

**American Association of Professional Farriers Inc.
Canadian Association of Professional Farriers Inc.**

Online Education Program

Guidelines and Standard Operating Procedures



AMERICAN ASSOCIATION OF PROFESSIONAL FARRIERS
CANADIAN ASSOCIATION OF PROFESSIONAL FARRIERS
ONLINE EDUCATION
GUIDELINES AND STANDARD OPERATING PROCEDURES

1. Purpose

- a. Develop, support and promote Continuing Education (CE) for farriers who are unable to physically attend events.
- b. Develop non-traditional delivery methods (other than physical events) for providing continuing education to farriers which would include books, articles, video and other medium.

2. Scope

- a. Recognize and enhance farriers experience, education and commitment to the public and professional sectors of the equine industry.
- b. Recognize and award CE credits to members who read books and/or articles, watch DVD's or other media available to the AAFP/CAPF member through our website.
- c. Identify books, articles, and other medium which are farrier industry related and suitable for continuing educational value. Develop quizzes for each respective book, article, and other medium which will confirm that the member has read or viewed the medium.

3. Baselines

- a. Upon membership application to the American Association of Professional Farriers, all Regular Members practicing for a minimum of two (2) years who are eligible, will be awarded the title of Accredited Farrier (AF).
- b. Similarly, all Regular Members practicing for a minimum of five (5) years who are eligible, will be awarded the title of Accredited Professional Farrier (APF).

4. Definitions

- a. **Farrier:** A professional in the equine industry who has knowledge and is educated in the following: management, trimming, and shoeing applications of horse's hooves. Additionally, a Farrier is a key professional in maintaining equine hoof health and performance through any of the following: trimming, fabrication or alteration of horseshoes, application of pads, acrylics, or support materials.
- b. **AAPF/CAPF Accredited Farrier (AF):** A Farrier (as defined above) who has been practicing as a farrier for a minimum of two (2) years and subsequently continues to earn 24 AAFP/CAPF approved CE credits per year. Additionally, an AF is a professional in the equine industry who is experienced and educated in the management, trimming, shoeing applications and health of horse's hooves. The AF will be a Regular Member in good standing with the American & Canadian Associations of Professional Farriers.
- c. **AAPF/CAPF Accredited Professional Farrier (APF):** A Farrier (as defined above) who has been practicing as a farrier for a minimum of five (5) years and subsequently continues to earn 24 AAFP/CAPF approved CE credits per year. Utilizing anatomy, physiology, biomechanics, and blacksmithing knowledge and skills, a professional farrier is an integral part in maintaining equine soundness and performance through trimming, and the application of horseshoes, pads,

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support materials or acrylics, when needed. The APF will continue to be a Regular Member in good standing with the American & Canadian Associations of Professional Farriers.

- d. AAPF/CAPF Continuing Education (CE) Direct:** A situation where a scheduled, advertised, prepared and intentional delivery of a lecture, demonstration or educating situation occurs by the outward means of voice, image, media, demonstration, illustration, presentation and communication. Delivered information, illustration, demonstrations and examples must clearly and directly pertain to farrier practice, farrier science, or farrier business management.
- e. Continuing Education Credit:** One (1) hour of approved Continuing Education Direct as outlined above is equal to one (1) CE credit.
- f. AAPF/CAPF Continuing Education (CE) Indirect:** A situation where a scheduled, advertised, prepared and intentional delivery of a lecture, demonstration or educating situation occurs by the outward means of voice, image, media, demonstration, illustration, presentation and communication. Delivered information, illustration, demonstrations and examples will indirectly pertain to farrier practice, farrier science, or farrier business management.
- g. Continuing Education Credit:** One (1) hour of approved Continuing Education Indirect as outlined above is equal to one half (.5) CE credit.
- h. Continuing Education On-Line (Internet) or Video Credit:** The OEC will determine the time involved for each article, book or other medium that will include time spent for making application for the program, reading or watching the material, and taking the quiz at the conclusion of the process. The time will then be converted to CE Credits based upon the formula used in "Item 4 – e" (above).
- i. Cost of Online CE Credits:** A flat rate of \$5 per AAPF/CAPF CE Credit will be set. (Example: If book is worth 5 AAPF/CAPF CE Credits, then there will be a charge of \$25 for the quiz).
- j. Online Education Quiz:** Quizzes will be used to determine that Members have read the material. An 80% correct on each quiz will be required to pass each quiz. Members will be afforded the opportunity to re-take the quiz until they achieve the 80%. When responding to the Member, the Online Education Committee and staff will provide the Member with the location (page number and paragraph) of the correct answer for any question which the Member answers incorrectly.

