

INSTRUCTIONS FOR RIDING INSTRUCTOR EXAM APPLICANT

Choose an exam date from the exam schedule. Complete the exam application.

Once your application is complete, mail your form with a \$20.00 check or money order (**cash is not accepted**) to the following address.

Department of Agricultural Resources
Equine Program
251 Causeway Street, Suite 500
Boston, MA 02114-2151
ATTN: Instructor Exam

Make check or money order payable to The Commonwealth of Massachusetts.
Incomplete applications or those without the proper fee will be returned.

Before you mail your exam application, did you remember to: **Write** down your desired exam date, **Sign** the application, **Have** your apprentice teacher complete the apprentice information section on the application, **Enclosed** a check or money order, payable to The Commonwealth of Massachusetts for the correct fee amount and authorized with your signature.

Once the Department receives your completed application with fee, and all is in order, a letter will be sent to you confirming your chosen exam date along with directions to the exam location.

Allow yourself adequate time to travel to the exam site in order to arrive prior to the start of the exam, 8:30 a.m. Exam administrators and proctors begin the registration of exam candidates and assign seating prior to the start of the exam.

Exam candidates who are late or do not appear for the scheduled exam will forfeit the exam fee. In such cases, exam candidates will be required to submit a new examination application and fee for another test date.

Refunds cannot be given.

As part of the exam registration process, the exam administrator or proctor will ask you to produce a positive **photo identification** such as a driver's license, passport, or military identification. If you **cannot produce** such positive photo identification, you **will not** be allowed to take the examination.

In addition, if your name does not appear on our exam listing **or** you do not have your exam confirmation letter, you will not be allowed to take the exam. Walk-in candidates cannot be admitted.

Candidates who disrupt the registration process will be disqualified from taking the exam and the registration fee **will not** be refunded. Once registered, all candidates will be assigned a seat and will be given further instructions.

A notification letter will be mailed to the residential address or P.O. Box you provided, indicating the exam results. This letter will indicate either PASS or FAIL.

To insure confidentiality, test results **will not** be given over the telephone.

Candidates who are **unsuccessful** in passing the exam may re-take the exam. To re-take the exam, you must submit a new examination application for another date with the appropriate fee.

For those **candidates who pass the exam**, you will be mailed an application to obtain a Riding Instructor License. This application for license, with proper fee, must be returned within 30 days of date on the license application.

Be advised, that passing the exam does not equate to being licensed to give Horseback Riding Lessons.

To receive your license; complete the application, attach the appropriate fee as indicated and mail to the following address:

Department of Agricultural Resources
Equine Program
251 Causeway Street, Suite 500
Boston, MA 02115-2151
ATTN: Instructor License

The license is valid from date of issue thru March 31 each year, unless it has been modified, revoked or suspended before that date. The Riding Instructor License Year runs April 1 thru March 31.

Each year, renewal applications for all licenses will be mailed out at least 30 days prior to the expiration date of the Riding Instructor License.

It is important that you notify the Department, 617-626-1797, anytime there is a change of address to ensure timely receipt of your renewal application.

STUDY MATERIAL – Please go to the Massachusetts General Law website www.state.ma.us/legis and review the following: Chapter 90, section 14; Chapter 128, sections 2A, 2B, 2D; Chapter 129, sections 44, 44A; Chapter 272, sections 77, 78, 78A, 80F, 86, 86A, 86B and the Rules & Regulations website www.mass.gov/agr and review the Horse Rules & Regulations 330 CMR 16:00.

Suggested books are:

The United States Pony club Manual of Horsemanship
Advanced Horsemanship B, HA, A Levels
By Susan E. Harris

The United States Pony club Manual of Horsemanship
Basics for Beginners D Level
By Susan E. Harris

The exam is multiple choice and will include but is not limited to the following.

Riding Theory; Safety; Horse Anatomy, Physiology and General Health Issues; Both English and Western Saddle and the Laws and Regulations on horses.