

# US Equestrian Licensed Officials Policies and Procedures

v.4.0– December 1, 2020

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## Chapter 1. General Licensing Policies and Procedures.

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### Section 1. General.

1. The official version of the current Federation Licensed Officials Policies and Procedures (the “Policies and Procedures” or “P&P”) shall be maintained by the Federation Licensed Officials Department. Only the Policies and Procedures maintained by the Federation Licensed Officials Department will be considered the current and enforceable version.
  - a. The Licensed Officials Policies and Procedures will indicate the version number (i.e. v.1.0) and the date of amendment.
  - b. The Licensed Officials Policies and Procedures shall be published on the Federation website under the Licensed Officials tab.
2. The Federation Licensed Officials Committee shall be responsible for amending the Licensed Officials Policies and Procedures subject to the provisions of Section 2.
3. Relevant fees can be reviewed [here](#).

### Section 2. Amendments and Revisions.

1. Amendments and revisions to the Policies and Procedures shall be made annually, except in extraordinary circumstances, as determined by the Licensed Officials Committee, when a revision must occur outside of the Annual Amendment and Revision Process outlined in Section 2, subsection 2. The Board of Directors must review and approve all revisions.
2. Annual Amendment and Revision Process.
  - a. Beginning on or before June 1 of each year, the Licensed Officials Department will accept recommendations from Federation Committees and Recognized Affiliates for revisions to the Policies and Procedures.
    - i. Federation Committees and Recognized Affiliates shall submit proposed amendments and revisions to the Licensed Officials Department in a form provided by the Department and in accordance with any guidelines established by the Department.
  - b. The Licensed Official Committee will review proposed amendments and revisions to the Policies and Procedures and make a recommendation as to approval of the amendments or revisions to the Board.
    - i. Recommendations for amendments and revisions shall be submitted to the Councils and applicable Recognized Affiliate(s) for comment and feedback prior to submission to the Board.
  - c. The Federation will publish an updated version of the Policies and Procedures on or around December 1, with any Board approved amendments and revisions.
    - i. Updates to the Licensed Officials Policies and Procedures will be effective upon publication.
    - ii. Current or pending applications will be subject to the Policies and Procedures in effect at the time of the applicant’s application to the Federation.
    - iii. New versions of the Policies and Procedures will not be automatically applied to an applicant. However, an applicant may petition the Director of Licensed Officials in writing for the latest version of the Policies and Procedures to be applied to their application if he believes that the latest version would be beneficial (e.g. expedited review, reduction of apprentice requirements, etc.).

### Section 3. Licensing.

1. Applications must be submitted on the appropriate application provided on the Federation website. The required fee is not refundable.
2. Applicants must [start a licensed official application](#) before completing any application requirements.
3. Enrollment or promotion as a licensed official in more than four divisions at any one time will not be considered.
4. Denied Applications
  - a. If an application is denied, the applicant is not eligible to reapply for the same division until 12 months after the applicant has been notified of the Federation’s decision. Denied refers to

applications that have been closed by the Licensed Officials Committee rather than those tabled and asked to complete additional requirements.

- b. Any applicant who has been denied for the same license level and type more than three times may not apply again for the same license and type for seven years.
  - c. Applicants whose application has been denied must start a new application and will be subject to the Policies and Procedures in effect at the time of the applicant's new application to the Federation.
5. The Licensed Officials Committee may require a person of any age to pass a physical examination before considering an application for enrollment, promotion, or renewal. The Licensed Officials Committee will not reject for physical reasons any application for enrollment, promotion, or renewal before a physical examination has been conducted.
6. Unless stated otherwise, all persons, when first approved as an official in a division, shall receive Recorded status regardless of age or experience.
7. Application Requirements
- a. All national level and Federation FEI officials must be Competing Active Members, 21 years of age or older. Apprentices must be 21 years of age or older. Exception: Paso Fino judge applicants must be at least 25 years of age at the time of application completion.
  - b. All applicants must be compliant with the Federation's Safe Sport Policy before starting any application requirements. In order to be compliant with the Policy, applicants must complete Safe Sport Training and a background check.
8. Reinstatement and Re-application of Licenses
- a. If between one and four competition years have passed since an official renewed his license(s), an official must request a reinstatement of licensing. A request for reinstatement must be submitted to the Licensed Officials Department on the appropriate form. All first-time requests are decided by the Licensed Official Committee Chair. If an official has received a reinstatement for the same license in the past, it must be reviewed by the Licensed Officials Committee.
    1. If four competition years have passed since an official renewed his license(s), then the official must be current on the clinic maintenance requirement, if applicable, for the respective license(s) prior to submitting a reinstatement request. If the official is not current on the clinic maintenance requirement, then they must attend the next available clinic before submitting a reinstatement request.
  - b. If five or more competition years have lapsed since an official renewed his license(s), then an official must re-apply for licensing, and follow the current license application requirements specified for each license.
9. For any license, the relevant Federation committee or Recognized Affiliate may be provided an opportunity to submit an evaluation and recommendation of an applicant as part of the application for licensure.
10. Apprenticing
- a. An Apprentice must first obtain permission from the Licensed Competition followed by approval from the licensed official(s) with whom he will be apprenticing.
  - b. Apprenticing in Opportunity or Exhibition classes does not count toward licensing requirements. Exception: Dressage Opportunity classes.
  - c. Any clinician, examiner, mentors, or the like shall conduct all evaluations in good faith, ensure they do not have any conflict of interest that would prejudice the outcome of the evaluation, and share his evaluation within the evaluation form. The clinician, examiner, mentor, or the like may share the assessment or evaluation with the applicant in-person or within 15 days of completion of the requirement.
11. Comments, assessments, reviews, evaluations and the like used in assessing an applicant's fulfillment of a licensing requirement that occurred after February 1, 2019, will be made available to the applicant for review without redaction.
12. Applicants may not start application requirements for a Registered or Senior license before they obtain a recorded or Registered license, respectively.

13. If an applicant incurs extreme hardship when attempting to achieve a Recognized Affiliate's license, and if the Recognized Affiliate's license is a requirement for a Federation license, the applicant may request a waiver of the Recognized Affiliate license requirement in writing to the Federation.
14. Applicants may submit an appeal regarding a recommendation from an Affiliate and/or Federation Committee to the Federation.
15. FEI Stewards for Jumping are eligible to serve as Certified Schooling Supervisors.
16. Applicants may request a waiver of the licensing requirements. Waiver requests are subject to the [Licensed Officials Waiver Policy](#) on the Federation website.

#### **Section 4. Maintenance Requirements.**

1. It is the responsibility of the licensed official to satisfy all necessary requirements for maintaining their license. The Federation is not required to provide notices of time periods within which requirements must be fulfilled.
  - a. It is the responsibility of the licensed official to renew their Federation and/or FEI license(s) every competition year. The Federation is not required to provide notices of a missing license renewal.
  - b. An official who is eligible to renew (up-to-date on clinic, exam, and officiating maintenance requirements) will have one full competition year after the lapse of their license(s), to renew their license.
2. For the purposes of maintaining officiating requirements, the first full competition year after an official's approval will be considered as the start of their officiating record.
3. Documented attendance of an FEI recognized course will count towards fulfilling the clinic maintenance requirement of the comparable Federation Judge, Course Designer, or Technical Delegate license (Exception: Jumper Judge and Dressage divisions. Dressage judge refer to Chapter Two, Section 7), provided it occurs during the same time frame required by the Federation license.
4. Officials will have an unlimited number of attempts to pass a maintenance examination. If an official does not take the exam and/or fails to achieve a passing score by the deadline, then they will become ineligible to renew the license.
5. A one-year clinic extension, a one-year officiating extension, or one-year measurement extension may be granted.
  - a. First-time requests are decided by the Licensed Official Committee Chair.
  - b. If an official has received the respective clinic, officiating, or measurement extension in the past, it must be reviewed by the Licensed Officials Committee.
  - c. If the Licensed Officials Committee reviews a clinic or measurement extension request, officiating restrictions may be given.
  - d. All requests must be received on the appropriate form provided on the Federation website.
6. In the event that an official's clinic or exam maintenance requirement falls due in a year in which a corresponding clinic or exam is not offered, the deadline will automatically be extended to the following year with no restrictions, provided all other requirements of the license are met.
7. Documented adjudication of FEI recognized classes at foreign FEI sanctioned competitions will count towards maintaining the same national discipline judge or course designer license, provided it occurs during the same time frame required by the national license. Officials must complete the appropriate form available on the Federation website in order to receive credit.
8. Documented adjudication of foreign breed competitions will count towards maintaining the same national judge license, provided it occurs during the same time frame required by the national license. Officials must complete the appropriate form available on the Federation website in order to receive credit.
9. The Licensed Officials Committee may require an official to complete additional educational experience.

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## **Chapter 2. Policies and Procedures for Breed/Discipline Licenses.**

### **Section 1. Andalusian/Lusitano Judges.**

#### Section 1.1 Requirements to Obtain 'r' Status

##### A. Eligibility Requirements

1. Applicants are not required to meet any additional eligibility requirements aside from those defined in Chapter 10 of the Federation rulebook and/or the Policies and Procedures.

## B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants may complete the following requirements in any order. However, the Final Examination must be completed last.
3. Apprentice at a minimum of two Federation Licensed Competitions, under a minimum of two different Registered ('R') Federation Andalusian/Lusitano judges within three years preceding license application. The applicant must apprentice all Federation Andalusian/Lusitano classes offered at the competition. The applicant must receive at least two positive apprentice evaluations. If the applicant fails to receive a positive apprentice evaluation from the judges, the applicant may continue to apprentice with Federation Registered ('R') Andalusian/Lusitano judge(s) at Federation Licensed Andalusian/Lusitano competitions until they receive two positive apprentice evaluations.
  - i. Exception: The apprenticeship requirement is not required for Registered ('R') judges licensed in the Arabian, Morgan, Friesian, or Welsh divisions.
4. Attend a Federation/Andalusian/Lusitano judges' clinic within three years preceding license application.
5. Applicants must receive a passing score of 85% or higher on the Federation Andalusian/Lusitano Final Examination within five years preceding license application. If the applicant fails the test on the first attempt, they may re-take the exam one additional time. If a passing score is not achieved on the second attempt, the applicant must repeat all application requirements.

## C. Maintenance Requirements

1. Judges must attend a Federation/Andalusian/Lusitano judges' clinic every five years.
2. Judges must receive a passing score of 85% or higher on an examination administered by the Federation every two years.

### Section 1.2 Requirements to Obtain 'R' Status

#### A. Eligibility Requirements

1. Applicants are not required to meet any additional eligibility requirements aside from those defined in Chapter 10 of the Federation rulebook and/or the Policies and Procedures.

#### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must complete the application requirements in the order defined below.
3. Applicants must officiate in at least two Federation Andalusian/Lusitano licensed competitions in the past three years.
4. Applicants must complete a Final Examination with a score of 85% or higher.

#### C. Maintenance Requirements

1. Judges must attend a Federation/Andalusian/Lusitano judges' clinic every five years.
2. Judges must receive a passing score of 85% or higher on an examination administered by the Federation every two years.

## Section 2. Arabian Judges.

### Section 2.1 Requirements to Obtain 'r' Status

#### A. Eligibility Requirements

1. Applicants must be a current member in good standing with the Arabian Horse Association (AHA) for three consecutive years prior to evaluation and testing.

#### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants may complete the following requirements in any order. However, the AHA Evaluation must be completed last.

3. Applicants must attend all sessions of the AHA Exhibitors/Judges' School. Apprenticeships may be completed prior to attendance at School. However, wherever possible, apprenticeships should be completed after attending the School.
4. Applicants must apprentice at a minimum of three Federation licensed competitions in the Arabian division, under a minimum of three different Federation/AHA Registered Arabian judges within a three-year period preceding application. The 'R' judge is required to discuss the evaluation with the apprentice and provide the apprentice with a copy of the entire evaluation form. Evaluation forms must also be submitted to USEF and AHA.
5. Applicants must pass each of the following components of the AHA Evaluation within one year preceding application to USEF:
  - i. AHA-administered written examinations;
    1. Passing scores vary from 80-85% depending on the exam.
  - ii. Video testing
    1. Video testing is scored using the same method as the majority of horse/livestock judging contests.
  - iii. Live Judging of in-hand and performance classes;
    1. Live judging is scored using the same method as the majority of horse/livestock judging contests.
  - iv. AHA administered interviews conducted by EEC members and others as appointed by the Commissioner.
    1. A standard evaluation form with scoring rubric is utilized. Passing score is overall 4 out of 5 points.
6. Additional helpful information can be found [here](#).

C. Maintenance Requirements

1. Judges must attend all sessions of the Federation/AHA Judges' Seminar every three years. A judge may be required by the LOC to attend a Seminar outside of his regular rotation.
2. All Judges must pass a written exam with a score of 85% or higher every three years.

Section 2.2 Requirements to Obtain 'R' Status

A. Eligibility Requirements

1. Applicants must be a current member in good standing with the AHA.

B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must complete the application requirements in the order defined below.
3. Applicants must attend a Federation/AHA Judges' Seminar.
4. Officiate five days (six hours minimum each day) at a minimum of two Federation licensed competitions with an Arabian division within the past four years. At least one of the Federation licensed competitions must be outside of the applicant's home AHA Region. Applicants must judge a minimum of 440 horses during the past six years at Federation licensed and/or AHA recognized Arabian competitions/divisions in the following classes/sections. Classes judged at USEF as well as AHA One Day Shows and AHA Value Shows count equally in meeting these officiating requirements. (The number of horses shown as listed in official results for a class equal number of entries in that class.)

Classes/Sections # of Entries	
In hand (including Performance Halter & championship classes)	70
Western Pleasure	100
Hunter Pleasure	100
Country English Pleasure/English Pleasure/Park	90
Trail/Ranch Riding	30
Reining/Reining Seat Equitation	10
Hunter Seat Equitation	20

Saddle Seat Equitation	10
Western Seat Equitation/Western Horsemanship	10

If the applicant holds any of the following licenses, the individual may submit a request to AHA for certain requirements as listed within this document to count towards partial fulfillment of promotion requirements. All officiating must be verified either through Federation competition records or the non-USEF affiliated breed/discipline records.

- Federation Recognized Affiliate breed or discipline license
  - NRHA license
  - Non-USEF affiliated breed/discipline (example AQHA, Paint, Pinto)
5. Submit a Request for Recommendation for Promotion application to the AHA Judges & Stewards Commissioner.
    - i. Submit the application to AHA a minimum of six weeks prior to the USEF deadline for applications.
    - ii. Include the application fee of \$50
    - iii. Provide the names and email address of at least five but no more than 10 current USEF Arabian judges, Equestrian Canada Arabian judges, AHA Arabian division judges, and/or Category 2 stewards for references.
    - iv. The Judges and Stewards Commissioner may solicit evaluations from competition managers regarding the applicant's officiating and conduct.
      1. After evaluations have been returned from the references, and after officiating requirements have been verified, the Education and Evaluation Commission (EEC) will make a recommendation to the Judges & Stewards Commissioner regarding the promotion request. The Judges & Stewards Commissioner will inform the 'r' judge and USEF, in writing, of the AHA decision.
    - v. Applicants must receive a positive recommendation from AHA.
  6. Applicants must pass a Final Examination with a score of 85% or higher.
  7. Additional helpful information can be found [here](#).
- C. Maintenance Requirements
1. Judges must attend the Federation/AHA Judges' Seminar every three years.
  2. Judges must pass a written examination with a score of 85% or higher every three years.

### Section 3. Carriage Pleasure Driving

#### Section 3.1 – Carriage Pleasure Driving Judges.

##### Section 3.1.1 Requirements to Obtain 'r' Status

- A. Eligibility Requirements
  1. Applicants are not required to meet any additional eligibility requirements aside from those defined in Chapter 10 of the Federation rulebook and/or the Policies and Procedures.
- B. Application Requirements
  1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
  2. Applicants may complete the following requirements in any order. However, the Final Examination must be completed last.
  3. Attend a Federation Carriage Pleasure Driving officials' clinic.
  4. Apprentice at least one Federation licensed Carriage Pleasure Driving, Breed, or Multi-breed Competition with either breed-restricted and/or open Carriage Pleasure Driving classes and receive a positive evaluation from the officiating Federation Carriage Pleasure Driving judge.
  5. Complete a Federation Carriage Pleasure Driving judge's written final exam and receive a score of 85% or higher.
- C. Maintenance Requirements
  1. Judges must officiate at one Federation licensed competition with Carriage Pleasure Driving classes every five years.



2. Judges must attend a Federation Carriage Pleasure Driving Judges' clinic every three years.
3. Judges must pass a written exam with a score of 85% or higher every three years.

#### Section 3.1.2 Requirements to Obtain 'R' Status

##### A. Eligibility Requirements

1. Applicants are not required to meet any additional eligibility requirements aside from those defined in Chapter 10 of the Federation rulebook and/or the Policies and Procedures.

##### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants may complete the following requirements in any order. However, the Final Examination must be completed last.
3. Applicants must officiate at two Federation licensed competitions with Carriage Pleasure Driving classes within the past three years.
4. Applicants must pass a Final Examination with a score of 85% or higher.

##### C. Maintenance Requirements

1. Judges must officiate at one Federation licensed competition with Carriage Pleasure Driving classes every five years.
2. Judges must attend a Federation Carriage Pleasure Driving Judges' clinic every three years.
3. Judges must pass a written exam with a score of 85% or higher every three years.

### **Section 3.2 – Carriage Pleasure Driving Technical Delegates.**

#### Section 3.2.1 Requirements to Obtain 'r' Status

##### A. Eligibility Requirements

1. Applicants for enrollment in the Carriage Pleasure Driving Division will not be considered unless they are a current Federation licensed official.

##### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants may complete the following requirements in any order. However, the Final Examination must be completed last.
3. Apprentice TD at least one Federation licensed Carriage Pleasure Driving competition, or a Breed or Multi-breed Competition with either breed-restricted or open Carriage Pleasure Driving classes, and receive a positive evaluation from the officiating Federation Carriage Pleasure Driving Technical Delegate.
  - i. The Federation licensed Carriage Pleasure Driving competition at which the applicant apprentice TD's, must have a minimum of 16 classes or the applicant must apprentice TD a minimum of 16 classes, combined, from multiple competitions with 'R' Federation Carriage Pleasure Driving TDs. If the applicant needs to apprentice TD at additional competitions in order to meet the minimum requirement of 16 classes, these additional competitions may be ADS recognized competitions.
  - ii. Pairs and multiples classes must be included in the 16 classes. (Exception: An applicant may substitute documented driving experience with Pairs, Multiple and Fours for officiating experience.)
4. Attend a Federation Carriage Pleasure Driving officials' clinic.
5. Complete a Federation Carriage Pleasure Driving Technical Delegate's written final exam and receive a score of 85% or higher.

##### C. Maintenance Requirements

1. Technical Delegates must officiate at one Federation Licensed Competition with Carriage Pleasure Driving classes every five years.
2. Technical Delegates must attend a Federation Carriage Pleasure Driving technical delegates clinic every three years.
3. Technical Delegates must pass a Carriage Pleasure Driving technical delegates' examination with a score of 85% or higher every three years.

### Section 3.2.2 Requirements to Obtain 'R' Status

#### A. Eligibility Requirements

1. Applicants are not required to meet any additional eligibility requirements aside from those defined in Chapter 10 of the Federation rulebook and/or the Policies and Procedures.

#### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must pass a Final Examination with a score of 85% or higher.

#### C. Maintenance Requirements

1. Technical Delegates must officiate at one Federation licensed competition with Carriage Pleasure Driving classes every five years.
2. Technical Delegates must attend a Federation Carriage Pleasure Driving technical delegates clinic every three years.
3. Technical Delegates must pass a Carriage Pleasure Driving technical delegates' examination with a score of 85% or higher every three years.

### Section 4. Certified Schooling Supervisor.

#### A. Eligibility Requirements

1. Applicants are not required to meet any additional eligibility requirements aside from those defined in Chapter 10 of the Federation rulebook and/or the Policies and Procedures.

#### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants may complete the following requirements in any order. However, the Final Examination must be completed last.
3. Applicants must complete the Certified Schooling Supervisor Training Session.
4. Applicants must apprentice with at least two different Certified Schooling Supervisors on different days for a minimum total of eight hours when the hours are combined.
5. Final Examination

- i. The Final Exam must be conducted at a Federation licensed Jumper Rating 3 and Hunter rating National competition or above. It must be completed at a separate competition than where the applicant completed the apprenticeship(s). It will be practical in nature and consist of two parts:
  1. Knowledge of the Schooling Rules, Safety, and Scope of Authority
  2. Officiating
- ii. Applicants must contact an Examiner directly to arrange a time and place for the examination. The list of Examiners can be found on the Final Exam form on the Federation website.
- iii. Applicants should be prepared to spend a full day completing the Final Examination (maximum of two applicants per exam).
- iv. The Applicant must pass the Final Exam with a score of 85% or higher. If an applicant does not pass the Final Exam, they must wait 90 days before completing another attempt.

#### C. Maintenance Requirements

1. Certified Schooling Supervisors must attend a CSS Training Session every four years.
2. Certified Schooling Supervisors must officiate at four Federation licensed competitions every four years.

### Section 5. Combined Driving.

#### Section 5.1 – Combined Driving Judges

##### Section 5.1.1 Requirements to Obtain 'r' Status

#### A. Eligibility Requirements

1. Applicants for enrollment will not be considered unless they have a minimum of five years of practical competition experience as an athlete, groom/navigator, organizer, official, or volunteer in the sport of Driving at the Federation or FEI level.

#### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements are approved.
2. Applicants may complete the following application requirements in any order within five years preceding application.
3. Attend a Federation or FEI Combined Driving judge clinic.
4. Applicants must apprentice at a minimum of six Federation licensed competitions and receive six positive evaluations. Only one evaluation can be obtained per event, and only two evaluations can be from the same official. A minimum of two competitions must include the Advanced or FEI division.
  - i. Exception: Applicants who meet one the following criteria are only required to apprentice at a minimum of three Federation licensed competitions. At least one competition must include the Advanced division or an FEI level. Applicants must obtain a minimum of three positive evaluations. Only one evaluation can be obtained per event, and only two evaluations can be from the same official.
    1. Athletes who have completed at least five Federation Advanced or FEI CAI2\* competitions with Dressage scores of 60 penalties or less.
    2. Combined Driving judges from any National Federation.
    3. Federation licensed Dressage and Eventing judges (any level).
5. Applicants must pass a Final Examination with a score of 85% or higher.

#### C. Maintenance Requirements

1. Judges must attend a Federation or FEI Combined Driving judge clinic every three years.
2. Judges must pass an annual maintenance examination with a score of 85% or higher.

### **Section 5.2 – Combined Driving Technical Delegates**

#### Section 5.2.1 Requirements to Obtain 'r' Status

##### A. Eligibility Requirements

1. Applicants for enrollment in the Combined Driving Divisions will not be considered unless they have at least five years of practical competition experience as an athlete, groom/navigator, organizer, official, or volunteer in the sport of Driving at the Federation or FEI level.

##### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be met before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements are approved.
2. Applicants may complete the following application requirements in any order within five years preceding application.
3. Attend a Federation or FEI Combined Driving Technical Delegate clinic.
4. Applicants must apprentice at a minimum of six Federation licensed competitions and receive six positive evaluations. Only one evaluation can be obtained per event, and only two evaluations can be from the same official. A minimum of two competitions must include the Advanced or FEI division.
  - i. Exception: Applicants who meet the following criteria are only required to apprentice at a minimum of three Federation licensed competitions. At least one of the three competitions must include the Advanced or FEI division. Applicants must obtain a minimum of three positive evaluations. Only one evaluation can be obtained per event, and only two evaluations can be from the same official.
    1. Federation licensed Combined Driving official.
    2. Federation licensed Carriage Pleasure Driving technical delegate.
    3. FEI licensed Driving Technical Delegate.
5. Applicants must pass a Final Examination with a score of 85% or higher.

##### C. Maintenance Requirements

1. Technical delegates must attend a Federation or FEI Combined Driving Technical Delegate clinic every three years.
2. Technical delegates must pass an annual maintenance examination with a score of 85% or higher.

### **Section 5.3 – Combined Driving Course Designers**

#### **Section 5.3.1 Requirements to Obtain ‘r’ Status**

##### **A. Eligibility Requirements**

1. Applicants must have at least five years of practical competition experience as an Athlete, Groom/Navigator, Organizer, Official or Volunteer in the sport of Combined Driving at the Federation, or FEI level.

##### **B. Application Requirements**

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be met before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements are approved.
2. Applicants may complete the following requirements in any order within three years preceding application.
3. Attend a Federation or FEI Combined Driving Course Designer clinic.
4. Apprenticeships
  - i. Complete three apprenticeships at three different Combined Driving Events with at least two different Federation or FEI Combined Driving Course Designers. Apprenticeships must be completed at Federation licensed Combined Driving or FEI events. Applicants must obtain three positive apprentice evaluations. Applicants may continue to apprentice until three positive apprentice evaluations are received. Upon completion the apprentice evaluations must be submitted to the Federation Licensed Officials Department.
5. Applicants must pass a Final Examination with a score of 85% or higher.

##### **C. Maintenance Requirements**

1. Course Designers must attend a Federation or FEI Combined Driving Course Design clinic every three years.
2. Combined Driving Course Designers must receive a score of 85% or higher on an examination administered by the Federation or pass an FEI Course Designer exam at least once every three years.

### **Section 5.4 – Requirements to Obtain Pony Measurement Certification**

##### **A. Eligibility Requirements**

1. Applicants must be a Federation license Combined Driving official.

##### **B. Application Requirements**

1. Applicants may complete the application requirements in any order.
2. Attend a Federation pony measurement certification clinic.
3. Pass a measurement exam with a score of 85% or higher.
  - i. Applicants are only permitted to attempt the test twice. If an applicant fails twice, they may re-test at the next available clinic. Applicants cannot re-test at the same clinic where they failed an exam.

##### **C. Maintenance Requirements**

1. Attend a Federation pony measurement clinic every four years.
2. Pass a measurement exam with a score of 85% or higher every four years.

### **Section 6. Connemara Judges.**

#### **Section 6.1 Requirements to Obtain ‘r’ Status**

##### **A. Eligibility Requirements**

1. Applicants be a current member in good standing with the American Connemara Pony Society (ACPS).

##### **B. Application Requirements**

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants may complete the following requirements in any order.

3. Applicants must apprentice at a minimum of two Federation licensed competitions, under a minimum of two different Federation Connemara Judges. Positive evaluations with a recommendation for licensure must be received from each of the two different judges. The apprenticeship requirement must be completed within five years preceding application.
4. Applicants must attend a Federation/ACPS Connemara Judge's clinic within five years preceding application.
5. Applicant must pass a Final Examination with a score of 85% or higher covering USEF General Rules and Connemara division rules within five years preceding application.

C. Maintenance Requirements

1. Judges must attend a Federation/ACPS clinic once every four years.
2. Judges must pass an examination covering the USEF General Rules and the Connemara division rules with a score of 85% or higher once every two years.

Section 6.2 Requirements to Obtain 'R' Status

A. Eligibility Requirements

1. Applicant must be a current member in good standing with the ACPS.
2. Applicant must hold a 'r' Connemara Judge license for one year prior to application for 'R' status.

B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants may complete the following requirements in any order.
3. Applicant must officiate in the Connemara division at a minimum of two Federation licensed competitions within five years preceding application.
4. Applicant must pass a Final Examination with a score of 85% or higher covering USEF General Rules and Connemara division rules within five years preceding application.

C. Maintenance Requirements

1. Judges must attend a Federation/ACPS clinic once every four years.
2. Judges must pass an examination covering the USEF General Rules and the Connemara division rules with a score of 85% or higher once every two years.

**Section 7. Dressage**

**Section 7.1 – Dressage Judges.**

Section 7.1.1 Requirements to Obtain 'r' Status

A. Eligibility Requirements

1. Applicants must be current Participating Members in good standing with the United States Dressage Federation (USDF).
2. Applicants must have graduated the L Education Program with Distinction within five years preceding an application to a Training Program. If it has been more than five years since an individual graduated the L Education Program with Distinction, the individual will need to participate or audit Part I (Sessions A, B, and C) of the L Education Program prior to attending Part 1 of the Training Program.
  - i. Applicants must be "current" with L Education Program requirements, meeting continuing education and Safe Sport requirements, at the time of application to a Training Program.
3. Applicants must earn five riding scores of 65% or higher at the Fourth Level or above from four different 'R' or 'S' judges at Federation licensed/USDF recognized open Dressage Competitions (Freestyle does not count).
  - i. If applicants meet the riding requirements for the 'R' or 'S' Dressage Judge eligibility requirements, then those scores will be accepted in place of the 'r' riding score eligibility requirements.

B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must complete the application requirements in the order defined below.

3. Submit Training Program application to USDF.
4. Applicants must complete Part I and II of the Training Program within two years preceding license application.
5. Attend Part I (Three Days) of the Training Program which includes:
  - i. Online training and quizzes to be completed before the start of the in-person session
  - ii. In-person classroom session
  - iii. Practice judging
6. Clinic Attendance
  - i. Applicants must attend a Federation/USDF Dressage Judges Clinic during the time period that they are attending the Training Program. If none is offered, applicants must attend a clinic the following year.
7. Apprenticeships
  - i. All apprenticeships must be completed between Part I and Part II of the Training Program and with a judge approved per the mentor criteria.
  - ii. Applicants may not apprentice with an examiner of a given training program. However, applicants may work with the instructor of a training program as long as this instructor is not involved in the Final Examination.
  - iii. Apprentice for a total of 22 classes at a minimum of four different Federation licensed/USDF recognized open Dressage Competitions with at least two different judges approved per the mentor criteria:
    1. A class must have a minimum of four riders to receive credit.
      - a. Six classes in Training Level
      - b. Six classes in First Level
      - c. 10 classes in Second Level
      - d. At least 20 rides must be at Second Level, Test 2 or 3
    2. Freestyle classes do not count towards any apprenticing requirements.
  - iv. Applicants must fulfill the required apprenticeships in a group setting. However, a maximum of one individual apprenticing experience per applicant is permitted.
8. Final Examination
  - i. Training Program Part II
    1. The Final Examination includes the following components:
      - a. Closed book written examination
      - b. Oral examination
      - c. Practical judging

9. Additional helpful information can be found [here](#).

#### C. Maintenance Requirements

1. Judges must be a current Participating Member in good standing of the USDF.
2. All judges must attend a Federation/USDF Dressage Judge clinic every three years.
3. Judges must officiate at four Federation licensed/USDF recognized Dressage competitions, Regular Competitions (with open or breed-restricted Dressage divisions), and/or Eventing Competitions every two years. Only one of the required four Federation licensed/USDF recognized Dressage competitions may be a Regular Competition with breed restricted Dressage Divisions.
4. Judges must pass an open book maintenance examination with a score of 85% or higher every three years.

#### Section 7.1.2 Requirements to Obtain 'R' Status

##### A. Eligibility Requirements

1. Applicants must be current Participating Members in good standing with the USDF.
2. Applicants must have been licensed as a 'r' judge for at least two years.
3. Must have officiated at 10 Federation licensed/USDF recognized competitions within the past five competition years.
4. Must have officiated a total of 40 Second Level Test 3 rides within the past five competition years. Eventing and Breed restricted competitions do not count.

5. Must earn five riding scores at a minimum of 65% or higher from four different judges at Prix St. Georges or above at Federation licensed open dressage competitions (Freestyle does not count).
  - i. If applicants meet the riding requirements for the 'S' Dressage Judge eligibility requirements, then those scores will be accepted in place of the 'R' riding score eligibility requirements.
6. EXCEPTION: A judge from a foreign country that has a national license equivalent to the USEF 'S' Dressage Judge license and whose country has a standardized training program, may apply for an USEF 'R' Dressage Judge license. Qualified applicants will be exempt from the eligibility requirements listed above but must complete the application requirements. In addition:
  - i. Applicants must reside in the United States full or part time and have either a work visa or Green Card status.
  - ii. Applicants must be current Federation Active and USDF Participating members in good standing.
  - iii. Applicants must audit the A, B and C Sessions of the L Education Program prior to taking the final exam.
  - iv. Applicants must submit required documentation regarding foreign national level license and standardized training program.

#### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements are approved.
2. Applicants must complete the application requirements in the order defined below unless noted otherwise.
3. Submit Training Program application to USDF.
4. Applicants must complete Part I and II of the Training Program within two years preceding license application.
5. Attend Part I of the Training Program (Three Days) which includes:
  - i. Online training and quizzes to be completed before the start of the in-person session
  - ii. In-person classroom session
  - iii. Practice judging
6. Apprenticeships
  - i. All apprenticeships must be completed between Part I and Part II of the Training Program and with a judge approved per the mentor criteria.
  - ii. Applicants may not apprentice with an examiner of a given training program. However, applicants may work with the instructor of a training program as long as this instructor is not involved in the Final Examination.
  - iii. Apprentice a total of 18 classes at a minimum of three Federation licensed/USDF recognized open dressage competitions with at least two different judges approved per the mentor criteria:
    1. A class must have a minimum of four riders to receive credit.
      - a. Nine classes at Third Level
      - b. Nine classes at Fourth Level
      - c. At least three classes must be Fourth Level, Test 3, PSG or FEI Young Rider or Developing Horse test
    2. Freestyle classes do not count towards any apprenticing requirements.
  - iv. Applicants must apprentice a minimum of six classes outside of their home USDF region.
  - v. Applicants must fulfill the required apprenticing in a group setting. However, a maximum of one individual apprenticing experience per applicant is permitted.
7. Observing
  - i. Observing may begin upon acceptance of USDF Training Program Application.
  - ii. Must sit as an observer at a minimum of three Federation licensed/USDF recognized open dressage competitions at Third and Fourth Levels. This must include a minimum of:
    1. Three rides of each test at each level (Third Level Test 1, Third Level Test 2, Third Level Test 3, Fourth Level Test 1, Fourth Level Test 2, Fourth Level Test 3) for a minimum total of 18 tests.
    2. This must be done with three different USEF Senior or FEI judges.

3. E-scribing at competitions can be counted towards the sitting requirements.
  4. Candidates are also encouraged to sit and observe as many Prix St. Georges tests as possible.
8. Final Examination
    - i. Training Program Part II
      1. The Final Examination includes the following components:
        - a. Closed book written examination
        - b. Oral examination
        - c. Practical judging
  9. Additional helpful information can be found [here](#).
- C. Maintenance Requirements
  1. Judges must be a current Participating Member in good standing of the USDF.
  2. Judges must pass an open book maintenance examination with a score of 85% or higher every three years.
  3. All judges must attend a Federation/USDF Dressage Judge clinic every three years.
  4. Judges must officiate at four Federation licensed/USDF recognized Dressage competitions, Regular Competitions (with open or breed-restricted Dressage divisions), or Eventing Competitions every two years. Only one of the required four Federation licensed/USDF recognized competitions may be a Regular Competition with breed restricted Dressage Divisions.

#### Section 7.1.3 Requirements to Obtain 'S' Status

- A. Eligibility Requirements
  1. Applicants must be current Participating Members in good standing with the USDF.
  2. Applicants must have been licensed as a 'R' judge for at least two years.
  3. Must have officiated at 10 Federation licensed/USDF recognized Dressage competitions within the past five competition years.
  4. Must have officiated a total of 40 Fourth Level Test 3 rides within the past five competition years. Eventing and Breed restricted competitions do not count.
  5. Must earn five riding scores at a minimum of 60% or higher from four different judges at the Intermediate A, B or II /Grand Prix/Grand Prix Special level. Three of the five scores must be at the Grand Prix Level at Federation licensed/USDF recognized open Dressage competitions (Freestyles do not count).
  6. Exception: If otherwise eligible, currently licensed, or retired, foreign FEI 4\* and 5\* Dressage judges may apply for a Federation Senior ('S') Dressage judge license. Qualified applicants will be exempt from the eligibility requirements listed above but must meet the following application requirements:
    - i. Applicants must reside full or part time in the United States and must have either a work visa or Green Card status.
    - ii. Applicants must be current Federation Active and USDF Participating members in good standing.
    - iii. Applicants must attend a Federation/USDF Dressage Judge Clinic within 12 months prior to licensing request.
- B. Application Requirements
  1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements are approved.
  2. Applicants must complete the application requirements in the order defined below unless noted otherwise.
  3. Submit Training Program application to USDF.
  4. Applicants must complete Part I and II of the Training Program within two years preceding license application.
  5. Attend Part I of the Training Program (Three Days) which includes:
    - i. Online training and quizzes to be completed before the start of the in-person session
    - ii. In-person classroom session
    - iii. Practice judging
  6. Apprenticeships



- i. All apprenticing must be completed between Part I and Part II of the training program and with a judge approved per the mentor criteria.
  - ii. Applicants may not apprentice with an examiner of a given training program. However, applicants may work with the instructor of a training program as long as this instructor is not involved in the Final Examination
  - iii. Apprentice at a minimum of three Federation licensed/USDF recognized open dressage competitions with at least two different judges approved per the mentor criteria:
    - 1. A class must have a minimum of four riders to receive credit.
      - a. Eight classes in Intermediate II, Grand Prix (including Developing Horse), Grand Prix Special, or Brentina Cup.
      - b. 10 tests at Prix St. Georges or YR or Developing Horse
      - c. 10 tests at Intermediate I
    - 2. Freestyle classes do not count towards any apprenticing requirements.
  - iv. Applicants must apprentice at least six classes outside of their home USDF region.
  - v. Applicants must fulfill the required apprenticing in a group setting. However, a maximum of one individual apprenticing experience per applicant is permitted.
- 7. Observing
  - i. Observing may begin upon acceptance of USDF Training Program Application.
  - ii. Must sit as an observer at a minimum of four Federation licensed/USDF recognized open dressage competitions. This must include a minimum of:
    - 1. 10 tests at Intermediate II or Grand Prix or Grand Prix Special. This must be completed with at least two different USEF licensed Senior or FEI judges.
    - 2. 10 tests at Prix St. Georges or YR or Developing Horse
    - 3. 10 tests at Intermediate I
    - 4. Six tests each of 4, 5, and 6-year old Young Horse tests with panels of FEI judges or a combination of FEI and Federation licensed Senior judges. Candidates may substitute this sitting/observing by attending a USEF/USDF Young Horse clinic.
    - 5. E-scribing or being a “spotter” at competitions can be counted towards the sitting requirements.
    - 6. Candidates are also encouraged to sit and observe as many FEI Freestyle classes as possible.
- 8. Final Examination
  - i. Training Program Part II
    - 1. The Final Examination includes the following components:
      - a. Closed book written examination
      - b. Oral examination
      - c. Practical judging
- 9. Additional helpful information can be found [here](#).

#### C. Maintenance Requirements

- 1. Judges must be a current Participating Member in good standing of the USDF.
- 2. Judges must pass an open book maintenance examination with a score of 85% or higher every three years.
- 3. Judges must attend Federation/USDF Dressage Judge clinic every three years. (Exception: FEI-licensed dressage judges who attend an FEI judges clinic at least once every three years are required to attend a Federation/USDF Dressage Judge clinic only once every five years.)
- 4. Judges must officiate at four Federation licensed/USDF recognized Dressage competitions, Regular Competitions (with open or breed-restricted Dressage divisions), or Eventing Competitions every two years. Only one of the required four Federation licensed/USDF recognized Dressage Competitions may be a Regular Competition with breed restricted Dressage Divisions.

#### Section 7.1.4 Requirements to Obtain Freestyle Designation

##### A. Eligibility Requirements

- 1. Applicants must be Federation Dressage Judges and current Participating Members in good standing with the USDF.

B. Application Requirements

1. Applicants must attend a USDF Freestyle Designation clinic within the past three years.

C. Maintenance Requirements

1. Officials are not required to complete any maintenance requirements.

Section 7.1.5 Requirements to Obtain Dressage Seat Equitation Designation

A. Eligibility Requirements

1. Applicants must be Federation Dressage Judges and current Participating Members in good standing with the USDF.

B. Application Requirements

1. Applicants must have completed the following requirements within the past three years.
2. Applicants must complete the Dressage Seat Equitation Learning Module and pass the quiz with a score of 85% or higher within 60 days prior to attending the Federation/USDF Dressage Seat Equitation Clinic.
3. Applicants must attend a Federation/USDF Dressage Seat Equitation Designation clinic.

C. Maintenance Requirements

1. Officials are not required to complete any maintenance requirements.

Section 7.1.6 Requirements to Obtain Young Horse Designation

A. Eligibility Requirements

1. Applicants must be Federation Dressage Judges and current Participating Members in good standing with the USDF.

B. Application Requirements

1. Applicants must attend a Federation/USDF Young Horse Designation clinic within the past three years.

C. Maintenance Requirements

1. Officials are not required to complete any maintenance requirements.

**Section 7.2 – Dressage Sport Horse Breeding Judges.**

Section 7.2.1 Requirements to Obtain ‘r’ Status

A. Eligibility Requirements

1. Applicants must be current Participating Members in good standing with the USDF.
2. All applicants must demonstrate knowledge and experience with the breeding of horses raised primarily for dressage for a minimum of five years. This may include experience as a breeding manager, owner, breeder or trainer of sport horses showing in Dressage Sport Horse Breeding (DSHB) classes, or member of an inspection jury of a WBFSH breed association. Documentation must be submitted on required form, which is available from USDF.
3. All applicants must fulfill two of following (either iii or iv can be counted, but not both):
  - i. Be a Federation licensed Dressage Judge
  - ii. Have exhibited as a breeding manager, owner, breeder, or trainer in DSHB classes at USEF licensed/USDF recognized Dressage Competitions in Sport Horse Prospect or Breeding Stock in-hand classes, receiving a minimum of four scores at 70% or higher, from a minimum of three different judges. Group or Individual Breed Classes (IBC) will not be considered.
  - iii. Either, have owned, bred or trained at least two horses which have shown successfully in DSHB classes at Federation licensed/USDF recognized Dressage Competitions resulting in placing in the top 25% of USDF DSHB Horse of the Year (HOY) awards or qualifying for a USDF Breeders Championship Series Finals with a minimum score of 72%;
  - iv. Have bred at least two horses which have qualified under saddle for USEF/USDF Dressage Regional Championships at any level and division per published minimum requirements.
  - v. Participate as a member of the Inspection Jury for a European breed association or its North American affiliate at a minimum of three inspection sites with a minimum of ten horses inspected at each site.
  - vi. For Federation Dressage Judges only: Practice judge USEF/USDF DSHB classes totaling at least 16 hours with a “R” DSHB judge, including in hand, group and under saddle or Materiale classes. Classes must be at Federation licensed/USDF recognized Dressage Competitions holding DSHB classes. Practice judge in-hand classes for a minimum of 12 hours (of the required 16 hours). Documented experience as the official judge of Materiale classes can count up to 2 hours of the required 16 hours of practice judging.

