

FEI EDUCATION PROCESSES

DETAILS, RESULTS AND CONSEQUENCES

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Equivalency

All National Federations can apply for Equivalency as described in the FEI General Regulations (Chapter VII, Article 144, point 3). The FEI Equivalency is granted to National Federations to recognise their National Education as being equivalent to the FEI entry level education in a given discipline and function.

Once the Equivalency for a given discipline and function has been granted by the FEI, National Officials who would like to become FEI Officials have the opportunity to become an FEI Official by taking:

- Level 1 online Education, if available
- or Level 2 Education

In order for the FEI Education & Officials Department to consider an Equivalency application, a National Federation shall provide the following:

- Their National Education System (with a detailed description), including the different levels, entry requirements, criteria to remain listed, practical experience, transfer-down and exit criteria, etc.
- A description of the standard career pathway (national, and national to international)
- An outline of the education contents (curriculum, syllabi, examination types and evaluation criteria, with examples of the standardised education material/content)

To apply for an Equivalency, a National Federation must:

1. Download the Equivalency Application Form from [HERE](#)
2. Fill one (1) Equivalency Application Form for each discipline/function the NF wants to apply for
3. Make sure the Equivalency Application Form is fully answered and validated by the President or Secretary General of the NF
4. Send back the Equivalency Application Form and eventual attached documents (as described in the form) to the FEI by email (equivalency@fei.org)

Once the FEI has evaluated an application and issued its decision, the National Federation will be notified immediately.

Entering the FEI Education and FEI Officials Systems

National Federations are responsible for:

- Identifying the number of Officials needed in the country to develop the discipline at international level
- Formally recommending the application of their National Officials to become FEI Officials
- Following up on their Officials' appointments and invitations, maintenance and transfer-up during their career

A National Federation (with or without Equivalency) can directly make a request to the FEI to enrol an Official in a transfer-up course. By doing so, the NF is de facto formally recommending the National Official to the FEI, and confirming that the National Official has fulfilled all the mandatory requirements as set forth in the Education System of the relevant FEI Discipline.

FEI Discipline Departments usually grant application demands from National Federations, provided that all criteria and requirements are fulfilled, and unless exceptional circumstances warrant otherwise. Should such a situation arise, the relevant FEI Discipline Department will communicate its concerns directly to the National Federation, and consult with them to reach a consensus.

Transfer-up

For Officials to start a transfer-up process to a higher level, they must first reach out to their National Federation and get approval. In any transfer-up process, a National Federation has the right to object an applicant, with valid reason.

National Federations are responsible for checking if their Officials have met all the necessary requirements prior to starting the education, as described in this document, and to enrol them in the relevant transfer-up course in the FEI Database.

Officials who have completed the official English assessment of the FEI and who did not reach the minimum required English proficiency level according to their function and level are given the opportunity to be re-evaluated. Once a year, and no earlier than three months after the initial attempt, another English assessment attempt may be requested.

Results and consequences of a transfer-up:

- On passing all examinations and fulfilling all requirements of a transfer-up:
 - o Officials are listed with their new function/level in the FEI Database and their function is extended immediately until 31 March of the next Maintenance Year
 - o Officials do not need to pass the CES Online Assessment the year they are transferred-up
 - o Their three-year Maintenance cycle is reset and their next CES Maintenance Course will be due in three years

- Not passing a transfer-up:
 - o Officials stay listed at their current level
 - o Officials must follow the requirements of their current Maintenance Requirements

Maintenance – Basics

A Maintenance Year runs from 16 December until 15 December.

After the 15 December of each year, the FEI Discipline Departments review the status of all FEI Officials and ascertain their compliance with the Maintenance Requirements.

The fulfilment of Maintenance Requirements has an influence on the listing of FEI Officials and on the status of their functions, displayed in the FEI Database with a distinctive colour code. A function can be:

- **Open**

The Official is up-to-date with all Maintenance Requirements

- The Official is listed and allowed to officiate
- The function is open until 31 March of the next Maintenance Year

- **On hold**

The Official did not take and pass the CES Online Assessment before 31 March

- The Official is not listed and temporarily not allowed to officiate
- The function is on hold until the missing requirement is fulfilled

- **Closed**

The Official did not fulfil one or more Maintenance Requirement(s) by 15 December, or received a disciplinary decision from the FEI or their National Federation

- The Official is not listed and not allowed to officiate
- The function is closed until re-entering the FEI Officials System

Maintenance – CES Online Assessment

The CES Online Assessment is an annual requirement taken by every Official, every year, online on the FEI Campus platform. Officials holding multiple functions have to take multiple assessments.

