



APPRENTICING GUIDELINES

The following guidelines are meant to provide useful information when fulfilling apprentice requirements for a USEF license application.

Applicants must have the respective licensing application checklists started and have all eligibility requirements marked as complete prior to starting any application requirements, including apprenticing. You can find more information on the checklist system [here](#).

Please note these are general guidelines and not every situation will apply to every license. Applicants should refer to the specific requirements outlined in their checklists.

Scheduling an Apprenticeship

- You can search for USEF licensed competitions by utilizing the [Competition Search](#) on the website.
- When scheduling an apprenticeship, you must receive approval from the competition manager first, followed by approval from the official(s) with whom you wish to apprentice.
 - Be prepared to provide information about your experience.
- Review all Apprentice rules in GR1006 of the USEF Rulebook.
- Licensed officials are limited to one apprentice at any one time.
 - See GR1006.2.b for exceptions.
- Apprenticing is limited to one apprentice per arena.
 - See GR1006.2.a for exceptions.
- Be aware of the conflict-of-interest rules in GR1006.5 and ensure you will be following these rules prior to scheduling an apprenticeship.
- If you will already be officiating at the competition, you may also apprentice if it does not interfere with your scheduled duties (e.g., once you are done officiating for the day).
For example:
 - A 'r' Western Dressage Judge may apprentice with a 'R' Western Dressage. The 'r' judge could officiate on Saturday, and then apprentice with the 'R' on Sunday.
 - A Jumper Judge may apprentice with a Hunter/Jumping Seat Equitation Judge after the Jumper ring has concluded for the day.
- The Licensed Officials Department **strongly recommends** reviewing your apprenticing plans with the Department prior to apprenticing to ensure you are fulfilling the correct requirements.

Before the Competition

- Print copies of any forms you will need the official with whom you apprentice to complete on your behalf (e.g., apprentice evaluation, ride verification form, etc.).
 - You can find apprentice evaluation forms on the [Become Licensed webpage](#).
- Print any other forms you will need (e.g., measurement forms, judge's cards, class specifications, tests, etc.) prior to arriving at the competition.
- **Do not expect the competition manager, secretary, or staff to print paperwork for you.**
- Review any relevant sections of the USEF Rulebook, as well as any other material that you will need to be familiar with (e.g., USHJA Zone specs, NRHA rules, etc.).

At the Competition

- Dress appropriately and professionally, keeping in mind possible weather conditions.
- Arrive early each day you are apprenticing.
- On the first day, introduce yourself to the Steward or Technical Delegate so they are aware there will be an apprentice at the competition.
- Be respectful of officials, competition management, volunteers, and exhibitors at all times.
- Give any forms you need the official to complete on your behalf to them at the beginning of the competition, so they have time to review the information and ensure they are going over the correct topics with you.
 - They may not have time to complete the forms before you leave the competition grounds, so be sure the official has a way to return the forms to you.
 - The official may also choose to upload the completed evaluation to the USEF website themselves.
 - If the presiding official does not have time to review the apprentice evaluation form with you at the conclusion of the competition, schedule a phone call or Zoom meeting to review the evaluation together.
 - Apprentices are responsible for uploading all necessary forms to their licensing application checklist on the website [here](#).
 - Exception: Dressage Judge applicants.
 - **Apprentice evaluations must be uploaded to your checklist within 30 days of the last day of the competition, or they will not count towards licensure requirements.**
 - The applicant and the official will both receive automated emails when an apprentice evaluation is uploaded to the checklist.
- Bring any necessary supplies with you to the competition. For example:
 - Clipboard, pens, pencils
 - Judge's cards
 - Affiliate handbooks
 - Smart phone or tablet equipped with the USEF Rulebook app

- Keep in mind comments the official shares with you about the competition, entries, or exhibitors are confidential and should not be repeated to anyone, either at or outside the competition.
- Although you are not acting as a licensed official, use good judgement in your association with exhibitors at the competition.

Still have questions? Email the Licensed Officials Department at loinquiry@usef.org.