

### Heights of Fences D to A for Eventing Levels:

Level	Height
D-2	18"
D-3	2'3"
C-1	2'9"
C-2	3'0"
C-3	3'3"
B	3'7"
A	3'9"

### Heights of Fences for Show Jumping Levels:

Level	Height
C-3	3'7" - 1.10m
B	3'9" - 1.15m
A	3'11" - 1.20m

### Dressage Specialty Levels:

- C-3 = First Level
- B = Second Level
- A = Third Level

### Explanation of H-HM/H/H-A Levels:

- H-HM = Candidate who passes all requirements of the H-A test and is also an H-B member
- H = Candidate who passes all requirements of the H-A test and is 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 their 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 phases 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-

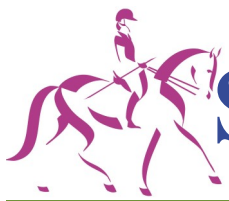
mounted Horse Management. The depth of knowledge is comparable to a college curriculum. The minimum age for the H-H-M/H/H-A certification is 16 years old.

**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 D-1 STANDARD

### Horse Management Expectations

**The candidate is a beginning-level horse manager, willing to learn the simple routine necessary for safe handling of quiet, well-trained horses. His or her knowledge will vary widely depending on age, educational level, and experience.**

### Presentation/Turnout and Tack

- Mount and tack to reflect the Horse Management Handbook's Turnout expectations.
- Rider in safe, neat, and clean attire: Long hair reaching below the shoulder must be neatly secured away from the eyes (e.g., hairnets, Showbows, or braids), collared shirt with sleeves and tucked in, long pants, short or tall riding boots or shoes covering the ankle and have a boot heel, Pony Club pin, USPC or USEA medical armband or bracelet, and a properly fitted equestrian helmet securely fastened (see USPC Policy 0800.A). Half-chaps, gloves, and belt optional. No inappropriate jewelry.
- Groom mount and pick out hooves, with assistance if needed.
- Tack up, with assistance if necessary.
- Name 6 saddle parts and 4 bridle parts.

### Leading/Longeing

- Approach mount safely and put on halter.
- Demonstrate walk-halt-walk transitions and turning in the correct direction.

### Foot and Shoeing

- Give 1 reason to pick out a mount's hoof.
- Tell whether your mount wears shoes or not.

### Breeds, Pony Parts, Colors

- Locate and name 10 parts of the mount.
- Name color and breed of own mount.

### Health and Maintenance Record Book

- Bring a completed USPC stall card for own mount and explain why it is important.

### Stable Management

- Give 2 reasons for cleaning tack.

### Travel Safety

- Name basic rules of safe riding in a group in an enclosed area.

### Nutrition

- Demonstrate how to feed a treat to a pony.
- Give 1 example of a succulent.
- Discuss why and how often water should be available.

### Conditioning

- Give 1 reason for cooling out mount after exercise.

### Land Conservation

- Name 2 different places in your area where you see horse activities taking place. Include where you have your Pony Club mounted meetings.

### Health Care and Veterinary Knowledge

- Discuss what a veterinarian is.
- Give 1 reason the veterinarian might need to provide care for your mount.

### Teaching

- Name 1 of your instructors where you ride.

### Rider Safety

- Name 3 pieces of clothing or equipment that you should wear for your safety when you ride.

### Equine Sports

- Name 2 disciplines listed on the USPC website.

## THE D-1 STANDARD Riding Expectations

**Candidate should ride in an enclosed area without lead line, demonstrating basic balanced position at the halt and walk, and control at the walk and trot on a mount suitable for a beginner. These expectations are applied to each block of the test.**

### D-1 Riding on the Flat

- Mount and dismount, with assistance if necessary.
- Pick up and hold reins correctly at halt.
- Pick up stirrups at halt.
- Shorten and lengthen reins correctly at the halt.
- Demonstrate basic correct position at the halt and walk.
- Ride at the walk and trot, with control, keeping mount on rail.
- Demonstrate simple change of direction at the walk and trot.
- Perform gradual transitions from walk to trot and walk to halt.

### D-1 Riding Over Ground Poles/Cavaletti

- Walk over a single pole on the ground in jumping position.
- Discuss with Examiner the reason for different positions when riding on the flat and over fences.



