



## Dressage Licensing Handbook



All Dressage licensed official applicants must submit a USDF Training Program Application to USDF and pay all applicable fees.

### Recorded Judge Application Information

Following the approval of a USEF Licensed Officials Checklist and submission of a USDF Training Program Application, applicants will be placed on the training program waitlist.

Once approved into a training program, the USDF Education Department will send the following material to the applicant:

- Guidelines for Apprenticing and Observing
- Mentor Criteria
- Synopsis of Apprenticing Requirements
- Tabulation Form
- Verification of Apprenticing Form
- Evaluation Form for Apprenticing
- Competition Management's Evaluation of Apprentice Form
- Confirmation of Program Completion Form

### Training Program Format

The Training Program is offered in two sections. The first section will last three days and is the training part, and the second section is the examination. There should be a minimum of 10 to 12 months between the two sections. All apprenticing must be completed before taking the exam. Only ten applicants can be accepted per program and no auditors are allowed.

1. Online Lectures and Quizzes - Prior to the start of the program, the following online modules must be completed, along with the supporting quizzes:
  - a. Licensing and Regulation
  - b. Using the USEF Rulebook
  - c. Biomechanics of the Gaits
  - d. Dressage Seat Equitation
  - e. Judging Freestyle
  - f. Pas De Deux
  - g. Materiale
2. Classroom Session - Every program must begin with this session of six to eight hours, and should cover the following subjects:
  - a. Introduction and briefing of applicants
  - b. Answer questions that the applicants might have regarding the subjects that were taught online
  - c. Discussion of online rule quiz

- d. Recap and discussion of all other pertinent USEF rules, procedures, and directives, including current changes and/or additions as listed in the Rulebook supplement.
  - e. Use of .5 marks
  - f. Position and Aids of the Rider
  - g. Recap of judging methodology and criteria of the various gaits and paces, as well as the key figures and movements for Training through Second Level.
  - h. Recognizing correct basics at Training through Second Level
  - i. Vocabulary and remarks for Training through Second Level. (May be taught by using videos).
3. Practice Judging Session on Figures and Movements:
- a. In this session the applicants will practice judge all key figures and movements from all Training through Second Level tests. This may be a structured session, or it may take place during a USEF licensed Dressage Competition.
  - b. Scribes are not mandatory for this session. However, if the applicant feels more comfortable having a scribe, they should plan to bring their own scribes with them or ask the organizer for suggestions for local scribes who may be willing to work with applicants. Please be advised that some scribes want to be paid.
  - c. The instructor is required to evaluate each applicant and return the evaluation form directly to the USDF.
  - d. In extenuating circumstances and with the approval of USDF, this session may be completed as a classroom session.
4. Practice Judging of Entire Tests, including Collective Marks
- a. This session must be done at a USEF licensed Level 2 or higher Dressage Competition. Entire tests at Training through Second Level, including Collective Marks and summaries under further remarks, must be judged and discussed. At least 8 to 10 horses per level should be judged.
  - b. Scribes are mandatory for this session.
  - c. The instructor is required to evaluate each applicant and return the evaluation form directly to the USDF.
  - d. In extenuating circumstances and with the approval of USDF, this session maybe completed as a classroom session.

5. Examination

After the applicant has completed ALL requirements of the training program, they will be examined at a licensed USEF Dressage Competition, by two examiners appointed by USDF. The examination consists of a 60–90-minute closed book written exam plus 1 ½ days of oral questions and practical judging.

The examination includes:

- a. A closed book examination on the USEF Dressage Rules (including but not limited to rules pertaining to criteria for gaits, figures, and movements, conduct of Dressage classes, and rules governing judges), pertinent USEF General Rules, and the USDF Glossary. The written test usually takes place on the evening prior to the oral examination and practical testing. All applicants must take the written examination at

the same time. No resource materials, including computers, may be used for the written test.

- b. A practical examination consisting of two parts:
  - i. The oral examination will include questions pertinent to judging e.g., the criteria and essence of a particular movement as well as questions about vocabulary or methodology of judging.
  - ii. The practical judging will require judging of entire tests, including Collective marks and summaries under Further Remarks at Training, First, and Second Level.

