



## **ROAP Accreditation Policy**

*Education + Examinations + Experience = Accreditation*

To become accredited, the applicant must:

**#1 Attend the required educational component of the Racing Officials Accreditation Program as specified for the type of accreditation**

- **Flat Racing**

All persons must attend the 60-hour accreditation school.

- **Harness Racing**

All persons must attend the 60-hour accreditation school except those who have:

(1) Successfully completed a USTA Extended Officials School,

(2) Been or are licensed by the USTA as a presiding steward/judge or associate steward/judge, and

(3) Had at least 150 days as a steward/judge need only attend a short course or other preparatory seminar of 16 hours conducted by an Accredited Stewards/Judges School\* prior to taking the written and oral examinations.

Those who have not completed a USTA Extended Officials School, but with 450 days of experience as a licensed harness steward/judge need only attend a short course of 16 hours given by an Accredited Stewards/Judges School\* prior to taking the written and oral examination.

*\*The USTA is recognized as an Accredited Stewards/Judges School for the purpose of conducting short course or other preparatory seminars required as a prerequisite for taking the written and oral examinations.*

- **National Steeplechase Association**

Attend a three day NSA accreditation school.

## **#2 Pass all required sections of the examination**

### **Harness and Flat:**

The five exam sections consist of:

- an oral exam
- a film analysis exam
- a written exam comprised of three sections
  - medication and drug testing
  - legal and regulatory issues in racing
  - general rules and regulations.

A person failing any section of the examination may retake that section a maximum of two times. If the examination is not successfully passed after the requisite retakes, the individual must retake the portion of the school related to the failed exam. Only the failed examination will need to be retaken.

### **National Steeplechase Association**

- Pass all required exams: pre-school essay, oral/video (mock hearing), and written (open book).
- The oral/video exam takes place during the school while the written exam is held 3-6 weeks after the school is concluded.

## **#3 Possess the required amount of experience in the racing industry**

Applicants for racing official, steward and judge accreditation may participate in an accreditation course and complete examinations before or after acquiring the racing experience required for accreditation. Experience can be obtained through employment or shadowing of an official. Days credited for shadowing an official can only account for a maximum of 10% of the required days needed to achieve the base level (Accreditation Level III) status. Shadowing days cannot be used for Level II or I accreditation status. Click [here](#) for shadowing forms. All experience forms must be approved by a supervisor.

## Experience Criteria and Levels of Accreditation

### FLAT RACING

(1) The minimum experience qualifications for **Flat Racing Accreditation Level III (base level)** are:

- (a) At least 225 race days, within 10 years, of experience as a licensed racing official as defined by the Racing Officials Accreditation Program, (i.e., steward, racing secretary, director of racing, assistant racing secretary, horse identifier, patrol judge, paddock judge, clerk of scales, starter, placing judge, official/regulatory veterinarian or other racing official as designated by the Racing Officials Accreditation Program). Graduates of the University of Louisville or University of Arizona with a bachelor's degree in the Racetrack/Equine Industry Program shall receive credit for 100 days of experience and thus must complete only 125 additional days as a licensed racing official within 10 years. Participants in the ROAP Apprenticeship Program shall receive credit for up to 56 days of the apprentice program; or
- (b) Experience in the pari-mutuel horse racing industry as a licensed trainer or jockey for (i) 5 years (average 200 starts per year for jockeys and 100 for trainers) and 150 days experience as a racing official; or (ii) 10 years (same starts requirements) and 100 days experience as a racing official; or (iii) 15 or more years (same starts requirements) and 50 days experience as a racing official or completion of Stewards or Judges Internship Program.

*If (a) or (b) is not applicable, a person may request (in writing) satisfaction of the minimum experience qualifications for Flat Racing Accreditation Level III pursuant to one or both of the following experience criteria and by providing documentation supporting that request.*

- (c) Presently employed as a Steward/Judge for a length of time in the opinion of the Racing Officials Accreditation Program to meet the requirements above; or
- (d) Experience in the horse racing industry of a character and for a length of time sufficient, in the opinion of the Racing Officials Accreditation Program, to meet the requirements above.

