UNITED STATES DRESSAGE FEDERATION™

USDF USDF University Program
ACCREDITATION GUIDELINES

Effective 4/10/2019

The United States Dressage Federation's mission is to educate people about dressage theory and practice. To accomplish that goal, USDF created USDF University Programs to provide a structure of accreditation for dressage programs and to set a standard for individual achievement. Through this program, USDF recognizes those members who strive to continue their education in dressage and related subjects.

USDF Education credits are included for this program. Organizers not need to apply for a USDF GMO Education Initiative program or Continuing Education in Dressage Judging Program in addition to this USDF University Program. Education programs can only be approved as one program. If you have any questions, please contact the USDF office before submitting the application and application fee.

Which types of programs are eligible for USDF University accreditation?
Programs with a wide range of subject matter are eligible for accreditation. Topics can include:
- Those of a general equestrian nature to further a member's education in equine anatomy, health, feeding, care, etc.
- More specific programs related to dressage theory and practice and to furthering abilities in the dressage arena.
- Specialized programs, to include continuing education for judges, instructors, trainers, technical delegates, and other dressage professionals.

Which programs are eligible for USDF University accreditation?
Program formats may include the following or a combination thereof:
- Lectures/Seminars
- Symposia
- Workshops
- Camps (must include a minimum of two hours of unmounted lecture/discussion time)
- Demonstrations
- Online Education Courses, including accredited video programming.

The length of programs can vary from a minimum of two hours to multiple days based upon the program format, the content, and the objectives of the program.

Traditional riding clinics, in which an instructor works only with the riders and auditors may only observe the instruction, are not eligible for University accreditation; the instruction must actively involve and/or be directed at the audience.

Who can organize a program requesting USDF University accreditation?
Regions, USDF Group Member Organizations (GMOs) and their chapters, USDF Education Partners, USDF members, non-USDF affiliated individuals or groups can organize programs requesting accreditation.

Does the program have a Host or Sponsor?
- A **host** for the program can be a Region, GMO, other organization, farm, or even an individual.
- A **sponsor** for the program would be a person or entity that provides funding or some other form of compensation in exchange for promotion of their business and/or product. *Any sponsors for these programs must be approved by USDF.*

Who is eligible for USDF University credit?
Both participants and auditors can earn credit if they are **current** USDF members. People who are not current members may attend USDF University-accredited programs; however, they will not receive USDF University credit.

How does the application process work?
For all University programs, organizers must complete the USDF University Accreditation Application, provided by USDF. An incomplete application form or missing required information will delay processing of the application. Programs are **not** accredited by phone; a written application must be submitted to USDF.

I. Program Information
The following information must be provided with the application form:

1. Program Format, Outline and Time Schedule (**program must be a minimum of two hours long**):
   - The program must be directed at the audience and not an individual. Riding seminars and workshops must be clearly directed at the audience and not the rider, as is the case in traditional riding lessons or clinics.
   - Provide an outline that gives general information about the program.
   - The program should be designed to provide enough time to cover the topic adequately.
   - Provide a time schedule for each day and portion of the program to include start time, finish time and breaks.
   - If the program includes lectures, give the topic, speaker, and brief summary of the content and length of the lecture.
   - Camps must include a minimum of two hours of unmounted lecture/discussion time during the camp in order for the camp to receive USDF University accreditation.
   - Online education courses must meet the following criteria:
     - Provide a website in which course content can be reviewed.
     - Completion time for the course must be a minimum of two hours.
   - Online video programs must meet the following criteria:
     - Provide link to full video program in which content can be reviewed.
     - Completion time for an online video must be a minimum of two hours.
     - Tracking process to confirm viewing of full video program must be included in application process. USDF can implement, with the cooperation of the host, a quiz system to fulfill this requirement and place the tracking process in USDF's hands.

2. Instructor/Speaker Information:
   - Provide a detailed biography for each participating instructor/speaker.
   - An updated biography must be provided even if the instructor/speaker is well-known. The biography should clearly show that the instructor/speaker has the credentials to teach the program and that he/she is directly knowledgeable of the program topic.
   - The instructor/speaker does not have to be nationally recognized or even be a professional as long as he/she is adequately knowledgeable of the program topic. The instructor/speaker may not be promoted as an official, such as a judge, unless they are currently licensed. For example, a USDF

L Program graduate who regularly judges at unrecognized schooling shows who is not a USEF-licensed judge. Your program title and materials may not refer to that person as a judge or be titled in a way that implies that it is being conducted by a licensed judge.