## THE D-2 STANDARD

### Horse Management Expectations

**The candidate should be able to demonstrate simple skills, with assistance if necessary, and should understand the basic reasons for the everyday routines of caring for his or her own mount.**

#### Presentation/Turnout and Tack

- Mount and tack to reflect the Horse Management Handbook's Turnout expectations.
- Rider in safe, neat, clean attire: Long hair reaching below the shoulder must be neatly secured away from the eyes (e.g., hairnets, Showbows, or braids), collared shirt with sleeves (e.g., polo style shirt, turtleneck, dress shirt, or ratcatcher) and tucked in, breeches, jodhpurs (with garters and/or boot clips) or riding pants, belt (if belt loops), tall boots or paddock boots with or without half chaps, Pony Club pin, USPC or USEA medical armband or bracelet, and a properly fitted equestrian helmet securely fastened (see USPC Policy 0800.A). Gloves optional. No inappropriate jewelry.
- Mount clean and well brushed, hooves picked out and showing farrier care. Eyes, nose, lips, and dock wiped off.
- Tack to be safe and clean (properly adjusted, with assistance if necessary), with attention to stitching, girth, and stirrups. No obvious jockeys or heavy dust.
- Groom and tack up with assistance if necessary.
- Name and locate 10 saddle parts and 5 bridle parts.
- Name 2 different bits.

#### Leading/Longeing

- Lead mount correctly in tack.
- Demonstrate walk-trot-halt transitions and turning in the correct direction.

#### Bandaging

- Give 2 reasons why you would bandage a mount's leg(s).
- With assistance from Examiner, apply 1 protective boot and 1 bell boot to mount's leg.

#### Foot and Shoeing

- Give reasons for daily hoof care.
- Give 2 reasons why a farrier regularly checks your mount.

#### Breeds, Pony Parts, Colors

- Locate and name 15 parts of the mount.
- Name and describe 6 colors of mounts.
- Name and describe 5 markings a mount might have.
- Name 5 equine breeds.

#### Health and Maintenance Record Book

**Purpose:** to supply an outline of member's (or borrowed or virtual) mount's basic health and care information in order for someone else to care for mount if member was laid up or called away.

- Provide a hard copy of mount's Health and Maintenance Record Book that contains the following:
  - ◇ Horse information and photo.
  - ◇ Contact information for veterinarian and farrier.
  - ◇ Feeding information.

*Template may be USPC design or own design that contains the same data.*

#### Stable Management

- Demonstrate tying a quick release knot, with assistance if necessary.
- Name 5 grooming tools and describe how to use them.
- List 3 examples of unsafe horse equipment.
- Name 3 common stable vices and give 1 possible cause for each vice named.

#### Travel Safety

- Name 2 pieces of equipment used on your mount for its safety in a trailer.

#### Nutrition

- Give 3 basic rules for feeding and explain feeding schedule for own mount.

#### Conditioning

- Describe 2 signs that show when a mount is properly cooled out.
- Describe condition of own mount (e.g., thin, fit, or over weight).
- What does TPR stand for?

#### Land Conservation

- Talk with grandparents, parents, instructors, and/or older friends/neighbors about where they rode when they were young, and if those places are available to ride on today.
- Discuss this information with your Examiner.

#### Health Care and Veterinary Knowledge

- Give 2 reasons to have your mount routinely checked by a veterinarian.

#### Teaching

- Give 1 reason for checking girth and stirrup bars before mounting.

#### Rider Safety

- Name 3 items that should be included in a human first aid kit.
- Name 3 pieces of information that are required on the medical armband or medical bracelet.
- Describe what you should do for yourself when you fall off a horse.

#### Equine Sports

- Name 3 disciplines listed on the USPC website.



## THE D-2 STANDARD

### Riding Expectations

Candidate should ride in an enclosed area without lead line, demonstrating control while maintaining a safe basic balanced position at the medium walk and working trot, and should begin to develop the canter. These expectations are applied to each block of the test.

### D-2 Riding on the Flat

- Mount and dismount independently (using mounting block if necessary).

