

## Hunter/Jumper Licensing Handbook V5– September 15, 2025

### A. Licensed Official Policies & Procedures Document (P&P)

1. The P&P outlines the licensing requirements for all USEF breeds and disciplines in addition to the order the requirements must be completed in.
2. You can access the P&P by following the steps below:
  - a. Go to [usef.org](https://usef.org)
  - b. Hover over “Compete” at the top of the webpage
  - c. Select “Licensed Officials” under “Competition Resources”
  - d. Select “Licensed Officials Policies and Procedures – Clean” under “Forms and Publications”
3. Please review the General licensing information (Chapter 1).

### B. Licensed Official Checklist

1. A licensing checklist allows you to keep track of the progress of your application in real time. You can learn about the checklist system, and how to start an application by reviewing [this PowerPoint](#).
2. Before starting an application by submitting a checklist, you must meet the General Eligibility and Application Requirements as stated in Section 3.7 of the P&P (page 4). Please ensure you are an Active Competing Member with USEF and your Safe Sport Training is up to date. Please see below for instructions on how to submit a background check.
  - a. Background check
    - i. Go to [usef.org](https://usef.org) and login to your USEF account
    - ii. From your Member Dashboard, select the “Licensed Officials Dashboard” tile
    - iii. Select the “Background Check” tile and follow the steps accordingly
3. Once your background check has cleared and you meet the Eligibility Requirements, you will be able to submit a checklist.
  - a. Please ensure you meet the eligibility requirements listed in the P&P for each license prior to submitting a checklist by following the steps below.
    - i. Go to [usef.org](https://usef.org) and login to your USEF account
    - ii. From your Member Dashboard, select the “Licensed Officials Dashboard” tile
    - iii. Select the “Licensed Officials Application” tile
    - iv. Select “Start New Checklist” for each Hunter/Jumper license you would like to pursue (e.g. you must start separate applications for ‘r’ Hunter and ‘r’ Hunter/Jumping Seat Equitation)
  - b. For Hunter and Hunter/Jumping Seat Equitation applicants, we highly recommend opening both checklists at the same time, as many of the application requirements overlap.
  - c. Additionally, for Regional Hunter Course Designer and ‘r’ Hunter Course Designer applicants, we highly recommend opening checklists for both, as clinic credit can be applied to both applications.

- d. USHJA and USEF will verify that you have met the eligibility requirements. Once verified, you will receive an automated email stating that an action has taken place in your checklist, and you will be able to click “View” next to your checklist(s) in the Licensed Officials Application tile. You will be able to see all your licensing requirements and upload documents, such as apprentice evaluations, on this page.

### **C. Licensed Official Clinics**

1. Hunter/Jumper clinics are scheduled, organized, and presented by the USHJA. Please note you must submit a checklist and have your eligibility requirements approved prior to the clinic in order to receive clinic credit. Applicants in the Mentor Program must have their Mentor Program Application approved prior to the clinic to receive credit. After the clinic, all applicants will be notified of their exam results by the USHJA. Please contact USHJA at [loeducation@ushja.org](mailto:loeducation@ushja.org) with any clinic related questions.
2. The USHJA Clinic Calendar and registration information can be found here: <https://www.ushja.org/education/licensed-officials-education/calendar>.
3. Individuals requiring testing accommodations need to contact [loeducation@ushja.org](mailto:loeducation@ushja.org) in advance of the clinic.
4. Exams are administered at USHJA clinics
  - a. Refer to the P&P for minimum scores for full clinic credit for each license and level. Unless outlined below, failure to meet minimum score(s) on exam, homework, and/or practicum requirements (if applicable) necessitate attendance at another clinic in its entirety.
5. Remediation procedures for clinic and exam requirements.
  - a. Remediation for Hunter and Hunter/Jumping Seat Equitation judge applicants who attend the clinic, but do not meet all minimum score requirements.
    - i. Applicants meeting minimum score requirements for the written exams, but not meeting the minimum score for the practical exam may have one additional attempt for the practical exam, administered by USHJA staff and clinician(s). A second unsuccessful attempt at the practical exam necessitates attending an additional clinic in its entirety.
    - ii. Applicants meeting minimum score requirements for the practical exam, but not meeting minimum score(s) for one or both written exams must attend an additional clinic in its entirety.
    - iii. Applicants failing to meet both the minimum written and practical exam scores must attend an additional clinic in its entirety.
  - b. Remediation for Hunter Course Designers (‘r’ and ‘R’) who attend a clinic, but do not meet all minimum score requirements.
    - i. Should an individual pass the written exam, but not the homework, the individual has five calendar days to resubmit a second homework attempt. A second failure necessitates another clinic, exam, and homework.
    - ii. An individual failing to pass the written exam, regardless of homework score, will need to retake a clinic, exam, and homework.

