



**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 can be found at the link below.

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. You can find the order form at this link to complete online: <https://www.emailmeform.com/builder/form/1c9Zbd2Nq4Y1v>

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. You can find the promotion application at this link to be completed online: <https://www.emailmeform.com/builder/form/7evN994URoJ3L>

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 (2nd 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,

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