

National Korean Martial Arts Association

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Special Program Guidelines

Please follow directions:

1... download the "New Member" form, and list new members from your school in order of highest rank FIRST. ID numbers are assigned in the order they are received, and an ID number is often used as a guide to who is most senior in your school.

2... It is OK if you create your own version of this document; however, it MUST follow the same format. I enter the information by reading from left to right, and if that information is out of sequence it will cause registration problems that are difficult to correct later.

3... To qualify for a school charter (and the discount) you must have enrolled at least ten members. For the charter to remain in effect, you must use some NKMAA services. After one year of inactivity, your charter reverts back to regular black belt membership. You will then lose your discount privileges for certification and memberships.

4... Directors, State Reps, and Charter School owners receive a "wholesale" discount to offset their cost. If you wish to pass this on to your students, it is up to you. We do NOT recommend this, but we do not interfere with the manner in which you run your business. In order to preserve the "chain of command", we prefer NOT to deal direct with your students. In fact, your students must have your written permission in order to visit ANY of our members schools OR HQ.

5... Passports for black belt memberships are sent blank, and school owners are expected to complete them as well as insert the pictures. We work on trust, until we find it is abused.

6... Membership cards for under black belt students are completed by me, and for that I require you to send me a head and shoulder photo (in Dobok) in JPEG format 1" wide x 2" high low res.

7... Membership cards include dated rank, so please be sure to include this information. Because ID cards are laminated, they can not be updated. Some black belts like to have an ID card as well as their passport, and new cards for black belts (or under black belts who have promoted since they were issued a card) may be ordered at a cost of \$10.00.

8... Since it is vital that registration information is correct, we expect new member information to be typed and not hand written.

9... Certification for dahn rank is completed at HQ, and we need a separate application, passport photo, and supporting document copies for each black belt sent via snail mail.

10... **While the information for certification must be sent via snail mail, the actual purchase is done via our web site. Please allow one month lead before your promotion time!**

Warmest personal regards

Rudy, kwanjang