

Getting Started For Riders - Guidelines

Overview

The Learn to Ride/Drive Programs are self-paced and student/coach led; registration with the Alberta Equestrian Federation (AEF) is not required to begin participating in this program, however a valid AEF membership and/or other P/TSO membership is required.

Setting the date, time, and location of exams is done by the examiner, instructor/coach & student. It is recommended that participants purchase corresponding manuals, and work with an NCCP Certified Equestrian Instructor/Coach in their respective discipline for preparation in working towards completing the applicable rider/driver level exams. The cost of this program may vary depending on the instructor/coach helping with preparations, and depending on the examiner doing the testing. While the AEF does not regulate the fee that instructors/coaches and examiners charge for their time, it is recommended that this fee does not exceed the cost of a regular lesson fee.

Getting Started

1. Riders must purchase a current year [Alberta Equestrian Federation \(AEF\) membership](#) or prove current membership in another P/TSO.
2. It is highly recommended that riders also purchase the corresponding Learn to Ride/Drive Manual(s) as well as the Stable Management in Canada handbook. Manuals can be purchased at the [AEF Online Store](#).
3. Riders should download all program resources including rider rubrics, addendums, study guides and policies -- and review in detail.
4. Riders should then look to connect with an NCCP Certified Equestrian Instructor/Coach from the online Equestrian Canada Coaching Directory to start taking riding and theory lessons with the selected individual. Riders should communicate their desire to participate and learn from the Learn to Ride/Drive programs so the instructor/coach is familiar with their goals.
5. Once connected with an NCCP Certified Equestrian Instructor/Coach, riders should progress in working through the rubrics and manuals, as well as their regular riding lessons, to help develop and progress their skillset.
6. At the discretion of the regular instructor/coach, and once said instructor/coach feels riders are ready to be evaluated, testing may be arranged with a qualified examiner. Examiners are to be contacted directly by the rider and/or their instructor/coach to set up testing dates and locations. In some cases, the regular instructor/coach may be a qualified examiner; in such case, testing can be conducted this way, up to certain levels. For clarification, refer to the document that outlines restrictions and guidelines as to whom can test which level.
7. Testing dates are determined between the rider, their instructor/coach, and the examiner. Once determined, the examiner will organize an application to test, and will submit it to the AEF office for approval. This application must be into the AEF office at least two weeks prior to the desired testing date. Examiners are familiar with the application requirements and processes and will be able to answer student inquiries directly regarding this process.

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8. Once the examiner receives approval from the AEF office in writing, testing may begin.
9. Upon completion of rider/driver level testing, results are submitted for processing to the AEF office by the examiner within 30 days of the testing date.
10. Rider/driver level certificates and badges are issued by mail directly to candidates upon submission of successful results. Certificates and badges may take up to 30 business days from date of receipt within the office to be processed. Inquiries regarding status of certificates must be directed to the examiner, and the examiner may contact the AEF office.

For inquiries regarding the choice to challenge rider/driver level tests, exemptions, equivalencies, and re-testing, please reference the specific list of documents in the resource section of the Learn to Ride/Drive program webpage.

Questions?
Contact Alberta Equestrian Federation at
coaching@albertaequestrian.com