



ASSISTANT TRAINER'S TESTING APPLICATION

TESTING DATES

Applications are due on the dates listed below. All applications must be complete and include ALL back up documentation required by 3pm on the due date; **NO** additional documentation will be accepted after 3pm on the due date.

APPLICATION'S DUE

March 18, 2026

May 20, 2026

August 19, 2026

TEST DATE

April 8, 2026

June 10, 2026

September 9, 2026

ASSESSMENTS AND FEE'S

The HBPA Trainer and Assistant Trainer Testing Committee assess applications individually, based solely upon the documentation provided; the Committee may approve or deny applications.

Initial Test is \$100.00 and Retest is \$50.00 *****Fee's must be paid in full before any test can be taken*****

TESTS

PRACTICAL - The Practical test is a hands-on test done in the barn. It must be completed prior to the written tests. Applicants will be asked questions and are required to put on and fit any tack or bandages used in training or racing. This test is graded as Pass or Fail. Applicants must pass the practical in order to write the Horsemanship and Rules Tests.

HORSEMANSHIP - The Horsemanship Test consists of 50 multiple choice questions. These questions are based on anatomy, physiology, equine systems, illness, lameness, nutrition, and general knowledge of the racetrack.

RULES - The Rules Test consists of 50 multiple choice questions. These questions are based on the Alcohol and Gaming Commission's (AGCO) Rules of Thoroughbred Racing, the Canadian Pari-Mutuel Agency's (CPMA) Schedule of Drugs

*****Applicants are responsible for ensuring they have all the most current books to study from*****

MARKS

Applicants must achieve a mark of 80% or greater on each individual test. If the applicant gets a mark of 70% to 78%, they can apply to the HBPA Trainer Committee to write once more that season ([if there is another scheduled test](#)); if they get a mark less than 70%, they must wait 12 months (and the next scheduled test date) to apply to re-write.

If the applicant fails the second test(s) with a mark less than 80%, they must wait 12 months (and the next scheduled test date) from that second test date to write again.

*****IF THE APPLICANT HAS ANY CONCERNS ABOUT ONE OF THE TEST QUESTIONS, THEY WILL BE REQUIRED TO SUBMIT THEIR CONCERNS IN WRITING, INCLUDING THE TEST QUESTION NUMBER AND REASONS FOR THEIR CONCERNS. ALSO, INCLUDED WILL BE THEIR NAME, TEST DATE AND CONTACT INFORMATION.*****



ASSISTANT TRAINER'S TESTING APPLICATION

IMPORTANT INFORMATION

An Assistant Trainer who has not held an Assistant Trainer's license in the last three years, must apply to the HBPA for relicensing. They may be required to write the HBPA of Ontario Trainer's tests.

An Assistant Trainer who has held an Assistant Trainer's license for less than two full years in another jurisdiction, must apply to the HBPA for relicensing. They may be required to write the HBPA of Ontario Assistant Trainer's tests.

*****Please note that the above criteria applies to applicants from North America only. All applicants from countries outside of North America must apply to the HBPA.*****

ASSISTANT TRAINER'S APPLICATION

1. Must be at least 21 years old and have at least three (3) years of practical grooming experience in horse care at a racetrack with an outfit that has at least eight horses. *
2. Must complete Assistant Trainer's application
3. Provide all documents listed on the Document Checklist
4. Provide a job offer letter from an AGCO Licensed Trainer who:
 - Has been licensed as a Trainer for at least three years
 - Has at least eight horses in training at a racetrack at the time of application
 - Had at least five horses in training the prior year
5. Pay all testing fees in full prior to writing the Assistant Trainer's test(s)
6. Pass the HBPA of Ontario Assistant Trainer's test(s) with minimum grade of 80% on each test

If an applicant fails any of the tests with:

The first test(s) of the season - with a mark between 70% and 78% they can apply to rewrite once more that season. * This rule does NOT apply if no further testing dates are scheduled for the remainder of the season. With a mark of less than 70% they must wait 12 months to reapply to write again.

The second test of the season - with a mark between 80% they must wait at least 12 months (and the next scheduled test), from that second test date to apply to rewrite again.

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

Oral testing may be considered where there are mitigating circumstances.

Applicants may be evaluated by the HBPA Board of Directors for final approval.



