

National Level Retest Procedures



General guidelines for all National Level Retest:

1. Must have recommendation of the original National Examiner (NE) test panel.
2. Retest of mounted, longeing, or teaching (H-B & H-A) may take place no sooner than 30 days after the original test. Retest of “knowledge” blocks (H-B & H-A) may take place no sooner than 1 week after the original test.
3. Candidates who become eligible for a retest during the current year have until December 1st of the following year to complete their first retest attempt.
4. The retest blocks can be taken an unlimited number of times until the candidate meets the standard. Any additional retest(s) must follow the above guidelines and take place prior to December 1st of the following year.
5. Subsequent retests do not need the original National Examiner test panel approval.
6. Candidates who are eligible to retest multiple blocks must complete ALL blocks at the same retesting event.
7. Candidates will be retested with the same expectations and protocol as done in their original testing.
8. Candidates must submit an online retest application and fee to the National Office prior to taking a retest.
9. Membership must be maintained in order to retest. Candidates who have not maintained their membership will be required to take the entire certification again.

Additional Guidelines for all National Level Retests:

SPECIFICS	H-B	H-A	C-3	B	A
What can be retested?	Five blocks	Two blocks	One block of the Riding test; in addition, one block of either bandaging OR longeing. <i>EV Phase 1:</i> One HM block and One Riding on the Flat block. <i>EV Phase 2:</i> One block of the Riding Over Fences.		One block <i>EV Phase 1:</i> One block of Riding on the Flat <i>EV Phase 2:</i> One block of Riding Over Fences.
How many National Examiners are needed for retest?	One NE plus I.O. <i>Exception:</i> No I.O. needed for retesting documents that are done via email.	Longeing and Teaching require 2 NE’s plus I.O. and all other blocks require 1 NE plus I.O. <i>Exception:</i> No I.O. needed for retesting documents that are done via email.	Longeing, bandaging, and ALL mounted blocks MUST be conducted with a least 2 National Examiners and an Impartial Observer (I.O.).		
How to Get Started	<ul style="list-style-type: none"> ● Candidate requests retest date and must follow guidelines for selecting a retest venue. ● Submit a retest application and pay the retest fee (information below) ● Selecting an I.O.: <ul style="list-style-type: none"> ○ For mounted, longeing, or H-A teaching blocks the organizer of the retest day, clinic, or testing will assign the I.O. ○ For “knowledge” blocks: the National Office Testing Coordinator will include RS/RIC or DC/CA on retest correspondence as one of these individuals will assist candidate in choosing an I.O. Guidelines for choosing an I.O. and the role of an I.O. can be found on the USPC website. 				

<p>Select a Retest Venue</p>	<p>Mounted, Longeing, and H-A Teaching</p> <ul style="list-style-type: none"> ● A regularly scheduled mounted National Level Test. ● A regularly scheduled unmounted National Level Test - ONLY with special permission from the National Office. ● A Regional Retest Day that has been requested by a region through the National Office. ● A mounted clinic (e.g., Prep Clinic or Standards & Curriculum Clinic, etc.) 	<p>Unmounted (“Knowledge”)</p> <ul style="list-style-type: none"> ● A regularly scheduled mounted or unmounted National Level Test. ● A Regional Retest Day that has been requested by a region through the National Office. ● Candidates can schedule a retest with an NE given prior approval from the National Office, this can include knowledge sections that require a live horse or props. ● Knowledge sections that do not require a live horse or props (e.g., farrier tools, shoes, tack) may be retested via a live video chat program. ● Candidates who are eligible to retest sections that involve documents which do not require face to face discussion (e.g., record books, conditioning schedules, lesson plans, and barn plans) may email, mail, or fax said document to a designated National Examiner for retest examination.
<p>Application and Fees</p>	<ul style="list-style-type: none"> ● \$75 for retest. Fee must be received before application is considered complete. ● Candidates who are eligible for multiple retests (e.g., C-3 and H-B) must submit a separate application and payment for each retest. ● Please do not submit a retest application until you are sure of the date and location of which you will retest. ● The retest application can be accessed through the candidate’s National Level Testing profile at https://www.ponyclub.org. Contact the USPC Testing Coordinator if you need assistance. 	
<p>Additional Retest Information</p>		
<p>Guidelines for Retesting Jumping Sections</p>	<p>Candidates must demonstrate a safe, effective warm-up over stadium fences of appropriate height to prepare the mount for retests of the Riding Over Fences or Riding in the Open sections. Confidence and control must be demonstrated in the warmup prior to continuing the retest.</p>	
<p>Guidelines for Retesting Using Skype, Facetime, or a live video chat program</p>	<ul style="list-style-type: none"> ● <u>Permitted for H-B retests & Specific Sections of H-A</u> ● Includes all sections of H-B retests. ● Includes the following eligible sections for H-A retests: <ul style="list-style-type: none"> ○ Stable/Farm Design and Management Plan (test sheet page 2, box 1) ○ Nutrition (test sheet page 2, box 2) ○ Conditioning (test sheet page 2, box 3) ○ 8-week Conditioning Plan (test sheet page 2 box 4) ○ Land Conservation (test sheet page 2, box 5) ○ Part 2 Veterinary Knowledge: Health Systems/Diseases (test sheet page 3, box 1) ○ Part 2 Veterinary Knowledge: Special Care (test sheet page 3, box 2) ○ Part 3 Teaching and Training: Teaching I (test sheet page 3, box 1) ○ Longeing I (test sheet page 4, box 1) ○ Rider Safety (test sheet page 4, box 3) ● Candidate and Examiner must set aside time for 1-2 "practice" calls to confirm the technology works sufficiently for the Examiner to adequately retest the box. ● Candidate should begin the retest chat session with a visual pan of the location to introduce the I.O. and allow the Examiner to confirm that there are no unnecessary study aids in view while the retest takes place. ● Suggestions for sections involving props (shoes, tack, toxic plants, evaluating hay, grain, bedding, and H-B teaching): 	

