

# US Equestrian Licensed Officials Policies and Procedures

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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”) will 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 will be published on the Federation website under the Licensed Officials tab.
2. The Federation Licensed Officials Committee will be responsible for amending the Licensed Officials Policies and Procedures subject to the provisions of Section 2.
3. Relevant fees can be reviewed [here](#).
4. The Federation’s Chief Executive Officer (CEO), or their designee, may, from time to time, provide an exemption to these Policies and Procedures, in their sole discretion, when appropriate. Any decision of the CEO regarding whether to grant an exemption shall be final and cannot be appealed.

### Section 2. Amendments and Revisions.

1. The Policies and Procedures will be amended in accordance with the schedule outlined by the Licensed Officials Department, except in extraordinary circumstances, as determined by the Licensed Officials Committee. The Federation’s Board of Directors or Executive Committee must review and approve all revisions.
2. Amendment and Revision Process
  - a. The Licensed Officials Department will determine the amendment schedule and will accept recommendations from Federation Committees and Recognized Affiliates for revisions to the Policies and Procedures.
    - i. Federation Committees and Recognized Affiliates must submit proposed amendments and revisions to the Licensed Officials Department on the form provided by the Licensed Officials Department and in accordance with any guidelines established by the Licensed Officials Department.
  - b. The Licensed Official Committee will review proposed amendments and revisions to the Policies and Procedures and make recommendations to the Federation’s Board.
    - i. Recommendations for amendments and revisions will 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, including 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 submission of the 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 they believe 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 will not be eligible to reapply for the same division for 12 months after the applicant has been notified of the Federation’s decision. “Denied” refers to applications that have been closed by the Federation rather than those pended and asked to complete additional requirements.
  - b. Any applicant who has been denied for the same license level and type more than three times is barred from applying 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 to ensure they are able to safely conduct their officiating duties. The Licensed Officials Committee will not reject for physical reasons any application for enrollment, promotion, or renewal before a physical examination has been conducted. If the person does not pass the physical examination, the status of their license will be reviewed by the Federation.
  6. Unless stated otherwise, all applicants when first approved as an official in a division, shall receive Recorded status regardless of age or experience.
  7. Eligibility and Application Requirements
    - a. All national level and Federation FEI officials must be Competing 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 USEF 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.
    - c. All applicants must complete Diversity, Equity, and Inclusion training as assigned by the Federation.
  8. Reinstatement and Re-application of Licenses
    - a. If between one and four competition years have passed since an official renewed their license(s), an official must request a reinstatement of licensing and pay the applicable fee. 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 will be reviewed by the Licensed Officials Committee.
      1. If four competition years have passed since an official renewed their 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 their license(s), then an official must re-apply for licensing, and follow the current license application requirements specified for each license.
  9. In accordance with GR1002, 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 they 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 their 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.
    - d. Applicants are not permitted to apprentice and officiate in the same class.

- e. See additional restrictions and rules in GR1006.
- 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. Applicants are required to upload all applicable documentation to their online application.
- 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 application or license maintenance, 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. If an applicant believes that an assessment, review, or evaluation procedure was not conducted properly, they may submit an appeal to the Federation within 15 days of the assessment, review, or evaluation being completed.
- 16. Applicants may request a waiver of the licensing requirements. Waiver requests are subject to the [Licensed Officials Waiver Policy](#) on the Federation website.
- 17. Officials may request a license abeyance for extenuating circumstances or when serving in a leadership role or staff position for a Recognized Affiliate or the Federation. When the license abeyance ends, the official must be current with all license maintenance requirements prior to being reinstated with the exception of officiating maintenance requirements.

#### **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.
  - c. All licensed officials must complete USEF Safe Sport training, Diversity, Equity, and Inclusion training, and a background check as assigned by the Federation.
  - d. All Federation national and FEI officials must be Federation Competing Members.
- 2. An official will not be permitted to renew their license(s) if any money is owed to the Federation.
- 3. 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.
- 4. Documented attendance of an FEI recognized course will count towards fulfilling the clinic maintenance requirement of the comparable Federation Judge or Course Designer 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.
- 5. Officials will have an unlimited number of attempts to pass a maintenance examination prior to the deadline. If an official fails to achieve a passing score by the deadline, they may be assessed an additional fee and will be ineligible to renew the license until the fee is paid in full.
- 6. A clinic, officiating, or measurement extension may be granted for one competition year.
  - 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 comparable national discipline judge or course designer license, provided it occurs during the same time frame required by the national license.
8. Documented adjudication of foreign breed competitions will count towards maintaining the comparable 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.

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

**Section 1.1 Requirements to Obtain and Maintain '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. All application requirements must be completed within three years preceding license application.
3. Apprentice at a minimum of two Federation Licensed Competitions, under a minimum of two different Registered ('R') Federation Andalusian/Lusitano Judges. 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.
5. Applicants must receive a passing score of 85% or higher on the Federation Andalusian/Lusitano Final Examination. 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 and Maintain 'R' Status**

**A. Eligibility Requirements**

1. Officiate at two Federation Andalusian/Lusitano licensed competitions in 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.
  1. All application requirements must be completed within one year preceding license application.
  2. 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 and Maintain 'r' Status**

**A. Eligibility Requirements**

1. Applicants must be a current member in good standing with the Arabian Horse Association (AHA) for at least two consecutive years.

- i. Exception: Registered ('R') Federation licensed breed judges must be current members in good standing of AHA but do not need to meet the two-year requirement.
- 2. Applicants must attend all sessions of the AHA Exhibitors/Judges' School within six months prior to checklist submission.

**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. All application requirements must be completed within three years preceding license application.
- 3. Applicants must apprentice at a minimum of three Federation licensed competitions in the Arabian division, under a minimum of three different Federation/AHA Registered ('R') Arabian Judges.
  - i. Competitions that have one Federation competition ID, but two AHA competition IDs (concurrent competitions), will count as two competitions.
  - ii. The 'R' Judge is required to discuss the evaluation with the apprentice and provide the apprentice with a copy of the entire evaluation form.
- 4. Applicants must pass each of the following components of the AHA Evaluation:
  - 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.
- 5. 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.
- 2. Judges must pass a written exam with a score of 85% or higher every three years.

**Section 2.2 Requirements to Obtain and Maintain 'R' Status**

**A. Eligibility Requirements**

- 1. Applicants must be a current member in good standing with the AHA.
- 2. Officiate five days (six hours minimum each day) at a minimum of two Federation licensed competitions with an Arabian division within the past six 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 Arabian/Half-Arabian/Anglo-Arabian horses within the past six years at Federation licensed and/or AHA recognized Arabian competitions in the following classes/sections. Classes judged at Federation licensed competitions 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 equals the number of entries in that class.)

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



<b>Hunter Seat Equitation</b>	<b>20</b>
<b>Saddle Seat Equitation</b>	<b>10</b>
<b>Western Seat Equitation/Western Horsemanship</b>	<b>10</b>

#### 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. All application requirements must be completed within three years preceding license application.
3. Applicants must have attended a Federation/AHA Judges' Seminar while licensed as a 'r' Arabian Judge.
4. Applicants must submit a Request for Recommendation for Promotion application to the AHA Judges & Stewards Commissioner.
  - i. Applicants must receive a positive recommendation from AHA.
5. Applicants must pass a Final Examination with a score of 85% or higher.
6. 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 and Maintain '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. All application requirements must be completed within three years preceding license application.
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.
  - i. Exception: Judges holding a Federation breed license that have officiated Carriage Pleasure Driving classes (breed restricted or open with a Guest card) at a minimum of five Federation licensed competitions are not required to apprentice.
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 3.2 – Carriage Pleasure Driving Technical Delegates.

##### Section 3.2.1 Requirements to Obtain and Maintain '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. All application requirements must be completed within three years preceding license application.
  3. Apprentice 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. Applicants must apprentice for a minimum of 16 Carriage Pleasure Driving classes.
    - 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 apprenticing experience.)
  4. Attend a Federation Carriage Pleasure Driving officials' clinic.
  5. 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. All application requirements must be completed within three years preceding license application.
  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. Apprenticing must be completed at Federation licensed Hunter/Jumper competitions.
    - i. Applicants must apprentice for at least one hunter class and one jumper class with each CSS
  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 and Maintain '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. Applicants must apprentice with a Federation licensed Combined Driving Judge or FEI Driving Judge. 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. Applicants must apprentice with a Federation licensed Combined Driving Judge or FEI Driving Judge. 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 and Maintain '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 Combined Driving Technical Delegate clinic. If a technical delegate attends an FEI Combined Driving Technical Delegate clinic, then they must also complete Federation assigned training.

4. Applicants must apprentice at a minimum of six Federation licensed competitions and receive six positive evaluations. Applicants must apprentice with a Federation licensed Combined Driving Technical Delegate. 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. Applicants must apprentice with a Federation licensed Combined Driving Technical Delegate. 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. If a technical delegate attends an FEI Combined Driving Technical Delegate clinic, then they must also complete Federation assigned training.
  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 and Maintain ‘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.
  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 and Maintain 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 and Maintain '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. All application requirements must be completed within five years preceding license application.
  - 3. Applicants must apprentice at a minimum of two Federation licensed competitions with two different Federation Connemara Judges. Positive evaluations with a recommendation for licensure must be received from each of the two different judges.
  - 4. Applicants must attend a Federation/ACPS Connemara Judge's clinic.
  - 5. Applicants must pass a Final Examination with a score of 85% or higher.
- C. Maintenance Requirements
  - 1. Judges must attend a Federation/ACPS clinic once every four years.
  - 2. Judges must pass an examination 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 and Maintain '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 USEF Safe Sport Policy 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
  - iv. In order to be eligible to attend Part I, applicants must be current with the L Education Program.
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 complete the test 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.
  - v. All apprentice evaluations must be positive to count toward apprenticing requirements.
8. Final Examination
  - i. Training Program Part II
    1. The Final Examination includes the following components:
      - a. Closed book written examination
        - i. Applicants must pass the closed book written examination with a score of 80% or higher.
      - b. Practical Examination
        - i. Oral Evaluation
        - ii. Practical Judging
        - iii. Applicants must pass the Practical Examination with a score of 73% or higher.
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.
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 and Maintain '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 24 months.
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 a 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 complete the test to receive credit.
      - a. Nine classes at Third Level
      - b. Six classes at Fourth Level
      - c. Three classes at Fourth Level (Test 3), Prix St. Georges, FEI Young Rider, or Developing Horse Prix St. Georges
    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.
  - vi. All apprentice evaluations must be positive to count toward apprenticing requirements.
7. Observing
  - i. Observing may begin upon acceptance of an invitation and assignment to a scheduled USDF Training Program.
  - 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. 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
        - i. Applicants must pass the closed book written examination with a score of 80% or higher.
      - b. Practical Examination
        - i. Oral Evaluation
        - ii. Practical Judging
        - iii. Applicants must pass the Practical Examination with a score of 73% or higher.
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.

