



Sportsmanship
Stewardship
Leadership
THROUGH
Horsemanship

The United States Pony Clubs, Inc. STANDARDS OF PROFICIENCY FOR C-1/C-2 LEVEL DRESSAGE CERTIFICATES

The United States Pony Clubs, Inc., establishes Standards of Proficiency within the framework of the international Pony Club movement as the educational curriculum for a program of instruction and evaluation of its members for certifications in three primary areas: Horse Management, On the Flat, and Over Fences.

The D-Levels are an introduction to the fun and challenge of riding, establishing a foundation of safety habits and knowledge of the daily care of a 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-member may also learn and be evaluated on riding independently on the flat, with control, 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 are for the Pony Club member learning to become an active horseman, to care independently for his/her mount and tack, and to understand the reasons for what he or she is doing with the mount while either mounted or unmounted. Similar to the D-level, the C-1 and C-2 levels may focus on advancement and evaluation of Horse Management skills as well as show development towards a secure, independent seat and increasing control and confidence in all phases of riding, flat and/or jumping. The C-1 and C-2 certificates are awarded at the club/center level.

The H-B, C-3, B, H-HM/H/H-A and A Certifications are facilitated on a national basis and require a greater depth of knowledge and proficiency than the earlier certifications. Successful candidates are competent, all-around horsemen, active and contributing members of USPC, who participate in a variety of Pony Club activities. They are also thoughtful leaders who set an example for all. Each of the national level certifications have a minimum age requirement.

The H-B Certification covers Horse Management knowledge and skills that demonstrate increasing 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 that can be expected of 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, 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 unmounted horse management that can be expected of a college curriculum. The minimum age for the H/H-M/H-H-A certification is 16 years old.

At the national level, Pony Club members may choose to follow one or all of three riding tracks. They are: Traditional, Show Jumping or Dressage.

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 seamlessly 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 is for the active horseman and Pony Club members who are interested in acquiring further knowledge and proficiency in riding. The B is able to ride experienced mounts, both their own and others, with confidence and control. Similar to the C-3, the certification has both demonstration and discussion components. The B should be able to ride and care for another person's experienced mount, maintaining proper mental and physical condition without undoing any of the mount's education. The B understands and is able to explain the reasons for what he or she is doing. The minimum age for the B certification is 14 years old.

The A Certification is the highest riding certification available to members. The A is able to ride mounts at various levels of schooling with judgment, tact and effectiveness; to train young mounts; and to re-train spoiled mounts. Like the C-3 and the B, the A understands and is able to explain the reasons for what he or she is doing as well as demonstrate the skills required. The A understands and demonstrates a variety of training techniques and discusses their training techniques as a trainer. The minimum age requirement to take the A certification is 16 years old.

NOTE: In addition to its instructional programs, USPC offers a variety of activities at club, regional, inter-regional and national levels for team and individual participation. Please visit www.ponyclub.org for a list of activities. 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.



Our Mission:

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.

Our Core Values:

Horsemanship with respect to health-care, nutrition, stable management, handling and riding a mount safely, correctly and with confidence

Organized teamwork including cooperation, communication, responsibility, leadership, mentoring, teaching and fostering a supportive yet competitive environment

Respect for the horse and self through horsemanship; for land through land conservation; and for others through service and teamwork

Service by providing an opportunity for members, parents, and others to support the Pony Club program locally, regionally and nationally through volunteerism

Education at an individual pace to achieve personal goals and expand knowledge through teaching others

Heights of Fences D to A* for Traditional Levels:	Heights of Fences for Show Jumping Specialty Levels:
Certification Height	Certification Height
D-2 18"	C-3 3'7" - 1.10m
D-3 2'3"	B 3'9" - 1.15m
C-1 2'9"	A 4'3" - 1.30m
C-2 3'0"	C-3=Level II-III**
C-3 3'3"	B=Level III-IV**
B 3'7"	A=Level V-VI**
A 3'9"	**See USEF Level Descriptions

Dressage Specialty Levels:

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

Explanation of H-HM/H/H-A Level:

H-HM: A candidate who passes all requirements of the H-A test and is an H-B member
H: A candidate who passes all requirements of the H-A test and is also a C-3 member
H-A: A candidate who passes all requirements of the H-A test and is also a B member

HEADGEAR: A properly fitted equestrian helmet, securely fastened, containing certification that it meets or exceeds the criteria established by a national or international safety body, is required to participate in any USPC activity (see USPC Policy 0125A).