	<ul style="list-style-type: none"> o Tack, shoes, hay, grain, or bedding samples can be provided (independently of the candidate) by a RIC or RS. If not, the Examiner can use a photo bank of the tack & shoes to prompt discussion. For hay, grain, and bedding, <i>physical samples must be provided</i> for the candidate to view, touch, and smell. Examiner will encourage the candidate to discuss the smell and feel of the handled samples. o Photos of 3 toxic plants can be shown by the Examiner. A bank of 10-12 plants should be sent prior to the retest for study purposes. The list of plants from the original testing should be used if available. • H-B teaching can be filmed by the I.O. (using live video), capturing students (audience) and candidate, providing the sound and visuals needed by the Examiner to test sufficiently.
<p>Guidelines for Regional Retest Day</p>	<ul style="list-style-type: none"> • Requests for a Regional Retest Day must be submitted through the region’s online record at https://www.ponyclub.org. The request form is available on each region’s National Level Testing page. • Requests for a Regional Retest Day must be submitted to the National Office at least <u>4 weeks prior to the retest date</u>. • Candidates must submit an online National retest application and fee to be placed in the Regional Retest. • Regions may charge a Regional Fee, in addition to the National Fee. However, it is highly recommended that this fee does not exceed \$60.00. Regions oversee the collecting their fee. • Regions may contact National Examiners in their area to check on availability and willingness to examine at the Regional Retest Day. When filling out a Regional Retest Request, please indicate any preferred NE’s. <u>Examiners contacted by the region must be approved by USPC to test all certification levels that are anticipated for the retest day.</u> <ul style="list-style-type: none"> o If no preference is indicated, Examiner(s) will be assigned by the National Office. o Examiner(s) testing fees will be paid by the National Office. However, <u>all Examiner(s) travel expenses, housing, and meals must be covered by the Region.</u> o There is no minimum candidate number to constitute a viable retest set by the National Office. The hosting Region is welcome to set a predetermined minimum candidate number, but it is not required to do so. o The organizer of the Regional Retest Day will provide an Impartial Observer (I.O.). • Cancellation of a Regional Retest Day: <ul style="list-style-type: none"> o Cancellation for any reason will be at the discretion of the Region. o It is the responsibility of the Region to notify the National Office, retest candidates, and National Examiners of cancellation no later than two weeks prior to the start date. o In the event of cancellation, candidates will be entitled to a full refund of both their National retest fee and Regional retest fee. o The Region will be responsible for reimbursement of any airline reservations or other expenses that the National Examiners might have incurred in conjunction with the Regional Retest Day.

Please contact the USPC Instruction and Testing Coordinator with any questions: testing@ponyclub.org 859.254.7669 x 234



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