USHJA Trainer Certification Program FAQ's

This FAQ is a brief overview of the TCP requirements. Applicants must refer to the TCP webpage for detailed instructions. The website will always contain the most up to date information and will supersede this FAQ.

Do I apply to be a Certified Trainer or a Provisional Trainer?

- **Certified Trainer:** Certified Trainers represent the majority of working trainers in the USHJA. They are hunter/jumper professionals who have been teaching/training *for a minimum of three out of the last seven years* and who teach/train all levels of riding. Their training proficiency ranges from local to international competition, emphasizing basic skills, horsemanship and safety.
- **Provisional Trainer:** Provisional Trainers have completed the same requirements as Certified Trainers but have worked as hunter/jumper trainers for *at least one year* but fewer than three years. A Provisional Trainer will have the opportunity to become a Certified Trainer after he has worked as a full-time professional trainer for at least three years.

What is the Application Process and how much does it cost?

- ALL documents must be submitted within one year from receipt of ANY part of the application.
  - Required Documents:
    - Online TCP application (contains background check) and $100 application fee
    - Resume documenting experience as a full-time hunter/jumper trainer
    - Proof of general/professional liability insurance listing applicant's name
    - Certified Trainer Applicants: TCP Recommendation Forms submitted directly to the USHJA from three full-time, active, hunter/jumper professionals. These references must have working knowledge of the applicant's current riding, teaching and training abilities for *at least the past three years*.
    - Provisional Trainer Applicants: TCP Recommendation Forms submitted directly to the USHJA from four full-time, active, hunter/jumper professionals. Two of the four references must know the applicant as an individual for *at least three years*, while having *at least one year* of working knowledge of the applicant's current riding, teaching and training abilities. The remaining two references must have this teaching/training knowledge of the applicant for *at least one year*.
    - Attend a TCP Clinic *or* complete the Online Trainer Certification Course
- The TCP Committee reviews applications three times per year.
- Upon approval, applicants must pay the $225 exam/certification fee within 30 days of notification.
- An exam log-in code will be sent via email and applicants have six months to take the test and score 85% or higher.
- **Certified Trainers**: Once the applicant has passed the exam and returned the official certification letter, he or she will be listed on the USHJA Certified Trainer Directory. At that time, Certified Trainers have the opportunity to modify and improve their profile in an effort to promote themselves.
- **Provisional Trainers**: Passing the exam and returning the official certification letter grants Provisional status. After reaching three years of teaching/training, a Provisional Trainer must request promotion to Certified Trainer and include an updated resume documenting additional education and experience.

What are the fees associated with becoming a Certified Trainer?

- Application Fee: $100 (includes a complimentary TCP Manual)
- Background Check Fee: Overall fee varies by state
- Exam/Certification Fee: $225 (due upon application approval; grants access to TCP exam)
- Educational Fees (applicants must fulfill one of the following educational requirements)
  - TCP Clinic: Overall fee varies per TCP Clinic
  - Online Trainer Certification Course: $200 (includes 6-month subscription to EquestrianCoach.com)

In what format is the TCP Exam?

- 150 questions in true/false, multiple choice and labeling format.
- Candidates may log into the exam two times and once logged in, there is no time limit to complete the exam.
- If a candidate is unsuccessful in passing the exam, he will have the opportunity to retake the exam within 30 days of the first attempt. If he is unsuccessful in the second attempt, he must wait six months before re-applying to the program.

Presented by

MARKEL INSURANCE COMPANY

TCP Application Process

1. Attend a TCP Clinic or complete the Online Trainer Certification Course.

2. Submit TCP application, application fee, and supporting documents to the USHJA office.
   Supporting documents:
   - Resume documenting a minimum of three out of the last seven years of professional experience within the hunter/jumper industry teaching, training and/or riding experience. For provisional trainer applications, resume must document a minimum of one year of professional experience within the hunter/jumper industry.
   - Proof of general/professional liability insurance. Applicant's name must be listed on the certificate as insured or a letter from the insurance company must be submitted with certificate stating that applicant is insured under his/her employer.
   - Three completed recommendation forms (found on TCP webpage at www.ushja.org) completed by hunter/jumper professionals who are Active members of USHJA. All Certified Trainer references must have known applicant for at least three years. All Provisional Trainer references must have known applicant for at least one year. At least one reference must be from applicant's home zone. Forms must be submitted to the USHJA office directly from the reference.

3. Applicant will receive a complimentary TCP Manual, which is the exam study guide, upon applying to the program. The applicant does not need to purchase a manual separately.

4. The TCP Committee meets three times per year to review applications. Upon approval, applicant must remit the $225 exam/certification fee.

5. Applicant will receive an email containing the exam log-in code once USHJA has received the exam/certification fee. Applicant has two log-in attempts to pass the online exam with a score of 85% or higher within six months of the date the exam email was sent.

6. Passing the exam grants certification and prompts the trainer's name, location and resume to be posted on USHJA's online Certified Trainers Directory. The Certified Trainer will receive a certificate of TCP Certification in the mail within two to three weeks of becoming certified.