4. Attend at least one USDF Sport Horse Seminar within the past six calendar years.

## B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements are approved.
2. Applicants must complete the application requirements in the order defined below unless noted otherwise. Applicants must complete the following requirements within two years preceding license application.
3. Submit a training program application to USDF.
4. Attend at least one USDF Sport Horse Seminar (for a total of two seminars) within the past six calendar years prior to attending the Practical Training.
5. Scribe and/or observe a minimum of 16 hours in DSHB classes at Federation licensed/USDF recognized Dressage Competitions, with Federation licensed DSHB Judges. The 16 hour requirement may be fulfilled by a combination of scribing and/or observing.
  - i. Applicants may accumulate scribing and/or observing hours prior to submission of the Checklist.
6. Attend the Practical Training Program which includes:
  - i. Classroom session
  - ii. Training session with live horses
  - iii. Evaluation of live horses and basic judging
7. Apprenticing
  - i. Applicants may begin apprenticing before or after the Practical Training. A minimum of 50% of the apprenticing requirements must be completed before taking the Final Examination.
  - ii. Apprentice at a minimum of three Federation licensed Dressage Competitions with at least three different Federation licensed DSHB Judges for a minimum of 15 in-hand entries at each competition.
  - iii. Apprentice a minimum of four DSHB under saddle, Materiale or suitability classes in the DSHB division at Federation licensed/USDF recognized Dressage Competitions. There must be a minimum of 12 horses judged in a combination of Under Saddle, Suitability, and Materiale classes.
  - iv. All apprenticeships must be completed with a DSHB 'R' judge who is on the approved mentor list.
8. Applicants who are not already Federation licensed Dressage judges must attend (as an auditor or participant) Sessions A, B and C of any USDF "L" Education Program. Written verification of attendance is required. This requirement must be completed before attending the Final Examination.
9. Applicants must attend a Federation/USDF Dressage Sport Horse Breeding (DSHB) Judges Clinic before attending the Final Examination.
10. Attend the Final Examination which includes:
  - i. Closed book written examination
  - ii. Oral examination
  - iii. Live Horse Judging Examination
  - iv. Applicants must pass the written examination with a score on 80% or higher and the oral/Live Horse Judging examination with a combined score of 70% or higher.
11. Additional information, including definitions for scribing, apprenticing, practice judging and observing can be found in the [Dressage Licensing Handbook](#).

## C. Maintenance Requirements

1. Judges must be a current Participating Members in good standing of the USDF.
2. Judges must attend a Federation/USDF DSHB judges' clinic every three years.
3. Judges must officiate at one Federation licensed competition every three years.
4. Judges must pass an open book examination with a score of 85% or higher every three years.

### Section 7.2.2 Requirements to Obtain 'R' Status

#### A. Eligibility Requirements

1. Applicants must be current Participating Members in good standing with the USDF.
2. Applicants must have maintained their 'r' DSHB Federation license for at least three years.

3. Applicants must officiate at eight competitions with DSHB divisions each with 10 or more horses and with a minimum of 100 horses judged overall. Breed specific Sport Horse divisions cannot be counted as part of the minimum eight competitions or in the minimum total number of horses judged.
  4. Applicants must have officiated one USDF Breeders Championship.
- B. Application Requirements
1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements are approved.
  2. Applicants must complete the application requirements in the order defined below unless noted otherwise. Applicants must complete the following requirements within two years preceding license application.
  3. Submit a training program application to USDF.
  4. Attend the Practical Training Program which includes:
    - i. Classroom session
    - ii. Training session with live horses
    - iii. Evaluation of live horses and basics of judging
  5. Attend the Final Examination which includes:
    - i. Closed book written examination
    - ii. Oral examination
    - iii. Live Horse Judging Examination
    - iv. Applicants must pass the written examination with a score of 80% or higher and the oral/Live Horse Judging examination with a combined score of 70%.
  6. Additional information, including definitions for scribing, apprenticing, practice judging and observing can be found in the [Dressage Licensing Handbook](#).
- C. Maintenance Requirements
1. Judges must be current Participating Members in good standing of the USDF.
  2. Judges must attend a Federation/USDF DSHB clinic once every three years.
  3. Judges must officiate at one Federation licensed competition every three years.
  4. Judges must pass an open book examination with a score of 85% or higher every three years.

### **Section 7.3 – Dressage Technical Delegates.**

#### Section 7.3.1 Requirements to Obtain ‘r’ Status

##### A. Eligibility Requirements

1. Applicants must be current Participating Members in good standing with the USDF.
2. Applicants must have served in a position of responsibility in the past eight years, at a minimum of six Federation licensed/USDF recognized dressage competitions. This experience must be completed over a minimum of six full competition days in six or more of the following positions:
  - i. At least two of these positions must be as a Manager, Assistant Manager, Secretary or Assistant Secretary.
  - ii. The other experiences must be from the following positions:
    1. Scribe
    2. Scorer
    3. Stable Manager
    4. Ring Steward
    5. Volunteer Coordinator
  - iii. In addition, the USDF Competition Management Learning Module must be completed for Assistant Managers and Assistant Secretaries in order to meet this requirement.
3. Applicants must serve a minimum of one-half day (at least three hours) as an equipment checker at two different Federation licensed/USDF recognized competitions with two different Dressage Technical Delegates (“DTDs”).
4. Applicants must have documented experience at three different Federation licensed/USDF recognized dressage competitions as a competitor, trainer, coach, groom, or owner. Applicants must provide detailed self-documentation for any information that is not easily verified.
5. Applicants must attend a USDF Apprentice TD Clinic.

6. Exception: 'R' Category 2 (C2) Stewards who have been licensed by the Federation for a minimum of five years, and who have officiated at a minimum of five Federation licensed/USDF recognized Regular Competitions holding Dressage classes, may apply for enrollment in the recorded ('r') Dressage Technical Delegate Training Program upon completion of at least three full days of service in four or more of the following positions at a Dressage Competition:
  - i. Manager or Assistant Manager
  - ii. Secretary or Assistant Secretary
  - iii. Scorer
  - iv. Equipment Checker
  - v. In addition, the Competition Management Learning Module must be completed for Assistant Managers and Assistant Secretaries in order to meet this requirement.
5. Applicants must complete and submit the Documentation of Experience Form for all of the above experiences.

#### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements are approved.
2. Applicants must complete the application requirements in the order defined below unless otherwise noted.
3. Submit training program application to USDF. The application requirements must be completed within two years of the application date.
4. Attend a Federation Measurement Certification clinic at any time before the Final Examination.
  - i. Federation Measurement Certification clinics include practical and open book written examinations. Both examinations must be passed with a score of 75% or higher.
5. Attend a Federation/USDF Dressage TD clinic within one calendar year of acceptance into the training program and prior to any apprenticing.
6. Apprenticeship
  - i. Applicants must apprentice at a minimum of four different Federation licensed/USDF recognized Dressage Competitions. At least two competitions must be licensed at Level 2 or above, and be a least two days in length:
    1. A full day is a minimum of six working hours at the competition. Working less than six hours per day cannot be used to fulfill this requirement but may be used as an additional experience.
  - ii. Applicants must apprentice with at least four different Federation licensed DTDs who are on the approved mentor list. Two of the mentors must be Registered ('R') DTDs.
  - iii. Three of the four competitions must offer FEI level classes.
  - iv. The competitions must be in at least three different locations.
    1. At least one must be with a Federation approved 'R' DTD in a location outside the apprentice's home USDF Region.
    2. At least one must be in a location outside of the apprentice's home state.
  - v. Multiple competitions held on consecutive days under the same Management and Licensee will be counted as one competition for the purpose of apprenticing.
    1. In order for an apprenticeship to be counted, the apprentice must attend the entire competition (minimum of six hours per day) and cannot perform any other activities related to the competition (i.e. competing, management).
7. Final Examination
  - i. Applicants must submit a DTD Final Examination Request Form.
  - ii. Applicants must complete a written examination which will be administered each year at the USDF Annual Convention or at another time and location approved and supervised by the USDF.
  - iii. The examination will consist of 60% closed book and 40% open book questions.
  - iv. Applicants must pass the examination with a score of 85% or higher.
8. Additional helpful information can be found [here](#).

#### C. Maintenance Requirements

1. Technical Delegates must be current Participating Members in good standing of the USDF.
2. Technical Delegates must attend a Federation/USDF Dressage TD clinic every three years.
3. Technical Delegates must attend a Federation Measurement Certification clinic every three years.
  - i. Technical Delegates must pass the Measurement Certification open book written exam with a score of 85% or higher and the practical exam with a score of 75% or higher. A DTD who fails either examination will not have his license renewed the next membership year and must pass the relevant examination(s) before his license is reinstated.
4. Technical Delegates must pass an open book written examination with a score of 85% or higher every three years.
5. Technical Delegates must officiate at three Federation licensed/USDF recognized competitions every three years.
6. Technical Delegates must pass an annual online “New Rules and Equipment” quiz with a score of 85% or higher.
7. Technical Delegates must pass three Continuing Education Learning Modules with a score of 85% or higher on each quiz annually.

#### Section 7.3.2 Requirements to Obtain ‘R’ Status

##### A. Eligibility Requirements

1. Applicants must be a current Participating member in good standing with the USDF.
2. Applicants must have maintained a ‘r’ DTD license for at least five years.
3. Applicants must have officiated as a DTD at 15 or more Federation licensed/USDF recognized open Dressage competitions within the past eight years.

##### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements are approved.
2. Applicants may complete the following requirements in any order. However, the training program application must be submitted first.
3. Submit training program application to USDF. All application requirements must be completed within two years after acceptance into the training program.
4. Applicants must attend a Federation/USDF Dressage TD clinic.
5. Applicants must complete the ‘R’ Continuing Education Modules on the Program Rules and pass the quizzes with a score of 85% or higher.
6. Apprenticeships
  - i. Apprentice at three FEI Dressage competitions with Federation licensed/USDF recognized national level Dressage classes or Federation licensed/USDF recognized open Dressage competitions. Each competition must be held over three or more days.
  - i. Apprentice with at least two different Registered DTDs. All apprenticeships must be completed with DTDs who are on the approved mentor list.
  - ii. At least one of these competitions must be a USEF/NAYC qualifying competition (Level 3)
  - iii. At least one of these competitions must be a USEF/USDF Regional Championship (Level 4).
  - iv. Competitions with separate USEF License numbers for each consecutive day will be accepted towards fulfillment of this requirement as long as the entire duration of the consecutive competition days is at least three days.
  - v. A full day is a minimum of six working hours at the competition. Working less than six hours per day cannot be used to fulfill this requirement but may be used as additional experience.
7. Final Examination
  - i. Applicants must submit the DTD Final Examination Request Form.
  - ii. Applicants must complete a written examination which will be administrated each year at the USDF Annual Convention or at another time and location approved and supervised by the USDF.
  - iii. The examination will consist of 60% closed book and 40% open book questions.
  - iv. Applicants must pass the examination with a score of 85% or higher.
8. Additional helpful information can be found [here](#).

##### C. Maintenance Requirements

1. Technical Delegates must be current Participating Members in good standing of the USDF.
2. Technical Delegates must pass an open book written examination with a score of 85% or higher every three years.
3. Technical Delegates must attend a Federation/USDF Dressage TD clinic every three years.
4. Technical Delegates must attend a Federation Measurement Certification clinic every three years.
  - i. Technical Delegates must pass the Measurement Certification open book written exam with a score of 85% or higher and the practical exam with a score of 75% or higher. A DTD who fails either examination will not have his license renewed the next membership year and must the relevant examination(s) before his license is reinstated.
5. Technical Delegates must officiate at three Federation licensed/USDF recognized Dressage competitions every three years.
6. Technical Delegates must pass an annual online “New Rules and Equipment” quiz with a score of 85% or higher.
7. Technical Delegates must pass three Continuing Education Learning Modules with a score of 85% or higher on each quiz annually.

## **Section 8. Endurance**

### **Section 8.1 – Endurance Stewards.**

#### Section 8.1.1 Requirements to Obtain ‘r’ Status

##### A. Eligibility Requirements

1. Applicants are not required to meet any additional eligibility requirements besides those defined in Chapter 10 of the Federation rulebook and/or the Licensed Official Policies and Procedures.

##### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must complete the application requirements in the order defined below. All requirements must be completed within three years prior to the application for licensure.
3. Complete a Federation Endurance Steward clinic.
4. Applicants must apprentice with a Federation Endurance Steward, an FEI Endurance Steward, or FEI Technical Delegate at one Federation licensed Endurance competition or U.S. FEI Endurance event. The applicant must receive a positive apprentice evaluation.
5. Applicants must pass a Federation Endurance Steward final exam with a score of 85% or higher.

##### C. Maintenance Requirements

1. Stewards must complete a Federation Endurance Steward clinic every three years.
2. Stewards must pass a written exam with a score of 85% or higher every three years.

### **Section 8.2 – Endurance Veterinarians.**

#### Section 8.2.1 Requirements to Obtain ‘r’ Status

##### A. Eligibility Requirements

1. Applicants must be registered and licensed to practice veterinary medicine, or engaged as a veterinarian in a regulatory, teaching, research, extension, or other area of veterinary medicine that does not require licensure, in the United States.

##### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must complete the application requirements in the order defined below. All requirements must be completed within three years prior to the application for licensure.
3. Complete a Federation Endurance Veterinarian clinic.
4. Applicants must apprentice with a Federation Endurance Veterinarian, FEI EOv, or FEI EVT at one Federation licensed Endurance competition or U.S. FEI Endurance event. The applicant must receive a positive apprentice evaluation.
5. Applicants must pass a Federation Endurance Veterinarian final exam with a score of 85% or higher.

### C. Maintenance Requirements

1. Veterinarians must maintain their license to practice veterinary medicine or engagement in veterinary medicine as outlined in 8.2.1.A and report any lapses to the Federation.
2. Veterinarians must complete a Federation Endurance Veterinarian clinic every three years.
3. Veterinarians must pass a written exam with a score of 85% or higher every three years.

## Section 9. Eventing

### Section 9.1 – Eventing Judges.

#### Section 9.1.1 Requirements to Obtain ‘r’ Status

##### A. Eligibility Requirements

1. Applicants must be a current member in good standing with the United States Eventing Association (USEA).

##### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements are approved.
2. Applicants for the recorded ‘r’ Eventing Judge license must complete the following requirements within three years prior to the application for licensure. The Final Examination must be completed last.
  - i. Exceptions:
    1. Federation and FEI Dressage Judges must complete the Cross Country and Jumping Training Programs.
    2. USDF L Graduates with distinction must complete the apprenticeship requirements of the Dressage Training Program, as well as the entire Cross Country and Jumping Training Programs.
    3. Federation Eventing TDs must complete the Dressage Training Program
    4. Federation Jumper Judges must complete the Cross Country and Dressage Training Programs.
  3. Applicants must accumulate a minimum of 10 points from Riding, Organizational, and/or Officiating Experience. At least two points must come from the Organizational Experience category and at least two points must come from the Verifiable Riding Experience category.
    - i. Riding Experience - To be counted, a ride must have achieved a verifiable completion result. Points are per MERs:
      1. CCI5\*, CCI4\* L, CCI4\* S - 5 points
      2. CCI3\* L - 4 points
      3. CCI3\* S or CCI2\* L - 3 points
      4. Advanced – 4 points
      5. Intermediate – 3 points
      6. CCI2\* S or Preliminary – 2 points
      7. Training or Modified– 1 point (maximum of two points from training and/or Modified)
    - ii. Organizational Experience:
      1. Organizer, Assistant Organizer, or Co-Organizer of a Federation Licensed/Endorsed Eventing competition - 3 points in total, not per event
      2. Organizer, Assistant Organizer, or Co-Organizer of a FEI Eventing competition - 6 points in total, not per event
      3. Secretary or Assistant Secretary of a Federation Licensed/Endorsed Eventing competition - 2 points in total, not per event
      4. Member of an Organizing Committee – 1 point in total, not per event
    - iii. Officiating Experience:
      1. Certified Cross-Country Course Designer – 2 points
      2. USDF L Graduate Judge, with distinction – 1 point
      3. Federation Dressage Judge – 2 points
      4. Federation ‘r’ Eventing Technical Delegate or Course Designer – 4 points
      5. Federation ‘R’ Eventing Technical Delegate or Course Designer – 6 points



6. FEI Eventing Technical Delegate or Course Designer – 8 points
4. Training Program - Dressage
  - i. The Dressage Training Program consists of two Training Sessions, Independent Study and Apprenticing.
  - ii. Attend the USEA Dressage Training Session I. This session must be completed before any other Dressage requirements.
  - iii. Independent Study
    1. Independent Study is separate from Apprenticing. It is strongly recommended that the Independent Study components be completed between the first Dressage Training Session (Session I), and the second Dressage Training Session (Session II). Verification of Independent Study to be submitted to USEF. Independent study requirements:
      - a. Scribe for an Eventing or Dressage judge (minimum 4 hours)
      - b. Sit with a minimum of two different Eventing or Dressage judges (minimum 8 hours)
      - c. Must be completed at Federation licensed Eventing competitions or Federation licensed Dressage Shows
      - d. Sitting must be completed at Beginner Novice, Novice, Training, Modified, or Preliminary Levels
  - iv. Attend the USEA Dressage Training Session II.
5. Attend the USEA 'r' B & C Jumping/Course Design Training Program.
6. Apprenticeships
  - i. Multiple apprenticeships can be completed at the same competition. However, the Dressage phase requires a total of four Dressage Apprenticeships. All apprenticeships must be completed with a USEA Preceptor. Apprenticeships with the President of the Ground Jury can be used to fulfill the Dressage, Cross Country and Jumping portions of the apprentice requirements. Apprenticeships with an additional Dressage judge can be done at the same event as the jumping or cross-country Apprenticeship.
  - ii. Dressage Apprenticeship
    1. Applicants must attend the second Dressage Training Session (Session II) prior to apprenticing
    2. Apprentice with a minimum of four different Preceptors (Federation Eventing or Dressage Judges)
    3. Apprentice at a minimum of two different Federation Licensed/Endorsed Eventing Competitions
    4. Minimum of 60 tests, including a minimum of 15 at Beginner Novice or Novice, 15 at Training or Modified and 30 at Preliminary
  - iii. Cross Country Apprenticeship
    1. Apprentice at a minimum of four Federation Licensed/Endorsed Competitions in their entirety
    2. May complete no more than two apprenticeships prior to attending the USEA 'r' B & C Jumping/Course Design Training Program
    3. Apprentice with two TD Preceptors and two Presidents of the Ground Jury
      - a. At least one of each must have their 'R' or 'S'
    4. One apprenticeship MUST include the inspection the day before the event
    5. Must apprentice at least once at each level (may be at the same events)
      - a. Beginner Novice, Novice, Training, Modified, and Preliminary
  - iv. Jumping Apprenticeship
    1. Applicants must attend the USEA 'r' B & C Jumping/Course Design Training Program prior to apprenticing.
    2. Apprentice a minimum of eight hours total with at least two Preceptors (Eventing Judges or TD's)
    3. Apprentice at a minimum of two Federation Licensed/Endorsed Competitions
7. Final Examination

- i. All Apprenticeships and Independent Studies must be complete and evaluations returned prior to becoming eligible to take the Final Exam.
- ii. The examination includes an online written test, a practical judging test in dressage and jumping, evaluations of cross-country and Jumping courses, plus oral questioning.
- iii. In order to be considered for final licensing, all candidates must receive a passing score of 85% on the written examination and receive passing evaluations from the examiners on the practical exam.
- iv. Should a candidate fail to pass any section of the Final Exam, that portion will need to be re-tested, no sooner than three months following the initial examination and must include one of the original examiners. The examiner will discuss with the candidate, the reason the section was not passed and suggest ways for the candidate to prepare for the re-test. All additional apprenticing or other self-study will need to be documented. A re-test can be done at another final exam or at a competition where the candidate coordinates with the examiner(s) to schedule sufficient time to conduct the re-test.

8. Additional helpful information can be found [here](#).

#### C. Maintenance Requirements

1. Judges must officiate at three Federation Licensed/Endorsed Eventing Competitions every three years.
2. Judges must attend a Federation/USEA Eventing judges' clinic every three years.
3. Judges must receive a score of 85% or higher on a Federation/Eventing judges written examination at least once every three years.

#### Section 9.1.2 Requirements to Obtain 'R' Status

##### A. Eligibility Requirements

1. Applicants must be a current member in good standing with the USEA.

##### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements are approved.
2. Applicants for the Registered 'R' Eventing Judge license must complete the following requirements within three years prior to the application for licensure. The Final Examination must be completed last.
  - i. Exceptions:
    1. Registered 'R' Eventing Technical Delegates must complete the USEA 'R' & 'S' Promotion Training Program, Dressage Apprenticeships, and Final Examination.
    2. Federation or FEI Dressage Judges must complete the USEA 'R' & 'S' Promotion Training Program, Course Evaluation Apprenticeships, and Final Examination.
3. Applicants must officiate at a minimum of 10 Federation Licensed/Endorsed competitions. The applicant must have been listed as President or member of the Ground Jury for ten competitions that included the Preliminary level.
4. Attend the USEA 'R' & 'S' Promotion Training Program or a Level 2 FEI Eventing Judge promotion course.
5. Apprenticeships
  - i. Apprenticeships with the President of the Ground Jury can be used to fulfill the Dressage and Course Evaluation portions of the apprentice requirements at the same competition.
  - ii. Dressage Apprenticeship
    1. Apprentice with two different Presidents of the Ground Jury at the Intermediate level at Federation Licensed/Endorsed competitions or at a CCI3\* L or CCI3\* S.
  - iii. Cross-Country and Jumping Apprenticeships (which include the course evaluation) – A minimum of four apprenticeships is required. The competitions must include an Intermediate Horse Trials division.
    1. Apprentice with two different Presidents of the Ground Jury at the Intermediate level at Federation Licensed/Endorsed competitions;
    2. Apprentice with a President of the Ground Jury at a CCI3\* (S or L); and
    3. Apprentice with one of the U.S. Cross-Country Course Advisors or an FEI Eventing Course Designer.

