



### 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 C-1 STANDARD

### Horse Management Expectations

**The candidate should show a developing awareness of cause and effect in the care of their mount. He/she should be familiar with local common horse terms. Assistance is recommended in the demonstration of bandaging.**

#### Presentation/Turnout and Tack

- Present in appropriate “Competitive” attire for Eventing discipline (found in the discipline rulebook).
- Mount to be well-groomed, reflecting regular care with a healthy coat; no sweat or dirt. Mane and tail brushed with little, if any, dandruff. External areas around sheath/udder clean. Hooves picked out and reflecting regular farrier care. Eyes, nose, lips, and dock clean.
- Tack to be safe, clean, and properly adjusted, reflecting regular care/conditioning with metal polished. No jockeys or dust and all stress points clean.
- Identify tack on own mount and discuss fit.
- Describe 3 different snaffle bits.
- Describe how to adjust a curb chain.

#### Leading/Longeing

- Discuss 3 reasons for longeing.
- Discuss necessary longeing equipment.
- Describe parallel longeing and explain why it might be used.
- Demonstrate parallel leading.

#### Bandaging

- Name 2 possible effects of poor bandaging techniques.
- Under direct supervision and, if needed, with assistance from Examiner, apply 2 stable (aka standing) bandages (front and rear diagonal pair).

#### Foot and Shoeing

- Discuss causes of thrush and prevention.
- Identify 6 farrier tools and their uses.
- Identify 3 types of shoes.
- Describe 3 examples of bad shoeing.

#### Conformation and Unsoundness

- Identify and discuss 3 bad points of basic leg conformation.
- Name, describe outward appearance, and locate on a mount 5 common unsoundnesses.

#### Health and Maintenance Record Book

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

- Provide a hard copy of mount’s Health and Maintenance Record Book that contains records for at least 6 months

prior to the test. In addition to the information from the previous levels, records must contain:

- ◇ Weekly riding/conditioning schedule and changes to this schedule (seasonal or other).
- ◇ Activities (beyond daily routine, e.g., lessons, clinics, competitions, etc.).
- ◇ Extra veterinary visits (beyond routine care).
- ◇ Expenses (income can be added, but not required).

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

#### Stable Management

- Discuss 1 drainage and 1 absorbent bedding.
- Correctly put on and adjust a blanket/sheet on a mount.
- Describe and give reasons for 3 types of clipping.
- Name 2 internal and 2 external parasites.
- Discuss general barn safety procedures.

#### Travel Safety

- Name basic equipment needed for mount’s safety and comfort during trailer travel.
- Name 2 documents to carry if traveling long distances or out of state.
- Discuss 5 items from the truck/trailer safety checklist that you should check before you travel.

#### Nutrition

- Discuss how much water an average horse drinks in a day and 2 reasons why water is important for horses.
- Describe 2 characteristics of bad hay.
- Explain why access to good quality roughage is essential.
- Discuss amount and type of feed for own mount.

#### Conditioning

- Discuss the meaning of conditioning and the reasons for conditioning a mount.
- Define the conditioning principles: long slow distance work, interval training, inversion, and recovery rate.\*
- Describe factors to consider before a horse can begin a conditioning program.
- Discuss how you would condition your horse after 1 month of time off.
- Give the acceptable ranges of TPR for a mount at work.\*

*\*See supplements to the C-Level Manual on the USPC C-Level Certification web page and in the H-B—A Manual.*

#### Land Conservation

- Name 2 different locations near you where the land is used for 3 different activities, including horseback riding.

#### Health Care and Veterinary Knowledge

- Describe how to treat minor wounds.



- Discuss regular parasite control for own mount, reason why to de-worm a new mount in a barn, and use of a fecal egg test.
- Name 3 things you can do to prevent your horse from contracting a communicable disease (i.e., while riding at other facilities or keeping mount at show grounds).
- Explain the reason for having a Coggins test done.
- Discuss causes, signs, and preventative measures for the following: colic, laminitis, and heaves.

