

International Taekwon-Do Federation I.T.F.



국제태권도련맹

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To: ITF NGB Representatives and ITF Masters

Re: Membership Certificate issuance
6th Mar. 2018

Dear ITF NGB Representatives and ITF Masters,

This letter serves to update all of you with the latest updated forms and ITF Membership Certificate-related regulations.

In order to Membership Certificate issuance process more efficient, please make sure to send applications in a good order, as specified in the official forms attached herewith.

△ ITF Membership Certificate applications(the latest updated)

- Affiliation to ITF, Requisition for Affiliation
- Certificate Application Statement
- Certificate Application List (in Excel format)
- Application for permission to grade for 4th, 5th and 6th Dan
- Application for 4Dan, 5Dan and 6 Dan
- Application for Master promotion
- Application for 7 Dan
- Agreement (Recognition Plaque)
- Application for International Instructor Qualification
- Application for International Umpire Qualification
- Application for promotion of Master from other organization
- Int'l Seminar & Int'l Course report
- Application for Honorary Dan

Note:

○Three new applications are to be newly applied:

Application for 4Dan, 5Dan and 6 Dan, Application for 7 Dan, Application for Honorary Dan.
Those applicants for 4Dan, 5Dan and 6 Dan promotion, 7Dan Master should present these applications after promotion test and NGB should present Honorary Dan application.

○ All the application, even plaque renewal application and Certificate replacement application, should be sent in Certificate Application List(Excel worksheet) and it is required to fill in the Certificate Application List as same as exemplified form.

△ Procedure of Applying for 4th Dan, 5th Dan and 6th Dan

–Promotion tests for the 4th Dan should be conducted by 7 Dan Masters, 8 Dan Masters and Grand Masters whereas the promotion tests for the 5th and 6th Dan only by 8 Dan Masters and Grand Masters.

–The National Association concerned shall send “Application for permission to grade to 4th, 5th and 6th Dan” to the ITF Headquarters one (1) month before the promotion test together with 4th Dan thesis.

○ 4th Dan thesis should cover more than 5 pages with a significant content. If not, it might be rejected.

○ The 4th Dan thesis should be captioned with country name, a full name of applicant, thesis title and date such as “UK, Mr. John Smith, thesis title, 12th Mar.2017”

–After being notified of the promotion [permission](#) approval from the ITF, the National Association shall organize the corresponding test.

–After test, the NGB should present to ITF HQs with Application for 4Dan, 5Dan and 6 Dan bearing examiner’s signature and endorsement of NGB together with Certificate Application List to the ITF.

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

△International Instructor Certificate / Umpire A Class Certificate

– The International Instructor Certificates can be applied for by 4th and the above Dan holders who are over 24 years old and have participated and have passed the International Instructor qualification test at the International Instructor Course endorsed by the ITF.

– This course done not earlier than 3 years before application is applicable to an International Instructor qualification.

– Only ITF Grand Master or Master appointed by the ITF to conduct the International Instructor Course is entitled to give an examination to International Instructor candidates at the International Instructor Course.

– The course organizer shall send to the ITF HQ the course report (in Excel worksheet) of those participants and those who have passed the test for International Instructor’s qualifications within seven (7) days after the course.

– The examiner (the ITF course conductor) sends the list of those who have passed at the test through email within three days as the evidence of a successful test.

– The successful candidates shall send the Application for an International Instructor qualification for the International Instructor Certificate together with Certificate Application List to the ITF HQs through their own NGB.

Note:

The National Umpire Certificates can be applied for by the 2nd and above Dan holders who are over 18 years old. Umpires who have a National Umpire Certificate can only be a referee at the national tournaments.

△ ITF Booklet

The ITF shall issue the ITF Membership Booklets so as to encourage all ITF members to demonstrate their pride and honour as ITF members through keeping records of all the lifelong Taekwon-Do- related activities of the Grand Masters, Masters, Instructors and Dan (Degree) Holders, and to ensure the correct procedural conduct for promotions and appraisals based on these accurate records.

-All the ITF members are requested to possess ITF Membership booklet to be issued by ITF.

-All the participants in the ITF Taekwon-Do World, Continental Championships and the regional tournament should have to present his/her ITF Membership Booklet at their registration.

