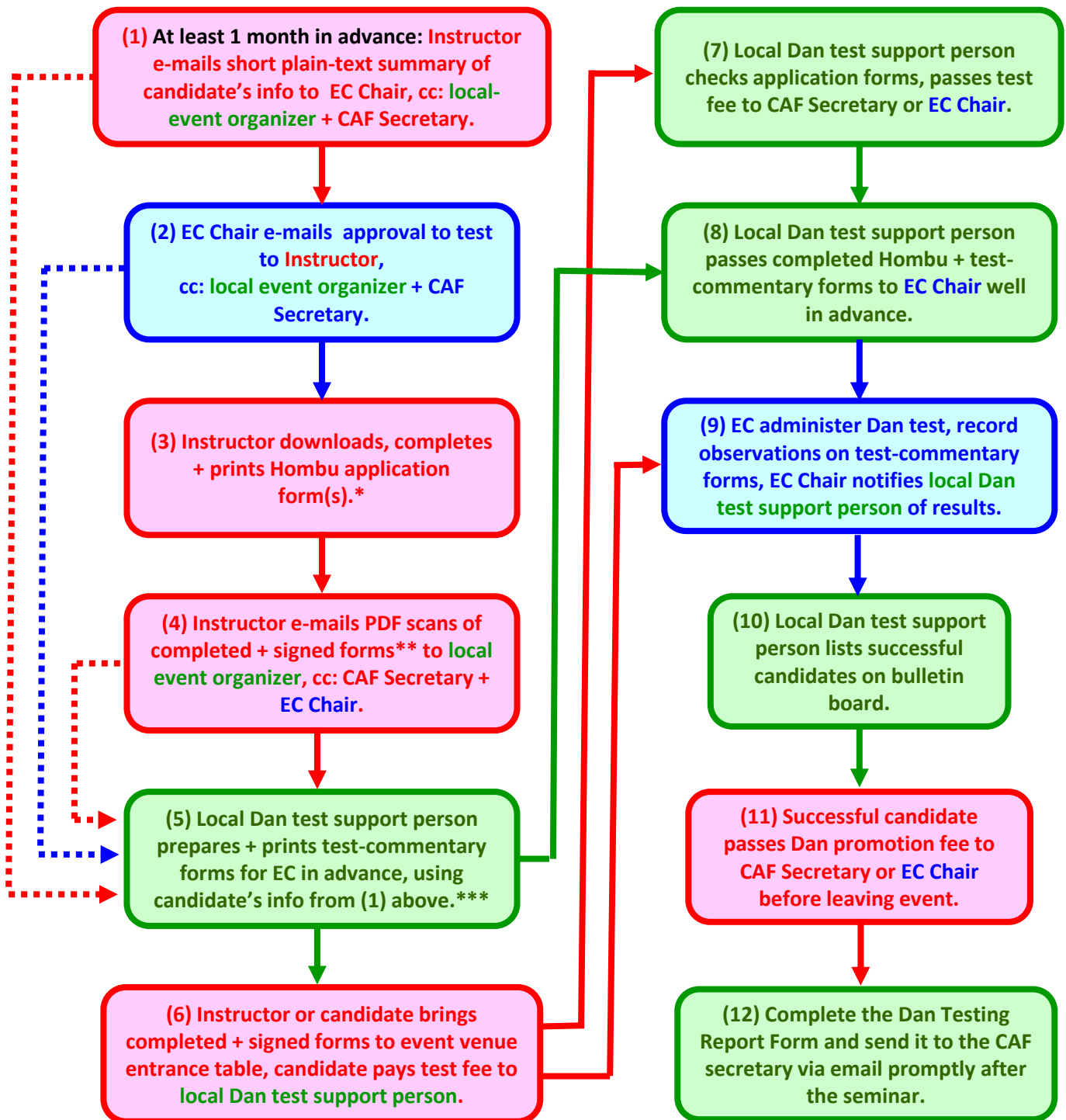# CAF Dan Test + Application Process

Red: Instructor + candidate applying for Dan test
Blue: Examination Committee (EC)
Green: Local event organizer + Dan test support person
cc : ········

(1) At least 1 month in advance: Instructor e-mails short plain-text summary of candidate's info to EC Chair, cc: local-event organizer + CAF Secretary.

(2) EC Chair e-mails approval to test to Instructor, cc: local event organizer + CAF Secretary.

(3) Instructor downloads, completes + prints Hombu application form(s).*

(4) Instructor e-mails PDF scans of completed + signed forms to local event organizer, cc: CAF Secretary + EC Chair.**

(5) Local Dan test support person prepares + prints test-commentary forms for EC in advance, using candidate's info from (1) above.***

(6) Instructor or candidate brings completed + signed forms to event venue entrance table, candidate pays test fee to local Dan test support person.

(7) Local Dan test support person checks application forms, passes test fee to CAF Secretary or EC Chair.

(8) Local Dan test support person passes completed Hombu + test-commentary forms to EC Chair well in advance.

(9) EC administer Dan test, record observations on test-commentary forms, EC Chair notifies local Dan test support person of results.

(10) Local Dan test support person lists successful candidates on bulletin board.

(11) Successful candidate passes Dan promotion fee to CAF Secretary or EC Chair before leaving event.

(12) Complete the Dan Testing Report Form and send it to the CAF secretary via email promptly after the seminar.

* Candidates for *shodan*: Hombu Forms 1-3. Candidates for *nidan and up*: Hombu Form 1.
  Please **type** info entries into forms (difficult for Hombu to read handwriting).
** Osawa Sensei (CAF Technical Director) will sign Hombu Form 1 as the Examiner.
*** Print enough hard copies for each EC member at the event.