STANDARDS OF PROFICIENCY FOR C-1/C-2 DRESSAGE CERTIFICATES

THE C-1 STANDARD

Horse Management Expectations

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

Turnout/Tack

- Attire to be correctly formal or informal. Pony Club pin, medical armband, and a properly fitted equestrian helmet, securely fastened, containing certification that it meets or exceeds the criteria established by a national or international safety body, is required to participate in any USPC activity (see USPC Policy 0125A). Long hair neatly up or back. No inappropriate jewelry.
- 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. Feet picked out and reflecting regular farrier care. Eyes, nose, lips, dock clean.
- Tack to be safe, properly adjusted, supple and reflecting regular care. No jockeys or dust. All stress points clean. No cracked leather. Metal clean and polished and stirrup pads clean.
- Identify tack on own mount and discuss fit.

Conditioning

- Discuss the meaning and reasons for conditioning of mount.
- Describe how to condition mount for a particular Pony Club activity of your choice.
- Know the acceptable ranges for temperature, pulse and respiration for a mount at rest and the importance of these numbers.

Nutrition

- Describe how feeds are measured and weighed.
- Know amount and type of feed for own mount.
- Describe characteristics of good and bad feed, watering, and pasture.

Stable Management

- Discuss types of bedding appropriate for your area.
- Safely put a blanket on a mount.
- Demonstrate proper adjustment of blanket/sheet and halter.
- Discuss types and causes of stable vices.
- Describe and give reasons for three types of clipping.
- Describe conditions which foster internal and external parasites, procedure for parasite control in pasture and stall, ways to control flies, and bot eggs.
- Discuss general barn safety procedures for your barn or where your horse is stabled.
- Describe proper use of fire extinguisher and how to tell if it is fully charged.

Breeds, Pony Parts, Conformation & Lameness

- Identify good and bad points of basic leg conformation.
- Describe five common unsoundnesses as to location and outward appearance.
- Name three to four types of teeth found in a horse's mouth.

- Name five coat colors or patterns which include white on the body.
- Name one breed that excels in each of these disciplines: racing, dressage, games, vaulting, eventing, foxhunting, hunter/jumper, endurance, driving and western.

Travel Safety

- Discuss basic equipment needed for mount's safety and comfort during trailer travel.
- Demonstrate trailer safety check from trailer safety checklist on USPC website.
- Discuss safety precautions for riding on a trail including additional precautions during hunting season.

Record Book

- The C-1 is expected to keep a careful Record Book of all immunizations, veterinary visits, farrier visits, etc. The book must be brought to the certification for review and critique. Must have records for at least 6 months. Records should reflect appropriate depth of knowledge for this level.

Health Care & Veterinary Knowledge

- Describe how to treat minor wounds.
- Discuss: Regular worming control for own mount; how and why to deworm new mounts in barn and use of fecal test.
- Know health care schedule for own mount including dates of inoculations (tetanus, encephalomyelitis, etc.), deworming, floating of teeth, shoeing.
- Know the reason for having a Coggins test done.

Introduction to Horse Sports

- List all the horse sports that are offered in USPC.

Teaching

- Demonstrate a safety and tack inspection for a D Pony Club member under direct supervision of Examiner.
- Explain to the D member the reason for the check, the process, and any safety issues found.

Land Conservation

- Name three different uses of land on which you, or others, ride. Examples: Farmland, fair grounds, crops, etc.
- If your region conducts an Eventing Rally, determine who owns the land where the rally is held and the total amount of acres owned.
- Identify one place in your area previously used for equestrian activities that is no longer available.

Leading & Longeing

- Discuss reasons for longeing.
- Discuss equipment necessary and safety procedures.
- Demonstrate jogging mount, moving mount actively forward from the whip, with smooth transitions.

Foot & Shoeing

- Discuss the five steps in shoeing.
- Recognize farrier tools and know their uses.
- Discuss causes of thrush and prevention.

STANDARDS OF PROFICIENCY FOR C-1/C-2 DRESSAGE CERTIFICATES

Bandaging

- Apply stable bandage under direct supervision and with assistance of examiner.