Those non-holders of booklet are to pay an extra penalty fee (50 Euro) at their registration desk to the Organizing Committee to take part in the competition.

The penalty fee goes to the Organizing Committee.

-Those non-holders of booklet are to pay the extra fee at the ITF International course or seminar.

Note.

-Signature of the seminar/course conductors on ITF Membership Booklet

The seminar/course conductors are only entitled to put his or her signature on ITF endorsement cell on the pages of ITF International Seminar/Courses of ITF Membership Booklet on behalf of ITF.

They are not entitled to put his or her signature on ITF endorsement cell on other pages rather than ITF International Seminar/Courses.

- At the ITF EB meeting held during the 20th ITF Taekwon-Do World Championships it was decided that the barcode system with ITF Booklet is no more in use.

△ International Technical Seminar / Instructor Course / Umpire Course

- ITF HQ delivers the prefix number of International Technical Seminar and International Instructor/Umpire Course when ITF HQ gives course or seminar endorsement to the organizer before the course or the seminar.

-During the seminar or the course the organizer writes a full number of International Seminar/Course participation according to the number of participants, adding a serial number to the prefix number on conductor cell on pages of International Seminars / Courses in ITF booklet.

-The seminar/course conductor puts his or her signature on ITF endorsement cell on the pages of ITF International Seminar/Courses of ITF Membership Booklet on behalf of ITF.

-The organizer will present with the Int'l Seminar & Int'l Course report containing the full number of International Technical Seminar, International Instructor Course and International Umpire Course (in Excel worksheet) to ITF HQ during or immediately after the Seminar/Course.

-The following Seminar and Course will be resulted invalid

- When not been approved by ITF
- When failed to be reported to ITF HQ in time (at latest within 14 days after the course)
- When not paid of the Seminar and Course fee to ITF.

- Participants of International Instructor course

- International instructors
- 3rd and above Dan (Degree) holders who are not International Instructors.

- Participants of International Umpire course

- International Umpires (A class umpires)
- 3rd and above Dan (Degree) holders who are not International Umpires.

-Just after the International Technical Seminar, 3rd Dan holders whose term are enough to be promoted to 4th Dan can take a test for 4th Dan.

–Just after the Instructor Course / Umpire Course is concluded, the participants who have not been qualified as an International Instructor/ International Umpire may attend the International Instructor/ International Umpire qualification test by the course conductor.

–The participants in the Technical Seminar shall be privileged to have their promotional term shortened according to the number of times of their participation.

Int'l Instructor Course and Int'l Umpire Course participation is not applicable to the time reduction in Dan promotion.

△ Recognition procedure for new members from other organizations

1) A whole group from another organization applying to join the ITF

–The letter of request from the applicant and a letter of recommendation from the NGB concerned shall be sent to the ITF HQ by the NGB concerned.

– ITF HQ shall send a letter of invitation or rejection to the NGB concerned, within 2 weeks after completing a thorough review of the application.

– The NGB, upon receiving a letter of invitation, shall send to the ITF HQ the application documents

○ ITF school membership application (Recognition Plaque)

○ Dan membership certificate application

A new Dan certificate

Dan certificate replacement

The copies of the Dan (degree) certificates issued by the original organization.

○The relevant certificate membership fees (for Dan certificates and Plaque registration).

All these necessary documents will be sent in attachment through Email.

– Having received the above-mentioned requirements, the ITF HQs shall issue and send to the NGB within one (1) month.

○ ITF Recognition Plaque

○ Replacement of Dan membership certificate

○ New Dan membership certificates

○on receipt of those applied, the applicant shall automatically become a member of the Continental Federation and the NGB concerned.

Note:

If a whole group from another organization is to join ITF as one NGB, they should send the affiliation application to ITF GQs.

2) An individual from another organization applying to join the ITF

– As for the Dan membership certificate replacement and promotion of up to the 3rd Dan, the rules for the ITF black belt promotion shall be applied.

The NGB shall send the membership fees and copies of the Dan certificates issued by the other organization to the ITF.

In the case of the Dan membership certificate replacement for 1st Dan up to 3rd Dan, the date of promotion shall be the one on the Dan certificate issued by the other organization.

– As for the Dan membership certificates replacement or Dan promotion for the 4th Dan and up to Master's Dan, they shall be given an intensive spiritual, moral and technical education from ITF Masters.

