



**USHJA TCP Committee Meeting**

**Monday, August 6<sup>th</sup>, 2018 12:00pm ET**

**Teleconference: 888-392-4560 Access Code: 10646**

**Members Present:** Colleen Brombach, Shelley Campf, Claudia Cojocar, Jay Duke, Troy Hendricks, Connie Hunt, Kip Rosenthal, and Bernie Traurig (8)

**Members Not Present:** Karen Healey and Fran Dotoli, (2)

**Also Present:** Whitney Barnard (Committee Liaison)

**I. Welcome and Roll Call**

- Shelley Campf called the meeting to order at 2:00pm ET and Whitney Barnard performed roll call. A quorum was met with 8 members present.

**II. Approval of Meeting Minutes from July 17<sup>th</sup>, 2018**

- *Ms. Hunt moved to approve the minutes from July 17<sup>th</sup>, 2018. Ms. Cojocar seconded and the motion passed unanimously.*

**III. TCP Next Steps:**

The committee reviewed the homework assigned from the last call. Ms. Dotoli was not present so the group will review her information on the next call.

Ms. Cojocar identified ten topics from the manual that would lend themselves to creating videos for the initial testing. She aimed for non-riding topics to ensure that participants are well-rounded. Topics include:

- |                                                    |                                                           |
|----------------------------------------------------|-----------------------------------------------------------|
| • Building an outdoor ring                         | • Applying weight as an aid                               |
| • Managing diet and exercise for behavioral issues | • Developing a training calendar                          |
| • Lunging work                                     | • Elements of a successful teaching and training business |
| • Training young and green horses                  | • Guidelines for safe shipping                            |
| • Determining proper stirrup length                | • Creating and maintaining healthy hooves/feet            |

Mr. Traurig agreed to look at his video library to see which of those could be applied here.

Ms. Hunt was asked to look into testing details; frequency, times of year, a strategy for hiring testers, scoring, etc.

- Testing would be available three times per year and coincide with the current application deadlines (January 15, May 15, September 15)
- Identify testers from the current TCP and EAP clinicians list as they are most familiar with the program requirements and curriculum. Growing the pool would be a future project
- Passing threshold will be 85%
- Retesting would be permitted within a six month window

Mr. Traurig recommended no more than three applicants at once with total testing at approximately 1-1.5hrs. Ms. Campf suggested scheduling three groups of three applicants per day depending on demand. We will launch the Regional testing first as a beta test.

Ms. Barnard spoke about the USEF Licensed Officials reinstatement policy in comparison to the TCP process. The LO reinstatement is very simple: if an official's license lapses, they have one year to submit a request for reinstatement to the LOC committee. If longer than a year, they must reapply for licensing and then get approval from the LOC. Currently the TCP reinstatement process requires trainers to submit a form and a \$50 fee to request reinstatement. If the certification is lapsed longer than a year, this committee typically reviews each scenario but often trainers are required to renew or reapply depending on the length of time. Ms. Barnard confirmed that trainers receive up to five notifications prior or revocation due to expired insurance. After further discussion, the committee felt their current process was fair and adequate and opted to make no changes.

#### **IV. Review of TCP exam questions**

The committee reviewed exam questions that had comments from testers who felt they were not accurate. After review, the committee agreed to make one change to the first question and leave the rest as they are. They noted that the exam answers come directly from the TCP manual.

#### **V. Tracking trainer successes**

Ms. Brombach recommended that this committee research a way to award trainer successes when their students do well when catching riding for other trainers. Ms. Campf agreed but noted that the challenge stems from IT processes and how points are input from the entry blanks with no manual input. Until the problem can be addressed in IT, there could possibly be an appeals process that could pull information manually and redistribute points. Ms. Barnard will create a form to address this concern.

#### **VI. Old Business**

- There was discussion as to whether TCP and EAP clinics could be held together. Some feel that TCP covers multiple disciplines while EAP only covers jumpers, therefore EAP clinic material does not cover enough information to count towards TCP credit
- On the last call, Ms. Dotoli offered to write up a proposal that would show how they could be combined and work for both programs. The committee agreed to wait for the proposal before making a decision

#### **VII. New Business**

- This committee will plan to launch the TCP levels and grandfathering at Annual Meeting. Ms. Barnard will create a form to contest certification levels
- The concussion requirement (USEF video) for new applicants will go live in mid-September on the USHJA website

#### **VIII. Adjourn**

- *Ms. Hunt motioned to adjourn and the meeting was adjourned at 3:20pm ET.*

Respectfully Submitted,

Whitney Barnard  
 USHJA Assistant Managing Director of Education/Committee Liaison