C-1 STANDARD Riding Test Expectations

Candidate should ride with confidence and control on the flat, over cavaletti's, in the open and in riding a USEF Training Level Dressage Test. Demonstrating a basic balanced position and use of natural aids. The candidate should understand the purpose of USEF Training Level, and begin riding mount freely forward in balance and rhythm while developing a steady connection from the leg and seat to the reins. Candidate should be familiar with the USDF Training Scale.

Riding on the Flat

- Ride test consistently demonstrating Riding Expectations (see above).
- Demonstrate and discuss:
 - Suppling exercises for rider without stirrups at walk.
 - Warm-up routine for preparing to ride a dressage test, including:
 - Free and medium walk, working trot and working canter
 - School figures found in USEF Training Level dressage tests- 20 meter circles at trot and canter, walk and trot diagonals, shallow loops at trot, halts on centerline etc.
 - 20 meter Figure 8's and serpentines
 - 20 meter circle at the posting trot with the horse stretching for ward and downward to the bit
 - Simple and smooth transitions at arena letters, at each gait
 - Turn on the forehand
 - Rein back 2-3 steps
 - Increase and decrease of length of stride at trot
- Discuss candidate's warm-up for both rider, and mount with examiner using the following terms: Rhythm, Relaxation, Connection, Bending, Calm and Accurate Transitions
- Discuss why stretching forward and down is so important
- Discuss riding etiquette and how to ride safety in a group or warm-up arena- passing and possible problems that may arise and how best to safely pass green horses
- Demonstrate and discuss passing another horse and rider head on while riding in an arena or ring.
- Ride school figures without stirrups at the sitting trot. Discuss differences in position, and stirrup length for riding on the flat, riding over fences and riding in the open.

Riding Over Ground Poles/Cavaletti

- Ride at the walk and trot over 3-5 trot poles/cavaletti, maintaining a balanced position posting and in two point position
- Ride over 3-5 trot poles/cavaletti followed by an elevated trot pole or raised cavaletti between 6" to 12" in height.
- Discuss performance with Examiner, including steadiness of rhythm and ways ride could be improved.

Riding Test

- Candidate should bring a hand-drawn diagram of the test that will be ridden by candidate - USEF Training Level Test 3 or First Level Test 1, or the USEF Training Level Rider Test. Discuss goals for the test, and preparation for movements and figures
- Ride USEF Training Level Test 3, or First Level Test 1, or the USEF Training Level Rider Test

- Discuss test performance with examiner relative to the Purpose of the test and, whether or not mount was moving freely forward in balance and rhythm, whether the rider established a steady connection from the leg and seat to the reins, whether horse was bent correctly through corners and figures.

Riding in the Open

- Ride safely and considerately on public or private property (open field or open space) over varied terrain, in a group, at the walk, working trot, and working canter. Discuss ways to control a mount in the open.
- Discuss performance with Examiner giving reasons disobediences.

THE C-2 STANDARD Horse Management Expectations

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

Turnout/Tack & Bits

- Attire to be correctly formal or informal. Pony Club pin, medical armband, and a properly fitted equestrian helmet, securely fastened, containing certification that it meets or exceeds the criteria established by a national or international safety body, is required to participate in any USPC activity (*see USPC Policy 0125A*). Long hair neatly up or back. No inappropriate jewelry. Boots polished and in good repair. Spurs (if used) polished and put on properly.
- 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. Feet picked out and reflecting regular farrier care. Eyes, nose, lips, dock clean.
- Tack to be safe, clean and properly adjusted, reflecting regular care/conditioning with metal polished. No jockeys or dust, no cracked leather, and all stress points clean.
- Explain reasons for equipment used on own mount for flat work and over fences.
- Demonstrate proper adjustment and reason for tack used on mount.
- Name three different snaffle bits.
- Discuss the basic action of the snaffle bit.

Conditioning

- Present a written outline of a six-to-eight-week conditioning and feeding program in preparation for a specific competition of candidate's choice.
- Know vital signs of own mount at work.
- Measure and record pulse, temperature and respiration of own mount at rest under supervision with assistance if necessary.

Nutrition

- Describe own mount's ration when developing fitness, maintaining fitness, taking day off, sick, roughed out.
- Look at a feed label and identify sources of protein, carbohydrates, and fat (can bring own label).

