



UNITED STATES *Dressage* FEDERATION  
USDF Continuing Education in Dressage Judging

**USDF**

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USDF University Sign-Up Forms for Credit

*Revised 2013*

**Participants** of USDF Continuing Education in Dressage Judging (CE Program) may include: Judges, USDF “L” Program Graduates and those enrolled in the “L” Program.

**Auditors are any other attendees of the CE program.**

**Participants** of this Continuing Education Program automatically receive USDF University credit (2) credits for a one day program and (4) credits for a two day program. If they only attend one day they will only receive (2) credits.

**Auditors** of USDF Continuing Education receive (1) credits **for each day they attend**; (1) Credit for a one day program and (2) Credits for a two day program.

The following process has been established in order for participants and auditors to receive USDF University credit:

- Participants need to sign-in and supply their USDF # to receive University credit. Please print extra forms as needed.
- All auditors who wish to receive USDF University credit must fill out and sign the sign-up form. **They must be CURRENT Group Members (GM), Education (ED), or Participating Members (PM) of USDF at the time of the program.** Auditors are also responsible for paying the \$5 processing fee to the organizer. If an auditor has signed the sign-up form but has not paid the \$5 processing fee, he/she will not receive credit for attending the session. **The \$5 processing fee has to be paid only once for each USDF University-accredited program, regardless of the number of days attended.**
- Attendees who sign up for USDF University credit will not receive a certificate or notification about receiving the credit. The credit is recorded on each member’s USDF computer record, which may be viewed online at [www.usdf.org/CalendarEvents/University/UniversitySearch.asp](http://www.usdf.org/CalendarEvents/University/UniversitySearch.asp). Educational recognition is awarded annually.
- Upon completion of the program, you must sign this form. You must send the USDF University Sign-Up Forms and processing fees to the USDF office. They must be received in the USDF office within two weeks of completion of the program. You may send checks written by the individual attendees or you may collect the \$5 processing fee from each attendee and write one check. **All checks must be made payable to USDF. Please do not send cash!**
- In the event, that none of the attendees requested USDF University credit, you must notify the USDF office in writing of such within two weeks of completion of the program.

I/we certify that the participants and auditors who have signed the USDF University Sign-Up Forms for Credit have attended the program listed on the sign-up forms.

\_\_\_\_\_  
*Name of Organizer*

\_\_\_\_\_  
*Signature of Organizer*

\_\_\_\_\_  
*Date*

Please submit this form, the USDF University Sign-Up Forms for Credit, and Participant roster along with \$5 for each **auditor** requesting credit to:

United States Dressage Federation, Attn: Judges Committee Liaison, 4051 Ironworks Parkway, Lexington, KY 40511  
Phone 859/971-2277, Fax 859/971-7722, e-mail [svanderziel@usdf.org](mailto:svanderziel@usdf.org)

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