

## Updating D-1 – C-2 Certifications

1) All certification updates must be done by a club officer/center leader through the online club/center record.

If you have a volunteer who is NOT a club officer or recorded center leader, the DC or CA may use the "Invite Volunteer" link on the club/center online record to granted access to the club/center's online record in order to perform the update.

2) The Horse Management section must be recorded for each level earned, and then the appropriate riding section (Trad, FL, JP, HSE, DR, WST) may be entered.

3) We have renamed the "Flat" and the "Jumping" sections to "Trad FL" and "Trad JP" in the selection drop down of the certification update page.

4) We have altered the display of the Current Highest Certifications in two ways. First the Horse Management (HM) will always appear first in the line of certifications. Secondly, to help make reading the current highest Certifications for a member easier within the Traditional (Eventing) Track, once a member has earned the Trad FL and TRAD JP at a level, just the Traditional Certification will show.

Example: Joey Smith has earned his D-3 in HM, Trad FL and Trad JP. His current Certifications read: D-3 TRAD D-3 HM, D-3 FL, D-3 JP. Now it will read: D-3 HM, D-3 TRAD. If Joey goes on to earn is C-1 HM and then his C-1 FL, then his Certifications will read: C-1 HM, D-3 TRAD, C-1 FL.

### Certification Reminders!

1) A D-1 earned in any track allows the member to proceed to the D-2 in all tracks.

No member needs to return to the D-1 level if they are going to begin earning Certifications in a new track. Think of it this way, the D-1 is the "same test, different saddle."

2) The Traditional C-2 leads directly to the Traditional (Eventing) C-3 and the Show Jumping C-3. The Dressage C-2 leads directly to the Dressage C-3. The Hunter Seat Equitation C-2 leads directly to the Show Jumping C-3.

Please note that the Traditional (Eventing) C-2 member is not eligible to move to the Dressage C-3. They must first test to the C-2 Dressage. This holds true at all of the local levels above the D-1. A member may earn certifications in another track by testing at their current level or below their current level (whichever is appropriate for their skill level) in the new track. They may not test UP a level in the new track as their first test in that new track. See Chart of Learning.

3) At all Local Levels – retest deadline is December 1 of the following year from the when the original test was taken.