## Teaching

- Bring a letter from DC/CA verifying the member assisted twice at an unmounted Pony Club activity.
- Demonstrate a safety and tack inspection for a D member.
- During the inspection, review why items are being checked and any safety issues found.

## Rider Safety

- List 3 ways to determine if a riding helmet fits properly.
- List 3 circumstances where a helmet is required to participate in USPC activities.
- Describe 3 signs of heat illness.

*Refer to the USPC Safety Handbook*

## Equine Sports

- Name 7 disciplines listed on the USPC website.

## THE C-1 STANDARD Riding Expectations

**Candidate rides with control, demonstrating a secure base of support and a basic balanced position, and using natural aids. The candidate begins riding mount freely forward in balance and rhythm while developing a light contact.**

**Discussions will include familiarity with the Training Scale, with attention to rhythm and relaxation/suppleness, and the beginning components of self-evaluation. Fences to 2'9". These expectations are applied to each block of the test.**

### C-1 Riding on the Flat

#### Warm-Up

- Demonstrate mount's warm-up routine for everyday work.
- Discuss candidate's warm-up and mount's warm-up in relation to rhythm and relaxation/suppleness, using terms and understanding of the Training Scale.
- Discuss candidate's position and its influence on horse's balance, rhythm, and suppleness.

#### Movements

- Perform figure eights with simple transitions at each gait and demonstrate correct bend.
- Demonstrate long rein, loose rein and light contact at walk.
- Demonstrate a step back of 1-2 steps.
- Discuss aids for and demonstrate a turn on the forehand.
- Ride without stirrups at the sitting trot and rising trot.
- Ride USEF Beginner Novice Test A.

- Discuss dressage test performance, including the rider's application of the Riding Expectations.
- Rider shows firm basic balanced position while using natural aids and in control. The rider begins riding mount freely forward while developing a light contact.

### C-1 Riding over Fences

- Ride over small gymnastic grid of trot poles to 3 fences, finishing with an ascending oxer set at, but not exceeding, 2'9". Grid and trot poles to be set at appropriate distances for mount's stride.
- Ride over a course of 6-8 obstacles in an enclosed area that includes a two-stride combination set at an appropriate distance for mount's stride. The majority of fences set at, but not exceeding, 2'9".
- Discuss performance, including balance and rhythm, and ways ride could be improved.

### C-1 Riding in the Open

- Ride safely with control in a group, on a suitable mount, at the walk, trot, and canter over varied terrain.
- Discuss and demonstrate riding safely over varied terrain, incorporating as many of the following elements as local conditions allow: hills, small/shallow ditches, low banks, flat open areas and shallow streams.
- Ride over 5-7 cross-country obstacles at appropriate speed (240-350 mpm), connecting fences as a course. The majority of fences set at, 2'6" – 2'9" but not exceeding, 2'9".
- Rider demonstrates a secure base of support and control over course.
- Discuss performance, pace, and reasons for any disobediences.

## THE C-2 STANDARD Horse Management Expectations

**The candidate should show a solid awareness of cause and effect in horse management skills. Assistance is allowed in the demonstrations of bandaging, longeing, and loading mount.**

### Presentation/Turnout and Tack

- Present in appropriate "Competitive" attire for Eventing discipline (found in the discipline rulebook).
- Mount to be thoroughly groomed, reflecting regular care with a healthy coat; no sweat or dirt. Mane and tail brushed with little, if any, dandruff. Sheath or udder showing regular attention. Hooves picked out and reflecting regular farrier care. Eyes, nose, lips, and dock clean.
- All tack to be safe, clean, and properly adjusted, reflecting regular care/conditioning with metal polished. No jockeys or dust, and all stress points clean.
- Explain reasons for equipment used on own mount.
- Demonstrate proper adjustment and reason for fit of tack used on mount.



- Describe and explain the action of 2 types of snaffle bits and 2 types of curb bits.

### Leading/Longeing

- Discuss equipment and safety precautions for longeing.
- Discuss the type and length of the longe line used.
- In an enclosed area, longe own mount at walk and trot in both directions on a 20-meter circle, with assistance if necessary. While longeing, demonstrate the correct use of equipment, body position, posture, and voice.