**\*Note: Days worked as a Steward to meet the minimum requirements under section (1) can be counted toward the 50 days required to achieve Flat Racing Accreditation Level II status.**

(2) The minimum experience qualifications for **Flat Racing Accreditation Level II** are:

- Has met the experience requirements of Flat Racing Accreditation Level III (a, b, c or d); and

- Has worked at least 50 racing days as a Steward during the past three years, and
- all continuing education requirements are current.

(3) The minimum experience qualifications for **Flat Racing Accreditation Level I** are:

- Has met the experience requirements of Flat Racing Accreditation Level III (a, b, c or d); and
- Has at least five years' experience **AND** 200 racing days as a Steward, and
- all continuing education requirements are current.

## **HARNES RACING**

(1) The minimum experience qualifications for **Harness Racing Accreditation Level III (base level)** are:

- (a) At least 225 days, within 10 years, of experience as a licensed racing official as defined by the Racing Officials Accreditation Program, (i.e., judge, racing secretary, director of racing, assistant racing secretary, horse identifier, patrol judge, paddock judge, clerk of course, charter, program director, starter, official/regulatory veterinarian or other racing official as designated by the Racing Officials Accreditation Program). Graduates of the University of Louisville or University of Arizona with a bachelor's degree in the Racetrack/Equine Industry Program shall receive credit for 100 days of experience and thus must complete only 125 additional days as a licensed racing official within 10 years. Participants in the ROAP Apprenticeship Program shall receive credit for up to 56 days of the apprentice program; or
- (b) Experience in the pari-mutuel horse racing industry as a licensed trainer or driver for (i) 5 years (average 200 starts per year for drivers and 100 for trainers) and 150 days experience as a racing official; or (ii) 10 years (same starts requirements) and 100 days experience as a racing official; or (iii) 15 or more years (same starts requirements) and 50 days experience as a racing official; and completion of Stewards or Judges Internship Program

*If (a) or (b) is not applicable, a person may request (in writing) satisfaction of the minimum experience qualifications for Harness Racing Accreditation Level III pursuant to one or both of the following experience criteria and by providing documentation supporting that request.*

- (c) Presently employed as a Judge for the length of time in the opinion of the Racing Officials Accreditation Program to meet the requirements above; or
- (d) Experience in the pari-mutuel racing industry of a character and for a length of time sufficient, in the opinion of the Racing Officials Accreditation Program, to meet the requirements listed.

**\*Note: Days worked as a Judge to meet the minimum requirements under section (1) can be counted toward the 50 days required to achieve Harness Racing Accreditation Level II status.**

(2)The minimum experience qualifications for **Harness Racing Accreditation Level II** are:

- Has met the experience requirements of Harness Racing Accreditation Level III (a, b, c or d); and
- Has worked at least 50 racing days as a Judge during the past three years, and
- all continuing education requirements are current.

(V)The minimum experience qualifications for **Harness Racing Accreditation Level I** are:

- Has met the experience requirements of Harness Racing Accreditation Level III (a, b, c or d); and
- Has at least five years' experience **AND** 200 racing days as a Judge, and
- all continuing education requirements are current.

*The USTA has additional educational opportunities and requirements such as those listed below. Please contact the USTA for additional information*

*The USTA will continue to license other officials and offer educational programs for these officials. Officials who wish to qualify for accreditation as stewards/judges must hold a valid USTA officials license thereby meeting all licensing requirements of the USTA in order to qualify for accreditation as a steward/judge.*

*Candidates for presiding steward/judge must have at least 150 days of experience as an associate judge as defined by the United States Trotting Association (USTA).*

*Candidates for associate steward/judge must have at least 150 days of experience as a licensed racing official as defined by the USTA (i.e.; racing secretary, identifier, clerk of course ,program director, patrol judge, paddock judge or other racing official as determined by the Racing Officials Accreditation Program).*

### **NATIONAL STEEPLECHASE ASSOCIATION:**

(1)The minimum experience qualifications for **NSA Accreditation Level III (base level)** are:

- Has passed all of the required exams, and
- Has observed for at least three meets in the Stewards' Stand, and
- all continuing education requirements are current.