#### Section 7.1.3 Requirements to Obtain and Maintain '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 24 months.
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 Level 3 (formerly 4\*) and Level 4 (formerly 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 submitting 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 complete the test to receive credit.
        - a. Eight classes in Intermediate II, Grand Prix (including Developing Horse), Grand Prix Special, or FEI 16-25 Grand Prix.
        - b. 10 tests at Prix St. Georges, YR, or Developing Horse Prix St. Georges.
        - 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.
    - vi. All apprentice evaluations must be positive to count toward apprenticing requirements.
  7. Observing
    - i. Observing may begin upon acceptance of an invitation and assignment to a scheduled USDF Training Program.
    - 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, Grand Prix, Grand Prix Special (including Developing Horse Grand Prix), or FEI 16-25 Grand Prix. This must be completed with at least two different USEF licensed Senior or FEI Judges.
      2. 10 tests at Prix St. Georges, YR, or Developing Horse Prix St. Georges.
      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. 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
          - i. Applicants must pass the closed book written examination with a score of 80% or higher.
        - b. Practical Examination
          - i. Oral Evaluation
          - ii. Practical Judging
          - iii. Applicants must pass the Practical Examination with a score of 73% or higher.
  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 Judge's 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.

#### 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 Federation/USDF Freestyle Designation clinic or an approved USDF Continuing Education in Judging Freestyle clinic within the past three years.
2. Applicants must pass a quiz with a score of 85% or higher within 30 days of clinic attendance.

##### 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.
4. Applicants must pass a quiz with a score of 85% or higher within 30 days of clinic attendance.

##### 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.
2. Applicants must pass a quiz with a score of 85% or higher within 30 days of clinic attendance.

##### 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 and Maintain '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, Materiale, and Suitability classes.
  - iv. All apprenticeships must be completed with a DSHB 'R' Judge who is on the approved mentor list.
  - v. All apprentice evaluations must be positive to count toward apprenticing requirements.
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
      1. Applicants must pass the closed book examination with a score of 80% or higher.
    - ii. Practical examination
      1. Oral examination
      2. Live Horse Judging Examination
      3. Applicants must pass the Practical Examination with a 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 and Maintain '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 36 months.
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
    1. Applicants must pass the closed book written examination with a score of 80% or higher.
  - ii. Practical Examination
    1. Oral examination
    2. Live Horse Judging Examination
    3. Applicant must pass the Practical Examination with a score of 70% or higher.
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 and Maintain '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 in order for Assistant Managers and Assistant Secretaries 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 in order for Assistant Managers and Assistant Secretaries 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. Applicants must pass the written examination with a score of 85% or higher and pass the practical examination with a score of 85% or higher.
  - ii. Applicants are only permitted to attempt the written examination once. If an applicant fails the written examination, they may re-test at the next available clinic.
  - iii. Applicants are only permitted to attempt the practical examination twice. If an applicant fails twice, they may re-test at the next available clinic.
  - iv. Applicants cannot re-test the written or practical examinations at the same clinic where they failed an exam.

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 higher, and be a least two days in length:
    1. A full day is defined as 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).
  - vi. All apprentice evaluations must be positive to count toward apprenticing requirements.
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. Applicants must pass the open book 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 complete the Federation Measurement Certification maintenance requirements every three years. Full program requirements are provided on the Federation website.
  - i. A DTD who fails to complete the measurement certification maintenance requirements 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 officiate at three Federation licensed/USDF recognized competitions every three years.
5. Technical Delegates must pass an annual online "New Rules and Equipment" quiz with a score of 85% or higher.
6. 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 and Maintain '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 24 months.
3. Applicants must have officiated as a DTD at 15 or more Federation licensed/USDF recognized open Dressage competitions within the past eight years. Multiple competitions held on consecutive days under the same Management and Licensee will be counted as one competition for the purpose of the show count.
  - i. Six of these competitions must be out of the applicant's home USDF Region with at least two different USDF Regions represented.
  - ii. Six of these competitions must be at Level 3 or higher.

## 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. Apprenticeships
  - i. Apprentice at five Level 3 or higher Federation Licensed/USDF recognized Dressage Competitions. Each competition must be held over three or more days.
    1. At least one of these competitions must be a Level 3 or higher Federation Licensed/NAYC qualifying competition.
    2. At least two competitions must be a Level 4 or higher USEF/USDF Regional Championship outside of the applicant's home USDF Region.
    3. At least two competitions must be a Level 5 USEF/USDF competition with a CDI.
  - ii. Apprentice with at least three different Registered DTDs. All apprenticeships must be completed with DTDs who are on the approved mentor list.
  - iii. 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.
  - iv. Multiple competitions held on consecutive days under the same Management and Licensee will be counted as one competition for the purpose of apprenticing.
  - v. A full day is defined as 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.
    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).
  - vi. All apprentice evaluations must be positive to count toward apprenticing requirements.
6. 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. Applicants must pass the open book examination with a score of 85% or higher.
7. 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 complete the Federation Measurement Certification maintenance requirements every three years. Full program requirements are provided on the Federation website.
  - i. A DTD who fails to complete the measurement certification maintenance requirements 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 officiate at three Federation licensed/USDF recognized Dressage competitions every three years.
5. Technical Delegates must pass an annual online "New Rules and Equipment" quiz with a score of 85% or higher.
6. 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 and Maintain ‘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 and Maintain ‘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 and Maintain ‘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 must complete the following requirements within three years. Applicants may complete the application requirements in any order unless noted otherwise.
  - i. Exceptions:
    1. Federation and FEI Dressage Judges are only required to attend the USEA 'r' B & C Jumping/Course Design Training Program, complete the cross-country and jumping apprenticeship, and pass the Final Examination.
    2. USDF L Graduates with distinction are only required to attend the USEA 'r' B & C Jumping/Course Design Training Program, complete the Dressage, cross-country, and jumping apprenticeships, and pass the Final Examination.
    3. Federation Eventing TDs are only required to complete the Dressage Training Program and pass the Final Examination.
    4. Federation Jumper Judges are only required attend the 'r' B & C Jumping/Course Design Training Program, to complete the Cross-Country apprenticeship, complete the Dressage Training Program, and pass the Final Examination.
    5. If the apprenticeship requirements for 'r' Judge and TD applicants are identical, then the apprenticeship may be applied to both Judge and TD license applications, if the applicant has open applications at the same time. The apprenticeship must meet all other requirements in order to count.
3. Applicants must accumulate a minimum of 10 points from Riding, Training, 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 or Training Experience category.
  - i. Riding or Training Experience - To be counted for riding experience, 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)
    8. ECP Certified Coach: Level IV or V - 2 points
  - 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
    5. Volunteering hours – 2 points maximum total
      - a. Applicants must complete a total of 20 volunteer hours. Applicants must have the hours entered into the USEA's Volunteer Database.
  - 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' or 'S' Eventing Technical Delegate or Course Designer – 6 points
    6. FEI Eventing Technical Delegate or Course Designer – 8 points
4. Dressage Training Program
  - 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 and includes scribing and sitting. All independent study must be completed at Federation licensed Eventing or Dressage competitions. Independent study requirements:
    - a. Scribe for an FEI or USEF Eventing or Dressage Judge (minimum 4 hours total)
    - b. Sit with a minimum of two different FEI Eventing, FEI Dressage, USEF Eventing, or USEF Dressage Judges (minimum 8 hours total)
    - c. Sitting must be completed at Beginner Novice, Novice, Training, Modified, or Preliminary Levels or the comparable dressage levels per DR119.2.
  - iv. Attend the USEA Dressage Training Session II.
- 5. Attend the USEA 'r' B & C Jumping/Course Design Training Program.
  - i. Federation Eventing Course Designers are exempt from the cross-country portion of the USEA 'r' B & C Jumping/Course Design Training Program.
- 6. Apprenticeships
  - i. Multiple apprenticeships can be completed at the same competition. All apprenticeships must be completed with a USEA Preceptor at Federation licensed/Endorsed competitions. Apprenticeships with a Ground Jury Member may be used to fulfill the Dressage, Cross-Country and Jumping portions of the apprentice requirements. Dressage, Cross-Country, and Jumping apprenticeships can be completed at the same competition.
  - ii. All apprenticeships must result in a positive recommendation for licensing from the Preceptor in order to count.
  - iii. Dressage Apprenticeship
    - 1. Applicants must attend the second Dressage Training Session (Session II) prior to dressage 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. The competitions must be at different locations.
    - 4. Minimum of 60 tests, including a minimum of:
      - a. 15 at Beginner Novice or Novice
      - b. 15 at Training, Modified, or FEI CCI1\*, and;
      - c. 30 at Preliminary or FEI CCI2\*
  - iv. Cross-Country Apprenticeship
    - 1. Apprentice at a minimum of four Federation Licensed/Endorsed Competitions in their entirety. Apprenticing must be completed at a minimum of two different locations.
    - 2. Must not complete more than two cross-country apprenticeships prior to attending the USEA 'r' B & C Jumping/Course Design Training Program
    - 3. Apprentice with two different TD Preceptors
      - a. At least one TD Preceptor must have their 'R' or 'S' Eventing TD license
    - 4. Apprentice with two different Judge Preceptors
      - a. At least one Judge Preceptor must have their 'R' or 'S' Eventing Judge license
    - 5. One apprenticeship MUST include the inspection the day before the event
    - 6. Must apprentice at least once at each of the following levels (may be at the same events)
      - a. Beginner Novice
      - b. Novice
      - c. Training or Modified
      - d. Preliminary
  - v. Jumping Apprenticeship
    - 1. Applicants must attend the USEA 'r' B & C Jumping/Course Design Training Program prior to completing any jumping apprenticing.

