

STUART RANGE CERTIFICATION PROCESS

* UNDERSTANDING THE CERTIFICATION LEVELS:

LINKS: [USPC CERTIFICATION DEFINITIONS](#) & [DEFINED by Mid California website](#)

- 1) [USPC CERTIFICATION PREPARATION](#) with web links for D & C levels
 - a. Checklists
 - b. SOP's
 - c. Test Sheets:
 - [D Level](#)
 - [C Level](#)

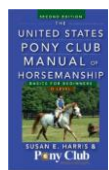
Make a copy of your (child's) **CHECKLIST & SOP's** : This covers all mounted and un-mounted required material.

Bring YOUR CHECKLIST to every mounted and un-mounted lesson throughout the year. Check off topics that are covered after each lesson. *Suggestion: keep it in the tack room of your horse trailer so you always have it with you.*

******Each member will need to provide their checklist to a DC for review **6 weeks in advance** of certification

- 2) **Start a record book** - he/she will need a minimum of 6 months of records.
 - a) [USPC RECORD BOOK AIDS](#)
- 3) **Start a Study Guide**
 - a) Local Level Certifications- USPC Study guides
 - b) [MID CALIFORNIA STUDY GUIDE _ D LEVELS WORKBOOK](#)
 - c) [MID CALIFORNIA STUDY AIDS & WORKBOOK _ C LEVEL](#)
 - d) Mid Cal Upper level study aids
- 4) **Purchase and Read your USPC Manual of Horsemanship** (available on Amazon)

Example:



5) Attend as many of the following activities as possible:

- a) Un-mounted lessons in your club
- b) Quiz Rally,
- c) mounted Prep Clinics
- d) un-mounted Clinics
- e) camps
- f) schooling shows
- g) lessons outside of Pony Club

6) REQUIRED before certifying:

4 MONTHS in advance of the targeted certification date the Member (together with parent's assistance if member is under 8 years old) must inform his/her DC that they are interested in certifying.

7) REQUIRED before certifying:

6 WEEKS in advance of the upcoming certification, schedule a date with your DC or instructor to:

- a) Hand in your **COMPLETED CHECKLIST** * (included in certification requirements)
- b) Hand in your **RECORD BOOK** for review
- c) Ask your DC or Pony Club instructor to **evaluate your PREPAREDNESS** for upcoming certification.

8) Read the USPC guidelines for club/center-level Testing:

Excerpt of guidelines:

USPC GUIDELINES FOR CLUB/CENTER-LEVEL TESTINGS:

LINK: [USPC GUIDELINES](#)

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“Pony Club tests, reflect more than just riding skills. The tests also indicate a member’s horse management knowledge, communication skills, ability to analyze and discuss various aspects of horsemanship, and leadership skills and maturity.

It is ESSENTIAL that prior to each scheduled testing, the District Commissioner (“DC”) or Center Administrator (“CA”), the Test Organizer (“TO”) designated by the DC or CA and Examiners review the “USPC Guidelines for club/center Level Testings” (“Guidelines”), the current SOPs for the levels/disciplines or tracks being tested, and the test sheets themselves. The most current guidance

available, including the SOPs, Test Sheets and Guidelines can be accessed on the USPC website. The Guidelines should be used in conjunction with the Club/Center Level Examiner Handbook for a complete understanding of the certification process and to ensure conduct of a proper, safe and comfortable certification for all candidates. Familiarity with Testing Guidelines is also very helpful to the Pony Club members and their parents/guardians.”

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III. POLICY AND GUIDELINES

A. DC OR CA CLUB/CENTER RESPONSIBILITIES INCLUDE:

- The proper administration and conduct of club/center level tests of its USPC members, D-1 through C-2.
 - Clubs and Centers must facilitate a testing opportunity a minimum of twice a year. This can be done within the club/center, with another nearby club/center (with the recommendation of their own DC or CA, and the invitation of the DC or CA and Organizer of the club/center conducting the certification), or at a regionally organized certification, (again with the recommendation of the member’s own DC/CA). Offering tests more often is absolutely appropriate if the number of candidates warrants it. **At no level is it appropriate for a candidate or parent to make arrangements for a testing outside the club/center or region** without full concurrence of their local club DC or center CA and Regional Supervisor (RS).

Provide an instruction program and tests that follow USPC Policies, Procedures and Guidelines approved by the Board of Governors of USPC, Inc. Instructional programs should be based on the SOPs, and must include the elements of the Standards; however club/center instruction **does not** have to be limited by/or solely to the Standards.

- Evaluate a member’s readiness, with assistance of qualified instructors, older Pony Club members or other qualified adults.** The SOPs describe the specific requirements for each level. A Pony Club member is ready for the new level if he or she is able to perform ALL the requirements for that level test in a supervised situation.
- The DC or CA can prescribe the use of the “Checklist” to assess a candidate’s readiness to test to the new level.** The Checklist, available for each testing level, is a useful tool for a candidate to prepare for a test. This is a matrix listing the individual skills required for each level and provides space for instructors or other observers to indicate their assessment of the candidate’s readiness to achieve the next level. These assessments can be done within or outside of the club/center or region instruction program, depending on club/center or region’s expectations and guidelines.
- In order to assist members’ preparation for a testing, the candidates should have a good attendance record at the local club/center or regional instructional opportunities.**

Success is a journey, not a destination.

*The doing is often more important
than the outcome.*

Arthur Ashe

Enjoy your journey! We will be there to support you.



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~ Stuart Range Pony Club

<http://stuartrangeponyclub.weebly.com/>