### Warm Up

- Shorten and lengthen reins at walk.
- Perform balancing and suppling exercises for rider at halt and walk and discuss 2 reasons for doing this.

### Movements

- Demonstrate free walk and medium walk on light contact.
- Ride at the medium walk and working trot on correct diagonal, performing simple turns and 20 meter circles at the rising or sitting trot to show awareness of bend.
- Ride at the canter in both directions in an enclosed area and correcting any wrong leads.
- Ride without stirrups at the walk.
- Discuss performance to include if mount was looking in the directions of the turns (bend) and whether or not mount was on correct leads.
- Discuss how to pass others safely while riding in an enclosed area.

### D-2 Riding Over Ground Poles/Cavaletti

- Maintain a balanced position at the walk and/or trot over 3-4 ground poles or cavaletti in rising trot or half-seat.
- Discuss ways to improve ride and balance.

### D-2 Dressage Test

- Perform USDF Intro Test C from memory.
- Discuss performance to include whether mount picked up correct leads, mount looked in the direction of the turns (bend), and if circles were round and the correct size.

### D-2 Riding in the Open

- Ride with confidence and control, up and down hills (if available), on public or private property (open field or open space), and in a group at the walk.
- Discuss 2-3 ways to show “good manners” or courtesy while riding on someone else’s property (e.g., regarding gates, planted rows in fields, etc.).

## THE D-3 STANDARD

### Horse Management Expectations

The candidate should be able to demonstrate simple skills without assistance, and to discuss care of the mount, beginning to use common horse terms.

### Presentation/Turnout and Tack

- Mount and tack to reflect the Horse Management Handbook's Turnout expectations.
- Rider in safe, neat, clean attire: Long hair reaching below the shoulder must be neatly secured away from the eyes (e.g., hairnets, Showbows, or braids), collared shirt with sleeves (e.g., polo style shirt, turtleneck, dress shirt, or ratcatcher) and tucked in, breeches, jodhpurs (with garters and/or pant clips) or riding pants, belt (if belt loops), tall boots or paddock boots with or without half chaps, Pony Club pin, USPC or USEA medical armband or bracelet, and a properly fitted equestrian helmet securely fastened (see USPC Policy 0800.A). Gloves optional. No inappropriate jewelry.
- Mount to be well brushed (no sweat), clean (no dirt), hooves picked out and showing farrier care. Mane and tail brushed and eyes, nose, lips, and dock wiped off.
- Tack to be safe, especially stitching on stirrups/girth, and clean. No jockeys or dust, stress points clean, stirrup pads (if used) clean, and bit clean. All tack must be properly adjusted.
- Groom and tack up independently.
- Describe proper adjustments of the snaffle bridle with cavesson noseband.
- Describe proper adjustment of the bit your mount is wearing.

### Leading/Longeing

- Lead safely from both sides at the walk.
- Demonstrate correctly jogging a mount in a bridle and turning in the correct direction. (Whip must be carried and, if necessary, used to move mount forward.)

### Bandaging

- Describe the critical areas protected by shipping bandages or boots and give reasons for their use.
- Describe the area a stable bandage covers and what materials are used.
- With assistance if needed, apply 1 polo wrap to a front leg.

### Foot and Shoeing

- Name 3 parts of the hoof.
- Describe 3 obvious signs of a foot needing shoeing or trimming.



## Breeds, Pony Parts, Conformation

- Locate and name 20 parts of the mount.
- Name 5 ways a mount could be identified.
- Name 10 equine breeds.
- Know 1 common conformation fault for each of the following: head, neck, shoulder, back, and pasterns.
- Describe the eyes' location and how this affects the mount's vision.

## Health and Maintenance Record Book

**Purpose:** to supply an outline of member's (or borrowed or virtual) mount's basic health and care information in order for someone else to care for mount if member was laid up or called away.

- Provide a hard copy of mount's Health and Maintenance Record Book that contains records for at least 3 months prior to the test.
- In addition to the information from the previous level, records must contain:
  - ◇ Contact information for equine dental professional.
  - ◇ Dated list of routine care (vaccinations, deworming, shoeing, dentistry).