### Bandaging

- Under supervision of Examiner, apply 1 shipping and 1 stable bandage (front and rear diagonal pair), and give reasons for each bandage's use.

### Foot and Shoeing

- Discuss the 5 steps in shoeing.
- Identify 5 types of shoes.
- If shod, discuss features of own mount's shoes.

### Conformation and Unsoundness

- Discuss how conformation of own mount is related to its breed.
- Discuss angles of shoulder and hip of own mount.
- Name 5 basic conformation qualities that you want in a mount for your own use, and how they affect the basic movement and soundness.
- Name, describe outward appearance, and locate the following unsoundnesses: splint, bowed tendon, ringbone, sidebone, navicular, thoroughpin, curb, bone and bog spavin.

### Health and Maintenance Record Book

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

- Provide a hard copy of mount's Health and Maintenance Record Book that contains records for at least 9 months prior to the test. In addition to the information from the previous levels, records must contain more detailed information regarding your mount's specific care to include:
  - ◇ 1 page or less description of your mount's history (if known) and daily routine.
  - ◇ Tack and equipment used.
  - ◇ Any blanketing or special care requirements.

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

### Stable Management

- Discuss 3 concerns for pasture safety and fencing.
- Discuss emergency information that should be posted in all

barns.

- Name 3 toxic plants in your area and describe appearances.
- Describe 4 ways to control internal and/or external parasites in pastures and stalls.

### Travel Safety

- Demonstrate how to load and unload, with assistance, an experienced, cooperative mount.
- Name which equine health certificates and/or documents are required to travel in your state.

### Nutrition

- Describe own mount's ration when developing fitness, maintaining fitness, taking day off, sick, and roughed out.
- List the 6 classes of nutrients.
- Look at a feed label and identify the percentage of protein, and fat. From the ingredients list, identify 1 source of carbohydrates, 1 vitamin, and 1 mineral. (Candidate should bring own label or copy.)

*\*See supplements to the C-Level Manual on the C-Level Certification web page.*

### Conditioning

- Discuss the 1 week riding/conditioning schedule contained in your record book. Candidate should show and be able to discuss details of duration, activity, specific exercise involved, and changes in schedule (season or weather), feed, fitness, and TPR/recovery rates.
- Define the conditioning principles: progressive loading, peaking, rest, tapering, overloading, aerobic and anaerobic conditioning.\*
- Measure and record pulse, temperature, and respiration of own mount at rest.

*\*See supplements to the C-Level Manual on the USPC C-Level Certification web page and in the H-B—A Manual.*

### Land Conservation

- Discuss what public land is available to ride on in your county.
- Describe 2 things you can do to be a good steward for public land used for recreation (equestrian activities, hiking, biking, etc).

### Health Care and Veterinary Knowledge

- Discuss immunizations and health requirements appropriate for your area (may refer to record book).
- List 3 prevalent internal parasites in your area. Discuss routine parasitic prevention for your mount.
- Discuss causes, signs, and preventative measures for the following: tetanus, rabies, encephalomyelitis, West Nile virus, and scratches.
- Explain the need for the regular care of teeth.
- Identify/describe parts of the horse's mouth to include bars, lips, incisors, molars, wolf teeth, and canines.



## Teaching

- Bring a letter from DC/CA stating, under supervision, the member is assisting in simple unmounted instructional activities for D-level members. A minimum of 4 hours teaching prior to the test is recommended.
- Assist a D-1 or D-2 member to prepare for turnout in regard to safety.
- Describe the following unsafe equipment and how it might be fixed: loose throat latch, saddle pad not attached, bit too low/high, worn out stitching, and cracked leather.

*(At C-Level, changes to tack should only be made by parent or supervising adult.)*

## Rider Safety

- List 5 signs of a concussion.
- Explain 2 ways to cool off a rider during a hot day.
- Explain the importance of the heat index.

