

International Taekwon-Do Federation I.T.F.



국제태권도련맹

Draugasse 3, 1210 Vienna, AUSTRIA
Tel. (+43-1) 292 84 67 Fax (+43-1) 292 55 09
E-mail: secretary-gen@itfhq.org director-af@itfhq.org
Website: www.itfkd.org



Guidelines on Applying for ITF Dan Promotion & Qualifications

1. Application forms
2. The Procedure of Applying for 4th Dan and above
3. The Procedure of Applying for 7th Dan promotion
4. The Procedure of Applying for 8th Dan promotion
5. The Procedure of Applying for 9th Dan promotion
6. The Procedure of Applying for ITF Recognition Plaque
7. ITF Booklet
8. The International Technical Seminar / Umpire Course/ Instructor Course
9. Application for an International Instructor Qualification
10. Application for an International Umpire Qualification
11. Age limits of Dan Promotion & Qualification
12. Reduction to the minimum training time between promotions

1. **Application forms (Each forms can be found in ITF website; www.itftkd.org / Forms)**

- **Certificate Application Statement**

The statement should include the name & signature of the NGB President/ Authorized deputy and NGB stamp to present to ITF HQ.

- **Certificate Application List (in Excel format)**

With this excel application form, you can apply for all kinds of ITF Dan promotion & qualification.

This application form should be filled in every item and presented to ITF HQ in excel format as it is.

- **Application for permission to grade for 4th , 5th and 6th Dan**

Note: See the procedure of applying for 4th Dan and above promotion.

- **Application for Master promotion**

Note: See the procedure of applying for 7th Dan and above promotion.

- **Agreement (Plaque)**

This form is for registering the Dojang/school to ITF.

Note: See the Procedure of Applying for ITF Recognition Plaque.

- **Application for International Instructor Qualification**

This form is for applying for an ITF international instructor qualification.

- **Application for Int'l Umpire Qualification**

This form is for applying for an ITF International Umpire Qualification.

- **Barcode application form**

All the ITF members are requested to possess the ITF Membership booklet issued by ITF and they can apply to ITF HQ for the barcodes for his/her booklet on his Taekwon-Do activities (Contribution to ITF, Dan Promotion, Participation in the World or Continental Championships and its record, Participation in ITF Seminar/Course, Dojang Registration & its plaque renewal, Gup & Dan Promotion, Qualifications and etc.).

- **Report of an Int'l Course**

This form is for an Int'l Course conductor and organizer to make a report on the course to ITF HQ.

Important note;

※ **All the applications should be presented thru its NGB to ITF HQ.**

※ **Compulsory application forms to be sent to ITF HQ**

The following two application forms should be sent to ITF at each time of applying for membership certificate.

- Certificate Application Statement (in PDF format or scan mode)
- Excel Certificate Application List (in Excel format)
- Applicant's photo in JPG format

2. The Procedure of Applying for 4th Dan and above

An applicant for 4th Dan and above should have to present the ‘Application for Permission to grade to 4th, 5th and 6th Dan’ to ITF HQ one month before his/her test to get an ITF approval.

Without an ITF approval, no one can stand for the test to grade to 4th Dan and above and any application for 4th Dan and above Dan certificate will not be accepted.

Note: The applicant for 4th Dan promotion should have to present his thesis to ITF HQ along with his application for permission to grade to 4th Dan.

3. The Procedure of Applying for 7th Dan promotion

An applicant for 7th Dan Promotion should have to fill the ‘Application for Master Promotion’ and send it to ITF HQ, where will check the application whether it meets its requirements or not and present it to the ITF Promotion & Commendation Committee. When the application is approved by P&C Committee, ITF HQ will present the application to ITF EB Meeting for its review and decision. The ITF EB Meeting’s decision will be informed to the respective applicant by ITF HQ.

Once his/her application is approved and decided by ITF EB, the applicant for 7th dan promotion should stand for the test by GM appointed by ITF. If he passes thru the test successfully, then he can apply for his 7th dan certificate, and the test date will be the date of his 7th Dan Promotion.

Note: The applicant for 7th Dan certificate should have to present the signed his application by the examiner as the evidence of his successful test.

4. The Procedure of Applying for 8th Dan promotion

An applicant for 8th Dan promotion should have to fill the ‘Application for Master Promotion’ 3 years before he/she is due and send it to ITF HQ. And he/she has to present his/her annual report on his /her Taekwon-Do activities to ITF HQ for 3 years.

Once ITF HQ receives the respective application, it opens the file for his/her and keep recording his annual reports for 3 years. When the applicant becomes due, ITF HQ will review on his/her application and annual reports whether they meet the respective requirements or not and present the application to the ITF Promotion & Commendation Committee. When the application is approved by P&C Committee, ITF HQ will present the application to ITF EB Meeting for its review and decision.

The date of the EB meeting, which has decided on the promotion application, shall be the date of the 8th Dan Promotion.

5. The Procedure of Applying for 9th Dan promotion

An applicant for 9th Dan Promotion should have to fill the ‘Application for Master Promotion’ 3 years before he/she is due and send it to ITF HQ. And he/she has to present his/her annual report on his /her Taekwon-Do activities to ITF HQ for 3 years.

