



## **HBPA of Ontario**

Woodbine Race Track Office

P.O. Box 156, 555 Rexdale Blvd., Toronto, Ontario M9W 5L2

Phone: 1-800-268-9967 ext. 2249 or 416-675-3802

Fax: 416-675-5569 / Email: [cep@hbpa.on.ca](mailto:cep@hbpa.on.ca) Website: [www.hbpa.on.ca](http://www.hbpa.on.ca)

### **ASSISTANT TRAINER'S APPLICATION CRITERIA**

1. An Assistant Trainer whose license has not lapsed over three (3) years is not required to re-apply.
2. Five (5) years practical (hands on) experience in horse care at a race track\*
3. Must complete Assistant Trainer's application.
4. Provide a detailed biography which details your equine and racing experience.
5. Provide a copy of a job offer from a licensed trainer who has at least eight (8) horses in training at a race track (please explain in writing if other circumstances apply).
6. Provide detailed letters of reference from two (2) different licensed Journeyman Trainers.
7. Provide the HBPA of Ontario with a copy of your current Ontario Racing Commission (ORC) license(s).
8. Pay all testing fees in full prior to writing the Assistant Trainer's test(s).
9. Pass the HBPA of Ontario test(s) with a minimum grade of 75% or greater.
10. If you do not pass the HBPA of Ontario Assistant Trainer's test(s) with 70% you must wait four months before re-applying to write the test(s).
11. Applicants who receive a mark that is 70% or greater can re-apply to write the Assistant Trainer's test(s) on the next scheduled date.
12. Applicants who fail twice in any given year must wait 1 (one) full calendar year before re-applying to write the Assistant Trainer's test(s).

**\* Subject to the discretion of the HBPA Trainer's Testing Committee**

- Oral testing may be considered viable when mitigating circumstances are appropriate.
- Applicants may be evaluated by the HBPA Board of Directors for final approval.

**PLEASE NOTE**

**Ontario residents or persons domiciled in Ontario that have within one year acquired an Owner/Trainers, Public/Trainer or Assistant Trainer's license in a foreign racing jurisdiction MUST comply with the HBPA of Ontario qualification criteria before obtaining a Trainer's, or Assistant Trainer's license in Ontario.**



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### ASSISTANT TRAINER'S APPLICATION (please print)

LAST NAME:

FIRST NAME:

MIDDLE NAME:

DATE OF BIRTH (DAY/MONTH/YEAR):

ORC LICENSE #

MAILING ADDRESS:

CITY:

PROVINCE:

POSTAL CODE:

RESIDENCE PHONE #:

OTHER PHONE #:

### HORSE RACING OR INDUSTRY EXPERIENCE IN THE PAST FIVE (5) YEARS

EMPLOYER:

LICENSED AS:

DUTIES:

FROM (DATE):

(MONTH/YEAR)

TO (DATE):

(MONTH/YEAR)

EMPLOYER:

LICENSED AS:

DUTIES:

FROM (DATE):

(MONTH/YEAR)

TO (DATE):

(MONTH/YEAR)

EMPLOYER:

LICENSED AS:

DUTIES:

FROM (DATE):

(MONTH/YEAR)

TO (DATE):

(MONTH/YEAR)

Have you ever been suspended, refused, denied or had a license revoked from ANY racing jurisdiction?

YES OR NO

If yes, please supply details.

Please list any horse racing fines, rulings or penalties against you in the last five years:

I hereby give the HBPA of Ontario consent to make all enquires deemed necessary to process this application including but not limited to the Ontario Racing Commission (ORC). I certify that the information on this application is correct.

SIGNATURE OF APPLICANT:

DATE:



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### **ASSISTANT TRAINER'S TEST**

I, \_\_\_\_\_ hereby acknowledge the following:  
**(Applicant's Name – please print)**

All information on the application and additional documentation is correct.

All test(s) are the property of the HBPA of Ontario. After the test(s) only the applicant can view the marked test(s) in the HBPA offices. The test(s) cannot be copied in full or in part and cannot be removed from the HBPA office.

If I have any questions regarding the test(s) questions I will submit the reasons for my concerns in writing including the test question number. Also included will be my name, testing date and contact phone number.

In order to pass the Assistant Trainer's application process I must receive a mark of 75% or greater on each test(s).

If I fail any of the test(s) with a percentage less than 70% I must wait four (4) months before re-applying to write the Assistant Trainer's test(s).

If I fail with grade of 70% or greater, I can re-apply to write the Assistant Trainer's test(s) on the next scheduled date.

If I fail more than two (2) test(s) in any given year I must wait one full calendar year before re-applying to write the Assistant Trainer's test(s).

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**SIGNATURE OF APPLICANT:**

**DATE:**



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### **ASSISTANT TRAINER APPLICATION CRITERIA**

- Five years practical (hands on experience) at a race track
- Completed Assistant Trainer's Application
- Biography detailing your equine and racing experience
- Acknowledge in writing that you understand all conditions of passing, failing or rewriting the test
- Detailed letters of reference from two (2) licensed journeyman trainers
- Provide a copy of a job offer from a licensed trainer who has at least eight (8) horses in training at a race track  
(please explain in writing if other circumstances apply)
- Copy of current Ontario Racing Commission license
- Signed acknowledgement form