

2008 National Testing Information
(H-B, C-3, B, H/H-A and A Test Levels)

INSTRUCTION INFORMATION – ROUTE TO:

DC's, RS's, RIC's, Testing Coordinators, Upper Level Candidates and Parents

Please review the following with your H-B, C-3, H, B, H-A, and A candidates.

ELIGIBILITY: Local, Regional and National dues and fees must have been paid both for 2008 AND 2007. A person that turned 25 years of age prior to January 1, 2008 is no longer considered a Pony Club member and is not eligible to test. Other restrictions are:

- H-B** Must be a member of Pony Club for at least 6 months. Must be 13 years of age prior to January 1, 2008 and have attained the C-2 rating.
- C-3** Must be a member of Pony Club for at least 6 months. Must be 13 years of age prior to January 1, 2008 and have attained the C-2 rating.
- B** Must be 14 years of age prior to January 1, 2008 and have attained the H-B and C-3 rating (or the candidate attained the C-3 Traditional rating prior to August 1, 2007).
- H/H-A** Must be 16 years of age prior to January 1, 2008 and have attained a B or C-3 and H-B rating. (C-3 and H-B rating for H, or the candidate attained the C-3 Traditional rating prior to August 1, 2007 for H) and B rating for H-A.
- A** Candidates must have attained the H-A rating.

APPLICATION DEADLINES: Completed candidate applications must be postmarked to the National Office by the application deadline. However, all applications are processed on a first come, first served basis AND Regional Supervisors will establish an earlier deadline.

All deadlines will be strictly enforced!

Upper Level Testing Application Deadlines (postmarked by):
For H-B, C-3, B, H/H-A and A:

(tests held between February 26th – May 26th)....**January 15th**
(tests held between May 27th – August 26th)....**April 15th**
(tests held between August 27th – November 26th)....**July 15th**
(tests held between November 26th – December 31st)....**October 15th**

*Any test before February 26th will have a six-week out deadline
as indicated on the testing schedule*

NO applications will be accepted postmarked after the application deadline.

TEST FEES: H-B \$175 C-3 \$200 B \$225 H/H-A \$250 A \$250

To assist in processing, a **separate CLUB check** is required for **each** candidate application. Test fees defray the expense of National Examiners' fees and transportation to the test region, office administration, as well as examiner training.

DATES: Candidates should indicate three test site choices for all tests. Once a candidate is assigned to a test, there will be a \$50 fee for changes and a limit of **one** change. No site changes will be allowed after **4 weeks prior** to the test. Any site change request after this time must be approved by the National Testing Chair. Change fees may be paid with a personal check.

APPLICATION FORM:

The candidate should mark the rating applied for in the appropriate box. If the candidate plans to take more than one test in a season a **SEPARATE** application must be completed for each rating. Both completed applications and fees must be postmarked by the application deadline and mailed together.

It is the responsibility of DCs and RSs to be certain that applications are verified for completeness and accuracy, as well as endorse each candidate's eligibility with a signature. Therefore, it is **not necessary** to write a letter of recommendation for candidates. Please send applications as early as possible. **Do not allow one incomplete application to delay the rest.**

INCOMPLETE APPLICATIONS WILL BE RETURNED to the RS!

* A **\$25.00** fee is charged for returned incomplete applications. This may be paid with a personal check and it **must** be included with the returned and **corrected** application.

CANCELLATIONS: Last minute cancellations can jeopardize an entire test. Please emphasize to all candidates that it is their responsibility to notify the National Office, RS and test organizer immediately of intention to cancel. They must then send their notice of cancellation to the National Office in writing by letter, fax or e-mail. **No one will be removed from a test until we receive his/her notice of cancellation in writing.** If the National Office does not receive notification to cancel the candidate is considered a **No Show**. A No Show candidate is not allowed to reschedule their test unless permission is granted by the National Testing Committee Chair.

If the number of candidates falls below the stated minimum, the National Testing Chairperson reserves the right to cancel the test. However, the Chairperson may authorize the test to take place if the cost of the defaulting candidate(s) is assumed by the region(s) involved. *The National Office must receive payment prior to the test.* If a test is canceled, every effort will be made to place candidates elsewhere.

REFUNDS for H-B, C-3, H, B, H-A, & A: Cancellation refunds will be sent to the DC. Cancellations made before 6 weeks out from the test date will receive a full refund. Cancellations made between 6 and 4 weeks out from the test date will receive a refund minus the \$50.00 handling fee. Cancellations made after the 4 weeks out from the test date will result in a **forfeit** of the testing fee. Change site candidates are **not** eligible for a refund.

Note:

Candidates that are taking both their C-3/H-B and B test will receive a **full** refund for their B test if they do not meet standard for the C-3 or H-B test.

