



Application to Sit for PCAQ Instructor and NCAS Coach Examinations

NOMINATIONS TO SIT FOR:

PCAQ Accreditations LEVEL C LEVEL B

NCAS Accreditation PRELIM LEVEL 1

NOTE: a) tick only ONE box for PCAQ and only ONE box for NCAS.
 b) For Level 0 contact your Zone Secretary.

FULL NAME:..... Blue Card No:

PCAQ Membership No: D O B:
 MANDATORY

ADDRESS:

.....

.....

.....POST CODE:

CONTACT DETAILS:

Telephone (home):

Telephone (work) :

Mobile :

Email:

CLUB NAME :ZONE :

AUTHORISED:POSITION:

**Please return this nomination form by 30th September with \$50.00 (includes GST).
 for each examination block
 PO Box 293 NORTHGATE QLD 4013.**

Fee of \$15.00 is only payable by those who are Transitioning to NCAS



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Accreditation Procedure

1. Clubs should register candidates as Trainee Coaches by completing the Registration and Work Book order forms downloadable from the PCAQ website at the Forms tab. The Trainee's details will be forwarded to their Regional Director of Coaching and Zone Chief Instructor for inclusion in any accreditation planning.

Please note that PCAQ Level C or PCAQ Level B Instructors wishing to gain their NCAS Accreditation can undergo the fast track NCAS Level C/B Transition Courses. They are not required to complete the full NCAS Work Book but would benefit from possessing the full NCAS Manuals rather than the abridged Transition Course manuals.

2. Trainee PCAQ instructors or Trainee NCAS Coaches then work through the respective manual or work book.
3. Zones are required to hold pre-schools for the instructor or coach candidates to prepare them for the examination. Candidates should arrange this through their Club Committee.
4. To sit for the exam, candidates should complete the PCAQ Form 23 Application form then forward it to the PCAQ Office, together with the fee shown on the form. This is also downloadable from the PCAQ website.
5. Please note that there is NO EXAMINATION FEE for PCAQ Level C or Level B Instructors who are completing the Transition Course to NCAS Preliminary Coach or NCAS Level 1 Coach.

The exact Examination date and venue will be determined by the Examiner, after which each candidate will be advised in writing of this information together with all other relevant details and tasks. However as a guide Level C is usually held during November and Level B is usually held during October. NCAS Accreditations are held at the same time, while NCAS Transition exams are held at the same time as PCAQ refreshers

Candidates are to forward their completed workbooks to their Regional Director, 3 weeks prior to the exam.

Exam format PCAQ Level C or B Instructor Candidates: The examination will be held over 2 days.

- **Day 1** Candidates are required to ride but must make their own arrangements regarding using/bringing a horse. Sessions to include dressage, rider class work, jumping, troop drill, rein drill, mounting and dismounting.
- **Day 2** Candidates must instruct. Lectures, Horsemastership tasks, Coursebuilding,
- **Written paper.** Day to be timetabled at the discretion of the examiner

Exam format for NCAS Preliminary or Level 1 candidates: to be determined by the NCAS Assessor.

Exam Results:

As soon as PCAQ receives the results and workbooks for PCAQ instructor exams or the Assessor Sign off sheet and signed Coaches Code of Conduct for NCAS exams, computer records will be updated. Each candidate will be advised in writing of the result of their exam. Candidates will receive certificates, their workbook and assessment sheets at the address supplied on the nomination form. These results will be published in the next PCAQ Newsletter.

Posts (only for PCAQ Instructor exams: A maximum of 3 posts will be allowed for PCAQ Instructor candidates and to be done within twelve months otherwise the candidate will need to re-do the whole exam.

Refund of Exam fee:

If you need to withdraw from the exam, please notify the PCAQ Office before the scheduled date of the exam. A refund cheque (less administration fee) can then be processed. Failure to notify of withdrawal from the exam prior to the exam date will result in loss of the fee.