



USA WORKING EQUITATION
Professional Development Program Guide



USAWE
PROFESSIONAL INSTRUCTORS PROGRAM GUIDE

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USA WORKING EQUITATION Professional Instructors Program



PREFACE

The purpose of the Professional Instructors Program is to identify, recognize, and support a roster of educated, professional, and talented instructors to benefit the sport of working equitation in the U.S. The Professional Development Committee achieves this goal through the development and maintenance of a rigorous recognition process, testing protocol, and continuing education.

Updates to this program will be effective upon publication.

Contact the Professional Development Committee (ProDev@usawe.org) with any questions, comments, or suggestions.



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1. PROGRAM OVERVIEW

1.1 Program Description

USAWE Professional Instructors are experienced and dedicated to furthering the education of riders of all levels and disciplines, while also promoting the welfare and integrity of the horse and sport.

USAWE members in the Professional Instructors program will have attended USAWE approved training events, seminars, are successful competitors, and have passed rules testing to ensure the highest quality instruction is provided. In addition, the Professionals Instructors are required to renew their status annually by meeting continuing education requirements, as well as ethical practices which foster the welfare of the horse. The USAWE Professional Instructors will meet the program requirements to ensure quality education and knowledge is provided to those interested in professional instruction in the sport.

The annual USAWE organizational requirements are due no later than January 31. If any of the organizational requirements are not met by this date the instructor will be placed on a 30-day suspension at which time their PI bio will be hidden from the Professional Instructors listing webpage. They will be required to not use the title of USAWE Professional Instructor in a public form and they will not be allowed to participate in any PI events.

The annual PI program requirements are due no later than July 1 of every year. This includes paying the program renewal fee and submitting the instructors' individual CE credit form.



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2. PROGRAM APPLICATION

2.1 General Requirements

- a. Be 18 years old or older at the time of application.
- b. Hold a current membership with USAWE.
- c. Pay PI Program Application fee.
- d. Must meet current insurance requirements.
- e. Must fulfill current program requirements.
- f. Sign a USAWE **Code of Ethics** statement.
- g. Sign a USAWE **Code of Conduct** statement.
- h. Agree to abide by the USAWE **Social Media Policy**.
- i. Pass a USAWE open-book rules test with a minimum score of 90%.
- j. Cleared by the Ethics Committee.
- k. Must participate in an oral interview.
- l. Pay Program membership fee after acceptance.

2.2 Application Process

Step 1

The process to become a Professional Instructor starts with the “Request an Application” button found on the USAWE website USAWE.org →About →Professional Instructor Program →Request an Application. After the request has been received, the member will receive an Applicant Information Sheet and may request the application fee invoice from the same page.

Step 2

After returning the completed sheet to ProDev@USAWE.org and paying the application fee, you will receive the entire application package and the application time will begin. Additionally, after the applicant pays the application fee, he or she will be appointed a ProDev Committee Member as their liaison as they proceed through the requirements of becoming a Professional Instructor. The application fee payment date will be the official date the application process began. Payment of the Application fee will enable the PDC to include member on applicable notices and program updates and keep them informed of upcoming education opportunities. Depending on the applicant’s qualifications, the application process may take a year or more to complete.

Applications are valid for a 3-year period. If the application is not completed within 3 years of the start date it will be considered closed. Should the applicant wish to continue they will have to reapply with a new application, application fee and start the process again from the beginning.

All applications contain a statement to be signed by the applicant, indicating that the applicant has read, understands, and agrees to abide by the policies and rules governing the USAWE Professional Instructors Program and set forth by the Professional Development Committee.



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Step 3

The Professional Program requirements form will be sent to the applicant, and they must submit all requirements at the same time on the appropriate official forms provided within the 3-year period. Only fully completed applications will be accepted.

Step 4

Once all requirements have been submitted the completed application and requirements will be reviewed by the ProDev Committee. The Committee reviews applications and schedules oral interviews in February and August of each year. If any requirements are incomplete the application will be returned, and the applicants will be advised of what is still needed. The applicant may resubmit as soon as completed.

Step 5

After the applicant has submitted a complete application with preliminary ProDev committee approval, an oral interview with the ProDev committee will be scheduled (scheduled in February and August). Upon completion of the oral interview and completion of any additional requirements, the committee will then notify the applicant within 30 days of their acceptance status into the program. If denied acceptance, they will be provided information on what else is needed or why they were not accepted at this time.