*Refer to the USPC Safety Handbook*

## THE C-2 STANDARD

### Riding Expectations

**Candidate rides confidently and with control, maintaining a secure base of support, while developing toward an independent seat, and coordinated use of aids. The candidate initiates free forward movement, with balance and rhythm while maintaining a light contact. Discussions will include an understanding and basic application of the Training Scale with attention to rhythm, relaxation/suppleness and connection/contact, and the evaluation of self and mount. Fences to 3'. These expectations are applied to each block of the test .**

## C-2 Riding on the Flat

### Warm-Up

- Discuss the meaning of the Riding Expectations.
- Discuss candidate's warm-up for rider and mount, using terms from and showing an understanding of the Training Scale.
- Demonstrate warm-up for dressage.
- Discuss differences in warm-up for 3 different activities of candidate's choice.

## Movements

- Work mount at walk, trot and canter, changing directions at least twice in each gait, using coordinated aids, maintaining even rhythm, balance, energy, and smooth transitions.
- Demonstrate 15- and 20-meter circles, figure eights, serpentine and work on the center or quarter lines to develop suppleness and straightness.
- Halt squarely on centerline and stand quietly for 5 seconds.
- Demonstrate a free walk on a long rein, returning to a walk on contact.
- Demonstrate a step back of 2-3 steps.
- Discuss aids for and then demonstrate leg yield at walk.
- Ride mount without stirrups at all gaits.
- Ride the current USEF Novice Test A.
- Discuss performance, including the rider's position, and whether mount was moving forward in balance and rhythm.

## C-2 Riding over Fences

- Ride over a gymnastic grid of trot poles to 3 fences, finishing with an ascending oxer set at, but not exceeding 3'. Grid and trot poles to be set at appropriate distances for mount's stride.
- Develop a plan of how to ride a stadium course in an enclosed area. Course to consist of 7-9 jumps with one double combination. The majority of fences set at, but not exceeding, 3'.
- Ride course according to plan.
- Discuss performance, including the quality of canter rhythm and tempo maintained throughout the course and ways ride could be improved.
- Rider demonstrates secure basic balanced position over fences, showing control, rhythm and proper use of aids.

## C-2 Riding in the Open

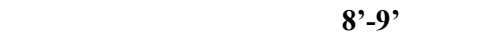
- Ride safely with confidence and control in a group, on a suitable mount, at the walk, trot, and canter over varied terrain, through shallow water, banks, hills, and small ditches as occur in natural terrain, as local conditions allow.
- Discuss safety measures when riding over varied footing, i.e., water, mud, rocks, ice, bog, hard ground, sand, and pavement.
- Ride over 5-7 cross-country obstacles, at appropriate speed (350-375 mpm) connecting fences as a course. The majority of fences set at, 2'6"- 3', but not exceeding, 3'.
- Discuss performance to include adjustments to pace and balance, and ways ride could be improved.



## C-1 over Fences

### C-1 Gymnastic Exercises

Use 4 trot poles placed 3'6" to 4'6" apart, according to mount's size. You might need to set different distances inside the gymnastic line.



## C-1 over Fences

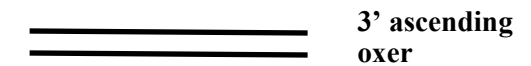
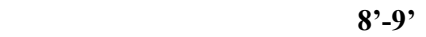
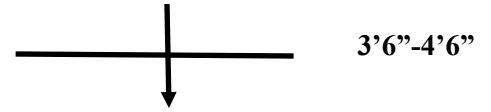
### C-1 Course Work

6 to 8 fences, the majority at 2'9". Course should include related distances, and one 2-stride combination, 1/3 of which should be oxers.

## C-2 over Fences

### C-2 Gymnastic Exercises

Use 4 trot poles placed 3'6" to 4'6" apart, according to mount's size. You might need to set different distances inside the gymnastic line.



## C-2 over Fences

### C-2 Course Work

7 to 9 fences, the majority at 3'. Course should include related distances, bending line, one 1-stride combination, 1/3 of which should be oxers.



## 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) any time prior to certification recommended.
- 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.



# The United States Pony Clubs, Inc.

# Standards of Proficiency

## C-1—C-2 Eventing



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.*

 **Pony Club**

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