

| Heights   | of Fences D to A for Eventing | saf         |
|---|-------------------------------|-------------|
| Levels:   | _                             | foc         |
| Level   | Height                        | mo          |
| D-2   | 18"                           | the         |
| D-3   | 2'3"                          | can         |
|   | 2'9"                          | ing         |
|   | 3'0"                          | mg          |
|   | 3'3"                          | Th          |
| В   | 3'7"                          | the         |
| А   | 3'9"                          | mo          |
|   |                               |             |
|   | of Fences for Show Jumping    | me          |
| Levels:   | <b>TT</b> • 1 /               | opr         |
| Level   | Height                        | pha         |
| C-3   | 3'7" - 1.10m                  | clu         |
| В   | 3'9" - 1.15m                  |             |
| А   | 3'11" - 1.20m                 | Th          |
| Duesse  | a Specialty I evalue          | me          |
| <b>Dressage Specialty Levels:</b><br>C-3 = First Level                      |                               |             |
| B = Second Level  |                               | set         |
| A = Third Level   |                               | qui         |
| A = 1 m   |                               | -1-24       |
| Fynland   | ation of H_HM/H/H_A I avale.  | Th          |
| <b>Explanation of H-HM/H/H-A Levels:</b><br>H-HM = Candidate who passes all |                               |             |
|   | ements of the H-A test and is | der<br>of l |
| also an H-B member  |                               |             |
|   | didate who passes all         | as          |
|   | ements of the H-A test and is | cor         |
| requi   |                               | yea         |

also a C-3 member H-A = Candidate who passes all requirements of the H-A test and is also a B member **The D Levels** introduce the fun and challenge of riding, establishes the foundation of safe habits, daily care of mount, and related equipment. The D level Horse Management focuses on acquiring the knowledge and skills related to care and ground handling of the mount. The D level members may also learn and be evaluated on riding independently on the flat with control and maintaining a reasonably secure position at the walk, trot, and canter. In addition, the D level members may choose to learn and be evaluated while riding their mounts over low fences. All D certificates are awarded at the club/center level.

**The C-1 and C-2 Levels** learn to become active horsemen, to care independently for heir mount and tack, and to understand the reasons for what they are doing with the mount while either mounted or unmounted. The C-1 and C-2 levels focus on the advancement and evaluation of Horse Management skills. For riding, the C levels show the development toward a secure, independent position and increase control and confidence in all bhases of riding, flat, and/or over fences. The C-1 and C-2 certificates are awarded at the club/center level.

**The H-B to A Certifications** require a greater depth of knowledge and proficiency as members become competent, all-around horsemen, who are active, contributing members, participating in a variety of Pony Club activities. They are thoughtful leaders who set an example for all. Each of the national level certifications has a minimum age requirement.

**The H-B Certification** emphasizes Horse Management knowledge and skills that demonstrate an increased awareness, education, and competence in the care and handling of horses and in teaching the same skills to others. It reflects the theory and study as well as the practical aspects of unmounted Horse Management. The depth of knowledge is comparable to a high school curriculum. The minimum age for the H-B certification is 13 years old.

**The H-HM/H/H-A Certification** requires the knowledge, experience, and maturity to evaluate and care for a mount's needs efficiently and in a variety of circumstances. This certification uses methods to competently ground train horses and to teach riding and horse care to others. It reflects the theory and study as well as the practical aspects of un-

mounted Horse Management. The depth of knowledge is comparable to a college curriculum. The minimum age for the H-H-M/ H/H-A certification is 16 years old.

**The C- 3 Certification** reflects a basis of competence in riding, ground schooling, and horse care that will make possible a lifetime of pleasure with horses. The certification has both demonstration and discussion components. It is the first of the riding certifications to evaluate a member's ability to transfer their riding skills from their own horse to an unknown horse. If the C-3 riding test is passed before the H-B, the member becomes a C+. The minimum age for the C-3 certification is 13 years old.