STANDARDS OF PROFICIENCY FOR C-1/C-2 DRESSAGE CERTIFICATES

Stable Management

- Describe caring for a mount efficiently and economically when:
Stabled – feed and water schedule, minerals needed, clothing, exercise, grooming.
At grass – safety check of pasture, fencing, water, mineral supply, shelter, feed, and grooming.
- Discuss knowledge of safety measures, preparation and care of mount and equipment on day of strenuous work, including feeding schedule, consideration of mount's condition, consideration of climate and terrain, cooling out, treatment of any injuries, and making mount comfortable.
- Discuss pasture safety and fencing.
- Name three toxic plants in your area and describe appearance.
- Discuss emergency information that should be posted at all barns.

Breeds, Pony Parts, Conformation & Lameness

- Name five basic conformation qualities that you want in a mount for your own use, and how they affect the basic movement and soundness (i.e., sloping shoulder means longer stride).
- Discuss angles of shoulder and hip of own mount.
- Name and locate on a mount the following unsoundnesses: ringbone, curb, bowed tendons, sidebone, spavin, navicular, splint, thoroughpin, sprains.
- Identify and/or describe parts of the horse's mouth to include bars, lips, incisors, molars, wolf teeth and canines.
- Differentiate between: tobiano and overo; dun and buckskin; grey and cremello.
- Discuss how conformation of own mount is related to breed.

Travel Safety

- Be able to load and unload, with assistance, an experienced, cooperative mount.

Record Book

- Record Book (health, maintenance, immunizations) must be kept up to date and brought to certification. Must have records for at least 9 months prior to certification. Records should reflect appropriate depth of knowledge for this level.

Health Care & Veterinary Knowledge

- List annual immunizations and health requirements appropriate for your area.
- List prevalent internal parasites in your area.
- Describe routine parasite prevention for your mount.
- Describe how tetanus and strangles are transmitted.
- Explain the need for the regular care of teeth.

Teaching

- Demonstrate knowledge of safe grooming, handling and tacking up by assisting a D-1 or D-2 to prepare for turnout under direct supervision of Examiner. Explain to the D member what the appropriate steps are and what safety procedures should be followed. Assess turnout and equipment for safety and explain to the D member any safety concerns and how to fix them.
- Candidate must bring a letter from DC that he/she is assisting in simple unmounted instructional programs for D-level Pony Club members with supervision.

Land Conservation

- Name the zoning requirements for the county in which you keep your horse. Example: A minimum of 10 acres is required to keep one horse.
- Know what public land is available for riding in your county.

Longeing

- Discuss methods, equipment, and safety precautions for longeing.
- Longe own mount, with assistance if necessary, at walk and trot in both directions in an enclosed area while demonstrating the correct use of equipment, body position, posture, and voice.

Foot & Shoeing

- Discuss reasons for shoeing versus not shoeing.
- Recognize and describe good and bad shoeing.
- If shod, discuss features of own mount's shoes.
- Describe use of a foot poultice, how to use a hoof tester and its purpose.

Bandaging

- Apply a shipping and stable bandage, under supervision of examiner, and give reasons for use.
- Discuss possible effects of poor bandaging.

C-2 STANDARD Riding Test Expectations

Candidate should understand the purpose of USEF First Level and ride with confidence and control on the flat, demonstrating a secure balanced position and progress toward a more independent hand with a coordinated use of leg, seat and hands (aids) while riding figures and movements from USEF First Level dressage tests, over cavallettis and in the open. The candidate should begin to initiate free forward movement, establishing balance, rhythm, and thrust while developing a steady connection from the leg and seat to the reins, and have basic understanding of the USDF Training Scale.

Riding on the Flat

- Discuss the meaning of the Riding Expectations (see above). Ride consistently demonstrating Riding Expectations.
- Discuss candidates warm-up for both rider, and mount with examiner using the following terms: Rhythm, Relaxation, Impulsion, Tempo, Connection, Bending, Calm and Accurate Transitions
- Demonstrate:
 - All figures and movements found in USEF Training and First Level dressage tests, and USEF First Level Rider Tests
 - Increase and decrease of length of stride at trot and canter with clear transitions
 - Demonstrate work on the center line or quarter line to develop straightness.
 - Leg yield of choice at walk and/or trot in both directions
 - Turn on the forehand
 - Ride mount without stirrups at all gaits.