5. Member Responsibility

- a.** It shall be the responsibility of the AAPF/CAPF member to obtain the minimum requirement of 24 CE credits each year.
- b.** Additionally the member shall be responsible for confirming that the CE credits are accurately posted to their AAPF/CAPF membership profile (website).
- c.** Any disputes should be filed within 30 days after completing a book, article or other medium. Disputes must be submitted in writing.
- d.** The AAPF/CAPF will collaborate with suppliers of non-traditional educational medium to

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determine the accuracy of the list of participants for participating with such medium.

6. General Requirements

- a. These requirements are intended to encourage professional farriers to pursue and invest themselves in continuing education.
- b. All books, articles or other medium which have been presented by the Online Education Committee (OEC) shall be eligible for Continuing Education Credits.
- c. Attached to each respective medium shall be a multi-choice or true/false quiz. Successful passage (with a minimum of 80%) will be required for the member to receive the CE Credits.
- d. The AAPF/CAPF is not recommending or endorsing the material in the books, articles or other medium.
- e. To qualify for CE credits, the member must have paid for the quiz. They may purchase the book or other medium through the AAPF/CAPF or any other source.
- f. All approved books, articles and other medium eligible for CE Credits shall be posted on the AAPF/CAPF's "Online Store". Additionally, the respective number of Credits will also be posted.
- g. The OEC will consider all recommendations for books, articles and other medium to be included in this program.
- h. The OEC and the AAPF/CAPF Board of Directors will enforce the Bylaws which relate to Continuing Education and member conduct (See Article XII – Standard of Conduct in the AAPF Bylaws).

7. Process

a. Books

- i. Once a book has been identified to be included in the program, the OEC or its representatives will read the book to determine the number of hours it would take for a farrier to read the material. The book could be "cover-to-cover" or "specific chapters".
 - ii. The OEC or its representatives will then develop a quiz for the book or chapters of book.
- iii. Staff will work with the publishers of the book to determine a price for the book which will allow staff to submit orders for the book to be "drop shipped" directly to the member. The cost of the book on the AAPF/CAPF website will be the comparable amount as would be available to a farrier through most other online websites – either directly from the publisher or author or from a farrier supply store.
- iv. The ordering process will include:
 1. Cost of Book (Wholesale cost of book plus AAPF/CAPF processing fee)
 2. Shipping Fee
 3. Quiz

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- v. The member will be able to either order the book from the AAPF/CAPF, purchase the book from the publisher or obtain it from a retail store. Alternatively, the member will also be able to just purchase the quiz (no shipping fee).
- vi. Once the member has received the book, they will be eligible to take the quiz for that book.
- vii. The member will take the quiz and be required to obtain a score of 80% or higher to receive the CE Credits. When grading a quiz, the OEC and/or staff will provide the correct answer and page number and paragraph for every incorrectly answered question.
- viii. Upon successful completion of the quiz, the member will receive an email acknowledging their completion of the quiz. Their online membership profile will be updated to show that they have completed the quiz and the respective number of AAPF/CAPF CE Credits has been awarded.

b. Articles

- i. Once an article has been identified to be included in the program, the OEC or its representatives will read the article to determine the number of hours it would take for a farrier to read the material. The article could be the entire article or specific portions.
- ii. The OEC or its representatives will then develop a quiz for the article.
- iii. The ordering process will include:
 - 1. Quiz Only (it would be presumed that the article would be available at no charge to the AAPF/CAPF or its members)
- iv. The member will read the article and then be eligible to take the quiz for that article.
- v. The member will take the quiz and be required to obtain a score of 80% or higher to receive the CE Credits. When grading a quiz, the OEC and/or staff will provide the correct answer and page number and paragraph for every incorrectly answered question.
- vi. Upon successful completion of the quiz, the member will receive an email acknowledging their completion of the quiz. Their online membership profile will be updated to show that they have completed the quiz and the respective number of AAPF/CAPF CE Credits has been awarded.

c. Other Medium (DVD's, etc.)

- i. Once other medium has been identified to be included in the program, the OEC or its representatives will review the medium to determine the number of hours it would take for a farrier to watch the material.
- ii. The OEC or its representatives will then develop a quiz for the medium.
- iii. The ordering process will include:
 - 1. Medium (the medium should be in a downloadable format to reduce shipping charges of a DVD). Staff will work with the proprietor of the medium on an amount to be paid to the proprietor for each purchase of the medium.

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2. Quiz

- iv. The member will watch the medium and then be eligible to take the quiz.
- v. The member will take the quiz and be required to obtain a score of 80% or higher to receive the CE Credits. When grading a quiz, the OEC and/or staff will provide the correct answer and page number and paragraph for every incorrectly answered question.
- vi. Upon successful completion of the quiz, the member will receive an email acknowledging their completion of the quiz. Their online membership profile will be updated to show that they have completed the quiz and the respective number of AAPF/CAPF CE Credits has been awarded.