

COVID-19 Learn to Ride/Drive Examiner Application Process Guidelines

In order for a rider(s) to be able to be evaluated by an examiner, the examiner **MUST** submit the proper applications associated with testing to the Alberta Equestrian Federation (AEF) in a timely manner. Applications will only be accepted directly from the examiner, although they may request assistance from a program organizer in order to ensure all application requirements are organized, met, and submitted properly. Examiners may only examine within the discipline that they are certified within as an NCCP Instructor/Coach. The following items must be submitted a **MINIMUM of two weeks prior** to the testing date:

- Application to Host Rider Level Testing – 1 copy overall required;
 - Changes in testing dates must be communicated to the AEF Coaching Coordinator **IN WRITING**
- Candidate Application Form – 1 per rider required;
 - All riders must provide a valid AEF membership number or other valid P/TSO membership number on this form
- AEF Rider Level Examination COVID-19 Disclaimer form – 1 copy overall required;
- Payment of the AEF processing fee; set at \$25 per certificate per rider with a minimum purchase of at least one certificate per rider per testing period;
 - Payment should be collected by the examiner/organizer and submitted to the Alberta Equestrian Federation Office in full **as one singular payment for all riders**
 - Payment may be provided by Visa, Mastercard, Cheque (made out directly to the Alberta Equestrian Federation), or etransfer (please inquire for etransfer instructions)
 - Coaches, organizers, and examiners **MAY NOT** instruct individual riders to submit payment directly to the AEF
 - Examiners are responsible for setting and collecting their own fees for their time required to complete testing in addition to the processing fees outlined above

Applications not meeting the minimum two week time requirement noted above, will be declined. Applications may be submitted by mail, email, or fax attention to the AEF Coaching Coordinator.

Following submission of the above items, the AEF will carefully review each application in detail. Upon an application being reviewed and accepted, the examiner will receive an approval email from the AEF Coaching Coordinator indicating testing may proceed. Results from rider level testing **MUST** be submitted **no later than 30 days after the indicated testing date**. Testing papers must be **fully completed and filled out** or will be returned directly to the examiner with notice.

Rider results are then processed and the riders' certificates and badges are mailed directly to them. AEF reserves the right to take up to 30 business days to process exam results and may potentially take longer should larger volumes of results be submitted at similar times. If that is the case, the examiner will be notified immediately by AEF, and instructed to advise their riders accordingly. Riders are then welcome to begin to work on the next applicable rider level.

Examiners should ensure that their instructor/coaching credentials are up to date **PRIOR** to completing any testing for candidates. Failure to do so will result in application denial and or delayed certificates/badge issuance to riders. Examiners are required to sign an AEF Learn to Ride Examiner Code of Conduct prior to being able to

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complete any rider level testing and are expected to uphold the integrity, values, and morals of the Alberta Equestrian Federation at all times while conducting testing. Examiners who fail to follow proper application processes, submit incomplete results, submit results late, or fail to adhere to the code of conduct - risk having their examiner status revoked at the discretion of the AEF.

Note: Specific restrictions and guidelines are in place regarding who can examine which level within each program. Examiners must be familiar with these restrictions/guidelines.

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