

## **Instructions for completing the *Application and Registration for BNA Dan Grade form***

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 complete the form on your computer and then print it out, or print out the blank form and complete it by hand (print clearly, please). 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.

At the conclusion of your test, the examiner will return this form to you with the bottom section completed. Send the completed form with your BNA dan registration fee of \$30 to Deb Pastors, BNA Registrar, 619 N Ridgeland Ave, Oak Park, IL 60302 within 90 days of your test. Make your check payable to Birankai NA. Please do not send mail that requires a signature for delivery. Do NOT mail essays, seminar listings or resumes.

### **Examiner:**

At the conclusion of the test, complete 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 signed form to the applicant.

## **Promotion by Recommendation**

### **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. This individual will return the form to you once it is completed.

### **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 form to the applicant once it is complete.