2.3 Application Experience Requirements

Application credits gained thru activities in the LO program by qualified LO members may qualify for the PI program also. Any fees for these educational opportunities will be charged thru the LOC according to their current fee list. No additional charges from the ProDev committee will be incurred for those paid educational credit opportunities.

Any applicant who feels they have the desire and merit to be considered a Professional Instructor but is not currently able to ride or compete to fulfill those requirements may request an exemption or dispensation for such.

Applicants must attend all mandatory events identified by the PDC.

Activities that qualify for application credits are described below.

2.3.1 Instruction Experience (*Application Item 3*)

- a. List history as an Equestrian and/or Working Equitation Instructor
- b. Complete and document participation in an online or live learning seminar relevant to Working Equitation rider instruction (such as foundations of dressage/western dressage/working equitation/cattle handling, etc.). The seminar must be approved in by the PDC.
- c. Oversee in person a working equitation outreach activity such as a horse expo or equestrian organization convention. Provide lectures, demonstrations, exhibition clinics and/or tradeshow booths to educate attendees on the sport of WE and the USAWE.
- d. Attend and assist in the production/execution of an approved USAWE Recognized Officials or International Committee event as a volunteer or staff member.

- e. Create/publish a comprehensive WE lesson plan, live or online activity, video, webinar. The plan should focus on a specific level and/or phase. The plan may focus on a specific dressage test movement, EOH obstacle, test strategy, etc. for the Professional Instructors Program educational archives.
- f. Rider Safety instruction. Training must be approved by the PDC.
- g. Riding Instructor certification. CPR Training certificate, i.e., qualified Red Cross or other recognized CPR training. FAST/CERT training, qualified Red Cross, or other recognized training, First Aid for Severe Trauma, etc. Certificate of competition required. Certification must be approved by the PDC.
- h. Youth/Young Riders Instruction certification, e.g., Pony Club. Certification must be approved by the PDC.
- i. Riders with Disabilities Instruction certification. Certification must be approved by the PDC.
- j. Cattle Handling experience including clinics, competitions, events, or practical experience participated in. Describe further in attachment if needed.

2.3.2 Working Equitation Competition and Training Experience (*Application Item 4*)

- a. USAWE recognized competitions experience serving as a Scribe, Technical Delegate (TD), or Judge, or shadowing a Judge. The PI must participate in the entire live event. The event must be a USAWE- or WAVE-recognized live event.
- b. Within the last 4 years, compete in a live recognized USAWE or WAVE working equitation competition in L2 or above. Successfully complete all 3 or 4 phases with a qualifying combined average score (dressage and EOH averaged) of 60% or above. May include up to 4 qualifying competitions.

2.3.3 USAWE Education/Training (*Application Item 5*)

- a. Ride in or audit a clinic with a USAWE "R", "S", or WAVE Judge. PI must participate in the entire event.
- b. Attend an approved USAWE Recognized Officials seminar or online training. May be an attendee or auditor.
- c. Ride in or audit a clinic with top-level professionals relevant to Working Equitation rider instruction, e.g., upper-level dressage, western dressage, cattle handling, etc.
- d. Attend an approved USAWE International Committee Train to Win seminar/clinic or online training event. May be a rider or auditor.
- e. Attend in person all phases (the entire competition) of a WAVE-recognized competition in a WAVE member nation outside the U.S.
- f. Participate in the USEF/USDF "L" program for dressage judges. Attend as participant or auditor.

2.3.4 References (*Application Item 6*)

Must provide a minimum of one Judge Reference from a USAWE licensed 'r', 'R', 'S' judge, a minimum of one Professional Reference from a 'r', 'R', 'S' judge, TD or USAWE Professional Instructor, must provide a minimum of two Client References such as event or clinic hosts and a minimum of two Equine Industry Professional References familiar



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with your Instruction abilities. All references must be submitted on the PI Program Reference Form provided and submitted with completed application.

2.4 Insurance Requirements (*Application Item 2*)

A copy of your current Equine Public Liability Insurance policy in your name must be downloaded on the google form provided, A certificate of added insured is not required. A copy of the liability release form you use for lessons and clinics must also be provided by downloading on the google form provided.

2.5 Program Appeals Process

Any person whose application for enrollment or renewal has been denied or whose recognition has been revoked, placed on probationary status, or suspended may request a review by the PDC to reconsider the decision. The request must be in writing and include a rationale. The request must be received within 30 days of the PDC ruling.