Once ITF HQ receives the respective application, it opens the file for his/her and keep recording his annual reports for 3 years. When the applicant becomes due, ITF HQ will present it to the ITF Ad-hoc Commission for GM Promotion for its perusal. When the application is approved by the Ad-hoc Commission, ITF HQ will present the application to ITF EB Meeting for its review and decision.

The date of the EB meeting, which has decided on the promotion application, shall be the date of the 9th Dan promotion.

6. The Procedure of Applying for ITF Recognition Plaque

- Every Dojang (school) should have to be registered to ITF and once the Dojang/school is registered to ITF, ITF present its recognition plaque to the registered Dojang/school.
- Only the registered Dojang (school) can apply for ITF Dan promotion and qualification to ITF thru its NGB.
- The instructor, who wants to register his/her Dojang to ITF, should have to read thru the 'Agreement', and fill in and sign on it and send it to ITF HQ thru its NGB.

(Note: At the 18th ITF Congress held in Tashkent on Sep.18th 2008, it was decided that ITF issues only one type of plaque and all the previously- registered Branch Plaques have been turned into the Main Plaques.)

- Each plaque should be renewed every year and renewing should be done by 30th February each year.

The plaque registration fee is 165 Euro and the annual plaque renewal fee is 125 Euro.

Note;

In case that an instructor, who has not a valid plaque, fills in the application form for ITF Dan promotion & qualifications with the number of other instructor's valid plaque instead of his/her plaque number in order to avoid the ITF HQ's plaque checking, the respective instructor will be subject to penalty and his application will be automatically canceled and the membership fee for his application already credited to ITF account can't be claimed back.

- Plaque termination:

Each plaque should be renewed every year and if it fails to be renewed for 3 years in series, it will become invalid and should be returned to ITF HQ at the request of ITF.

7. ITF Booklet

All the ITF members are requested to possess a ITF Membership booklet issued by ITF, on which the owner can record all his/her Taekwon-Do activities including degree promotion from Gup to Dan, qualifications of International Instructor & Umpire and NGB & ITF position, participation and record of World & Continental Championships and ITF official Int'l courses, ITF recognition plaque and its renewal, contribution to ITF and social services, and NGB records, etc.

Important note;

According to the decision of 21st ITF Congress, all the participants in the ITF World Championships should have to present his/her ITF Membership booklet at their registration.

8. The International Technical Seminar / Umpire Course/ Instructor Course

ITF nominates its official international course conductors for the International Technical Seminar/ Int'l Umpire Course/ Int'l Instructor Courses. And only the nominated official conductors can do an official ITF Int'l courses under the approval of ITF HQ.

Each Int'l Course conductor and the organizer (NGB) should have to present his/her course plan to ITF at least 21 days before the start of the course and get the approval on it from ITF.

And the report on the Int'l course should have to be presented to ITF HQ by the respective course conductor/organizer within one week after the course along with the payment of course fees.

Note:

- The form of the Int'l course report is available at ITF website/ Forms/Report of an Int'l course.
- The following courses will be regarded invalid;
 - The ones, which has not been approved by ITF beforehand
 - The ones, which failed to be reported to ITF HQ on it in time (within 7 days after the course).
 - The ones, which has not paid its course fee to ITF.

9. Application for an International Instructor Qualification

The applicant should have to attend to an International Instructor Course sanctioned by ITF and get the test for Int'l Instructor Qualification at the end of the course, and apply for the certificate of an Int'l Instructor to ITF HQ along with the application form signed by the examiner (the ITF course conductor) as the evidence of his successful test.

Note:

Only the Int'l Instructor has the right to conduct a promotion test up to half of his degree.

10. Application for an International Umpire Qualification

The applicant should have to attend to an International Umpire Course sanctioned by ITF and get the test for Int'l Umpire Qualification at the end of the course, and apply for the certificate of an Int'l Umpire to ITF HQ along with the application form signed by the examiner (the ITF course conductor) as the evidence of his successful test.

Note:

- Qualification of Int'l Umpire A class is for 4th and above Dan holder and they can umpire at the International and World Championships.
- Qualification of Int'l Umpire B class is for 1st Dan up to 3rd Dan holder and they can umpire at the National level Championships.

11. Age limits of Dan Promotion & Qualification

- Dan Promotion

1st Dan – 11 years old

2nd Dan – 14 years old

3rd Dan – 16 years old

4th Dan – 22 years old

5th Dan – 25 years old

6th Dan – 30 years old

7th Dan – 37 years old

8th Dan – 45 years old

9th Dan – 55 years old

- Qualification

National Instructor Qualification – 22 years old

International Instructor Qualification – 24th years old

International Umpire Qualification (A class) – 24 years old

12. Reduction to the minimum training time between promotions (effective from 1st Sep. 2015)

Each attendance to the ITF official Technical Seminar will get awarded the reduction of minimum training time between grading per seminar in a year;

- Up to 2nd Dan holder

* 1st seminar; 2 months reduction

* 2nd seminar: 1 month reduction

- 3rd & 4th Dan holder

* 1st seminar; 3 months reduction

* 2nd seminar: 1 month reduction

* 3rd seminar; 1 month reduction

- 5th & 6th Dan holders

* 1st seminar; 4 months reduction

* 2nd seminar: 1 month reduction

* 3rd seminar; 1 months reduction

- 7th Dan and above Dan holders

No reduction will be awarded to 7th dan and 8th dan holder

- The reduction of 6 months in lifetime will be no more applied.