

When you want to start your “C” proficiency certificate you need to follow the following steps

1/4/2021

- Purchase C workbook through the My Pony Club Portal.
- Make sure you have the current syllabus. Technical criteria these can be downloaded from the web page.
- When you have completed your C workbook fill in a “C” certificate nomination. You will need your clubs help with this as they need to sign the form, once club has sign send to your Zone
- Coordinator for their signature. Then application gets sent to TC Ann Olsen ann.olsen@bigpond.com
- An examiner, testing date and venue is then organised by your zone coordinator, who notify the TC
- You will need to complete the written paper either online or in hard copy, this will then go to the examiner for marking.
- Your workbook is then sent to the examiner for marking.
- You need to make sure you are ready for testing. Have you got a copy of the criteria and have you read through to make sure you are happy you can do every single thing that is on the criteria. Work through this with your club instructor.
- **On the day of testing, you need to make sure**
 - You arrive in plenty of time and are ready by the appointed time.
 - You have your full official Pony Club uniform e.g. shirt, tie and jumper. Make sure your uniform is clean.
 - Your gear is clean including saddle cloth
 - You have washed your horse’s mane and tail and have no grass seeds or scurf
 - Your horse’s feet are in good condition and oiled
 - You have boots or bandages for travel (leg and tail)
 - You have a rug for the rugging section
 - You have a coach to help on the day if needed (you can get help with things if you are having trouble on the day)

- You bring your attendance card