- **Rules of the CES Online Assessment**

- Accessible online during the entire Maintenance Year, from 16 December and until 15 December
- Must be taken and “passed” to officiate after 31 March. If not, the function will be placed **on hold*** until the CES Online Assessment is taken and “passed”
*Officiating at International Events while the function is on hold may result in the opening of disciplinary proceedings and potential sanctions (GRs Art.163)
- Must be taken every year before the deadline of 15 December. If not taken in time, the function will be **closed** and the Official will have to re-enter the system

- Must be personally taken by the Official. Not complying may result in the opening of disciplinary proceedings and potential sanctions (GRs Art.163)
 - **Results and consequences of the CES Online Assessment**
 - Passed: the function is extended immediately until 31 March of the next Maintenance Year
 - Not passed: the Official must attend a CES Interview Assessment
 - Passed CES Interview Assessment: the function is extended immediately until 31 March of the next Maintenance Year
 - Not passed CES Interview Assessment: the function is transferred down* to the next lower level and extended until 31 March of the next Maintenance Year
- *If the function is at Level 1, the function will be **closed**

Maintenance – CES Maintenance Course

The CES Maintenance Course is a triennial requirement taken by every Official, at least once every three years. Officials holding multiple functions might have several Maintenance Courses scheduled the same year depending on their cycles.

- **Rules of the CES Maintenance Course**
 - Available throughout the year upon registration by National Federations
 - Must be attended at least once every three years and before 15 December of the year it has been scheduled in. If not taken in time, the function will be **closed** and the Official will have to re-enter the system
 - Can be taken more frequently than recommended, in which case a “passed” result would reset the three-year cycle
 - **Results and consequences of the CES Maintenance Course**
 - Passed: the current level of the function is confirmed and the three-year cycle is reset
 - Not passed: the Official must attend a CES Interview Assessment
 - Passed CES Interview Assessment: the current level of the function is confirmed and the three-year cycle is reset
 - Not passed CES Interview Assessment: the function is transferred down* to the next lower level and extended until 31 March of the next Maintenance Year
- *If the function is at Level 1, the function will be **closed**

Maintenance – CES Officiating Review

The CES Officiating Review is an annual requirement evaluating the officiating activity of an Official during the last three years. It is an administrative task performed by the FEI on 15 December of each year.

- Rules of the CES Officiating Review

- Performed on 15 December of each year, the FEI compares the officiating activities of the last three years recorded in the FEI Database for a given function, against the FEI Education System of the relevant discipline level/function
- Officials have no particular action to take

- Results and consequences of the CES Officiating Review

- Matching: the current level of the function is confirmed
- Not Matching: two outcomes are possible depending on the discipline:
 - The function is **closed** and the Official can re-enter the system or
 - The function is transferred-down to the next lower level
*If the function is at Level 1, the function will be **closed**

Maintenance – CES Interview Assessment

The CES Interview Assessment is a resolution tool, triggered by a “not passed” result at either a CES Online Assessment or a CES Maintenance Course. It can be conducted either in person or online by two (2) Course Directors.

- Rules of the CES Interview Assessment

- Mandatory for all Officials who have got a not passed result
- Must be attended before 15 December of the same Maintenance Year. If not, the function would be **closed** and the Official would have to re-enter the system

- Results and consequences of the CES Interview Assessment

- As described in the CES Maintenance Course and CES Online Assessment results and consequences above

Re-entering the FEI Officials System

FEI Officials who have retired or had their function closed for not fulfilling the Maintenance Requirements are able to re-enter the system.

The period during which a function was closed and/or the Official has not been officiating as an FEI Official determines the re-entering procedure:

- **For less than three years**

Officials can re-enter at the same level as previously listed. They are required to:

- ✓ Reach out to their National Federation and request re-entering
- ✓ Take and pass a **CES Maintenance Course**
- ✓ Comply with their Maintenance Requirements and take the CES Online Assessment during the year, as every other Official

- **For three to six years**

Officials can re-enter at the same level as previously listed. They are required to:

- ✓ Reach out to their National Federation and request re-entering
- ✓ Successfully complete a transfer-up process to their previously listed level:
 - Fulfil all requirements
 - Take and pass all education with examination steps necessary, including the transfer-up course, according to the relevant Education System

- **For more than six years**

Officials are only allowed to re-enter at the lowest levels. They are required to:

- ✓ Reach out to their National Federation and request re-entering
- ✓ Successfully complete a transfer-up process to the lowest levels:
 - Fulfil all requirements
 - Take and pass all education with examination steps necessary, including the transfer-up course, according to the relevant Education System