



## Drive Instructor Checklist

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

### DRIVE INSTRUCTOR PREREQUISITE CHECKLIST

- |                          |   |                          |                                  |
|--------------------------|---|--------------------------|----------------------------------|
| <input type="checkbox"/> | AEF or Other P/TSO Membership   |                          |                                  |
| <input type="checkbox"/> | Bronze 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 Learn to Drive Program (full program completion - Copy of Certificate) |                          |                                  |
| <input type="checkbox"/> | Driving Lesson Plan (Topic assigned by AEF)                               |                          |                                  |
| <input type="checkbox"/> | Emergency Action Plan (On home Facility)                                  |                          |                                  |
| <b>Signed Documents:</b> |   |                          |                                  |
| <input type="checkbox"/> | Code of Ethics  | <input type="checkbox"/> | Parental Consent (If applicable) |
| <input type="checkbox"/> | Code of Conduct   | <input type="checkbox"/> | 2 x Reference Letters            |
| <input type="checkbox"/> | Privacy Document  |                          |                                  |
| <input type="checkbox"/> | Coach Declaration   |                          |                                  |
| <input type="checkbox"/> | Intent to Decline Training (if applicable)                                |                          |                                  |
| <input type="checkbox"/> | Registration Form & Payment   |                          |                                  |