

## Instructions for Trainers Exam\Licensure

- 1) Obtain Application \ Checklist from [WWW.NMRC.STATE.NM.US](http://WWW.NMRC.STATE.NM.US)
  - a. Fill out the form.
  - b. Obtain three (3) letters of recommendation attesting to your character and qualifications. The letters must be from a Licensed Trainer, Veterinarian or an Owner.
  - c. Obtain a Certification of Apprenticeship.
  - d. Proceed to Stewards Office for Stewards Interview.
- 2) Stewards Interview
  - a. If accepted, obtain all three Stewards signature on your form.
  - b. Proceed with your packet (signed Form, letters and Certification of Apprenticeship) to NMHA track office to schedule a Barn Test.
- 3) Barn Test
  - a. If passed, have Section 2 on your form filled out by the Commission Representative and a Signature from a NMHA Representative.
  - b. Contact the Racing Commission (Leasa Johnson) to schedule a Written Test.
  - c. Proceed to your scheduled Written Test with your packet
- 4) Written Test
  - a. If Passed:
    - i. Have Section 3 on your form filled by the Commission Representative presiding over your Written Test.

- ii. Proceed to Racing office to Open a Trainers file, have section 4 on your form filled out by the Racing Office Representative.
  - iii. Proceed to the License Office with your packet to apply for your License.
- b. If failed:
- i. 1<sup>st</sup> Fail: wait 30 days to re-test.
  - ii. 2<sup>nd</sup> Fail: wait 60 days to re-test.
  - iii. 3<sup>rd</sup> Fail: wait 365 days (1 year) to re-test.

If you have any further questions please feel free to contact Leasa Johnson at (505)222-0700.