- The instructor/speaker should have experience with presentations.
- When hiring a presenter from a foreign country, the following should be considered:
  - What type of currency will be used when making payments? Many times the conversion rate from US dollars is more than anticipated.
  - How will payment be made? Check, wire, cash?
  - Does presenter have proper documentation? It is recommended to require the presenter to take care of all paperwork and documentation related to travel and working in the United States.
  - In many cases, the presenter may be required to complete additional tax forms as part of the hosting GMO or organizations record keeping requirements.
  - Questions regarding the hiring of a foreign presenter should be referred to the proper legal authority.

3. Printed Material:
   - If you have a draft or final copy of the printed material for the program, such as flyers and brochures, submit it with the application. If not, mail a copy to the USDF University Program Coordinator at the USDF office as soon as it becomes available.
   - Within 14 days of completion of the program, send a copy of all program handouts to the USDF office.

4. Refund Policy:
   - All USDF University Programs must have a registration refund policy stated on the program application. Indicate the conditions under which registration fees may (or may not) be refundable and the process for submission. The policy may be determined by each program, but must be clearly stated in the registration materials. Programs that do not state a refund policy will not receive program accreditation.

II. Application Fee

All organizers who apply for USDF University accreditation for their program must pay the application fee to USDF **at the time the application is submitted**. *The application fee is non-refundable. This applies to a program that is canceled or if USDF University accreditation is not granted.*

- USDF GMOs and Regions/USDF Education Partners:
  - The application fee is $40 if the USDF University Accreditation Application Form is received by the USDF office **at least one month prior to the program date.**
  - The application fee is $60 if the USDF University Accreditation Application Form is received by the USDF office **less than one month prior to the program date**.
- Non-USDF Affiliates:
  - The application fee is $60 if the USDF University Accreditation Application Form is received by the USDF Office at **least one month prior to the program date**.
  - The application fee is $75 if the USDF University Accreditation Application Form is received by the USDF Office **less than one month prior to the program date**.
- Online Courses (including online videos):
  - The application fee is $50 if the USDF University Accreditation Application Form is received by the USDF Office at **least one month prior to the program date**.
  - The application fee is $75 if the USDF University Accreditation Application Form is received by the USDF Office **less than one month prior to the program date.**

- o **ONLINE COURSES ONLY** - This application fee is valid for one year from the date of acceptance. If the hosting organization wishes for the course to continue to receive accreditation, there will be a yearly renewal fee of $25.

III. Insurance
- All USDF University-accredited programs must have **at least $1 million of liability insurance coverage, naming USDF as an additional insured**, and must include the name, location and date of the accredited event. Proof of insurance coverage must be submitted with your application in order for the program to be accredited and listed on USDF's website. **Without proof of the required insurance coverage, programs will not be accredited.**
- This insurance requirement is waived for all accredited online education courses.

IV. Liability Waivers
- Organizers
  - o Organizers must sign a USDF waiver that will be sent to the organizer with a letter of confirmation once a completed application has been received. The waiver must be signed and returned to the USDF office to receive final accreditation**.** Waivers can also be found on the USDF website www.usdf.org.
- Participants
  - o A USDF waiver of liability for program participants will be sent to the Program Organizer.
  - o This form must be signed by all program participants, volunteers and auditors.
  - o **The organizer must return all signed waivers to the USDF office within 14 days of completion of the program**.
- This requirement is waived for all accredited online education courses.

V. The Accreditation Approval Process
Once the application is filed with the USDF office, the application is reviewed to ensure that it is complete and that all necessary information is filed with the form. The USDF University Program Coordinator will approve the application and assign credits in accordance with the program guidelines. The USDF University Program Coordinator then will notify the organizer in writing of the decision and send the necessary documents, waivers and instructions. Participants and auditors receive the same credit for attending USDF University accredited programs. Credits are assigned as follows:
- University Programs
  - o .25 credit per 2 hours of attendance
  - o .50 credit per 4 hours of attendance
  - o 1.0 credit per 8 hours of attendance
- Online Education Courses
  - o .50 credit per 4 hours of anticipated time it will take to complete the course.
  - o 1.0 credit per 8 hours of anticipated time it will take to complete the course.
- Online Video Viewing
  - o .25 credit per 2 hours of viewing
  - o .50 credit per 4 hours of viewing
  - o .75 credit per 6 hours of viewing
  - o 1.0 credit per 8 hours of viewing

