



REQUIREMENTS FOR PROMOTION

Combined Driving Course Designer

Although the procedures for promotion to 'R' status are outlined in the rulebook under Chapter 10, this guideline may help eliminate any confusion regarding the process.

Officiating Requirement:

- Complete a USEF or FEI Combined Driving Course Design course.
- Receive a minimum score of 85% on the closed-book written examination given at the conclusion of said course.
- Complete apprenticeship with two different USEF or FEI Course Designers at two events at the Intermediate level or above.

Clinic Requirement: All applicants for promotion must be up to date on all clinic requirements.

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, questionnaires regarding your experience and abilities will be sent out by the USEF office to those people listed by the applicant.

Evaluations from References: At least 15 questionnaires must be returned, at least eight (8) of which must come from the current list of USEF Combined Driving Judges, Technical Delegates, and Course Designers, and the remaining obtained from members of the USEF Driving Committee, Combined Driving organizers, or USEF members who are Combined Driving competitors. 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 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 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.