##### 6. Final Examination

- i. All Apprenticeships must be complete and evaluations returned prior to becoming eligible to take the Final Exam.
- ii. The examination includes an online written test, a practical judging test in dressage and jumping, evaluations of cross-country and Jumping courses, plus oral questioning.
- iii. In order to be considered for final licensing, all candidates must receive a passing score of 85% on the written examination and receive passing evaluations from the examiners on the practical exam.
- iv. Should a candidate fail to pass any section of the Final Exam, that portion will need to be re-tested, no sooner than 3 months following the initial examination and must include one of the original examiners. The examiner will discuss with the candidate, the reason the section was not passed and suggest ways for the candidate to prepare for the re-test. All additional apprenticing or other self-study will need to be documented. A re-test can be done at another final exam or at a competition where the candidate coordinates with the examiner(s) to schedule sufficient time to conduct the re-test.

7. Additional helpful information can be found [here](#).

#### C. Maintenance Requirements

1. Judges must officiate at three Federation Licensed/Endorsed Eventing Competitions every three years.
2. Judges must attend a Federation/USEA Eventing judges' clinic at least once every three years.
3. Judges must receive a score of 85% or higher on an Eventing judges' written examination at least once every three years.

#### Section 9.1.3 Requirements to Obtain 'S' Status

##### A. Eligibility Requirements

1. Applicants must be a current member in good standing with the USEA.

##### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements are approved.
2. Applicants for the Senior 'S' Eventing Judge license must complete the following requirements within three years prior to the application for licensure. The Final Examination must be completed last.
  - i. Exceptions:
    1. USEF 'S' Eventing Technical Delegates must complete the 'R' & 'S' Promotion Training Program, Dressage Apprenticeships, and Final Examination.
    2. USEF 'R', 'S' Dressage Judges or FEI Dressage Judges must complete the 'R' & 'S' Promotion Training Program, Course Evaluation Apprenticeships; and Final Examination.
3. Applicants must officiate at a minimum of 10 Federation Licensed/Endorsed competitions. The applicant must have been listed as President or member of the Ground Jury for ten competitions that included the Intermediate level.
4. Attend the USEA 'R' & 'S' Promotion Training Program or a Level 3 FEI Eventing Judge promotion course.
5. Apprenticeships
  - i. Apprenticeships with the President of the Ground Jury may be used to fulfill the Dressage and Course Evaluations portions of the apprentice requirements at the same competition.
  - ii. Dressage Apprenticeship
    1. Apprentice with a minimum of two different Presidents of the Ground Jury at the Advanced level at Federation Licensed/Endorsed competitions or at a CCI4\* L or CCI4\* S.
  - iii. Course Evaluation Apprenticeship
    1. Apprentice with a minimum of two different Presidents of the Ground Jury at the Advanced level at Federation Licensed/Endorsed competitions or at a CCI4\* L, CCI4\* S, or above.
6. Final Examination
  - i. All Apprenticeships must be complete and evaluations returned prior to becoming eligible to take the Final Exam.
  - ii. The examination includes an online written test, a practical judging test in dressage and jumping, evaluations of cross-country and Jumping courses, plus oral questioning.

- iii. In order to be considered for final licensing, all candidates must receive a passing score of 85% on the written examination and receive passing evaluations from the examiners on the practical exam.
- iv. Should a candidate fail to pass any section of the Final Exam, that portion will need to be re-tested, no sooner than 3 months following the initial examination and must include one of the original examiners. The examiner will discuss with the candidate, the reason the section was not passed and suggest ways for the candidate to prepare for the re-test. All additional apprenticing or other self-study will need to be documented. A re-test can be done at another final exam or at a competition where the candidate coordinates with the examiner(s) to schedule sufficient time to conduct the re-test.

7. Additional helpful information can be found [here](#).

#### C. Maintenance Requirements

- 1. Judges must officiate at three Federation Recognized/Endorsed Eventing Competitions every three years.
- 2. Judges must attend a Federation/USEA Eventing judges' clinic at least once every three years.
- 3. Judges must receive a score of 85% or higher on an Eventing judges' written examination at least once every three years.

### Section 9.2 – Eventing Technical Delegates.

#### Section 9.2.1 Requirements to Obtain 'r' Status

##### A. Eligibility Requirements

- 1. Applicants must be a current member in good standing with the USEA.

##### B. Application Requirements

- 1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements are approved.
- 2. Applicants for the recorded 'r' Technical Delegate license must complete the following requirements within three years prior to application for licensure. The Final Examination must be completed last.
  - i. Exception
    - 1. Federation Jumper Judges must complete the Cross Country Training Program.
- 3. Applicants must accumulate a minimum of 10 points from Riding, Organizational, and/or Officiating Experience. At least two points must come from the Organizational Experience category and at least two points must come from the Verifiable Riding Experience category.
  - i. Riding Experience - To be counted, a ride must have achieved a verifiable completion result. Points are per MERs:
    - 1. CCI5\*, CCI4\* L, CCI4\* S - 5 points
    - 2. CCI3\* L - 4 points
    - 3. CCI3\* S or CCI2\* L - 3 points
    - 4. Advanced – 4 points
    - 5. Intermediate – 3 points
    - 6. CCI2\* S or Preliminary – 2 points
    - 7. Training or Modified– 1 point (maximum of two points from training and/or Modified)
  - ii. Organizational Experience
    - 1. Organizer, Assistant Organizer, or Co-Organizer of a Federation Licensed/Endorsed or FEI Eventing competition - 3 points in total, not per event
    - 2. Secretary or Assistant Secretary of a Federation Licensed/Endorsed Eventing competition - 2 points in total, not per event
    - 3. Member of an Organizing Committee – 1 point in total, not per event
  - iii. Officiating Experience
    - 1. Certified Cross-Country Course Designer – 2 points
    - 2. USDF L Graduate Judge, with distinction – 1 point
    - 3. Federation Dressage Judge – 2 points
    - 4. Federation 'r' Eventing Judge or Course Designer – 4 points
    - 5. Federation 'R' Eventing Judge or Course Designer – 6 points
    - 6. FEI Eventing Judge, Technical Delegate or Course Designer – 8 points

4. Attend the USEA 'r' B & C Jumping/Course Design Training Program.
5. Apprenticeships
  - i. All applicants must attend the USEA 'r' B & C Jumping/Course Design Training Program prior to apprenticing. Multiple apprenticeships can be completed at the same competition. Apprenticeships with the President of the Ground Jury can be used to fulfill the, Cross Country and Jumping portions of the apprentice requirements. Apprenticeships must cover all levels from Beginner Novice through Preliminary, though not necessarily all levels at the same event.
  - ii. Cross-Country Apprenticeship
    1. Apprentice at a minimum of four Federation Licensed/Endorsed competitions with a minimum of four TD Preceptors
    2. Two Preceptors must be an 'R' or an 'S'.
  - iii. Jumping Apprenticeship
    1. As the scheduling allows, Jumping Apprenticeships may be accomplished in the same weekend as Cross-Country Apprenticeships.
    2. Must complete two Apprenticeships with a minimum of two Preceptors (minimum of eight hours total).
    3. Each apprenticeship must include a course inspection prior to a class.
6. Final Examination
  - i. All Apprenticeships must be complete and evaluations returned prior to becoming eligible to take the Final Exam.
  - ii. The examination includes an online written test, a practical judging test in dressage and jumping, evaluations of cross-country and Jumping courses, plus oral questioning.
  - iii. In order to be considered for final licensing, all candidates must receive a passing score of 85% on the written examination and receive passing evaluations from the examiners on the practical exam.
  - iv. Should a candidate fail to pass any section of the Final Exam, that portion will need to be re-tested, no sooner than three months following the initial examination and must include one of the original examiners. The examiner will discuss with the candidate, the reason the section was not passed and suggest ways for the candidate to prepare for the re-test. All additional apprenticing or other self-study will need to be documented. A re-test can be done at another final exam or at a competition where the candidate coordinates with the examiner(s) to schedule sufficient time to conduct the re-test.
7. Additional helpful information can be found [here](#).

#### C. Maintenance Requirements

1. Technical delegates must officiate at three Federation Licensed/Endorsed Eventing Competitions every three years.
2. Technical delegates must attend a Federation/USEA Eventing TD clinic at least once every three years.
3. Technical delegates must receive a score of 85% or higher on an Eventing technical delegates written examination at least once every three years.

#### Section 9.2.2 Requirements to Obtain 'R' Status

##### A. Eligibility Requirements

1. Applicants must be a current member in good standing with the USEA.

##### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements are approved.
2. Applicants for the Registered ('R') Eventing Technical Delegate license must complete the following requirements within three years prior to application for licensure. The Final Examination must be completed last.
3. Applicants must officiate as a Technical Delegate at a minimum of 10 Federation Licensed/Endorsed competitions and/or CCI2\* L or CCI2\* S competitions. At least five of the competitions must include the Preliminary level.

4. Attend the USEA 'R' and 'S' Promotion Training Program or a Level 2 FEI Eventing Technical Delegate promotion course.
5. Apprenticeships (which include the course evaluation) - A minimum of four apprenticeships are required:
  - i. Apprentice with two different Technical Delegates at two Federation Licensed/Endorsed competitions that include the Intermediate Level;
  - ii. Apprentice with one Technical Delegate at a CCI3\* L or CCI3\*-S; and
  - iii. Apprentice with one of the U.S. Cross-Country Course Advisors or an FEI Eventing Course Designer.
6. Final Examination
  - i. All Apprenticeships must be complete and evaluations returned prior to becoming eligible to take the Final Exam.
  - ii. The examination includes an online written test, a practical judging test in jumping, evaluations of cross-country and Jumping courses, oral questioning, and conducting mock briefings.
  - iii. In order to be considered for final licensing, all candidates must receive a passing score of 85% on the written examination and receive passing evaluations from the examiners on the practical exam.
  - iv. Should a candidate fail to pass any section of the Final Exam, that portion will need to be re-tested, no sooner than 3 months following the initial examination and must include one of the original examiners. The examiner will discuss with the candidate, the reason the section was not passed and suggest ways for the candidate to prepare for the re-test. All additional apprenticing or other self-study will need to be documented. A re-test can be done at another final exam or at a competition where the candidate coordinates with the examiner(s) to schedule sufficient time to conduct the re-test.
7. Additional helpful information can be found [here](#).

#### C. Maintenance Requirements

1. Technical delegates must officiate at three Federation Licensed/Endorsed Eventing Competitions every three years.
2. Technical delegates must attend a Federation/USEA Eventing TD clinic at least once every three years.
3. Technical delegates must receive a score of 85% or higher on an Eventing technical delegates written examination at least once every three years.

#### Section 9.2.3 Requirements to Obtain 'S' Status

##### A. Eligibility Requirements

1. Applicants must be a current member in good standing with the USEA.

##### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements are approved.
2. Applicants for the Senior ('S') Eventing Technical Delegate license must complete the following requirements within three years prior to application for licensure. The Final Examination must be completed last.
3. Applicants must officiate as a Technical Delegate at a minimum of 10 Federation/endorsed competitions and/or CCI3\*-L competitions (FEI Assistant Technical Delegate). At least five of the competitions must include the Intermediate level.
4. Attend the USEA 'R' and 'S' Promotion Training Program or a Level 3 FEI Eventing Technical Delegate promotion course.
5. Cross-Country and Jumping Apprenticeships (which include the course evaluation) - A minimum of two apprenticeships is required. The competitions must include an Advanced Horse Trials division.
  - i. Apprentice with a Technical Delegate at a Federation Licensed/Endorsed competition that includes the Advanced Level or a CCI4\* (S or L);
  - ii. Apprentice with one of the U.S. Cross-Country Course Advisors or an FEI Level 3 Eventing Course Designer.
6. Final Examination

- i. All Apprenticeships must be complete and evaluations returned prior to becoming eligible to take the Final Exam.
- ii. The examination includes an online written test, a practical judging test in jumping, evaluations of cross-country and Jumping courses, oral questioning, and conducting mock briefings.
- iii. In order to be considered for final licensing, all candidates must receive a passing score of 85% on the written examination and receive passing evaluations from the examiners on the practical exam.
- iv. Should a candidate fail to pass any section of the Final Exam, that portion will need to be re-tested, no sooner than 3 months following the initial examination and must include one of the original examiners. The examiner will discuss with the candidate, the reason the section was not passed and suggest ways for the candidate to prepare for the re-test. All additional apprenticing or other self-study will need to be documented. A re-test can be done at another final exam or at a competition where the candidate coordinates with the examiner(s) to schedule sufficient time to conduct the re-test.

7. Additional helpful information can be found [here](#).

#### C. Maintenance Requirements

- 1. Technical delegates must officiate at three Federation Licensed/Endorsed Eventing Competitions every three years.
- 2. Technical delegates must attend a Federation/USEA Eventing TD clinic at least once every three years.
- 3. Technical delegates must receive a score of 85% or higher on an Eventing technical delegates written examination at least once every three years.

### Section 9.3 – Eventing Course Designers.

#### Section 9.3.1 Requirements to Obtain ‘r’ Status

##### A. Eligibility Requirements

- 1. Applicants must be a current member in good standing with the USEA.

##### B. Application Requirements

- 1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements are approved.
- 2. Applicants for the recorded ‘r’ Course Designer license must complete the following requirements within three years prior to the application for licensure. The Final Examination must be completed last.
- 3. Applicants must document experience at the Preliminary level as rider, trainer, coach, or builder in the past 20 years.
- 4. Complete the USEA ‘r’ B & C Jumping/Course Design Training Program.
- 5. Apprenticeship
  - i. Apprenticeships must be completed with a Preceptor CD or U.S. Course Advisor. The Preceptor CD or U.S. Course Advisor must be a Federation licensed ‘R’ or ‘S’ Eventing Course Designer. All apprenticeships must result in a positive recommendation for licensing from presiding CD. Apprenticeships must be completed within 24 months prior to final exam.
  - ii. The following apprenticeships are required:
    - 1. Two apprenticeships must be completed at two Federation Licensed/Endorsed competition sites, either prior to or during the competition. Each competition must include the Preliminary level. At least one competition must include the Intermediate level.
    - 2. One apprenticeship must be completed at a CCI3\* S, CCI3\* L, or above (long or short format).
  - iii. At one apprenticeship, applicants must provide from their design work a cross-country course map (hypothetical or actual) for Training, Modified, and Preliminary levels. The courses must be provided to the Preceptor CD or U.S. Course Advisor they are apprenticing with. These maps must include the track, placement of the obstacles, overall distance, expected number of strides in a combination over three strides, actual distance if three strides or less, and a key stating what the obstacles are.

##### 6. Final Examination

- i. All Apprenticeships must be complete and evaluations returned prior to becoming eligible to take the Final Exam.
- ii. The examination includes an online written test, practical jumping exercises, evaluations of cross-country and Jumping courses, plus oral questioning.
- iii. In order to be considered for final licensing, all candidates must receive a passing score of 85% on the written examination and receive passing evaluations from the examiners on the practical exam.
- iv. Should a candidate fail to pass any section of the Final Exam, that portion will need to be re-tested, no sooner than 3 months following the initial examination and must include one of the original examiners. The examiner will discuss with the candidate, the reason the section was not passed and suggest ways for the candidate to prepare for the re-test. All additional apprenticing will need to be documented. A re-test can be done at another final exam or at a competition where the candidate coordinates with the examiner(s) to schedule sufficient time to conduct the re-test.

7. Additional helpful information can be found [here](#).

#### C. Maintenance Requirements

- 1. Course designers must officiate at three Federation Licensed/Endorsed Eventing Competitions every three years.
- 2. Course designers must attend a Federation/USEA Eventing course designers' clinic once every three years.
- 3. Course designers must receive a score of 85% or higher on an Eventing course design written examination at least once every three years.

### Section 9.3.2 Requirements to Obtain 'R' Status

#### A. Eligibility Requirements

- 1. Applicants must be a current member in good standing with the USEA.

#### B. Application Requirements

- 1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
- 2. Applicants for the registered 'R' Course Designer license must complete the following requirements within three years prior to the application for licensure. The Final Examination must be completed last.
- 3. Applicants must document experience at the Intermediate level as rider, trainer, coach, or builder in the past 20 years.
- 4. Applicants must design five Preliminary courses at Federation Licensed/Endorsed competitions at two different sites.
- 5. Complete the USEA 'R' and 'S' Promotion Training Program or a Level 2 FEI Eventing Course Designer promotion course.
- 6. Apprenticeships
  - i. All apprenticeships must be completed with a Federation licensed Eventing CD or U.S. Course Advisor. The CD or U.S. Course Advisor must be a Federation licensed 'S' Eventing Course Designer or FEI Level 3 Eventing Course Designer. Apprenticeships must include positive evaluations by the CD or Course Advisor. Apprenticeships must be completed within 24 months prior to the final exam.
  - ii. Apprenticeships required:
    - 1. Apprentice at a minimum of two Federation Licensed/Endorsed competition sites, either prior to or during the competition. Two of the competitions must include the Intermediate level. At least one competition must include the Advanced level.
    - 2. Apprentice at a minimum of one CCI4\* or above (long or short format).

#### 7. Final Examination

- i. All Apprenticeships must be completed and evaluations returned prior to becoming eligible to take the Final Exam.
- ii. The examination includes an online written test, practical jumping exercises, evaluations of cross-country and Jumping courses, plus oral questioning.



- iii. In order to be considered for final licensing, all candidates must receive a passing score of 85% on the written examination and receive passing evaluations from the examiners on the practical exam.
  - iv. Should a candidate fail to pass any section of the Final Exam, that portion will need to be re-tested, no sooner than 3 months following the initial examination and must include one of the original examiners. The examiner will discuss with the candidate, the reason the section was not passed and suggest ways for the candidate to prepare for the re-test. All additional apprenticing will need to be documented. A re-test can be done at another final exam or at a competition where the candidate coordinates with the examiner(s) to schedule sufficient time to conduct the re-test.
8. Additional helpful information can be found [here](#).

#### C. Maintenance Requirements

- 1. Course designers must officiate at three Federation Licensed/Endorsed Eventing Competitions every three years.
- 2. Course designers must attend a Federation/USEA Eventing course designers' clinic once every three years.
- 3. Course designers must receive a score of 85% or higher on an Eventing course design written examination at least once every three years.

#### Section 9.3.3 Requirements to Obtain 'S' Status

##### A. Eligibility Requirements

- 1. Applicants must be a current member in good standing with the USEA.

##### B. Application Requirements

- 1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
- 2. Applicants for the Senior 'S' Course Design license must complete the following requirements within three years prior to the application for licensure. The Final Examination must be completed last.
- 3. Applicants must document experience at the Advanced level as rider, trainer, coach, or builder in the past 20 years.
- 4. Applicants must design five Intermediate courses at Federation Licensed/Endorsed at two different sites.
- 5. Complete the USEA 'R' and 'S' Promotion Training Program or a Level 3 FEI Eventing Course Designer promotion course.
- 6. Apprenticeships
  - i. All apprenticeships must be completed with a Federation licensed Eventing CD, U.S. Course Advisor or FEI Level 3 Eventing Course Designer. If apprenticing with a CD or U.S. Course Advisor, the CD or U.S. Course Advisor must be a Federation licensed 'S' Eventing Course Designer. Apprenticeships must include positive evaluations by the CD, Course Advisor, or FEI Eventing CD. Apprenticeships must be completed within 24 months prior to the final exam.
  - ii. Apprenticeships required:
    - 1. Apprentice at a minimum of two Federation Licensed/Endorsed competition sites, either prior to or during the competition. Two of the competitions must include the Advanced level.
    - 2. Apprentice at a minimum of one CCI4\* or above (long or short format).
- 7. Final Examination
  - i. All Apprenticeships must be completed and evaluations returned prior to becoming eligible to take the Final Exam.
  - ii. The examination includes an online written test, practical jumping exercises, evaluations of cross-country and Jumping courses, plus oral questioning.
  - iii. In order to be considered for final licensing, all candidates must receive a passing score of 85% on the written examination and receive passing evaluations from the examiners on the practical exam.
  - iv. Should a candidate fail to pass any section of the Final Exam, that portion will need to be re-tested, no sooner than 3 months following the initial examination and must include one of the

original examiners. The examiner will discuss with the candidate, the reason the section was not passed and suggest ways for the candidate to prepare for the re-test. All additional apprenticing will need to be documented. A re-test can be done at another final exam or at a competition where the candidate coordinates with the examiner(s) to schedule sufficient time to conduct the re-test.

8. Additional helpful information can be found [here](#).

C. Maintenance Requirements

1. Course designers must officiate at three Federation Licensed/Endorsed Eventing Competitions every three years.
2. Course designers must attend a Federation/USEA Eventing course designers' clinic once every three years.
3. Course designers must receive a score of 85% or higher on an Eventing course design written examination at least once every three years.

**Section 9.3.4 Certified Eventing Cross Country Course Designer**

A. Eligibility Requirements

1. Applicants must be a current member in good standing with the USEA.

B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements are approved.
2. Applicants must attend the USEA 'r' B & C Jumping/Course Design Training Program on Course Design within the previous three years.
3. Exception: Foreign FEI Eventing Course Designers are required to complete the Course Design written exam with a passing score of 85% or higher.

