Purpose

• This PowerPoint will provide an overview of the licensed official application process.

• All applicants must start an online application before starting any requirements.

• Applicants that begin working on licensing requirements before starting an online application are at risk of the licensing requirements not counting towards their application.
Process Overview

- Licensed official applicants have access to an online checklist system which provides a visual overview of LO application requirements.
- Applicants may be responsible for uploading requirements.
- Affiliates and/or USEF will be responsible for confirming applicable eligibility and/or license requirements.
- Applicants will receive automatic emails when an item has been updated within their application.
Applicant Process Flow

- Log in to online USEF account
- Select Licensed Officials Dashboard
- Select the Licensed Officials Application tile
- Submit a licensing checklist
- USEF and/or Affiliate will confirm that eligibility requirements have been met
- Once confirmed, applicants will receive access to the checklist system
- Confirmations from USEF and/or Affiliate for licensing requirements
- Completed submission from applicant
- Review by USEF staff
- Once reviewed and approved by USEF staff, applicant submits payment
- Application forwarded to LOC and CEO for final review
• Log in to your USEF account

• Click the Licensed Officials Dashboard tile
Licensed Officials Dashboard

- Current Licenses
- Licensed Officials Application
- FEI License Application
- LO Permit Application
- Licensing Dashboard

- Click the Licensed Officials Application tile
Licensing Application Checklist

Thank you for your interest in submitting a USEF Licensed Official application. You may start a new application by clicking on the red “Start New Checklist” button at the bottom of the page. If you have already started a checklist, you can check your progress by clicking on the red “View” button next to the relevant license.

Please note the Deadline column next to your application. You must complete all application requirements by the deadline date.

Before you start an application for a license, please review the current requirements in the Licensed Officials Policies & Procedures document.

In order to start an application, you must be compliant with USEF’s Safe Sport Policy, which includes completing Safe Sport Training and passing a criminal background check. You can access the training and background check on your Licensed Officials Dashboard.

If you have any questions, please contact the USEF Licensed Officials Department at loinquiry@usef.org

<table>
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- Click Start New Checklist to start an application
Licensing Checklist

Please complete the three drop down menus below and click on the red "Start Checklist" button to start your licensed official application. Please note that you may only apply for one license with each submission.

If you have any questions, please contact the USEF Licensed Officials Department at inquiries@usef.org

Alina Brazzil
5082867

- Select the Breed/Discipline, License Type, and License Level for the license you would like to apply for.

- Click Submit Checklist
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<tbody>
<tr>
<td>Hunter Judge 'R'</td>
<td>3/26/2023</td>
<td>Not Submitted</td>
</tr>
<tr>
<td>Hunter/Jumping Seat Equitation Judge 'r'</td>
<td>3/26/2023</td>
<td>Checklist Submitted</td>
</tr>
<tr>
<td>Hunter Breeding Judge 'R'</td>
<td>3/24/2029</td>
<td>Not Submitted</td>
</tr>
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- Click View to review the application
Hunter Judge 'r'

Thank you for submitting a checklist. Once the license prerequisites are confirmed by the related Affiliate and/or the Federation, you will be able to continue with the application process.

If you have any questions, please contact the USEF Licensed Officials Department at loinquiry@usef.org

Application Status: Not Submitted
Due Date: 2/7/2024

- If an Affiliate or USEF has to confirm your eligibility requirements, you will see this page.
- It may take one to three business days for the eligibility requirements to be confirmed. Once confirmed, you will receive an automated email.
Once the pre-requisite requirements are confirmed, you will see all of the application requirements.

Take note of your Due Date!

4/2/2021

<table>
<thead>
<tr>
<th>Requirement</th>
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<th>Status</th>
<th>Action</th>
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<tbody>
<tr>
<td>Training Program - Part I</td>
<td>4/2/2021</td>
<td>Pending Affiliate Approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinic</td>
<td>4/2/2021</td>
<td>Pending Affiliate Approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training Program - Part II</td>
<td>4/2/2021</td>
<td>Pending Affiliate Approval</td>
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<td></td>
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</table>
Click on More Info to see the specific requirements for that item.
Apprenticeship

All apprenticeships must be completed between Part I and Part II of the Training Program and with a judge approved per the mentor criteria. 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.

1. Apprentice for a total of 22 classes at a minimum of four different Federation licensed open Dressage Competitions with at least two different approved judges:
   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
      i. Freestyle does not count.

2. Applicants can only complete a maximum of one individual apprenticeship. All other apprenticeships must be completed in a group setting.

A class must have a minimum of four riders to receive credit.

• Click Back to go back to the application overview.
Once all application requirements are green, click Submit to USEF.

**Hunter Judge 'r'

The information below lists all of the application requirements you must complete before submitting your licensed official application to the Federation. If you must upload an application requirement, then a red "Upload Document" will appear next to the requirement. If an affiliate must confirm a requirement, then a "View Document" link will appear once they have uploaded the document, or if they have not submitted the item yet, "Not Submitted" text will appear next to the requirement.

Red status bars to the left of the requirement indicate that the requirement has not been completed. Once all of the requirements have green status bars, click the red "Submit to USEF" button at the bottom of the page.

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Due Date: 3/26/2023

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<td>Complete</td>
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<tr>
<td>Examinations</td>
<td>3/26/2023</td>
<td>Approved</td>
<td></td>
<td></td>
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<td>Checklist Approved</td>
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<tr>
<td>Hunter Judge 'Y'</td>
<td>2/7/2024</td>
<td>Not Submitted</td>
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- Once the application is approved by USEF, click Apply to submit payment.
- Once payment is submitted, the application will be presented at the next available LOC meeting.
Questions and Comments

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