#### Grading of the Final Examination

- Closed-book written examination – The written examination is graded at the USDF Office. For a successful completion, the applicant must attain a passing score of 80% or higher. If the applicant fails the written exam, a one-time only make-up exam can be taken in a proctored situation but not until at least six months after the first attempt.
- Practical Examination – For a successful completion, the applicant must attain a passing score of 73% or higher. If an applicant fails the practical examination (including oral examination), they may repeat the practical examination by joining a current program.
- If the applicant fails either portion of the examination twice (written or practical), the entire program must be repeated.

The USDF office will inform the applicants about the results of the examination. Examiners must never advise any applicant of the result. Competition Manager's Evaluation form is to be given to the manager to complete and return to the USDF office.

#### What to bring to the classroom and practical judging sessions

- Notebook, pencils, pens
- Laptop or other devices if at all possible
- All handouts that were downloaded for the various online lessons and current USDF 'L' program handouts
- Test sheets with their own diagrams for all Training through Second Level tests.
- USEF Rule Book and any rule book supplements.
- Glossary (USDF)

#### What to bring to the Final Examination

- Their own scribes or ask the organizer for suggestions of local scribes who may be willing to work with an applicant
- Test sheets with their own diagrams for all tests to be judged
- Pens (not pencils) and clipboard
- Calculator
- USEF Rule Book

### Registered Judge Application Information

Following the approval of a USEF Licensed Officials Checklist and submission of a USDF Training Program Application, applicants will be placed on the training program waitlist.

Once approved into a training program, the USDF Education Department will send the following material to the applicant:

- Guidelines for Apprenticing and Observing
- Mentor Criteria
- Synopsis of Apprenticing Requirements
- Tabulation Form
- Verification of Apprenticing Form
- Verification of Observing Form
- Evaluation Form for Apprenticing
- Competition Management's Evaluation of Apprentice Form
- Confirmation of Program Completion Form

#### Training Program Format

The Training Program is offered in two sections: the first section will last three days and is the training part, and the second section is the examination. There should be a minimum of 10-12 months between the two sections. All apprenticing must be completed before taking the exam. Only 10 applicants can be accepted per program and no auditors are allowed.

1. Online Lectures and Quizzes - Prior to the start of the program the following online modules must be completed, along with the supporting quizzes:
  - a. Licensing and Regulations
  - b. Using the USEF Rulebook
  - c. Biomechanics of the Gaits
  - d. Dressage Seat Equitation
  - e. Judging Freestyle
  - f. Materiale
  - g. Introduction to Para Dressage Judging
  - h. Judging 4-Year-Old Classes
2. Classroom Session - Every program must begin with this session of six to eight hours, and should cover the following subjects:
  - a. Introduction and a briefing of applicants
  - b. Answer questions that the applicants might have regarding the subjects that were taught online
  - c. Discussion of online rule quiz
  - d. Recap and discussion of all other pertinent USEF rules, procedures, and directives, including current changes and/or additions as listed in the Rulebook supplement.
  - e. Use of .5 marks
  - f. Position and aids of the rider

- g. Recap of judging methodology and criteria of the various gaits and paces, as well as the key figures and movements for the Third and Fourth Levels.
  - h. Recognizing correct basics at the Third and Fourth Levels
  - i. Vocabulary and remarks for the Third and Fourth Levels (May be taught by using videos).
3. Practice Judging Session on Figures and Movements:
    - a. In this session the applicants will practice judge all key figures and movements from all Third and Fourth Level tests. This may be a structured session, or it may take place during a USEF licensed Dressage Competition.
    - b. Scribes are not mandatory for this session. However, if applicants feel more comfortable having scribes, they should plan to bring their own scribes with them or ask the organizer for suggestions for local scribes who may be willing to work with applicants. Please be advised that some scribes want to be paid.
    - c. The instructor is required to evaluate each applicant and return the evaluation form directly to the USDF.
    - d. In extenuating circumstances and with the approval of USDF, this session maybe completed as a classroom session.
  4. Practice Judging of Entire Tests, including Collective Marks.
    - a. This session must be done at a USEF licensed level 3 (or higher) Dressage Competition. Entire tests at Third and Fourth Level, including Collective Marks and summaries under further remarks, must be judged and discussed. At least 8 to 10 horses per level should be judged.
    - b. Scribes are mandatory for this session.
    - c. The instructor is required to evaluate each applicant and return the evaluation form to the USDF.
    - d. In extenuating circumstances and with the approval of USDF, this session maybe completed as a classroom session.
  5. Examination: After the applicant has completed ALL requirements of the training program, they will be examined at a USEF licensed dressage competition, by two examiners appointed by USDF. The examination consists of a 60–90-minute closed book written exam plus 1 ½ days of oral questions and practical judging. The examination includes:
    - a. A closed book examination on the USEF Dressage Rules (including but not limited to rules pertaining to criteria for gaits, figures and movements, conduct of Dressage classes, and rules governing judges), pertinent USEF General Rules, and the USDF Glossary. The written test usually takes place on the evening prior to the oral examination and practical testing. All applicants must take the written examination at the same time. No resource materials, including computers, may be used for the written test.
    - b. A practical examination consisting of two parts:
      - i. Oral examination will include questions pertinent to judging e.g., the criteria and essence of a particular movement as well as questions about vocabulary or methodology of judging.

