



Dear USA Taekwondo Instructor,

This letter is to inform you about how to complete the forms to make your processing experience much quicker and more efficient. Please read the attached Dan Office Procedures to familiarize yourself with the policies and procedures. The Dan Promotion Application is enclosed with this letter. Please use this form for future promotions. Follow the three (3) steps below to successfully promote your students.

**Step one:** Ensure that the club and your personal profile through the Sport80 website are current and meet the criteria to be a promoting instructor. If there are any items that are lapsed, the Dan Office will email with any outstanding information.

**Step two:** Fill out the Dan Promotion Order Form in its entirety. This form will need to be submitted with every Dan Packet. Your students do not have to be a member of USA Taekwondo in order to be promoted through the Dan Office, however, if your student is not an USATKD member there will be a \$20.00 additional fee for each Dan promotion. An example of a properly completed Dan Promotion Order Form is attached for your convenience.

**Step three:** **All Promotion Applications must be typed.** This requirement is to help reduce spelling and date of birth errors. Please fill out the form completely and be sure to check if the student is a USATKD member or not. This corresponds with the Dan Promotion Order Form and your payment. Both the promoting instructor and the student must sign the application. **The address of the club is where the certificates will be mailed.** If the student is being promoted to a higher rank (2<sup>nd</sup> or above) you must submit a copy of the student's previous Kukkiwon certificate or ID card.

If you have any questions, please feel free to give me a call or send me an email.

Thank you,

*Aaron James*

USA Taekwondo Dan Office

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# USA Taekwondo

## Dan Office Procedures

### DAN OFFICE

The below procedures are for both processing with Kukkiwon certificates.

### *Procedures for Processing*

1. The instructor must have the following:
  - a. 4<sup>th</sup> Dan or higher certificate and must be one (1) level above students being promoted
  - b. Current USATKD individual membership
  - c. Current USATKD Club membership
  - d. Current Background Check completed
    - i. Log in to the USATKD Platform using your email address and password
    - ii. Click the 'View' option on your profile card
    - iii. Select the 'USOPC Background Screening' option
    - iv. Click on the blue 'Add USOPC Background Screening'
    - v. Then follow the prompts on the screen
  - e. Up to date SafeSport Training certificate
    - i. Log in to the USATKD Platform using your email address and password
    - ii. Click the 'View' option on your profile card
    - iii. Select the 'US Center for SafeSport Training' option
    - iv. Click on the blue 'Add Center for SafeSport Training' button and click the 'Add' button next to the next course that is required option
    - v. Then click the 'Add' button in the bottom right and complete the training as instructed
2. Students being promoted to 2<sup>nd</sup> degree or higher with a previous Kukkiwon certificate
  - a. If nationality other than American **MUST** provide proof of U.S. Residency for at least six (6) months. Examples of proof of residency are: US Passport, Visa, etc.
3. If the student is not a member of USATKD then there is an additional **\$20.00** fee for each application.
4. There will be an additional **\$10.00** charge to help offset shipping and handling fees.
5. The instructor must fill out and submit the **Dan Promotion Order Form** with all the applications. This form is to help make processing more efficient.
6. If you are ordering a Skip Dan, use the Skip Dan lines on the order form. **If you do not use those lines you will be over charged for the Skip Dan order.**
7. **All applications must be typed** (promotion application, skip recommendation form or the correction/replacement request form).
8. Submit a promotion application for each individual. The Instructor and student **must** sign the application. Please attach, or email, two ID size photos, and copies of previous certificates (if applicable) in order to be complete & processed.
9. The birth date on the application must be typed in this format: **Jan 02, 2005 or 02 Jan 2005**. This is to help reduce errors.
10. Current telephone number and an email address must be on the application. The Dan Office is better able to correspond with instructors, when an email address is provided.
11. Type the name of the promoting instructor and his/her Dan certificate number under the signature line.
12. **Acceptable forms of payment are money orders, cashier's checks, Visa, MasterCard, and Discover. Money orders and cashiers' checks should be made out to USA Taekwondo.**
13. All Dan applicants that are submitted through this office will be considered USA Citizens (exception is #2a) and the certificates will be printed as such. The student will be promoted as a citizen of the country in which he/she trains and is promoted.
14. **Only Instructors are permitted to ask for confirmations or check the status of their students.**

15. Estimated Processing times:

1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , and 4 <sup>th</sup> Dan/Poom	=	2-3 months
5 <sup>th</sup> , 6 <sup>th</sup> , and 7 <sup>th</sup> Dan	=	4-6 months
Skip Dan & Replacements	=	4-6 months

16. All candidates applying for 6<sup>th</sup> Dan or higher must submit a 10-page typed thesis **about Taekwondo** with their application.