2. Apprentice a minimum of eight hours total with at least two different Judge or TD Preceptors
  3. Apprentice at a minimum of two different Federation Licensed/Endorsed Competitions. The competitions must be at different locations.
7. Final Examination
- i. 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.
  - ii. 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.
    1. Federation licensed 'r', 'R', or 'S' Eventing TDs are only required to complete the dressage portion of the Final Examination. Federation licensed or FEI Dressage Judges are not required to complete the dressage portion of the Final Examination.
  - iii. 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 and a second examiner designated by the USEA/ELOC. 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 pass a written examination with a score of 85% or higher every three years.
  4. Judges must be a current Lifetime or Full Member in good standing of the USEA.

#### Section 9.1.2 Requirements to Obtain and Maintain '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 must complete the following requirements within three years. Applicants may complete the application requirements in any order.
  - i. Exceptions:
    1. 'R' or 'S' Eventing Technical Delegates are only required to attend the USEA 'R' & 'S' Promotion Training Program, complete the Dressage Apprenticeships, and pass the Final Examination.
    2. Federation or FEI Dressage Judges are only required to attend the USEA 'R' & 'S' Promotion Training Program, complete the cross-country and jumping apprenticeships, and pass the Final Examination.
3. Applicants must have officiated at a minimum of 10 Federation Licensed/Endorsed competitions before attending the Final Examination. 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. Independent Study
  - i. Independent Study is separate from Apprenticing and includes sitting. All Independent Study must be completed at Federation licensed/Endorsed Eventing or Dressage competitions. Independent Study requirements include:
    1. Sit with a minimum of two different FEI Eventing, FEI Dressage, USEF Eventing ('R' or 'S'), or USEF Dressage Judges
    2. Sit for a total of 20 dressage tests at the Intermediate level, the comparable dressage

levels per DR119.2, or FEI CCI3\*.

6. Apprenticeships
    - i. Apprenticeships with a Ground Jury Member may be used to fulfill the Dressage and Course Evaluation portions of the apprentice requirements at the same competition. All apprenticeships must be completed at Federation licensed/Endorsed competitions. All apprenticeships must result in a positive recommendation for licensing in order to count.
    - ii. Dressage Apprenticeships – A minimum of two separate apprenticeships are required.
      1. Apprentice with two different Ground Jury Members (PGJ or MGJ) at the Intermediate level or at a CCI3\* (S or L).
      2. One of the two apprenticeships must include the Intermediate level.
      3. Applicants must apprentice a minimum of 15 tests total.
    - iii. Cross-Country and Jumping Apprenticeships (which include the course evaluation) – A minimum of four separate apprenticeships are required.
      1. Complete two apprenticeships with two different Ground Jury Members (PGJ or MGJ) at the Intermediate level.
      2. Complete one apprenticeship with a Member of the Ground Jury (PGJ or MGJ) at a CCI3\* (S or L)
      3. Complete one apprenticeship with a U.S. Cross-Country Course Advisor, ‘R’ or ‘S’ Eventing CD, or an FEI Level 2 or higher Eventing Course Designer. This apprenticeship must include the Intermediate level or CCI3\* (S or L). This apprenticeship can occur prior to or during the competition.
  7. Final Examination
    - i. 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.
    - ii. 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.
      1. Federation licensed ‘R’ or ‘S’ Eventing TDs are only required to complete the dressage portion of the Final Examination. Federation licensed or FEI Dressage Judges are not required to complete the dressage portion of the Final Examination.
    - iii. 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 and a second examiner designated by the USEA/ELOC. 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 pass a written examination with a score of 85% or higher every three years.
    4. Judges must be a current Lifetime or Full Member in good standing of the USEA.

#### Section 9.1.3 Requirements to Obtain and Maintain ‘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 must complete the following requirements within three years. Applicants may complete the application requirements in any order.
  - i. Exceptions:

1. USEF 'S' Eventing Technical Delegates are only required to attend the 'R' & 'S' Promotion Training Program, complete the Dressage Apprenticeships, and pass the Final Examination.
2. USEF 'R', 'S' Dressage Judges or FEI Dressage Judges are only required to attend the 'R' & 'S' Promotion Training Program, complete the Course Evaluation Apprenticeships, and pass the Final Examination.
3. Applicants must have officiated at a minimum of 10 Federation Licensed/Endorsed competitions before attending the Final Examination. 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. Independent Study
  - i. Independent Study is separate from Apprenticing and includes sitting. All Independent Study must be completed at Federation licensed/Endorsed Eventing or Dressage competitions. Independent Study requirements include:
    1. Sit with a minimum of two different FEI Eventing, FEI Dressage, USEF Eventing ('S'), or USEF Dressage Judges ('R' or 'S')
    2. Sit for a total of 20 dressage tests at the Advanced level, the comparable dressage levels per DR119.2, or FEI CCI4\*.
6. Apprenticeships
  - i. Apprenticeships with a Ground Jury Member may be used to fulfill the Dressage and Course Evaluations portions of the apprentice requirements at the same competition. All apprenticeships must be completed at Federation licensed/Endorsed competitions. All apprenticeships must result in a positive recommendation for licensing in order to count.
  - ii. Dressage Apprenticeship – A minimum of two separate apprenticeships are required.
    1. Apprentice with a minimum of two different Ground Jury Members (PGJ or MGJ) at the Advanced level or at a CCI4\* (S or L).
    2. One of the two apprenticeships must include the Advanced level.
    3. Applicants must apprentice a minimum of 10 tests total.
  - iii. Course Evaluation Apprenticeship – A minimum of two separate apprenticeships are required.
    1. Apprentice with a minimum of two different Members of the Ground Jury (PGJ or MGJ) at the Advanced level or at a CCI4\* (S or L).
7. Final Examination
  - i. 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.
  - ii. 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.
    1. Federation licensed 'S' Eventing TDs are only required to pass the dressage portion of the Final Examination. Federation licensed 'R' or 'S', or FEI Dressage Judges are not required to complete the dressage portion of the Final Examination.
  - iii. 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 and a second examiner designated by the USEA/ELOC. 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 Recognized/Endorsed Eventing Competitions every three years.
2. Judges must attend a Federation/USEA Eventing Judges' clinic every three years.
3. Judges must pass a written examination with a score of 85% or higher every three years.
4. Judges must be a current Lifetime or Full Member in good standing of the USEA.

## Section 9.2 – Eventing Technical Delegates.

### Section 9.2.1 Requirements to Obtain and Maintain ‘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 must complete the following requirements within three years. Applicants may complete the application requirements in any order unless noted otherwise.
  - i. Exception
    1. Federation Jumper Judges are only required to attend the USEA ‘r’ B & C Jumping/Course Design Training Program, complete the Cross-Country apprenticeships, and pass the Final Examination.
    2. Federation Eventing Judges are only required to complete the apprenticeships and pass the Final Examination.
    3. If the apprenticing requirements for ‘r’ Judge and TD applicants are identical, then the apprenticeship may be applied to both Judge and TD license applications, if the applicant has open applications at the same time. The apprenticeship must meet all other requirements in order to count.
3. Applicants must accumulate a minimum of 10 points from Riding, Training, 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 or Training Experience category.
  - i. Riding or Training Experience - To be counted for riding experience, 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)
    10. ECP Certified Coach: Level IV or V– 2 points
  - 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
    5. Volunteering hours – 2 points maximum total
      - a. Applicants must complete a total of 20 volunteer hours. Applicants must have the hours entered into the USEA’s Volunteer Database.
  - 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’ or ‘S’ 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.
  - i. Federation Eventing Course Designers are exempt from the cross-country portion of 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. All apprenticeships must be completed at Federation licensed/Endorsed competitions. Applicants must apprentice at least once at each of the following levels (may be at the same events):
  1. Beginner Novice
  2. Novice
  3. Training, Modified, or FEI CCI1\*
  4. Preliminary or FEI CCI2\* (S or L)
- ii. All apprenticeships must result in a positive recommendation for licensing in order to count.
- iii. Cross-Country Apprenticeship – A minimum of four apprenticeships are required.
  1. Jumping and Cross-Country apprenticeships may be completed at the same competition.
  2. Apprentice at a minimum of four Federation Licensed/Endorsed competitions with a minimum of four different TD Preceptors
  3. Apprentice at a minimum of two different locations
  4. Two Preceptors must be an 'R', 'S', or Level 2 or higher FEI Eventing TD
- iv. Jumping Apprenticeship– A minimum of two apprenticeships are required.
  1. Jumping and Cross-Country apprenticeships may be completed at the same competition.
  2. Apprentice at two Federation licensed/Endorsed competitions with a minimum of two different Preceptors (minimum of eight hours total).
    - a. Apprentice with one 'R' or 'S' TD Preceptor
    - b. Apprentice with one 'R' CD or 'S' CD or EVJCD Preceptor
  3. Apprentice at a minimum of two different locations
  4. Each apprenticeship must include a course inspection prior to a class.

### 6. Final Examination

- i. 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.
- ii. 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.
- iii. 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 and a second examiner designated by the USEA/ELOC. 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 every three years.
3. Technical delegates must pass a written examination with a score of 85% or higher every three years.
4. Technical delegates must be a current Lifetime or Full Member in good standing of the USEA.

