

INSTRUCTIONS FOR REGISTERING RANK WITH HOMBU DOJO AND REPLACING A YUDANSHA BOOK

INSTRUCTIONS FOR EVERYONE REGISTERING RANK WITH HOMBU DOJO:

To register ANY rank with Hombu Dojo, you must first have registered that rank with Birankai. (The two registrations may be done concurrently.) All Birankai NA members are strongly encouraged to register dan ranks with both Birankai NA and Hombu Dojo. Certified teachers are required to register with both Birankai and Hombu. Failure to do so in a timely manner may result in suspension of grading privileges.

You are requested to register your rank with Hombu Dojo within one year of your promotion. If you are unable to do so because of financial hardship, you may set up a payment plan. The registration payment may then be spread out over three years. Contact the registrar for information on how to set up this plan. Your new rank will not be reflected until the full payment has been received.

To register your rank with Hombu, you must be current on both your BNA membership dues and teacher fees. Check with your chief instructor if you are unsure if your dues are paid. You must also have registered all previously received dan ranks with Hombu Dojo.

The remainder of the instructions are in sections:

- Registering shodan rank
- Registering nidan through yondan ranks
- Registering godan or rokudan ranks
- Replacing a yudansha book

All of the additional instructions you will need are contained in that particular section. There is no need to read or refer to the entire document.

THE DEADLINES FOR SUBMITTING MATERIALS FOR HOMBU DOJO IN 2016 ARE: MARCH 1, AUGUST 15, NOVEMBER 1. MATERIALS THAT ARE SUBMITTED AFTER THE DEADLINE WILL BE PROCESSED IN THE NEXT BATCH.

REGISTERING SHODAN RANK

Complete Hombu Dojo form *Dan/Kyu Grading Examinations* (form 1), *Enrollment in Aikikai* (form 2), and *Yudansha Book* (form 3). These must be completed on a computer and then printed. Hombu does not accept hand-written forms. Forms 1 and 2 must be dated and signed. None of the forms should be signed by anyone but the applicant; the registrar will secure all other required signatures.

Completing the forms:

- Complete form 1 even if you have been promoted by recommendation.
- If you wish to have your name printed on your certificate in a language other than English, contact the registrar for instructions on how to proceed.
- Do not complete any field that asks for Aikikai membership number or registration date. These will be assigned to you during the registration of your shodan rank.
- **ALL DATES MUST BE ENTERED IN DD-MMM-YY FORMAT.** Please ensure that the correct date is showing on your forms.
- 'Present Rank Information' must be your last kyu rank information, even if you have already registered your shodan rank with BNA.
- Leave the 'Date of Examination' and 'Examiner's Name' fields blank. The registrar will complete these fields.
- On forms 2 and 3, the 'Dojo Representative' is your chief instructor.

Mail your completed forms along with the fee to register your rank to BNA Registrar, Deb Pastors, 619 N Ridgeland Ave, Oak Park, IL 60302. Please do not send any mail that requires a signature for delivery. Do not mail essays, seminar lists, or resumes. Your chief instructor will be able to provide you with the current registration fee. You are encouraged to mail your registration well in advance of the deadline; if corrections need to be made, there will still be time for the registration to be sent in with the others.

REGISTERING NIDAN THROUGH YONDAN RANKS

Complete Hombu Dojo form *Dan/Kyu Grading Examinations* (form 1). This form must be completed on a computer and then printed. Hombu does not accept hand-written forms. The form must also be dated and signed by the applicant *only*. The registrar will secure all required signatures.

Completing the forms:

- Complete form 1 even if you have been promoted by recommendation.
- If you wish to have your name printed on your certificate in a language other than English, contact the registrar for instructions on how to proceed.
- **ALL DATES MUST BE ENTERED IN DD-MMM-YY FORMAT.** Please ensure that the correct date is showing on your forms.
- Leave the 'Date of Examination' and 'Examiner's Name' fields blank. The registrar will complete these fields.

Mail your completed form along with the fee to register your rank and *your yudansha book* to BNA Registrar, Deb Pastors, 619 N Ridgeland Ave, Oak Park, IL 60302. Please do not send any mail that requires a signature for delivery. Do not mail essays, seminar lists, resumes, or Hombu Dojo membership cards. Your chief instructor will be able to provide you with the current registration fee. You are encouraged to mail your registration well in advance of the deadline; if corrections need to be made, there will still be time for the registration to be sent in with the others.

REGISTERING GODAN OR ROKUDAN RANKS

Hombu Dojo registrations to godan and rokudan are processed once a year – in time for Kagami Biraki. The deadline for receiving godan and rokudan registrations is November 1, and this deadline is strictly enforced. Materials received after the deadline will be processed one year later.

Complete Hombu Dojo *Aikikai Recommendation Form*. This form must be completed on a computer and then printed. Hombu does not accept hand-written forms. Do not sign or date this form. Required signatures will be secured by the registrar.

Completing the forms:

- If you wish to have your name printed on your certificate in a language other than English, contact the registrar for instructions on how to proceed.
- If you are applying for godan, in the 'present rank was obtained by' field, select 'examination,' from the dropdown box regardless of whether you tested for yondan. If you are applying for rokudan, select 'recommendation.'

Mail your completed forms and *your yudansha book* along with the fees to register your rank to BNA Registrar, Deb Pastors, 619 N Ridgeland Ave, Oak Park, IL 60302. Please do not send any mail that requires a signature for delivery. Do not mail your Hombu Dojo membership card. Your chief instructor will be able to provide you with the current registration fee. You are encouraged to mail your registration well in advance of the deadline; if corrections need to be made, there will still be time for the registration to be sent in with the others.

REPLACING A YUDANSHA BOOK

Complete the form *replacement yudansha book*. This form must be completed on a computer and then printed. Hombu does not accept hand-written forms.

Completing the form:

- **ALL DATES MUST BE ENTERED IN DD-MMM-YY FORMAT.** Please ensure that the correct date is showing on your forms.
- Enter your Aikikai membership number on the bottom of the form. You will find this number on your Aikikai (Hombu Dojo) registration card.
- 'Dojo Representative' is your chief instructor.

Mail your completed form along with the address to which you want the replacement yudansha book sent and \$15 to BNA Registrar, Deb Pastors, 619 N Ridgeland Ave, Oak Park, IL 60302. Please do not send any mail that requires a signature for delivery. Do not mail your membership card.