**The B Certification** requires further knowledge and proficiency in riding. The B is able to ride experienced mounts, both their own and others, with confidence and control. The B should be able to demonstrate and discuss riding and caring for another person's experienced mount and maintaining proper mental and physical condition without undoing any of the mount's education. The B understands the cause and explains, through supporting reasons, why the cause might exist. The minimum age for the B certification is 14 years old.

**The A Certification** is the highest riding certification. Riding with judgment, tact and effectiveness, the A is able to ride mounts at various levels of schooling, to train young mounts, and to retrain spoiled mounts. Discussing as a trainer, the A applies theory to practice to examine and evaluate the cause-effect relationships to support their reasons for the variety of training techniques demonstrated. The minimum age requirement to take the A certification is 16 years old.

**NOTE**: Achieving a certification does not necessarily qualify the Pony Club member for competition in any horse sport, discipline, or activity. Further study and preparation for a particular activity, including working as a team member, is necessary.



# THE C-3 STANDARD Riding Expectations

The candidate must maintain a basic balanced position with a secure base of support, appropriate to each phase of eventing. While riding with confidence and control the candidate should demonstrate the development of an independent seat and coordinated use of the aids on the flat, and over fences. The candidate demonstrates elements of the Training Scale to include riding the mount in balance with rhythm, relaxation, connection/contact while working on suppleness, maintaining free forward movement with smooth transitions. In discussions, the candidate should evaluate the aids used and their effectiveness in relation to the Training Scale. All fences not to exceed 3'3". These expectations are applied to each block of the test .

# **Presentation of Horse and Rider**

- Attire to be correct for Eventing Rulebook. Pony Club pin, USPC or USEA medical armband or bracelet, and a properly fitted equestrian helmet securely fastened (see USPC policy 0800.A) must be worn during turnout, riding, and longeing. No inappropriate jewelry.
- Candidate should demonstrate effective presentation and control while standing facing and slightly to the side of, rather than directly in front of, the mount. The candidate will hold the reins, one in each hand, close to the bit. Thumbs should not be hooked into bit rings.
- Mount should be well-groomed, reflecting daily care, including ears, nose, eyes, dock, sheath or udder, mane and tail (no dandruff).
- Tack to be safe, clean, metal polished, and reflecting consistent daily care.
- Discuss the purpose and correct fit of mount's equipment used on the flat and over fences.

# **RIDING ON THE FLAT**

# Dressage Warm-Up

• Demonstrate warm-up to include the use of schooling figures and movements appropriate for your mount to prepare for the dressage test.

# **Required Test**

- Ride the current USEF Training Eventing Dressage Test A (Reference USEF EV 133)
- Evaluate test performance to include the quality of transitions and the accuracy of figures. Discuss the Training Scale to include the quality of rhythm, tempo, relaxation/suppleness, connection/contact and free forward movement during the test ride.

# **Required Movements**

• At the candidates discretion, demonstrate the required movements prior to or following the riding of the test. Movements include: free and medium walk, working trot

and canter, lengthen trot and canter; a 20 meter circle at the rising trot allowing mount to stretch forward and down; 10, 15, and 20 meter circles; half circles, figure eights, serpentines, working on the center and quarter lines, leg yield at the trot, and rein back (3-4 steps).

- Demonstrate 3 or more of the required movements in the sitting trot while maintaining tempo, free forward movement, relaxation/suppleness, and connection/contact.
- Ride without stirrups at all gaits.

# **Switch Ride**

- Ride a different mount initiating free forward movement and rhythm/tempo at each gait while developing connection/contact. Candidate must maintain a basic balanced position and base of support while demonstrating confidence and control.
- Evaluate the ride on a different mount as it relates to the Training Scale to include ways in which the mount was different from own.

