



## **HBPA of Ontario**

Woodbine Race Track Office

P.O. Box 156, 555 Rexdale Blvd., Toronto, Ontario M9W 5L2

Phone: 1-800-268-9967 ext. 2249 or 416-675-3802

Fax: 416-675-5569 / Email: [cep@hbpa.on.ca](mailto:cep@hbpa.on.ca) / Website: [www.hbpa.on.ca](http://www.hbpa.on.ca)

### **ASSISTANT TRAINER'S APPLICATION AND TESTING INFORMATION**

#### **APPLICATIONS**

Applications are due three weeks prior to the scheduled test dates listed below. All applications must be complete and include **ALL** back up documentation required by 3pm on the due date; **NO** additional documentation will be accepted after 3pm on the due date.

#### **2022 TEST DATES**

Application's Due  
**May 11<sup>th</sup>, 2022**

Test Date  
**June 1<sup>st</sup>, 2022**

#### **ASSESSMENT**

The HBPA Trainer and Assistant Trainer Testing Committee assess applications individually, based solely upon the documentation provided; the Committee may approve or deny applications.

#### **FEES**

Trainer's test – Initial fee is \$200.00 and retest is **\$50.00**

Assistant Trainer's test – Initial fee is \$100.00 and retest is **\$50.00**

***\*Please note all applicable fees must be paid in full before any test can be taken***



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### **TESTS**

#### **PRACTICAL**

The Practical test is a hands-on test done in the barn. It is to be completed prior to the written tests. Applicants will be asked questions and are required to put on and fit any tack or bandages used in training or racing. This test is graded as Pass or Fail. Applicants must pass the practical in order to write the Horsemanship and Rules Tests.

#### **HORSEMANSHIP**

The Horsemanship Test consists of 50 multiple choice questions. These questions are based on anatomy, physiology, equine systems, illness, lameness, nutrition, and general knowledge of the racetrack.

#### **RULES**

The Rules Test consists of 50 multiple choice questions. These questions are based on the Alcohol and Gaming Commission's (AGCO) Rules of Thoroughbred Racing, the Canadian Pari-Mutuel Agency's (CPMA) Schedule of Drugs and general practices.

**\*\*Applicants are responsible for ensuring they have all the most current books to study from.**

### **MARKS**

#### **TRAINER'S TEST**

Applicants must achieve a mark of 90% or greater on each individual test. If the applicant gets a mark of 70% to 88%, they can write once more that season; if they get a mark less than 70%, they must wait until the following season to apply to re-write. If the applicant fails the second test with a mark between 80% & 88%, they must wait 6 months from that 2<sup>nd</sup> test date to write again, if with a mark less than 80% they must wait 12 months from that 2<sup>nd</sup> test date to apply to write again.

#### **ASSISTANT TRAINER'S TEST**

Applicants must achieve a mark of 80% or greater on each individual test. If the applicant gets a mark of 60% to 78%, they can write once more that year; if they get a mark less than 60%, they must wait until the following season to apply to re-write. If the applicant fails the second test with a mark between 70% and 78%, they must wait 6 months from that second test date to apply to rewrite again, and if with a mark of less than 70%, they must wait 12 months from that 2<sup>nd</sup> test date to apply to rewrite again.

**\*\*\*IF THE APPLICANT HAS ANY CONCERNS ABOUT ONE OF THE TEST QUESTIONS, THEY WILL BE REQUIRED TO SUBMIT THEIR CONCERNS IN WRITING, INCLUDING THE TEST QUESTION NUMBER AND REASONS FOR THEIR CONCERNS. ALSO, INCLUDED WILL BE THEIR NAME, TEST DATE AND CONTACT INFORMATION.**



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### ASSISTANT TRAINER'S APPLICATION CRITERIA

1. An Assistant Trainer whose license has not lapsed over three (3) seasons is not required to re-apply.
2. Must be at least 21 years old and have Three (3) years of practical (grooming) experience in horse care at a racetrack with an outfit that has at least eight horses. \*
3. Must complete Assistant Trainer's application.
4. Provide all documents listed on the Document Checklist.
5. Provide a job offer letter from an AGCO Licensed Trainer who:
  - Has been licensed as a Trainer for at least three years
  - Has at least eight horses in training at a racetrack at the time of application
  - Had at least five horses in training the prior year
6. Pay all testing fees in full prior to writing the Assistant Trainer's test(s).
7. Pass the HBPA of Ontario Assistant Trainer's test(s) with minimum grade of 80% on each test.
8. If an applicant fails any of the test(s) the following parameters apply:
  - The first test(s) of the season - with a mark between 60% and 78% they can apply to rewrite once more that season. With a mark of less than 60% they must wait until the following season to reapply to write again.
  - The second test of the season - with a mark between 70% and 80% they must wait 6 months from that second test date to apply to rewrite again. With a mark less than 70% they must wait twelve months from that second test date to apply to rewrite the test(s).

#### **\*Subject to the discretion of the HBPA Trainer's Testing Committee**

- Oral testing may be considered where there are mitigating circumstances.
- Applicants may be evaluated by the HBPA Board of Directors for final approval.

#### **PLEASE NOTE**

**Ontario residents or persons domiciled in Ontario that have within (1) one calendar year acquired an Owner/Trainers, Public/Trainer or Assistant Trainer's license in a foreign racing jurisdiction MUST comply with the HBPA of Ontario qualification criteria before obtaining a Trainer's or Assistant Trainer's license in Ontario.**



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## ASSISTANT TRAINER'S APPLICATION (please print)

LAST NAME:

FIRST NAME:

MIDDLE NAME:

DATE OF BIRTH (DAY/MONTH/YEAR):

AGCO LICENSE #:

MAILING ADDRESS:

CITY:

PROVINCE:

POSTAL CODE:

RESIDENCE PHONE #:

OTHER PHONE #:

EMAIL ADDRESS:

Have you ever been suspended, refused, denied or had a license revoked from ANY racing jurisdiction? YES  OR NO

If you answered yes, please provide the details below.

