

## Dan Promotion Application Instruction Sheet

### **Congratulations!**

You are going up for a Dan promotion. This Check Sheet was developed to help you gather all the paperwork you will need to submit in order to ensure you have a complete file for the Promotion Committee. Please use this checklist when you compile your information.

**ALL APPLICATIONS ARE TO BE SUBMITTED ELECTRONICALLY AND SHALL BE FULLY COMPLETED AND TYPED!** The completed application should be submitted currently to the Chair of the Konan Board of Examiners, Mrs. Frances Glaze, (fmglaze@yahoo.com) & Promotion Chairperson, Mr. Tom Sheehan, (t\_j\_sheehan@yahoo.com). The applications should be signed and dated. To get the form and background application go to: <http://www.usjf.com>

### **For those requesting a review for the rank of Shodan, you will need:**

- Recommendation from your instructor
- Typed and completed USJF Form 20 (**CURRENT FORM 20**) by **using the PDF format for the Form 20.** [Click here for Form 20](#)
- Send your Nikyu & Ikkyu promotion certificates with your form 20 to the Chair's electronically. Also must be a **Current USJF membership for at least 2 years.** [Note: If you are not a two (2) year consecutive member of USJF, you are able to pay back dues for the current cost of \$25 for the missing year so long as you have a current USJF membership.]
- Copy of the USOC Safe Sport Certificate - <http://training.teamusa.org/store/details/1>
- Copy of the CDC Concussion Certificate - <https://www.cdc.gov/headsup/youthsports/training/index.html>
- Background check application (please send a completed and signed form with a \$16 check directly to USJF). *Nothing will be submitted until the check is completed.*

### **Fees\*:**

- Promotion test fee: \$10 payable either by check made out to Konan Judo Association or cash.
- Konan Promotion fee: \$20 payable check made out to Konan Judo Association or cash.
- USJF Fee: \$125.00 for Shodan payable by check or money order made out to the United States Judo Federation.
  - \* If a candidate signs up for USJF Life membership, he does not need to pay the USJF part of the promotion fee.
  - \* If a candidate signs up for Konan Life membership, he does not need to pay the Konan part of the promotion fee.
  - \* **The promotion will be considered null and void if fees are not paid and paperwork is not completed within two years.**

### **For those requesting a review for the rank of Nidan and above:**

- Attendance at one promotional workshop
- Typed and completed USJF Form 20 (**CURRENT Form 20**)
- Current USJF membership for least 4 years. [Note: If you are not a four (4) year consecutive member of USJF, you are able to pay back dues for the current cost of \$25 for the missing years so long as you have a current USJF membership.]
- Copy of the USOC Safe Sport Certificate - <http://training.teamusa.org/store/details/1>
- Copy of the CDC Concussion Certificate - <https://www.cdc.gov/headsup/youthsports/training/index.html>
- Background check application (please send a completed and signed form with a \$16 check directly to USJF). *Nothing will be submitted until the check is completed.*

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## Fees\*:

- Promotion test fee: \$10 payable by check made out to Konan Judo Association or cash.
  - Konan Promotion fee: \$20 payable by check made out to Konan Judo Association or cash.
  - USJF Fee: \$150.00 for Nidan and \$175.00 for Sandan (\$25 increments for each rank up to Rokudan and \$50 increments after that) payable by check or money order made out to the United States Judo Federation.
- \* If a candidate signs up for USJF Life membership, he does not need to pay the USJF part of the promotion fee.
- \* If a candidate signs up for Konan Life membership, he does not need to pay the Konan part of the promotion fee.
- \* **The promotion will be considered null and void if fees are not paid and paperwork is not completed within two years.**

**HOW TO ELECTRONICALLY SUBMIT YOUR FORM 20**

1. Download your Form 20 to your PC.
2. Then fill out sections 1-8 on first page. This is mandatory to be able to process your form with all the pertinent information requested.
3. The following pages 2 through 8 are for accounting for your Time in Grade (TIG) reductions. Note: if going as a **COMPETITOR** you can only claim USJF Life membership as your reduction. As a **NON-COMPETITOR**, fill out any sections on pages 2 through 8 pertinent to TIG deductions. If there is no information for TIG reduction in pages 2 through 8, leave them blank.
4. **How to save you information.** Close out your Form 20 on your PC. You will get a prompt asking if you want to save the changes you made to your form 20. **Click YES.** Then your PC will give you a prompt to save the doc with a different name. (Put in **John Doe 1.**) Then after each time you open the doc and make changes of your information on the Form 20 you will have to close it and repeat the process and change the name of the Form 20.
5. **Submit your form 20 prior to the dead line date on the current announcement of the Promotional Clinic. If you fail to comply with the submission dead line date, you will have to wait for the following Promotional Exam.**
6. Send Form 20 to Chair of the Board of Examiners, currently Mrs. Frances Glaze fmglaize@yahoo.com and to the Chair of Promotion Committee, currently Mr. Thomas Sheehan t\_j\_sheehan@yahoo.com
7. The Chair of the Promotion Committee will review your form 20. If any changes are needed, he will advise you to make the changes and resubmit your form 20. When the Form 20 is accurately completed, the Chair of the Promotion Committee will send you a e-mail stating the your Form is OK to process and also send the requirement that you will have to perform at the Promotional Exam.
8. **You will need to bring your record book to either the promotional clinic or the promotion to valid your form 20. If you are going as a competitor.**