## Section 9.2.2 Requirements to Obtain and Maintain '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 must complete the following requirements within three years. Applicants may complete the application requirements in any order.
  - i. Exception:
    1. If the apprenticing requirements for 'R' Judge and TD applicants are identical, then the apprenticeship may be applied to both Judge and TD license applications, if the applicant has open applications at the same time. The apprenticeship must meet all other requirements in order to count.
3. Applicants must have officiated as a Technical Delegate at a minimum of 10 Federation Licensed/Endorsed competitions and/or CCI2\* (S or L) competitions before attending the Final Examination. 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. All apprenticeships must be completed at Federation licensed/Endorsed competitions.
  - ii. Complete two apprenticeships with two different 'R' or 'S' Technical Delegates at two Federation Licensed/Endorsed competitions that include the Intermediate Level
  - iii. Complete one apprenticeship with a Level 2 or higher FEI Eventing Technical Delegate at a CCI3\* (S or L)
  - iv. Complete one apprenticeship with a U.S. Cross-Country Course Advisor, Level 2 or higher FEI Eventing Course Designer, or Federation licensed 'R' or 'S' Eventing CD. This apprenticeship must include the Intermediate level or CCI3\* (S or L). This apprenticeship can occur prior to or during the competition.
  - v. All apprenticeships must result in a positive recommendation for licensing in order to count.
6. Final Examination
  - i. 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.
  - ii. 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.
  - iii. 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 and a second examiner designated by the USEA/ELOC. 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 every three years.
3. Technical delegates must pass a written examination with a score of 85% or higher every three years.
4. Technical delegates must be a current Lifetime or Full Member in good standing of the USEA.

#### Section 9.2.3 Requirements to Obtain and Maintain '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 must complete the following requirements within three years. Applicants may complete the application requirements in any order.



3. Applicants must have officiated as a Technical Delegate at a minimum of 10 Federation Licensed/Endorsed competitions and/or CCI3\*-L competitions (FEI Assistant Technical Delegate) before attending the Final Examination. 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 are required:
    - i. All apprenticeships must be completed at Federation licensed/Endorsed competitions.
    - ii. Complete one apprenticeship with a 'S' Technical Delegate or Level 3 or higher FEI Eventing TD at a Federation Licensed/Endorsed competition that includes the Advanced Level or a CCI4\* (S or L)
    - iii. Complete one apprenticeship with a U.S. Cross-Country Course Advisor, Level 3 or higher FEI Eventing Course Designer, or 'S' Federation licensed Eventing CD at a Federation Licensed/Endorsed competition that includes the Advanced Level or a CCI4\* (S or L). This apprenticeship can occur prior to or during the competition.
    - iv. All apprenticeships must result in a positive recommendation for licensing in order to count.
  6. Final Examination
    - i. 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.
    - ii. 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.
    - iii. 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 and a second examiner designated by the USEA/ELOC. 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 every three years.
  3. Technical delegates must pass a written examination with a score of 85% or higher every three years.
  4. Technical delegates must be a current Lifetime or Full Member in good standing of the USEA.

### **Section 9.3 – Eventing Cross-Country Course Designers.**

#### Section 9.3.1 Requirements to Obtain and Maintain '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 must complete the following requirements within three years. Applicants may complete the application requirements in any order.
  - i. Exception:
    1. Federation Certified Cross Country Course Designers are not required to attend the USEA 'r' B & C Jumping/Course Design Training Program.
  3. Applicants must document experience at the Preliminary level or higher 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 'R' or 'S' CD, U.S. Cross-Country Course Advisor, or Level 2 or higher FEI Eventing CD. All apprenticeships must result in a positive recommendation for licensing from presiding CD in order to count.
    - 1. At least two apprenticeships must be completed with a 'R' or 'S' Preceptor CD.
  - ii. Apprenticeships can occur prior to or during the competition.
  - iii. Applicants must apprentice at a minimum of two different competition sites.
  - iv. The following apprenticeships are required:
    - 1. Applicants must apprentice at a minimum of three Federation licensed/Endorsed competitions.
    - 2. Two of the apprenticeships must include the Preliminary level. At least one apprenticeship must include the Intermediate level. At least one apprenticeship must include a CCI2\* or CCI3\* (S or L).
  - v. 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 CD 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. The examination includes an online written test, practical jumping exercises, evaluations of cross-country and Jumping courses, plus oral questioning.
  - ii. 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.
  - iii. 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 and a second examiner designated by the USEA/ELOC. 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 two Federation Licensed/Endorsed Eventing Competitions every three years.
- 2. Course designers must attend a Federation/USEA Eventing course designers' clinic or the USEA 'r' B & C Jumping/Course Design Training Program every three years.
- 3. Course designers must pass a written examination with a score of 85% or higher every three years.
- 4. Course designers must be a current Lifetime or Full Member in good standing of the USEA.

#### Section 9.3.2 Requirements to Obtain and Maintain '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 must complete the following requirements within three years. Applicants may complete the application requirements in any order.
- 3. Applicants must document experience at the Intermediate level or higher as rider, trainer, coach, or builder in the past 20 years.
- 4. Applicants must have designed five Preliminary courses at Federation Licensed/Endorsed competitions at two different sites before attending the Final Examination.
- 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 'R' or 'S' Federation licensed Eventing CD, Level 2 or higher FEI Eventing Course Designer, or U.S. Cross-Country Course Advisor. All apprenticeships must result in a positive recommendation for licensing in order to count.
  - ii. Apprenticeships can occur prior to or during the competition.
  - iii. Applicants must apprentice at a minimum of two different competition sites.
  - iv. Apprenticeships required:
    1. Applicants must apprentice at a minimum of three Federation licensed/Endorsed competitions.
    2. Two of the apprenticeships must include the Intermediate level. At least one apprenticeship must include the Advanced level. At least one apprenticeship must include a CCI3\* or CCI4\* (S or L).
7. Final Examination
  - i. The examination includes an online written test, practical jumping exercises, evaluations of cross-country and Jumping courses, plus oral questioning.
  - ii. 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.
  - iii. 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 and a second examiner designated by the USEA/ELOC. 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 every three years.
3. Course designers must pass a written examination with a score of 85% or higher every three years.
4. Course designers must be a current Lifetime or Full Member in good standing of the USEA.

#### Section 9.3.3 Requirements to Obtain and Maintain '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 must complete the following requirements within three years. Applicants may complete the application requirements in any order.
3. Applicants must document experience at the Advanced or FEI CCI4\* or higher level as rider, trainer, coach, or builder in the past 20 years.
4. Applicants must have designed five Intermediate courses at Federation Licensed/Endorsed at two different sites before attending the Final Examination.
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 'S' Federation licensed Eventing CD, U.S. Cross-Country Course Advisor, or Level 3 or higher FEI Eventing Course Designer. All apprenticeships must result in a positive recommendation for licensing in order to count.
  - ii. Apprenticeships can occur prior to or during the competition.
  - iii. Applicants must apprentice at a minimum of two different competition sites.

- iv. Apprenticeships required:
  - 1. Applicants must apprentice at a minimum of two Federation licensed/Endorsed competitions.
  - 2. Each apprenticeship must include the Advanced level or a CCI4\* (S or L)
- 7. Final Examination
  - i. The examination includes an online written test, practical jumping exercises, evaluations of cross-country and Jumping courses, plus oral questioning.
  - ii. 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.
  - iii. 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 and a second examiner designated by the USEA/ELOC. 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 every three years.
  - 3. Course designers must pass a written examination with a score of 85% or higher every three years.
  - 4. Course designers must be a current Lifetime or Full Member in good standing of the USEA.

#### 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. All application requirements must be completed within three years.
  - 3. Applicants must attend the USEA 'r' B & C Jumping/Course Design Training Program on Course Design and receive a passing score.
  - 4. Exception: Foreign FEI Eventing Course Designers are only required to complete the written portion of the Final Exam with a passing score of 85% or higher.
- C. Maintenance Requirements
  - 1. Course Designers must attend a Federation/USEA Eventing course designers' clinic or the USEA 'r' B & C Jumping/Course Design Training Program every three years.
  - 2. Course designers must officiate at two Federation Licensed/Endorsed Eventing Competitions every three years.
  - 3. Course designers must pass a written examination with a score of 85% or higher every three years.
  - 4. Course designers must be a current Lifetime or Full Member in good standing of the USEA.

#### 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. Applicants may complete the application requirements in any order.

3. Design 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 USEA clinic given by a 'R' EVJCD or 'R' Jumper Course Designer.
5. Apprenticing
  - i. Applicants must complete at least three apprenticeships. Two apprenticeships must take place at Federation licensed Jumper or FEI Jumping competitions. One apprenticeship must take place at a Federation licensed/Endorsed or FEI Eventing competition at the Preliminary level or higher.
  - ii. All apprenticeships at a Federation licensed Jumper or FEI Jumping competition must be completed with a Federation 'R' Jumper Course Designer or Level 2 or higher FEI Jumping Course Designer.
  - iii. All apprenticeships at a Federation licensed/Endorsed or FEI Eventing competition must be completed with a Federation 'R' Jumper Course Designer, Level 2 or higher FEI Jumping Course Designer, Federation 'R' Eventing Jumping Course Designer, or Federation Eventing Course Designer.
  - iv. Applicants must apprentice with at least two different course designers.
  - v. All apprenticeships must result in a positive recommendation for licensing in order to count.
  - vi. Each apprenticeship 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.
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 and a second examiner designated by the USEA/ELOC. 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 USEA clinic given by a 'R' EVJCD or 'R' Jumper Course Designer every three years.
3. Eventing Jumping Course designers must pass a written examination with a score of 85% or higher every three years.
4. Eventing Jumping Course designers must be a current Lifetime or Full Member in good standing of the USEA.