STANDARDS OF PROFICIENCY FOR C-1/C-2 DRESSAGE CERTIFICATES

- Discuss aids for and demonstrate a rein back of 3-4 steps.
- Discuss why a stretching circle is so important and demonstrate a 20-meter stretching circle at the posting trot.
- Demonstrate a loop (see diagram on page 5).
- Discuss performance with Examiner including the rider's position, and whether mount was moving freely forward in a balanced, rhythm and thrust appropriate to First Level, and maintaining a clear rhythm and steady tempo in all three gaits while developing suppleness and elasticity and a steady connection.
- Discuss crookedness vs straightness
- Discuss differences in position, and stirrup length for riding on the flat, riding over fences and riding in the open.

Riding Over Ground Poles/Cavaletti

- Discuss safe distances for cavaletti at walk, trot and canter.
- Ride at the walk and trot over 4-6 trot poles/cavaletti, maintaining a balanced position while posting, sitting and in two point position.
- Canter over single poles or cavaletti
- Ride over 3-5 trot poles/cavaletti followed by an elevated trot pole or raised cavaletti not to exceed 12" in height.
- Discuss performance with Examiner, including rhythm maintained throughout.

Riding Test

- Bring a hand drawn diagram of USEF First Level test 2 or 3, or the USEF First Level Rider Test that will be ridden by candidate.
- Discuss goals for the test, and preparation for movements referencing the Training Scale.
- Perform USEF First Level test 2 or 3, or the USEF First Level Rider Test.
- Discuss performance with examiner including the rider's position, and whether mount was moving freely forward in a balanced, rhythm and thrust appropriate to First Level, and maintaining a clear rhythm in all three gaits while developing suppleness and elasticity and a steady connection.

Riding in the Open

- Ride safely and considerably on public or private land (open field or open space) over varied terrain, in a group, at the walk, working trot, and canter (approximately 350 mpm), if terrain and conditions are appropriate.
- Discuss different stirrup lengths and riding positions for riding in the open.
- Discuss ways to control a mount in the open.
- Discuss benefits of riding in the open.
- Discuss performance with Examiner giving reasons for any disobediences.

Ground Poles/Cavaletti

C-1 = 3-5; C-2 = 4-6 ground poles/cavaletti

C1/C2

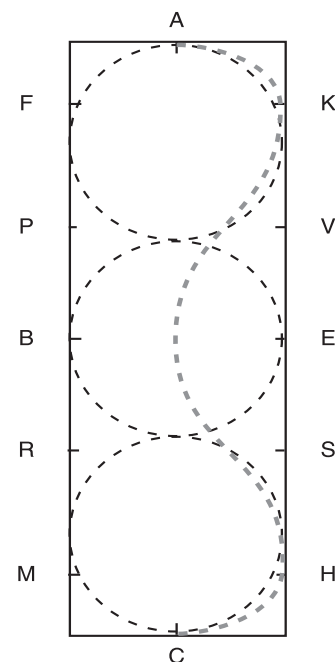
_____ 4 ½ -5 feet

X _____ X

9-10'

C-1/C-2 = 20 meter circles

Ride a 20-meter circle and a loop at the walk and trot in a large Dressage Arena (20M x 60m)



STANDARDS OF PROFICIENCY FOR C-1/C-2 DRESSAGE CERTIFICATES

Information for C-1/C-2 Level Candidates

Requirements for All Candidates

- Be a Pony Club Member in Good Standing
- Have a thorough knowledge of requirements of the level being tested and be able to discuss and/or demonstrate any requirements from all previously attained standards.
- Candidate must be evaluated on and successfully meet the standards on all sections of the selected test before being awarded the new certificate.
- 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.

Refer to C Standards of Proficiency, in this document, for proper Turnout and mounted attire.

An USPC medical information armband must be on the candidate's person, as described by the Horse Management Handbook.

A properly fitted equestrian helmet, securely fastened, containing certification that it meets or exceeds the criteria established by a national or international safety body, is required to participate in any USPC activity (see *USPC Policy 0125A*) and must be worn during Turnout and when riding and longeing. Safety vest wear is at the discretion of the member, parent, or guardian.

Presentation of Mount for Turnout

Standards for Turnout are indicated in the Standards of Proficiency and on each appropriate test sheet. Refer to the Horse Management Handbook.

