UNITED STATES DRESSAGE FEDERATION™

USDF **USDF University/Online Education Programs Accreditation Application**

Effective 08/01/2022

Name of the program: _____

Date(s) of the program: _____

Location of the program: _____
Name of the Facility

_____
Address

_____
City, State, ZIP (a full address is required for USDF's event calendar)

_____
Facility website, if appropriate

Name of sponsor, if applicable (any sponsors must be approved by USDF): _____

Name of the hosting organization, if applicable: _____

Organizer of the program: _____
Name of the Person

_____
Address

_____
City, State, ZIP

_____
Shipping Address (if different from above)

_____
City, State, ZIP

_____   _____
Phone   *E-mail address*

Information about 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.

Program formats must be a minimum of two hours. This program will consist of (check all that apply):
- ❑ 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.

Please describe the theme/give an overview of the program:

Instructor(s)/Speaker(s):

Short Bio(s) of Instructor(s)/Speaker(s):

Program Schedule *(for example: Friday lecture 5pm-8pm. Saturday symposium 8am-3pm)***:**

What are the attendance options *(for example: lecture only, half day, one day, all days)*:

For Online Programs Only

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.*

Website for Course Review: _____

Program Refund Policy

All USDF University Programs must have a registration refund policy. 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.

Program Refund Policy:

USDF University Banner

Do you wish to have a USDF University banner to be displayed throughout the USDF University-accredited program? *Please note that depending upon receipt of banners back from other programs, a USDF University banner may not be available for your program.*

❑Yes   ❑   No

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 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.

Insurance Information

- Organizer(s) must sign a state specific waiver before the program can be accredited. Please complete this with the submission of this application. You may download your state's waiver on the USDF website. This can be emailed to university@usdf.org or faxed to 859-971-7722, attention USDF University Liaison.
- All USDF University-accredited programs must have at least $1 million of event specific liability insurance coverage, **naming USDF as an additional insured.** Proof of insurance must include:
  - Name of the event
  - Location of the event
  - Dates of the 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.

Application Fee *(The application fee is non-refundable).*

The application fee, payable to USDF, must be included with the application:

- **GMO and Regions:**
  - ❑ $40 if received by the USDF office **at least one month prior to the program date.**
  - ❑ $60 if received by the USDF office **less than one month prior to the program date**.
- **Non-USDF Affiliates:**
  - ❑ $60 if received by the USDF Office at **least one month prior to the program date**.
  - ❑ $75 if received by the USDF Office **less than one month prior to the program date**.
- **Online Courses:**
  - ❑ $50 if received by the USDF Office at **least one month prior to the program date**.
  - ❑ $75 if received by the USDF Office **less than one month prior to the program date**.

Payment Options:

❑   Check or money order is enclosed. Check #:_____

❑   Bill my: ❑   VISA   ❑   MasterCard

_____   _____   _____

Card Number   **Expiration Date**   **CVV Code**

_____   _____

Name on Card   **Signature of Card Holder**

_____

Address/City/State/Zip of Card Holder

Acknowledgement of Guidelines

I acknowledge I have read the USDF University Accreditation Guidelines for University Programs and I agree to comply with them. **Failure to comply with University program guidelines and instructions may result in denial of accreditation for future programs.**

_____   _____

            Signature of Organizer   Date