



Licensed Officials Checklist Overview

Purpose

- This PowerPoint will provide an overview of the licensed official application process.
- All applicants must start an online checklist application before starting any requirements.
- Prior to starting an application, applicants must be Active (competing) USEF members, pass a criminal background check, and be current on Safe Sport and Diversity, Equity, and Inclusion (DEI) training.
 - The time it takes the background check can vary, so please start this process well before you plan to start working on application requirements.
- Application requirements completed before starting an online application and having eligibility requirements (if applicable) marked as complete will not count.

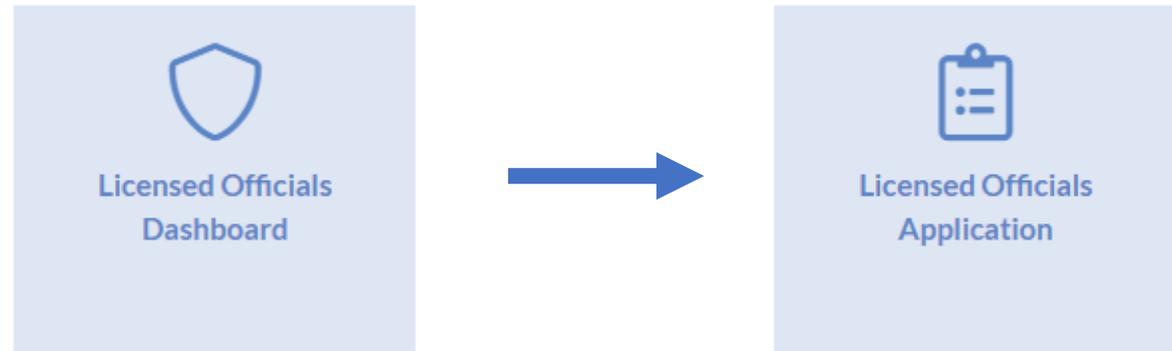
Process Overview

- Licensed officials applicants have access to an online checklist system which provides a visual overview of LO application requirements
- Applicants may be responsible for uploading requirements
- Affiliates and/or USEF will be responsible for confirming applicable eligibility and/or license requirements.
- Applicants will receive automatic emails when an item has been updated within their application



Applicant Process Flow

- Log into online USEF account
- Select the Licensed Officials Dashboard
- Select the Licensed Officials Application tile
- Start a licensing checklist
- USEF and/or Affiliate will confirm that eligibility requirements have been met
- Once confirmed, applicants will receive access to the checklist system
- Confirmations from USEF and/or Affiliate for licensing requirements
- Review by USEF staff
- Once reviewed and approved by USEF staff, applicant submits payment
- Applicant forwarded to Licensed Officials Committee (LOC) and COO for final review



Licensing Application Checklist

Thank you for your interest in submitting a USEF Licensed Official application. You may start a new application by clicking on the red "Start New Checklist" button at the bottom of the page. If you have already started a checklist, you can check your progress by clicking on the red "View" button next to the relevant license.

Please note the Deadline column next to your application. You must complete all application requirements by the deadline date.

Before you start an application for a license, please review the current requirements in the [Licensed Officials Policies & Procedures](#) document.

In order to start an application, you must be compliant with USEF's Safe Sport Policy, which includes completing Safe Sport Training and passing a criminal background check. You must also complete the Licensed Official Diversity, Equity and Inclusion (DEI) training. You can access the Safe Sport Training and background check on your [Licensed Officials Dashboard](#). The DEI training can be accessed by clicking the link below.

If you have any questions, please contact the USEF Licensed Officials Department at loinquiry@usef.org

Licensing Application Checklists

License	Deadline	Application Status
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[START NEW CHECKLIST](#)

- **Click Start New Checklist to start an application**

Licensing Checklist

Please complete the drop down menus below and click on the red "Start Checklist" button to start your licensed official application. Please note that you may only apply for one license with each submission.

If you have any questions, please contact the USEF Licensed Officials Department at loinquiry@usef.org

Alina Brazzil

5082867

Category *

National

Breed or Discipline *

Morgan

License Type *

Judge

License Level *

'r'

START CHECKLIST

USEF membership, DEI Training,
Safe Sport and background
check are confirmed here!

