

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

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617-626-1700 fax: 617-626-1850 www.mass.gov/agr



Instructions for Declaration of Apprenticeship

1. **Apprentice Name and Contact information:** Please use the mailing address where the applicant can receive mail regularly during the length of the apprenticeship.
2. **Start Date of Apprenticeship:** This is the date on which the apprenticeship began. The form must be received by the Department within 30 Days of the beginning of the apprenticeship.
3. **Work Exchange Agreement:** We are collecting this information for purposes of tracking trends within the industry. If there is a verbal or written agreement that the apprentice will provide work in exchange for training than select YES. If the apprentice is paying for the training in full, select NO. The Department does not need a copy of this agreement.
4. **Mentor Name and Contact Information:** Please be sure to include the phone number and email address by which the Mentor is most easily reached during business hours. Multiple mentors may participate or an apprentice may switch mentors but a separate Declaration must be filed for each mentor.
5. **Apprentice's Initial Skill Level:** The mentor should briefly describe the actual level of skill, knowledge, and abilities of the apprentice as initially assessed by the mentor. Describe both strengths and weaknesses, as well as the apprentice's previous experiences riding, competing, caring for or raising horses, general knowledge of horsemanship, and teaching.
6. **Expected Hours per week at Stable:** Indicate the average number of hours that the apprentice is expected to provide at the stable. If there is a work arrangement, the number may be higher than otherwise. This should include all hours regardless of the activity (i.e. preparing for lessons, tacking, unmounted lessons, chores, etc.).
7. **Per week Observation / Assisting lessons:** Indicate the average hours the apprentice will observe and participate in lessons to mounted students conducted by the mentor. Do NOT include time the apprentice is assisting students to prepare for lessons, tacking or cleaning horses, or other work that does not involve being present and active in observing or assisting the mentor while teaching mounted students.
8. **Riding Disciplines being trained:** Identify the disciplines included and differentiate between major and minor focuses.
9. **Relationship to Apprentice/ Length of Time Known:** Please indicate any and all prior relationships between the mentor and apprentice (i.e. parent or sibling, friend, riding partner, college roommate, former student, etc.). Previous relationships may not disqualify you from working together as Mentor/Apprentice but the relationship should be transparent.
10. **Stable Name and Operator:** Provide the stable name, city, operator, and license number of the stable where the lessons are to occur. If multiple locations are to be included or if the stable changes during this apprenticeship, additional Declarations must be filed.
11. **Signatures:** All parties must sign and date the Apprenticeship Declaration so that they understand their responsibilities. The Statement detailing the Requirements and Expectations of the parties involved is available on the Department website or you may contact the Equine Program Coordinator to have a copy mailed to you.

There is no Fee to file or update a Declaration of Apprenticeship. There is a twenty dollar non-refundable fee for the Exam that must be included with the application. The apprentice may NOT teach mounted students or record teaching hours until they have passed the Riding Instructor's Examination and been cleared for such duties by their mentor. The mentor agrees to observe lessons taught by the apprentice and retains responsibility for safety in those lessons.