# **RIDING OVER FENCES**

# **Gymnastics**

- Gymnastics grid on standard, course diagrams on website. Candidates should bring a device for measuring height and distances of grid/course.
- Discuss reasons for different lengths of stirrups and the effect on position for different types of work.
- Discuss the standard gymnastic grid distances diagramed on the SOP. Discuss how these distances relate to your mount and conditions where you're jumping (e.g., indoor or outdoor arena, footing, etc.).
- Demonstrate warm up for jumping to incorporate the grid trotting poles. Ride through a simple grid that will progress in height to 3'3".
- Ride without stirrups over the grid on own mount at 3'.
- Evaluate warm up and grid work.

# Stadium

- Ride one of the stadium courses provided on the USPC website, chosen by the examiner. The majority of fences will be set at, but not exceeding, 3'3".
- Discuss course plan (e.g., distances, appropriate pace, track ridden) and evaluate course performance: use of aids to ride mount in balance, rhythm, and tempo.

# **Switch Ride**

- Ride a different mount, with confidence and control, over the same stadium course (first element of the triple removed). The majority of fences set at 3'.
- Evaluate performance and how mount differs from own.



# **Riding in the Open**

- Candidate will have the opportunity to walk their cross country course prior to riding the course.
- As a group demonstrate a progressive warm up using 3 cross country fences (novice and training height).
- Ride over 6-9 cross country obstacles, minimum of 4 fences at training height (not to exceed 3'3"). Obstacles may include ditches, banks, drops, water, or combinations. Ride course at appropriate pace, 350-450 mpm, according to obstacles and terrain.
- Discuss course plan (e.g., distances, pace, and track ridden for different obstacles) and evaluate course performance and reasons for any disobediences. Discuss appropriate rider positions for different obstacles and how rider position changes throughout a cross country course.

#### Longeing

- Demonstrate proper fit and use of equipment, including bridle and cavesson (optional), saddle or surcingle, and side reins. Mount must be longed in side reins, set at appropriate 

   height and length.
- Longe own mount on a 20 m circle, initiating connection through safe longeing techniques and proper use of aids (longe line, whip, voice, and body position) in order to develop free forward movement at the walk, trot and/or canter, and smooth transitions.

# Bandaging

- Present a shipping and stable bandage. Discuss purposes and dangers involved with shipping and stable bandages.
- Apply a hoof abscess bandage under supervision.

#### THE B STANDARD Riding Expectations

The candidate must maintain a basic balanced position with a secure base of support, appropriate to each phase of eventing. While maintaining an independent seat, the candidate demonstrates effective tactful use of aids on the flat and over fences. The candidate demonstrates elements of the Training Scale to include riding the mount in balance with rhythm, relaxation, and connection/contact while showing development of impulsion and straightness appropriate to the level. In discussions, the candidate must discuss the applications, reasons, and effects of aids used in relation to the Training Scale. The candidate demonstrates confidence in coping with disobediences. All fences not to exceed 3'7". These expectations are applied to each block of the test.

#### **RIDING ON THE FLAT Dressage Warm-Up**

• Demonstrate warm-up to include the use of schooling figures and movements appropriate for your mount to prepare for the dressage test.

#### **Required Test**

- Ride the current USEF Preliminary Eventing Dressage Test A (Reference: USEF EV 133)
- Evaluate test performance to include effectiveness of rider's position and use of aids in relation to the quality of transitions and accuracy of movements. Discuss the quality of rhythm, tempo, relaxation/suppleness, and connection/ contact during the test ride.

#### **Required Movements**

- At the candidate's discretion, demonstrate the required movements prior to or following the riding of the test. Demonstrate the following required movements using accurate and smooth transitions and effective use of aids: free and medium walk, working and lengthening trot, working and medium canter, 3 loop serpentine, change of rein across diagonal; 10, 15, and 20 meter circles, canter change of lead through walk and/or trot, counter canter, shoulder fore, leg yield, and reinback (3-4 steps).
- Demonstrate 5 or more required movements in sitting trot while maintaining tempo, free forward movement, relaxation/suppleness, and connection/contact.
- Discuss the aids used when riding the required movements, and how they benefit, the mount's training.
- Ride without stirrups at all gaits.