Candidates that are taking both their C-3/H-B and H test will receive a **full** refund for their H test if they do not meet standard for the H-B or C-3 test.

Candidates that are taking both their HA and A test will receive a **full** refund for their A test if they do not meet standard for the HA test.

All refunds will be sent directly to the candidate's DC. The candidates should check with their DC to obtain their refund, not the National Office. If the DC has not received the refund check, the DC should call the National Office to inquire of its status.

RE-TESTS: There is no waiting period between any tests. No re-tests are allowed on any portion of the *riding* sections--all *riding* sections must be passed. This applies to the C-3, B and A.

For the C-3 and the B Tests: no re-tests are allowed on any portion of the riding sections--all riding sections must be passed. Re-tests are allowed for the bandaging and longeing sections only. Re-tests must be recommended by the original Examiner. It will be the candidate's choice whether to re-test at another scheduled C-3 or B testing or arrange for a re-test outside of a testing. If they choose the second option, it is the candidate's responsibility to check the National Examiners List on the website to find a qualified examiner who can re-test them on the necessary section(s). If they wish to re-test at another scheduled testing, they must contact the National Office within 4 weeks of their DNMS testing to make arrangements. Please note: testing schedule deadlines will still apply.

Re-tests must take place **within the calendar year**. Any exceptions to that deadline must be approved by the National Office and the National Testing Committee. There is no charge for re-testing. Candidates should bring their original test sheet with them to the re-test.

For the H-B and the H/H-A Tests:

Candidates who DNMS on no more than **four** sections of the H-B or **two** sections of the H/H-A can re-test only those sections not passed. Re-tests must be recommended by the original Examiner. It will be the candidate's choice whether to re-test at another scheduled H-B or H/H-A testing or arrange for a re-test outside of a testing. If they choose the second option, it is the candidate's responsibility to check the National Examiners List on the website to find a qualified examiner who can re-test them on the necessary section(s). If they wish to re-test at another scheduled testing, they must contact the National Office within 4 weeks of their DNMS testing to make arrangements. Re-tests must take place **within the calendar year**. Any exceptions to that deadline must be approved by the National Office and the National Testing Committee. There is no charge for re-testing. Candidates should bring their original test sheet with them to the re-test.

DISABLED CANDIDATES: Any candidate handicapped by injury, sickness, pregnancy, or other disability must notify the National Office and the Examiners, and provide a physician's written consent for participation in the test. Please remember that if your health status changes between the time you send your application and the time of the test it is your responsibility to update the current USPC Release Form and the medical conditions section. A candidate so disabled will still be expected to meet the standard.

TEST PREPARATION: Candidates planning to go beyond the C-2 level should make early plans for a program of preparation. As many clubs are unable to provide more than encouragement and administrative support, it is the candidate who assumes most of the responsibility for education towards higher levels. The region can also play an important role by organizing test preparation clinics at each level. Candidates should be encouraged to contact Pony Clubbers who have already passed the rating or observe a test before their own. Instruction from a clinician well versed in USPC Standards, extensive reading, participation in Pony Club rallies and competitions, teaching in the local Pony Club, and working with a veterinarian and a farrier will increase self-confidence in demonstrating and expressing knowledge to an examiner. A candidate who does not put forth effort in preparation will be at a disadvantage. Examiners expect each candidate to be fully prepared to pass the rating.

Don't Forget!

For H and H-A candidates, be sure they are aware of the First Aid requirement so they can sign up for a course now. A copy (both sides) of their current First Aid card **MUST** accompany their application or it will be considered incomplete and returned to their RS. Proof of enrollment in a course is **not acceptable**; you must have completed the course by the application deadline and include a copy of the First Aid card with the H/H-A application.

Frequently Asked Questions

A vital part of taking a national test is the application. A complete, accurate application will ensure that it is processed properly and will allow you to concentrate on other preparations. Please review the following carefully:

How do I apply?

Discuss with your DC your interest in testing at the H-B, C-3, H, B, H-A and A level. The testing schedule and forms are available on the USPC web site at www.ponyclub.org (the application and other forms are under the forms section). You will need to send your completed application to the National Office by the postmark deadline. Your application is sent from your DC to your RS, who then checks the application for completeness and sends the application to the National Office. Check with your RS and DC for the *local and regional* deadlines.

What constitutes a complete application?

