

AFA Certification Host Site Review

Examiner _____ Date _____ Location _____ Region _____

On a scale of 1-10 Please rate the following:

1-unacceptable, 5-acceptable, 7- good standard,10-excellent, N/A- Not Applicable or Not Attended, Comments

1.Certificate Of Liability - This insurance must be for an amount of \$1,000,000.00 or greater and must list the AFA as an additional insured.

1 2 3 4 5 6 7 8 9 10 N/A _____

2. Certification Coordinator - Acts as the contact person. Handles all advance organization. . Recruits, coordinate, and where necessary - train staff and supervises volunteers prior to and during certification. Ensures volunteers are properly equipped, is available at all times during the event and is responsible for final clean-up of certification site. An Assistant Coordinator may be desirable at large certifications

1 2 3 4 5 6 7 8 9 10 N/A _____

Pre-Registration to be sent to Examiner 10 days before event. Pre-registration is needed to facilitate planning for horses, staff, and materials. Candidate data: Name, address, phone number, date of birth, AFA membership number Level of certification and areas of the certification examination to be taken. Special Accommodations – does the candidate require that the Written Exam be read or translated?

1 2 3 4 5 6 7 8 9 10 N/A _____

Host Site: Water, electricity and restrooms are a must. Ensure that comfortable, quiet, well lit room, chairs, tables or desks are available. Spacious, clean, well lit, flat (preferably) covered areas are available for practical work. Forges must be allowed in the facility chosen.

Written Test Area 1 2 3 4 5 6 7 8 9 10 N/A _____

Shoeing environment 1 2 3 4 5 6 7 8 9 10 N/A _____

6. Certification Coordinator in consultation with the Approved Examiner coordinates the organizational structure of the event which allots time for: Registration at least one hour before testing is to begin, **Staff Orientation Meeting...** provides the Approved Examiner with an opportunity to give instructions to and coordinate final plans with the Certification Coordinator, Approved Testers, Approved/Provisional Examiners and/or Provisional Testers, and other staff before meeting with candidates, **Candidate Orientation Meeting** review the event schedule and give instructions before the tests begin. The Certification Rules are read and candidates have the opportunity to ask questions of the Certification Coordinator and Approved Examiner, **Conclusion** - allows the Approved Examiner and On-Site Registrar to finalize paperwork.

1 2 3 4 5 6 7 8 9 10 N/A _____

Testers: One tester is needed for every five horses to be evaluated. Only Approved or Provisional Testers used.

1 2 3 4 5 6 7 8 9 10 N/A _____

Prompt/Available 1 2 3 4 5 6 7 8 9 10 N/A _____

Evaluation of work 1 2 3 4 5 6 7 8 9 10 N/A _____

On-Site Registrar - Pre-register candidates. Make individual test packets using pre-registration information. Distribute test packets to candidates at certification site filling in needed candidate data on all forms. Confirm accuracy of pre-registration data with each candidate. Collect any unpaid fees and new AFA memberships. Collect and attach any prior partial completion forms to current form. (Candidate's present partial completion forms indicating portions of an exam level successfully completed at a previous certification examination.). Issue receipts. Collect shoe displays to be evaluated. Late registrations may be accepted at the discretion of the Certification Coordinator and the Approved Examiner. Record candidate data on the Certification Report Form. Provide pens/pencils for candidates during written exams, if needed. Provide tape recorder and tape for any oral examination accommodations. Make final accounting of all paper work and fees when the event is completed. Assistant Registrars may be useful at large certifications

1 2 3 4 5 6 7 8 9 10 N/A _____

Steward / Horse Wrangler - Organizes shoeing area and rig set up. Arranges for suitable horses to be brought to the event site. Provides extra horses in case of problems. Supervises the assignment of horses to candidates under the direction of the Approved Examiner. Ensures the safe handling and care of horses at the event site. Furnishes replacement horse if needed. Horse handlers are to be provided by each individual candidate.

1 2 3 4 5 6 7 8 9 10 N/A _____

Horse Quality 1 2 3 4 5 6 7 8 9 10 N/A _____

On Call Veterinarian 1 2 3 4 5 6 7 8 9 10 N/A _____

Additional Considerations: Extra Horses and Extra Approved Testers

1 2 3 4 5 6 7 8 9 10 N/A _____

Overall Experience:

Successful 1 2 3 4 5 6 7 8 9 10 N/A _____

Recommend for future certifications

1 2 3 4 5 6 7 8 9 10 N/A _____

Other Comments _____