ASSISTANT TRAINER'S TESTING APPLICATION

ASSISTANT TRAINER'S APPLICATION (PLEASE PRINT)

FIRST NAME: _____ LAST NAME: _____

DATE OF BIRTH: _____ AGCO LICENSE #: _____

MAILING ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

HOME PHONE: _____ MOBILE PHONE: _____

EMAIL ADDRESS: _____

HAVE YOU EVER BEEN SUSPENDED, REFUSED, DENIED OR HAD A LICENSE REVOKED FROM ANY RACING JURISDICTION? YES OR NO

IF YES, PLEASE PROVIDE THE DETAILS BELOW AND LIST ANY HORSE RACING FINES, RULINGS OR PENALTIES AGAINST YOU IN THE LAST FIVE (5) YEARS:

ARE YOU REQUESTING A WRITTEN OR ORAL TEST (CIRCLE YOUR CHOICE): WRITTEN OR ORAL

I HEREBY GIVE THE HBPA OF ONTARIO CONSENT TO MAKE ALL INQUIRIES IT DEEMS NECESSARY TO PROCESS THIS APPLICATION INCLUDING BUT NOT LIMITED TO THE ALCOHOL AND GAMING COMMISSION (AGCO). I CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS CORRECT.

I UNDERSTAND THAT I MAY BE CALLED INTO THE HBPA FOR AN INTERVIEW PRIOR TO A DECISION BEING MADE ON MY APPLICATION

APPLICANT NAME AND SIGNATURE: _____ DATE: _____



ASSISTANT TRAINER'S TESTING APPLICATION

ASSISTANT TRAINER—JOB OFFER LETTER

This letter is to certify that I am formally offering _____, the position of Assistant Trainer if they pass their required testing.

I further certify that I am:

- A trainer in good standing with the HBPA of Ontario, Woodbine and/or Fort Erie Racetracks and the AGCO of Ontario
- Have been licensed as a Thoroughbred Trainer for the past three seasons
- Have at least eight horses in training at a racetrack at the time of application
- Had at least five horses in training at a racetrack the prior year

That if the above-named person passes all the HBPA and AGCO requirements, and is licensed as an Assistant Trainer, that I will ensure that they are ready and capable to pre-race saddle the horse in the saddling area/paddock, and that I will be present in the saddling area/paddock the first three times that they do so.

TRAINER'S NAME & SIGNATURE: _____ DATE: _____



ASSISTANT TRAINER'S TESTING APPLICATION

ASSISTANT TRAINER'S TEST—ACKNOWLEDGEMENT

I, _____ hereby acknowledge the following:
(Applicant's Name - please print)

All information on the application and additional documentation is correct.

That I must receive a mark of 80% or greater on each individual test to pass

That the HBPA has the right to interview anyone who submits an Evaluation Report on my behalf

That the HBPA, at their discretion, may call me in for an interview prior to a decision being made on my Application

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

If I have concerns about the test questions, I will submit the reasons for my concerns in writing including the test question number. Also included will be my name, test date and contact phone number.

If I fail my first test(s) of the season with a mark between 70% and 78% I can apply to rewrite once more that season. (*This rule does not apply if the last scheduled test of the season). If I fail with a mark less than 70%, I must wait 12 months to apply to rewrite.

If I fail the second test(s) of the year with a mark less than 80%, I must wait 12 months and the next scheduled test date before applying to rewrite again.

All Tests will be given only on the predetermined scheduled tests dates.



ASSISTANT TRAINER'S TESTING APPLICATION

WORK EXPERIENCE—FOR AT LEAST THE LAST FIVE YEARS

TRAINER: _____ LICENSED AS: _____
START DATE: _____ END DATE: _____
REASON FOR LEAVING: _____

TRAINER: _____ LICENSED AS: _____
START DATE: _____ END DATE: _____
REASON FOR LEAVING: _____

TRAINER: _____ LICENSED AS: _____
START DATE: _____ END DATE: _____
REASON FOR LEAVING: _____

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START DATE: _____ END DATE: _____
REASON FOR LEAVING: _____

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START DATE: _____ END DATE: _____
REASON FOR LEAVING: _____

TRAINER: _____ LICENSED AS: _____
START DATE: _____ END DATE: _____
REASON FOR LEAVING: _____



ASSISTANT TRAINER'S TESTING APPLICATION

CHECKLIST

- At least 21 years old and have a minimum of three (3) years practical (grooming) experience in horse care at a racetrack with an outfit that has at least eight horses
- Completed Assistant Trainer's Application
- Signed Acknowledgement Form
- Completed Work Experience Chart
- At least three Completed Evaluation Charts from journeyman trainers (present employer, past employer(s), who describe in detail, how long they have known the applicant, if they worked for them and when, and what skills they have observed the applicant to have, which meets the requirements to be licensed as an Assistant Trainer
- AGCO Licensing History (Must be obtained by applicant through AGCO Licensing office)
- Copy of current AGCO License (and any relevant licenses from other jurisdictions)
- Completed job offer form from an AGCO licensed Trainer
- Completed Checklist