

ARBA Judge and Registrar licensing policy

Section 1: Registrars

(a) Application for a registrar's license is to be made to the office of the Executive Director of this association, who will, upon request, supply the applicant with the necessary application blank to eligible members who have been continuous members for three years or more. This is to be completed by the applicant and returned to the Executive Director's office, together with a non-refundable application fee of twenty-five dollars (\$25.00) rabbit, and/or twenty-five dollars (\$25.00) cavy. The Executive Director shall then supply the applicant with the name of the judge who is to conduct the examination. There will be a retest fee of twenty-five dollars (\$25.00) rabbit, and/or twenty-five dollars (\$25.00) cavy charged for each retest. A fee of ten dollars (\$10.00) rabbit and/or ten dollars (\$10.00) cavy will be paid to the examining judge by the ARBA for conducting the examination. Examining judges shall be paid these fees for any retests they administer.

(b) Any applicant for registrar must make a grade of at least seventy (70) percent on both the oral and written examination for a registrar's license. An applicant for a judge's license must make a grade of at least seventy (70) percent on the oral examination, and not less than eighty (80) percent on the written portion of the examination, to qualify for a license.

(c) Applicant for registrar's license shall, within two years of the date shown on his/her application form, pass the written and oral examinations then work under licensed judges at three shows, and shall secure the endorsement of at least two of such judges under whom he/she worked. Prior to the show, applicant must secure the permission of the show superintendent and the judge with whom he/she plans to work. At no time will applicant be permitted to assist the judge with a breed if applicant is an exhibitor in that breed. No applicant for a registrar's license will be permitted to work any national ARBA convention show. No applicant for a registrar's license will be permitted to work for credit with a judge not possessing his/her judge's license for a period of at least two years. Applicant must also work with the show registrar for a period of one day and secure the endorsement of the registrar before a license may be issued. No applicant for a registrar's license will be permitted to work for credit with a registrar not possessing his/her registrar's license for a period of at least two years.

Should an applicant for either a registrar or judge license with six (6) months or less remaining before the application expiration date contact the ARBA office in writing to cancel their application, the ARBA office will cancel the application and upon request send a new application to the applicant. Cancelling an application and requesting a new application does not negate any pre-existing qualifications such as waiting periods to re-test, or if a second set of assists were failed the requirement to wait two (2) years before re-applying.

(d) The yearly fee for renewal of a registrar's license shall be ten dollars (\$10.00) rabbit, (3 years \$25.00); seven dollars (\$7.00) cavy, (3 years \$17.50). In the event that any duly licensed registrar fails to renew his/her license within thirty (30) days after it expires, such failure to renew shall automatically cancel any license previously granted. Any license thus cancelled may be renewed by the Board of Directors within a period of two (2) years, provided the registrar's membership has not lapsed. Any renewal application must be accompanied by all lapsed fees and a penalty of \$50 per month up to a maximum penalty amount of \$150. If for any reason the Board of Directors refuses said renewal application, all lapsed fees will be refunded, but the penalty fee will be forfeited by applicant.

(e) All applicants for a registrar's license who do not achieve the minimum grade on both the oral and written portions of the examination must be advised of their grade. Registrar applicants that have not achieved the minimum grade on either the oral or written portion of the examination may take the examination no earlier than six (6) months and no later than one (1) year from the date the examination is graded.

Section 2: Judges

(a) All applicants for a judge's license must be a member of this association, and must have held a registrars license for a period of at least two years immediately preceding his/her application, must have

registered at least thirty-five (35) rabbits or fifteen (15) cavies; and must be endorsed by the signatures of twenty (20) adult members of the association, in writing, accompanying the application.

(b) All applications for judge's licenses must be made to the office of the Executive Director of this Association. The applicant shall, in due course, be advised of the name of the judges appointed to conduct an examination given in connection with the granting of judge's license.

(c) Each application for a judge's license must be accompanied by a non-refundable fee of one-hundred dollars (\$100.00). There shall be a fee of fifty dollars (\$50.00) for each retest. The examining judge shall be paid a total of fifty dollars (\$50.00) for conducting the examination, further, he shall receive twenty-five (25) cents per mile, up to, but not exceeding fifty dollars (\$50.00) for travel expenses to and from his/her home and the location of the examination. The total amount paid to the examining judge for judge's examination shall, under no circumstances, exceed one hundred dollars (\$100.00). A bill for services rendered shall be sent to the ARBA Executive Director for payment. Any applicant for judge or registrar license failing to be endorsed by the appropriate number of judges after working the required number of shows two (2) consecutive times shall not be eligible to reapply for desired license for a period of two (2) years from the date of the last show worked.

(d) Applicant for an all-breed judge's license shall, within three years of the date shown on their application, pass the written and oral portion of the examination, then assist in the judging of at least eight (8) all breed shows under licensed judges. These shows are in addition to the shows worked in conjunction with qualifying for a registrar's license. Applicant shall secure the endorsement of at least six (6) judges they have assisted in such shows. During the course of eight shows, applicant must have worked at least twenty (20) breeds of rabbits or five (5) breeds of cavies. Applicants shall assist the judge with at least one class in each breed when awards are placed. Applicants for a single breed license, or those adding a breed to an existing license, shall pass the written examination then assist in judging of the desired breed at three (3) shows under licensed judges, in addition to the shows worked in connection with qualifying for a registrar's license, and shall secure the endorsement of at least two (2) judges he/she has assisted in such shows. During the course of the three (3) shows, applicant must have worked with at least 50 rabbits or 15 cavies

Applicant shall assist the judge with at least one (1) class in the breed when awards are placed. Prior to the show, applicant must secure permission of the show superintendent and judge with whom he/she is to work. At no time will applicant be permitted to assist the judge with a breed if the applicant is an exhibitor in that breed. No applicant for a judge's license will be permitted to work at any national ARBA convention show. No applicant for judge's license will be permitted to work for credit with a judge not possessing his/her judge's license for a period of at least two years.

(e) The yearly fee for renewal of a judge's license shall be twenty dollars (\$20.00) rabbit, (3 years \$50.00); fifteen dollars (\$15.00) cavy, (3 years \$35.00). In the event that any duly licensed judge fails to renew their license within thirty (30) days after it expires, such failure shall automatically cancel any license previously granted. Any license thus cancelled may be renewed by the Board of Directors within a period of two (2) years, provided the judge's membership has not lapsed. Any renewal application must be accompanied by all lapsed fees and a penalty of \$50 per month up to a maximum penalty amount of \$150. If for any reason the Board of Directors refuses said renewal application, all lapsed dues will be refunded, but the penalty fee will be forfeited by the applicant.

(f) All applicants for a judge's license who do not achieve the minimum grade on both the oral and written portions of the examination must be advised of their grade. All applicants for judge's license who do not achieve the minimum grade on both the oral and written portions of the examination will be offered the opportunity to review the questions missed with the ARBA Executive Director. Judge applicants that have not achieved the minimum grade on either the oral or written portion of the examination may take the examination no earlier than six (6) months from the date the examination is graded.

(g) Any judge or registrar whose license has lapsed for a period of 2 years or more must make a new application and follow the same procedure as for an original application.