

## CAF Dan Test Application

Each instructor must supply the following information for each test candidate to the Examination Committee Chairperson in the body of a **plain-text** e-mail **at least one month in advance** of the test date:

- 1) Testing rank
- 2) Name + Date of Birth
- 3) Date of last test (candidates for 1<sup>st</sup> Dan) or last promotion (candidates for 2<sup>nd</sup> to 4<sup>th</sup> Dan)
- 4) Days of practice since last test (candidates for 1<sup>st</sup> Dan) or last promotion (candidates for 2<sup>nd</sup> to 4<sup>th</sup> Dan)
- 5) Number of seminars attended per year since last test (candidates for 1<sup>st</sup> Dan) or last promotion (candidates for 2<sup>nd</sup> to 4<sup>th</sup> Dan)
- 6) Dojo name
- 7) Sensei
- 8) Optional information

### Notes:

- *Name* should be as it appears on the dojo list from the CAF.
- For 1<sup>st</sup> Dan candidates, the *Date of last test* is the actual date of the candidate's last test.
- For Dan levels above 1<sup>st</sup> Dan, the *Date of last promotion* is the **date on the certificate issued by Hombu for the candidate's current rank**. This date should be the same as in the candidate's yudansha book or on the CAF membership list.
- *Days since last test or promotion* refers to the number of days (not hours) that the candidate has practiced; adjust these to include the expected additional days of practice the candidate will have by the test date.
- *Optional* is for the candidate or sensei to add other information, such as physical limitations.
- The Examination Committee strongly encourages test candidates to take a minimum of three days of practice during the course of a camp. It is also important they attend the last day of the classes, since Osawa Sensei may give detailed comments regarding the tests.

### Deadline for Submission

The Dan Test application e-mail must be received by the Chairperson of the Examination Committee at least one month in advance of the test date.

- Send the Dan Test application e-mail to the Exam Committee Chairperson ([CAF.ec@proton.me](mailto:CAF.ec@proton.me)).
- Copy the CAF Secretary ([canada.aikido@gmail.com](mailto:canada.aikido@gmail.com)).
- Copy the Local Event Organizer (see event details on <https://canadianaikidofederation.ca>).

### Necessary Forms

Once the e-mail application has been approved by the Exam Committee, the instructor should download the required forms from the CAF website (click on the links below).

The following form must be filled in, printed out and signed for **all approved candidates**:

- 1) Hombu Form 1: [Application form for Dan Grading Examinations](#) (1<sup>st</sup> Excel tab)

### Two additional forms are required for candidates for 1<sup>st</sup> Dan (Shodan):

- 2) Hombu Form 2: [Application form for Enrollment in Aikikai](#) (2<sup>nd</sup> Excel tab)
- 3) Hombu Form 3: [Application form for Aikikai International Yudansha Book](#) (3<sup>rd</sup> Excel tab)

All form entries **must be typed**, with no handwriting except for signatures (need to provide maximum legibility for Aikikai Hombu staff in Tokyo).

The completed and signed forms 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 forms 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 forms** 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**.

## Payment

Candidates must pay an **examination fee**.

- Payment of the examination fee must be submitted in advance of testing along with the necessary forms.
- The examination fee is non-refundable.

After the announcement of a successful test, the **promotion fee** must be paid to the CAF Secretary, or to the Chairperson of the Exam Committee, **before the candidate leaves the event**.

- The promotion fee varies with Dan level: click [here](#) for details on the CAF website.
- Both fees are payable by **cash, cheque, or e-transfer** to [canada.aikido@gmail.com](mailto:canada.aikido@gmail.com). (No credit cards will be accepted.) E-transfers should be confirmed by email to the seminar organizer, the EC chair and CAF admin.

## Withdrawal

Candidates expecting to test can withdraw at any time before the test date. However, they should inform as soon as possible:

- the Examination Committee Chairperson ([CAF.ec@proton.me](mailto:CAF.ec@proton.me)).
- the CAF Secretary ([canada.aikido@gmail.com](mailto:canada.aikido@gmail.com)).
- the Local Event Organizer (see event details on <https://canadianaikidofederation.ca>).