The PDC will issue a written notice to all parties within 10 days of the request for review; the notice will contain a brief statement of the facts regarding the position of the PDC and specify the time and place at which the review is to be held. The person requesting the review may attend and may bring witnesses or other evidence on his/her behalf.

The PDC will review the request for reconsideration. If the original decision is upheld, the person has the right to appeal to the Appeals Committee who will review the case and make a final determination. The USAWE President, President Elect, At Large Director 1, and At Large Director 2 serve on the Appeals Committee for the Professional Development Committee.



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3. PROGRAM RENEWAL REQUIREMENTS

3.1 Organization Requirements

In January of each year the organization renewal documents are due including:

- a. Hold a current membership with USAWE.
- b. Pass a USAWE open-book rules test with a minimum score of 90%.
- c. Sign a USAWE **Code of Ethics** statement.
- d. Sign a USAWE **Code of Conduct** statement.
- e. Agree to abide by the USAWE **Social Media Policy**.
- f. Meet and provide current insurance requirements.

3.2 Program Requirements

In July of each year the program renewal requirements are due including:

- a. Pay the PI program recognition renewal fee. (Beginning in 2024)
- b. Submit completed Continuing Education requirements (Beginning in 2025)

Recognition in the Professional Instructors program must be renewed every year. The Professional Instructors program renewal period is July 1 to June 30. The organizational requirements are a part of this program, and those items renew on January 1.

A rules test must be taken at the beginning of the year between January 1 – January 31 for each year the rulebook is revised, or at a minimum of every two years. The test will be administered when the individual's USAWE membership has been renewed, and their application or organizational renewal requirements have been met. Instructors or instructor candidates who do not pass the rules test on their first attempt will have the opportunity to immediately retake the exam. If the test is failed on the second attempt, there will be a 14-day waiting period before the test may be re-taken.

3.3 Consequences of Renewal Requirements Not Met

In January of each year the organization renewal documents are due. They must be completed and submitted by January 31. If not completed by January 31 the Instructor will be placed on a 30-day program suspension, their personal bio will be hidden on the PI Listing page of the website, they will not be allowed to participate in PI program events and will be asked to cease using the title Recognized Professional Instructor until all outstanding items are brought current. If still incomplete after the 30-day suspension, the suspension will continue for up to 90 days at which time the instructor will be considered no longer in the program.

In July of each year the program renewal requirements are due, which include the Program fee and the CE Credits earned form. The PI will be invoiced on June 1 for their program dues and reminded all CE requirements must be completed. Both must be completed and submitted no later than July 1. If not completed, the instructor will be placed on a 30-day program suspension, their personal bio will be hidden on the PI Listing page of the website, they will not be allowed to participate in PI program events and will be asked to cease using the title



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Recognized Professional Instructor until all outstanding items are brought current. If still incomplete after the 30-day suspension, the suspension will continue for up to 90 days. At 90 days, if still incomplete, the instructor will be considered no longer in the program. Any candidate, who for health or personal reasons, needs to request an extension for program requirements may also apply to do so through the committee.



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4. CONTINUING EDUCATION REQUIREMENTS

4.1 Program Renewal Requirements

Continuing Education (CE) is tracked on a 1-year basis from July 1 to June 30 of the first year the instructor qualifies for the program. To renew, the Professional Instructor must submit documentation showing he/she has completed the minimum (15) CE credits required.

PIs are responsible for keeping track of and providing proof of all CE activities. A CE log will be available to each instructor to aid in tracking their activities.

4.2 Options and Credits

Application and CE education opportunity credits gained thru the LO program by qualified LO members may qualify for the PI program also Any fees for these educational opportunities will be charged thru the LOC according to their current fee list.

Activities that qualify for continuing education credits are described below. Credit allowances for each are indicated in Table 1. (15) Total credits required.