### Section 10. Friesian Judges.

#### Section 10.1 Requirements to Obtain and Maintain '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. All application requirements must be completed within three years preceding license application.
  3. Applicants must apprentice at a minimum of two Federation Licensed Competitions with multiple Friesian sections, under a minimum of two different Federation Friesian Judges. The applicant must receive at least two positive apprentice evaluations. If the applicant does not receive a positive apprentice evaluation from the Judge(s), the applicant may continue to apprentice until they receive two positive apprentice evaluations.
    - i. Exception: If a judge is already licensed as a Registered ('R') Judge in the Andalusian/Lusitano, Arabian, Hackney/Roadster/Saddlebred, or, Morgan divisions, they may apply for a Friesian license without apprenticing, but must attend the USEF/IFSHA Friesian Judges Clinic.
  4. Applicants must attend a Federation/IFSHA Friesian Clinic.
  5. Applicants must pass a Final Examination with a score of 85% or higher. 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 the clinic portion of the application requirements.
- 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 90% 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.
  2. Applicants must have officiated at two Federation licensed competitions with multiple Friesian sections within the past five 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. All application requirements must be completed within one year preceding license application.
  3. Applicants must pass a Final Examination with a score of 85% or higher. 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 the clinic portion of the application requirements.
- 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 90% or higher every two years.
  3. Judges must officiate at one Federation licensed competition every five years.

### Section 11. Hackney/Roadster/Saddlebred Judges.

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

- A. Eligibility Requirements
1. Applicants must attend a Federation/ASHBA Saddlebred/Hackney/Roadster clinic within two years preceding their checklist submission. Applicants must receive a positive evaluation with a score between 25 and 50 from all clinicians.
- 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 application requirements must be completed within three years preceding application.
  3. Apprentice a minimum of four days at a minimum of one Federation licensed competition with at least one Federation Registered ('R') Hackney/Roadster/Saddlebred Judge. Applicants must receive a positive apprenticing evaluation.

- i. Exception: Apprenticing is not required for Federation Registered ('R') Judges licensed in another breed or Saddle Seat Equitation.
    - 4. Applicants must pass a Federation Final Examination with a score of 85% or higher.
    - 5. Applicants must be a current member in good standing with the American Saddlebred Horse and Breeders Association (ASHBA), American Hackney Horse Society (AHHS), and American Road Horse and Pony Association (ARHPA).
    - 6. Additional helpful information be found [here](#).
  - C. Maintenance Requirements
    - 1. Judges must attend a Federation/ASHBA Hackney/Roadster/Saddlebred Judges' clinic every five years.
    - 2. Judges must pass a maintenance examination with a score of 85% or higher every three years.
- Section 11.2 Requirements to Obtain and Maintain 'R' Status**
- A. Eligibility Requirements
    - 1. Officiate at two Federation licensed competitions within five years preceding checklist submission.
  - 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 application requirements must be completed within one year preceding license application.
    - 3. Interviews
      - i. Applicant will be interviewed by at least two clinicians. The applicant must receive a position interview evaluation with a score between 25 and 50.
    - 4. Applicants must pass a Federation Final Examination with a score of 85% or higher.
    - 5. Applicants must be a current member in good standing with the ASHBA, AHHS, and ARHPA.
    - 6. Additional helpful information be found [here](#).
  - C. Maintenance Requirements
    - 1. Judges must attend a Federation/ASHBA Hackney/Roadster/Saddlebred Judges' clinic every five years.
    - 2. Judges must pass a maintenance examination with a score of 85% or higher every three years.

## **Section 12. Hunters.**

### **Section 12.1 – Hunter Judges.**

#### **Section 12.1.1 Requirements to Obtain and Maintain '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 Division at a Federation licensed Hunter or Hunter/Jumper competition within the last 10 years or acted as judge in the Hunter Division at schooling shows.
    - i. Riding requirement: competed in a rated hunter class at 3'3" or higher
    - ii. Training requirement: listed as a trainer for a rated hunter class at 3'3" or higher
    - iii. Judging requirement: judged in the Hunter Division at a minimum of 10 unrecognized 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 Judges' Clinic.
  - 5. Pass a written examination with a score of 84% or higher, administered at a Federation/USHJA Hunter Judges' clinic. Pass a practical examination with a score of 80% or higher, 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 Premier or National 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 80% 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 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 two Federation licensed competitions every three years.
3. Judges must maintain an Active/Competing membership with USHJA.

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

#### A. Eligibility Requirements

1. Applicants must be a current Active Competing member in good standing with the USHJA.
2. Officiate at least three Federation National or Premier Licensed Competitions during the past three years in the Hunter Division.
3. Applicants must have acted as a competitor as either a rider or trainer in the Hunter Division at a Federation licensed Hunter or Hunter/Jumper competition within the last 10 years.
  - i. Riding requirement: competed in a rated hunter class at 3'3" or higher
  - ii. Training requirement: listed as a trainer for a rated hunter class at 3'3" or higher

#### 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. All application requirements must be completed within five years.
3. Applicants must have maintained a 'r' Hunter Judge license for 36 months.
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. Pass a practical examination with a score of 80% or higher, 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 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 Premier or National rated conformation section, Pony Hunter section with a model, or one Hunter Breeding Section.
    1. If a Premier or National 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.
  - iv. Apprentices must receive recommendations for licensure from at least 80% 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. (See Section 12.1.5.C for maintenance requirements.)

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.
3. Judges must maintain an Active/Competing membership with USHJA.

Section 12.1.3 Requirements to Obtain and Maintain '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 the past five years. 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 Division at a Federation licensed Hunter or Hunter/Jumper competition within the past 10 years.
  - i. Riding requirement: competed in a National or Premier rated hunter class at 3'6" or higher
  - ii. Training requirement: listed as a trainer for a National or Premier rated hunter class at 3'6" or higher

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. Request approval from a mentor from the Federation Mentor list and submit Mentor Program Application to the Federation.
5. Attend a Federation/USHJA Hunter Judges' clinic.
6. Pass a written examination with a score of 84% or higher, administered at the Federation/USHJA Hunter Judges' clinic. Pass a practical examination with a score of 80% or higher, administered at a Federation/USHJA Hunter Judges' clinic.
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 Premier or National rated conformation section, Pony Hunter section with a model, or one Hunter Breeding Section.
    1. If a Premier or National 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 80% of the judges they apprentice with 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 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 two Federation licensed competitions every three years.

3. Judges must maintain an Active/Competing membership with USHJA.

#### Section 12.1.4 Requirements to Obtain and Maintain '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 the past five years. 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. Officiate as a Hunter Judge at a minimum of three Federation licensed competitions.
5. Applicants must have acted as a competitor as either a rider or trainer in the Hunter Division at a Federation licensed Hunter or Hunter/Jumper competition within the past 10 years.
  - i. Riding requirement: competed in a National or Premier rated hunter class at 3'6" or higher
  - ii. Training requirement: listed as a trainer for a National or Premier rated hunter class at 3'6" or higher

##### 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 unless noted otherwise. All application requirements must be completed within five years.
3. Attend a Federation/USHJA Hunter Judges' clinic.
4. Pass a written examination with a score of 84% or higher, administered at the Federation/USHJA Hunter Judges' Clinic. Pass a practical examination with a score of 80% or higher, administered at a Federation/USHJA Hunter Judges' clinic.
5. 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.
6. 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 Premier or National rated conformation section, Pony Hunter section with a model, or Hunter Breeding Section.
    1. If Premier or National 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 80% of the judges they apprentice with a recommendation for licensure must be received from the Mentor.
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. (See Section 12.1.5.C for maintenance requirements.)
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.
3. Judges must maintain an Active/Competing membership with USHJA.

#### Section 12.1.5 Requirements to Obtain and Maintain 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 score of 84% or higher 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. 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 maintain an Active/Competing membership with USHJA

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

### Section 12.2.1 Requirements to Obtain and Maintain '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 10 years, or acted as judge in Equitation classes at unrecognized competitions.
    - i. Riding requirement: competed in an equitation class or rated hunter class 3'3" at or higher
    - ii. Training requirement: listed as a trainer for an equitation class at 3'3" or higher
    - iii. Judging requirement: judged Equitation classes at a minimum of 10 unrecognized 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/Jumping Seat Equitation clinic.
  5. Pass a written examination with a score of 84% or higher, administered at the Federation/USHJA Hunter/Jumping Seat Equitation Judges' clinic. Pass a practical examination with a score of 80% or higher, 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. Any combination of classes from the following list can be utilized: USEF Hunter Seat Medal, WIHS, Talent Search, Maclay, NCEA Medal, USHJA 3'3" Jumping Seat Medal, USHJA 3'3" Adult 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 at 3'6" or higher.
    - 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 80% 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. No more than one Hunter/Jumping Seat Equitation officiating experience may occur at an Education Partner competition, providing that the organization has a current Education Partner Agreement with the Federation and its Championship/Final is Federation licensed. Judges are responsible for submitting officiating credit as required by the Federation.
3. Judges must maintain an Active/Competing membership with USHJA

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

##### A. Eligibility Requirements

1. Applicants must be a current Active Competing member in good standing with the USHJA.
2. Officiate at least three Federation National or Premier Licensed Competitions during the past three years in the Hunter/Jumping Seat Equitation Division.
3. 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 10 years.
  - i. Riding requirement: competed in an equitation class or rated hunter class at 3'3" or higher
  - ii. Training requirement: listed as a trainer for an equitation class at 3'3" or higher

##### 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. Application requirements must be completed within five years.
3. Applicants must have maintained a 'r' Hunter/Jumping Seat Equitation Judge license for 36 months.
4. Attend a Federation/USHJA Hunter/Jumping Seat Equitation Judge clinic.
5. Pass a written examination with a score of 84% or higher, administered at a Federation/USHJA Hunter/Jumping Seat Equitation Judges Clinic. Pass a practical examination with a score of 80% or higher, 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. Any combination of classes from the following list can be utilized: USEF Hunter Seat Medal, WIHS, Talent Search, Maclay, NCEA Medal, USHJA 3'3" Jumping Seat Medal, USHJA 3'3" Adult Jumping Seat Medal, USHJA 3'3" Hunter Seat Medal, USEF Pony Medal, WIHS Pony, NHS 3'3" Medal, and Age Group equitation.
    1. Six of the 15 classes must be at 3'6" or higher.
  - 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 80% 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. No more than one Hunter/Jumping Seat Equitation officiating experience may occur at an Education Partner competition, providing that the organization has a current Education Partner Agreement with the Federation and its Championship/Final is Federation licensed. Judges are responsible for submitting officiating credit as required by the Federation.
3. Judges must maintain an Active/Competing membership with USHJA.

