



AMERICAN CONNEMARA PONY SOCIETY

Document Number: INSP-P03

DATE: 1/15/00
SUPERSEDES: new

SUBJECT: ACPS Inspector Certification Subcommittee
Policies and Procedures

I. RESPONSIBILITIES

The Inspector Certification Subcommittee is responsible to the Inspection Committee and ultimately to the ACPS for preparing and maintaining a roster of ACPS members who are qualified and certified to be Inspectors of the Connemara Pony in the United States and Canada.

II. MEMBERSHIP

The Inspector Certification Subcommittee shall consist of the Chairperson, appointed by the Chairperson of the Inspection Committee, and two additional members chosen by the Subcommittee Chair. The Subcommittee shall, insofar as it is possible, be representative of different ACPS Regions to achieve geographic balance,

III. INSPECTOR CERTIFICATION

There are three progressive phases in the Inspector Certification process.

1. An application with two personal references is submitted to the Subcommittee for their review.
2. Upon approval as an INSPECTOR CANDIDATE, the person must then participate in the inspection process for a minimum of five sites on one Inspection Tour. The Inspectors will evaluate the Candidate's performance on that tour, with the evaluations submitted to the -Subcommittee.
3. The Subcommittee will review these reports and make a determination as to whether the Candidate is qualified to be an ACPS-Certified Inspector.

IV. APPLICATION PROCESS

1. An ACPS Member who is interested in becoming an Inspector shall first contact the Subcommittee Chair to request the application and personal reference forms. In addition, the interested person will be given a copy of these Policies and Procedures and the forms used by the Subcommittee to evaluate the candidate's initial qualifications, and the forms used by the Inspectors to evaluate the Candidate's performance while on the Inspection Tour, so the Candidate will know how their experience, interest, and performance will be evaluated by the Subcommittee.
2. The applicant shall submit the application form to the Subcommittee Chair, and assure that the two personal references are sent directly to the Chair. The Chair will then circulate the application documents to the Subcommittee members for their review and evaluation. If, in the Subcommittee's judgment, the applicant is deemed qualified, their name will be added to the list of Inspector Candidates (IC) and they will be notified of it.
3. Once qualified as a Candidate, the individual must work with the Inspection Team for a minimum of five inspection sites in a given calendar year.
4. After a given Inspection Tour, the Inspectors on that Tour will each complete an Inspector Candidate Evaluation for the Candidate, and send the forms to the Subcommittee Chair. These evaluations will then be distributed to the Subcommittee members for their review, along with the Candidate's original application form and their personal references. If, by recommendation of the Subcommittee and approval of the Inspection Committee, the Candidate is judged to be qualified, they shall be certified as an ACPS Inspector.



AMERICAN CONNEMARA PONY SOCIETY

Document Number: INSP-P03

DATE: 1/15/00
SUPERSEDES: new

SUBJECT: ACPS Inspector Certification Subcommittee
Policies and Procedures

IV. OTHER RESPONSIBILITIES

In addition to the certification of Inspectors, the Subcommittee shall assist the Inspection Committee by:

1. Maintaining a current roster of Candidates and Inspectors and their availability for specific tours and sites;
2. Working with the Operations Chairman to assign a Chief Inspector for each tour and the Inspectors~ and Candidates for each site on the tour;
3. Suggest/Arrange Continuing Educational opportunities for the Inspectors and members of the Inspection Committee,
4. Other tasks that may be assigned from time to time.

V. INSPECTOR RECOGNITION

A current list of all ACPS Certified Inspectors will be published annually in the American Connemara and posted on the ACPS Home Page. This list may also be submitted for publication in other major equine publications generally distributed in the United States and Canada.

Revision History:

Date:	Changes:	Author:
9/03	Revised format to ACPS Template	Charlie Morgan
1/14/00	Prepared by Operations Chair	Mary Rutter