



CSS Examiner Criteria

Requirements: Applicants for consideration to become a Certified Schooling Supervisor Examiner for must meet the following requirements:

- Be a current Active Competing or Life member in good standing with USEF.
- Held a CSS or 'R' C1 Steward license for a minimum of five years preceding application to become an Examiner.
- Must have officiated as a CSS or 'R' C1 Steward acting as a CSS:
 - At a minimum of six competitions over the past four years,
 - At a minimum of five Grand Prix Jumper classes with \$25,000 or more in prize money, and
 - At a minimum of five Hunter classes with \$10,000 or more in prize money or a minimum of five USHJA Hunter Derby classes (Pony, National, or International).
- Must display experience supervising the schooling for equitation and young jumper classes.
- Must display a strong knowledge and understanding of schooling and tack rules for equitation, hunter, jumper, and young jumper classes.
- Must display patience, confidence, honesty, tact, confidentiality, and the willingness to issue a failing score when warranted.
- Has not served any period of ineligibility for a violation of the U.S. Center for SafeSport or USEF Safe Sport Policy, that was not later overturned.
- Must not have been suspended by USEF within five years preceding application to become an Examiner. Exception: Medical suspensions are permitted. Ineligibility to participate related to Safe Sport Training or background checks being overdue for completeness do not disqualify an applicant.

Other factors for consideration may include:

- Geographic location.
 - If an Examiner is located in or travels to an underserved area, their application may receive preference over another that is located or travels often to an already well-served area.
- Number and content of Confidential Competition/Licensed Official Evaluations
- Prior USEF rule infractions
- Any other notices to the Federation related to the applicant's violation of the USEF Licensed Official Social Media Policy, USEF Licensed Official Code of Ethics, USEF Conflict of Interest Policy, or USEF Code of Conduct
- If the individual is already an Examiner, the number of Final Examinations they performed during their contracted period.
- Selecting no more than around 10% of the total number of unique CSS or 'R' C1 Stewards to serve as CSS Examiners

Application:

CSSs or Stewards wishing to serve as Examiners must apply to the Federation using the application form. There is no fee associated with the processing of this application. The Application's file will be reviewed by the Licensed Officials Committee and the final decision is the sole responsibility of the Federation. Officials that meet the eligibility requirements are not automatically guaranteed to be selected as an Examiner.

**Examiner Responsibilities and Maintenance:**

Examiners will be contracted with the Federation for two competition years. During this time examiners have the responsibility to:

- Remain an Active Competing or Life member in good standing with USEF
- Remain compliant with USEF's Safe Sport Policy
- Maintain their CSS or 'R' C1 Steward license annually
- Complete an annual Examiner training hosted by the Federation
- Provide officiating schedule to the LO Department as needed
- Act as Examiner for at least one CSS Final Exam every four years
- Submit paperwork and respond to emails in a timely manner

Additional Notes

- Examiners must be willing to provide an honest evaluation of an applicant, identify their strengths and weaknesses, and provide constructive feedback that will help develop their skills. Examiners must be willing to issue a failing score to an applicant when warranted.



APPLICATION TO BECOME A CSS EXAMINER

Name: _____ USEF ID: _____

Phone: _____ E-mail: _____

- 1. GENERAL EXPERIENCE:** *Provide your experience as a CSS or C1 Steward for at least the past five years; supervising the schooling for equitation, hunter, jumper, and young jumper classes.*

- 2. DOCUMENTATION OF EXPERIENCE:** *Provide the competition and class information below to document fulfillment of the eligibility requirements outlined above. List each qualifying class separately.*

Competition Name/ID	Class Name/Type (Grand Prix, Welcome Stake, Hunter Classic, Hunter Derby)	Prize Money Offered

Applicants must document five qualifying jumper classes, and either five qualifying hunter classes or five USHJA Hunter Derby classes in which they officiated as a CSS or as a C1 Steward acting as a CSS.

- 3. PERSONAL STATEMENT:** *Provide a statement of why you would like to be selected to serve as a CSS Examiner.*

I certify that the information contained in this application is correct and true. I have read and agree to the Examiner application and maintenance requirements.

Signature of Applicant

Date

Please return completed applications to the Licensed Officials Department at loinquiry@usef.org.

10/19/2026