- ii. Practical judging will require judging of entire tests, including Collective Marks and summaries under Further Remarks at Third and Fourth level (or equivalent tests).

#### Grading of the Final Examination

- a. Closed-book written examination – The written examination is graded at the USDF Office. For a successful completion, the applicant must attain a passing score of 80% or higher. If the applicant fails the written exam, a one-time only make-up exam can be taken in a proctored situation but not until at least six months after the first attempt.
- b. Practical examination – For a successful completion, the applicant must attain a passing score of 73% or higher. If an applicant fails the practical examination (including the oral examination), they may repeat the practical examination joining a current program.
- c. If the applicant fails either portion of the examination twice (written or practical), the entire program must be repeated.

The USDF office informs the applicants about the results of the examination. Examiners must never advise any applicant of the result.

#### What to bring to the classroom session

- Notebook, pencils, pens
- Laptop or other devices if at all possible
- All handouts that were downloaded for the various online lessons and current 'L' program handouts
- Their own diagrams for all Third and Fourth Level tests
- USEF Rule Book and any rule book supplements.
- Glossary (USDF)

#### What to bring to the final examination

- Their own scribe or ask the organizer for suggestions of local scribes who may be willing to work with an applicant.
- Test sheets with their own diagrams for all tests to be judged.
- Pens, pencils and clipboard.
- Calculator
- USEF Rule Book

## Senior Judge Applicant Information

Following the approval of a USEF Licensed Officials Checklist and submission of a USDF Training Program Application, applicants will be placed on the training program waitlist.

Once approved into a training program, the USDF Education Department will send the following material to the applicant:

- Guidelines for Apprenticing and Observing
- Mentor Criteria
- Synopsis of Apprenticing Requirements
- Tabulation Form
- Verification of Apprenticing Form
- Verification of Observing Form
- Evaluation Form for Apprenticing
- Competition Management's Evaluation of Apprentice Form
- Confirmation of Program Completion Form

### Training Program Format

The Training Program is offered in two sections: the first section will last three days and is the training part, and the second section is the examination. There should be a minimum of 10-12 months between the two sections. All apprenticing must be completed before taking the exam. Only 10 applicants can be accepted per program and no auditors are allowed.

1. Online Lectures and Quizzes: Prior to the start of the program the following online modules, along with the supporting quizzes, must be completed:
  - a. Licensing and Regulations
  - b. Using the USEF Rulebook
  - c. Biomechanics of the horse
  - d. Dressage Seat Equitation
  - e. Judging Freestyle
  - f. Materiale
  - g. Introduction to Para Dressage Judging
  - h. Judging Young Horse Classes
2. Classroom Session - Every program must begin with this session. Six to eight hours should cover the following subjects:
  - a. Introduction and a briefing of the applicants.
  - b. Answer questions that the applicants might have regarding the subjects that were taught online
  - c. Discussion of online rule quiz.
  - d. Recap and discussion of all other pertinent USEF rules, procedures, and directives, including current changes and/or additions as listed in the Rulebook supplement.
  - e. Use of .5 marks.
  - f. Position and aids of the rider.