After the intensive education, the NGB concerned shall send the Application for permission to grade for 4Dan, 5Dan and 6 Dan for replacement as well as the confirmation letter of intensive education containing the intensive training contents with NGB endorsement one (1) month before the official test.

–After test, the NGB should present to ITF HQs with Application for 4Dan, 5Dan and 6 Dan bearing examiner's signature and endorsement of NGB with Certificate Application List to the ITF.

–The rest of the procedure shall be the same as that for issuing membership certificates for 4th Dan and the above Dan.

– As for the Dan membership certificate replacement for 4th Dan up to 6th Dan, the date of promotion shall be the one when the official test has been done by an ITF educator.

As for the Dan membership certificate replacement for 7th Dan and above, the date of promotion shall be the one when their promotion is decided at the EB meeting, irrespective of the date of promotion in their original organizations or date of promotion test by an ITF educator.

– The application and qualification of other Membership Certificates is the same as ITF MBC issuance procedure.

△Procedure of applying for ITF Recognition Plaque

– Every Dojang (school) should be registered to ITF.

–The International Instructor shall hang on the wall of his or her Dojang(School) a written form of the Oath for Practitioners, ITF School Flag (Dojang Flag) and the ITF Plaque, which shows that the School is recognized by the ITF

Once the Dojang /school is registered to ITF, ITF present its recognition plaque to the registered Dojang (school).

–Only International Instructor with the registered ITF Recognition Plaque of Dojang (school) is entitled to apply for ITF Dan promotion and Booklet to ITF HQ through its NGB.

– The International Instructor, who wants to register his/her Dojang to ITF, should read through the "Agreement", and fill in and sign on it and send it to ITF HQ through its NGB.

– The Affiliate should renew the plaque every year by 30th February each year, if the plaque fails to be renewed for more than three years, then it will be invalid automatically and should be returned to ITF HQ according to the request of ITF HQs.

At the beginning of each year with payment of plaque renewal all the NGBs are required to send the report of the overall Plaque registration and renewal status in the NGB to ITF HQ.

– Penalty

In case that an instructor, who has not a valid plaque, fills in the application form for ITF Certificate Application list 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 cancelled and the membership fee for his application already credited to ITF account can't be claimed back.

△ Level for teaching and test

4th Dan, 5th Dan Instructors - up to 2nd Dan

6th Dan Instructors – up to 3rd Dan

7th Dan Master – up to 4th Dan,

8th Dan Master and Grand Master – up to 6th Dan.

The 7th Dan test will be done by Grand Masters appointed for test by ITF during ITF Taekwon-Do Championships.

An international instructor can delegate the authority to his assistants to teach. These assistants, however, do not have the power to test.

As a rule:

1st Dan can teach up to 5th grade

2nd Dan can teach up to 3th grade

3rd Dan can teach up to 1th grade

Δ I T F Membership Fee

– Dan Promotion Fee

1st Dan: €85 2nd Dan: €105 3rd Dan: €170

4th Dan: €235 5th Dan: €295 6th Dan: € 335

7th Dan: €585 8th Dan: €800 9th Dan: €900

These amounts are only for ITF (75%) and not included the 20% for the examiner and 5% for NGB.

As for the 8th Dan and 9th Dan, there are no fees for the examiner and NGB.

– Plaque Registration: €165 Annual Plaque Renewal Fee: €125

○ Senior Master (8th Dan) and Grand Masters are not requested to renew the plaque once they have their plaque registered with Plaque registration fee payment.

○ On the 18th ITF Congress decision, only one type plaque registration to be applied.

– International Instructor Qualification Fee: €250

Switchers who hold the instructor certificate issued by other Organization should pay a full instructor fee after a proper procedure.

