

INSTRUCTIONS FOR COMPLETING THE APPLICATION AND REGISTRATION FOR BNA DAN GRADE FORM

A. PROMOTION BY EXAMINATION

The instructions below are for tests that occur in the dojo, or at a regional seminar. Instructions for testing at camp will be sent out separately. Check with your testing coordinator or chief instructor if you are unsure how to proceed.

Applicant:

Complete the "Completed by Applicant" section on the *Application and Registration for BNA Dan Grade* form. You may hand-print the information or complete the form online. All fields are required. Enter your name as you wish it to be printed on your certificate. Be sure to sign and date the form.

Give the following to your testing coordinator:

- completed *Application and Registration for BNA Dan Grade* form;
- test fee;
- sheet listing the dates and locations of seminars you have attended since your last promotion;
- current martial arts resume (if requested); and
- essay (if requested).

Your testing coordinator or chief instructor will provide you with the amount of the test fee. This individual will also let you know if you need to submit an essay and martial arts resume prior to your test.

After your test, the examiner will return this form to you with the bottom section completed. Send the completed form within 90 days of your test, along with your BNA dan registration fee of \$30 (make checks made payable to Birankai NA), to:

BNA Registrar
Ben Kunkel
PO Box 16641
San Diego, CA 92176.

PLEASE DO NOT mail essays, seminar listings or resumes to the BNA Registrar.

Examiner:

After the test has been completed, fill in the 'Promotion by Exam' box in the "Completed by Examiner" section on the *Application and Registration for BNA Dan Grade* form. If you needed a second examiner to have the authority to grade to the new rank level, please ensure that BOTH examiners have completed the appropriate lines and signed and dated the form. Return the completed and signed form to the applicant.

B. PROMOTION BY RECOMMENDATION

Applicant:

If you have been informed that you are being promoted by recommendation, follow the instructions above, but give the paperwork to the instructor authorizing the promotion. There is no test fee. This individual will return the form to you once it is completed.

Examiner:

If you are promoting someone by recommendation, have the individual complete the top section of the *Application and Registration for BNA Dan Grade* and submit it to you. Complete the 'Promotion by Recommendation' box in the "Completed by Examiner" section on the form. If you do not have the authority to recommend the individual to the new rank, the form must be signed by an instructor with the appropriate authority.

Return the completed and signed form to the applicant.

BIRANKAI NORTH AMERICA
Application and Registration for BNA Dan Grade

COMPLETED BY APPLICANT

NAME: _____		
LAST	FIRST	MI
EMAIL ADDRESS: _____		
SEX: M ___ F ___	MO/YR OF BIRTH: _____	MO/YR STARTED AIKIDO: _____
DOJO: _____		INSTRUCTOR: _____
CURRENT RANK INFO:		
RANK: _____	DATE AWARDED: _____	EXAMINER: _____
HRS SINCE LAST PROMOTION: _____		

APPLICANT SIGNATURE: _____ DATE: _____

EXAMINER: COMPLETE ONE OF THE TWO BOXES BELOW.

COMPLETED BY EXAMINER

PROMOTION BY EXAMINATION		TRY AGAIN _____
NEW RANK: _____	DATE AWARDED: _____	LOCATION: _____
EXAMINER(S): _____	_____	_____
(Printed)	(Printed)	
SIGNATURE(S): _____	DATE: _____	
SIGNATURE(S): _____	DATE: _____	
PROMOTION BY RECOMMENDATION		
NEW RANK: _____	DATE AWARDED: _____	LOCATION: _____
AUTHORIZED BY: _____		
(Printed)		
SIGNATURE: _____	DATE: _____	

Office use only:
By:

Cert #: BN