# **Switch Ride**

- Demonstrate ability to ride a different mount while maintaining free forward movement, tempo, relaxation/ suppleness, and connection/contact at each gate. Candidate must maintain basic balance position and base of support while demonstrating confidence and control.
- Evaluate the ride on a different mount as it relates to the riding expectations and Training Scale. Discuss the tempo, relaxation/suppleness, and connection/contact throughout the ride.

# RIDING OVER FENCES

#### Gymnastics

- Gymnastics grid is on the standard; course diagrams on website. Candidates should bring a device for measuring height and distances of grid/course.
- Discuss the distances of the trotting poles and the gymnastic grid. Discuss ways these exercises benefit the mount. Discuss how these distances relate to your mount and conditions where you're jumping (e.g., indoor or outdoor arena, footing, etc.).
- Demonstrate warm up for jumping to incorporate trotting poles. Ride through a gymnastic grid that will progress in height to 3'7".
- Ride without stirrups over the grid on own mount at 3'3".
- Evaluate warm-up and grid work.



# Stadium

- Ride one of the stadium courses provided on the USPC website, chosen by the examiner. The majority of fences will be set at, but not exceeding 3'7".
- Discuss course plan (distances, appropriate pace, track ridden) and evaluate course performances: use of aids to ride mount in balance, rhythm, and tempo.

# **Switch Ride**

- Ride a different mount, with confidence and control, over the same stadium course (first element of the triple removed). The majority of fences set at 3'3".
- Evaluate performance and how mount differs from own. Discuss ways in which the ride could be improved and reasons for any disobediences.

# **Riding in the Open**

- Candidate will have the opportunity to walk their cross country course prior to riding the course.
- As a group demonstrate a progressive warm-up using 3 cross country fences (training and preliminary height).
- Ride over 6-9 cross country obstacles, minimum of 4 fences set at preliminary height (not to exceed 3'7"). Obstacles may include ditches, banks, drops, water, or combinations. Ride course at appropriate pace, 450-520mpm, according to obstacles and terrain.
- Evaluate performance, pace, and ways ride could be improved, to include reasons for any disobediences.
- Discuss how rider's position affects the mount's balance and pace as it relates to jumping various types of cross country obstacles.

# Longeing

- Discuss how to teach a mount to longe.
- Discuss benefits and safety concerns of longeing the mount and the rider.
- Discuss and demonstrate proper fit and use of equipment, to include side reins.
- Longe own mount on a 20 m circle to develop connection through effective longeing technique and proper use of aids and equipment. Side reins must be used. The candidate maintains the mount's free forward movement, and influences the mount's rhythm/tempo, relaxation, and suppleness.

# Bandaging

- Present a stable and a tail bandage (shipping or grooming).
- Present one of the following bandages: ice, poultice, sweat. Discuss materials used and dangers of chosen bandage.

# THE A STANDARD Riding Expectations

The candidate must maintain a basic balanced position with a secure base of support, appropriate to each phase of eventing. The candidate must show a confirmed independent seat, while demonstrating effective coordination and timing of the aids on all mounts throughout all phases of the test. In the role of a trainer, the candidate, must competently ride mounts at various stages of training with tact and empathy, displaying confidence and consistent effective training methods. At the conclusion of each ride, the candidate evaluates the mount's stage of schooling, including how the mount's strengths and weaknesses related to the Training Scale. The candidate offers a plan to advance the mount's training. All fences not to exceed 3'9". These expectations are applied to each block of the test.

# RIDING ON THE FLAT Dressage Warm-Up

- While riding the mount on the aids, demonstrate an organized progressive warm-up to include appropriate use of schooling figures and movements to prepare mount for dressage test. The warm-up should incorporate exercises that develop the mount through the training scale to produce elements of collection appropriate to the level.
- Discuss and evaluate warm-up with regard to selection of exercises and movements used to progress the mount through the Training Scale.

