



# NWAH Trainers Certification Standard Operating Procedures

To advance integrity in training and compliance with NWAH's mission, vision, values and rules, the Trainers Committee of the National Walking Horse Association sets forth the procedure for recognition as an "NWAH Certified Trainer."

- I. Eligibility Requirements for Recognition as an NWAH Certified Trainer
  - A. Possess a current NWAH membership (Individual, Family or Life) and have been a member in good standing for at least one (1) year\*.
  - B. Be at least 25 years of age.
  - C. HPA violation free for five (5) years prior to application submittal.  
Documented NWAH rule violations would be subject to review by the Trainers Committee.
  - D. Affirm on application that soring practices are not a part of training techniques.

\*If an applicant does not meet the one-year membership requirement, he/she will be reviewed for a "Trainer's Card," but will not be recognized as a Certified Trainer until the start of the next calendar year and upon meeting all other requirements of item "I" above.

- II. Application Criteria
  - A. Submit NWAH Certified Trainer Application form to NWAH postmarked no later than September 1 prior to the calendar year for which application is being made (i.e. apply by September 1, 2013 for 2014 review/certification)
  - B. Submit three references on NWAH Reference Form
    1. Two references must be from persons experienced in the Walking Horse industry such as trainers, judges, DQP's, owners.
    2. One reference, attesting to character, may be from within or without the industry.
  - C. Application fee (noted on application form) *must* accompany the application.
- III. Approval Process
  - A. Approval shall be conferred by the NWAH Board of Directors upon recommendation of the Trainers Committee. The Committee will review an application within 30 days of receiving the same into the NWAH office. The Committee's finding and recommendation shall be submitted to Board of Directors within 10 days of review. The Board will review and approve/deny the application at their next scheduled meeting.
  - B. Upon approval by the Board of Directors, the trainer shall receive notification and, if approved, an updated NWAH Membership Card with certification noted.
  - C. Trainers are expected to act professionally at all times. Integrity, honesty and good moral character are the keystones of a Certified trainer.

- D. Designation as an NWHHA Certified Trainer is a privilege, not a right, bestowed by NWHHA according to procedures set forth by NWHHA, to professional trainers whose equine expertise and personal character merit the honor.
- IV. Loss of NWHHA Certified Trainer Designation
    - A. A trainer may be removed from the NWHHA Certified Trainer designation if the trainer violates HPA Rules or exhibits conduct unbecoming an NWHHA Certified Trainer. Documented violation of a NWHHA Rule and repeat offenses are subject to review/consideration by the Trainers Committee.
    - B. The Trainers Committee shall review cases of revocation and shall make its recommendations to the Board of Directors for final determination.
- V. Renewal of NWHHA Certified Trainer Designation
    - A. Annual renewal shall be January 1<sup>st</sup> at which time the Trainer shall submit to NWHHA any changes in information, a statement of compliance with NWHHA mission, values and rules and the annual renewal fee. The initial application fee shall be sufficient for the year of application until the end of the calendar year of initial application. Thereafter, the renewal fee shall be assessed annually.
- VI. Benefits of NWHHA Certified Trainer Designation
    - A. Prestige and credibility of approval by sound Walking Horse Organization affiliated with the United States Equestrian Federation.
    - B. Designated in NWHHA Literature.
    - C. Designated on NWHHA website with business information.
    - D. Granted permission to use term “NWHHA Certified Trainer” on the trainer’s business materials.
    - E. Such other benefits as NWHHA may from time to time confer.

~End~