

Checklist for Proceeding through the Kansas 4-H Horse
STANDARD OF EXCELLENCE ACHIEVEMENT
LEVELS I, II, III, and IV

Updated 3/15/2007

1. Come to the Douglas County Extension Office and pick up a Level 1 Horse Study Guide and form to order the Level 1 written test.
Be sure to ask for the *Resource Guide to Studying*.
Resource books available at the Extension Office include:
 Youth Leadership (available for check-out one week at a time)
 Horse Industry Handbook (available for check-out one week at a time)
 Horse and Horsemanship books and Horse Science books
 (set given to each community club- 2002). You may also purchase these books at the Extension office for less than five dollars.

2. Take the study guide home and study a lot.
 Use subject matter worksheets to prepare for the knowledge exam.
 Complete Leadership requirements found in Section II for each level.
 Fill out the front page of the participant manual, including 4-H member and parent signatures.

3. Make an appointment with the County Extension Office to take the written test on-line at the Extension Office. If you pass the written test, you will receive a certificate signed by a County Agent that verifies you passed the test.
 Make checks payable to the Kansas 4-H Foundation for the tests. A written test is \$5, and a riding test is \$5.
 If completing only the knowledge portion (Horseless Horse members and those who only plan to show at halter), then complete just the knowledge portion and pay \$5.
 If planning to take the horsemanship exam, enclose a total of \$10 for both tests.
 The Extension Office will send in your check and written test certification to the State 4-H Office.
 If you fail the written test, you will need to study some more and make a second appointment with the Extension Office to take the written test again. You will need to pay \$5 for the second test.

4. Once the State 4-H Office receives your check and written test certification, they will mail a riding Skill Test Evaluator's Sheet directly to you. You will need to present this sheet to a certified riding skill test evaluator when you take the riding horsemanship test.
 A list of current certified evaluators is available at the Extension office.
 Your certified evaluator must not be from Douglas County.
 Other testing options may be made available on a county or a area basis.
 Many counties adjacent to us allow 4-H'ers from other counties to attend their riding test if they make a prior appointment.

In addition, many certified testers attend circuit shows in the spring and summer and will offer testing there as well, by appointment.

5. You will need to bring the riding Skill Test Evaluator's Sheet and county 4-H Horse ID papers to the testing site.
6. Upon completion of the Level 1 riding horsemanship test, the evaluator will send in his/her evaluation of your test to the State and they will inform you if you have passed or not.
7. If you pass (a very high percentage do), the State Office will send you an Official Certificate of Completion for Level I. You may then continue the process through Level 2 starting with the study guide, then the written test, then the riding horsemanship test.
8. **DISTRICT AND STATE CONTESTS and SHOW PARTICIPATION**

Junior (ages 10-13)

Youth who wish to participate at the District and/or State horse shows in the riding classes must have successfully met the requirements of all three sections of Achievement Level I prior to the entry deadlines. Those who wish to participate in just the showmanship and halter classes need to complete the knowledge and leadership sections of Level I, plus pass the Ground Work portion of the skill test prior to the entry deadlines.

Senior (ages 14 to 18)

Seniors who wish to participate in the District and/or State horse shows in the riding classes must complete all three sections of Achievement Level II prior to the entry deadline. Showmanship and halter class participants need to complete the knowledge and leadership sections of Level II, plus the groundwork portion of the skill test of Achievement Level I prior to the entry deadline.

Senior youth who wish to participate in the 2-year-old snaffle bit futurity and the 3-year-old futurity projects must be Achievement Level II certified prior to entry for the Kansas State Fairhgxh.

Participants who wish to participate in the Level III Horsemanship at state fair must be Achievement Level III certified prior to the State Fair entry date.

Participants who wish to participate in Level IV Horsemanship at the State Fair must be Achievement Level IV certified prior to the State Fair entry date.