- g. Recap of judging methodology and criteria of the various gaits and paces, as well as the key figures and movements for each of the FEI tests.
  - h. Recognizing correct basics at the FEI levels.
  - i. Vocabulary and remarks for the FEI levels. (May be taught by using videos).
3. Practice Judging Session on Figures and Movements
- a. In this session the applicants will practice judge all paces, movements, and figures of Prix St. Georges through Grand Prix Special and FEI Young Riders Tests. This may be a structured session, or it may take place during a USEF licensed Dressage Competition.
  - b. Scribes are not mandatory for this session. However, if applicant feels more comfortable having a scribe, they should plan to bring their own scribes with them or ask the organizer for suggestions for local scribes who may be willing to work with applicants. Please be advised that some scribes want to be paid.
  - c. The instructors are required to evaluate each applicant and return the evaluation form to the USDF.
  - d. In extenuating circumstances and with the approval of USDF, this session maybe completed as a classroom session.
4. Practice Judging of Entire Tests, including Collective Marks
- a. This session must be done at a USEF licensed level 4 or higher Dressage Competition. Entire tests at Prix St. Georges through Grand Prix, including Collective Marks, and summaries under further remarks, must be judged and discussed. At least 8 to 10 horses per level should be judged.
  - b. Scribes are mandatory for this session.
  - c. The instructors are required to evaluate each applicant and return the evaluation form to the USDF.
  - d. In extenuating circumstances and with the approval of USDF, this session maybe completed as a classroom session.

5. Examination

After the applicant has completed ALL requirements of the training program, they will be examined at a USEF licensed dressage competition, by two examiners appointed by USDF. The examination generally consists of a 60–90 minute closed book written exam plus 1 ½ days of oral questions and practical judging through judging of actual rides. The exact time frame depends on the schedule of the competition selected for the examination.

The examination includes:

- A closed book examination on the USEF Dressage Rules (including but not limited to rules pertaining to criteria for gaits, figures, and movements, conduct of Dressage classes, and rules governing judges), pertinent USEF General Rules, and the USDF Glossary. The written test usually takes place on the evening prior to the oral examination and practical testing. All applicants must take the written examination at the same time. No resource materials, including computers, may be used for the written test. A practical examination consisting of two parts:
  - i. An oral examination will include questions pertinent to judging e.g., the criteria and essence of a particular movement as well as questions about vocabulary or methodology of judging.



- ii. Practical judging: Judging of entire tests, including Collective Marks and summaries under Further Remarks at all the FEI levels (Prix St. Georges through Grand Prix) is required for the practical examination.

#### Grading of the Final Examination

- a. Closed-book written examination – The written examination is graded at the USDF Office. For a successful completion, the applicant must attain a passing score of 80% or higher. If the applicant fails the written examination, a one-time only make-up exam can be taken in a proctored situation but not until at least six months after the first attempt.
- b. Practical Examination – For a successful completion, the applicant must attain a passing score of 73% or higher. If an applicant fails the practical examination (including the oral examination), they may repeat the practical examination by joining a current program.
- c. If the applicant fails either portion of the examination twice (written or practical), the entire program must be repeated.

The USDF Office informs the applicants about the results of the examination. Examiners must never advise any applicant of the result.

#### What to bring to the classroom session

- Notebook, pencils, pens,
- Laptop or other devices, if at all possible
- All handouts that were downloaded for the various online lessons and current 'L' program handouts
- Their own diagrams for all FEI tests
- USEF Rule Book and any rulebook supplements.
- FEI Dressage Rules
- USDF Glossary
- FEI score sheets

#### What to bring to the final examination

- Their own scribe or ask the organizer for suggestions of local scribes who may be willing to work with an applicant.
- Test sheets with their own diagrams for all tests to be judged.
- Pens (not pencils) and clipboard.
- Calculator
- USEF Rule Book
- FEI Rule Book

It is strongly recommended that 'R' Judges who did not complete the USDF 'L' Training Program before being initially licensed, audit sessions 'A', 'B' and 'C' of that program prior to the start of the 'S' program.

### Recorded DSHB Application Information

Following the approval of a USEF Licensed Officials Checklist and submission of a USDF Training Program Application, the USDF Education Department will notify applicant of next scheduled program and send the following materials to the applicant:

