

International Association of Professional Farriers Inc.

Continuing Education Program (*of Education Committee*)

Guidelines and Standard Operating Procedures



Updated & Adopted by IAPF Board of Directors on March 26, 2024

**CONTINUING EDUCATION PROGRAM OF EDUCATION COMMITTEE
GUIDELINES & STANDARD OPERATING PROCEDURES**

1. Purpose

- a. Develop, support and promote Continuing Education (CE) for farriers.
- b. Educate public, professional and other alliances to recognize and support IAPF Accredited farriers.

2. Scope

- a. Recognize farrier(s) experience, education and commitment to the public and professional sectors of the equine industry.
- b. Recognize and award CE credits to any event provided that the IAPF CE Application is completed in full and returned to the IAPF office in the prescribed manner and timeline, and the event meets said requirements established for CE.

3. Baselines

- a. Upon membership application to the International 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. IAPF 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 IAPF approved CE credits per year. A Farrier who has graduated from a farrier school or veterinary college where the owner or instructor is an IAPF Regular Member in good standing may qualify for AF status immediately upon graduation. In addition, a Farrier who has less than two (2) years of experience and who has earned the Certified Farrier (CF) status from the American Farrier's Association, may also qualify for AF status. 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 International Association of Professional Farriers.
- c. IAPF 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 IAPF 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, support materials or acrylics, when needed. The APF will continue to be a Regular Member in

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good standing with the International Association of Professional Farriers.

- d. IAPF 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. IAPF 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 (0.5) CE credit.
- h. Continuing Education On-Line (Internet) or Video Credit, to include Webinars: One (1) hour of approved Continuing Education as outline above is equal to 1 CE credit.
- i. Bibliography: A list of all sources an author has used (whether referenced or not) in the process of researching his/her work. In general, a bibliography should include: the authors' names, the titles of the works, the names and locations of the companies that published copies of the sources.

5. Member Responsibility

- a. It shall be the responsibility of the IAPF 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 IAPF membership profile (website).
- c. Any disputes should be filed within 30 days after an event. Disputes must be submitted in writing.
- d. The IAPF will collaborate with the event hosts and sponsors to determine the accuracy of the list of IAPF member attendees at all recognized and approved IAPF CE events.
- e. We encourage members to confirm their CE credits earned during the previous year by periodically logging on to their accounts and going over the CE information on their profiles. It shall be the responsibility of the member to confirm the accuracy of this information no later than October 31 of the current calendar year.
- f. Member is responsible for submission of record of podcast/webinar within 30 days of listening, and may submit no more than 8CE at one time.

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- g. Member shall be responsible for submitting all CE requests for recording onto profile no later than October 31 of each calendar year.

6. General Requirements

- a. These requirements are intended to encourage professional farriers to pursue and invest themselves in continuing education.
- b. All events which meet the definitions as stated in Section 4, shall be eligible to make application for CE credits. The IAPF reserves the right to approve or not approve any application, either in part or in whole.
- c. To qualify for CE credits, the member must be a registered attendee of the event, not a guest of an attendee, and be physically present at the event if it is an "in person" event
- d. Event approval shall be granted only for a single occurrence of that event. An event host must apply for approval for each instance or reoccurring instance of that event, unless application is for multiple events.
- e. The Education Committee (EC) shall review all applications within 5 days of receipt and subsequently notify the host of their decision regarding the number of credits attributable to the event. Additionally, the credits will be posted on the IAPF website's Calendar of Events.
- f. The EC and the IAPF Board of Directors will enforce the Bylaws which relate to Continuing Education and member conduct (See Article XII - Standard of Conduct in the IAPF Bylaws).

7. Host Requirements (Procedure)

- a. All hosting (or sponsor) organizations shall be prepared to:
 - i. Submit a timely application (recommend that it be submitted 15 days prior to the event to allow adequate time to promote event).
 - ii. Provide to the IAPF office, within 10 days of the event completion, a list of all persons who have attended each pre-approved CE session of the event.
 - iii. Be willing to collaborate with the IAPF office if any discrepancies occur after the event regarding a farrier attending all or any portion of the event.
 - iv. The host or sponsor shall include, in any event advertisement or electronic broadcast, a reference describing the event as IAPF Continuing Education Approved. Such reference should include, if available at time of advertisement or broadcast, the number of IAPF CE credits awarded for event participation.
 - v. Hosts should work to ensure that the intention, presentation, and facility are provided and delivered in a professional manner. A healthy and safe environment should be provided which reduces opportunities for disruptions.
 - vi. Hosts, sponsors, clinicians and members of the IAPF shall always be mindful of the adopted IAPF Code of Ethics (*as adopted in the IAPF Bylaws*):

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1. Members shall not compromise their personal and professional ethics in any way that will be detrimental to the health of the farrier or equine industries.
2. Members shall work continually to improve the quality of service they make available to their customers and fellow members.
3. Members shall observe all civil laws and shall uphold the honor and dignity of the industry by striving to conduct an honest and competent business.
4. Members shall participate in activities and organizations which promote the growth and health of the farrier and equine industries.

