Purpose

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

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

• Prior to starting an application, applicants must be Active (competing) USEF members, pass a criminal background check, and be current on Safe Sport and Diversity, Equity, and Inclusion (DEI) training.
  • The time it takes the background check can vary, so please start this process well before you plan to start working on application requirements.

• Application requirements completed before starting an online application and having eligibility requirements (if applicable) marked as complete will not count.
Process Overview

• Licensed officials 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 into online USEF account
• Select the Licensed Officials Dashboard
• Select the Licensed Officials Application tile
• Start 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
• Review by USEF staff
• Once reviewed and approved by USEF staff, applicant submits payment
• Applicant forwarded to Licensed Officials Committee (LOC) and CEO for final review
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 must also complete the Licensed Official Diversity, Equity and Inclusion (DEI) training. You can access the Safe Sport Training and background check on your Licensed Officials Dashboard. The DEI training can be accessed by clicking the link below.

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

Licensing Application Checklists

<table>
<thead>
<tr>
<th>License</th>
<th>Deadline</th>
<th>Application Status</th>
</tr>
</thead>
</table>

• Click Start New Checklist to start an application
Licensing Checklist

Please complete the 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 loinquiry@usef.org

Alina Brazzil
5082867

Category *: National
Breed or Discipline *: Morgan
License Type *: Judge
License Level *: Y

- Select the Breed/Discipline, License Type, and License Level for the license you would like to apply for.
- Click Start Checklist
License your interest in submitting a USEF Licensed Official application. You may start a new application by clicking 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 must also complete the Licensed Official Diversity, Equity and Inclusion (DEI) training. You can access the Safe Sport Training and background check on your Licensed Officials Dashboard. The DEI training can be accessed by clicking the link below.

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

**Licensing Application Checklists**

<table>
<thead>
<tr>
<th>License</th>
<th>Deadline</th>
<th>Application Status</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morgan Judge 'r'</td>
<td>3/1/2024</td>
<td>Checklist Approved</td>
<td>VIEW</td>
</tr>
<tr>
<td>Saddlebred Judge 'r'</td>
<td>3/2/2024</td>
<td>Not Submitted</td>
<td>VIEW</td>
</tr>
<tr>
<td>Saddle Seat Equitation Judge 'r'</td>
<td>3/2/2024</td>
<td>Not Submitted</td>
<td>VIEW</td>
</tr>
<tr>
<td>Hackney Judge 'r'</td>
<td>3/2/2024</td>
<td>Not Submitted</td>
<td>VIEW</td>
</tr>
<tr>
<td>Roadster Judge 'r'</td>
<td>3/2/2024</td>
<td>Not Submitted</td>
<td>VIEW</td>
</tr>
</tbody>
</table>

- **Click View to review the application**
Dressage 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.

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

Application Status: Not Submitted

Due Date: 4/2/2021

**Take note of your Due Date!**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Deadline</th>
<th>Status</th>
<th>Upload Document</th>
<th>More Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Program Application</td>
<td>4/2/2021</td>
<td>Incomplete</td>
<td></td>
<td></td>
</tr>
<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>Apprenticeship</td>
<td>4/2/2021</td>
<td>Incomplete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training Program - Part II</td>
<td>4/2/2021</td>
<td>Pending Affiliate Approval</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Once the eligibility requirements are confirmed, you will see all of the application requirements.**

**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 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.

---

**Application Status:** Checklist Approved

**Due Date:** 3/1/2024

### Checklist Items

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>Date/Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinic</td>
<td>Approved - 7/5/2022</td>
<td></td>
</tr>
<tr>
<td>Final Examination</td>
<td>Approved - 7/5/2022</td>
<td></td>
</tr>
</tbody>
</table>
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 must also complete the Licensed Official Diversity, Equity and Inclusion (DEI) training. You can access the Safe Sport Training and background check on your Licensed Officials Dashboard. The DEI training can be accessed by clicking the link below.

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

### Licensing Application Checklists

<table>
<thead>
<tr>
<th>License</th>
<th>Deadline</th>
<th>Application Status</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morgan Judge 'r'</td>
<td>9/13/2023</td>
<td>Applied</td>
<td></td>
</tr>
<tr>
<td>Andalusian/Lusitano Judge 'r'</td>
<td>9/13/2023</td>
<td>Not Submitted</td>
<td></td>
</tr>
<tr>
<td>Prieston Judge 'r'</td>
<td>9/13/2023</td>
<td>Not Submitted</td>
<td></td>
</tr>
</tbody>
</table>
Questions and Comments

Questions can be directed to the Licensed Officials Department at loinquiry@usef.org.