



REQUIREMENTS FOR ENROLLMENT

Combined Driving Judges

Although the procedures for becoming a USEF licensed judge are outlined in the rulebook under Chapter 10, this guideline may help eliminate any confusion regarding the process.

Licensing Requirement: Applicants for enrollment in the Combined Driving division will not be considered unless the applicant is:

- a. Licensed by the FEI or the American Driving Society or
- b. Has successfully completed a training program planned by the Federation and/or the American Driving Society

Per GR1045.4 .For an applicant in the Driving Divisions who already holds Registered status with the American Driving Society, the Licensed Officials Committee shall have the option of granting Registered status. Although not required, if you plan on Learner Judging: remember that you must completed the Lerner Judge Card application process as stated in the Federation rules. Also refer to the Learner Judge Card Memorandum for additional guidelines.

Once you have completed the above requirements, your application for 'r' status may be submitted to the USEF office. When your application, fee and required information is received, it will be processed to determine if all requirements have been met. When verified, questionnaire forms regarding your experience and abilities will be sent out by the USEF office to those people listed on your application.

Evaluations from References: At least 15 questionnaires must be returned, 8 of which must be from USEF licensed officials or members of the USEF Combined Driving Committee. Staff automatically sends evaluations to those people listed by the applicant as well as every member of the USEF Combined Driving Committee. *NOTE: Do not include members of the Licensed Officials Committee or the relevant breed/discipline committee in your list of reference as they will automatically receive your evaluation. (Committee lists are available on the USEF website)*

- If the required number of questionnaires is received, your application will be presented to the Licensed Officials Committee for consideration. It is at that time that the Committee determines whether or not to grant recorded or Registered status. A letter notifying you of the Committee's decision will be sent within approximately two weeks after the Committee meets.
- If the required number of references is not received, you will be notified in writing to submit additional names and addresses to be used as references and your application will be held for one additional meeting. You may contact the Licensed Officials Department within one month of the meeting date to review the number of questionnaires returned.

The Licensed Officials Committee meets three times a year. Meeting and deadline dates for receiving applications in the Federation office as well as the clinic schedule are printed in *equestrian* and available on our website.

If you have any questions with regard to procedure, please contact the Licensed Officials Department at (859) 258-2472.