8. Application

- a. A fully completed IAPF Continuing Education Application shall include the following information:
 1. Host
 - n. Sponsor (if different from Host)
 - iii. Date
 - iv. Location
 - v. Agenda (including start and finish times for all events being considered for CE credits) v1. Name and credentials of the clinician(s)
 - vn. Synopsis of the event (including a brief outline of the presentation by the clinician)
 - v111. Identification of the methods to be used to promote the event (the IAPF will work with the sponsors to lend their assistance in promoting events with IAPF CE credits)

9. Continuing Education Guidelines Specific for Forging Competitions

- a. Recognizing the definition established above in item "4-d: IAPF 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."
- b. The IAPF EC recognizes the educational opportunity for farriers who are competitors at forging competitions which have a master of ceremonies (emcee) who walks from forging station to forging station describing the work being performed by the individual or team of competitors.
- c. This "voice description" allows for non-competing competitors to receive educational value from the other competitors and thus allows the non-competing competitor to hone his/her skills.

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- d. At this type of forging competition, the competitors are able to focus on time management, fire management, and horsemanship skills (should they reach the live shoeing component of the competition).
- e. The EC acknowledges the Continuing Education value for competitors while not competing (i.e. listening to the voice descriptions provided by the emcee), it does not recognize CE value for the time where the competitor is actually competing (while at the fire or anvil or under the horse).
- f. All requirements stated in previous sections of these Guidelines will be adhered to with regard to the administration of CE for Forging Competitions.
- g. Any award of CE for forging competitions under the system described above will be noted accordingly on the individual member's online profile.
Example: "04/04/2012 - ABC Forging Competition - 12 CE Credits"

10. Continuing Education Guidelines for Submission of Articles for Publication

- a. Authors of articles which are submitted to the Committee for publication in publications of our Alliance members will be awarded Continuing Education credits based upon the following schedule:

Text with Viewable Media (Pictures &/or Graphics) (minimum of 1000 words)	30 CE Credits
Text with Viewable Media (Pictures &/or Graphics) and Contains a Bibliography (minimum of 1000 words)	40 CE Credits

11. Continuing Education Guidelines Specific for Mentoring

- a. Participants in the IAPF Mentoring program must be Regular or Student members in good standing with the associations.
- b. Participants must also be registered with the associations as either a Mentor or Mentee. Participants must be registered as a Mentor/Mentee or Mentor/Mentor partnership.
- c. The basis of this opportunity shall be two (2) hours of mentoring or two (2) hours being mentored shall equal one (1) IAPF Continuing Education credit.
- d. The maximum number of hours available for mentoring in a single day shall be eight (8). Therefore, the maximum number of CE credits available per day shall be four (4). The maximum number of CE credits PER YEAR available through Mentoring shall be 40 CE credits per person (per mentor/mentee relationship) (maximum of 80 working hours).
- e. Reporting forms provided by the association shall include:
 - 1. Names of Mentor and Mentee
 - ii. Dates, times and hours of the mentoring
 - iii. Total number of clock hours
 - iv. Total number of CE credits (using the formula described above)
 - v. Specific subjects discussed during the mentoring for this period. This section of the form will require the Mentor and Mentee to be very specific. General terms (i.e. shoeing, trimming, nailing, clinching, etc.) will not be accepted or approved. Specific terms (i.e. quarter crack repair using drilling of the hoof wall using a Dremel tool, then

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- lacing using stainless steel wire, followed by steps needed for follow-up) would more likely to be approved.
- vi. The submission of documentation of the subjects discussed would be very appropriate and look favorably upon by the Committee during their review of the reporting form. This could include photos taken using smartphones or other cameras, video, etc.
1. All submitted forms will be reviewed by the Committee and a final number of CE credits will be determined by the Committee. Any objection to the decision of the Committee may be taken to the Board of Directors for further review and consideration. The decision of the Board of Directors will be final and there will be no further review accepted.