- Guidelines for Apprenticing
- Mentor Criteria
- Tabulation Form
- Verification of Observing/Scribing Form
- Apprentice Evaluation Form
- Confirmation of Completion Form
- Definitions and Guidelines:
  - **Applicant:** Any individual who has submitted or is planning to submit an application to USEF to become a Dressage Sport Horse Breeding (DSHB) Judge.
  - **Practice Judging:** Any individual, who is already a Federation Licensed Dressage, and before submitting a USEF Checklist, unofficially participates in Dressage Sport Horse Breeding (DSHB) classes with a 'R' DSHB judge, with permission of show management and the judge.
    - The presiding judge may discuss evaluation of horses, as time permits. (Evaluation and tabulation forms are required from the presiding judge and must be completed and submitted to the USEF Checklist to become a DSHB Judge, in order to document experience for Eligibility Requirements.)
    - Scores are not recorded by the show, considered for placement of horses, or published.
  - **Apprenticing:** Apprenticing refers to when an applicant sits with a licensed official for an interactive learning experience. Judge Applicants score rides and discuss their scores with the licensed official after the ride is complete. The licensed official provides the applicant with feedback on the applicant's scoring
    - The presiding judge serves as an instructor (mentor) and must discuss evaluations of horses with the applicant, as outlined in the "Guidelines for Apprentice Judging". Evaluation forms are required from the mentor judge, and tabulation forms must be completed for all horses and classes judged. All forms must be signed by the mentor judge. Verification, evaluation and tabulation forms must be uploaded to the applicant's checklist prior to the written and practical examination. Applicants who are apprenticing must arrange for copies of their original scoresheets, as well as copies of the mentor Judge's original scoresheets, to be provided to the mentor Judge prior to discussing the evaluation of the horses that were judged.
    - Scores are not recorded by the show, considered for placement of horses, or published.

- **Judge:** Any individual who serves as an official judge in Dressage Sport Horse Breeding classes. For Federation licensed shows, judges must be a licensed Dressage Sport Horse Breeding Judge.
  - If judging hours are submitted with the USEF Checklist to become a Dressage Sport Horse Breeding Judge, all experience must be documented.
  - Scores are recorded by the show, considered for placement of horses, and published.
- **Scribe:** Any individual who records comments and scores of judge(s) on scoresheets in Dressage Sport Horse Breeding classes.
  - In order to submit scribing hours, all scribing experience must be with a Federation Dressage Sport Horse Breeding Judge in Federation recognized Dressage Sport Horse Breeding classes.
- **Observing:** Refers to when an applicant sits with a licensed official when the licensed official judges in order to learn more about officiating through passive observation. Additional details may be found in the USEF Equestrian Licensed Officials Policies & Procedures.

#### Training Program Format

The Training Program is offered in two sections. The first section will last three days and is the training part, and the second section is the examination.

#### Classroom Session Description

A minimum of eight hours of lecture/discussion covering:

1. Duties and responsibilities of the judge
2. USEF Rules (General rules and DSHB rules)
3. Conduct of Competition and DSHB classes
4. Relationship of form to function
5. Anatomy
6. Vocabulary and remarks
7. Blemishes vs. unsoundness
8. Inheritability of traits
9. Discussion of score sheets
10. Scoring methodology (consistency)
11. Biomechanics

#### Structured Training Session Description

A minimum of eight hours of planned judging exercises in structured judging forum setting. Applicants receive instruction and guided practice in analyzing and scoring conformation and movement and in assigning general impression scores. Some live horses must be used, but video, slides, and still pictures may also be employed. The following subjects will be covered:

1. Scoring conformation
2. Scoring movement
3. Riding type vs. breeding type

4. Judging group classes, mixed age or sex classes
5. Judging under saddle, materiale, and suitability classes
6. Relative seriousness of common faults in conformation and movement (trade-offs)

#### Practice Judging Sessions Description

A minimum of four hours must be spent judging live horses in a mock horse show situation, comparing and ranking horses of the same sex and age.

For classroom, structured training and practice judging sessions, applicants should bring the following materials:

- Notebook, pens and clipboard
- Score sheets (provided by Program Organizer)
- USEF Rule Book
- Calculator

#### Final Examination

The examination will be conducted in one day and be scheduled at least 30 days after Part I of the Judges Training Program. One examiner should have taught Part I of the Training Program. Both examiners must be present for the entire examination, except for the written examination, where only one needs to be present.

The examination includes:

1. A closed book written examination on the USEF rules and terminology. This examination is held prior to the practical examination. All applicants must take the written examination at the same time. No books or notes may be used for the written test.
2. A practical examination consisting of two parts:
  - Oral examination comprised of questions pertinent to judging.
  - Live Horse Judging Examination of at least three horses per age group (sexes may be combined in weanling, yearling, and two-year-old classes). All DSHB divisions (see USEF Rule Book) must be covered. The practical examination will consist of the evaluation of horses, scoring conformation and movement and placing by conformation and/or movement. Veterinary considerations and anatomy are included. The evaluation and discussion will consist of oral questions and actual judging of horses and classes, using each category of scoresheets. The Oral/Live Horse Judging Examinations must be passed with a combined score of 70% or higher.
3. Grading of the Final Examination
  - Closed-book written examination – The written examination is graded at the USDF Office. For a successful completion, the applicant must attain a passing score of 80% or higher. If the applicant fails the written examination, he or she may retake another closed book examination in a proctored situation. The exam may be repeated only once. If the applicant fails the written examination twice, the entire program must be repeated.
  - Practical examination – For a successful completion, the applicant must attain a passing score of 70% or higher. If an applicant fails the practical examination (including oral examination), they may repeat the practical examination by joining a current program.

