

TRAINER CERTIFICATION PROGRAM APPLICATION PROCESS

Trainer Certification is an ongoing commitment that requires annual maintenance and renewal every five years. Start the process today at ushja.org/tcp

Are you a USHJA Active/competing Member or a USHJA Collegiate Coach and declared professional with USEF?

Certified Trainer

(Full-time professional hunter/jumper trainer, teaching and/or training for at least three years)

Provisional Trainer

(Full-time professional hunter/jumper trainer, teaching and/or training for more than one year but fewer than three years)

Submit the following to USHJA:

- TCP application and \$100 application fee
- Background check
- Resume
- Complete Safe Sport Training
- Professional/general liability insurance certificate
- Three letters of recommendation
- Concussion Awareness Video
- Educational requirement; complete one of the following:
 - TCP Clinic
 - Online Trainer Certification Course

Items may be accepted in any order but must be submitted within a 12 month period.

All documents and fees must be received in the USHJA office by the following deadlines to be considered:

- January 15 for review in February
- May 15 for review in June
- September 15 for review in October

Pay \$200 exam/certification fee if application is approved by TCP Committee

Take exam within 6 months of receiving access and pass with 85% or higher

Congratulations!

Certified Trainer

Build your Certified Trainer Profile which will be marketed on the Certified Trainers Directory

Provisional Trainer

Build your Provisional Trainer Profile which will be marketed on the Certified Trainers Directory. Once you have been teaching/training full-time for three years, you may apply to be promoted to Certified Trainer

Maintain Your Certification

Annually by:

- Keeping USHJA Active/competing or Collegiate Coach Membership at all times
- Keeping liability insurance current and updated with the USHJA
- Updating your Safe Sport training annually
- Ensuring USHJA has your current contact information

Renew every 5 years:

- Online Renewal Application and \$25 fee
- Background check
- Complete Safe Sport Training
- Update online Certified Trainer Profile
- Education requirement – one of the following:
 - o TCP Clinic
 - o Online Trainer Certification Course