## Section 12.2.3 Requirements to Obtain and Maintain '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 the past five years. 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 10 years.
  - i. Riding requirement: competed in an equitation class, or National or Premier rated hunter class, at 3'6" or higher
  - ii. Training requirement: listed as a trainer for an equitation class at 3'6" or higher

### 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. Request approval from a mentor from the Federation Mentor list and submit Mentor Program Application to the Federation
5. Attend a Federation/USHJA Hunter & Hunter/Jumping Seat Equitation clinic.
6. Pass a written examination with a score of 84% or higher, administered at the Federation/USHJA Hunter/Jumping Seat Equitation Judges' clinic. Pass a practical examination with a score of 80% or higher, administered at the Federation/USHJA Hunter/Jumping Seat Equitation Judges' clinic.
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. Any combination of classes from the following list can be utilized: USEF Hunter Seat Medal, WIHS, Talent Search, Maclay, NCEA Medal, USHJA 3'3" Jumping Seat Medal, USHJA 3'3" Adult 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 at 3'6" or higher.
  - 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 80% of the judges they apprentice with. 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. No more than one Hunter/Jumping Seat Equitation officiating experience may occur at an Education Partner competition, providing that the organization has a current Education Partner Agreement with the Federation and its Championship/Final is Federation licensed. Judges are responsible for submitting officiating credit as required by the Federation.
3. Judges must maintain an Active/Competing membership with USHJA.

## Section 12.2.4 Requirements to Obtain and Maintain '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 the past five years. 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. Officiate as a Hunter/Jumping Seat Equitation Judge at a minimum of three Federation licensed competitions.
5. 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 10 years.
  - i. Riding requirement: competed in an equitation class, or National or Premier rated hunter class, at 3'6" or higher
  - ii. Training requirement: listed as a trainer for an equitation class at 3'6" or higher

### 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 unless noted otherwise. All application requirements must be completed within five years.
3. Attend a Federation/USHJA Hunter/Jumping Seat Equitation Judges' clinic.
4. Pass a written examination with a score of 84% or higher, administered at the Federation/USHJA Hunter/Jumping Seat Equitation Judges' Clinic. Pass a practical examination with a score of 80% or higher, administered at a Federation/USHJA Hunter Judges' clinic.
5. 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.
6. 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. Any combination of classes from the following list can be utilized: USEF Hunter Seat Medal, WIHS, Talent Search, Maclay, NCEA Medal, USHJA 3'3" Jumping Seat Medal, USHJA 3'3" Adult Jumping Seat Medal, USHJA 3'3" Hunter Seat Medal, USEF Pony Medal, WIHS Pony, NHS 3'3" Medal, and Age Group equitation.
    1. Six of the 12 classes must be at 3'6" or higher.
  - 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 80% 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.
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. No more than one Hunter/Jumping Seat Equitation officiating experience may occur at an Education Partner competition,

providing that the organization has a current Education Partner Agreement with the Federation and its Championship/Final is Federation licensed. Judges are responsible for submitting officiating credit as required by the Federation.

3. Judges must maintain an Active/Competing membership with USHJA.

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

#### **Section 12.3.1 Requirements to Obtain and Maintain 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. All application requirements must be completed within two years.
  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. 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. Course Designers must officiate at three Federation licensed competitions every three years.
  3. Course Designers must maintain an Active/Competing membership with USHJA.

#### **Section 12.3.2 Requirements to Obtain and Maintain ‘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, 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 higher 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 or 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, USHJA 3’3” Adult Jumping Seat Medal, USEF Pony Medal, WIHS Pony, and Age Group equitation.
    - iv. Apprentices must receive recommendations for licensure from at least 80% 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.
3. Course Designers must maintain an Active/Competing membership with USHJA.

#### Section 12.3.3 Requirements to Obtain and Maintain 'R' Status

##### A. Eligibility Requirements

1. Applicants must be a current Active Competing member in good standing with the USHJA.
2. 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 may complete the following requirements in any order. All application requirements must be completed within five years.
3. Applicants must have maintained a 'r' Hunter Course Design license for 24 months.
4. Attend a USHJA Hunter Course Designer clinic. In order to receive clinic credit, applicants must pass the Course Designer Homework with a score of 80% or higher.
5. Pass a written examination with a score of 84% or higher, 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, USHJA 3'3" Adult Jumping Seat Medal, USEF Pony Medal, WIHS Pony, and Age Group equitation.
  - iv. Apprentices must receive recommendations for licensure from at least 80% 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.
3. Course Designers must maintain an Active/Competing membership with USHJA.

#### Section 12.3.4 Requirements to Obtain and Maintain '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 the Federation within the past five years. 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. Request approval from a mentor from the Federation Mentor list and submit Mentor Program Application to the Federation.
5. 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.
6. Pass a written examination with a score of 84% or higher, administered at the Federation Hunter Course Designer Clinic.
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 at no more than four competitions.
    1. Exception: One apprenticeship may take place with another Federation 'R' Hunter Course Designer.
  - ii. 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.
  - iii. Apprentice the following classes within the three or four required competitions:
    1. One USHJA National or 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, USHJA 3'3" Adult Jumping Seat Medal, USEF Pony Medal, WIHS Pony, and Age Group equitation.
  - iv. 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.
3. Course Designers must maintain an Active/Competing membership with USHJA.

#### Section 12.3.5 Requirements to Obtain and Maintain '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 the Federation within the past five years. Exception: Medical suspensions are permitted.
3. Officiate as a Hunter Course Designer at a minimum of one Federation licensed competition.

##### 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 unless noted otherwise. All application requirements must be completed within five years.
3. Applicants must have maintained a 'r' Hunter Course Designer license for 12 months.
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 80% or higher.
5. Pass a written examination with a score of 84% or higher, 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 at no more than four competitions.
    - 1. Exception: One apprenticeship may take place with another Federation 'R' Hunter Course Designer.
  - ii. 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, USHJA 3'3" Adult Jumping Seat Medal, USEF Pony Medal, WIHS Pony, and Age Group equitation.
  - iv. 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.
  - 3. Course Designers must maintain an Active/Competing membership with USHJA.

## **Section 13. Jumper.**

### **Section 13.1 – Jumper Judges.**

#### Section 13.1.1 Requirements to Obtain and Maintain '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 score of 84% or higher, administered at the Federation/USHJA Jumper Judges Clinic.
  - 6. Apprenticeships
    - i. Apprentice 12 days at a minimum of three Federation licensed Level 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 80% 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 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. Officiating is defined as marking the card or running the timers. Back up timing does not count for officiating credit.
  - 3. Judges must maintain an Active/Competing membership with USHJA.

#### Section 13.1.2 Requirements to Obtain and Maintain 'R' Status

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

2. Applicants must have officiated for at least two or more Federation licensed Level 3 or higher competitions in the Jumper Division within the past three years.
3. Exception: Foreign FEI Level 3 or Level 4 Jumping Judges are not required to meet the eligibility requirements listed above. However, these 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 may complete the following requirements in any order. All application requirements must be completed within five years.
3. Applicants must have maintained a 'r' Jumper Judge license for 36 months.
4. Applicants must attend a Federation/USHJA Jumper Judge Clinic.
5. Applicants must pass a written examination with a score of 84% or higher, 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. Apprentice at least three Regional Standard or higher classes with \$25,000 or more in prize money.
  - iv. Apprentices must receive recommendations for licensure from at least 80% of the judges that they apprentice with.
7. Exception: Foreign FEI Level 3 or Level 4 Jumping Judges are only required to attend a Federation/USHJA Jumper Judge Clinic and pass a written examination with a score of 84% or higher, administered at the clinic.
8. Additional helpful information be found [here](#).

#### C. Maintenance Requirements

1. Judges must attend a Federation/USHJA Jumper 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. Officiating is defined as marking the card or running the timers. Back up timing does not count for officiating credit.
3. Judges must maintain an Active/Competing membership with USHJA.

### Section 13.1.3 Requirements to Obtain and Maintain '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 the past five years. 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 Jumper 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.
3. All application requirements must be completed within five years.
4. Request approval from a mentor from the Federation Mentor list and submit Mentor Program Application to the Federation.
5. Attend a Federation/USHJA Jumper Judge clinic.
6. Pass a written examination with a score of 84% or higher, administered at the Federation/USHJA Jumper Judge's Clinic.

7. Apprenticeships
  - i. Must apprentice 10 full days at a minimum of two Federation licensed Level 3 or higher competitions. The competitions must be held at a minimum of two different locations.
  - 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' Jumper Judges other than their Mentor.
  - iv. Apprentices must receive recommendations for licensure from at least 80% 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 Jumper 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. Officiating is defined as marking the card or running the timers. Back up timing does not count for officiating credit.
3. Judges must maintain an Active/Competing membership with USHJA.

Section 13.1.4 Requirements to Obtain and Maintain '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 the past five years. 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 one of the following at a Federation licensed competition within the past three years:
  - i. Rider or trainer in the Jumper Division
  - ii. Jumper, Hunter, or Hunter/Jumping Seat Equitation Judge
5. Officiate as a Jumper Judge at a minimum of two 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 unless noted otherwise. All application requirements must be completed within five years.
3. Attend a Federation/USHJA Jumper Judge clinic.
4. Pass a written examination with a score of 84% or higher, administered at the Federation/USHJA Jumper Judge's Clinic.
5. 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.
6. Apprenticeships
  - i. Must apprentice 10 full days at a minimum of two Federation licensed Level 4 or higher competitions. The competitions must be held at a minimum of two different locations.
  - ii. Apprentice at least three Regional Standard or higher classes with \$25,000 or more in prize money.
  - 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' Jumper Judges other than their Mentor.
  - v. Apprentices must receive recommendations for licensure from at least 80% 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.
7. Additional helpful information be found [here](#).

