



AMERICAN CONNEMARA PONY SOCIETY

Document Number: INSP PO 3

Document Name: Inspector Certification Subcommittee

Policy

The Inspection Committee Certification Sub-Committee is responsible to the Inspection Committee and ultimately to the ACPS. The Certification Sub-Committee is responsible for preparing and maintaining a current roster of ACPS Members who are qualified to be Inspectors of the Connemara Pony and provide said roster as Inspection sites are determined. The Sub-Committee shall also work with the Education Sub-Committee to provide opportunities for Inspectors and Inspector Candidates to receive Continuing Education. Other tasks as assigned by the Inspection Committee Chair.

I. MEMBERSHIP

The Inspector Certification Subcommittee shall consist of the Chairperson, appointed by the Chairperson of the Inspection Committee, and two additional members chosen by the Subcommittee Chair. The Subcommittee shall, insofar as it is possible, be representative of different ACPS Regions to achieve geographic balance,

II. INSPECTOR CERTIFICATION

There are three progressive phases in the Inspector Certification process.

PHASE ONE: Application Process

- 1) Applicant must be a current ACPS Member
- 2) Submit an Application with two (2) personal references, to the Inspection Committee Chair
- 3) Review Inspection Policies and Procedures and Code of Ethics governing the ACPS Inspection Process
- 4) Review the Inspector Candidate Evaluation Form used by the Inspectors following each Inspection Site to understand how their performance, interest and experience will be evaluated
- 5) Upon completion of the Application Process, the applicant, if deemed qualified, will be notified. Their name will be added to the list of Inspector Candidates (IC) at that time.
- 6) The Inspector Candidate's file is maintained by the Inspection Committee Certification Sub-Committee.

PHASE TWO: Training Period

- 1) Upon approval as an Inspector Candidate(IC), the applicant must participate in the ACPS Inspection Process for a minimum of five (5) sites over a period of two or more years
- 2) At each site, the Inspectors working with the IC, will complete the Inspector Candidate Evaluation Form to evaluate the Candidate's performance, to include but not be restricted to assessment of knowledge, breed type, interest, experience and tact
- 3) Inspector Candidate Evaluations are submitted to the Inspection Committee Certification Sub-Committee Chair for placement in the Candidate's file
- 4) All IC evaluations are confidential
- 5) An Active ACPS Inspector may serve in a mentoring position, if deemed necessary, in order to assist the Inspector Candidate in his/her training.

PHASE THREE: Change of Status Request

- 1) Upon completion of the recommended Inspection Training phase, the Inspector Candidate shall submit a letter to the Inspection Committee Chair, BY DECEMBER 1 requesting a change of status from an Inspector Candidate to Inspector.
- 2) Said request shall include documentation of their ACPS Inspection experience.
- 3) The Inspection Committee Chair shall then include this letter, together with the Inspector Candidate's Evaluations, submitted by those Inspectors who have worked with the IC during the Training period, to the Inspection Committee Certification Sub-Committee, who will then make a recommendation for a Change of Status as requested by the IC, to the Inspection Committee Chair and Inspection Committee.
- 4) The Inspector Candidate will be notified as to the result of this recommendation, whether their request has been approved or whether the Sub-Committee feels that additional training is needed.

III. INSPECTOR STATUS

- 1) Inactive status
- 2) An inactive Inspector is one who has not participated in the Inspection Process, the Inspection Committee Meetings and /or ACPS Approved Continuing Educational Opportunities for a period of 2 years. They will be contacted to evaluate their position and may be reinstated, providing their active involvement in the ACPS Inspection process resumes.
- 3) Removal from Active Status
- 4) An Inspector may be removed from the Active list if
 - a) Deemed a member of the ACPS NOT in good standing;
 - b) Upon recommendation of the Inspection Committee;
 - c) Upon written request for resignation from Inspector status;
 - d) Failure to comply with ACPS Inspector Protocol.

IV. OTHER RESPONSIBILITIES

In addition to the certification of Inspectors, the Subcommittee shall assist the Inspection Committee by:

- 1) Maintaining a current roster of Candidates and Inspectors and their availability for specific tours and sites
- 2) Working with the Operations Chairman to assign a Chief Inspector for each tour and the Inspectors and Candidates for each site on the tour
- 3) Suggest/Arrange Continuing Educational opportunities for the Inspectors and members of the Inspection Committee
- 4) Other tasks that may be assigned from time to time.

V. INSPECTOR RECOGNITION

A current list of all ACPS Certified Inspectors will be published annually in the American Connemara and posted on the ACPS Home Page. This list may also be submitted for publication in other major equine publications generally distributed in the United States.

Revision History:

Date	Changes	Author
2/2010	Update	Kathy Sparks
10/08	Format	Chris Knox
1/14/00	Prepared by Operations Chair	Mary Rutter