



## TRAINER CERTIFICATION PROGRAM

### PROVISIONAL TRAINER REQUEST FOR PROMOTION TO CERTIFIED TRAINER

The Request for Promotion must be typed. Save this form to your computer before completing it. Re-save it to your computer to email as an attachment, or fax or send a hard copy to USHJA.

Name: \_\_\_\_\_ USHJA #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

How long have you been a Provisional Trainer? \_\_\_\_\_

- I am requesting promotion from **Provisional** to **Certified Trainer** and declare that I have been a full-time, active professional teaching and training in the American Hunter/Jumper System for a minimum of three years out of the last seven years.
- I verify that I am a current Active Member of USHJA in good standing and declared Professional status.
- I verify that I am still meet all the requirements of the Trainer Certification Program.

"I verify that the information contained in this request is true and correct, and I acknowledge and understand that any misstatements or omissions of material facts may result in disapproval of this request. I acknowledge and understand that the approval of a request for promotion to Certified Trainer remains at the sole discretion of USHJA."

**Please be advised:** The typing of your name below shall be considered to be an electronic signature and shall be considered to have the same legal effect and validity as your handwritten signature. Therefore, in so typing your name in the fields below, you are confirming this verification statement and the truth of the contents of the application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**REQUIRED documents to submit with your request for promotion to Certified Trainer:**

- One-page (900 words or less) 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.
  
- Promotion fee of \$75

The request for promotion and supporting documents ***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

**PAYMENT**

**Provisional Trainer Promotion Fee: \$75**

Applicant Name: \_\_\_\_\_ USHJA # \_\_\_\_\_

Visa     MasterCard     Discover     American Express     Check # \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Signature: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

***Please be advised:** The typing of your name above shall be considered to be an electronic signature and shall be considered to have the same legal effect and validity as your handwritten signature. Therefore, in so typing your name in the fields above, you are confirming this verification statement and the truth of the contents of the application.*

**REFUNDS:** The promotion fee is non-refundable.

**We recommend submitting payment forms containing credit card payment via fax or mail. Please do not email credit card information as it is not a secure method for transmitting sensitive data.**

**Send the promotion fee to:**  
USHJA, Attn: Accounting  
3870 Cigar Lane, Lexington, KY 40511  
Fax: (859) 258-9033  
Phone: (859) 225-6703