewal notices are sent by mail 1-3 months prior to your membership expiring. The front of the renewal form will include information on membership, special interest sections and payment options. On the reverse of the renewal form there will be the Instructor Compliance Form.

If your renewal notice does not have a compliance form on the back and you are a Certified Instructor or if you would like another copy, you can go to the NARHA website www.narha.org under the Instructor Certification drop down menu to download the form. A copy can also be sent to you via email by contacting the NARHA office.

4. What are some examples of activities that would count towards my continuing education?

Continuing education hours are referred to as clock hours, not educational college credit hours. Continuing education activities can be any educational event that you attend, which will benefit you in your work as a therapeutic riding instructor, and are not limited to those sponsored by NARHA. Please see the compliance form for more examples, but some examples include:

- Local, regional, national or international equestrian clinics, equine expos or horse fairs
- Presentations on horse care and /or management
- Medical, educational, or disability-related workshops sponsored by any recognized educational or medical organization/institution
- NARHA Annual or Regional Conferences or workshops
- College Equine courses, internships, NARHA Approved Training Courses or NARHA on-line courses
- Presenting at a therapeutic riding or related educational event
- Horseshow judging or competing
- Personal horseback riding lessons (10 hrs. max.)
- 50% of continuing education hours can be industry-related teaching or mentoring of Instructors-In-Training (IT). (10 hrs. max.)
- Registered Instructor On-Site Workshop (10-15 hrs. max, depend on type of completion and when completed.)

5. What types of activities would not be accepted for continuing education?

If you ever feel that something may not count as continuing education please contact the NARHA office for clarification. Some examples of what would not be accepted are:

- Recreational or trail riding
- CPR or First Aid training
- Observing or providing therapy/therapeutic riding sessions
- Educational videos, tapes, books or research

6. When should I perform my continuing education hours so I have the correct continuing education hours for performed each year?

The renewal month for instructors runs concurrent to each person's membership year and first NARHA joined date not the date the person was certified. This means, for example, that if your NARHA membership is due July 31, 2007 then your completed instructor compliance requirements will be due July 31, 2007.

The continuing education submitted each year will still reflect hours accumulated throughout the previous 12 months. For example, if my renewal month is July every year, and my next renewal and compliance requirements are due July 31, 2007, I would submit a minimum of 20 continuing education hours performed July 06-July 07.

7. As a new instructor, how do I obtain the continuing education hours if my membership renewal date falls shortly after my certification date?

For your first renewal year, all new instructors can use the hours they spent obtaining their certification as continuing education hours. You still need to complete the compliance requirements even though your renewal date falls so close after your certification dates.

When you receive your renewal notice, in the continuing education area of the compliance form list approximately how many hours you spent obtaining your certification, date, and location. You must also complete the CPR and First Aid information and sign the NARHA Code of Ethics for Instructors as part of your renewal. Please see question #2 for more information on what is required.

8. I am a medical health professional, do I need to complete Adult/Child CPR and First Aid in order to renew my Instructor Certification?

NARHA WILL NO LONGER ACCEPT MEDICAL PROFESSIONAL LICENSES TO FULFILL FIRST AID REQUIREMENT. This decision reflects research in this area done by the Certification Oversight Committee and the Health & Ed Committee that medical professional licenses do not require this type of training. NARHA will accept front and back copies of Emergency Medical Technician (EMT) licenses for First Aid requirement only; those with EMT licenses must submit front and back copies of their current EMT license in order to fulfill this requirement.

Certified Instructor renewals received before this effective date that include an acceptable medical professional license expiration date for the first aid requirement will be accepted for this renewal year ONLY. Those renewals received after August 31, 2007 will be subject to the new policy. All new Instructor candidates will have to adhere to this policy effective immediately.

9. I am a certified driving instructor. How are my compliance requirements different?

As a NARHA Certified Instructor you must submit a minimum of 20 or 28 clock hours of continuing education on an annual basis. The minimum number of hours required is determined by what type of certification you have.

If you are only a Driving Instructor you need to submit 20 hours of continuing education, 8 hrs of which, have to be at least one Driving Clinic per year, or 8 hours of individual instruction, or successful completion of a sanctioned (USAE, ADS) Combined Driving Event (CDE) at the preliminary level or above.

If you are a NARHA Certified Therapeutic Riding Instructor at the Registered, Advanced, or Master Level in addition to being Certified in Driving, you must submit an additional 8 hours of continuing education; a total of 28 hours annually. The 8 hours of driving continuing education you submit must be at least one Driving Clinic per year, or 8 hours of individual instruction, or successful completion of a sanctioned (USAE, ADS) Combined Driving Event (CDE) at the preliminary level or above. For example, if you are a Registered Therapeutic Riding Instructor and a Driving Level I Instructor, you will need to submit 28 hours of continuing education. This works out to 20 hours for your Registered certification and 8 hours for your driving certification.

10. I will not be teaching this year. Do I still need to submit a compliance form?

Yes, if you want to maintain your Instructor status, you will need to complete the annual requirements each year; NARHA does not offer an extension on renewal and does not have an inactive status. If you do not meet the annual renewal requirements and your membership/Instructor status expires you will have to reinstate. Please contact the NARHA office for reinstatement information.

Instructors currently have three years from their last renewal dues date to start the reinstatement process. But, once this three year time limit has passed, dropped instructors will need to complete the entire certification program again. For information about reinstating, please contact the NARHA office.