*Template may be USPC design or own design that contains the same data.*

*See the complete Record Book progression on the D Level Certification web page.*

## Stable Management

- Demonstrate and discuss the steps involved in cleaning a stall and discuss the reasons for cleaning a stall. (For testing purposes, a soiled horse trailer may be used.)
- Explain the importance of 'banking a stall'.
- Demonstrate and discuss the proper methods of hanging a water bucket and hay net/hay bag.
- Discuss how to fit a halter.

## Travel Safety

- Name rules for riding safely on public roads in your state.
- Describe the procedure for a mounted group crossing a public roadway.
- Describe the proper steps to load and unload a mount.

## Nutrition

- Give 5-7 basic rules of feeding.
- Describe how feeds are measured and weighed.
- Discuss the amount of roughage and the amount of concentrates per ration for own mount.

## Conditioning

- Describe care of mount after strenuous work, to include: cooling out, checking legs, watering, and feeding.
- Describe 2 signs that a mount might not be fit enough for the work asked.

- Describe the normal range of vital signs (TPR) of a mount at rest.

## Land Conservation

- Name 5 important rules when riding across privately owned land.
- Write thank you notes to 2 landowners who support your club/center to tell them why you appreciate being able to use their land. If you ride on public land, write a thank you note to the manager or contact person.

## Health Care and Veterinary Knowledge

- Name 3 symptoms of a sick or injured mount that would cause you to seek help.
- Name 2 diseases your horse can be vaccinated against.

## Teaching

- Describe how you assisted at 1 unmounted Pony Club activity.

## Rider Safety

- Name 2 items that are required to ride in a Pony Club mounted lesson.
- Give 2 examples of when a riding helmet needs replacing.
- List some common injuries that may happen when a rider falls off a horse.

## Equine Sports

- Name 5 disciplines listed on the USPC website.

## THE D-3 STANDARD

### Riding Expectations

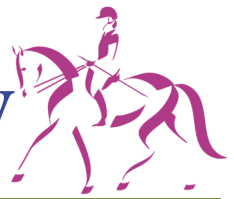
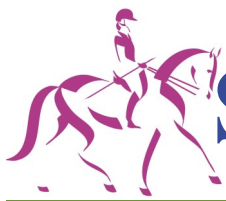
**Candidate should ride in a basic balanced position with control at the medium and free walk, working trot, and working canter. Candidate should show beginning development of aids used to influence rhythm and relaxation in their mount (refer to Training Scale). These expectations are applied to each block of the test .**

### D-3 Riding on the Flat

- Demonstrate correct mounting (using mounting block if necessary).
- Adjust stirrups and girth with feet in the stirrups while mounted at the halt.

### Warm Up

- Demonstrate and discuss mount's warm-up routine for everyday work.
- Perform and discuss balancing and suppling exercises for rider at medium walk and working trot.
- Shorten and lengthen reins at the trot.



## Movements

- Demonstrate 20-meter circle, trot to halt transitions on centerline. Show application of bending aids in both directions at walk and working trot, sitting and rising with correct diagonals, and working canter with correct leads.
- Demonstrate an increase and decrease of speed in the trot.
- Discuss aids for and demonstrate a halt followed by a simple step back of 1-2 steps.
- Ride without stirrups at the working trot sitting.
- Discuss performance to include rider's basic balanced position, aids for bending, mount's ease of bending comparing left to right, size, roundness of circles, and use of aids.
- Candidate shows a basic balanced position while maintaining a secure base of support and developing balance, rhythm, and relaxation with their mount.

## D-3 Riding Over Ground Poles/Cavaletti

- Discuss differences in position and stirrup length for riding on the flat, riding over fences, and riding in the open.
- Ride over 3-4 ground poles at the trot, maintaining a balanced position in rising trot and half-seat.

- Ride over 3-4 ground poles at the trot followed by an elevated trot pole or raised cavaletti up to 6".
- Discuss performance, reasons for any disobediences, and ways to improve ride and balance.