- candidate, DC, RS, and parent signatures
- Signed **Testing** Code of Conduct on page 2 of the application (with both parent and candidate signatures)
- Self-evaluation on page 2 of the application
- an **original** current USPC Release form signed by both candidate and parent/ guardian (**no** faxes or copies). **The Medical Conditions Release section must be filled out if applicable.**
- a **separate CLUB** check for each application (no personal checks accepted)
- a COPY, both sides, of the candidate's first aid certification card (H/H-A only)
- All sections of application filled out, including three test site choices

Note: If any of the above is missing, the application will be returned to the RS and will not be accepted until it is complete and will only be accepted with a **\$25 processing fee**. This processing fee may be paid with a personal check. **No applications** will be accepted postmarked after the application deadline. It is up to the DC and RS to double check these applications and make sure they are **complete before** the RS sends them to the office.

How old do I have to be?

- A H-B candidate must be 13 prior to January 1 and must be a member of Pony Club for 6 months and have attained the C-2 rating.
- A C-3 candidate must be 13 prior to January 1 and must be a member of Pony Club for 6 months and have attained the C-2 rating.
- A B candidate must be 14 prior to January 1 and have attained the C-3 and H-B ratings. (or the candidate attained the C-3 Traditional rating prior to August 1, 2007.)
- H/H-A and A candidates must be 16 prior to January 1 and have attained the H-B and C-3 rating for the H (or the candidate attained the C-3 Traditional prior to August 1, 2007) and the B rating for H-A.

Note: If you turned 25 prior to January 1, you are considered a Pony Club graduate and no longer an active member.

When is the National application deadline?

All H-B, C-3, H, B, H-A and A applications must be postmarked by the deadline. However, your DC and RS will establish local deadlines so they have time to endorse the applications, prepare checks, and get them in the mail. **NO** applications will be accepted after the application deadline.

Application deadlines will be enforced; late applications will be returned!

If I'm unable to take the test, can my test fees be applied to the next year?

No, test fees are not carried over into the next year. Any applicable refunds will be sent to the DC. It is the **candidates' responsibility** to notify the National Office, RS and test organizer immediately of a cancellation. No one will be removed from a test until we receive his or her notice of cancellation in writing by letter, fax, or e-mail.

Note: Candidates that are taking both their H-B/C-3 and B test will receive a **full** refund for their B test if they do not meet standard for the H-B or C-3 test.

Candidates that are taking both their H-B/C-3 and H test will receive a **full** refund for their H test if they do not meet standard for the H-B or C-3 test.

Candidates that are taking both their HA and A tests will receive a **full** refund for their A test if they do not meet standard for the HA test.

Do I need CPR or First Aid certification?

H and H-A applicants only are required to include current proof of First Aid certification with their applications. CPR is recommended, but not required. Any basic First Aid course is acceptable. (See H-A Standard for more details.)

I took the First Aid course last year; do I need to take it again?

Check the back of your certification card to see if it states an expiration date. Most courses are good for 3 years, but you can always check with the group that certified you to see how long their certifications are current.

Why didn't I get my first choice for a test site?

The National Test schedule is TENTATIVE until all the applications are received and candidates are placed in the test. If minimum numbers are not met for a region, the test cannot be held there. In addition, if a particular test is oversubscribed, candidates from that region have priority for that test. Any additional spots will be filled on a first come, first served basis (i.e. the received in office application date stamp), so the earlier you get your applications in the better chance you have of getting your first choice test site. It is very important that you carefully select three sites that will fit into your summer schedule so that we can assign you to another site if your first choice is not available. Candidates are asked to choose 3 test sites. We try to place candidates in their first choice site but if we are not able to do this then the candidate will be placed in their second or third test site choice. This is considered a valid assignment. Candidates are not guaranteed their first test site choice.

Can I change test sites?

Yes. However, a \$50 change fee (a personal check is acceptable) must accompany your written request for a change. No changes will be made until the request is received in writing with the change fee! Only **one** change of test site is allowed, and **no changes** may be made after 4 weeks out from the test. Exceptions to this may be granted by the Testing Committee Chair in unusual circumstances. **Note:** Change site candidates are **not** eligible for a refund.

Additional Regional test fees:

A region may pass on to the candidates expenses incurred in providing food, facilities, and use of horses (H-B and H-A/H only) unless the region elects to absorb these cost; these expenses are not to exceed **\$125** per candidate. Stabling may be separate. If these expenses are to be paid by the candidate, information to this effect must be sent to the candidates well in advance of the test and included in the Test Site Information Form returned to the National Office. No additional charges may be billed to candidates after a test.

Other things to think about:

Your membership and rating will be verified at the National Office. To be eligible for a national test in 2008, you must be a paid member for 2008 and the previous year (2007). Also, if you pass your C-2 after November 15th - before the new testing season, please check with your DC or RS to be sure your rating update was sent to the National Office.

You will receive a candidate packet of materials from the National Office sometime after the application deadline when the test assignments have been made. If you have questions, please contact the National Office.

If you have any questions please contact Laura Cannon at the National Office at 859-254-7669 or testing@ponyclub.org