



English Instructor Checklist

120, 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"/> | 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 English Rider Level 6 (at minimum - Copy of Certificate) or Pony Club C2 with application approval | |
| <input type="checkbox"/> | Mounted Lesson Plan (Topic assigned by AEF) | |
| <input type="checkbox"/> | Unmounted Lesson Plan (Topic assigned by AEF) | |
| <input type="checkbox"/> | Optional: Jump Lesson Plan (if applicable - Topic assigned by AEF) | |
| <input type="checkbox"/> | Emergency Action Plan (On home Facility) | |
| Signed Documents: | | |
| <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 | |