

Registered Office:

**BHS Qualifications**

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## Application for Replacement Certificates

In order to apply for replacement certificates and/or verification of achievement, please complete the following proforma and return with relevant fees to the above address.

Please sign and date the declaration on page 4.

### Fees

A fee of £10.00 per qualification certificate is payable with all applications.

If you do not request certificates, an official letter will be issued confirming your qualification achievement. A fee of £20.00 is payable for this service.

Name of candidate	
Unique ID number	
Date of birth	
Current address	
Daytime telephone number	
Email address	
Name at time of exam, (if different from above)	
<i>N.B. Please provide an official document as proof of your change of name</i>	
Address at time of Exam/Award, (if different from above)	

Please indicate overleaf which qualification you are seeking verification of and confirm whether or not you require a certificate. Please give us as much information as you can recall regarding when and where you took each qualification.

## Qualifications taken after 1 January 2011:

Examination taken	Date of assessment	Assessment venue	Certificate required (Y/N)
BHSQ/EQL Level 1 Certificate in BHS Riding Horses			
BHSQ/EQL Level 1 Certificate in BHS Horse Knowledge and Care			
Unit transcript (Level 1)			
EQL Level 2 Award in BHS Riding Horses Safely on the Public Highway			
Unit transcript (Level 2)			
BHSQ/EQL Level 2 Diploma in BHS Riding Horses			
BHSQ/EQL Level 2 Certificate in Riding horses on the Flat			
BHSQ/EQL Level 2 Diploma in BHS Horse Knowledge and Care			
BHSQ/EQL Level 2 Certificate in Horse Care			
BHSQ/EQL Level 2 Award in the Principles of Horse Care			
Unit transcript (Level 2)			
BHSQ/EQL Level 3 Diploma in BHS Riding Horses			
BHSQ/EQL Level 3 Certificate in Riding Horses on the Flat			
BHSQ/EQL Level 3 Diploma in BHS Horse Knowledge and Care			
BHSQ/EQL Level 3 Certificate in Horse Care			
BHSQ/EQL Level 3 Award in the Principles of Horse Care			
Unit transcript (Level 3)			
BHSQ/EQL Level 3 Certificate in BHS Preliminary Teaching of Horse Riding			
BHSQ/EQL Level 2 Award in the Principles of Coaching Sport			
Unit transcript (PTT)			
BHSQ/EQL Level 4 Diploma In BHS Riding and Training Horses			
BHSQ/EQL Level 4 Certificate In Riding Horses on the Flat			
BHSQ/EQL Level 4 Award In Lunge a Horse for Improvement			
BHSQ/EQL Level 4 Diploma In BHS Horse Knowledge, Care and Management			
BHSQ/EQL Level 4 Certificate In Horse Care and Management			
BHSQ/EQL Level 4 Certificate In The Principles of Horse Care and Management			
Unit transcript (Level 4)			
BHSQ/EQL Level 5 Diploma In BHS Intermediate Teaching of Horse Riding			

BHSQ/EQL Level 5 Diploma In Coaching Horse Riders for the Commercial Environment			
BHSQ/EQL Level 5 Diploma In Coaching Horse Riders for Competition			
Unit transcript (Level 5)			
EQL Assistant Instructor Certificate			
EQL Intermediate Instructor Certificate			

**Other qualifications:**

Qualification taken	Date of assessment	Assessment venue	Certificate required (Y/N)
NVQ Level 1 in Horse Care			
NVQ Level 2 in Horse Care			
NVQ Level 3 in Horse Care & Management			
SVQ 1 in Horse Care			
SVQ 2 in Horse Care			
SVQ 3 in Horse Care & Management			
BHSQ/EQL Level 1 Diploma in Work Based Horse Care			
BHSQ/EQL Level 2 Diploma in Work Based Horse Care			
BHSQ/EQL Level 3 Diploma in Work Based Horse Care & Management			
UKCC Level 1 (Pre 2011)			
UKCC Level 2 (Pre 2011)			
UKCC Level 3 (Pre 2011)			
EQL Level 1 Award in Coaching <i>(all pathways)</i>			
EQL Level 1 Award in the Principles of Coaching Sport			
EQL Level 2 Certificate in Coaching <i>(all pathways)</i>			
EQL Level 2 Award in the Principles of Coaching Sport			
EQL Level 3 Certificate in Coaching <i>(all pathways)</i>			
EQL Level 3 Award in the Principles of Coaching Sport			
Unit transcript			

## **Declaration**

I..... (signed) confirm that I am the candidate whose records I am requesting verification of.

Date..... I enclose a fee of £.....

Please make all cheques payable to BHSQ.

Alternatively, if you wish to pay over the phone by credit/debit card, please submit your telephone contact details with your application and we will call you to take payment.

There will be no charge if it is not possible to locate your results in our records.

Due to the volume of enquiries received, please allow 2-4 weeks for your request to be processed.

### **How we use personal information:**

Personal data is protected under current data protection regulations. BHS Qualifications, as a wholly owned subsidiary of The British Horse Society (BHS), abides by the BHS privacy policy. For more details please refer to the privacy policy detailed on the website:

or email <https://www.bhsq.co.uk/privacy-and-cookies>  
[dataprotection@bhs.org.uk](mailto:dataprotection@bhs.org.uk)