USIHC Certified FEIF Trainer License Policy

In order to fulfill our obligations to FEIF as an organization that certifies trainers and instructors under our FEIF Matrix system, the USIHC agrees to monitor continuing education requirements, as well as attest to the fact that USIHC certified trainers continue to uphold the equine welfare and ethics standards set out in FEIFs mission. In order to ensure these objectives, the USIHC reserves the right to revoke the trainer certification credentials of any certified trainer or instructor that does not live up to these obligations, as well as those who are not currently members in good standing, as membership supports the organization in its efforts to monitor continuing education and ethics standards. The following methods or procedures will be used if any of these three qualifications are lapsed or in doubt.

1. Lapse in Continuing Education Obligations
a. Removal

Every country in FEIF is tasked with its own certification system, including continuing education policies. The USIHC has set out its policy regarding USIHC trainer continuing education in the Continuing Education Policy Update.

If the USIHC trainer has not fulfilled their Continuing Education commitment by the requisite deadline, the Education Chair will make a reasonable attempt to contact the trainer regarding the lapse. Lack of response within two weeks will result in delisting from the FEIF list as well as temporary loss of USIHC credentials. If a response is received, and the Education Chair and USIHC certified trainer or instructor are able to come up with a reasonable action plan for completing missing continuing education within a two month time frame, the USIHC certified trainer will be able to keep their certification and listing during this time. If they are unable to come up with a plan, or at the end of the two month time frame, the continuing education credits remain uncompleted, the USIHC certified trainer or instructor will be immediately delisted from the FEIF website and be regarded as having a current lapse in their credentials.

b. Reinstatement
In order to be reinstated the trainer will have to complete their Continuing Education credits, and provide the requisite documents, within one year of lapse in credentials. A lapse longer than one year will result in permanent lapse, with the trainer needing to retake the exam of their lapsed leveled credential for reinstatement. For example, a Level 1 trainer would have to retake Level 1, while a Level 2 trainer would only need to take the Level 2 exam again for reinstatement.

2. Lapse in Membership

As monitoring continuing education as well as ethics standards is a continuous job of the USIHC, it is therefore USIHC policy that all USIHC certified trainers must be members in good standing of the USIHC in order to maintain their credentials.

If lapse in membership is greater than 2 months, the Education Chair will make a reasonable attempt to contact the trainer regarding the lapse. Lack of response within two weeks will result in delisting from the FEIF list as well as loss of USIHC credentials. If a response is given and membership is reinstated within two weeks of response, the USIHC certified trainer will be able to keep their certification and listing during this time. If membership has not been reinstated within the requisite time frame the USIHC certified trainer/instructor will have a temporary lapse in their credentials and be delisted from the FEIF list of certified trainers.

b. Reinstatement
In order to be reinstated the trainer will have to reinstate their membership. A lapse in membership longer than one year will result in permanent lapse, with the trainer needing to retake the exam of their lapsed leveled credential for reinstatement. For example, a Level 1 trainer would have to retake Level 1, while a Level 2 trainer would only need to take the Level 2 exam again for reinstatement.

3. Failure to Sign, or Adhere to, the USIHC Trainer Code of Ethics

In order to satisfy our mission statement of ensuring equine welfare as well as Policy 37: Anti-Discrimination, the USIHC requires that all USIHC certified trainers sign, and adhere to, the USIHC Trainer Code of Ethics. In order that all signed agreements are currently on file, the Education Chair will send all current USIHC certified trainers a copy of the Code of Ethics on January 1st, 2027. All trainers certified after this date will be required to sign the Code of Ethics upon completion of their Trainer Certification Exam, which will be then sent to the Education Chair to keep on file.

a. Removal due to lack of signature
   The Education Chair will make a reasonable attempt to contact all currently certified USIHC Trainers and Instructors. If no response is received in one month, or if any trainer refuses to sign the Code of Ethics, they will be considered to have a temporary lapse in certified status with the USIHC and be delisted from the International FEIF list of certified trainers.

b. Reinstatement from removal due to lack of signature
   In order to be reinstated the trainer will have to sign and submit the required Code of Ethics. Failure to do so for longer than one year will result in permanent lapse, with the trainer needing to retake the exam of their lapsed leveled credential for reinstatement. For example, a Level 1 trainer would have to retake Level 1, while a Level 2 trainer would only need to take the Level 2 exam again for reinstatement.

c. Removal due to violation of Code of Ethics

   The USIHC encourages reporting of all incidents of Code of Ethics Violation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should report any concerns surrounding these policies, or

possible violations of these policies, to any USIHC board member.
Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

The USIHC will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. Retaliation against an individual for reporting Code of Ethics violations is a serious violation of this policy and will be subject to disciplinary action. Acts of retaliation should be reported as soon as possible and will be promptly investigated and addressed.

Code of Ethics violations will be dealt with appropriately according to severity and type according to the processes outlined in Conflict Resolution and Disciplinary Action document, which will be supplied to all trainers alongside their Code of Ethics document. Responsive action may include, for example, suspension or complete removal of credentials, requirements to take classes on ethics, harassment, discrimination or equine welfare in order to maintain credentials, or other actions that may help to remedy the situation. Reinstatement, and the timeline of reinstatement, is subject to the USIHC's decision as well as the trainer's fulfillment of requirements regarding license reinstatement.