C. Maintenance Requirements

1. Course Designers must attend the USEA 'r' Course Design Training Program every three years.

**Section 9.3.5 'R' Eventing Jumping Course Designer**

A. Eligibility Requirements

1. Applicants must be a current member in good standing with the USEA.

B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements are approved.
2. Applicants must complete the following requirements within three years prior to the application for licensure. The final examination must be completed last.
3. Designed the jumping course at a minimum of two Preliminary level or higher horse trials at two separate Federation Licensed/Endorsed competitions within the previous two calendar years.
4. Attend a Federation/USHJA Jumper Course Design Clinic or a clinic given by the USEF Eventing Jumping Course Advisor within the current or previous two years.

5. Apprenticing

- i. Applicants must complete at least three apprenticeships. Two apprenticeships must take place at Federation licensed or FEI recognized Jumping competitions. One apprenticeship must take place at a Federation licensed horse trials or FEI Eventing Competition at the Preliminary level or higher.
- ii. Apprentice with two different, non-Eventing Jumper Course Designers who have a Federation 'R' Jumper Course Design license or FEI Jumping Course Design license.
- iii. Each apprentice experience must be for at least two consecutive days.
  1. If the apprenticing takes place at a multi-day competition of four or more consecutive days, two apprenticing experiences may be completed at the same competition with two different Federation 'R' Jumper Course Designers or FEI Jumping Course Designers.
- iv. Each apprentice experience must take place within the current or previous two years.

6. Final Examination

- i. All candidates must receive a passing score of 85% or higher on the written examination and receive passing evaluations from the examiners on the practical exam.
  - ii. Should a candidate fail to pass any section of the Final Exam, that portion will need to be re-tested, no sooner than 3 months following the initial examination and must include one of the original examiners. The examiner will discuss with the candidate, the reason the section was not passed and suggest ways for the candidate to prepare for the re-test. All additional apprenticing will need to be documented. A re-test can be done at another final exam or at a competition where the candidate coordinates with the examiner(s) to schedule sufficient time to conduct the re-test.
- 7. Additional helpful information can be found [here](#).
- C. Maintenance Requirements
  - 1. Eventing Jumping Course Designers must officiate at two Federation Licensed/Endorsed competitions every three years.
  - 2. Eventing Jumping Course Designers must attend a Federation/USHJA Jumper Course Designer clinic or a clinic given by the Eventing Jumping Course Advisor once every three years.
  - 3. Eventing Jumping Course designers must receive a score of 85% or higher on an Eventing Jumping course design written examination at least once every three years.

## **Section 10. Friesian Judges.**

### Section 10.1 Requirements to Obtain 'r' Status

- A. Eligibility Requirements
  - 1. Applicants be a current member in good standing with the International Friesian Show Horse Association (IFSHA).
- B. Application Requirements
  - 1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
  - 2. Applicants may complete the following requirements in any order. However, the Final Examination must be completed last.
  - 3. Applicants must apprentice at a minimum of three Federation Licensed Competitions, under a minimum of three different Federation Friesian judges within a three-year period preceding application.
    - i. Exception: If a judge is already licensed as a Registered ('R') or Recorded ('r') judge in the Andalusian, Arabian, Hackney, Morgan, National Show Horse, American Saddlebred, or Welsh divisions, he may apply for a Friesian license without apprenticing, but must attend the USEF/IFSHA Friesian Judges Clinic within a three-year period preceding application.
  - 4. Applicants must attend a Federation Friesian Clinic within three years preceding application.
  - 5. Applicants must pass a Final Examination with a score of 85% or higher.
- C. Maintenance Requirements
  - 1. Judges must attend a Federation Friesian Judges Clinic every five years.
  - 2. Judges must pass a written examination with a score of 85% or higher every two years.
  - 3. Judges must officiate at one Federation Licensed Competition every five years.

### Section 10.2 Requirements to Obtain 'R' Status

- A. Eligibility Requirements
  - 1. Applicants be a current member in good standing with the IFSHA.
- B. Application Requirements
  - 1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
  - 2. Applicants may complete the following requirements in any order. However, the Final Examination must be completed last.
  - 3. An applicant must have adjudicated in at least two Federation licensed competitions within the past five years.
  - 4. Applicants must pass a Final Examination with a score of 85% or higher.

### C. Maintenance Requirements

1. Judges must attend a Federation Friesian Judges' clinic every five years.
2. Judges must pass a written exam with a score of 85% or higher every two years.
3. Judges must officiate at one Federation licensed competition every five years.

## Section 11. Hackney Judges.

### Section 11.1 Requirements to Obtain 'r' Status

#### A. Eligibility Requirements

1. Applicants be a current member in good standing with the American Hackney Horse Society (AHHS).
2. Applicants must fulfill one of the following requirements:
  - i. Must be able to document five years of experience showing or training Hackneys.
  - ii. Applicants may have been licensed as a Saddle Seat Equitation, Morgan, American Saddlebred, Roadster, or Arabian Federation licensed official for a minimum of three years.

#### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must complete the application requirements in the order defined below.
3. Applicants must attend a clinic within two years preceding their apprentice judging and complete an exam. Applicants must receive a positive evaluation with a score between 24 and 50 from all clinicians.
4. Apprenticeships
  - i. All apprenticing must be completed within three years preceding the application. Applicants must select one of two apprenticing options. The selected apprenticing option must be completed in its entirety.
  - ii. Option One
    1. Must apprentice at two different Federation licensed competitions. Apprentice at least once within a three judge panel, rotating with all three judges. One member of the panel must be a Federation licensed Registered ('R') Hackney judge. Applicants must apprentice for two days at each competition for a total of four days. Applicants must receive a minimum of three positive evaluations from the judges.
  - iii. Option Two
    1. Applicants must apprentice at a minimum of three different Federation licensed competitions with three different Federation licensed recorded ('r') or Registered ('R') Hackney judges. Applicants must apprentice for two days at each competition for a total of six days. Applicants must receive a minimum of three positive evaluations from the judges.
  - iv. If an applicant receives three negative apprentice evaluations, the applicant must attend the next available clinic. The applicant cannot apprentice again until they have attended the clinic.
5. Applicants must pass a Federation Final Examination with a score of 85% or higher.
6. Additional helpful information can be found [here](#).

#### C. Maintenance Requirements

1. Judges must attend a Federation judges' clinic every three years.
2. Judges must pass a maintenance examination with a score of 85% or higher every three years.
3. Judges must officiate at a minimum of one Federation licensed competition every five years in the Hackney Division. If a judge does not complete the officiating requirements, they must attend a clinic or submit an officiating extension request to the Federation before they are eligible to renew their license.

### Section 11.2 Requirements to Obtain 'R' Status

#### A. Eligibility Requirements

1. Applicants be a current member in good standing with the AHHS.

#### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.

2. Applicants must complete the application requirements in the order defined below.
  3. Applicants must officiate for at least two Federation licensed competitions within five years preceding application. Each competition must include a minimum of:
    - i. 20 ponies and/or horses entered in the division
    - ii. Six classes with two Hackney entries in each class
  4. Interviews
    - i. Applicant will be interviewed by at least two clinicians. The applicant must receive a position interview evaluation with a score between 12 and 25.
  5. Applicants must pass a Federation Final Examination with a score of 85% or higher.
  6. Additional helpful information can be found [here](#).
- C. Maintenance Requirements
1. Judges must attend a Federation judges' clinic every five years.
  2. Judges must pass a maintenance examination with a score of 85% or higher every three years.
  3. Judges must officiate at a minimum of one Federation licensed competition every five years in the Hackney Division.

## **Section 12. Hunters.**

### **Section 12.1 – Hunter Judges.**

#### Section 12.1.1 Requirements to Obtain 'r' Status

- A. Eligibility Requirements
1. Applicants must be a current Active Competing member in good standing with the United States Hunter Jumper Association (USHJA).
  2. Applicants must have acted as a competitor as either a rider or trainer in the Hunter or Equitation Division at a Federation licensed Hunter or Hunter/Jumper competition within the last three years.
- B. Application Requirements
1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
  2. Applicants must complete the application requirements in the order defined below.
  3. All application requirements must be completed within three years.
  4. Attend a Federation/USHJA Hunter Judges' Clinic.
  5. Pass a written examination with a mark of 70% or better, administered at a Federation/USHJA Hunter Judges' clinic. Pass a practical examination with a mark of 70% or better, administered at a Federation/USHJA Hunter Judges' clinic.
  6. Apprenticeships
    - i. Apprentice with at least five different Federation Registered ('R') Hunter Judges.
    - ii. Complete 12 full days of apprenticing at a minimum of three Federation licensed National or Premier Competitions. Five of the apprenticing days must be completed at competitions that are outside of a 250 radial mile circle from the applicant's home address.
    - iii. Apprentice at least two complete "A" or "AA" rated Conformation Hunter Horse sections or two Pony Hunter sections that include a model.
    - iv. Attendance at the Federation/USHJA Hunter Breeding Clinic or apprenticing one Hunter Breeding (Horse or Pony) section may substitute for one conformation section or for one Pony Hunter section with a model.
    - v. Apprentices must receive recommendations for licensure from at least 70% of the judges that they apprentice with.
  7. Additional helpful information can be found [here](#).
- C. Maintenance Requirements
1. Judges must attend a Federation/USHJA Hunter judges' clinic at least once every three years. In order to receive clinic credit, attendees must attend all sessions and pass an exam with a score of 84% or higher at the clinic.
  2. Judges must officiate at three Federation licensed competitions every three years.

#### Section 12.1.2 Requirements to Obtain 'R' Status

#### A. Eligibility Requirements

1. Applicants must be a current Active Competing member in good standing with the USHJA.
2. Applicants must have maintained a 'r' Hunter Judge license for 36 months before applying for a promotion.
3. Officiate at least three Federation National or Premier Licensed Competitions during the past three years in the Hunter Division.

#### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must complete the application requirements in the order defined below unless noted otherwise.
3. All application requirements must be completed within five years.
4. Attend a Federation/USHJA Hunter Judges' clinic.
5. Pass a written examination with a score of 84% or higher at a Federation/USHJA Hunter Judges' clinic.
6. Apprenticeships
  - i. Apprentice with at least five different Federation Registered ('R') Hunter Judges.
  - ii. Complete 12 full days of apprenticing at a minimum of three Federation National or Premier Competitions. Five of the apprenticing days must be completed at competitions that are outside of a 250 radial mile circle from the applicant's home address.
  - iii. Apprentice one rated conformation section, Pony Hunter section with a model, or one Hunter Breeding Section.
  - iv. If an "A" rated conformation section, Pony Hunter section with a model, or Hunter Breeding section is not offered, attendance at a Federation/USHJA Hunter Breeding clinic may serve as a substitute for the conformation apprenticing requirements.
  - v. Apprentices must receive recommendations for licensure from at least 70% of the judges that they apprentice with.
7. Optional: Hunter Breeding Designation
  - i. Applicants must attend a Federation/USHJA Hunter Breeding Clinic and pass a written exam with a score of 84% or higher.
8. Additional helpful information can be found [here](#).

#### C. Maintenance Requirements

1. Judges must attend a Federation/USHJA Hunter Judges' clinic every five years. In order to receive clinic credit, attendees must attend all sessions and pass an exam with a score of 84% or higher at the clinic.
2. Judges must officiate at three Federation licensed competitions every three years.

### Section 12.1.3 Requirements to Obtain 'r' Status – Mentor Program

#### A. Eligibility Requirements

1. Applicants must be a current Active Competing member in good standing with the USHJA.
2. Must not have been suspended by the Federation within five years preceding Mentor Program Application. Exception: Medical suspensions are permitted.
3. Must have been declared a professional with the Federation for a minimum of seven consecutive years.
  - i. Individuals holding amateur status with USEF are not eligible
4. Applicants must have acted as a competitor as either a rider or trainer in the Hunter or Equitation Division at a Federation licensed Hunter or Hunter/Jumper competition within the past three years.

#### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must complete the application requirements in the order defined below.
3. All application requirements must be completed within five years.
4. Attend a Federation/USHJA Hunter Judges' clinic preceding Mentor Program Application.

5. Pass a written examination with a mark of 70% or better, administered at the Federation/USHJA Hunter Judges' clinic. Pass a practical examination with a mark of 70% or better, administered at a Federation/USHJA Hunter Judges' clinic.
6. Request approval from a mentor from the Federation Mentor list and submit Mentor Program Application to the Federation. Applicants may begin apprenticing after receiving notification that the Licensed Officials Department has approved the Mentor Program Application.
7. Apprenticeships
  - i. Must apprentice 10 full days at a minimum of two Federation National or Premier licensed competitions. The competitions must be held at a minimum of two different locations. Five of the apprenticing days must be completed at competitions that are outside of a 250 radial mile circle from the applicant's home address.
  - ii. Apprentice one of the required Federation licensed competitions with the approved Mentor.
  - iii. Apprentice at a minimum of one of the required Federation licensed competitions with one or more different 'R' Hunter judges other than their Mentor.
  - iv. Apprentice one "A" rated conformation section, Pony Hunter section with a model, or one Hunter Breeding Section.
    1. If an "A" rated conformation section, Pony Hunter section with a model, or Hunter Breeding section is not offered, attendance at a Federation/USHJA Hunter Breeding clinic may serve as a substitute for the conformation apprenticing requirements.
  - v. Apprentices must receive recommendations for licensure from at least 70% of the judges they apprentice with before the application can be submitted for review by the Licensed Officials Department. A recommendation for licensure must be received from the Mentor.
8. Additional helpful information can be found [here](#).

#### C. Maintenance Requirements

1. Judges must attend a Federation/USHJA Hunter Judges' clinic at least once every three years. In order to receive clinic credit, attendees must attend all sessions and pass an exam with a score of 84% or higher at the clinic.
2. Judges must officiate at three Federation licensed competitions every three years.

#### Section 12.1.4 Requirements to Obtain 'R' Status – Mentor Program

##### A. Eligibility Requirements

1. Applicants must be a current Active Competing member in good standing with the USHJA.
2. Must not have been suspended by the Federation within five years preceding Mentor Program Application Exception: Medical suspensions are permitted.
3. Must have been declared a professional with the Federation for a minimum of seven consecutive years.
  - i. Individuals holding amateur status with USEF are not eligible
4. Applicants must have acted as a competitor as either a rider or trainer in the Hunter or Equitation Division at a Federation licensed competition within the past three years.

##### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must complete the application requirements in the order defined below unless noted otherwise.
3. All application requirements must be completed within five years.
4. Attend a Federation/USHJA Hunter Judges' clinic preceding Mentor Program Application.
5. Pass a written examination with a mark of 84% or better, administered at the Federation/USHJA Hunter Judges' Clinic.
6. Request approval from a mentor from the Federation Mentor list and submit Mentor Program Application to the Federation. Applicants may begin apprenticing after receiving notification that the Licensed Officials Department has approved the Mentor Program Application.
7. Apprenticeships
  - i. Must apprentice 10 full days at a minimum of two Federation National or Premier licensed competitions. Apprenticing must take place at a minimum of two different locations. Five of the

apprenticing days must be completed at competitions that are outside of a 250 radial mile circle from the applicant's home address.

- ii. Apprentice at one of the required Federation licensed competitions with the approved Mentor.
  - iii. Apprentice at a minimum of one of the required Federation licensed competitions with one or more different 'R' Hunter judges other than their Mentor.
  - iv. Apprentice one rated conformation section, Pony Hunter section with a model, or one Hunter Breeding Section.
    1. If an "A" rated conformation section, Pony Hunter section with a model, or Hunter Breeding section is not offered, attendance at a Federation/USHJA Hunter Breeding clinic may serve as a substitute for the conformation apprenticing requirements.
  - v. Apprentices must receive recommendations for licensure from at least 70% of the judges they apprentice with before the application can be submitted for review by the Licensed Officials Department. A recommendation for licensure must be received from the Mentor.
8. Optional: Hunter Breeding Designation
- i. Applicants must attend a Federation/USHJA Hunter Breeding Clinic and pass a written exam with a score of 84% or higher.
9. Additional helpful information can be found [here](#).

C. Maintenance Requirements

1. Judges must attend a Federation/USHJA Hunter Judges' clinic at least once every five years. In order to receive clinic credit, attendees must attend all sessions and pass an exam with a score of 84% or higher at the clinic.
2. Judges must officiate at three Federation licensed competitions every three years.

Section 12.1.5 Requirements to Obtain Hunter Breeding Designation

A. Eligibility Requirements

1. Applicants must be a current Active Competing member in good standing with the USHJA.
2. Applicants must be a Federation licensed 'R' Hunter judge.

B. Application Requirements

1. Applicants must complete the application requirements in the order defined below.
2. All application requirements must be completed within five years.
3. Attend a Federation/USHJA Hunter Breeding clinic.
4. Pass a written examination with a mark of 84% or better administered at a Federation/Hunter Breeding clinic.
5. Additional helpful information be found [here](#).

C. Maintenance Requirements

1. Judges must attend a Federation/USHJA Hunter Breeding clinic once every five years.

**Section 12.2 – Hunter/Jumping Seat Equitation Judges.**

Section 12.2.1 Requirements to Obtain 'r' Status

A. Eligibility Requirements

1. Applicants must be a current Active Competing member in good standing with the USHJA.
2. Applicants must have acted as a competitor as either a rider or trainer in the Hunter or Equitation Division at a Federation licensed Hunter or Hunter/Jumper competition within the last three years.

B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must complete the application requirements in the order defined below.
3. All application requirements must be completed within three years.
4. Attend a Federation/USHJA Hunter/Jumping Seat Equitation clinic.
5. Pass a written examination with a mark of 70% or better, administered at the Federation/USHJA Hunter/Jumping Seat Equitation judges' clinic. Pass a practical examination with a mark of 70% or better, administered at the Federation/USHJA Hunter/Jumping Seat Equitation judges' clinic.
6. Apprenticeships



- i. Apprentice with at least five different Federation Registered ('R') Hunter/Jumping Seat Equitation Judges.
  - ii. Apprentice at least 15 hunter/jumping seat equitation classes total from the following list: USEF Hunter Seat Medal, WIHS, Talent Search, Maclay, NCEA Medal, USHJA 3'3" Jumping Seat Medal, USHJA 3'3" Hunter Seat Medal, USEF Pony Medal, WIHS Pony, THIS National Children's Medal, NHS 3'3" Medal, THIS NHS Adult Medal, Ariat National Adult Medal, and Age Group equitation.
    - 1. Three of the 15 classes must be flat classes or have a flat portion.
  - iii. Apprenticeships must be completed at a minimum of three Federation National or Premier licensed Competitions at different locations. One of the competitions must be outside of a 250 radial mile circle from the applicant's home address.
  - iv. Apprentices must receive recommendations for licensure from at least 70% of the judges that they apprentice with.
7. Additional helpful information be found [here](#).
- C. Maintenance Requirements
- 1. Judges must attend a Federation/USHJA Hunter/Jumping Seat Equitation judges' clinic every three years. In order to receive clinic credit, attendees must attend all sessions and pass an exam with a score of 84% or higher at the clinic.
  - 2. Judges must officiate at three Federation licensed competitions every three years.

#### Section 12.2.2 Requirements to Obtain 'R' Status

- A. Eligibility Requirements
- 1. Applicants must be a current Active Competing member in good standing with the USHJA.
  - 2. Applicants must have maintained a 'r' Hunter/Jumping Seat Equitation Judge license for 36 months before applying for a promotion.
  - 3. Officiate at least three Federation National or Premier Licensed Competitions during the past three years in the Hunter/Jumping Seat Equitation Division.
- B. Application Requirements
- 1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
  - 2. Applicants must complete the application requirements in the order defined below.
  - 3. All application requirements must be completed within five years.
  - 4. Attend a Federation/USHJA Hunter/Jumping Seat Equitation Judge clinic.
  - 5. Pass a written examination with a mark of 84% or better, administered at a Federation/USHJA Hunter/Jumping Seat Equitation Judges Clinic.
  - 6. Apprenticeships
    - i. Apprentice with at least five different Federation Registered ('R') Judges.
    - ii. Apprentice at least 15 hunter/jumping seat equitation classes total from the following list: USEF Hunter Seat Medal, WIHS, Talent Search, Maclay, NCEA Medal, USHJA 3'3" Jumping Seat Medal, USHJA 3'3" Hunter Seat Medal, USEF Pony Medal, WIHS Pony, NHS 3'3" Medal, and Age Group equitation.
      - 1. Three of the 15 classes must be flat classes or have a flat portion.
      - 2. Five of the 15 classes must be medal classes from the following list: USEF Hunter Seat Medal, WIHS, Talent Search, Maclay, NCEA Medal, USHJA 3'3" Jumping Seat Medal, USHJA 3'3" Hunter Seat Medal, NHS 3'3" Medal, USEF Pony Medal, and WIHS Pony.
    - iii. Apprenticeships must be completed at three Federation National or Premier licensed Competitions in three different locations. One of the competitions must be outside of a 250 radial mile circle from the applicant's home address.
    - iv. Apprentices must receive recommendations for licensure from at least 70% of the judges that they apprentice with.
7. Additional helpful information be found [here](#).
- C. Maintenance Requirements

1. Judges must attend a Federation/USHJA Hunter/Jumping Seat Equitation judges' clinic every five years. In order to receive clinic credit, attendees must attend all sessions and pass an exam with a score of 84% or higher at the clinic.
2. Judges must officiate at three Federation licensed competitions every three years.

