



UNITED STATES DRESSAGE FEDERATION™

USDF USDF Instructor/Trainer Development Program Professional Development Participant Guidelines (for an Advisor)

7/1/2026

Purpose

The purpose of this program is to provide supportive education to participants to improve their skills and knowledge for Instructor Certification or to improve in a specific area where a participant did not pass certification, by making a connection to an Advisor for a specific short-term goal. Those requesting an Advisor must have a specific or defined goal they need assistance with.

The Advisor Program can help participants identify a level of expertise in preparation for certification, and/or improve areas that need some help/improvement prior to going on to certification exam.

GUIDELINES for the Participant:

1. There must be clarity about the goal(s) to be achieved, knowing that the goal(s) would allow progress in a concrete way--- within the Instructor/Trainer Development Program.
2. Participants may request USDF to provide a list of Advisors who are familiar with the Instructor/Trainer Development Program curriculum, or they may suggest an Advisor whom they feel has the qualifications, experience, and qualities to help them achieve the stated goal.
 - a. Advisors should be willing to become familiar with the curriculum if a stated goal is to pursue certification.
 - b. After receiving an application, USDF will provide a list of Advisors.
3. Once the participant chooses their Advisor, they should contact the Advisor:
 - a. Goal(s) should be explained, and the Advisor will determine if they are able to help achieve the stated goals within the specified timeline, and they should be familiar with the goals and guidelines for the Instructor/Trainer Development Program and curriculum.
4. The Advisor will establish fees (if applicable), a schedule (frequency, and duration), and the expectations established. The Advisor may present the Participant with a contractual arrangement/agreement that includes all relevant information, including the duration of the arrangement.
5. The Advisor and Participant should confer regularly to assess progress. This may be one in a live setting or virtually.
6. Upon completion of participant's time with the Advisor, it is required that participants summarize their experience and submit summary (next steps for you) to USDF. We also request that your Advisor submit a short report summarizing their suggestions for next steps

At any time, the Advisor or the Participant may contact USDF with concerns or to discontinue participation in the program, but all contractual arrangements must be met by both the Advisor and the Participant.

Questions should be directed to the Instructor/Trainer Development Program Liaison at instructorcertification@usdf.org