C. Maintenance Requirements

1. Judges must attend a Federation/USHJA Jumper 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. Officiating is defined as marking the card or running the timers. Back up timing does not count for officiating credit.
3. Judges must maintain an Active/Competing membership with USHJA.

### **Section 13.2 – Jumper Course Designers.**

#### **Section 13.2.1 Requirements to Obtain and Maintain ‘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 Level 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 Jumper Course Designers or FEI Level 3 or higher Jumping 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 80% 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.
2. Course Designers must officiate at three Federation licensed competitions every three years.
3. Course Designers must maintain an Active/Competing membership with USHJA.

#### **Section 13.2.2 Requirements to Obtain and Maintain ‘R’ Status**

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

1. Applicants must be a current Active Competing member in good standing with the USHJA.
2. Applicants must have officiated as a Jumper Course Designer at three or more Federation licensed Level 3 or higher competitions within the previous three years.
3. Exception: Foreign FEI Level 3 or Level 4 Jumping Course Designers are not required to meet the eligibility requirements listed above. However, these 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 may complete the following requirements in any order. All application requirements must be completed within five years.
3. Applicants must have maintained a ‘r’ Jumper Course Design license for 24 months.
4. Applicants must attend a Federation/USHJA Jumper Course Designer clinic. In order to receive clinic credit, applicants must pass the Course Designer Homework with a score of 80% 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 Jumper Course Designers or FEI Level 3 or higher Jumping Course Designers.
  - ii. Apprentice 12 full days at a minimum of three Federation licensed Level 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 80% of the course designers that they apprentice with.
7. Exception: Foreign FEI Level 3 or Level 4 Jumping Course Designers are only required to complete the Jumper Course Design written exam with a passing score of 84% or higher.
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.
2. Course Designers must officiate at three Federation licensed competitions every three years.
3. Course Designers must maintain an Active/Competing membership with USHJA.

Section 13.2.3 Requirements to Obtain and Maintain '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 the Federation within the past five years. 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. Request approval from a mentor from the Federation Mentor list and submit Mentor Program Application to the Federation.
5. Attend a Federation/USHJA Jumper Course Designer clinic.
6. Pass a written examination with a score 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.
7. Apprenticeships
  - i. Must apprentice with a Mentor Course Designer for a minimum of 10 days at Federation Level 3-6 Jumper Licensed competitions or at FEI only competitions. These 10 days can be completed at three or four Federation licensed competitions, but at no more than four competitions.
    1. Exception: One apprenticeship may take place with another Federation 'R' Jumper Course Designer, or FEI Level 3 or higher Jumping Course Designer.
  - ii. 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.
  - iii. One of the required competitions must include a minimum of a \$25,000 Grand Prix and the applicant must apprentice this class.
  - iv. Apprenticeships may occur at National or International Championships (Prix des States, North American Young Riders and USHJA National Championship)
  - v. 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.
2. Course Designers must officiate at three Federation licensed competitions every three years.
3. Course Designers must maintain an Active/Competing membership with USHJA.

#### Section 13.2.4 Requirements to Obtain and Maintain '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 the Federation within the past five years. Exception: Medical suspensions are permitted.
3. Officiate as a Jumper Course Designer at a minimum of one Federation licensed competition.

##### 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 unless noted otherwise. All application requirements must be completed within five years.
3. Attend a Federation/USHJA Jumper Course Designer clinic. In order to receive clinic credit, applicants must pass the Course Designer Homework with a score of 80% or higher.
4. Pass a written examination with a score of 84% or higher, administered at the Federation/USHJA Jumper Course Designer Clinic.
5. 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.
6. Apprenticeships
  - i. Must apprentice with a Mentor Course Designer for a minimum of 10 days at Federation Level 4 or higher Jumper Licensed competitions or at FEI only competitions. These 10 days can be completed at three or four Federation licensed competitions, but at no more than four competitions.
    1. Exception: One apprenticeship may take place with another Federation 'R' Jumper Course Designer, or FEI Level 3 or higher Jumping Course Designer.
  - ii. 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.
  - iii. One of the required competitions must include a minimum of a \$25,000 Grand Prix and the applicant must apprentice this class.
  - iv. Apprenticeships may occur at National or International Championships (Prix des States, North American Youth Championships or USHJA National Championship).
  - v. The Apprentice Course Designer will work the hours required of the Mentor.
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.
2. Course Designers must officiate at three Federation licensed competitions every three years.
3. Course Designers must maintain an Active/Competing membership with USHJA.

### Section 14. Morgan Judges.

#### Section 14.1 Requirements to Obtain and Maintain '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. All application requirements must be completed within three years preceding license application.
3. All applicants must attend two Federation/AMHA Judges' Schools, every day of the first school and two consecutive days of the second school. 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. 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 Federation/AMHA Judges' School. Applicants may take the Final Examination three times. If an applicant has not passed the examination within three attempts, then they must wait 12 months before attending another clinic and attempting an exam.
6. Exceptions:
  - a. Recorded ('r') Federation licensed judges in another breed or discipline must:
    - i. Attend two Federation/AMHA Judges' 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 judge's school clinician(s) and;
    - iii. Pass an examination administered at the Federation/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 a Federation/AMHA Judges' School within two years preceding application
    - ii. Receive favorable recommendation(s) from the judge's 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.
3. Judges must maintain an AMHA Membership annually.

## Section 14.2 Requirements to Obtain and Maintain 'R' Status

### A. Eligibility Requirements

1. Applicants must be a current member in good standing with the AMHA.
2. Applicants must have officiated in the Morgan division at:
  - i. A minimum of two Federation licensed competitions, each with 80 Morgans entered, OR;
  - ii. A minimum of two Federation licensed competitions, each with at least 20 Morgan classes and each class must have a minimum of four horses.

### 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 application requirements must be completed within three years preceding license application.
4. Applicants must have maintained a Federation 'r' Morgan license for at least 12 months prior to 'R' license application.
5. Applicants must attend two consecutive days of a Federation/AMHA Judges' School.
6. Applicants must receive a passing score of 85% or higher on an examination administered at the Federation/AMHA Judges' School. Applicants may take the Final Examination three times. If the applicant has not passed the examination within three attempts, then they must wait 12 months before attending another clinic and attempting an exam.

### 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 judge's clinic at the AMHA convention.
2. Judges must pass an examination with a score of 85% or higher every five years.
3. Judges must maintain an AMHA Membership annually.

## **Section 15. Para Equestrian Classifiers.**

### Section 15.1 Requirements to Obtain and Maintain Status

#### A. Eligibility Requirements

1. Hold a current license as a physical therapist, occupational 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 and Maintain '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. All application requirements must be completed within three years preceding license application.
3. Applicants must attend a Federation/PFHA clinic.
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 Judge's dues.
2. Judges 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.
4. Judges must officiate at one Federation licensed competition in the Paso Fino Division every three years.

Section 16.2 Requirements to Obtain and Maintain '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 the past three years. 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. All application requirements must be completed with two years preceding license application.
3. Applicants must pass a Final Examination with a score of 85% or higher. If an applicant does not receive a passing score after two attempts, then they must attend a PFHA/Federation clinic
4. 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 Judge's dues.
2. Judges 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.
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 and Maintain '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.**

Please see Section 11 for Hackney/Roadster/Saddlebred judge requirements.

**Section 19. Saddlebred Judges.**

Please see Section 11 for Hackney/Roadster/Saddlebred judge requirements.

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

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

### A. Eligibility Requirements

1. Applicants must attend a Federation/ASHBA Saddle Seat Equitation clinic within two years preceding their checklist submission. Applicants must receive a positive evaluation with a score between 25 and 50 from all clinicians.

### 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 application requirements must be completed within three years preceding application.
3. Apprenticeship a minimum of four days at a minimum of one Federation licensed competition with at least one Federation Registered ('R') Saddle Seat Equitation Judge. Applicants must receive a positive apprenticing evaluation.
  - i. Exception: Apprenticing is not required for Federation Registered ('R') Judges licensed in another breed.
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/ASHBA 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.

## Section 20.2 Requirements to Obtain and Maintain 'R' Status

### A. Eligibility Requirements

1. Officiate at two Federation licensed competitions within five years preceding checklist submission.

### 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.
3. Applicants must complete the application requirements in the order defined below. All application requirements must be completed within one year preceding license application.
2. Interviews
  - i. Applicant will be interviewed by at least two clinicians. The applicant must receive a position interview evaluation with a score between 25 and 50.
3. Applicants must pass a Federation Final Examination with a score of 85% or higher.
4. 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.

## Section 21. Shetland Pony Judges.

### Section 21.1 Requirements to Obtain and Maintain '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. All application requirements must be completed within two years preceding license application.
3. Applicants must attend a Federation Shetland clinic.
4. Applicants must pass a Federation Shetland Final Examination with a score of 85% or higher.

### C. Maintenance Requirements

1. Judges must attend a Federation Shetland clinic every five years.
2. Judges must pass a maintenance exam 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 and Maintain '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 and C2 Stewards may meet this requirement in a minimum of three Federation licensed Hunter/Jumper 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 requirements in the order defined below. All application requirements must be completed within three years preceding license application.
  - i. Exception: Applicants who have completed a minimum of six days of apprenticing with a minimum of two different 'R' C1 Stewards may attend the clinic and complete their apprenticing following the clinic.
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. A day is considered a minimum of six hours.
  - 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 both a 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. Applicants must receive a positive evaluation from all clinicians
  - 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. Applicants must have completed all the required practice measurements prior to attempting the measurement exam.
2. Applicants are only permitted to attempt the test twice. If an applicant fails twice, they may re-test at the next available clinic or with a Measurement Field Examiner. Applicants cannot re-test at the same clinic where they failed an exam. If the re-test is completed with a Measurement Field Examiner, the exam must be conducted at least 30 days after the Measurement Clinic.