#### Section 12.2.3 Requirements to Obtain 'r' Status – Mentor Program

##### A. Eligibility Requirements

1. Applicants must be a current Active Competing member in good standing with the USHJA.
2. Must not have been suspended by the Federation within five years preceding Mentor Program Application. Exception: Medical suspensions are permitted.
3. Must have been declared a professional with the Federation for a minimum of seven consecutive years.
  - i. Individuals holding amateur status with USEF are not eligible
4. Applicants must have acted as a competitor as either a rider or trainer in the Hunter or Equitation Division at a Federation licensed Hunter or Hunter/Jumper competition within the past three years.

##### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must complete the application requirements in the order defined below.
3. All application requirements must be completed within five years.
4. Attend a Federation/USHJA Hunter & Hunter/Jumping Seat Equitation clinic.
5. Pass a written examination with a mark of 70% or better, administered at the Federation/USHJA Hunter/Jumping Seat Equitation judges' clinic. Pass a practical examination with a mark of 70% or better, administered at the Federation/USHJA Hunter/Jumping Seat Equitation judges' clinic.
6. Request approval from a mentor from the Federation Mentor list and submit Mentor Program Application to the Federation. Applicants may begin apprenticing after receiving notification that the Licensed Officials Department has approved Mentor Program Application.
7. Apprenticeships
  - i. Apprentice at a minimum of two Federation National or Premier licensed competitions. The competitions must be held at a minimum of two different locations. One of the competitions must be outside of a 250 radial mile circle from the applicant's home address.
  - ii. Apprentice 12 hunter/jumping seat equitation classes from the following list: USEF Hunter Seat Medal, WIHS, Talent Search, Maclay, NCEA Medal, USHJA 3'3" Jumping Seat Medal, USHJA 3'3" Hunter Seat Medal, USEF Pony Medal, WIHS Pony, THIS National Children's Medal, NHS 3'3" Medal, THIS NHS Adult Medal, Ariat National Adult Medal, and Age Group equitation.
    1. Three of the 12 classes must be flat classes or have a flat portion.
  - iii. Apprentice one of the required Federation licensed competitions with the approved Mentor.
  - iv. Apprentice at a minimum of one of the required Federation licensed competitions with one or more different 'R' Hunter/Jumping Seat Equitation judges other than their Mentor.
  - v. When judging with their Mentor, applicants may switch rings in order to fulfill equitation requirements but must return to their Mentor after the class(es) has/have finished to complete the day.
  - vi. Apprentices must receive recommendations for licensure from at least 70% of the judges they apprentice with before the application can be submitted for review by the Licensed Officials Department. A recommendation for licensure must be received from the Mentor.
8. Additional helpful information be found [here](#).

##### C. Maintenance Requirements

1. Judges must attend a Federation/USHJA Hunter/Jumping Seat Equitation judges' clinic every three years. In order to receive clinic credit, attendees must attend all sessions and pass an exam with a score of 84% or higher at the clinic.
2. Judges must officiate at three Federation licensed competitions every three years.

#### Section 12.2.4 Requirements to Obtain 'R' Status – Mentor Program

##### A. Eligibility Requirements

1. Applicants must be a current Active Competing member in good standing with the USHJA.
2. Must not have been suspended by the Federation within five years preceding Mentor Program Application. Exception: Medical suspensions are permitted.
3. Must have been declared a professional with the Federation for a minimum of five consecutive years.
  - i. Individuals holding amateur status with USEF are not eligible
4. Applicants must have acted as a competitor as either a rider or trainer in the Hunter or Equitation Division at a Federation licensed Hunter or Hunter/Jumper competition within the past three years.

#### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must complete the application requirements in the order defined below.
3. All application requirements must be completed within five years.
4. Attend a Federation/USHJA Hunter/Jumping Seat Equitation judges' clinic.
5. Pass a written examination with a mark of 84% or better, administered at the Federation/USHJA Hunter/Jumping Seat Equitation Judges' Clinic.
6. Request approval from a mentor from the Federation Mentor list and submit Mentor Program Application to the Federation. Applicants may begin apprenticing after receiving notification that the Licensed Officials Department has approved Mentor Program Application.
7. Apprenticeships
  - i. Apprentice at a minimum of two Federation National or Premier licensed competitions. The competitions must be held at a minimum of two different locations. One of the competitions must be outside of a 250 radial mile circle from the applicant's home address.
  - ii. Apprentice 12 hunter/jumping seat equitation classes total from the following list: USEF Hunter Seat Medal, WIHS, Talent Search, Maclay, NCEA Medal, USHJA 3'3" Jumping Seat Medal, USHJA 3'3" Hunter Seat Medal, USEF Pony Medal, WIHS Pony, NHS 3'3" Medal, and Age Group equitation.
    1. Three of the 12 classes must be flat classes or have a flat portion.
  - iii. Apprentice at a minimum of one of the required Federation licensed competitions with the approved Mentor.
  - iv. Apprentice at a minimum of one of the required Federation licensed competitions with one or more different 'R' Hunter/Jumping Seat Equitation judges other than their Mentor.
  - v. When judging with their Mentor, applicants may switch rings in order to fulfill equitation requirements but must return to their Mentor after the class(es) has/have finished to complete the day.
  - vi. Apprentices must receive recommendations for licensure from at least 70% of the judges they apprentice with before the application can be submitted for review by the Licensed Officials Department. A recommendation for licensure must be received from the Mentor.
8. Additional helpful information be found [here](#).

#### C. Maintenance Requirements

1. Judges must attend a Federation/USHJA Hunter/Jumping Seat Equitation judges' clinic every five years. In order to receive clinic credit, attendees must attend all sessions and pass an exam with a score of 84% or higher at the clinic.
2. Judges must officiate three Federation licensed competitions every three years.

### **Section 12.3 – Hunter Course Designers.**

#### Section 12.3.1 Requirements to Obtain Regional Hunter Course Designer Status

##### A. Eligibility Requirements

1. Applicants must be a current Active Competing member in good standing with the USHJA.

##### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must complete the application requirements in the order defined below.

3. Attend a Federation/USHJA Hunter Course Designer clinic.
4. Pass a written examination with a score of 84% or higher administered at the Federation/USHJA Hunter Course Designer Clinic.

C. Maintenance Requirements

1. Course Designers must attend a Federation/USHJA Hunter Course Designer clinic every three years.
2. Course Designers must pass a written exam with a score of 84% or higher every three years.
3. Course Designers must officiate at three Federation licensed competitions every three years.

Section 12.3.2 Requirements to Obtain 'r' Status

A. Eligibility Requirements

1. Applicants must be a current Active Competing member in good standing with the USHJA.
2. Applicants must have verifiable experience designing hunter/equitation courses at Federation licensed Regional I, Regional II, Local competitions, or USHJA Outreach competitions.

B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must complete the application requirements in the order defined below.
3. All application requirements must be completed within three years.
4. Attend a Federation/USHJA Hunter Course Designer clinic. In order to receive clinic credit, applicants must pass the Course Designer Homework with a score of 75% or higher.
5. Pass a written examination with a score of 84% or better administered at the Federation/USHJA Hunter Course Designer Clinic.
6. Apprenticeships
  - i. Apprentice with three different Federation Registered ('R') Hunter Course Designers
  - ii. Apprentice 12 full days at a minimum of three Federation licensed National or Premier Competitions in different locations. Five of the apprenticing days must be completed at competitions that are outside of a 250 radial mile circle from the applicant's home address.
  - iii. Apprentice the following classes within the three or four required competitions:
    1. One USHJA National Hunter Derby
    2. Three Hunter/Jumping Seat Equitation Classes from the following list: USEF Hunter Seat Medal, WIHS, Talent Search, Maclay, NCEA Medal, USHJA 3'3" Jumping Seat Medal, USEF Pony Medal, WIHS Pony, and Age Group equitation.
  - iv. Apprentices must receive recommendations for licensure from at least 70% of the course designers that they apprentice with.
7. Additional helpful information be found [here](#).

C. Maintenance Requirements

1. Course Designers must attend a Federation/USHJA Hunter Course Designer clinic every three years. In order to receive clinic credit, attendees must attend all sessions, pass an exam with a score of 84% or higher at the clinic, and pass the Course Designer Homework with a score of 80% or higher.
2. Course Designers must officiate at three Federation licensed competitions every three years.

Section 12.3.3 Requirements to Obtain 'R' Status

A. Eligibility Requirements

1. Applicants must be a current Active Competing member in good standing with the USHJA.
2. Applicants must have maintained a 'r' Hunter Course Designer license for 36 months before applying for a promotion.
3. Officiate as a Hunter Course Designer at a minimum of four National and one Premier or three Premier Federation licensed competitions within the previous three years.

B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must complete the application requirements in the order defined below.
3. All application requirements must be completed within five years.

4. Attend a USHJA Hunter Course Designer clinic.
5. Pass a written examination with a mark of 84% or better, administered at the Federation/USHJA Hunter Course Designer Clinic.
6. Apprenticeships
  - i. Apprentice with three different Federation Registered Hunter Course Designers
  - ii. Apprentice 12 full days at a minimum of three Federation licensed National or Premier Competitions in different locations. Five of the apprenticing days must be completed at competitions that are outside of a 250 radial mile circle from the applicant's home address.
  - iii. Apprentice the following classes within the three or four required competitions:
    1. One USHJA International Hunter Derby.
    2. Three Hunter/Jumping Seat Equitation classes from the following list: USEF Hunter Seat Medal, WIHS, Talent Search, Maclay, NCEA Medal, USHJA 3'3" Jumping Seat Medal, USEF Pony Medal, WIHS Pony, and Age Group equitation.
  - iv. Apprentices must receive recommendations for licensure from at least 70% of the course designers that they apprentice with.
7. Additional helpful information be found [here](#).

#### C. Maintenance Requirements

1. Course Designers must attend a Federation/USHJA Hunter Course Designer clinic every five years. In order to receive clinic credit, attendees must attend all sessions, pass an exam with a score of 84% or higher at the clinic, and pass the Course Designer Homework with a score of 85% or higher.
2. Course Designers must officiate at three Federation licensed competitions every three years.

### Section 12.3.4 Requirements to Obtain 'r' Status – Mentor Program

#### A. Eligibility Requirements

1. Applicants must be a current Active Competing member in good standing with the USHJA for a minimum of five years.
2. Must not have been suspended by USEF within five years preceding Mentor Program Application. Exception: Medical suspensions are permitted.

#### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must complete the application requirements in the order defined below.
3. All application requirements must be completed within five years.
4. Attend a Federation/USHJA Hunter Course Designer clinic. In order to receive clinic credit, applicants must pass the Course Designer Homework with a score of 75% or higher.
5. Pass a written examination with a mark of 84% or better, administered at the Federation Hunter Course Designer Clinic.
6. Request approval from a mentor from the Federation Mentor list and submit Mentor Program Application to the Federation. Applicants may begin apprenticing after receiving notification that the Licensed Officials Department has approved Mentor Program Application.
7. Apprenticeships
  - i. Must apprentice with a Mentor Course Designer a minimum of 10 days at Federation National or Premier licensed competitions. These 10 days can be completed at three or four licensed competitions, but preferably at no more than four competitions. The apprenticeships must be completed at a minimum of three different venues. Five of the apprenticing days must be completed at competitions that are outside of a 250 radial mile circle from the applicant's home address.
  - ii. Apprentice the following classes within the three or four required competitions:
    1. One USHJA National Hunter Derby
    2. Three Hunter/Jumping Seat Equitation Classes from the following list: USEF Hunter Seat Medal, WIHS, Talent Search, Maclay, NCEA Medal, USHJA 3'3" Jumping Seat Medal, USEF Pony Medal, WIHS Pony, and Age Group equitation.
  - iii. The Apprentice Course Designer will work the days required of the Mentor.

8. Additional helpful information be found [here](#).

C. Maintenance Requirements

1. Course Designers must attend a Federation/USHJA Hunter Course Designer clinic every three years. In order to receive clinic credit, attendees must attend all sessions, pass an exam with a score of 84% or higher at the clinic, and pass the Course Designer Homework with a score of 80% or higher.
2. Course Designers must officiate at three Federation licensed competitions every three years.

Section 12.3.5 Requirements to Obtain 'R' Status – Mentor Program

A. Eligibility Requirements

1. Applicants must be a current Active Competing member in good standing with the USHJA for a minimum of five years.
2. Applicants must have maintained a 'r' Hunter Course Designer license for 12 months before applying for a promotion.
3. Must not have been suspended by USEF within five years preceding Mentor Program Application. Exception: Medical suspensions are permitted.

B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must complete the application requirements in the order defined below.
3. All application requirements must be completed within five years.
4. Attend a Federation/USHJA Hunter Course Designer clinic.
5. Pass a written examination with a mark of 84% or better, administered at the Federation Hunter Course Designer Clinic.
6. Request approval from a mentor from the Federation Mentor list and submit Mentor Program Application to the Federation. Applicants may begin apprenticing after receiving notification that the Licensed Officials Department has approved Mentor Program Application.
7. Apprenticeships
  - i. Must apprentice with a Mentor Course Designer a minimum of 10 days at Federation Premier licensed competitions. These 10 days can be completed at three or four licensed competitions, but preferably not more than four competitions. Five of the apprenticing days must be completed at competitions that are outside of a 250 radial mile circle from the applicant's home address.
  - ii. Apprentice the following classes within the three or four required competitions:
    1. One USHJA International Hunter Derby
    2. Three Hunter/Jumping Seat Equitation classes from the following list: USEF Hunter Seat Medal, WIHS, Talent Search, Maclay, NCEA Medal, USHJA 3'3" Jumping Seat Medal, USEF Pony Medal, WIHS Pony, and Age Group equitation.
  - iii. The Apprentice Course Designer will work the days required of the Mentor.
8. Additional helpful information be found [here](#).

C. Maintenance Requirements

1. Course Designers must attend a Federation/USHJA Hunter Course Designer clinic every five years. In order to receive clinic credit, attendees must attend all sessions, pass an exam with a score of 84% or higher at the clinic, and pass the Course Designer Homework with a score of 85% or higher.
2. Course Designers must officiate at three Federation licensed competitions every three years.

**Section 13. Jumper.**

**Section 13.1 – Jumper Judges.**

Section 13.1.1 Requirements to Obtain 'r' Status

A. Eligibility Requirements

1. Applicants must be a current Active Competing member in good standing with the United States Hunter Jumper Association (USHJA).

B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must complete the application requirements in the order defined below.
3. All application requirements must be completed within three years.
4. Attend a Federation/USHJA Jumper Judge clinic.
5. Pass a written examination with a mark of 84% or better, administered at the Federation/USHJA Jumper Judges Clinic.
6. Apprenticeships
  - i. Apprentice 12 days at a minimum of three Federation licensed Rating 3 or higher competitions at different locations.
  - ii. Apprentice with at least five different Federation Registered ('R') Jumper Judges.
  - iii. Apprentices must receive recommendations for licensure from at least 70% of the judges that they apprentice with.
7. Additional helpful information be found [here](#).

C. Maintenance Requirements

1. Judges must attend a Federation/USHJA Jumper Clinic at least once every three years. In order to receive clinic credit, attendees must attend all sessions and pass an exam with a score of 84% or higher at the clinic.
2. Judges must officiate at three Federation licensed competitions every three years.

Section 13.1.2 Requirements to Obtain 'R' Status

A. Eligibility Requirements

1. Applicants must be a current Active Competing member in good standing with the USHJA.
2. Applicants must have maintained a 'r' Jumper license for 36 months before applying for a promotion.
3. Applicants must have officiated for at least two or more Federation licensed Rating 3 or higher competitions in the Jumper Division within the past three years.

B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must complete the application requirements in the order defined below.
3. All application requirements must be completed within five years.
4. Applicants must attend a Federation/USHJA Jumper Judge Clinic.
5. Applicants must pass a written examination with a score of 84% or better, administered at the Federation/USHJA Jumper Judges Clinic.
6. Apprenticeships
  - i. Apprentice with at least five different Federation Registered ('R') Jumper Judges.
  - ii. Apprentice 12 days at a minimum of three Federation licensed Level 4 or higher competitions in different locations.
  - iii. Apprentices must receive recommendations for licensure from at least 70% of the judges that they apprentice with.
7. Additional helpful information be found [here](#).

C. Maintenance Requirements

1. Judges must attend a Federation/USHJA Jumper Clinic at least once every five years. In order to receive clinic credit, attendees must attend all sessions and pass an exam with a score of 84% or higher at the clinic.
2. Judges must officiate three Federation licensed competitions every three years.

**Section 13.2 – Jumper Course Designers.**

Section 13.2.1 Requirements to Obtain 'r' Status

A. Eligibility Requirements

1. Applicants must be a current Active Competing member in good standing with the USHJA.
2. Applicants must have verifiable experience designing jumper courses at Federation licensed Rating 1 or higher competitions, Local competitions or USHJA Outreach competitions.

## B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must complete the application requirements in the order defined below.
3. All application requirements must be completed within three years.
4. Applicants must attend a Federation/USHJA Jumper Course Designer. In order to receive clinic credit, applicants must pass the Course Designer Homework with a score of 75% or higher.
5. Applicants must pass a written examination with a score of 84% or higher, administered at the Federation/USHJA Jumper Course Designer clinic.
6. Apprenticeships
  - i. Apprentice with three different Federation Registered Course Designers
  - ii. Apprentice 12 full days at a minimum of three Federation license Level 3 or higher competitions at three different locations. Five of the apprenticing days must be completed at competitions that are outside of a 250 radial mile circle from the applicant's home address.
  - iii. Apprentices must receive recommendations for licensure from at least 70% of the course designers that they apprentice with.
7. Additional helpful information be found [here](#).

## C. Maintenance Requirements

1. Course Designers must attend a Federation/USHJA Jumper Course Designer Clinic every three years. In order to receive clinic credit, attendees must attend all sessions, pass an exam with a score of 84% or higher at the clinic, and pass the Course Designer Homework with a score of 80% or higher. Attendance at an FEI Jumping Course Designer course will count for Federation Jumper CD clinic credit provided it occurs during the same time frame required by the national license.
2. Course Designers must officiate at three Federation licensed competitions every three years.

### Section 13.2.2 Requirements to Obtain 'R' Status

#### A. Eligibility Requirements

1. Applicants must be a current Active Competing member in good standing with the USHJA.
2. Applicants must have maintained a 'r' Jumper Course Design license for 36 months before applying for a promotion.
3. Applicants must have officiated as a Jumper Course Designer at three or more Federation licensed Rating 3 or higher competitions within the previous three years.

#### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must complete the application requirements in the order defined below.
3. All application requirements must be completed within five years.
4. Applicants must attend a Federation/USHJA Jumper Course Designer clinic.
5. Applicants must pass a written examination with a score of 84% or higher, administered at the Federation/USHJA Jumper Course Designer clinic.
6. Apprenticeships
  - i. Apprentice with three different Federation Registered Jumper Course Designers
  - ii. Apprentice 12 full days at a minimum of three Federation licensed Rating 4 or higher competitions at three different locations. Five of the apprenticing days must be completed at competitions that are outside of a 250 radial mile circle from the applicant's home address.
  - iii. Apprentices must receive recommendations for licensure from at least 70% of the course designers that they apprentice with.
7. Additional helpful information be found [here](#).

#### C. Maintenance Requirements

1. Course Designers must attend a Federation/USHJA Jumper Course Designer clinic every five years. In order to receive clinic credit, attendees must attend all sessions, pass an exam with a score of 84% or higher at the clinic, and pass the Course Designer Homework with a score of 85% or higher. Attendance



at an FEI Jumping Course Designer course will count for Federation Jumper CD clinic credit provided it occurs during the same time frame required by the national license.

2. Course Designers must officiate at three Federation licensed competitions every three years.

#### Section 13.2.3 Requirements to Obtain 'r' Status – Mentor Program

##### A. Eligibility Requirements

1. Applicants must be a current Active Competing member in good standing with the USHJA for a minimum of five years.
2. Applicants must not have been suspended by the Federation within five years preceding Mentor Program Application. Exception: Medical suspensions are permitted.

##### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must complete the application requirements in the order defined below.
3. All application requirements must be completed within five years.
4. Attend a Federation/USHJA Jumper Course Designer clinic.
5. Pass a written examination with a mark of 84% or higher, administered at the Federation/USHJA Jumper Course Designer Clinic. In order to receive clinic credit, applicants must pass the Course Designer Homework with a score of 75% or higher.
6. Request approval from a mentor from the Federation Mentor list and submit Mentor Program Application to the Federation. Applicants may begin apprenticing after receiving notification that the Licensed Officials Department has approved Mentor Program Application.
7. Apprenticeships
  - i. Must apprentice with a Mentor Course Designer for a minimum of 10 days at Federation Rating 2-5 Jumper Licensed competitions or at FEI only competitions. These 10 days can be completed at three or four Federation licensed competitions, but preferably not more than four competitions. The apprenticeships must be completed at a minimum of three different venues. Five of the apprenticing days must be completed at competitions that are outside of a 250 radial mile circle from the applicant's home address.
  - ii. One of the required competitions must include a minimum of a \$25,000 Grand Prix.
  - iii. Apprenticeships may occur at National or International Championships (Prix des States, North American Young Riders and USHJA National Championship)
  - iv. The Apprentice Course Designer will work the hours required of the Mentor.
8. Additional helpful information be found [here](#).

##### C. Maintenance Requirements

1. Course Designers must attend a Federation/USHJA Jumper Course Designer clinic every three years. In order to receive clinic credit, attendees must attend all sessions, pass an exam with a score of 84% or higher at the clinic, and pass the Course Designer Homework with a score of 80% or higher. Attendance at an FEI Jumping Course Designer course will count for Federation Jumper CD clinic credit provided it occurs during the same time frame required by the national license.
2. Course Designers must officiate at three Federation licensed competitions every three years.

