

## English Instructor Checklist

100, 251 Midpark Blvd SE, Calgary, AB T2X 1S3  
 Phone: 403.253.4411 ext. 3 • Toll Free: 1.877.463.6233  
 Fax: 403.252.5260 • coaching@albertaequestrian.com  
 albertaequestrian.com

*The following listed items MUST be submitted to the office PRIOR to a candidate attending an evaluation.*

### ENGLISH INSTRUCTOR PREREQUISITE CHECKLIST

- |  |
|--|
| <input type="checkbox"/> AEF or Other P/TSO Membership                                     |
| <input type="checkbox"/> Silver Sport License through Equestrian Canada & Coach Levy Paid  |
| <input type="checkbox"/> Standard First Aid with Level C CPR (At a minimum)                |
| <input type="checkbox"/> Current Background Check with vulnerable sectors completed        |
| <input type="checkbox"/> Making Ethical Decisions Online Module through coach.ca           |
| <input type="checkbox"/> Making Head Way in Sport Online Module through coach.ca           |
| <input type="checkbox"/> EC Rider Level 6 (at minimum - Copy of Certificate)               |
| <input type="checkbox"/> Mounted Lesson Plan (From designated list of topics)              |
| <input type="checkbox"/> Unmounted Lesson Plan (From designated list of topics)            |
| <input type="checkbox"/> Jump Lesson Plan (if applicable - From designated list of topics) |
| <input type="checkbox"/> Emergency Action Plan (On home Facility)                          |
| Signed Documents:  |
| <input type="checkbox"/> Code of Ethics  |
| <input type="checkbox"/> Code of Conduct   |
| <input type="checkbox"/> Privacy Document  |
| <input type="checkbox"/> Coach Declaration   |
| <input type="checkbox"/> Intent to Decline Training (if applicable)                        |
| <input type="checkbox"/> Parental Consent (If applicable)                                  |
| <input type="checkbox"/> Enhanced Coach Listing Form                                       |
| <input type="checkbox"/> 2 x Reference Letters   |
| <input type="checkbox"/> Registration Form & Payment                                       |