# **Required Test**

- Ride the current USEF Intermediate Eventing Dressage Test A (Reference USEF – EV 133)
- Evaluate test performance to include effectiveness of rider's position and use of aids used in relation to the quality of transitions and accuracy of movements. Discuss the quality of rhythm, tempo, relaxation/suppleness, connection/contact, straightness, and collection throughout the test.

# **Required Movements**

- At the candidate's discretion, demonstrate the required movements prior to or following the riding of the test. Demonstrate the required movements using accurate and smooth transitions and effective use of aids: free, medium and extended walk, medium and collected trot, medium and collected canter, leg yield, shoulder-in, 10 meter trot and canter circles, travers (haunches in), simple change of lead (through the walk), counter canter, and rein back (3-4 steps).
- Discuss proper use of aids, required movement's benefits, and how they progress the mount through the Training Scale.
- Ride without stirrups at all gaits.



# Training—Switch Ride (Schooled Horse)

- Demonstrate ability to ride a different mount while maintaining free forward movement, tempo, relaxation/ suppleness, connection/contact, straightness, and collection at each gait. Demonstrate schooling techniques appropriate for progressing the mount's training.
- Discuss characteristics that were not apparent until the candidate's ride on the mount. Discuss training techniques and useful exercise(s) to create a progressive training plan relative to the Training Scale to benefit mount(s).

# **RIDING OVER FENCES**

#### **Gymnastics**

- Gymnastics grid on standard, course diagrams on website. Candidates should bring a device for measuring height and distances of grid/course.
- Set the gymnastic grid provided on the SOP, progressing to 3'9". Discuss adjustments to this grid (distances) that can be made to benefit a variety of mounts at different levels of training.
- Demonstrate warm-up for jumping, including the use of poles.
- Ride over gymnastic grid progressing to 3'9",
- Ride without stirrups over the grid, progressing to 3'6".
- Evaluate warm-up and grid work.

#### Stadium

- Ride one of the stadium courses provided on the USPC website, chosen by examiner. The majority of fences will be set at, but not exceeding 3'9".
- Discuss course plan (distances, appropriate pace, and track ridden) and evaluate course performance: use of aids to ride
   mount in balance, rhythm, and tempo. Discuss exercises that could be used to improve mount's performance.

#### **Training—Switch Ride (Schooled Horse)**

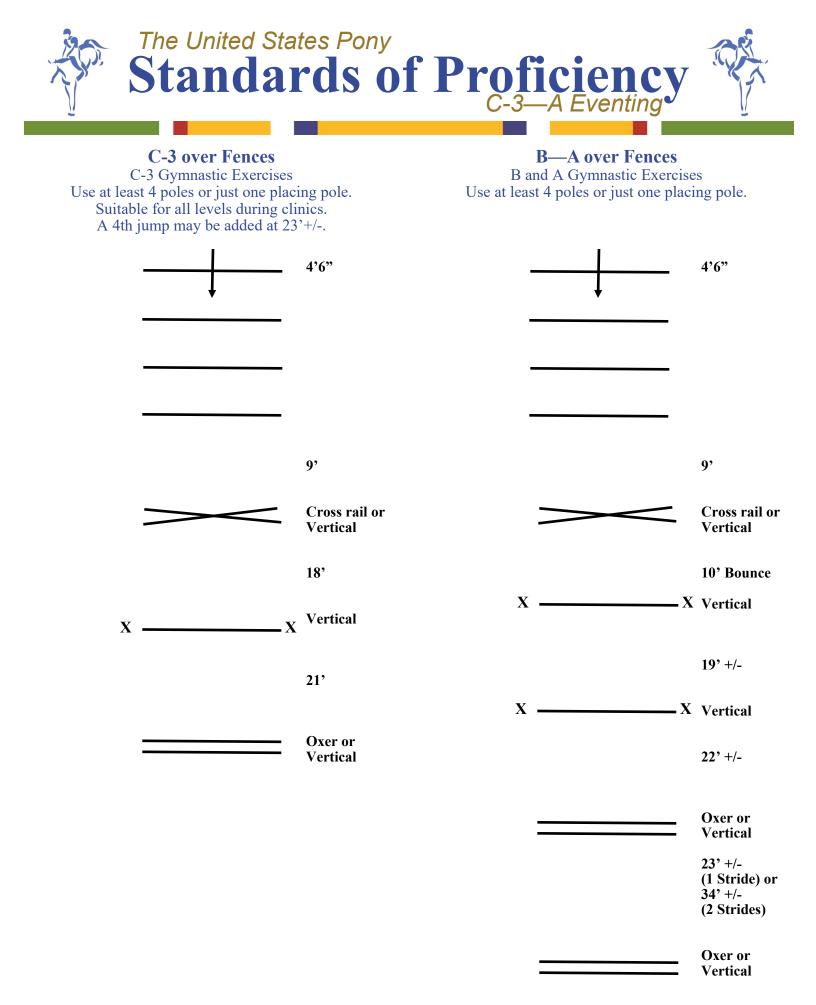
- Ride a different mount over the same stadium course. The majority of fences set at 3'7".
- Discuss characteristics that were not apparent until the candidate's ride on the mount. Discuss training techniques and useful exercise(s) to create a progressive training plan relative to the Training Scale that will benefit mount over fences. Discuss effectiveness of trotting poles, gymnastic exercises, shape of fences, and the effect of varying distances on the mount's development.