- Select the Breed/Discipline, License Type, and License Level for the license you would like to apply for.
- Click Start Checklist

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Licensing Application Checklists

License	Deadline	Application Status	
C1 Steward 'r'	1/6/2027	Not Submitted	VIEW
FEI Jumping Steward 'Level 1'	1/7/2027	Not Submitted	VIEW
Hunter/Jumping Seat Equitation Judge 'r'	1/25/2027	Not Submitted	VIEW
Hunter Judge 'r'	1/29/2027	Not Submitted	VIEW

[START NEW CHECKLIST](#)

- **Click View to review the application**

C1 Steward 'r'

The information below lists all of the application requirements you must complete before submitting your licensed official application to the Federation. If you must upload an application requirement, then a red "Upload Document" will appear next to the requirement. If an affiliate must confirm a requirement, then a "View Document" link will appear once they have uploaded the document, or if they have not submitted the item yet, "Not Submitted" text will appear next to the requirement.

Red status bars to the left of the requirement indicate that the requirement has not been completed. Once all of the requirements have green status bars and the checklist has been approved by USEF, click the red "Apply" button at the bottom of the page.

If your checklist requires the submission of Apprentice Evaluation or Verification of Officiating forms, those are located on the **Become Licensed** section of the website. You can select the breed/discipline from the Category drop-down menu, or type what you are looking for in the Keywords search. You can then download the respective form(s).

Once all requirements on your checklist are complete and marked as green, and USEF staff have approved your checklist, your Application Status will change to "Checklist Approved". You will then need to click the "VIEW" button to the right. Once you do that, click the red "APPLY" button at the bottom of the checklist. That will add the application to your Cart for payment. Applications will not be reviewed until payment is received.

If you have any questions, please contact the USEF Licensed Officials Department at loinquiry@usef.org

Application Status: Not Submitted

Due Date: 1/6/2027 • **Take note of your Due Date!**

Checklist Details

Practice measurements may be done with any horse/pony on the competition grounds. It does not have to be an animal presenting for official measurement. Practice measurements must also be signed by the Steward the applicant is working with and uploaded to the checklist to count towards the measurement requirements, if the applicant wishes to be a measuring Steward. The measurement form PDF can be found [here](#).

Apprenticing guidelines can be found [here](#).

Applicants must complete the requirements in the order defined below.

Exception: Applicants who have completed a minimum of six days of apprenticing with a minimum of two different 'R' C1 Stewards may attend the clinic and complete their apprenticing following the clinic.

Eligibility Requirements

Requirement	Status		
USHJA Membership	Approved		MORE INFO
USEF Competition Experience	Approved	UPLOAD DOCUMENT	MORE INFO

Application Requirements

Requirement	Status		
Online Training	Approved		MORE INFO
Apprenticeship	Incomplete	UPLOAD DOCUMENT	MORE INFO
Clinic	Pending USEF Approval		MORE INFO
Final Examination	Pending USEF Approval		MORE INFO

- Once the eligibility requirements are confirmed, you will see the **UPLOAD DOCUMENT** button if applicable.
- Click on **More Info** to see the specific requirements for that item.

Apprenticeship

- Must apprentice a minimum of 12 days at four different Federation licensed Hunter/Jumper competitions. A day is considered a minimum of six hours.
- One competition must be outside of the applicant's USHJA home zone.
- Apprenticeships must be completed with 'R' (Registered) C1 Stewards.
- The applicant must work with a minimum of four different 'R' C1 Stewards.
- Applicants must receive four positive apprentice evaluations.
- At least eight days must be at Federation licensed Hunter/Jumper competitions with a minimum of both a National Hunter Rating and Jumper Rating 2 or higher.
- Four competitions must be with different Managers.
- Exception: C2 Stewards and Dressage Technical Delegates may meet this requirement at a minimum of six complete days at two different Federation licensed Hunter/Jumper competitions (two different managers and two different C1 Stewards)
- Optional: If applying to be a Measurement Steward, the applicant must complete 10 horse or pony practice measurements.
- All apprentice evaluations and practice measurement forms must be completed and signed by the C1 with whom the applicant was apprenticing with.

Application Status: Checklist Approved

Due Date: 3/1/2024

Checklist Items

Requirement	Status	
Clinic	Approved - 7/5/2022	MORE INFO
Apprenticeship	Approved	9/13/2022: anne-judd-license-evaluation-morgan-medallion.pdf MORE INFO
Final Examination	Approved - 7/5/2022	MORE INFO

APPLY

- Once the application is approved by USEF, click **Apply** to submit payment
- Once payment is submitted, the application will be presented at the next available LOC meeting.

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Licensing Application Checklists

License	Deadline	Application Status	
Morgan Judge 'r'	9/13/2023	Applied	VIEW
Andalusian/Lusitano Judge 'r'	9/15/2023	Not Submitted	VIEW
Friesian Judge 'r'	9/15/2023	Not Submitted	VIEW

[START NEW CHECKLIST](#)



Questions and Comments

Questions can be directed to the Licensed Officials Department at loinquiry@usef.org.