



Instructions and Application Form for Registration of Dan Grade with Birankai North America

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:

1. 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.
2. 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.

3. After your test, the examiner will return this form to you with the bottom section completed and signed.
4. **Contact the BNA registrar** at BNAREgistrar@gmail.com for the current instructions on how and where to submit the forms and fees for processing.

***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:

1. Follow the instructions provided above but give the form to the instructor authorizing the promotion.
2. There is no test fee. However, the BNA dan registration fee stated above is still required.
3. The instructor authorizing the promotion will return the form to you once it is completed.
4. **Contact the BNA registrar** at BNAREgistrar@gmail.com for the current instructions on how and where to submit the forms and fees for processing.



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Examiner:

If you are promoting someone by recommendation:

1. Have the candidate complete the top section of the form: *Application and Registration for BNA Dan Grade*, and return the form to you.
2. 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.
3. Return the completed and signed form to the applicant.

INSTRUCTIONS

- Follow the instructions and refer to the sample form, below, for guidance on how to complete the application.
- A blank application form is provided for your use on the last page of this document.
- When completing the form: Please **PRINT legibly** and refer to the instructions and the sample form 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.



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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 senior examiner's signature, not the applicant's).
19. Enter the current date.

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



<< SAMPLE >>

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COMPLETED BY APPLICANT	NAME: 1 _____ <small>LAST FIRST MI</small>
	EMAIL ADDRESS: 2 _____
	SEX: M 3 F 4 MO/YR OF BIRTH: 5 MO/YR STARTED AIKIDO: 6
	DOJO: 7 INSTRUCTOR: 8
CURRENT RANK INFO:	
RANK: 9 DATE AWARDED: 10 EXAMINER: 11	
HRS SINCE LAST PROMOTION: 12	
APPLICANT SIGNATURE: 13 DATE: 14	

EXAMINER: COMPLETE ONE OF THE TWO BOXES BELOW.

COMPLETED BY EXAMINER	PROMOTION BY EXAMINATION		TRY AGAIN: _____
	NEW RANK: 15	DATE AWARDED: 16	LOCATION: 17
	EXAMINER(S): 18 <small>(Printed)</small>	EXAMINER(S): 19 <small>(Printed)</small>	
	SIGNATURE(S): 20	DATE: 21	
	SIGNATURE(S): _____	DATE: _____	
	PROMOTION BY RECOMMENDATION		
NEW RANK: _____	DATE AWARDED: _____	LOCATION: _____	
AUTHORIZED BY: _____ <small>(Printed)</small>			
SIGNATURE: _____		DATE: _____	

Office use only:
By: _____

Cert #: BN _____



Application Form for Registration of Dan Grade with Birankai North America

Form section for applicant completion, including fields for Name (Last, First, MI), Email Address, Sex, Birth Date, Start Date, Dojo, Instructor, Current Rank Info, Rank, Date Awarded, Examiner, and Hrs Since Last Promotion.

APPLICANT SIGNATURE: _____ DATE: _____

EXAMINER: COMPLETE ONE OF THE TWO BOXES BELOW.

Form section for examiner completion, divided into two boxes: PROMOTION BY EXAMINATION and PROMOTION BY RECOMMENDATION. Includes fields for New Rank, Date Awarded, Location, Examiner(s), Signature(s), and Date.

Office use only:
By:

Cert #: BN _____