1. USAWE recognized competitions experience serving as a Scribe, Technical Delegate (TD), or Judge, or shadowing a Judge. The PI must participate in the entire live event. The event must be a USAWE- or WAVE-recognized live event.
2. Ride in or audit a clinic with a USAWE "R", "S", or WAVE Judge. PI must participate in the entire event.
3. Ride in or audit a clinic with top-level professionals relevant to Working Equitation rider instruction, e.g., upper-level dressage, western dressage, cattle handling, etc.
4. Attend an approved USAWE Recognized Officials seminar or online training. May be an attendee or auditor.
5. Attend an approved USAWE International Committee Train to Win seminar/clinic or online training event. May be a rider or auditor.
6. Compete in a live recognized USAWE or WAVE working equitation competition in L2 or above. Successfully complete all phases with a leaderboard qualifying score.
7. Attend in person all phases (the entire competition) of a WAVE-recognized competition in a WAVE member nation outside the U.S. and write up a summary of "insights gained" to share with other USAWE Instructors. Must be written to be retained in the Professional Instructors Program educational archives.
8. Complete and document participation in an online or live learning seminar relevant to Working Equitation rider instruction (such as foundations of dressage/western dressage/working equitation/cattle handling, etc.). Seminar must be approved in advance by the PDC.
9. Attend a symposium, clinic, or conference taught by equine experts in fields relevant to working equitation rider instruction and write up a summary of "insights gained" for the Professional Instructors Program educational archives.
10. Participate in the USEF/USDF "L" program for dressage judges. Attend as participant or auditor.



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11. Oversee in person a working equitation outreach activity such as a horse expo or equestrian organization convention. Provide lectures, demonstrations, exhibition clinics and/or tradeshow booths to educate attendees on the sport of WE and the USAWE.
12. Attend and assist in the production/execution of an approved USAWE Recognized Officials or International Committee event as a volunteer or staff member.
13. Create/publish a comprehensive WE lesson plan, live or online activity, video, webinar. The plan should focus on a specific level and/or phase. The plan may focus on a specific dressage test movement, EOH obstacle, test strategy, etc. for the Professional Instructors Program educational archives.
14. Cattle Handling experience including clinics, competitions, events, or practical experience participated in. Describe further in attachment if needed.
15. Attend all mandatory events identified by the PDC.
16. Obtain Rider Safety instruction. Training must be approved by the PDC.
17. Obtain a Riding Instructor certification. CPR Training certificate, i.e., qualified Red Cross or other recognized CPR training. FAST/CERT training, qualified Red Cross, or other recognized training, First Aid for Severe Trauma, etc. Certificate of competition required. Certification must be approved by the PDC.
18. Obtain a Youth/Young Riders Instruction certification, e.g., Pony Club. Certification must be approved by the PDC.
19. Obtain a Riders with Disabilities Instruction certification. Certification must be approved by the PDC.
20. If you would like to participate in a different professional learning opportunity to enhance your continuing education, please submit a description of the training in advance and describe how it relates to WE rider instruction. Submit the request via email to ProDev@usawe.org in advance to ensure the proposed activity will be accepted.

Table 1. Continuing Education Credits

Continuing Education Option		Credits Available			Max Allowed
		Participant	Attendee	Instructor	
1	Scribe, TD, shadow judge, judge USAWE live competition	2			6
2	Ride in/audit live clinic with "R", "S", or WAVE Judge	2	1	2	10
3	Ride in/audit clinic w top-level professional relevant to WE	2	1		6
4	Attend approved USAWE Recognized Officials seminar	3	2	3	10
5	Attend an approved IC Train to Win event	3	2		10
6	Compete in live USAWE or WAVE recognized competition	1			6
7	Attend WAVE competition outside U.S., write summary		1		2
8	Complete online learning relevant to WE rider instruction	1		2	2
9	Attend live event taught by rider instruction experts	1		2	4
10	Participate in USEF/USDF "L" Program	2	1	2	4
11	Oversee a WE outreach event (horse expo/convention)	1		2	4
12	Assist in production/execution of LO/IC educational event	1			4
13	Publish a WE lesson plan or activity			1	4
14	Cattle Handling experience, clinics, competitions	2	1	2	6
15	Attend all mandatory events identified by PDC	Varies	Varies	Varies	Varies
16	Obtain rider safety instruction CPR/FAST/CERT		1	2	2
17	Obtain Riding Instructor certification		1	2	4
18	Obtain Youth/Young Rider instruction certification		1	2	4
19	Obtain Riders with Disabilities instruction certification		1	2	4
20	Individual professional learning opportunity	Varies	Varies	Varies	Varies



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5. FEE AND PAYMENT PROCEDURE

5.1 Professional Instructor Program Fees

PI Program Application	\$22	To declare intention to pursue PI program.
PI Program Membership	\$70	Once all requirements have been met.
PI Annual Renewal	\$60	Annual (Due July 1).
PI Reinstatement fee	\$60	(Requirements outstanding over 90 days).

Once requirements have been met and all applicable forms and/or applications for each stage in the process (e.g., intent to pursue, initial approval, annual renewal, etc.) have been submitted to the PDC, the PI will receive an invoice that can be paid by PayPal, credit card, or debit card.