

Dan Testing and Administrative Procedures for Junior Black Belt

Junior Black Belt is offered by the Federation for children under 13 years of age who are not physically or emotionally ready for regular black belt tests. Junior Black Belt testing will be done in the spring and fall each year just as regular black belt testing, but the location of the test is done in each member school with the permission and authorization of the Grandmaster and President of the Federation. The Regional Director does not need to be present for Junior Black Belt testing. The Chief Instructor of the school does need to be present and needs to oversee the testing unless otherwise approved by the President and Grandmaster of the Federation.

The test should be administered over all required material that the student knows. It should be done with the same formality of a regular Black Belt test but there is no requirement beyond what the student knows to that point in their training. It is important to note however that the candidate must have at least reached the level of fully certified Cho Dan Bo in the Federation and have at least 72 classes and six months of training at Cho Dan Bo unless otherwise approved by the President and Grandmaster of the Federation.

Processing Junior Black Belt testing

- a. Print a Federation Dan Testing form and Dan membership form directly from the Federation website as described in regular Dan test processing.
- b. Be sure both forms/apps are filled out completely. It is very important that you print both the front and the back of the Federation Dan testing form.
- c. Attach both sides of the Federation Dan testing form.
- d. If the student is testing to Junior Black Belt, write "Testing to Junior Black Belt" at the top of the regular Dan test form. The same goes for the Dan Membership form. The Dan membership form must be accompanied by the regular \$15.00 dollar annual Dan membership registration fee.
- e. Have your student or parent fill out the entire top half of the Federation Dan Testing form. Be sure the testing form is signed by the guardian. Also, be sure the parent has read the back of the Dan testing form as their signature on the front confirms their understanding of very important disclaimer and waiver information on the back of the form.
- f. Be sure the entire form is complete including the student's Federation Gup number, their last testing date, the current rank, and the rank they are testing to.
- g. Collect three (3) current passport size pictures of each student testing or better yet email one (1) digital picture attention to Mrs. St. James at her admin email address. If sending hard copy pictures, please be sure to write the student's name on the back of each picture in case they are separated during mailing. Seal the envelope to ensure the pictures do not get lost during mailing.
- h. Collect the students required essay. The essay must be at least 1000 words for Cho Dan including Junior Black Belt. Essays should have a cover page and must be typed. Essays should also have a plastic cover or folder to prevent damage in mailing and to increase the professional look of the final product.

- i. Send all forms/applications, essays, pictures, ID cards, etc., immediately to Headquarters with a check to cover all testing fees and membership fees. Please call Headquarters if you have a question as to current pricing for testing to Junior Black Belt.
- j. **ALL PAPERWORK AND FEES MUST BE RECEIVED BY HEADQUARTERS AT LEAST TWO (2) WEEKS BEFORE THE EXAMINATION DATE FOR THE STUDENT(S) TO BE ELIGIBLE TO TEST.**

Finally for now, when you present the Jr. Black Belt, we use a black belt with a white stripe running through the entire belt. These can be purchased from any reputable martial arts supply store or company such as Century Martial Arts. The Junior Black Belt student wears black trim just like a regular black belt but can't get an embroidered belt until reaching regular Black Belt by successfully completing the regular black belt test and serving a six month probationary period.