

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, SHALL BE FULLY COMPLETED AND TYPED, AND SHALL BE TIMELY! The completed application and support materials should be submitted to the current Chairperson of the Konan Board of Examiners, Mrs. Frances Glaze, (fmglaze@yahoo.com) & Promotion Chairperson, Mr. Tom Sheehan, (t_j_sheehan@yahoo.com). Below are the required document and their location for downloading.

For those requesting a review for the Rank of Shodan, you will need to submit the following:

- Written recommendation from your instructor.
- Using the USJF PDF format** complete USJF Form 20 which can be downloaded from: <https://www.usjf.com/wp-content/uploads/2021/06/20V6.0.0210614.pdf>
 - Form must be typed.
 - Applications should be dated.
 - On the Form 20, check if you are going as a **COMPETITOR** or **NON-COMPETITOR** at the top of page.
- Your Nikyu & Ikkyu promotion certificates.
- Proof of USJF membership re** for your **last consecutive 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 your USOC SafeSport Certificate of Completion which can be found at: <https://www.usjf.com/2021/06/usjf-safesport/> If you are a minor this is not needed.
- Copy of your CDC Concussion Certificate of Completion. Course can be found at: <https://www.usjf.com/2021/06/concussion-training/>
- Non-competitors must have any level of the USJF coaching or teacher certification courses found at:
 - Coaching: <https://www.usjfcoach.com/certification.html>
 - Teaching: <https://www.usjfteachers.com/certification.html>
- Background check applications sent directly to USJF

If you haven't had a UJSF, USA Judo, or USJA background check or one acceptable to the office that is no more than two years old you need to send a completed and signed form with a \$16 check directly to USJF. Form can be found at: <https://www.usjf.com/2021/03/background-screening-paperless/> , If you are a minor a background check is NOT needed. If you want to find out more about the background screening please go to: <https://www.usjf.com/2021/03/background-screening-paperless/>
- Attendance at one promotional workshop (optional)
- If a candidate's paperwork is received after the deadline date the candidate will be ineligible for that promotion. The candidate will be considered at the following promotion.**

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.

Dan Promotion Application Instruction Sheet

- * If a candidate signs up for USJF Life membership, he/she does not need to pay the USJF part of the promotion fee.
- * If a candidate signs up for Konan Life membership, he/she 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 one year.**

For those requesting a review for the Rank of Nidan and above you will need to submit the following :

- Using the USJF PDF format** complete USJF Form 20 which can be downloaded from:
<https://www.usjf.com/wp-content/uploads/2021/06/20V6.0.0210614.pdf>
 - Form must be typed.
 - Applications should be dated.
 - On the Form 20, check if you are going as a **COMPETITOR** or **NON-COMPETITOR** at the top of page.
- Proof of USJF membership re** for your **last consecutive 3 years**
Note: If you are not a three (3) year consecutive member of USJF, you are able to pay back dues for the current cost of \$25 per year for the missing year so long as you have a current USJF membership.).
- Copy of your USOC SafeSport Certificate of Completion*; which can be found at:
<https://www.usjf.com/2021/06/usjf-safesport/> If you are a minor this is not needed.
- Copy of your CDC Concussion Certificate of Completion. Course can be found at:
<https://www.usjf.com/2021/06/concussion-training/>
- Background check applications sent directly to USJF
 If you haven't had a USJF, USA Judo, or USJA background check or one acceptable to the office that is no more than two years old you need to send a completed and signed form with a \$16 check directly to USJF. Form can be found at: <https://www.usjf.com/2021/03/background-screening-paperless/> , If you are a minor a background check is NOT needed. If you want to find out more about the background screening please go to: <https://www.usjf.com/2021/03/background-screening-paperless/>
 If you are taking the course for the first time you need to take the full course. If you are renewing for the first time, the course you need to take is titled Refresher 1. If you are renewing for the second time (the next year), the course you need to take is titled Refresher 2.
Do not send this application or test results to the Chairperson of the Board of Examiners or the Chairperson of the promotion committee
- Current First Aid and CPR certifications
- Attendance at one promotional workshop (optional)
- If a candidate's paperwork is received after the deadline date the candidate will be ineligible for that promotion. The candidate will be considered at the following promotion.**

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/she does not need to pay the USJF part of the promotion fee.

Dan Promotion Application Instruction Sheet

- If a candidate signs up for Konan Life membership, he/she 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 one year.**

Dan Promotion Application Instruction Sheet**HOW TO ELECTRONICALLY SUBMIT YOUR FORM 20**

1. Download a Form 20 to your PC from the USJF website: <https://www.usjf.com/wp-content/uploads/2018/10/Form20-PromotionFormFields120531.pdf>.
2. Page to fill out on your Form 20
 - a. Competitor
 - i. Fill out the first page and page 6 USJF Life Member (LM) & Presidents Club Life Member (PCLM)
 - b. Non-competitor:
 - i. Fill out sections 1-8 if you are a non-competitor. This is mandatory to be able to process your form with all the pertinent information requested.
3. **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.
4. **Submit your form 20 prior to the dead line date on the current announcement of the Promotional Clinic.**
5. **If you fail to comply with the submission dead line date, you will have to wait for the following Promotional Exam.**
6. Send the completed Form 20 to Chair of the Board of Examiners, currently Mrs. Frances Glaze fmglaze@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 send the requirement that you will have to perform at the Promotional Exam.
8. You will need to bring your record book to:
 - a. Either the promotional clinic or the promotion to verify your competitive points to validate your form 20, or
 - b. If you are going as a non-competitor to verify your participation with judo workshop and training activities