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[www.nhacutting.com](http://www.nhacutting.com)

## APPLICATION NCHA CERTIFIED SECRETARY

NAME \_\_\_\_\_ NCHA # \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

HOME PHONE # \_\_\_\_\_ WORK PHONE# \_\_\_\_\_

CELL PHONE # \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

Have you ever worked with a Certified Secretary? Yes (explain) No (circle one)

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Why are you interested in becoming an NCHA Certified Secretary? \_\_\_\_\_

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Do you have any knowledge of cutting? Yes (explain) No (circle one)

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Do you show in any other equine discipline? Yes (explain) No (circle one)

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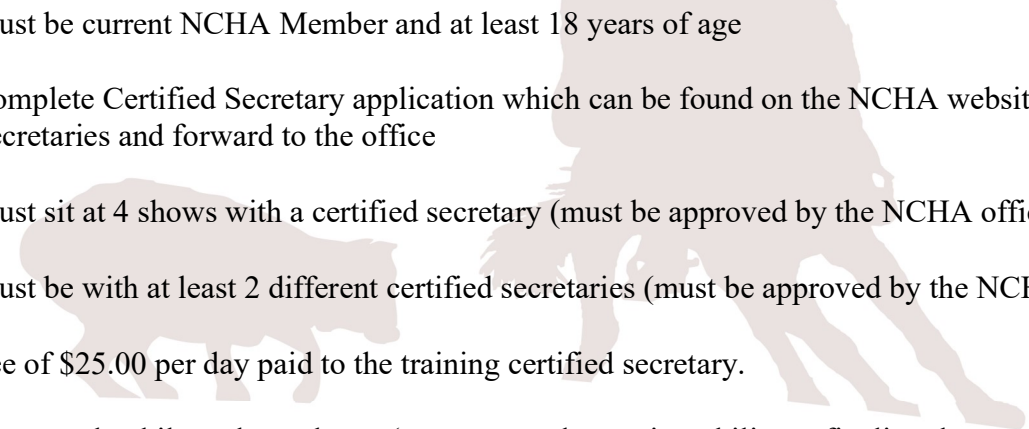
Are you familiar with the Fastercut Software Program? Yes (explain) No (circle one)

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Please mail completed application to above address attention Linda Smith. If you have any questions, please do not hesitate to contact the NCHA office.

## 2022 SECRETARY CERTIFICATION

- 
- Must be current NCHA Member and at least 18 years of age
  - Complete Certified Secretary application which can be found on the NCHA website under Secretaries and forward to the office
  - Must sit at 4 shows with a certified secretary (must be approved by the NCHA office)
  - Must be with at least 2 different certified secretaries (must be approved by the NCHA office.)
  - Fee of \$25.00 per day paid to the training certified secretary.
  - Must work while at these shows (announce, take entries, ability to finalize show results for reporting to NCHA and do manual payouts, etc.)
  - Each certified secretary will be required to fill out a confidential evaluation sheet reporting on the applicant's knowledge of cutting, rules and show management for approval or additional training needed. This will be supplied by the NCHA office.
  - After completing the 4 shows and approved by the certified secretary, a test will be mailed to be completed and returned to the NCHA office within a set amount of time. Must score 80 or better on the test.
  - Passing applicants will receive confirmation letter and or email.