# Training—Switch Ride (Lower Level Green Horse)

- The candidate will bring a lower level or green mount to the testing. This mount should be capable of jumping 2'3"-3'.
- The candidate is expected to school the mount on the flat, followed by work over fences. The candidate will develop 1 or more jumping exercises to school mount over fences.
- Demonstrate ability to ride the mount while maintaining free forward movement, tempo, relaxation/suppleness, while working to develop connection/contact at each gait. Demonstrate schooling techniques (on the flat and over fences) appropriate for progressing the mount's training.
- Discuss training techniques and useful exercise(s) to create a progressive training plan relative to the Training Scale that will benefit mount on the flat and over fences.

#### **Riding in the Open**

- Candidate will have the opportunity to walk their cross country course prior to riding the course.
- As a group demonstrate a progressive warm- up using 3 cross country fences (training and preliminary height).
- Demonstrate an effective galloping position while riding at an appropriate pace, not to exceed 520 mpm, to show the ability to adapt the pace and balance over varied terrain and obstacles not to exceed 3'7". Obstacles may include ditches, banks, drops, water, or combinations.
- Ride over 5-8 cross country obstacles, minimum of 4 fences at preliminary height (not to exceed 3'7"). Obstacles may include ditches, banks, drops, water, or combinations. Ride course at appropriate pace, 450-520 mpm, according to obstacles and terrain.
- Discuss course plan (e.g., distances, pace, and track ridden for different obstacles) and evaluate course performance and reasons for any disobediences. Discuss the effect of rider's position on mount's balance for different cross country obstacles, and how rider's position changes throughout a cross country course. Discuss training solutions for any disobediences.
- Discuss methods used to introduce mounts to various types of obstacles, such as: ditches, banks, drops, water, corners, narrow-faced fences, brush fences, or combinations.





# **Information for Candidates**

### **Requirements for Candidates**

- Be a Member in Good Standing as verified by your Regional Supervisor.
- Be at least 13 years of age by January 1st of the certification year for the H-B and C-3; 14 years of age for the B, and 16 years of age for the H-HM/H/H-A and A.
- Must have competed in one mounted rally (stable manager acceptable) any time prior to applying for an H-B or C-3 certification.
- H-HM/H/H-A only: candidate holds a current First Aid certification.
- Adhere to the USPC Code of Conduct at all times.

#### **Application Process**

There is no waiting period between the H-B/C-3 through A certifications. All applications are required to be submitted by the application deadline.

Candidates may take the H-B or C-3 certification in whichever order they choose but must successfully complete all sections of the H-B and C-3 before taking the B certification,.