– International Umpire Qualification Fee: A Class: €125 B Class: €65

– NGB Affiliation Fee: €165

– ITF Membership Booklet: € 25

– International Seminar / Course Fee

(Applied from Oct.2009 decided at the 19th ITF Congress)

○ International Technical Seminar Fee

○ For ITF Membership Booklet Holders (including seminar endorsement fee)

Up to 2nd Dan: €50 / To ITF: 15 €

3rd Dan and above: €100 / To ITF: 30 €

○ For Non-Holders of the Membership Booklet

Up to 2nd Dan: €80 / To ITF: 32 €

3rd Dan and above: €165 / To ITF: 66 €

○ International Instructor / Umpire Course Fee

○ For ITF Membership Booklet Holders (including seminar endorsement barcode)

€100 / To ITF: 30 €

○ For Non-Holders of the Membership Booklet

€ 150 / To ITF: 50€

– Certificate Replacement: €25

- Dan Certificate Replacement Fee for the Switchers
 - 1st Dan to 3rd Dan Holders: 30 % of a full Dan promotion fee
 - 4th Dan to 6th Dan Holders: 50 % of a full Dan promotion fee
 - 7th Dan to 9th Dan Holders: 100% of a full Dan promotion fee

Note:

- Masters do not pay the seminar fee to ITF HQs.
- If any participant in the above mentioned seminars/courses wants to get a respective Seminar Certificate from ITF, then he/she should pay 30€ for it to the ITF HQ.
- 8th Dan Master and Grand Master does not need to pay to renew his/her plaque once he/ she have his/her plaque registered to ITF.

△ Age limits of Dan Promotion & Qualification

- 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
- National Instructor Qualification – 22 years old
- International Instructor Qualification – 24th years old
- International Umpire Qualification (A class) – 24 years old
- National Umpire Qualification (B class) – 18 years old (over 2nd Dan holder)

NOTICE ON MEMBERSHIP CERTIFICATE APPLICATION

Please be noted well of the following notice for the membership certificate issuance process. From on this date, you are kindly requested to send the latest updated applications attached herewith.

△ Certificate Application List

- In case of replacement of Certificate
 - To write the current Dan certificate number and send photo again
 - To write the reason of replacement in the far-right corner section in Certificate Application list.
- For International Instructor or International Umpire application, write the International course number endorsed from ITF HQs in Certificate Application list.
- For plaque renewal, even for one plaque renewal, to send the Certificate Application List with filling in the form.
- To fill in the Certificate Application list as exactly the same as filled in the sampled Certificate Application list (Excel sheet list).

- Date of birth

Date of birth
22nd Feb.1965
28th Jan.1959

Not: 12/03/ 1999, 12March 1999, 12. 03. 1999

○ Grading Date

Date of test		
Date	Month	Year
23rd	Apr.	2006
20th	Mar.	2007

○ Name

first & family name
Kim Yong Sim
James Theodort

Not: JOHN SMITH

– To write the Current Dan certificate number

Applicant Dan No.	Last grade Date
xxx	xxx
A- 1-3456	Apr. 2002

– To write the plaque number of Instructor or plaque number of Dojang where Instructor gives regular training and last renewal date of the plaque

Instructor Name (Inst Cert No)	Instructor Plaque No	Last plaque renewal date
Kim Yong Hwan(345)	342	12th Jan.2017
Kim Yong Hwan(457)	5645	14th Feb.2017

△ Photograph technical specification

- To send the clear-image, high resolution photo with a clear background
- The photograph should have white or light colour background and close-up of your head and shoulders.
- To send only individual passport photo size (4:3) in jpg format for each photo, not in group in word document neither in Excel format.
- Photos should contain the serial number and a full name of Dan Certificate Application list or Booklet application list under each photo.



Dan-1.Maspov Murodbek

(Dan cert photo)



BK- 1. Maspov Murodbek

(Booklet photo)



IC-1. (name)

(Instructor /Umpire cert photo)



UC.1. (name)

△Recognition Plaque renewal

–The Affiliate is strong reminded to renew the plaque every year by 30th February each year. If those plaque holders or NGBs fail to renew plaques in time, their certificate application is not accepted.

– On this occasion all the NGBs are required to send the Plaque registration report upon ITF HQs request until the Recognition plaque registration record is clarified with ITF HQs record.

Note:

- If the postal address has been changed, please notify to ITF HQ through email in time.
- If it is not following this guide line, it will take an extra time and probable mistakes in the course of correction here in ITF HQ.
- Failure to this requirement might result in delay or request of resending the application.
- The contents of this notice letter might be subject to a further slight modification.

Any advice and constructive suggestion will be encouraged in this regard.

I would very much appreciate your assistance in this matter.

Sincerely Yours in Taekwon-Do,



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ITF HQ

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