## D-3 Dressage Test

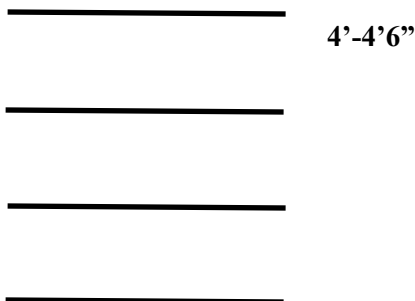
- Discuss your goals for the test ride.
- Perform USEF Training Level Test 1 from memory.
- Discuss the purpose of USEF Training level (printed at the top of the USEF test sheet), name the 5 collective marks (printed at the bottom of the test sheet), and discuss your performance relative to these.

## D-3 Riding in the Open

- Ride safely with confidence and control to show consideration for public or private property (open field or open space) at the walk and/or trot. (Rider's option to ride alone or in a group.)
- Discuss performance and ways to control a mount in the open.

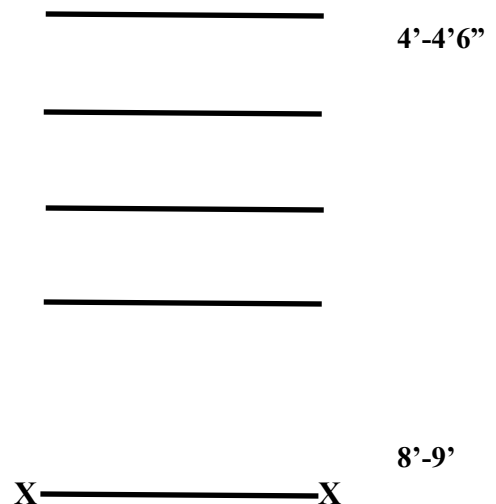
## D-2 Ground Poles/Cavaletti

D-2 = 3-4 Ground Poles



## D-3 Ground Poles/Cavaletti

D-3 = 3-4 Ground Poles/Cavaletti





## Information for Candidates

### Requirements for Candidates

- Be a Member in Good Standing.
- Be recommended by the District Commissioner (DC) or Center Administrator (CA).
- Competition in a mounted rally (stable manager acceptable) is recommended at the D level.
- Adhere to the USPC Code of Conduct at all times.

### Attire

Safe, workmanlike attire, including proper footwear, must be worn in the barn area and when working around mounts. Refer to the Horse Management Handbook.

For competition attire refer to the specific discipline's rulebook.

A properly fitted equestrian helmet, securely fastened, (see USPC Policy 0800.A) must be worn during turnout and when riding and longeing. A properly fitted safety vest (see USPC Policy 0800.E) must be worn when jumping cross-country/solid obstacles.

A USPC or USEA medical armband or bracelet must be on the candidate's person, as described by the Horse Management Handbook.

### Presentation of the Mount for Turnout

Turnout inspection requirements are indicated in this document as well as the Horse Management Handbook.

For the purposes of the test, braiding of the mount is not allowed.

Stand by mount, on the near (left) side, facing the rear, with your reins in your left hand below the bit, and the slack in the right hand, changing sides with Examiner.

### Equipment

While the D and C level Standards of Proficiency are not specific to any riding sport or discipline, any saddlery and biting equipment must comply with the Horse Management General Rule on Saddlery and Biting and with the appropriate USPC discipline rules for Saddlery and Biting. Following the publication of the current Horse Management Handbook, any discipline rule change will supersede the HM Handbook.

### Appropriate Horse

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

Candidates may bring their own, borrowed, leased or rented mount(s) to a certification and retest. 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 the local 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.

While not recommended, the sharing of suitable mounts for a certification is allowed at the D-1 through D-3 level. However, sharing should only be permitted if:

- Each proposed candidate is familiar with the mount and has ridden it prior to the certification, successfully and safely at the level being evaluated On the Flat and Over Fences, as applicable.
- Each proposed candidate informs the testing Organizer of the "shared mount" prior to the test day in order to accommodate the mount's condition and the test schedule. As the safety of horses and riders is paramount, if Examiners determine that any mount's condition or other circumstances preclude a mount's continued participation in the testing, they may indicate the candidate(s) in question must withdraw from the test.

C-1 and C-2 candidates may share a horse if they meet the above criteria and additionally are only testing for the:

- Riding on the Flat of the Eventing Certification
- Jumping portions only of the Eventing Certification
- Dressage C-1 or C-2 Certification

If the testing is split into multiple days, offering the Riding on the Flat on one day and the Riding over Fences and Riding in the Open (Jumping portions) on a separate day.