- If the applicant fails either portion of the examination twice (written or practical), the entire program must be repeated.

The USDF office will inform the applicants about the results of the examination. Examiners must never advise any applicant of the result. Competition Manager's Evaluation form is to be given to the manager to complete and return to the USDF office.

### Registered DSHB Application Information

Following the approval of a USEF Licensed Officials Checklist and submission of a USDF Training Program Application, the USDF Education Department will notify applicant of next scheduled program and send the following materials to the applicant:

- Guidelines for Apprenticing
- Mentor Criteria
- Tabulation Form
- Verification of Observing/Scribing Form
- Apprentice Evaluation Form
- Confirmation of Completion Form
- Definitions and Guidelines:
  - **Applicant:** Any individual who has submitted or is planning to submit an application to USEF to become a Dressage Sport Horse Breeding (DSHB) Judge.
  - **Judge:** Any individual who serves as an official judge in Dressage Sport Horse Breeding classes. For Federation licensed shows, judges must be a licensed Dressage Sport Horse Breeding Judge.

#### Training Program Format

The Training Program is offered in two sections. The first section will last three days and is the training part, and the second section is the examination.

#### Classroom Session Description

A minimum of eight hours of lecture/discussion covering:

1. Duties and responsibilities of the judge
2. USEF Rules (General rules and DSHB rules)
3. Conduct of Competition and DSHB classes.
4. Relationship of form to function
5. Anatomy
6. Vocabulary and remarks
7. Blemishes vs. unsoundness
8. Inheritability of traits
9. Discussion of score sheets
10. Scoring methodology (consistency)
11. Biomechanics

#### Structured Training Session Description

A minimum of eight hours of planned judging exercises in structured judging forum setting. Applicants receive instruction and guided practice in analyzing and scoring conformation and movement and in assigning general impression scores. Some live horses must be used, but video, slides, and still pictures may also be employed. The following subjects will be covered:

1. Scoring conformation

2. Scoring movement
3. Riding type vs. breeding type
4. Judging group classes, mixed age or sex classes
5. Judging under saddle, materiale, and suitability classes
6. Relative seriousness of common faults in conformation and movement (trade-offs)

#### Practice Judging Sessions Description

A minimum of four hours must be spent judging live horses in a mock horse show situation, comparing and ranking horses of the same sex and age.

For classroom, structured training and practice judging sessions, applicants should bring the following materials:

- Notebook, pens and clipboard
- Score sheets (provided by Program Organizer)
- USEF Rule Book
- Calculator

#### Final Examination

After the applicants have completed the requirements for the 'R' DSHB Judge training program, they will be examined by two examiners approved by USDF. One examiner should have taught Part I of the Training Program. Both examiners must be present for the entire examination, except for the written test, where only one needs to be present.

The examination includes:

1. A closed book written examination on the USEF rules and terminology. This examination is held prior to the practical examination. All applicants must take the written examination at the same time. No books or notes may be used for the written test.
2. A practical examination consisting of two parts:
  - a. Oral Examination comprised of questions pertinent to judging.
  - b. Live Horse Judging Examination of at least three horses per age group (sexes may be combined in weanling, yearling, and two-year-old classes). All DSHB divisions (see USEF Rule Book) must be covered. The practical examination will consist of the evaluation of horses, scoring conformation and movement and placing by conformation and/or movement. Veterinary considerations and anatomy are included. The evaluation and discussion will consist of oral questions and actual judging of horses and classes, using each category of scoresheets.
3. 3. Grading of the Final Examination
  - Closed-book written examination – The written examination is graded at the USDF Office. For a successful completion, the applicant must attain a passing score of 80% or higher. If the applicant fails the written examination, he or she may retake another closed book examination in a proctored situation. The exam may be repeated only once. If the applicant fails the written exam twice, the entire program must be repeated.

