

10 Most commonly asked questions regarding Instructor Compliance:

1. I just became an instructor. What do I need to do to renew my instructor certification each year?

The annual renewal for certified instructors requires submission of the Instructor Compliance form. This form needs to include hours of continuing education and a signed Instructor Code of Ethics. Instructors are also required to maintain current First Aid and CPR certification and maintain current NARHA membership.

The number of continuing education hours is currently dependent on your level of certification. For more information please see question #5. The continuing education hours need to be documented on the instructor compliance form. Please know that you do not need to send proof of completion of your hours to the NARHA office. Just keep track of how many hours you have accumulated, the date of the event, and who sponsored it. The compliance form will also have the Instructor Code of Ethics, so please make sure to sign the bottom of the form as this is a requirement.

As far as maintaining your First Aid and CPR, please refer to the expiration date on each of your certification cards. You should renew your First Aid and CPR prior to the expiration date. The NARHA office tracks this 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.

A current NARHA membership is the final requirement. As of 2004, instructors will now only have to pay one membership fee of \$60 which covers your NARHA membership and your instructor renewal fee. It also includes membership in the NARHA Instructor Special Interest section.

2. Where can I get an instructor compliance form?

The compliance forms are sent each year to instructors by mail with their membership renewal notices. As of 2004, this form can now be found on the back of the renewal notice. This makes it easier for instructors in that they only need to submit the bottom portion of this notice containing the membership renewal information on the front and the compliance information on the back.

If you do not receive your compliance form in the mail, or if you would like another copy, you can go to the NARHA website at www.narha.org under the certification process to download the form. The form is also available by fax via the Fax on Demand system document #405. A copy can also be sent to you via mail by contacting the NARHA office at 1-800-369-7433.

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

- 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
- 50% of continuing education hours can be industry-related teaching or mentoring of NARHA Instructors-In-Training (IT).

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

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

5. Improvements were made to the Instructor renewal process in January of 2004. Can you explain the changes to the due date for the compliance forms?

The renewal for instructors used to run on a twelve month calendar year (January to December.) Therefore, all instructor compliance forms were due before December 31 of each year. With this change, the renewal year for instructors will now run concurrent to each individual's membership year. This means that if your NARHA membership is due July 31, 2004 then your completed instructor compliance form will be due July 31, 2004. The continuing education submitted each year will still reflect hours accumulated throughout the previous 12 months.

Because the above mentioned changes would create some problems for individuals whose membership date fell close to the end of 2003, it was decided that the following accommodations would be made:

Instructors certified during 2002 or before: You should have already submitted a compliance form for 2003. In an effort to make the transition from calendar year to membership year easier, your 2003 compliance form will be applied to 2004. This means that you will not need to submit continuing education hours for 2004. During this year, you will only be required to maintain your NARHA membership and keep your CPR and First Aid certification up to date. Then in 2005, your compliance form will be due when your membership fees are due as stated under the new guidelines.

Instructors certified during 2003: If you received your certification at any time during 2003, you will need to submit a compliance form for 2004. This form will be due when your membership renewal form is due. The number of continuing education hours required for the year 2004 only is as follows: Master level – 30 hrs, Advanced – 20 hrs, Registered – 10 hrs, Driving – 8.

Instructors certified during 2004: You will need to submit your compliance form at your next membership renewal date. Depending on when you became certified, this membership renewal date may be in 2004 or 2005. If your membership renewal date falls close to your certification date, you will still need to submit a compliance form with your membership dues. For example, if you received your certification in June of 2004 and your membership is due in August of 2004, you will need to submit

a compliance form in August of 2004. Please see question #6 for a solution on how to obtaining continuing education hours your first year.

6. 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. Just note on your first compliance form when you received your certification and approximately how many hours you spent obtaining it.

7. Do I need to submit copies of my CPR and First Aid with each compliance form?

No, as of August of 2004, instructors will no longer need to submit copies of these cards with their compliance form. There is now a space provided on the compliance form in which instructors can write the expiration dates of their current cards. Please fill this out and then sign the bottom of the form to state that this information is accurate. However, when it comes time to renew your cards, please fax or mail copies of the new cards to the NARHA office so that your account can be updated.

8. How many hours of continuing education will I need to submit in 2005?

In 2005, all instructors at all levels will be required to submit 20 hours. The only exception will be certified driving instructors. Please see below.

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

As a NARHA certified driving instructor, you will need to submit 8 continuing education hours. These hours can be obtained by receiving driving lessons, attending a driving clinic, or participating in a sanctioned competition at preliminary level or above. If you are also a Registered, Advanced, or Master level therapeutic riding instructor, the eight hours will need to be submitted in addition to those required for your level of riding instructor certification. For example, if you are a Registered therapeutic riding instructor and a driving 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 submit a compliance form every year. You will also need to maintain your CPR and First Aid certification during these inactive teaching years. If you do not submit a compliance form, your instructor status will be dropped. However, keep in mind, that once your status has been changed to dropped, you can be reinstated. Instructors have three years from the year they are dropped to begin 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.