

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



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MASSACHUSETTS DEPARTMENT OF AGRICULTURAL RESOURCES
DIVISION OF ANIMAL HEALTH
HORSEBACK RIDING INSTRUCTORS LICENSING POLICY STATEMENT ON
APPRENTICESHIPS AND TEACHING PERFORMED BY APPRENTICES

March 23, 2017

The Massachusetts Department of Agricultural Resources is responsible for licensing over 2000 horseback riding instructors across the Commonwealth. Each year over 200 newly qualified riding instructors are licensed after passing an exam administered by the Department and completing the required apprenticeship of at least six months, including 60 hours of directly supervised instruction to mounted students. The order in which these requirements must be completed is not specified within the controlling regulations at 330 CMR 16.00. The Department has determined that ensuring the licensee candidate has a basic knowledge of riding theory and safety is essential to protect mounted students being taught as part of the apprenticeship. In order to rectify concerns associated with an apprentice teaching mounted students, and to ensure a fair and consistent approach to this matter, the Department has implemented the following policy:

Every apprenticeship must be registered with the Department within thirty (30) days of its start date by filing a completed form provided by the Department. All apprenticeships shall take place at a licensed stable and under the supervision of a licensed riding instructor. Prior to teaching mounted students under the direct supervision of a licensed instructor, the licensee candidate must have already passed the state administered Riding Instructor exam. No time may be counted toward the required sixty hours of supervised teaching of mounted students unless the Department has recorded a passing grade on the exam for the licensee candidate. Licensee candidates currently apprenticing must submit the required form by June 1, 2017. If the licensee candidate has already begun their teaching hours, they must enroll in and pass the written exam on or before June 9, 2017 in order to have their accrued hours accepted. As of June 1, 2017, all apprentices need to pass the Riding Instructor exam before teaching mounted students and recording any hours. Approved log sheets will be provided.

Example:

An individual wishing to obtain a Riding Instructor's license issued by the Department must do the following: The Individual must seek out and arrange for an apprenticeship with a currently licensed riding instructor. The entire apprenticeship, including any directly supervised instruction of mounted students must take place at a licensed riding stable as allowed by that stable's operator. When all parties have agreed to support the apprenticeship, a Declaration of Apprenticeship form provided by the Department is signed by all parties and submitted to the Department. This form must be filed with the Department within 30 days of the start of the apprenticeship. The apprentice may then submit an application and the fee to take the Riding Instructors examination. Once the licensee candidate passes the exam, the mentor determines if and when the apprentice is ready to teach mounted students and to what extent. Once the apprentice has passed the exam, the mentor may allow, with the permission of the stable operator, the apprentice to begin the required sixty (60) hours of teaching mounted students under the mentor's direct supervision. The mentor must maintain a detailed record of those hours, as that account must be assessed by the Department prior to issuing a license to the apprentice.