If a program does not meet the requirements for USDF University accreditation, USDF will attempt to make recommendations for modification so that the program will meet the requirements and can receive accreditation. Modifications may include changes in the length of the program, changes in the format of the program, addition of topics, etc. The USDF University Program Coordinator will notify the organizer in writing of the modifications that would be required for the program to receive accreditation. If the

recommendations for modification cannot be met or adequate modifications are not possible, the program may be denied accreditation. Additionally, if University program requirements, such as submission of credit sign-up sheets and fees, insurance certificates, etc., have not been met for previous programs hosted by the same organizer, the program may be denied accreditation.

VI. After a Program Has Received USDF University Accreditation

1. Publicity
- Advertisement
  All USDF University accredited programs will be listed in the following USDF sources:
  - USDF's website, at www.usdf.org
  - USDF's monthly eNews, when possible.

- Use of USDF Logo
  The USDF office can provide the organizer with the USDF University logo in digital format upon request, upon approval of University Accreditation.

- Course Number
  The letter notifying the organizer of the program accreditation will provide a course number. This is the number under which the program is accredited with USDF.

  When advertising the program as "USDF University Accredited," the course number must be included in the advertising. A program **cannot** be advertised as "USDF University Accredited" until the organizer has received written notice of the accreditation, with the corresponding course number.

- Promotional Material
  The local GMO may wish to provide materials promoting the GMO and the benefits of GMO membership.

- USDF Banner
  USDF will provide a banner to be displayed at the USDF University accredited program, if requested by the organizer. USDF is proud to support University-accredited programs. The University banner is a wonderful way to advertise that your program meets the educational requirements of USDF University and that it has received accreditation. It will also remind your participants that they may earn credits through the USDF University programs. We suggest that when you request and receive a banner that it be displayed in a prominent location. The banner must be returned to the USDF office **within 14 days** of completion of the program.

USDF Banner Policy

To avoid incurring a charge for the cost of the banner:
- Return the banner to the USDF office within 14 days from the last day of your event.
- The banner must be rolled, NOT FOLDED.
- The banner must not to be tied or bound in any way.
- The banner must be returned clean and undamaged.

If the banner is returned following the above criteria, you will not be charged for the use of the banner. Banners that are damaged, dirty, bound, or folded will result in a fee to cover the repair or replacement of the banner.

> ***If the banner is not returned to the office within 14 days of the event or if it is damaged, hosting GMO or organization will be billed $125.00 to cover the cost of the banner.***

- Required Disclaimer
  The following disclaimer must be published when advertising the program as a USDF University Accredited Program:

  > **"USDF accredited this program for its educational content. USDF is not responsible for the date, location, organization, or presentation of this program or for any other circumstances relevant to this program. The organization of this program is the sole responsibility of the organizer of the program."**

2. USDF University Credit Sign-Up Forms and Credit Fees
   - All participants and auditors who wish to receive USDF University credit must:
     - Be **current** USDF members at the time of the program.
     - Sign the sign-up form provided by USDF, or indicate in appropriate location when registering for an accredited online course.
     - Pay a $5.00 processing fee at time of registering for the program or on-site.
       - If an attendee has signed the sign-up form but has not paid the $5.00 processing fee, they will not receive credit for attending the program.
       - The $5 processing fee is paid only once for each USDF University accredited program, regardless of the number of days attended.
       - *USDF encourages organizers to include the $5 credit fee option in their program's pre-registration materials to facilitate the collection of the University fee*. Then the only money which needs to be collected on-site would be for those who register as walk-ins or decide on-site that they would like to earn credit.
   - Upon completion of the program, the organizer/administrator must:
     - Sign the Sign-up Form for Credit for USDF University Programs.
     - Send that form along with the *USDF University Credit* sign-up sheet and the processing fee of $5 for each person requesting credit for the University program, to the USDF office.
       - These must be received in the USDF office within 14 days of completion of the program.
       - The organizer may send checks written by the individual attendees or they may collect the $5 processing fee from each attendee and write one check.
       - All checks must be made payable to USDF. **PLEASE DO NOT SEND CASH**!
   - In the event that none of the attendees requested USDF University credit, the organizer/administrator must notify the USDF office in writing of such within 14 days of completion of the program.
   - **Online Educational Course administrators** should follow these additional guidelines when submitting information:
     - Information should be submitted once each fiscal quarter (January, April, July, October)
     - Information should include name, USDF Membership Number and $5.00 processing fee for each person who requested credit and the course(s)/video(s) they have completed.

