Trainer's License

New Zealand Thoroughbred Racing — PUREI HŌIHO NĀTI O AOTEAROA	Class A	Class B	Class C
Applicant	Complete application online including the following: • Copy of ID (drivers licence, passport or birth certificate) • Copy of colour photo copy of details of property • Copy of written reference from industry supplier • Copy of approval to train at club/venue • Copy of business plan (including profit and loss budget) • Details of full work history • Details of horses intended to train • Details of two referees (complete section)	Complete application online including the following: • Copy of ID (drivers licence, passport or birth certificate) • Copy of colour photo copy of details of property • Copy of written reference from industry supplier • Copy of approval to train at club/venue • Details of full work history • Details of horses intended to train • Details of two referees (complete section)	Complete application online including the following: • Copy of ID (drivers licence, passport or birth certificate) • Copy of colour photo copy of details of property • Copy of written reference from industry supplier • Copy of approval to train at club/venue • Details of full work history • Details of horses intended to train • Details of two referees (complete section)
Licensing Officer	• Confirms ALL documentation received • Confirms payment • Licensing Officer ensures all necesarry documentation has been received • Sends application to RIB field officer • Sends trainer applicant - license interview/stable inspection document • Request overseas clearance (if required) • Check working visa (if required)	• Confirms ALL documentation received • Confirms payment • Licensing Officer ensures all necesarry documentation has been received • Sends application to RIB field officer • Sends trainer applicant - license interview/stable inspection document • Request overseas clearance (if required) • Check working visa (if required)	• Confirms ALL documentation received • Confirms payment • Licensing Officer ensures all necesarry documentation has been received • Sends application to RIB field officer • Sends trainer applicant - license interview/stable inspection document • Request overseas clearance (if required) • Check working visa (if required)
Applicant	Applicant to arrange Stable inspection time with RIB Field Officer	Applicant to arrange Stable inspection time with RIB Field Officer	Applicant to arrange Stable inspection time with RIB Field Officer
Racing Integrity Board	• Stable visit • Conduct interview • Conduct stable inspection • Ensure rules of racing test completed • Provide reccomendation to Licensing Panel	• Stable visit • Conduct interview • Conduct stable inspection • Ensure rules of racing test completed • Provide reccomendation to Licensing Panel	• Stable visit • Conduct interview • Conduct stable inspection • Ensure rules of racing test completed • Provide reccomendation to Licensing Panel
Compliance	Run credit check	Run credit check	Run credit check
Licensing Panel	• Consider all documentation and recommendation from RIB • Approve/decline license • Provide recommendation to licensing officer	• Consider all documentation and recommendation from RIB • Approve/decline license • Provide recommendation to licensing officer	• Consider all documentation and recommendation from RIB • Approve/decline license • Provide recommendation to licensing officer
Licensing Officer	• Create license in Racing Management System • Create license in CardExchange • Complete records in spreadsheets Update file location • Create license ID Card • Create license pack • Email confirmation to applicant • Distribute license pack by mail	• Create license in Racing Management System • Create license in CardExchange • Complete records in spreadsheets Update file location • Create license ID Card • Create license pack • Email confirmation to applicant • Distribute license pack by mail	• Create license in Racing Management System • Create license in CardExchange • Complete records in spreadsheets Update file location • Create license ID Card • Create license pack • Email confirmation to Applicant • Distribute license pack by mail