#### Section 13.2.4 Requirements to Obtain 'R' Status – Mentor Program

##### A. Eligibility Requirements

1. Applicants must be a current Active Competing member in good standing with the USHJA for a minimum of five years.
2. Applicants must not have been suspended by the Federation within five years preceding Mentor Program Application. Exception: Medical suspensions are permitted.

##### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must complete the application requirements in the order defined below.
3. All application requirements must be completed within five years.

4. Attend a Federation/USHJA Jumper Course Designer clinic.
  5. Pass a written examination with a mark of 84% or higher, administered at the Federation/USHJA Jumper Course Designer Clinic.
  6. Request approval from a mentor from the Federation Mentor list and submit Mentor Program Application to the Federation. Applicants may begin apprenticing after receiving notification that the Licensed Officials Department has approved Mentor Program Application.
  7. Apprenticeships
    - i. Must apprentice with a Mentor Course Designer for a minimum of 10 days at Federation Rating 2-5 Jumper Licensed competitions or at FEI only competitions. These 10 days can be completed at three or four Federation licensed competitions, but preferably not more than four competitions. The apprenticeships must be completed at a minimum of three different venues. Five of the apprenticing days must be completed at competitions that are outside of a 250 radial mile circle from the applicant's home address.
    - ii. One of the required competitions must include a minimum of a \$25,000 Grand Prix.
    - iii. Apprenticeships may occur at National or International Championships (Prix des States, North American Youth Championships or USHJA National Championship).
    - iv. The Apprentice Course Designer will work the hours required of the Mentor.
  8. Additional helpful information be found [here](#).
- C. Maintenance Requirements
1. Course Designers must attend a Federation/USHJA Jumper Course Designer clinic every five years. In order to receive clinic credit, attendees must attend all sessions, pass an exam with a score of 84% or higher at the clinic, and pass the Course Designer Homework with a score of 85% or higher. Attendance at an FEI Jumping Course Designer course will count for Federation Jumper CD clinic credit provided it occurs during the same time frame required by the national license.
  2. Course Designers must officiate at three Federation licensed competitions every three years.

## Section 14. Morgan Judges.

### Section 14.1 Requirements to Obtain 'r' Status

- A. Eligibility Requirements
  1. Applicants must be a current member in good standing with the American Morgan Horse Association (AMHA).
- B. Application Requirements
  1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
  2. Applicants may complete the following requirements in any order.
  3. All applicants must attend two AMHA judge's schools, every day of the first school and two consecutive days of the second school within a two year period preceding license application. Applicants must receive favorable recommendation(s) from the judge's school clinician(s).
  4. Applicants must serve as an Apprentice in the Morgan division at a minimum of one entire Licensed competition with a Federation licensed Morgan judge within two years preceding application. A copy of the Apprentice Report shall be submitted to the Federation Licensed Officials Department and available to the applicant, upon request, in accordance with the Board-approved USEF Guidelines for Education and Licensing. One positive recommendation from the licensed Morgan judge with whom they apprentice is required.
  5. Applicants must receive a passing score of 85% or higher on an examination administered at the AMHA Judges' School Applicants may take the Final Examination three times within a three year period. If an applicant has not passed the examination within three attempts, then the applicant is considered to have failed.
  6. Exceptions:
    - a. Recorded ('r') Federation licensed judges in another breed or discipline must:
      - i. Attend two AMHA judge's schools, every day of the first school and two consecutive days of the second school within two years preceding application

- ii. Receive favorable recommendation(s) from the judges' school clinician(s) and;
  - iii. Pass an examination administered at the AMHA Judges' School with a score of 85% or higher.
- b. Registered ('R') Federation licensed judges in another breed or discipline must:
    - i. Attend two days of an AMHA Judges' School within two years preceding application
    - ii. Receive favorable recommendation(s) from the judges' school clinician(s) and;
    - i. Pass an examination with a score of 85% or higher.

C. Maintenance Requirements

- 1. Judges must attend a Federation/AMHA Judges' School at least once every three years.
- 2. Judges must pass an examination with a score of 85% or higher every three years.

Section 14.2 Requirements to Obtain 'R' Status

A. Eligibility Requirements

- 1. Applicants must be a current member in good standing with the AMHA.
- 2. Applicants must have maintained a Federation 'r' Morgan license for at least 12 months prior to 'R' license application.

B. Application Requirements

- 1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
- 1. Applicants must complete the application requirements in the order defined below.
- 2. Applicants must officiate at:
  - a. A minimum of two Federation licensed competitions, each with 100 Morgans entered, OR;
  - b. A minimum of two Federation licensed competitions, each with at least 25 Morgan classes and each class must have a minimum of five horses.
- 3. Applicants must complete a Final Examination with a score of 85% or higher.

C. Maintenance Requirements

- 1. Judges must attend one of the following clinic options every five years:
  - a. Attend a Federation/AMHA Judges' School OR;
  - b. Attend a judges' clinic at the AMHA convention.
- 2. Judges must pass an examination with a score of 85% or higher every five years.

**Section 15. Para-Equestrian Classifiers.**

A. Eligibility Requirements

- 1. Hold a current license as a physical therapist or medical doctor with experience carrying out the assessment of persons with physical impairments resulting in activity restrictions. The license must be valid in the United States.
- 2. Have current professional liability insurance.

B. Application Requirements

- 1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
- 2. Applicants must complete the application requirements within two years preceding application. The clinic must be completed first and the final examination must be completed last.
- 3. Attend a Federation Para-Equestrian Classifier clinic.
- 4. Apprenticing
  - i. Applicants must apprentice with a USEF Para-Classifier for three or more classifications.
  - ii. Applicants must satisfactorily complete at least one classification under supervision before the apprenticeship requirement is considered complete.
- 5. Submit six or more completed Para-Equestrian Classification Cards to the Licensed Officials Department. At least six cards must receive a score of 85% or higher.
- 6. Final Examination
  - i. Applicants must pass a final examination with a score of 85% or higher.

7. Exception: Current FEI Para Classifiers or those currently licensed as a Para Classifier by another National Federation are only required to pass the final examination with a score of 85% or higher.

C. Maintenance Requirements

1. Para-Equestrian Classifiers must attend a Federation Para-Equestrian Classifier clinic every three years. Please see Chapter 1, Section 5.5 if a clinic is not offered in the year an official is due to attend a clinic.
2. Para-Equestrian Classifiers must pass a maintenance examination with a score of 85% or higher every two years.

## **Section 16. Paso Fino Judges.**

### Section 16.1 Requirements to Obtain 'r' Status

A. Eligibility Requirements

1. Applicants must be a current member in good standing with the Paso Fino Horse Association (PFHA).
2. Applicants must be licensed as a Certified or Senior Certified Judge by the PFHA and current on PFHA Judge's dues.

B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants may complete the following requirements in any order.
3. Applicants must attend a Federation/PFHA clinic within three years preceding application.
4. Applicants must pass an open book written examination with a score of 85% or higher on Federation General and Paso Fino rules. The examination may be administered at the clinic. If an applicant does not receive a passing score then he must attend another Federation/PFHA clinic and pass an examination at the clinic.
5. Applicants must be recommended in writing by the PFHA Judges & Stewards Committee and certify that the applicant is Active and in Good Standing Status as a PFHA Judge.

C. Maintenance Requirements

1. Judges must be a current member in good standing with PFHA, hold an active license as a PFHA Certified or Senior Certified Judge and must be current with PFHA Judges dues.
2. Judges who hold a Certified Judge (C) PFHA license must attend a Federation/PFHA clinic at least once every two years. Judges who hold a Senior Certified PFHA license must attend a Federation/PFHA clinic at least once every three years.
3. Judges must pass a written examination with a score of 85% or higher every three years. Judges who do not pass the examination on their first attempt will have the opportunity to retake the examination one additional time. If a judge does not receive a passing score on the make-up exam, then he must attend another Federation/PFHA clinic and pass an examination at the clinic with a score of 85% or higher before their license is renewed.
4. Judges must officiate at one Federation licensed competition in the Paso Fino Division every three years.

### Section 16.2 Requirements to Obtain 'R' Status

A. Eligibility Requirements

1. Applicants must be a current member in good standing with the PFHA.
2. Applicants must be licensed as an active Senior Certified Judge by the PFHA and current on PFHA Judge's dues.
3. Applicants for promotion must have adjudicated in at least six Federation Licensed competitions in the Paso Fino Division within three years prior to application, verified by stewards' reports. At least two of the competitions must have had a minimum of 100 Paso Fino horses competing.

B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must complete the application requirements in the order defined below.
3. Applicants must attend a Federation/PFHA clinic within three years preceding application.

4. Applicants must pass an open book written examination with a score of 85% or higher on Federation General and Paso Fino rules. The Final Examination may be administered at a clinic. If an applicant does not receive a passing score, he must attend another PFHA/Federation clinic and pass an examination at the clinic.
  5. The applicant must be recommended in writing by the PFHA Judges & Stewards Committee and certify that the applicant is Active and in Good Standing Status as a PFHA Senior Certified Judge.
- C. Maintenance Requirements
1. Judges must be a current member in good standing with PFHA, hold an active license as a PFHA Senior Certified Judge and must be current with PFHA Judges dues.
  2. Judges who hold a Senior Certified PFHA license must attend a Federation/PFHA clinic at least once every three years.
  3. Judges must receive a passing score of 85% or better on an examination every three years. Judges who do not pass the examination on their first attempt will have the opportunity to retake the exam one additional time. If a judge does not receive a passing score on the make-up exam, then he/she must attend another PFHA/Federation clinic and take an examination at the clinic and receive a score of 85% or better before their license is renewed.
  4. Judges must officiate at one Federation licensed competition in the Paso Fino Division every three years.

## **Section 17. Reining Judges.**

### Section 17.1 Requirements to Obtain 'R' Status

- A. Eligibility Requirements
1. Applicants must be a current member in good standing with USA Reining.
- B. Application Requirements
1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
  2. Applicants must be a current AQHA or NRHA judge.
  3. Applicants must pass a Final Examination with a score of 85% or higher.
- C. Maintenance Requirements
1. In order to maintain their status, Reining judges must be on the AQHA or NRHA approved judge's list.

## **Section 18. Roadster Judges.**

### Section 18.1 Requirements to Obtain 'r' Status

- A. Eligibility Requirements
1. Applicants must be a current member in good standing with the American Road Horse and Pony Association (ARHPA).
  2. Applicants must fulfill one of the following requirements:
    - i. Must be able to document five years of experience showing or training Roadsters.
    - ii. Applicants may have been licensed as a Saddle Seat Equitation, Morgan, American Saddlebred, Hackney, or Arabian Federation licensed official for a minimum of three years.
- B. Application Requirements
1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
  2. Applicants must complete the application requirements in the order defined below.
  3. Applicants must attend a clinic within two years preceding their apprentice judging and complete an exam. Applicants must receive a positive evaluation with a score between 24 and 50 from all clinicians.
  4. Apprenticeships
    - i. All apprenticing must be completed within three years preceding the application. Applicants must select one of two apprenticing options. The selected apprenticing option must be completed in its entirety.
    - ii. Option One

1. Must apprentice at two different Federation licensed competitions. Apprentice at least once within a three judge panel, rotating with all three judges. One member of the panel must be a Federation licensed Registered ('R') Roadster judge. Applicants must apprentice for two days at each competition for a total of four days. Applicants must receive a minimum of three positive evaluations from the judges.
- iii. Option Two
  1. Applicants must apprentice at a minimum of three different Federation licensed competitions with three different Federation licensed recorded ('r') or Registered ('R') Roadster judges. Applicants must apprentice for two days at each competition for a total of six days. Applicants must receive a minimum of three positive evaluations from the judges.
  - iv. If an applicant receives three negative apprentice evaluations, the applicant must attend the next available clinic. The applicant cannot apprentice again until they have attended the clinic.
4. Applicants must pass a Federation Final Examination with a score of 85% or higher.
5. Additional helpful information be found [here](#).
- C. Maintenance Requirements
  1. Judges must attend a Federation Roadster judges' clinic every three years.
  2. Judges must pass a maintenance examination with a score of 85% or higher every three years. Officials who do not pass the examination on the first attempt will have the opportunity to re-take the examination one additional time. If an official does not achieve a passing score on the second attempt, they will be ineligible to renew their license. They may take the comparable exam in the next competition year and if a passing score is achieved, submit a request for reinstatement of that license.
  3. Judges must officiate at a minimum of one Federation licensed competition every five years in the Roadster Division. If a judge does not complete the officiating requirements, they must attend a clinic or submit an officiating extension request to the Federation before they are eligible to renew their license.

## Section 18.2 Requirements to Obtain 'R' Status

- A. Eligibility Requirements
  1. Applicants must be a current member in good standing with the ARHPA.
- B. Application Requirements
  1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
  2. Applicants must complete the application requirements in the order defined below.
  3. Applicant must officiate for at least two Federation licensed competitions with at least five classes at each show with a minimum of two Roadster entries in each class within five years preceding application.
  4. Applicant will be interviewed by at least two clinicians. The applicant must receive a position interview evaluation with a score between 12 and 25.
  5. Interviews
    - i. Applicant will be interviewed by at least two clinicians. The applicant must receive a position interview evaluation with a score between 12 and 25.
  6. Applicants must pass the Federation Final Examination with a score of 85% or higher.
  7. Additional helpful information be found [here](#).
- C. Maintenance Requirements
  1. Judges must attend a Federation Roadster judges' clinic every five years.
  2. Judges must pass a maintenance examination with a score of 85% or higher every three years. Officials who do not pass the examination on the first attempt will have the opportunity to re-take the examination one additional time. If an official does not achieve a passing score of 85% or better on the second attempt, they are ineligible to renew their license. They may take the comparable exam in the next competition year and if a passing score is achieved, submit a request for reinstatement of that license.
  3. Judges must officiate at a minimum of one Federation licensed competition every five years in the Roadster Division.

## Section 19. American Saddlebred Judges.

### Section 19.1 Requirements to Obtain 'r' Status

#### A. Eligibility Requirements

1. Applicants must be a current member in good standing with the American Saddlebred Horse Association (ASHA).
2. Applicants must fulfill one of the following requirements:
  - i. Must be able to document five years of experience showing or training American Saddlebreds
  - ii. Applicants may have been licensed as a Saddle Seat Equitation, Morgan, Hackney, Roadster, or Arabian Federation licensed official for a minimum of three years.

#### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must complete the application requirements in the order defined below.
3. Applicants must attend a clinic within two years preceding their apprentice judging and complete an exam. Applicants must receive a positive evaluation with a score between 24 and 50 from all clinicians.
4. Apprenticeships
  - i. All apprenticing must be completed within three years preceding the application. Applicants must select one of two apprenticing options. The selected apprenticing option must be completed in its entirety.
  - ii. Option One
    1. Must apprentice at two different Federation licensed competitions. Apprentice at least once within a three judge panel, rotating with all three judges. One member of the panel must be a Federation licensed Registered ('R') American Saddlebred judge. Applicants must apprentice for two days at each competition for a total of four days. Applicants must receive a minimum of three positive evaluations from the judges.
  - iii. Option Two
    1. Applicants must apprentice at a minimum of three different Federation licensed competitions with three different Federation licensed recorded ('r') or Registered ('R') American Saddlebred judges. Applicants must apprentice for two days at each competition for a total of six days. Applicants must receive a minimum of three positive evaluations from the judges.
  - iv. If an applicant receives three negative apprentice evaluations, the applicant must attend the next available clinic. The applicant cannot apprentice again until they have attended the clinic.
5. Applicants must pass a Federation Final Examination with a score of 85% or higher.
6. Additional helpful information be found [here](#).

#### C. Maintenance Requirements

1. Judges must attend a Federation Saddlebred judges' clinic every three years.
2. Judges must pass a maintenance examination with a score of 85% or higher every three years. Officials who do not pass the examination on the first attempt will have the opportunity to re-take the examination one additional time. If an official does not achieve a passing score on the second attempt, they will be ineligible to renew their license. They may take the comparable exam in the next competition year and if a passing score is achieved, submit a request for reinstatement of that license.
3. Judges must officiate at one Federation Licensed Competition every five years in the Saddlebred division. If a judge does not complete the officiating requirements, they must attend a clinic or submit an officiating extension request to the Federation before they are eligible to renew their license.

### Section 19.2 Requirements to Obtain 'R' Status

#### A. Eligibility Requirements

1. Applicants must be a current member in good standing with the ASHA.

#### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.

2. Applicants must complete the application requirements in the order defined below.
  3. Applicant must officiate for at least two Federation licensed competitions with a minimum of 100 horses entered in the American Saddlebred division at each competition or officiate for at least two Federation licensed competitions with at least 25 classes at each show with a minimum of five Saddlebred entries in each class within five years preceding application.
  4. Interviews
    - i. Applicant will be interviewed by at least two clinicians. The applicant must receive a position interview evaluation with a score between 12 and 25.
  5. Applicants must pass a Federation Final Examination with a score of 85% or higher.
  6. Additional helpful information be found [here](#).
- C. Maintenance Requirements
1. Judges must attend a Federation Saddlebred judges' clinic every five years.
  2. Judges must pass a maintenance examination with a score of 85% or higher every three years. Officials who do not pass the examination on the first attempt will have the opportunity to re-take the examination one additional time. If an official does not achieve a passing score of 85% or better on the second attempt, they are ineligible to renew their license. They may take the comparable exam in the next competition year and if a passing score is achieved, submit a request for reinstatement of that license.
  3. Judges must officiate at a minimum of one Federation licensed competition every five years in the Saddlebred Division.

## **Section 20. Saddle Seat Equitation Judges.**

### Section 20.1 Requirements to Obtain 'r' Status

- A. Eligibility Requirements
1. Applicants must fulfill one of the following requirements:
    - i. Must be able to document five years of experience showing or training Saddle Seat Equitation horses.
    - ii. Applicants may have been licensed as a Roadster, Morgan, Saddlebred, Hackney, or Arabian Federation licensed official for a minimum of three years.
- B. Application Requirements
1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
  2. Applicants must complete the application requirements in the order defined below.
  3. Applicants must attend a clinic within two years preceding their apprentice judging and complete an exam. Applicants must receive a positive evaluation with a score between 24 and 50 from all clinicians.
  4. Apprenticeships
    - i. All apprenticing must be completed within three years preceding the application. Applicants must select one of two apprenticing options. The selected apprenticing option must be completed in its entirety.
    - ii. Option One
      1. Must apprentice at two different Federation licensed competitions. Apprentice at least once within a three judge panel, rotating with all three judges. One member of the panel must be a Federation licensed Registered ('R') Saddle Seat Equitation judge. Applicants must apprentice for two days at each competition for a total of four days. Applicants must receive a minimum of three positive evaluations from the judges.
    - iii. Option Two
      1. Applicants must apprentice at a minimum of three different Federation licensed competitions with three different Federation licensed recorded ('r') or Registered ('R') Saddle Seat Equitation judges. Applicants must apprentice for two days at each competition for a total of six days. Applicants must receive a minimum of three positive evaluations from the judges.



- iv. If an applicant receives three negative apprentice evaluations, the applicant must attend the next available clinic. The applicant cannot apprentice again until they have attended the clinic.
  - 5. Applicants must pass a Federation Final Examination with a score of 85% or higher.
  - 6. Additional helpful information be found [here](#).
- C. Maintenance Requirements
- 1. Judges must attend a Federation Saddle Seat Equitation judges' clinic every three years.
  - 2. Judges must pass a maintenance examination with a score of 85% or higher every three years. Officials who do not pass the examination on the first attempt will have the opportunity to re-take the examination one additional time. If an official does not achieve a passing score on the second attempt, they will be ineligible to renew their license. They may take the comparable exam in the next competition year and if a passing score is achieved, submit a request for reinstatement of that license.
  - 3. Judges must officiate at a minimum of one Federation licensed competition every five years in the Saddle Seat Equitation Division. If a judge does not complete the officiating requirements, they must attend a clinic or submit an officiating extension request to the Federation before they are eligible to renew their license.

## Section 20.2 Requirements to Obtain 'R' Status

- A. Eligibility Requirements
- 1. Applicants are not required to meet any additional eligibility requirements aside from those defined in Chapter 10 of the Federation rulebook and/or the Policies and Procedures.
- B. Application Requirements
- 1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
  - 2. Applicants must complete the application requirements in the order defined below.
  - 3. Applicants must officiate for at least two Federation licensed competitions with a minimum of:
    - i. Six Saddle Seat Equitation classes at each competition
    - ii. A minimum of two riders in each class at each competition
    - iii. One 10 and under walk and trot class at each competition
  - 4. Interviews
    - i. Applicant will be interviewed by at least two clinicians. The applicant must receive a position interview evaluation with a score between 12 and 25.
  - 5. Applicants must pass a Federation Final Examination with a score of 85% or higher.
  - 6. Additional helpful information be found [here](#).
- C. Maintenance Requirements
- 1. Judges must attend a Federation Saddle Seat Equitation judges' clinic every five years.
  - 2. Judges must pass a maintenance examination with a score of 85% or higher every three years. Officials who do not pass the examination on the first attempt will have the opportunity to re-take the examination one additional time. If an official does not achieve a passing score of 85% or better on the second attempt, they are ineligible to renew their license. They may take the comparable exam in the next competition year and if a passing score is achieved, submit a request for reinstatement of that license.
  - 3. Judges must officiate at a minimum of one Federation licensed competition every five years in the Saddle Seat Equitation Division.

## Section 21. Shetland Pony Judges.

### Section 21.1 Requirements to Obtain 'r' Status

- A. Eligibility Requirements
- 1. Applicants must have maintained an American Shetland Pony Club (ASPC) license for at least two years.
  - 2. Applicants must be a current member in good standing with the ASPC.
- B. Application Requirements
- 1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.

