



## UPDATING REQUIREMENTS

### For CanTRA Certified CTRBI's, CTRII's, CTRSI's and Coaches

*CanTRA's policy for Instructor Updating is in line with Equine Canada requirements. Instructors are required to update their certification by attending a minimum of 20 hours of approved courses or clinics every 3 years. A summary sheet is attached. This sheet must be completed and submitted to the CanTRA head office every 3 years, at the anniversary date of the instructor's most recent certification, accompanied by supporting documentation of the courses attended.*

### INSTRUCTORS ARE REQUIRED TO UPDATE THEIR CERTIFICATION AS FOLLOWS:

1. Acquire a **minimum of 10 hours** from therapeutic riding (disabilities) clinics/lectures (local, provincial, national, international).
2. The **remaining 10 hours** can be acquired from various related courses as listed below. If attending Centered Riding or TEAM clinics, no more than 10 hours total may be claimed.
3. Keep accurate records of the courses attended, including the duration, date and the signature of the course conductor. Accumulate all records and submit them all at once at your due date.

### WHAT SORT OF RECORDS SHOULD BE KEPT?

All instructors have received an example of a suitable recording form (see attached). It must be signed by the course conductor and must show the date and location of the clinic, the number of hours in attendance and the name of the course conductor. These records are the supporting documents to be attached to the summary sheet.

### Eligible Course Conductors

- a certified Coach 2 or above
- a nationally or internationally accepted Coach
- elite equestrian athlete from another country
- a professional specialist (e.g. veterinarian, sports psychologist, therapist, physician, special education teacher, CanTRA Examiner)
- a university or college course specific to teaching (i.e. motor skills, child development, health/welfare or horse/rider)
- riding instruction from an Equine Canada Coach 2 or higher (a maximum of 6 hours may be claimed). CTRBI's may receive riding instruction from an Equine Canada Coach 1.
- up to 8 hours are acceptable for attending a judge's or official's clinic
- for clinics that are set up primarily for instruction of mounted students, only the hours spent under the ridden instruction are eligible. However, if the clinic has been set up so that the clinician is primarily teaching the auditors, then you may include up to six hours

### Note:

Updating hours must be obtained from course conductors at a higher level of certification than your own (e.g. CTRBI's cannot receive updating hours from another CTRBI; CTRSI's cannot receive updating hours from another CTRSI, etc.). An exception to this would be if the program therapist were also a CTRBI. Instructors could claim hours from the therapist when lecturing on, say, disabilities.

## **FIRST AID CERTIFICATION:**

All instructors must hold valid First Aid Certification that is equivalent to the St. John's Ambulance Standard First Aid plus CPR course and a copy of this certification must be on file with the CanTRA head office. Specifically, the certificate must be valid for 3 years and the course must include (but need not be limited to):

- Roles and Responsibilities of the First Aider
- Casualty Management – Unresponsive Casualty
- Casualty Management – Responsive Casualty
- Adult Resuscitation (includes CPR and AED)
- Child Resuscitation
- Severe Bleeding
- Medical Conditions
- Choking
- Wound Care
- Eye Injuries
- Bone and Joint Injuries

Should you complete your certification with a provider other than St. John's Ambulance, you must submit a course content outline along with your certificate to prove that the course is comparable. On-line certification programs do not meet CanTRA's requirements and will not be accepted.

It is the responsibility of the instructor to submit a copy of their First Aid certificate whenever it is renewed. Recertification in First Aid cannot be counted towards instructor updating hours.

## **FAILURE TO UPDATE:**

**Failure to submit Updating Education Hours and/or First Aid Certification and/or renewing your CanTRA membership will result in the instructor's name being removed from the Active List (a copy of which is posted on the CanTRA website) as their CanTRA certification will not be considered current.** CanTRA centres that are insured through CanTRA must have certified instructors or candidate instructors working through the certification process.

To be re-instated, an instructor must do the following:

- Pay his/her CanTRA membership for the current year
- Pay a reinstatement fee of \$50.00
- Submit updating education of 20 hours (**minimum of 10 hours** from therapeutic riding (disabilities) clinics/lectures)
- Submit valid Standard First Aid Certification
- Upon receipt of the above documents, your file will be reviewed and you will be informed of any additional requirements if any, before reinstatement of your status.

Please contact the CanTRA office about your situation.

**Please submit accumulated updating hours as they are due to the CanTRA Office:**

**PO Box 1072  
Saint-Lazare Succ Bureau-Chef, QC J7T 2Z7**

If in doubt about the suitability of any course, please contact the CanTRA office at 226-332-8115 or by e-mail at [office@cantra.ca](mailto:office@cantra.ca)