3. Confirmation of Credits Earned
   - Attendees who sign up for USDF University credit will not receive a certificate for or notification about receiving the credit. The credit is recorded on each member's USDF University Transcript.

Educational recognition is awarded annually each fall based on credit totals as of September 30 of that year. Members can confirm the number of credits accumulated by viewing their transcript online at www.usdf.org or by contacting the USDF University Program Coordinator at university@usdf.org.

4. USDF University Program Evaluation Form
   - Upon approval of accreditation, USDF will send the program organizer evaluation forms. These evaluation forms should be filled out by the program participants and the program organizer as indicated. These evaluation forms can be collected by the program organizer and returned to USDF with the final paperwork or each participant may send them to USDF individually.

VII. Additional Information for the Organizer

1. Financial Responsibility for the Organization of a University Accredited Program
   - USDF is not responsible for any cost to the organizer, hosting organization and/or any sponsors arising from the organization of the program or for any other costs relevant to the program. USDF will not reimburse the organizer, hosting organization and/or any sponsors for any costs arising from the organization of the program or for any other costs relevant to the program. The organization of the program is the sole financial responsibility of the organizer and/or the hosting organization of the program.

2. Rescheduling of a University Accredited Program
   - If an accredited program has to be rescheduled, the organizer must notify USDF in writing of the change. If there is no change in the program format, the length of the program or the presenting instructor(s)/speaker(s), notifying USDF of the change in date is sufficient.

   - If there are significant changes in the program format, the length of the program or the presenting instructor(s)/speaker(s), the program is considered a new and different program. Therefore, the organizer must complete another USDF University Accreditation Application and must again pay the application fee. The old program is considered canceled.

3. Mailing Information
   - All forms and information must be submitted to the United States Dressage Federation, Attn: University Program Coordinator, 4051 Iron Works Parkway, Lexington, KY 40511, Phone 859-971-2277, Fax 859-971-7722, or e-mail university@usdf.org.

4. Calendar listing on the USDF website
   - This is a major benefit of having your program accredited by USDF. Your program must first be accredited in order for it to be entered in USDF's educational database, from which the calendar listing on the USDF website is generated. The database is linked directly to the website and your program will generally appear online the next business day after it is entered.

All necessary forms and documents can be located on the USDF website at www.usdf.org or by contacting the USDF University Program Coordinator at 859-971-2277 or email at university@usdf.org.

UNITED STATES DRESSAGE FEDERATION™

USDF USDF UNIVERSITY PROGRAM
Organizer's Checklist

❑ Review the current deadlines before submitting an application.

❑ Submit a completed USDF University Accreditation Application to the USDF office along with the appropriate application fee.

❑ Make sure the following information is completed on, or included with, the application form:
   - ❑ Program outline
   - ❑ Appropriate refund policy
   - ❑ Time schedule of program
   - ❑ Current biography of instructor(s)/speaker(s)
   - ❑ Request for a USDF banner
   - ❑ Proof of insurance coverage with at least $1 million liability and USDF as additional insured

❑ Sign and return the USDF waiver (sent to you by USDF after receipt of completed application).

❑ Include the assigned registration number in all advertisements in which the phrase "USDF University Accredited" is used.

❑ Include the required disclaimer (listed in the Accreditation Guidelines) when advertising the program along with the statement "USDF University Accredited" and assigned registration number.

❑ Inform USDF immediately if there are any significant changes in the program format, the length of the program or the presenting instructor(s)/speaker(s).

❑ Display USDF banner in a prominent location.

❑ Have all program participants, volunteers and auditors sign a waiver of liability provided by USDF.

❑ Have all program participants, auditors and program organizer fill out the provided evaluation forms and return to USDF (optional).

❑ **Within 14 days** of completion of the program:
   - ❑ Sign the Sign-up Form for Credit for USDF University Programs. Send this form along with the USDF University Credit sign-up sheet and the processing fee of $5 per person to the USDF office.
   - ❑ Return the rosters, waivers and evaluation forms.
   - ❑ Return the USDF banner. Do not fold the banner!
   - ❑ **Send** a copy of all program handouts to USDF.

For further information on the USDF University Program please contact the USDF University Program Coordinator at university@usdf.org or 859-971-2277, or visit our website www.usfd.org.