- Practical Examination – For a successful completion, the applicant must attain a passing score of 70% or higher. If an applicant fails the practical examination (including oral examination), they may repeat the practical examination by joining a current program.
- If the applicant fails either portion of the examination twice (written or practical), the entire program must be repeated.

The USDF office will inform the applicants about the results of the examination. Examiners must never advise any applicant of the result. Competition Manager's Evaluation form is to be given to the manager to complete and return to the USDF office.



## Recorded Dressage Technical Delegate Application Information

Following the approval of a USEF Licensed Officials Checklist and submission of a USDF Training Program Application, the USDF Education Department will notify applicant of next scheduled program and send the following materials to the applicant:

- Guidelines for Apprenticing
- Apprentice Checklist
- Mentor List
- Competition Management's Evaluation of Apprentice Form
- Dressage Technical Delegate's Evaluation of Apprentice Form
- Exam Request Form
- Confirmation of Completion Form

### Clinic Format

The Clinic is offered in two sections. A classroom session totaling eight hours will be offered, with an examination session to follow. The examination will be comprised of both open and closed book portions.

**NOTE:** Attendance at a Federation Measurement Certification Clinic is required, along with completion and passing of the Measurement Certification Exam. This clinic and exam are under the jurisdiction of the US Equestrian Federation. Information regarding the Federation Measurement Certification Clinic and Exam can be obtained by contacting USEF at [loinquiry@usef.org](mailto:loinquiry@usef.org).

### Classroom Session Description

One day of lecture/discussion covering:

1. Duties and responsibilities of the Dressage Technical Delegate
2. USEF Rules (General rules and Dressage rules)
3. Conduct of competitions and classes
4. Legal vs. illegal equipment
5. Case studies

### Structured Training Session Description

The classroom session will include discussion and case study evaluations. Applicants receive instruction and guided practice in situation management, proper protocol, conflict resolution, and equipment analysis. The role and function of the dressage technical delegate in a competition setting remains a paramount focus throughout the session. Topics that will be included during the session will be:

- Proper procedures for completing and submitting USEF documents
- Case studies and discussion
- USEF Rules (General and Dressage)
- USDF Program rules
- Legal vs. illegal equipment

- Conflict resolution and management
- Role and function of the Dressage Technical Delegate

#### Final Examination

After the applicants have completed the requirements for the training program, they must complete and pass the final examination. This examination must be requested from USDF via the DTD Final Examination Request Form, and after approval, a candidate may schedule the exam at the USDF Annual Convention or at another time and location approved and supervised by the USDF. For a successful completion, the applicant must a passing score of 85% or higher.

### Registered Dressage Technical Delegate Application Information

Following the approval of a USEF Licensed Officials Checklist and submission of a USDF Training Program Application, the USDF Education Department will notify applicant of next scheduled program and send the following materials to the applicant:

- Guidelines for Apprenticing
- Apprentice Checklist
- Mentor List
- Competition Management's Evaluation of Apprentice Form
- Dressage Technical Delegate's Evaluation of Apprentice Form
- Exam Request Form
- Confirmation of Completion Form

#### The Clinic Format

The Clinic is offered in two sections. A classroom session totaling eight hours will be offered, with an examination section to follow.

#### Classroom Session Description

One day of lecture/discussion covering:

- Duties and responsibilities of the Dressage Technical Delegate
- USEF Rules (General rules and Dressage rules)
- Conduct of competitions and classes
- Legal vs. illegal equipment
- Case studies

#### Structured Training Session Description

The classroom session will consist of discussion and case study evaluations. Applicants receive instruction and guided practice in situation management, proper protocol, conflict resolution, and equipment analysis. The role and function of the dressage technical delegate in a competition setting remains a paramount focus throughout the session. Topics that will be included during the session will be:

- Proper procedures for completing and submitting USEF documents
- Case studies and discussion
- USEF Rules (General and Dressage)
- USDF Program rules
- Legal vs. illegal equipment
- Conflict resolution and management
- Role and function of the Dressage Technical Delegate

### Final Examination

After the applicants have completed the requirements for the training program, they must complete and pass the final examination. This examination must be requested from USDF via the DTD Final Examination Request Form, and after approval, a candidate may schedule the exam at the USDF Annual Convention or at another time and location approved and supervised by the USDF. For a successful completion, the applicant must attain a passing score of 85% or higher on the exam.