

Information for Candidate Testing Technicians

Role and Application Process

What is a Testing Technician?

A Testing Technician is a new category of FEI Official, introduced in 2016. The role of the Testing Technician is to help the Testing Veterinarians during sampling for the FEI's Equine Anti-Doping and Controlled Medication Programme (EADCMP).

What experience do I need to become a Testing Technician?

Testing Technicians must have significant experience with working with horses and have a high level of horsemanship since the role involves close contact with them. Prior experience in testing is highly beneficial to your application.

What do I have to do to become an FEI Testing Technician?

Candidate Testing Technicians must work through an online training programme, take a theory test and a practical evaluation with a Testing Veterinarian at an FEI event. All course material is presented in English. You must also take the theory exam and practical evaluation in English too.

How do I apply to become a Testing Technician?

You must apply to become a Testing Technician via your National Federation by filling out and submitting an online form. To access the online form please visit <http://inside.fei.org/fei/your-role/veterinarians/education> and click on the Testing Technician Enrollment button. Your National Federation will receive and review your application.

Online Education (General Questions)

Where do I access the online educational platform?

Once your application has been approved by your National Federation, you will be able to access the online educational platform at <http://testingtech.fei.org>

What does the online educational course material consist of?

You will have to work through a series of chapters which will guide you through the testing process. Most chapters consist of watching a short video and reading relevant extract of the Veterinary Regulations and FEI Testing Manual. At the end of each chapter you must take a quiz in order to progress to the next chapter. You may take the quiz as many times as you wish and the score you obtain is not recorded. You must however score 3 correct answers to progress to the next chapter. It is not possible to skip though chapters.

At the end of the course, you must take a theory exam and a practical evaluation.

I have an IT issue with the online education platform. How do I get help?

If you encounter any technical issue with the online educational platform, please email usersupport@fei.org with a description of the problem and a member of the team will contact you.

Theory exam

What does the theory exam consist of?

The theory exam consists of 20 multiple choice questions based on the course material. You have one minute to answer each question and you must obtain a score of 16 correct answers to pass the exam. You can have two attempts at the exam.

If you fail the exam on two occasions you can take it a third time but only after a period of six months has passed. We strongly recommend that you review all course material

before trying the exam for a third time. The FEI does not allow any more than three attempts at the exam.

Organising your practical evaluation

I have passed the Testing Technician theory exam, how do I arrange my practical evaluation?

When you have passed your theory exam, you must select which events you are able to attend from a list based on the FEI Calendar. You will be notified by email at a later date if you have been assigned to one of these events to take your practical evaluation.

I would like to attend a specific event to take my practical evaluation. Is it possible to organise this?

If you would like to take your practical evaluation at a specific event you must enter into the platform (<http://testingtech.fei.org>) and select which specific events you are able to attend to take your practical evaluation. You will be notified by email at a later date if you have been assigned to one of these events to take your practical evaluation.

I have passed the theory exam and entered my availability for the practical evaluation. How will I know where I can take the practical evaluation?

Once you have recorded your availability for a practical evaluation into the platform and if there is testing taking place at one of these events, the FEI Veterinary Department will assign you to a suitable event. For events taking place in the USA, Canada or Australia, the Testing Coordinator in your National Federation will assign you to a suitable event. You will then receive an email to confirm your attendance at the event. The Testing Veterinarian for the event will also receive a notification and will then contact you to make the necessary arrangements. Before you attend the event, please log into the online platform (<http://testingtech.fei.org>) and open the 'Practical Examination' chapter on the left hand menu. You will find a pdf that you can download next to the event you are going to attend. Print out the pdf and take it with you to the practical evaluation.

You may receive a notification by email to inform you that there is no availability to take your practical evaluation at the event(s) you have indicated on the platform. This may be because testing is not taking place or there is already the maximum number of candidate Testing Technicians taking their practical evaluation at the event. In such cases, please kindly select more events on the Testing Technicians platform.

I have selected events I can attend to take my practical evaluation but I have not received any feedback yet. How will I know where and when I can take the practical evaluation?

If you have entered your availability for a practical evaluation on the Testing Technicians platform and not received any feedback it could indicate that either:

- Testing may be taking place at the event however a Testing Veterinarian has not yet been assigned to the event; or
- The FEI Veterinary Department or National Federation Testing Coordinator is still organizing the Testing Technician appointments ; or
- Testing may or may not be taking place at this event

How long before an event will I know if I can do my practical evaluation?

You will usually receive confirmation of your practical examination a few weeks before the event. Please kindly be aware that on occasions changes may occur to the testing schedule for reasons beyond the FEI's control. This may lead to occasional instances of asking you to attend an alternative event, or an opportunity may arise to attend an event only several days beforehand. In such cases, we will inform you as soon as possible.

What do I do if I can no longer attend the event to take my practical evaluation?

If you can no longer attend the event at which you are due to take your practical evaluation, please cancel your assignment in the on the Testing Technician educational platform. The FEI will be able to un-assign you from this event and inform the necessary parties: usersupport@fei.org

Taking your practical evaluation

What does the practical evaluation consist of?

Your practical evaluation will be carried out by an FEI Testing Veterinarian at an FEI event; the FEI places a limit on the number of candidates that are assessed at any one event.

You will be evaluated on all Testing Technician duties explained in the course material, as well as your ability to interact with horses, persons responsible for the horses, other event officials, and your ability to speak English.

Do I have to attend the whole event in order to take my practical evaluation?

No. When you have been assigned to an event, the Testing Veterinarian will contact you regarding which days testing will take place and make the relevant arrangements to meet you at the event site. As a candidate Testing Technician, you must arrange your own transport and accommodation (if necessary) for the event and the FEI does not provide financial support to candidates.

How do I find out if I have passed or failed the practical evaluation?

At the end of the event, the Testing Veterinarian will complete an online report for the FEI. This report includes an evaluation form for candidate Testing Technicians which he/she will complete. The report is reviewed by the FEI Veterinary Department and you will receive your result via email approximately one week after the event has taken place.

If you have passed your practical evaluation you will be able to download your ID card from your profile page on the FEI database. Once you have obtained your status as an FEI Testing Technician, you will be appointed to events by a Testing Veterinarian.

If you fail your practical exam you may have two more attempts. We strongly advise that you seek advice from the Testing Veterinarian who evaluated you to discuss your weaknesses and follow any advice they may give to you before any further attempts.

How do I download my FEI ID Card?

You can download your ID card from your profile page on the FEI database. You must log in using your FEI ID number and password at: <http://data.fei.org>. Once logged in, click on MY ACCOUNT in the top right corner and scroll down your profile page to a purple bar called 'Additional Role' where you will see the function of Testing Technician listed. Your certificate can be accessed by clicking 'View Certificate' at the right hand side of this line.

How do I obtain a new FEI ID Card?

Your ID card will always be available on your profile, therefore you can log back into the database and obtain a replacement.

Payment

Will I receive any payment from the FEI for attending an event to take my practical evaluation?

No. The FEI does not pay the candidate Testing Technician for attending an event to take the practical evaluation. If you are successful and pass the practical evaluation you will be paid by the FEI for any future events you work at as a Testing Technician.

If I pass my practical evaluation on the first day of an event, can I claim payment for subsequent days of testing at the same show?

No. If you attend an event for multiple days, then entire event is considered as your qualifying event. If you are successful and pass your practical evaluation, you will be paid for any future events you work at as a Testing Technician.