



## **USHJA Instructor Credential Live Workshop and Examination Host Facility Application Packet**

Dear USHJA Instructor Credential Workshop and Examination Host Facility Applicant,

On behalf of the USHJA, thank you for your support of the USHJA Instructor Credential. The opportunity to provide USHJA Credentialed Instructor candidates with a safe and professional environment to assess their skills would not be possible without the dedication and commitment of members like you.

The USHJA Instructor Credential aims to educate and verify that candidates have the knowledge and competency as an instructor to teach and coach in the areas of riding theory and equine management.

Online you will find an application for your facility to be considered as an approved host facility for a USHJA Instructor Credential Live Workshop and Examination. Approved applicants will be added to a pool of approved facilities that may be called upon to host upcoming live sessions when scheduled.

Prior to completing the application, please review the [full list of requirements](#) to ensure you are able to provide the necessary facilities, resources, equipment, and documentation required to host both a Workshop and Examination.

Thank you for your interest in the USHJA Instructor Credential. If you have any questions, please contact the program liaison at [USHJAInstructor@ushja.org](mailto:USHJAInstructor@ushja.org), or by calling (859) 225-6700.

Regards,

USHJA Education Department  
3870 Cigar Lane, Lexington KY 40511  
Phone: (859) 225-6700  
Fax: (859) 258-9033  
[USHJAInstructor@ushja.org](mailto:USHJAInstructor@ushja.org)



**USHJA Instructor Credential  
Live Workshop and Examination Host Facility Application**

Please provide detailed responses to the questions below regarding the applicant facility. The information will be considered in the selection of host facilities for a USHJA Instructor Credential Workshop and Examination. Any applications not completed in detail or not legible will not be considered. [Please read](#) carefully the host criteria, list of equipment, and facility expectations to ensure your facility meets all the mandatory criteria set forth in this application.

**Facility Contact**

Facility Name: \_\_\_\_\_

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

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

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

Facility Website: \_\_\_\_\_

Facility Representative: \_\_\_\_\_

Facility Representative Phone: \_\_\_\_\_

Facility Representative Email: \_\_\_\_\_

### **Facility and Equipment**

1. Is this a permanent equestrian facility? ☐ Yes ☐ No
2. Does this facility host horse shows? ☐ Yes ☐ No
3. The Instructor Credential Workshop and Examination will be held in the following rings(s):

Ring 1:

☐ Outdoor ☐ Indoor ☐ Covered ☐ Other: \_\_\_\_\_

Size: \_\_\_\_\_

Footing: ☐ Grass ☐ Sand ☐ Other: \_\_\_\_\_

Is this ring large enough to divide safely into two smaller rings each large enough for a group lesson of six to eight riders and an instructor? ☐ Yes ☐ No

Ring 2:

☐ Outdoor ☐ Indoor ☐ Covered ☐ Other: \_\_\_\_\_

Size: \_\_\_\_\_

Footing: ☐ Grass ☐ Sand ☐ Other: \_\_\_\_\_

Is this ring large enough to divide safely into two smaller rings each large enough for a group lesson of six to eight riders and an instructor? ☐ Yes ☐ No

\*\*Add more rings on an additional sheet of paper if necessary

4. How many standards, poles, cups, etc. can you provide in total?

Standards \_\_\_\_\_ Cups \_\_\_\_\_ Poles \_\_\_\_\_ Cavelletti \_\_\_\_\_ Mounting blocks \_\_\_\_\_

5. Are you able to provide ringside seating for a minimum of 15 individuals? ☐ Yes ☐ No

6. Is there a stable area with ample aisle way and tacking/wash stall areas with room for eight people and a horse? ☐ Yes ☐ No
7. Is there a classroom or barn lounge with at least four tables and seating for a minimum of 15 people? ☐ Yes ☐ No
8. Adequate restrooms:
- a. How many? \_\_\_\_\_
  - b. Permanent or temporary (please circle)
  - c. Proximity to the ring \_\_\_\_\_
9. Is there adequate parking for 20 vehicles within reasonable walking distance to the ring or classroom? ☐ Yes ☐ No

#### **Personnel and Horses**

10. Can you provide at least eight volunteer riders each day (beginner riders permitted in the mornings only) who are capable of being instructed on lesson horses in unmounted, flat, and over fences lessons (up to 2'6")? ☐ Yes ☐ No
11. Can you provide at least eight sound, well-mannered lesson horses/ponies each day suitable for unmounted, flat, and over fences lessons (up to 2'6")? ☐ Yes ☐ No

#### **Local Community**

12. List any onsite or local lunch catering recommendations.

13. List any nearby major airport(s) and approximate distance to the facility.

14. List any nearby recommended hotels and their approximate distance to the facility.

15. Provide a sample of local restaurants and approximate distance to the facility.

**Additional Information**

Please detail any additional information you would like to provide USHJA regarding your application to host a USHJA Instructor Credential Workshop and Examination. Additionally, feel free to attach information regarding your facility to this application. If available, please attach a layout of your facility with your application.

**Insurance**

Are you able to provide USHJA with proof of insurance at the required levels of coverage a minimum of 30 days prior to the starting date of an assigned USHJA Instructor Credential Workshop and Examination? ☐ Yes ☐ No

**Signature**

I, the undersigned, acknowledge that I have read and understand the materials contained in this Application Packet and agree to comply with the USHJA Instructor Credential Workshop and Examination specifications as set forth by the USHJA. I further acknowledge that USHJA reserves all rights to determine the specifications, requirements and application procedures for applicants interested in participating in the program and that the selection of host facilities remains the sole discretion of USHJA. I agree that if approved as a USHJA Instructor Credential Workshop and Examination Host Facility that I will complete the official applicable Host Agreement(s) to host the event in accordance with USHJA requirements. By signing and submitting this application, I acknowledge and

confirm my intent to host an USHJA Instructor Credential Workshop and Examination as specified in this application upon USHJA approval. Failure to host an USHJA Instructor Credential Workshop and Examination once approved, absent good cause and timely notification to USHJA, may result in denial of future Credential Workshop and Examination assignments.

**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 of Host Facility Representative: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please email the completed application and any supplemental documents to:

[USHJAInstructor@ushja.org](mailto:USHJAInstructor@ushja.org)

Thank you for your support of USHJA programs!