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How to Participate

1. When participating in development opportunities that qualify for continuing education credit – take a Continuing Education Record form and have the Clinician/Mentor/Course Conductor/ etc sign your recording form. Ensure all required sections of this form are completed.
2. Attach copies of the registration forms onto the Continuing Education Recording form for verification purposes.
3. Repeat this process for every activity that qualifies for upgrading with the three (3) year time period.
4. Prior to submitting your statement, confirm you have provided all the necessary documentation for your activities
5. When submitted documentation to PSO Coaching Department please remember this documentation will not be returned ... so be sure to Keep a Copy for Your Records.
6. Submit required documentation along with your Equine Canada and CAC number to the PSO **before** the required PSO deadline to ensure maintaining your active coaching or instructing certification.
7. It is your responsibility to update your own professional resume/business cards/communication material with your CEP status.