

## Procedures for Certification of County 4-H Horse Measurers Responsibilities of Measurer Trainers

Counties will need to conduct training sessions periodically to certify official county 4-H horse measurers. The following procedures should be used to identify properly trained leaders and agents to measure animals for 4-H horse events, and provide them with certification cards as quickly as possible. Please review the following steps that should be followed to ensure that measurers are properly trained and certified.

- 1) All **County Certified Measurers** must receive training and a recommendation from an official **Measurer Trainer**. All **Measurer Trainers** must receive appropriate training and certification as determined by the PA 4-H Horse Program Development Committee. A list of measurer trainers is available on the 4-H horse program website at: [www.das.psu.edu](http://www.das.psu.edu) - click on horses, then 4-H Horse Program, then resources.
- 2) Extension agents from the home county of the trainee must recommend and submit a **County Certified Measurer Recommendation Form** for each trainee. Ideally these forms should be signed by the agent and brought with the volunteer to the certification clinic.
- 3) **Measurer Trainers** should maintain a list of all successful participants (and their county) from each of their training sessions.
- 4) The **Measurer Trainer or extension agent** should send a list of successful participants, and a copy of their completed recommendation forms to:

Pat Comerford  
Penn State University  
324 Henning Bldg.  
University Park, PA 16802-3503

**Trainers/agents should send the list of participants that have successfully completed certification as soon as possible so that measurers can receive their cards in a timely manner.** Any type of list is acceptable, provided it includes the participants' names, the county in which they are a leader, and date of training.

- 5) When a recommendation form is received in the state office, an official measurer certification card will be sent to the county extension office to be distributed to the trainee.
- 6) A list of certified measurers should be maintained in each county office. A statewide master list will be updated periodically on the 4-H horse program website at: [www.das.psu.edu](http://www.das.psu.edu) - click on horses, then 4-H Horse Program, then resources.

***Thank you for your help and cooperation!***