### ***Procedure for Certificate Correction/Replacement***

1. Fill out Correction and Replacement Form with applicants information along with what needs to be addressed
  - a. If replacement request, fill out replacement rank and date granted. This will cost \$30 per certificate and it includes paper, card and shipping fee. Re-issue will take 4-6 weeks from confirmation of payment date.
  - b. If correction request, fill out correction information. This will come at no additional cost. Please include a form of identification with application (ex: government-issued ID, passport, driver's license, birth certificate, marriage certificate, etc). If you wish to change the photo, include replacement photo with application.
    - i. We require original Dan Certificate if the following are requested:
      1. Date of birth changed entirely
      2. Name changes entirely

## **Dan Certification Age & Time Requirement as issued by Kukkiwon**

<b>Dan/Poom</b>	<b>Minimum Time Requirement for Promotion</b>	<b>Age Limit: Starting from Dan</b>	<b>Age Limit: Starting from Poom</b>
<b>1 Poom</b>	N/A	N/A	Less than 15 years old
<b>1 → 2 Poom</b>	1 year	N/A	Less than 15 years old
<b>2 → 3 Poom</b>	2 years	N/A	Less than 15 years old
<b>3 → 4 Poom</b>	3 years	N/A	Less than 18 years old
<b>1 Dan</b>	N/A	15 years and above	N/A
<b>1 → 2 Dan</b>	1 year	16 years and above	15 years and above
<b>2 → 3 Dan</b>	2 years	18 years and above	15 years and above
<b>3 → 4 Dan</b>	3 years	21 years and above	18 years and above
<b>4 → 5 Dan</b>	4 year	25 years and above	22 years and above
<b>5 → 6 Dan</b>	5 years	30 years and above	30 years and above
<b>6 → 7 Dan</b>	6 years	36 years and above	36 years and above

7 → 8 Dan	7 years	44 years and above	44 years and above
8 → 9 Dan	8 years	53 years and above	53 years and above



## SKIP DAN REQUIREMENTS

This is a list of the Skip Dan procedures. The WT Kukkiwon office has rules and regulations regarding these procedures. The USA Taekwondo Dan office requires that all instructors follow these rules. The procedures to submit a Skip Dan application are as follows:

- The Application for Promotion and a Skip Dan form **must be typed**.
- It will require detailed justification for skipping promotions and a detailed training/teaching history with dates must be included. Please provide as much information as possible.
- You will be required to pay for each level skipped. Example: 1<sup>st</sup> to 3<sup>rd</sup> Dan will pay for 2<sup>nd</sup> and 3<sup>rd</sup> in one form of payment.
- Students wishing to skip more than one level (skipping from 1<sup>st</sup> degree Kukkiwon to 4<sup>th</sup> degree Kukkiwon) **cannot** be promoted through the USATKD office. These students need to take a practical test at the Kukkiwon office in Korea. Kukkiwon will only allow an individual to apply for a Skip Dan once in their lifetime. The web address for Kukkiwon is as follows: <http://www.kukkiwon.or.kr/eng/index.action>. Their telephone number is 1-82-2-567-1058-9.
- Provide a copy of any current Kukkiwon certification.
- Make sure the time requirements have been met between each level up to the level being requested. The applications will be returned if the time requirement has not been met. There are no exceptions for minimum time.
- The instructor that is submitting the application must be one Dan level above the student's promoting rank.
- If the individual is skipping from 1<sup>st</sup> to 3<sup>rd</sup>, 2<sup>nd</sup> to 4<sup>th</sup>, etc, then the individual must already have a previous WT Kukkiwon certificate, and the instructor must explain why the student is eligible. If the individual is doing a skip from 1<sup>st</sup> to 3<sup>rd</sup>, then the instructor must tell why the individual is eligible and must also provide any previous certificates the student has earned.
- SKIP TO 6<sup>TH</sup> DEGREE IS NOT ALLOWED.**

Please follow these guidelines exactly before submitting the application.

**NOTE:** Submitting an application for a Skip Dan does not guarantee approval from the Kukkiwon Dan Board. Our office will contact you as soon as we receive the final decision from the Kukkiwon office in Korea.