- c. Regional Hunter Course designers, and applicants for this license, failing to meet the minimum written exam score necessitates an additional clinic in its entirety. This license requires homework submission, with no minimum score; feedback for professional development only.
- d. Remediation for Jumper Course Designer ('r' and 'R') who attend a clinic, but do not meet all minimum score requirements.
  - i. Should an individual pass the written exam, but not the homework, the individual has five calendar days to resubmit a second homework attempt. A second failure necessitates another clinic, exam, and homework.
  - ii. An individual failing to pass the written exam, regardless of homework score, will need to retake a clinic, exam, and homework.

## **E. Apprenticing**

1. 'r' Applicants must not begin apprenticing until they have received confirmation that they passed the exam(s) given at the clinic.
2. 'R' Applicants must not begin apprenticing until their checklist eligibility requirements have been approved.
  - a. 'R' Mentor Program Applicants must not begin apprenticing until their checklist eligibility requirements have been approved and their Mentor Program Application has been approved by USEF.
3. There are no USEF fees associated with apprenticing.
4. Applicants must contact competition management and the official(s) that they would like to work with to obtain their permission to apprentice prior to the competition in accordance with GR1006.
5. Applicants must apprentice with an 'R' official in the division in which they are pursuing licensure.
  - a. Applicants are expected to apprentice with the 'R' official for the entirety of their officiating schedule
    - i. Exception: If you are applying as both a Hunter Judge and a Hunter/Jumping Seat Equitation Judge, you may temporarily leave the 'R' Hunter Judge you are apprenticing with to apprentice equitation classes with another 'R' Judge. However, you must return to the 'R' Hunter Judge immediately upon completion of the equitation classes.
6. Please review the [Apprenticing Best Practices](#) document prior to apprenticing.
7. Please review the Conflict of Interest rules in GR1006 prior to apprenticing. Please email [coi@usef.org](mailto:coi@usef.org) with any Conflict of Interest questions to receive an interpretation in writing.
8. Applicants are welcome to contact the Licensed Officials Department to confirm the apprenticing they have scheduled will count towards their requirements. Applicants may contact the department at [loinquiry@usef.org](mailto:loinquiry@usef.org).
9. You can find the Apprentice Evaluation Form(s) by following the steps below or at the link in the Apprenticeships section of your LO Checklist.
  - a. Go to [usef.org](http://usef.org)
  - b. Hover over "Compete" at the top of the webpage

- c. Select “Licensed Officials”
  - d. Scroll to the bottom of the page and select the “Become Licensed” tile
  - e. Scroll to “Forms and Publications” at the bottom of the page and select the relevant apprentice evaluation form. The forms are listed in alphabetical order with Hunter/Jumper forms beginning on page six.
10. Once the apprenticeship is completed, upload the completed and signed form to your checklist(s) within 30 days by following the steps below. Please note if you complete apprenticing for multiple licenses, you must upload the apprenticeship evaluation to all applicable checklists. For example, if you apprentice both Hunter and Hunter/Jumping Seat Equitation classes as a Judge applicant, you must upload the same apprentice evaluation form to both the Hunter Judge checklist and Hunter/Jumping Seat Equitation checklist.
- a. Go to [usef.org](http://usef.org) and login to your USEF account
  - b. From your Member Dashboard, select the “Licensed Officials Dashboard” tile
  - c. Select the “Licensed Officials Application” tile
  - d. Click “View” next to the applicable checklist(s)
  - e. Click “Upload Document” next to the Apprenticeship section

#### **F. Final Examination**

1. USHJA will administer a written Final Examination with a minimum passing score of 85%.

Please email [loinquiry@usef.org](mailto:loinquiry@usef.org) if you have any questions related to the above information.