



March 2008

Approval Information for Horsemanship Skills Examiners Responsibilities of Examiners, Trainers* & Extension Educators

Counties or regions will periodically need to conduct training sessions to approve official Level 1-2 Examiners. Please review and follow these steps to ensure that examiners are properly trained.

- 1) All **Level 1-2 Examiners** must receive training and be approved by an official **Examiner Trainer**.
 - * Level 1-2 Examiners conduct Level 1-2 testing at local level.
 - * Level 3-4 Examiners conduct Level 3-4 testing at the district or state level.
 - * Examiner Trainers train Level 1-2 Examiners.
- 2) Counties should contact an Examiner Trainer to schedule examiner clinics for their county, region or district.
- 3) All **Level 1-2 Examiners** must be screened volunteers or extension educators. Volunteers **must** have the recommendation of their local extension educator and submit a signed, **Level 1-2 Examiner Recommendation Form**. These forms must be submitted prior to or upon arrival at the examiner clinic. Volunteers will NOT be allowed to participate in the clinic without a recommendation form signed by their county extension educator.
- 4) **The Examiner Trainers and the extension educator in charge of coordinating the clinic** must complete a Summary Sheet of all examiners approved at each training session. The summary sheet will contain the name and county of each approved examiner and the date approved. Use one Summary Sheet per county.
- 5) **The extension educator** will send all the Summary Sheets **and** a copy of the completed Recommendation Form for each examiner to:
 - Extension Horse Specialist (Youth)
 - Penn State University
 - 324 Henning Building
 - University Park, PA 16802-3503

Examiner Trainers should work with the extension educator to ensure this information is submitted immediately after approval so examiners can begin testing as soon as possible.
- 6) **A summary sheet of approved Level 1-2 examiners will be sent to each county extension office office. This should be kept on file for county use.**
- 7) All **Level 3-4 Examiners and Examiner Trainers** will be screened volunteers or extension educators trained and approved by the PA 4-H Horse Program Development Committee. Level 3-4 Examiners and Examiner Trainers must submit a signed recommendation form from their county extension educator in order to participate in examiner clinics.
- 8) A list of Examiners and Examiner Trainers is available on the 4-H horse program website at: www.das.psu.edu - click on horses, then 4-H Horse Program.

Thank you for your help and cooperation!

The Horsemanship Skills Program is an optional 4-H educational opportunity where learning is more important than passing or awards. Developing knowledge and promoting safety of youth is the goal at every level of this program.

March 2008

Criteria for Approval of Examiners and Examiner Trainers

Pennsylvania 4-H Horsemanship Skills Program

Criteria for Approval of Level 1-2 Examiners: (conduct Level 1-2 testing at local level)

- ✓ Basic horsemanship and handling knowledge
- ✓ Screened volunteer, extension educator or staff
- ✓ Completed Examiner Recommendation Form
- ✓ Approval of County Extension Educator
- ✓ Attend ALL sessions of Level 1-2 Examiner Clinic, demonstrate ability to recognize proper execution of skills in **Levels 1-2***, *and* obtain approval of Examiner Trainer that conducted the clinic.

Criteria for Approval of Level 3-4 Examiners: (conduct Level 3-4 testing at district/state level)

- ✓ Advanced horsemanship and handling knowledge
- ✓ Screened volunteer, extension educator or staff
- ✓ Completed Examiner Recommendation Form
- ✓ Approval of County Extension Educator
- ✓ Approved Level 1-2 Examiner *and* participated in Level 1-2 testing of at least 10 4-H members (or with approval of Development Committee)
- ✓ Attend ALL sessions of Level 3-4/Examiner Trainer Clinic, demonstrate ability to recognize proper execution of skills in **Levels 3-4***, *and* obtain approval of Examiner Trainer(s) that conducted the clinic.
- ✓ Approval of Pennsylvania 4-H Horse Program Development Committee
- ✓ All Level 3-4 Examiners must conduct their first three - five Level 3-4 tests with at least one designated representative of the Development Committee (see attached list).

Criteria for Approval of Examiner Trainers: (train Level 1-2 Examiners)

- ✓ Advanced horsemanship and handling knowledge
- ✓ Screened volunteer, extension educator or staff
- ✓ Completed Examiner Trainer Recommendation Form
- ✓ Approval of County Extension Educator
- ✓ Approved Level 1-2 Examiner *and* participated in Level 1-2 testing of at least 10 4-H members
- ✓ Attend ALL sessions of Level 3-4 Examiner Trainer Clinic, demonstrate ability to recognize proper execution of skills in **Levels 3-4***, and obtain approval of Examiner Trainer(s) that conducted the clinic.
- ✓ Must work with designated representative of PA 4-H Horse Program Development Committee, and/or have approval of designated representative to conduct training of Level 1-2 Examiners.
- ✓ Approval of Pennsylvania 4-H Horse Program Development Committee

* Potential Examiners and Examiner Trainers will be tested on their ability to properly evaluate riders/handlers in mock testing at examiner clinics. A minimum score will be determined that is the standard for acceptance. Persons approved as Examiners and Examiner Trainers must meet this standard and have the approval of the Development Committee.

March 2008

Level 3-4 Examiners & Examiner Trainers
Designated by PA 4-H Horse Program Development Committee

Pennsylvania 4-H Horsemanship Skills

At least one of the following people must participate in the first three - five Level 3-4 Horsemanship Skills tests conducted by each Level 3-4 Examiner:

Jim Bower	Westmoreland Co.	724-446-3483
Pat Comerford	Centre Co.	814-863-3657
Brian Egan	Centre Co.	814-863-0569
Patty Kelly	Westmoreland Co.	724-834-0180
Pam Nealer	Indiana Co.	724-354-3284
Patti Specht	Somerset Co.	814-443-2411 or 814-442-1614
Carla Weaver	Centre Co.	814-349-9829
Donna Zang	Butler Co.	724-287-4761