2. Applicants may complete the following requirements in any order. However, the Final Examination must be completed last.
3. Applicants must attend a Federation/ASPC clinic within three years preceding application.
4. Applicants must officiate at 10 or more ASPC shows.
  - i. Exception: If an applicant is licensed by the Federation in another division and has officiated at 10 Federation licensed competitions.
5. Applicants must pass a Federation Shetland Final Examination with a score of 85% or higher.

C. Maintenance Requirements

1. Judges must attend a Federation/ASPC clinic every three years.
2. Judges must pass a maintenance exam with a score of 85% or higher every three years.

Section 21.2 Requirements to Obtain 'R' Status

A. Eligibility Requirements

1. Applicants must be a current member in good standing with the ASPC.
2. Applicants must have maintained an ASPC license for at least four years.
3. Applicants must have officiated 15 or more ASPC competitions.
  - a. Exception: If an applicant is licensed by the Federation in another division and has officiated at 15 Federation licensed competitions.

B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants may complete the following requirements in any order. However, the Final Examination must be completed last.
3. Applicants must have attend a Federation/ASPC clinic within three years preceding application.
4. Applicants must have officiated at ASPC Congress or AMHR Nationals.
5. Applicants must pass a Federation Shetland examination with a score of 85% or higher.

C. Maintenance Requirements

1. Judges must attend a Federation/ASPC clinic every three years.
2. Judges must pass a maintenance examination with a score of 85% or higher every three years.

**Section 22. Stewards – Category 1 (C1) and Category 2 (C2).**

**Section 22.1 Category 1 (C1) Stewards**

Section 22.1.1 Requirements to Obtain 'r' Status

A. Eligibility Requirements

1. Applicants must be a current member in good standing with the USHJA.
2. Must have been a participant in a minimum of six Federation licensed Hunter/Jumper competitions within the past eight years in at least one of the following positions: competitor, trainer, owner, licensed official, competition employee (i.e. in-gate personnel, jump crew), competition official (including but not limited to those listed in GR113), or other interested party with experience in Federation Hunter/Jumper competitions.
  - i. Exceptions: Dressage Technical Delegates may meet this requirement in a minimum of three Federation licensed Hunter/Jumper competitions. C2 Stewards with experience in a minimum of three Hunter/Jumper classes at Federation Breed shows will be exempt from this requirement

B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must complete the requirements in the order defined below.
3. Online Training
  - i. Applicants must complete the Online Applicant Training consisting of power point presentations, short quizzes, and videos.
  - ii. Applicants must contact the Federation to receive access to the Online Applicant Training.
  - iii. Apprentice work completed prior to completing the Online Applicant Training will not count.

4. Apprenticing
    - i. Must apprentice a minimum of 12 days at four different Federation licensed Hunter/Jumper competitions within three years from the start of the online training.
    - ii. One competition must be outside of the applicant's USHJA home zone.
    - iii. Apprenticeships must be completed with 'R' (Registered) C1 Stewards.
    - iv. The applicant must work with a minimum of four different 'R' C1 Stewards.
    - v. Applicants must receive four positive apprentice evaluations.
    - vi. At least eight days must be at Federation licensed Hunter/Jumper competitions with a minimum of National Hunter Rating and Jumper Rating 2 or higher.
    - vii. Four competitions must be with different Managers.
    - viii. Exception: C2 Stewards and Dressage Technical Delegates may meet this requirement at a minimum of six complete days at two different Federation licensed Hunter/Jumper competitions (two different managers and two different C1 Stewards)
    - ix. Optional: If applying to be a Measurement Steward, the applicant must complete 10 horse or pony practice measurements.
    - x. All apprentice evaluations and practice measurement forms must be completed and signed by the C1 with whom the applicant was apprenticing with.
  5. Clinics
    - i. Applicants must attend a Federation Category 1 Stewards' Clinic within three years from the start of the online training and 12 months of completing the apprenticing requirements.
    - ii. Optional: Measurement Clinic and Information
      1. Applicants who wish to be certified to measure must pass the measurement exam at a clinic with a score of 85% or higher.
      2. Applicants are only permitted to attempt the test twice. If an applicant fails twice, they may re-test at the next available clinic. Applicants cannot re-test at the same clinic where they failed an exam.
  6. Final Examination
    - i. An examination will be sent to the applicant upon notification by the applicant to the Federation that they have completed the steps listed above. The applicant must return the examination to the Licensed Officials Department within 30 days of receipt and successfully complete the examination with a score of 85% or higher.
- C. Maintenance Requirements
1. Stewards must complete the License Maintenance Program every four years.
  2. Stewards must pass an annual examination with a score of 85% or higher.
  3. Stewards must officiate at three Federation licensed Hunter/Jumper competitions every three years.
  4. Stewards must maintain their USHJA membership annually.

#### Section 22.1.2 Requirements to Obtain 'R' Status

##### A. Eligibility Requirements

1. Applicants must be a current member in good standing with the USHJA.
2. Applicants must have been licensed as a 'r' C1 Steward for at least one year.

##### B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants may complete the following requirements in any order.
3. Officiate as a Category 1 steward in at least five Federation licensed Hunter/Jumper competitions within the past five years. Five or more of the competitions must be two days or longer.
4. Must have documented experience of having served as the Certified Schooling Supervisor or an apprentice schooling supervisor at four hunter or jumper classes offering \$25,000 or more at Federation licensed competitions. The applicant must participate in all phases of the \$25,000 class (e.g. jog, draw, schooling, etc.). The Schooling Supervisor's Documentation of Experience should be filled out by the Schooling Supervisor and submitted along with the application for promotion.

5. Applicants must apprentice during one Young Jumper section at a Federation licensed competition with a 'R' C1 Steward. Applicants must receive a positive apprentice evaluation.
    - i. Exception: Applicants who have documented experience officiating Young Jumper sections at Federation licensed competitions.
  6. Applicants must complete the Final Examination with a minimum score of 85%.
- C. Maintenance Requirements
1. Stewards must pass an annual examination with a score of 85% or higher.
  2. Stewards must complete the License Maintenance Program every four years.
  3. Stewards must officiate at three Federation licensed Hunter/Jumper competitions every three years.
  4. Stewards must maintain their USHJA membership annually.

## **Section 22.2 Category 2 (C2) Stewards**

### Section 22.2.1 Requirements to Obtain 'r' Status

- A. Eligibility Requirements
1. Must have been a participant in the past eight years at a minimum of six Federation licensed Breed competitions in at least one of the following positions: competitor, trainer, owner, licensed official, competition employee (i.e. in-gate personnel, ring crew), competition official (including but not limited to those listed in GR113), or other interested party with experience with Federation Breed competitions.
    - i. Exception: Applicants who hold a C1 Steward or Dressage Technical Delegate license may apply for the C2 Training Program with documented experience in one of the above roles at a minimum of three Federation licensed Breed shows.
- B. Application Requirements
1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
  2. Applicants must complete the requirements in the order defined below.
  3. Online Training
    - i. Applicants must complete the Online Applicant Training consisting of power point presentations, short quizzes, and videos.
    - ii. Applicants must contact the Federation to receive access to the Online Applicant Training.
    - iii. Apprentice work completed prior to completing the Online Applicant Training will not count.
  4. Apprenticing
    - i. All apprenticing must be completed within three years from the start of the online training.
    - ii. A minimum of 10 complete/full complete days at a minimum of four different Federation licensed Breed competitions (Exception: C1 Stewards and Dressage Technical Delegates must complete a minimum of six complete/full days at a minimum of two different Federation licensed Breed competitions with two different 'R' C2 Stewards.)
    - iii. The applicant must apprentice at least once in the each of the following divisions: Arabian, Morgan, American Saddlebred, Saddle Seat Equitation, Western Dressage, Western, and Western Seat/Reining Seat Equitation.
      1. Recognized Working Western classes for Arabian and/or Morgan horses will fulfill the Western, Western Seat/Reining Seat Equitation requirement.
    - iv. Applicants must apprentice in at least one of the following divisions: Andalusian/Lusitano, Friesian, Paso Fino, Hackney Harness, Roadster, Shetland, or National Show Horse.
    - v. The applicant must work with a minimum of four different 'R' Category 2 Stewards.
    - vi. Applicants must receive four positive apprentice evaluations.
    - vii. The applicant must also apprentice with an 'R' Dressage Technical Delegate for a minimum of one day at a Federation licensed Dressage Competition. This cannot be accomplished at a breed restricted Dressage competition. (NOTE: This is not required for licensed Dressage TDs.)
    - viii. Optional: If applying to be a Measurement Steward, the applicant must complete practice measurements of at least five horses or ponies.
    - ix. All apprentice evaluations and practice measurement forms must be completed and signed by the C2 with whom the applicant was apprenticing with.
  5. Clinic

- i. Applicants must attend a live Federation Category 2 Stewards' Clinic within three years of the start of the online training and 12 months of completing the apprenticing requirements.
- ii. Optional: Measurement Clinic and Information
  - 1. Applicants who wish to be certified to measure must pass the measurement exam at a clinic with a score of 85% or higher.
  - 2. Applicants are only permitted to attempt the test twice. If an applicant fails twice, they may re-test at the next available clinic. Applicants cannot re-test at the same clinic where they failed an exam.

6. Final Examination

- i. An exam will be sent to the applicant upon notification by the applicant to USEF that they have completed the steps listed above. The applicant must return the exam to the Licensed Officials Department within 30 days of receipt and successfully complete the examination with a minimum score of 85%.

C. Maintenance Requirements

- 1. Stewards must officiate at three Federation licensed competitions every three years.
- 2. Stewards must pass an annual examination with a score of 85% or higher.
- 3. Stewards must complete the License Maintenance Program every four years.

Section 22.2.2 Requirements to Obtain 'R' Status

A. Eligibility Requirements

- 1. Applicants are not required to meet any additional eligibility requirements aside from those defined in Chapter 10 of the Federation rulebook and/or the Policies and Procedures.

B. Application Requirements

- 1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
- 2. Must officiate as a C2 Steward for five Federation licensed competitions within the past five years.
- 3. Applicants must pass a Final Examination with score of 85% or higher.

C. Maintenance Requirements

- 1. Stewards must officiate at three Federation licensed competitions every three years.
- 2. Stewards must pass an annual examination with a score of 85% or higher.
- 3. Stewards must complete the License Maintenance Program every four years.

Section 22.2.3 Requirements to Obtain AHA Designation

- A. In order to officiate Federation Licensed AHA approved competitions that are restricted to Arabians and Half/Anglo Arabians, Stewards must meet Federation licensing requirements and must also have passed the AHA approved Arabian stewards test with a score of 85% or higher, and also attended a special session for AHA approved Arabian Stewards at a Federation Stewards clinic.

B. Maintenance

- 1. C2 Stewards with an AHA Designation must pass a maintenance exam with a score of 85% or higher every three years.

Section 22.2.4 Requirements to Obtain PFHA Designation

- A. In order to officiate Federation Licensed PFHA approved competitions that are restricted to Paso Finos, Stewards must meet Federation licensing requirements and must also be certified as a Steward with the Paso Fino Horse Association.

Section 22.3 Requirements to Obtain Measurement Certification

A. Eligibility Requirements

- 1. Applicants must be currently licensed as a Federation C1 or C2 Steward.

B. Application Requirements

- 1. C1 Applicants must complete practice measurements of at least 10 horses or ponies. C2 Applicants must complete practice measurements of at least five horses or ponies.
- 2. Applicants must attend a Federation Measurement Certification clinic.
- 3. Applicants must pass a Measurement Exam with a score of 85% or higher.
- 4. Applicants are only permitted to attempt the test twice. If an applicant fails twice, they may re-test at the next available clinic. Applicants cannot re-test at the same clinic where they failed an exam.

C. Maintenance Requirements

1. Stewards certified to measure must pass a measurement exam with a score of 85% or higher every four years.

**Section 23. Vaulting.**

**Section 23.1 – Vaulting Judges.**

Section 23.1.1 Requirements to Obtain ‘r’ Status

A. Eligibility Requirements

1. Applicants must be a current member in good standing with the American Vaulting Association (AVA).
2. Applicants will not be considered unless they are licensed by the American Vaulting Association, or have successfully completed a training program for vaulting Judges approved by Federation and the AVA.

B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must attend a Federation/AVA Judges’ Forum.
3. Applicants must pass a Final Examination with a score of 85% or higher.

C. Maintenance Requirements

1. Judges must attend a Federation/AVA Judges’ Forum annually.
2. Judges must officiate at one Federation licensed competition every five years.

Section 23.1.2 Requirements to Obtain ‘R’ Status

A. Eligibility Requirements

1. Applicants must be a current member in good standing with the American Vaulting Association (AVA).

B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants must have adjudicated in at least two Federation licensed competitions in the past three years.
3. Applicants must pass a Final Examination with a score of 85% or higher.

C. Maintenance Requirements

1. Judges must attend the Federation/AVA Judges Forum annually.
2. Judges must officiate in at least one Federation licensed competition every five years.

**Section 23.2 – Vaulting Technical Delegates.**

Section 23.2.1 Requirements to Obtain ‘r’ Status

A. Eligibility Requirements

1. Applicants must be a current member in good standing with the American Vaulting Association (AVA).

B. Application Requirements

1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
2. Applicants may complete the following requirements in any order. However, the Final Examination must be completed last.
3. Apprenticeship
  - i. Apprentice three days at a minimum of two different Federation or FEI Vaulting competitions within two years preceding application.
  - ii. Apprenticeships must be completed with at least two different Federation Vaulting TDs or FEI Vaulting Stewards.
  - iii. Applicants must receive a positive evaluation from at least two different Federation Vaulting TD or FEI Vaulting Stewards.
4. Complete Federation Vaulting TD educational sessions within two years preceding license application. The educational sessions consist of two parts:
  - i. Part I – Online Modules

1. The online modules must be completed before an applicant is eligible to attend Part II.
- ii. Part II - Webinar
  1. Applicants must receive a positive evaluation from the webinar clinician.
5. Applicants must pass a Final Examination with a score of 85% or higher.
- C. Maintenance Requirements
  1. Technical Delegates must attend a Federation continuing educational session for Vaulting Technical Delegates at least once every four years.
  2. Technical Delegates must officiate at one Federation licensed vaulting competition every four years.
  3. Technical Delegates must pass a maintenance exam with a score of 85% or higher every two years.

## **Section 24. Welsh Pony Judges.**

### Section 24.1 Requirements to Obtain 'r' Status

- A. Eligibility Requirements
  1. Applicants must be a current member in good standing with the Welsh Pony and Cob Society of America (WPCSA).
  2. Applicants must have had experience breeding, training or showing Welsh ponies.
- B. Application Requirements
  1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
  2. Applicants may complete the following requirements in any order. However, the Final Examination must be completed last.
  3. Applicants must complete three full days of apprenticing in the Welsh division at a minimum of three Federation licensed competitions under a minimum of three separate Registered Welsh judges.
    - i. Registered Hunter Judges may complete three full days of judging in the Welsh Division at a minimum of three Federation Licensed Competitions per GR1004.6 to fulfill their apprentice judging requirements.
    - ii. Current approved WPCSA judges must complete a minimum of one full day of apprentice judging in the Welsh Division at a Federation Licensed Competition.
  4. Applicants must have attended a Federation Welsh judges' clinic within three years preceding application.
  5. Applicants must pass a Final Examination with a score of 85% or higher.
- C. Maintenance Requirements
  1. Judges must attend a Federation Welsh Judges' Clinic every five years.
  2. Judges must officiate in the Welsh division at one Federation licensed competition every five years.

### Section 24.2 Requirements to Obtain 'R' Status

- A. Eligibility Requirements
  1. Applicants must be a current member in good standing with the WPCSA.
- B. Application Requirements
  1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
  2. Applicants may complete the following requirements in any order. However, the Final Examination must be completed last.
  3. Applicants must officiate in at least two Federation licensed competitions within the past five years in the Welsh Pony division. All officiating must have been completed as an active 'r' Welsh Judge.
  4. Applicants must pass a Final Examination with a score of 85% or higher.
- C. Maintenance Requirements
  1. Judges must attend a Federation Welsh Judges' Clinic every five years.
  2. Judges must officiate in the Welsh division at one Federation licensed competition every five years.

## **Section 25. Western Judges.**

### Section 25.1 Requirements to Obtain 'R' Status

- A. Eligibility Requirements
  - 1. Applicants are not required to meet any additional eligibility requirements aside from those defined in Chapter 10 of the Federation rulebook and/or the Policies and Procedures.
- B. Application Requirements
  - 1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
  - 2. Applicants may complete the following requirements in any order. However, the Final Examination must be completed last. The requirements must be completed within three years prior to the application for licensure.
  - 3. Apprentice at a minimum of two Federation Licensed Competitions, under minimum of two different Federation Western judges, within a three year period preceding application.
    - i. Exception: Judges holding Federation Reining Division license and/or one or more national breed association Judges card(s) are not required to apprentice.
  - 4. Attend designated sessions at the International Equine Judges Seminar (IEJS).
  - 5. Interview
    - i. Applicants must interview with members of the Federation's National Western Committee at the IEJS. If an interview cannot be arranged at the IEJS, they may be scheduled at other dates and locations as necessary. Applicants must pass the interview with a score of 85% or higher.
  - 5. Final Examination
    - i. The exam is administered online as part of the USEF Western Judge technical training. The Federation online training will consist of a Power Point and the exam will cover USEF General Rules, Western Equitation Rules, and the Western Division Rules. All persons applying for enrollment in this division must pass the examination with a score of 85% or higher.
- C. Maintenance Requirements
  - 1. Judges must attend designated sessions at the IEJS every five years.
    - i. Judges must pass the online Federation Western Judges Technical Training with a score of 85% or higher every five years in order to receive credit for attending the IEJS.
  - 2. Judges must pass a maintenance exam with a score of 85% or higher every three years.

## **Section 26. Western Dressage Judges.**

### **Section 26.1 Requirements to Obtain 'r' Status**

- A. Eligibility Requirements
  - 1. Applicants must be a current member in good standing with the Western Dressage Association of America (WDAA).
- B. Application Requirements
  - 1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
  - 2. Applicants must complete the application requirements in the order defined below.
  - 3. Applicants must attend all sessions of the Federation/WDAA Judges Seminar within three years preceding application. Applicants must pass a written examination on the USEF rules with a score of 85% or higher as part of the Federation/WDAA Judges Seminar.
  - 4. Apprenticeship
    - i. Applicants must apprentice at a minimum of three Federation licensed competitions in the Western Dressage division with at least two different Federation Western Dressage Judges within three years preceding application. The applicant must apprentice at least 60 rides which must meet the following criteria:
      - 1. 20 rides at the Intro level (5 of these rides must be Test 3 or Test 4)
      - 2. 20 rides at the Basic Level (5 of these rides must be Test 3 or Test 4)
      - 3. 20 rides at Level 1 (5 of these rides must be Test 3 or Test 4)
    - ii. The applicant must receive three positive apprentice evaluations with recommendations for licensure. At least two of the positive evaluations must be from different Judges.



- iii. Exception: One Group Apprenticeship at the WDAA World Championship Show may be substituted for two individual apprenticeships at other Federation Licensed Competitions. Applicants may only Group Apprentice once when applying for 'r' status.
- 5. Applicants must receive a "satisfactory" evaluation on the WDAA online Final Examination.
- 6. Applicant must receive a recommendation to approve licensure from the WDAA.

C. Maintenance Requirements

- 1. Judges must attend certain designated sessions of a Federation/WDAA Judges Seminar every three years.
- 2. Judges must pass a written examination with a score of 85% or higher every three years.

Section 26.2 Requirements to Obtain 'R' Status

A. Eligibility Requirements

- 1. Applicants must be a current member in good standing with the WDAA.
- 2. Applicants must hold a 'r' Western Dressage Judge license for two years prior to application for 'R' status.

B. Application Requirements

- 1. Applicants must submit an LO checklist through usef.org. Eligibility requirements must be completed before a checklist is started. Applicants are not permitted to start application requirements until the LO checklist eligibility requirements have been approved.
- 2. Applicants may complete the following requirements in any order.
- 3. Applicant must officiate at least three Federation Licensed or Federation Lite Competitions. At these competitions, the applicant must officiate at least 40 rides, 24 of which must meet the following criteria:
  - i. 8 rides at Intro level
  - ii. 8 rides at Basic Level
  - iii. 8 rides at Level 1
- 4. Applicants must attend all sessions of the WDAA Judges Training Seminar within three years preceding application.
- 5. Apprenticeship
  - i. Applicants must apprentice at least three USEF licensed competitions in the Western Dressage division with at least two different USEF Western Dressage judges within three years preceding application. At these competitions, the applicant must apprentice at least 20 rides which must meet the following criteria:
    - 1. 15 rides at Level 2 or above
    - 2. 5 rides at Level 3 or above
  - ii. The applicant must receive three positive apprentice evaluations with recommendations for licensure. At least two of the positive evaluations must be from different judges.
  - iii. Exception: One Group Apprenticeship at the WDAA World Championship Show may be substituted for two individual apprenticeships at other Federation Licensed Competitions. Applicants may only Group Apprentice once when applying for 'R' status.
- 6. Applicants must pass a written examination on the Federation Rules with a score of 85% or higher as part of the Federation/WDAA Judges Seminar.
- 7. Applicant must receive a recommendation to approve licensure from the WDAA.

C. Maintenance Requirements

- 1. Judges must attend certain designated sessions of a Federation/WDAA Judges Seminar every three years.
- 2. Judges must pass a written examination with a score of 85% or higher every three years.