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

All tack must be clean, show regular care and suppleness, and be well adjusted and in good repair.

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

Equipment

While the C-level Standards of Proficiency are not specific to any riding sport or discipline, saddlery and biting for C-level should comply with the Horse Management Handbook rules on Saddlery and Biting, as well as with any current USPC discipline rules for Saddlery and Biting.

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 mounts to a test. They may present with more than one mount at a test. The care of each of the candidates' mounts at a test is the responsibility of the candidates themselves.

It is the responsibility of the candidate and his/her parent(s) or guardian to bring to or arrange for an appropriate mount(s) to the test. The properly conditioned mount(s) must be capable of the skills required by the certification level, to include standing for evaluation of the Turnout, bandaging and longeing. For the riding sections, the

mounts must be capable of completing the flat, longeing and jumping phases at the heights indicated at the appropriate levels.

While not recommended, the sharing of suitable mounts for a test is allowed. However, sharing should only be permitted if 1) each proposed candidate is familiar with the mount and has longed or ridden it prior to the test, successfully and safely at the level being evaluated, On the Flat and Over Fences, as applicable; and 2) each proposed candidate informs the testing organizer of condition and the test schedule. As the safety of horses and riders are paramount, if Examiners determine that shared mounts' condition or other circumstances preclude the continued participation of those mounts in the test, they may indicate the candidates in question must withdraw from the test.

Failure to follow these guidelines will make it difficult for the candidate to meet the standards on that given day or testing experience.

Conduct of Certification Information

Please review the Guidelines for Club and Center-Level Testings found online at 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 within the club/center, in partnership with another club/center, or organized by the Region. By networking with other clubs/centers within the Region to establish group tests with other clubs/centers, increased opportunities to rate can be made available to members.

At the D/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 certification in one day, all requirements must be tested/completed within a one-month period if possible.

A testing should be educational, working session, covering requirements listed on the tested Standards. 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 test.

There is no set time limit between taking any of the C-level Tests, but each certificate must be attained in the proper order, and no levels may be skipped. Usually the horse management skills and knowledge must be attained prior to presentation of or any riding skills evaluation. However, there may be exceptions due to weather and facilities. If the riding sections are evaluated prior to the Horse Management sections, then the award of the certificate must wait until the successful evaluation of the Horse Management section.

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.

STANDARDS OF PROFICIENCY FOR C-1/C-2 DRESSAGE CERTIFICATES

Retest Information

Upon recommendation of the Examiner and with approval of the DC or CA, a candidate who does not meet standards at a test may be retested within one month. They are only required to retest the sections of the standards the candidate did not previously meet successfully. In general, retest opportunities are only available if the member meets standards on at least two-thirds of the skills or knowledge expected in each section. Please refer to each test sheet for each certificate level for specific requirements for retests.

Examiners (D-1 through C-2)

Please review the Guidelines for Club and Center Level Testings found online at www.ponyclub.org

The DC, CA, or in the case of a regional testing, the RS, selects the Examiners for the D-1 through C-2 tests, based on recommendations of USPC leaders and volunteers and/or participation in a regionally-facilitated Standards of Proficiency clinic.

Examiners should be selected with care, should be completely knowledgeable of the Standards of Proficiency at the level(s) they are testing, as well as the level(s) above and below the one(s) they are testing. DCs, CAs, or RSs must ensure that Examiners have a copy of all current USPC Standards, test sheets, and study guides prior to the test.

Examiners should be mature and sensitive to both young people and their adult supervisors.

Examiners must conduct test 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 may range from adequate to superior, and anyone within that range, that "Meets Standard" or better, should pass.

Responsibilities and Authorities

The USPC Vice President of Instruction is responsible for the Standards of Proficiency and the general USPC certification program. While the actual management may be delegated, for club/center level tests, the club DC or CA is responsible for the scheduling, organizing, and conduct of the tests. This may be in coordination or cooperation within the Region or other clubs/centers.

Any special testing requests, including exceptions or exemptions, must be submitted to the USPC National Office, Attention: Director of Instruction, through the District Commissioner and the Regional Supervisor. The Director of Instruction forwards exceptions or exemptions requests to the Chair, D-1 through C-2 Program Committee, for recommendations. The Vice President of Instruction is the final approval authority.

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