Please list any horse racing fines, rulings or penalties against you in the last five (5) years:

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Are you requesting a Written or Oral Test: (please mark with an 'x') \_\_\_\_\_ WRITTEN \_\_\_\_\_ ORAL

I hereby give the HBPA of Ontario consent to make all inquiries it deems necessary to process this application including but not limited to the Alcohol and Gaming Commission (AGCO). I certify that the information on this application is correct.

SIGNATURE OF APPLICANT

DATE



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### **ASSISTANT TRAINER'S TEST - ACKNOWLEDGEMENT**

I, \_\_\_\_\_ hereby acknowledge the following:

**(Applicant's Name - please print)**

All information on the application and additional documentation is correct.

That I must receive a mark of 80% or greater on each individual test to pass

All tests are the property of the HBPA of Ontario. After the test, only the applicant can view the marked tests in the HBPA offices. The test cannot be copied in full or in part and cannot be removed from the HBPA office.

If I have concerns about the test questions, I will submit the reasons for my concerns in writing including the test question number. Also included will be my name, test date and contact phone number.

If I fail my first test(s) of the season with a mark between 60% and 78% I can apply to rewrite once more that season, but if I fail with a mark of less than 60%, I will wait until the following season the apply to rewrite the test.

If I fail the second test(s) of the season with a mark between 70% and 78%, I must wait six months from that test date before reapplying to write again. With a mark less than 70%, I must wait twelve months from that test date before applying to rewrite again.

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**SIGNATURE OF APPLICANT**

**DATE**



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## WORK EXPERIENCE

TRAINER'S NAME:

LICENSED AS:

START DATE (MM/YY):

END DATE (MM/YY):

COMMENTS:

TRAINER'S NAME:

LICENSED AS:

START DATE (MM/YY):

END DATE (MM/YY):

COMMENTS:

TRAINER'S NAME:

LICENSED AS:

START DATE (MM/YY):

END DATE (MM/YY):

COMMENTS:

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## EVALUATION REPORT

**APPLICANT'S NAME:**

**JOB TITLE:**

**IS THE APPLICANT CURRENTLY AN EMPLOYEE:**

**START DATE:**

**DID THE APPLICANT WORK FOR YOU PREVIOUSLY, IF SO, HOW LONG AND IN WHAT CAPACITY?**

**HOW LONG HAVE YOU KNOWN THE APPLICANT?**

**PLEASE DESCRIBE, IN DETAIL, THE SKILLS THAT YOU HAVE OBSERVED THE APPLICANT HAS SO THAT YOU FEEL CONFIDENT IN RECOMMENDING THAT THEY ARE QUALIFIED TO WRITE THEIR ASSISTANT TRAINER'S TEST.**

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**NAME & SIGNATURE OF TRAINER:**

**DATE:**



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## **EVALUATION REPORT**

**APPLICANT'S NAME:**

**JOB TITLE:**

**IS THE APPLICANT CURRENTLY AN EMPLOYEE:**

**START DATE:**

**DID THE APPLICANT WORK FOR YOU PREVIOUSLY, IF SO HOW LONG AND IN WHAT CAPACITY?**

**HOW LONG HAVE YOU KNOWN THE APPLICANT?**

**PLEASE DESCRIBE, IN DETAIL, THE SKILLS THAT YOU HAVE OBSERVED THE APPLICANT HAS SO THAT YOU FEEL CONFIDENT IN RECOMMENDING THAT THEY ARE QUALIFIED TO WRITE THEIR TRAINER'S TEST.**

**NAME & SIGNATURE OF TRAINER:**

**DATE:**





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## **ASSISTANT TRAINER - JOB OFFER LETTER**

This letter is to certify that I am formally offering \_\_\_\_\_, the position of Assistant Trainer if they pass their required testing.

I further certify that I am:

- A trainer in good standing with the HBPA of Ontario, Woodbine/Fort Erie Racetracks and the AGCO of Ontario
- Have been licensed as a Thoroughbred Trainer for the past three seasons
- Have at least eight horses in training at a racetrack at the time of application
- Had at least five horses in training at a racetrack the prior year

That if the above-named person passes all the HBPA and AGCO requirements, and is licensed as an Assistant Trainer, that I will ensure that they are ready and capable to pre-race saddle the horse in the saddling area/paddock, and that I will be present in the saddling area/paddock the first three times that they do so.

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**NAME & SIGNATURE OF TRAINER:**

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### ASSISTANT TRAINER'S APPLICATION CHECKLIST

- Be at least 21 years old and have a minimum of three (3) years practical (grooming) experience at a racetrack with an outfit that has at least eight horses
- Completed Assistant Trainer's Application
- Signed Acknowledgement form
- Completed Work Experience Chart
- At least two letters of reference from journeyman trainers (at least one from a trainer who has employed the applicant) who describe, **in detail**, how long they have known the applicant, if they worked for them and when, and what skills they have observed that the applicant has so that they meet the requirements to be licensed as an Assistant Trainer.
- AGCO Licensing History - to be obtained from the AGCO Licensing Office
- Copy of current AGCO License (*copy of any Assistant Trainer License you have held*)
- Completed Checklist
- Job offer letter from a Trainer with more than 8 horses in training  
**OR** an explanation on why they need the service of an Assistant Trainer