Name of Applicant (print): ____________________________________________ USEF ID: ____________

Name of Official (print): ______________________________________________ USEF ID: ____________

Competition Name: ______________________________________________________________________________________

Competition Location and Date: ______________________________________ Competition ID: ______________

Select the levels that apply:

☐ Beginner Novice  ☐ Novice  ☐ Training  ☐ Modified
☐ Preliminary  ☐ Intermediate  ☐ Advanced  ☐ CCI1* (S or L)
☐ CCI2* (S or L)  ☐ CCI3* (S or L)  ☐ CCI4* (S or L)  ☐ CCI5* (S or L)

Using a scale of 1-5, 5 being “Exceptional candidate for promotion” and 1 being “Not ready for promotion,” rate the apprentice’s ability per the following statements. If appropriate, include any comments on page 2 or a separate page.

**COURSE DESIGN**

1. _____ Understands the theory of course design, including the ability to evaluate the strengths and weaknesses of courses and the differences in the levels.

2. _____ Understands and appreciates the importance of evaluation and management of footing, safe footing, impact of poor footing conditions, dealing with weather preparation, and maintenance.

3. _____ Understands overall site layout, integration of all aspects of the venue site, logistics, emergency access, spectator and vehicular traffic, warm up facilities, etc.

4. _____ Understands measurement of fences and/or track and completion of paperwork.

5. _____ Understands cross-country track layout, flow of the course, the use and effect of terrain, and the logical sequence of obstacles.

6. _____ Understands the rules for cross-country and judging: weather and footing problems, cancellation of the phase, elimination of fences, holds on course, inquiries, protests, appeals, briefings at competitions, and medical and veterinary emergencies.

7. _____ Understands the appropriate questions, degree of difficulty, and suitability of the level for each given track.

**GENERAL**

1. _____ Interest in the job, organization, ability to express ideas, sensitivity to safety, manner with competitors, other officials, and the organizer.

2. _____ Understands the criteria for the safety/crisis plan.

12/31/20
3. ______ Understand the responsibility to the organizer, other officials (including show jumping designer),
details related to safety of the cross-country phase, current rules associated with duties, and standards of the
role.

4. ______ Understands the roles and responsibilities of Eventing officials, i.e. the standard conduct of officials,
understands the “Spirit of the Sport”, and the relationship between the Course Designer, the Technical Delegate,
and the Ground Jury (GJ).

5. ______ Understands the current USEF and FEI rules, including the most recent changes and where to locate
them, and has a plan to keep up to date with any future changes.

6. ______ Carefully listens to others to gain a full understanding of the issues. Exhibits a courteous,
conscientious, and business-like manner in all work-related activities, and when communicating with others.
Acts for the spirit of the sport without regard to convenience or self-interests. Communicates confidentially and
clearly information including intended outcomes and foreseeable risks.

Please provide an explanation of any rating of 3 and below. Do not hesitate to continue on an additional sheet of
paper.

___________________________________________________________________________________________
___________________________________________________________________________________________
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___________________________________________________________________________________________
___________________________________________________________________________________________

☐ Recommend     ☐ Do Not Recommend

Official’s Signature: ___________________________________________ Date: ______________________

Apprentice’s Signature: _________________________________________ Date: ______________________

The course designer will complete and sign the form and give a copy to the apprentice. The apprentice is
responsible for uploading the completed and signed form to their licensing checklist on the USEF website.