



APPLICATION FORM AND INSTRUCTIONS FOR REGISTRATION OF BNA DAN RANK

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 \$40 (make checks made payable to Birankai North America), to:

Birankai North America
Dan Registration
PO Box 1093
Carlsborg, WA 98324

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

Senior Council promotions by recommendation occur at New Year's, O'Sensei's Memorial, Summer Camp and Regional Events. These BNA recommended promotions are deemed eligible by the BNA Senior Council and/or qualified and current BNA instructors.

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. The BNA dan registration fee stated above is still required. The instructor authorizing the promotion will return the form to you once it is completed. Mail the completed application and fee to the BNA dan registrar address above.

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.

Application Form for Registration of Dan Grade - Birankai North America

See sample form on next page. Follow these steps to complete blank form on last page.

Please write legibly. Please refer to the image below for guidance, and ONLY fill out the fields noted.

The applicant fills out the top section of the form:

1. Enter your name as you wish it to appear on your dan certificate.
2. Enter your email address.
3. Mark the field corresponding to your gender.
4. Enter your birth month and year (for example, if your date of birth is January 2, 1990, enter 01/90).
5. Enter the month and year you started aikido (for example, if you began training in May 2016, enter 05/16).
6. Enter the name of your dojo.
7. Enter the name of your chief instructor.
8. Enter **rank before testing** for your current rank.
9. Enter the date of your test.
10. Enter the name of the examiner of your test.
11. Enter the **number of hours** of training since your **current rank up to the test date**.
12. Sign the form.
13. Date the form.

The examiner fills out the remaining fields in section "Promotion By Examination":

14. Enter the rank which you are testing for.
15. Enter the date of the examination.
16. Enter the location of the test.
17. Print the examiner(s) name(s).
18. Sign the form (this is the examiners' signatures, not the applicant's).
19. Enter the current date.

If receiving a promotion without examination, the BNA Senior Council and/or qualified and current BNA instructor fills out the section "Promotion By Recommendation"

BIRANKAI NORTH AMERICA
APPLICATION FORM FOR REGISTRATION OF DAN GRADE
SAMPLE

COMPLETED BY APPLICANT	NAME: 1 LAST _____ FIRST _____ MI _____ EMAIL ADDRESS: 2 _____ SEX: M _____ F _____ MO/YR OF BIRTH: 4 _____ MO/YR STARTED AIKIDO: 5 _____ DOJO: 6 _____ INSTRUCTOR: 7 _____
	CURRENT RANK INFO: RANK: 8 _____ DATE AWARDED: 9 _____ EXAMINER: 10 _____ HRS SINCE LAST PROMOTION: 11 _____

APPLICANT SIGNATURE: 12 _____ DATE: 13 _____

EXAMINER: COMPLETE ONE OF THE TWO BOXES BELOW.

COMPLETED BY EXAMINER	<p>PROMOTION BY EXAMINATION</p> <p style="text-align: right;">TRY AGAIN _____</p> NEW RANK: 14 _____ DATE AWARDED: 15 _____ LOCATION: 16 _____ EXAMINER(S): 17 _____ (Printed) _____ (Printed) _____ SIGNATURE(S): 18 _____ DATE: 19 _____ SIGNATURE(S): _____ DATE: _____
	<p>PROMOTION BY RECOMMENDATION</p> NEW RANK: _____ DATE AWARDED: _____ LOCATION: _____ AUTHORIZED BY: _____ (Printed) _____ SIGNATURE: _____ DATE: _____

Office use only:
 By: _____

Cert #: BN _____

BIRANKAI NORTH AMERICA
APPLICATION FORM FOR REGISTRATION OF DAN GRADE

COMPLETED BY APPLICANT	<p>NAME: _____ <small style="display: inline-block; width: 30%; text-align: center;">LAST</small> <small style="display: inline-block; width: 30%; text-align: center;">FIRST</small> <small style="display: inline-block; width: 30%; text-align: center;">MI</small></p> <p>EMAIL ADDRESS: _____</p> <p>SEX: M ___ F ___ MO/YR OF BIRTH: _____ MO/YR STARTED AIKIDO: _____</p> <p>DOJO: _____ INSTRUCTOR: _____</p> <hr/> <p>CURRENT RANK INFO:</p> <p>RANK: _____ DATE AWARDED: _____ EXAMINER: _____</p> <p>HRS SINCE LAST PROMOTION: _____</p>
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APPLICANT SIGNATURE: _____ DATE: _____

EXAMINER: COMPLETE ONE OF THE TWO BOXES BELOW.

COMPLETED BY EXAMINER	<p>PROMOTION BY EXAMINATION</p> <p style="text-align: right;">TRY AGAIN _____</p> <p>NEW RANK: _____ DATE AWARDED: _____ LOCATION: _____</p> <p>EXAMINER(S): _____ <small style="display: inline-block; width: 45%; text-align: center;">(Printed)</small> <small style="display: inline-block; width: 45%; text-align: center;">(Printed)</small></p> <p>SIGNATURE(S): _____ DATE: _____</p> <p>SIGNATURE(S): _____ DATE: _____</p> <hr/> <p>PROMOTION BY RECOMMENDATION</p> <p>NEW RANK: _____ DATE AWARDED: _____ LOCATION: _____</p> <p>AUTHORIZED BY: _____ <small style="display: inline-block; width: 45%; text-align: center;">(Printed)</small></p> <p>SIGNATURE: _____ DATE: _____</p>
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Office use only:
 By: _____

Cert #: BN _____