

Checklists for Instructor and Candidate Applying for Dan Test

Instructor:

- 1) Well in advance, review the Dan Test Application [process](#) and [flow chart](#) (sections in red).
- 2) Send a plain-text application e-mail to the Exam Committee Chairperson (CAF.ec@proton.me) **one month in advance** of the test date, copy the CAF Secretary (canada.aikido@gmail.com) and the Local Event Organizer (see event details on the CAF website: <https://canadianaikidofederation.ca>).
- 3) If the application is approved: download the necessary [Hombu](#) application form(s).
- 4) Complete the form(s) by typing in the entries so that Aikikai Hombu staff in Tokyo will be able to read these clearly (no handwriting except for signatures please). Then print out the forms and have them signed.
- 5) The **correctly completed, signed and dated form(s)** should be submitted to the Local Event Organizer as follows:
 - a) As early as possible, the instructor should e-mail PDF scans of the duly signed and dated form(s) to the Local Event Organizer and copy the CAF Secretary and the Exam Committee Chairperson.
 - b) Printed hard copies of the duly signed and dated form(s) should be passed to the Local Dan Test Support Person upon arrival at the event venue (either the instructor or the candidate may do this). The candidate should also pay the Dan testing fee at the same time.

The local Dan Test Support Person will only accept forms that have been cleared by the Exam Committee and **correctly completed, signed and dated**.
- 6) Make sure the candidate clearly understands his/her part of the process well in advance.

Candidate:

- 1) Well in advance, review the Dan Test Application [process](#) and [flow chart](#) (sections in red).
- 2) If the Examination Committee approves your application, confirm whether your instructor or you will bring the completed form(s) to the event (**signed and dated** hard copies). These form(s) should be passed to the Local Event Organizer's designated Dan Test Support Person upon arrival, along with the Dan test fee.
- 3) Pay the non-refundable Dan examination fee to the local Dan Test Support Person (by cash, cheque or money order made out to the Canadian Aikido Federation, no credit cards accepted).
- 4) If your Dan test is successful, pay the Dan promotion fee (by cash, cheque or money order made out to the Canadian Aikido Federation) to the CAF Secretary, or to the Exam Committee Chairperson, before you leave the event. The promotion fee for the Dan level you will be testing for can be determined in advance by clicking [here](#).