

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.

Commonwealth of Massachusetts
P. O. Box 419168 Boston, MA
02241-9168

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

All applicants will need to have completed a 6-month apprenticeship under a licensed instructor, including 60 hours of supervised instruction to mounted students, prior to being licensed as a Riding Instructor. Adequate proof of this apprenticeship or proof of licensing by another governmental entity should be submitted with your application. Any deficiencies must be addressed before your application status is "Approved for Licensure."

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

An email will be sent soon after the deadline for submitting applications has passed confirming that you are on the exam roster for your chosen exam date.

Allow yourself adequate time to travel to the exam site in order to arrive prior to the start of the exam, 9:00 AM (Check-in begins at 8:30, Exams in Amherst begin at a later time.) 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 may forfeit the exam fee. If the next available date is at the same location as the missed exam, you may be re-assigned to that exam after tests are graded and no test is evident for you. Only 3 persons may be carried over in this way to ensure rooms are not over-booked. 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 may not be allowed to take the exam. Late Registrants and Walk-in candidates are to be admitted at the proctors sole discretion, no test will be graded without the payment and exam application on file.

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 60 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:

Commonwealth of Massachusetts
P. O. Box 419168 Boston, MA
02241-9168

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 Calendar Year License Renewal Applications may be mailed out or emailed during the month of February, and are due by March 15.

It is important that you notify the Department, 617-626-1712, 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 272, sections 77, 80F. 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 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, Stables and Instruction.