Candidates may take the A and H-A test in any order.

An H-B member may take the H-HM/H/H-A certification without completing any national level riding certifications.

The National Testing Committee determines certification dates and locations in response to Regional requests. Candidates may apply for the date of their choice.

Information on testing dates, sites, and equipment needed may be obtained from: DC, CA, RS, USPC website or National Office.

All National Level Testing applications are filled out and submitted online with payment through the USPC website at www.ponyclub.org.

#### **Application Deadlines**

See National Level Testing Calendar on USPC website at www.ponyclub.org.

Late applications (subject to a late fee) will be considered on a case by case basis by the National Office and National Testing Committee.

#### **Candidate Preparation**

Candidates should do outside reading and independent study in an effort to expand knowledge and understanding of all aspects of horsemastership. For the appropriate testing level, this in-depth study should develop sophistication in riding, maturity in training a mount or rider, and flexibility to adapt to horsemastership techniques that vary according to geographic area.

It is recommended that a candidate participate in a regional or inter-regional prep appropriate to the intended certification level. The participation does not indicate readiness to test nor assumes the standard has been met for any portion of the intended level. Preps offer practical experience in all requirements and offer an understanding of the level evaluated. Further independent study to cover areas not done at a prep is also beneficial.

*Verification of completion* of a First Aid course must be sent to testing@ponyclub.org or mailed to the National Office 30 days prior to the test date.

The candidate's attitude and maturity is considered throughout the certification. Respect for other people and handling of the mount(s) are a direct reflection of the candidate's maturity level.

#### **Mounted Attire**

**C-3** Dressage, Show Jumping, and Eventing, refer to discipline rulebook for competition attire. Must also wear Pony Club pin, USPC or USEA medical armband or bracelet, and a properly fitted equestrian helmet securely fastened (see UPSC Policy 0800.A) must be worn during turnout, riding, and longeing. No inappropriate jewelry.

**B** and **A** Dressage, Show Jumping, and Eventing- Rider in safe, neat, clean attire: long hair neatly up or back in a hairnet, gloves optional, collared shirt with sleeves (e.g., polo style, turtleneck, dress shirt, or ratcatcher) and tucked in, breeches, belt (if belt loops), tall boots. Pony Club pin, USPC or USEA medical armband or bracelet, and a properly fitted equestrian helmet securely fastened (see USPC Policy 0800.A) must be worn during turnout, riding, and longeing. No inappropriate jewelry.

#### **General Testing Attire**

**H-B and H-HM/H/H-A:** Member in safe, neat and clean attire: long hair neatly tied back, ball cap or sun hat permitted, gloves optional when working with horses, collared shirt with sleeves and tucked in, breeches, long pants, or shorts (midthigh or longer, no jeans, leggings, or pajama pants), belt (if belt loops), tall boots, paddock boots, or work style boots covering the ankle, Pony Club pin, USPC or USEA medical armband or bracelet. No inappropriate jewelry,

*Presentation, Longeing, and Teaching Attire*: Member should dress in riding attire: breeches, belt (if belt loops), tall boots or paddock boots with smooth leather half chaps, a collared shirt, gloves, watch, a whip (longeing and presentation only), and a properly fitted equestrian helmet securely fastened (see USPC Policy 0800.A) must be worn during turnout, riding, and longeing.



# **Presentation of the Mount for Turnout**

Standards for turnout are indicated in the Standards of Proficiency and on each appropriate test sheet. Please refer, as well, to the Horse Management Handbook.

#### Equipment

For the national level riding certifications, any saddlery and bitting equipment must comply with the Horse Management General Rule on Saddlery and Bitting and with the appropriate USPC discipline rules for Saddlery and Bitting. Any discipline rule change following publication of the current Horse Management Handbook will supersede these rules.

# **Appropriate Horse**

USPC's commitment to safety for all horses and riders is paramount during a certification at any level.