All of this is to protect the mount from over use on any given day. Failure to follow these guidelines will make it difficult for the candidate to meet the standards.

### Information on Conducting a Test

Please review the Guidelines for Club and Center Level Testings found online at [www.ponyclub.org](http://www.ponyclub.org).

Clubs and Centers must facilitate a testing opportunity for members a minimum of twice a year. Dates are determined by the District Commissioners (DC) or Center Administrators (CA). This may be done at the local level in partnership with another club/center or organized by the region.

At the D and C levels, tests are designed to and should be conducted in one day. If due to unforeseen circumstances (such as weather or footing) it is not possible to complete a test in one day, all requirements must be tested/completed within a one month period.



A certification should be an educational working session, covering requirements listed on the Standards of Proficiency. However, it is not a “lesson” on each section.

Oral testing and/or demonstration are required for all parts of the Horse Management phases. Written tests are not allowed. However, at the discretion of the Examiner(s), members may use their own writing and/or drawing to convey their answers during the questioning and/or discussion periods of the certification.

There is no time limit between taking any of the local level tests. Each certificate must be attained in the proper order. No levels may be skipped.

The Horse Management skills and knowledge must be tested prior to any riding skills evaluation; however, there may be exceptions due to weather and facilities.

On the Flat sections must be evaluated prior to the Over Fences evaluation. If members do not meet standard in any portion of the On the Flat section, they may test the Over Fences section only with the approval of the Examiner. If they subsequently meet standards in the Over Fences, the award of the certificate must wait until the successful evaluation of the HM, flat, and jumping is complete.

The DC, CA, and/or an adult designated by the club, center or Region must be present throughout the testing day. In addition, USPC strongly encourages the use of “Impartial Observers” at the tests.

### Retest Information

A candidate may retest only if the candidate passes the minimum number of sections stated on the test sheet.

Those testing during the current year have until December 1st of the following year to retest. Candidates must arrange for retests through their DC/CA. Please refer to each test sheet for specific requirements for retests. The candidate or parent/guardian may not make arrangements for a retest; this must be scheduled by the DC or CA.

### Examiners (D-1 through C-2)

Please review the Guidelines for Club/Center Level Testings: D-1 through C-2 and the D-1 - C-2 Examiner Handbook found online at [www.ponyclub.org](http://www.ponyclub.org).

DC’s, CA’s or their designated representatives are responsible for selecting Examiners.

For a regional testing, the RS in consultation with the regional leadership selects the Examiners for the D-1 through C-2 tests. Examiners should be selected with care and be completely knowledgeable of the Standards of Proficiency at the level(s) they are testing, as well as the level(s) above and below. It is preferable to select an Examiner who has participated in a re-

cent Standards and Certification clinic. DC/CA or RS must ensure the Examiner(s) have a copy of all current USPC Standards, test sheets, and study guides prior to the test.

Examiners should be mature and sensitive to all age groups and their adult supervisors.

Examiners must conduct tests in an educational framework, setting a positive tone that makes every effort to draw the best from each candidate, without allowing the test to become a lesson on the skill in question.

While the test is intended to be a learning experience, Examiners should take care to encourage the candidates to express what they know, rather than a demonstration of what the Examiner knows.

Examiners should bear in mind that candidates and their responses and performances might range from adequate to superior, and anyone within that range who “Meets Standard” or better should pass.

### Responsibilities and Authorities

The USPC Board of Governors approves the Standards of Proficiency and designates the USPC Vice President of Instruction (VPI) as responsible for the Standards of Proficiency and the general USPC certification program management. The actual management may be delegated, for Club and Center Level Tests by the DC or CA in regard to scheduling, organizing, and conducting the tests. This may be in coordination or cooperation within the Region or other clubs/centers.

Any special certification requests, including exceptions or exemptions, must be submitted to the USPC National Office, Attention: Director of Instruction, [instruction@ponyclub.org](mailto:instruction@ponyclub.org). The Director of Instruction forwards the requests to the D-1 through C-2 Program Chair(s) for recommendations. The Vice President of Instruction is the final approval authority.

*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.*



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**\*\*Revised January 2020\*\***