



REQUIREMENTS for APPROVAL of AHA/USEF/EC RECORDED (r) ARABIAN DIVISION JUDGES

The AHA Accredited Judges List (the "recognized list") of USEF Recorded (r) and Registered (R) will be maintained and published in accordance with the standards and procedures listed below.

- **For complete USEF licensing information, use the following link:**
<https://www.usef.org/compete/resources-forms/licensed-officials/become-licensed>
- **For complete EC licensing information, use the following link.**
<https://equestrian.ca/coaches-officials/officials/become-official/>

USEF and/or EC LICENSING and AHA ACCREDITED JUDGE REQUIREMENTS

1. Apprentices must be at least 21 years of age.
2. The following **Eligibility Requirements** must be completed before initiating the 'r' application process requirements/apprentice judging with USEF.
3. Applicants must be Competing Members of USEF.
 - a) USEF Safe Sport training must be current.
 - b) Background check must be completed; there is a fee charged. It can take up to two weeks or longer so plan accordingly.
 - c) Diversity, Equity, and Inclusion training must be completed.
4. Applicants must be a current member in good standing with the Arabian Horse Association (AHA) for **two** consecutive years at the time the checklist is started.
5. Potential USEF Applicants must attend all online and in-person sessions of the AHA Exhibitors/Judges' School AND create a checklist through the Licensed Officials Dashboard on the USEF website BEFORE any apprenticing.
 - a) The USEF checklist must be created within six months after attending the School.
 - b) After the checklist is started with USEF, AHA will verify the requirement of attending the School and AHA membership.
 - c) Applicants have three (3) years after initiating the checklist to complete the apprentice work and the in-person Evaluation.
6. Please read the pertinent information in the USEF Policies and Procedures document.
<https://www.usef.org/forms-pubs/OYhdrG9wIEM/2/licensed-officials-policies-and>
7. **Application Requirements:** Procedures for apprenticing and the AHA Evaluation process.
 - a) An Apprentice Judge must obtain permission first from the Licensed Competition, followed by approval by the licensed official with whom they will be apprenticing.
 - b) The 'R' judge is required to discuss the evaluation with the apprentice and provide the apprentice with a copy of the entire evaluation form.
 - c) Completed apprentice evaluation forms will be uploaded by the applicant through the USEF portal. AHA is notified of the evaluation form being available and will then download the completed form. We recommend that you upload the completed form after each apprentice experience.
 - d) Applicants can apprentice with no more than one current member of the EEC.
8. Apprentice Evaluation form is on the USEF website <https://www.usef.org/forms-pubs/-AR3Vn3TME8/arabian-judge-apprentice-evaluation> as well as the AHA website:

NEW, EFFECTIVE 12/1/2024 – apprenticing will be counted in days, not only the number of shows. **IMPORTANT:** If you initiated the ‘r’ process through USEF following attendance at the December 2022, or December 2023 Exhibitors/Judges School, you continue with the number of USEF licensed shows. Applicants should refer to the apprenticing requirements within their online checklist application. Those who attended the December 2024 Exhibitors/Judges School and who attend in following years will utilize the new requirements. This following chart will help clarify the requirements.

<i>Date attended AHA School</i>	<i>Apprentice</i>	<i>Number of Judges</i>	<i>Number of Locations or Shows</i>
Dec 2024	Minimum 5 days (guideline of 6 hours minimum/day)	3 different “R” Arabian Judges	2 different locations
Dec 2023	Minimum 3 USEF licensed competitions	3 different “R” Arabian Judges	
Dec 2022	Minimum 3 USEF licensed competitions	3 different “R” Arabian Judges	

9. Applicants are not required to apprentice each day of a competition.
10. Apprenticing is limited to one Apprentice per arena. If it is a concurrent show with a different apprentice working with each eligible judge, take turns being in the arena, keeping in mind the number of hours recommended to count as a day.
11. Judges are limited to one Apprentice at any one time.
12. Concurrent shows: typically one USEF competition number, two separate AHA competition numbers.
 - a) If you attended the School in December 2022 or December 2023, concurrent shows count as separate competitions.
 - b) If you attended the School in December 2024, you count the number of days worked, not the competitions.
 - c) If it is a concurrent show with one apprentice, you can work with both judges (if they are “R”).
13. All shows must be USEF licensed, either Regular or Lite competitions.
14. Apprenticing at AHA Value Shows does not count towards the required number of apprenticeships but will be considered additional experience.
15. For both groups, the apprentice requirements and passing the AHA Evaluation must be completed prior to the due date of your checklist application. The USEF website shows the expiration date – pay attention if you are getting close to three years since initiating the application process.
16. The **AHA Evaluation** is held in person, scheduled annually, and is limited to 20 applicants.
17. Complete the online application for Evaluation by the deadline posted on the AHA website: <https://www.arabianhorses.org/judges-stewards/seminar-schools>
 - a) As part of the application, provide names and contact information for at least eight (8) current AHA members for references, giving their complete name and working email address.
 - b) Of the eight (8) references, a minimum of five (5) must be currently licensed Arabian judges and/or Category 2 Stewards.
 - c) Reference forms will be emailed by the Commissioner’s Office to the listed references.
18. All applicants must pass each of the following components of the AHA Evaluation, some of which may be offered as online testing.
 - a) AHA-administered written examinations; passing scores vary from 80-85% depending on the exam.
 - b) Video testing; scored using the same method as the majority of horse/livestock judging contests.

- c) Live Judging of in-hand and performance classes; live judging is scored using the same method as the majority of horse/livestock judging contests.
 - d) AHA administered interviews conducted by EEC members and others as appointed by the Commissioner. A standard evaluation form with scoring rubric is utilized. Passing score is overall 4 out of 5 possible points
19. Complete the USEF application process to obtain a valid and current judge's card in the Arabian Division from the US Equestrian Federation.
 20. EC Requirements: Canadian residents must complete the Equestrian Canada requirements and be granted and maintain an EC 'r' license.
 - a) Requirements include attending the AHA Exhibitors/Judges School and successfully passing the AHA Evaluation in order to be on the AHA List of Judges.
 - b) The first step is to complete the EC Official Program Status Application.
 21. Other equestrian federation or association judge's cards may be recognized subject to the written approval of the AHA Judges & Stewards Commissioner.
 22. After final approval from USEF or EC as a recorded (r) judge, the individual will be included on the list of AHA accredited judges.

NOTE: Maintenance Requirements, once the 'r' license is granted

- Judges must attend the Federation/AHA Judges' Seminar every three years, including completing any online portions that may be required.
- USEF and EC licensed judges must maintain AHA membership in good standing.
- USEF Licensed Judges must pass a USEF administered written examination with a score of 85% or higher every three years and maintain all USEF requirements, including Safe Sport and the Background check.
- EC Licensed Judges who are not also USEF judges must maintain EC requirements.

ADDITIONAL INFORMATION/RECOMMENDATIONS

1. Read the USEF Apprentice Guidelines <https://www.usef.org/forms-pubs/Zsl7yN6FqtM/apprenticing-guidelines>
2. Download and review the AHA Apprentice information and optional tracking form at <https://www.arabianhorses.org/judges-stewards/judge/>
3. Track the classes that you apprentice to assure yourself that you have been exposed to judging a wide variety of classes. We developed a form that you are welcome to use for this purpose. There is no requirement to submit this tracking form to either AHA or USEF.