Candidates may bring their own, borrowed, leased or rented mount(s) to a certification and retest. Organizers and regional personnel are not responsible for supplying riding mounts for certifications or retests. Candidates may bring more than one mount to use at a certification. The care of each mount at a certification is solely the candidate's responsibility.

For national level riding certifications, it is the responsibility of the candidate and his/ her parent(s) or guardian(s) to bring appropriate mount(s) to the certification. Properly conditioned mounts must be capable of the skills required by the certification level, to include standing for turnout evaluation, bandaging, and longeing.

For the riding sections, the mount(s) must be capable of completing the flat and jumping phases at the heights indicated at the appropriate levels. In addition, the mount(s) must also be available and suitable for change of riders during the appropriate section of the certification.

Failure to follow these guidelines will make it difficult for the candidate to meet the standards.

There are no candidate mount requirements for either the H-B or the H-HM/H/H-A certifications. Horses or ponies are provided for demonstration and evaluation.

#### Information on Conducting a Certification

The testing shall be a constructive working session. The candidate shall be required to demonstrate and maintain adequate ability in performance and knowledge for the level and skill being evaluated.

The schedule will be determined by the National Examiners assigned to the test, who will consult with the Organizer on test site logistics.

Oral testing and/or demonstration are required for all parts of the horse management phase. Written tests are not allowed.

However, at the discretion of the Examiners, candidates may use their own writing and/or drawing to convey their answers during the questioning and/or discussion periods of the certification.

The Organizer must be present throughout the certification day(s). In addition, an Impartial Observer (I.O.) must be present throughout the certification. For consistency, it is preferable the I.O. be the same person throughout the duration (days) of the certification. The I.O. is neither involved in the testing program, involved with any candidate, nor related to any candidates in the testing, and is at least 25 years old.

#### **Retest Information**

Candidates must have the recommendation of the original National Examiner panel. Those testing during the current year have until December 1st of the following year to complete their first retest attempt.

*If eligible to retest:* once the National Office has received your test sheets, your application will automatically populate in  $\underline{My}$  <u>Tests</u>. You will then have to complete the online retest application and submit a fee.

Retest of mounted, longeing, or teaching (H-B & H-HM/H/H-A) may take place no sooner than 30 days after the original test. Retest of "knowledge" blocks (H-B & H-HM/H/H-A) may take place no sooner than 1 week after the original test.

Check USPC retest procedures for more information on specific certification retest details

#### **National Examiners**

Please review the USPC National Examiners' Handbook for specific information about the criteria, selection, and expectations of Examiners.

The Chair(s) of the National Testing Committee determines and organizes the National Examiner panel for each national level certification.

The panel is comprised of no fewer than two National Examiners, with one individual (PIP) who acts as a leader for the panel in regards to testing matters.

National Examiners are selected with care and are completely knowledgeable of the Standards of Proficiency at the level(s) and skills they are testing, as well as the level(s) and skills above and below the one(s) they are evaluating. Each National Examiner is chosen only after a period of apprenticeship and with recommendations of other Examiners, USPC leaders, and/or equestrian professionals. They must attend regular seminars and participate in continuing education opportunities. They receive peer evaluations as well as feedback shared by candidates, organizers, and officials.



#### **Responsibilities and Authorities**

For national level certifications, the host RS is responsible for the overall conduct of the certification within their region. The actual oversight of the certification is the Organizer's responsibility. This may be in coordination or cooperation within the Region or between neighboring Regions.

Any special certification requests, including exceptions or exemptions, must be submitted to the USPC National Office, Attention: Testing Coordinator at testing@ponyclub.org. The Testing Coordinator forwards the requests to the National Testing Chair(s) for recommendations. The Vice President of Instruction is the final approval authority.

The USPC Board of Governors approves the Standards of Proficiency and designates the USPC Vice President of Instruction (VPI) as responsible for both the Standards of Proficiency and the general USPC certifications program management.

The United States Pony Clubs, Inc., develops character, leadership, confidence and a sense of community in youth through a program that teaches the care of horses and ponies, riding and mounted sports.

# **PonyClub**

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