6. Final Examination

- i. Applicants must pass a Final Examination with a score of 85% or higher.

C. Maintenance Requirements

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

Section 22.1.2 Requirements to Obtain and Maintain '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.
3. Within the past five years, officiate as a C1 Steward at a minimum of five Federation licensed competitions. Of the five competitions:
  - i. Five competitions must be two days or longer
  - ii. Two competitions must have a National or Premier Hunter rating
  - iii. Two competitions must be Jumper Level 4 or higher
4. Applicants must have submitted at least two C1 Steward reports from Federation licensed Hunter/Jumper competitions that were two days or longer.

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. All application requirements must be completed within three years preceding license application.
3. Apprentice as a 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.) and submit the Documentation of Experience form.
  - i. Exception: Applicants who have officiated as a schooling supervisor at four Hunter or Jumper classes offering \$25,000 or more at Federation licensed competitions and participated in all phases of the class do not need to apprentice. However, the Documentation of Experience form must be submitted.
4. Applicants must complete the Online Steward Promotion Course.
5. Applicants must complete the Final Examination with a score of 85% or higher.

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. Full program requirements are provided on the Federation website.
3. Stewards must officiate at three Federation licensed competitions every three years.

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

Section 22.2.1 Requirements to Obtain and Maintain 'r' Status

A. Eligibility Requirements

1. Must have been a participant in the past eight years at a minimum of six Federation licensed Breed, Multi-breed, or Western Dressage 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 meet this requirement with documented experience in one of the above roles at a minimum of three Federation licensed Breed, Multi-breed, or Western Dressage 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 requirements in the order defined below. All application requirements must be completed within three years preceding license application.
  - i. Exception: Applicants who have completed a minimum of five days of apprenticing with a minimum of two different 'R' C2 Stewards may attend the clinic attend and complete their apprenticing following the clinic.
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. Apprentice a minimum of 10 days at a minimum of four different Federation licensed Breed competitions (Exception: C1 Stewards and Dressage Technical Delegates must complete a minimum of six days at a minimum of two different Federation licensed Breed competitions with two different 'R' C2 Stewards.) A day is considered a minimum of six hours.
  - ii. 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.
  - iii. Applicants must apprentice in at least one of the following divisions: Andalusian/Lusitano, Friesian, Paso Fino, Hackney Harness, Roadster, Shetland, or National Show Horse.
  - iv. The applicant must work with a minimum of four different 'R' Category 2 Stewards.
  - v. Applicants must receive four positive apprentice evaluations.
  - vi. 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.)
  - vii. Optional: If applying to be a Measurement Steward, the applicant must complete practice measurements of at least five horses or ponies.
  - viii. 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 Federation Category 2 Stewards' Clinic. Applicants must receive a positive evaluation from all clinicians.
  - 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. Applicants must have completed all the required practice measurements prior to attempting the measurement exam.
    2. Applicants are only permitted to attempt the test twice. If an applicant fails twice, they may re-test at the next available clinic or with a Measurement Field Examiner. Applicants cannot re-test at the same clinic where they failed an exam. If the re-test is completed with a Measurement Field Examiner, the exam must be conducted at least 30 days after the Measurement Clinic.
6. Final Examination

- i. Applicants must pass a Final Examination with a 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. Full program requirements are provided on the Federation website.

Section 22.2.2 Requirements to Obtain and Maintain 'R' Status

A. Eligibility Requirements

1. Applicants must officiate as a C2 Steward for five Federation licensed competitions within the past five years. Of the five competitions, applicants must have submitted at least two C2 Steward reports to the Federation.

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. All application requirements must be completed within one year preceding license application.
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. Full program requirements are provided on the Federation website.

Section 22.3 Requirements to Obtain and Maintain 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. Applicants must have completed all the required practice measurements prior to attempting the measurement exam.
4. Applicants are only permitted to attempt the test twice. If an applicant fails twice, they may re-test at the next available clinic or with a Measurement Field Examiner. Applicants cannot re-test at the same clinic where they failed an exam. If the re-test is completed with a Measurement Field Examiner, the exam must be conducted at least 30 days after the Measurement Clinic.

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 and Maintain 'R' Status

A. Eligibility Requirements

1. Applicants must be a current member in good standing with Equestrian Vaulting USA (EVUSA).
2. Applicants must be licensed by Equestrian Vaulting USA (EVUSA).

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. All application requirements must be completed within three years preceding license application.
3. Applicants must attend a Federation/EVUSA Judges' Forum.

4. Applicants must apprentice at one Federation licensed vaulting competition with a Federation or FEI Vaulting Judge for at least two days.
  5. Applicants must pass a Final Examination with a score of 85% or higher.
- C. Maintenance Requirements
1. Judges must attend the Federation/EVUSA 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 and Maintain ‘R’ Status

- A. Eligibility Requirements
1. Applicants must be a current member in good standing with Equestrian Vaulting USA (EVUSA).
- 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. All application requirements must be completed within two years preceding license application.
  3. Apprenticeship
    - i. Apprentice three days at a minimum of two different Federation or FEI Vaulting competitions.
    - 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. 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 Vaulting Technical Delegates clinic 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 and Maintain ‘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 be a current WPCSA Approved Judge.
- 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. All application requirements must be completed within three years preceding application.
  3. Applicants must complete one full days of apprenticing in the Welsh division at a Federation licensed competitions with a Federation Registered Welsh Judge. Exceptions:
    - i. Federation Hunter Judges may complete three full days of judging in the Welsh Division at Federation Licensed Competitions to fulfill their apprenticing requirements.
  4. Applicants must have attended a Federation/WPCSA Welsh Judges’ clinic.
  5. Applicants must pass a Final Examination with a score of 85% or higher.



C. Maintenance Requirements

1. Judges must attend a Federation/WPCSA 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 and Maintain '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 a Federation Western Judges' clinic.
5. Applicants must pass a Final Examination with a score of 85% or higher.

C. Maintenance Requirements

1. Judges must attend a Federation Western Judge clinic every five years.
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 and Maintain 'r' Status

A. Eligibility Requirements

1. Applicants must be a current member in good standing with the Western Dressage Association of America (WDAA).
2. Must meet one of the following three criteria:
  - i. Be a USDF L-graduate with or without distinction, OR
  - ii. Have a current Federation judge license or national equine association judge license, OR;
  - iii. Meet a minimum of three of the following requirements:
    1. Scribed for a minimum of eight hours at Federation licensed Dressage or Western Dressage competitions
    2. Sat with a judge for a minimum of eight hours at Federation licensed Western Dressage competitions
    3. Ridden at a minimum of Level 1 Western Dressage or First Level English Dressage at Federation licensed competitions
    4. Acted as trainer of a horse/rider combination that places in the top five in a class at the WDAA Western Dressage World Championship Show
    5. Judged a minimum of three unrecognized competitions with a positive recommendation from each competition manager. Each unrecognized competition must have included at least 60 rides.

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 license application requirements in the order defined below. All application requirements must be completed within three years preceding license application.
3. Applicants must attend all sessions of the Federation/WDAA Judges Seminar.

4. Applicants must pass an examination with a score of 85% or higher.
  5. Applicants must complete the following at Federation licensed Western Dressage competitions:
    - i. Sit for a minimum of 20 rides with a Federation licensed Western Dressage Judge
    - ii. Scribe for a minimum of 20 rides with a Federation licensed Western Dressage Judge
  6. Pass an online Progress Checkpoint examination with a score of 85% or higher. Applicants are permitted two exam attempts. If an applicant does not pass on the second attempt, their application will be closed and they must start a new application.
  7. Applicants must complete the following apprenticing requirements:
    - i. Sideline apprentice at a minimum of one Federation licensed Western Dressage competition with a 'R' Western Dressage Judge for a minimum of 20 tests total. Sideline apprenticing must include at least six tests from each of the following levels: Introductory, Basic, and Level 1.
      1. All sideline apprenticing sessions must receive a positive apprentice evaluation.
      2. Sideline apprenticing must occur with Judges who are not officiating at the competition where the session occurs.
  8. Attend the WDAA World Show Judges Education Training and pass with a satisfactory rating.
  9. Applicants must receive a "satisfactory" evaluation on the WDAA 'r' Judge Applicant Video Evaluation. The video exam must be completed within 30 days after sign-up. Should an "unsatisfactory" evaluation be received, the applicant must wait a minimum of six months prior to taking the video evaluation again.
  10. Applicant must receive a recommendation to approve licensure from the WDAA.
- C. Maintenance Requirements
1. Judges must attend a Federation/WDAA Judges clinic every three years.
  2. Judges must pass an examination with a score of 85% or higher every three years.

#### Section 26.2 Requirements to Obtain and Maintain 'R' Status

##### A. Eligibility Requirements

1. Applicants must be a current member in good standing with the 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 may complete the following requirements in any order. However, the WDAA 'R' Judge Applicant Video Evaluation must be completed last. All application requirements must be completed within three years preceding license application.
3. Applicants must hold a 'r' Western Dressage Judge license for at least twenty-four months.
4. 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
5. Applicants must complete the following apprenticing requirements:
  - i. Sideline apprentice at a minimum of one Federation licensed Western Dressage competition with a 'R' Western Dressage Judge for a minimum of 20 tests total.
    1. 10 of the 20 tests must be Level 3 or above
  - ii. All sideline apprenticing sessions must receive a positive apprentice evaluation
  - iii. Sideline apprenticing must occur with Judges who are not officiating at the competition where the session occurs
6. Attend the WDAA World Show Judges Education Training and pass with a satisfactory rating.
7. Applicants must pass an examination with a score of 85% or higher.
8. Applicants must receive a "satisfactory" evaluation on the WDAA 'R' Judge Applicant Video Evaluation. The video exam must be completed within 30 days after sign-up. Should an "unsatisfactory" evaluation be received, the applicant must wait a minimum of six months prior to taking the video evaluation again.
9. Applicant must receive a recommendation to approve licensure from the WDAA.

C. Maintenance Requirements

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