



CERTIFIED NCHA SECRETARY APPLICATION

NAME: _____ NCHA # _____

BEST PHONE NUMBER: _____ EMAIL: _____

Criteria & Process

- Applicant MUST be a current NCHA Member at least 18 years of age and complete / submit the application.
- Sit at 4 shows with at least 2 different, "Training Certified Secretaries" who are approved by the NCHA office.
 - During the 4 shows, the Applicant must perform the duties of show management (announce, take entries, finalize show results, manual payouts, report results to NCHA, etc.)
 - Pay \$25.00 per day to the Training Certified Secretary.
 - Each Training Certified Secretary with whom the applicant sits will complete a confidential evaluation sheet (supplied by the NCHA office) that summarizes the Applicant's knowledge of cutting, rules and show management. It also recommends the Applicant's next steps: Approval or Additional Training.
- Upon successful evaluation by the Training Certified Secretary, the Applicant will receive a written test. The completed and returned test must result in a score of 80 or better.
- Applicants will receive a letter and/or email with test outcome and next steps.

Why are you interested in becoming an NCHA Certified Secretary?

Do you show cutting horses? Yes No → If NO, what is your knowledge of cutting?

Have you ever worked with an NCHA Certified Secretary? No Yes (explain)

Are you familiar with the FasterCut Software Program? No Yes (explain)

Do you show or secretary any other equine discipline? No Yes (explain)

Please mail or email completed application to NCHA attention Linda Smith lsmith@nchacutting.com
If you have any questions, please do not hesitate to contact the NCHA office.

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