(2)The minimum qualifications for **NSA Accreditation Level II** are:

- Has met the experience requirements of NSA Accreditation Level III, and
- has worked a minimum of 3 NSA race meets as a Steward, and
- all continuing education requirements are current.

(3)The minimum qualifications for **NSA Accreditation Level I\*** are:

- Has met the experience requirements of NSA Accreditation Level III, and
- Has at least 3 years of experience and has worked a total of 12 racing days as NSA Accreditation Level II, and
- all continuing education requirements are current.

\*This is the most experienced level of accreditation. This position is designated by NSA Steward Advisory Board yearly.

## **Multiple Accreditation**

### **Multiple Accreditation**

Individuals may only participate in one discipline at any given accreditation school. Those accredited racing officials, stewards or judges (minimum of Level III) in one discipline who would like to become accredited in another discipline must attend the general portion of the school, work as an official for at least 50 days in the new discipline and take and pass the sections of the exam (oral, films and general) that are unique to that form of racing.

## **Continuing Education Criteria**

### **Types of Continuing Education**

Continuing Education ("CE") programs may be sponsored by either the University of Louisville Equine Industry Program ("UL") or University of Arizona Race Track Industry Program("UA"), or by another group such as a racing commission.

A tentative CE schedule will be posted at least one year in advance of any prospective CE.

In order to fulfill the CE requirement, the organizer should submit a date, time and location **at least 90 days prior** to the proposed CE for approval by the ROAP Education Committee and shall submit a final agenda within 30 days of the proposed CE for final approval by the ROAP Education Committee. The agenda must include ROAP's Points of Emphasis and the CE must be open to at least all accredited racing officials, stewards, and judges.

**It is the responsibility of all CE attendees to fill out and return a ROAP Certificate of Attendance to the CE organizer so their records will accurately reflect attendance at the CE.** Undocumented attendance may not be counted toward fulfillment of the CE requirement.

Online CE: ROAP will conduct an eight (8) hour online CE each fall. The program will begin around October 1 of each year and participants will be able to complete six (6) hours of instruction at their leisure in addition to a required two (2) hour live webinar session.

### **Requirements**

To maintain accreditation, all accredited racing officials, stewards and judges must attend a continuing education session approved by the Racing Officials Accreditation Program totaling at least 16 credit hours every two years. This can be accomplished by attending one 16 hour session or two 8 hour sessions, as long as 16 credit hours are achieved every two years. The CE year ends on December 31st of a given year.

The ROAP Online CE is available to any accredited racing official, steward or judge under the stipulation that once the online CE is taken, the next CE must be attended in person. Exceptions will only be given to officials working outside of the US and/or Canada.

***Please note rolling over excess hours is not permitted.***

The CE expiration can only extend to the maximum of 2 years past the current year.

For Example: If you attend a CE any time during 2010, your CE expiration can only extend to December 31, 2012.

As of January 1, 2008: In order to maintain accreditation, at least 16 hours of CE must be completed every two years beginning January 1st of the year after the official accreditation date.

Until December 31, 2007, the following timing rule applies: The two-year block of time for the CE requirements starts January 1st after the official accreditation date.

### **Continuing Education Crossover**

Any Continuing Education Course that has been approved by ROAP may be used to fulfill the ROAP CE requirement. Officials are required to have 16 credit hours every 2 years to maintain ROAP accreditation, regardless of the number of disciplines accredited.

### **To Re-establish Good Standing**

An accredited person who has not attended a CE program in more than two years must: complete the requisite number of 16-hour CE sessions, based on the number of years that have elapsed since the person last attended a CE session OR attend a 60-hour accreditation school.

An accredited person who has not attended a CE session in 10 or more years must: attend a 60-hour accreditation school AND pass all examinations.

### **Timing**

As of January 1, 2008: In order to maintain accreditation, at least 16 hours of CE must be completed every two years beginning January 1st after the official accreditation date.