

Rank Certification Review Procedures

1. Rank Recognition:

AWMAI awards Rank Recognition certification as official peer recognition of one's current rank. Applicants are required to complete an application, submit the required fee and an official copy of their current rank level certificate. The Certification Director receives and reviews materials and maintains contact with the applicant. Certificates are presented at the annual conference. Applicants for Recognition are required to perform a demonstration at the conference.

2. Rank Promotion:

AWMAI awards Rank Promotion Certification in the following broad categories of martial arts: aikido, Filipino weaponry, judo, jujutsu, karate, kung fu, tae kwon do.

A Promotion Board of at least eight members shall be maintained to review Rank Promotion applications. PB members must have achieved a minimum of 5th degree black belt/ or equivalent with 20 years experience and shall represent the categories of martial arts as set forth above. A minimum of three reviewers will be selected by the Certification Director for each applicant. The chief reviewer will be the same style category as the applicant and at least the same rank level to which the applicant aspires. A minimum of one reviewer must be two ranks above the applicant. The chief reviewer will also serve as the prospective applicant's Mentor if one is requested. Applicants must submit a checklist of all requirements from her system that have been used to determine her current rank and rank for which she is applying.

Mentors develop a one-on-one relationship with prospective applicants, preparing them for their next rank. Various means of communication, such as phone, email, video, DVD, or 'in person' preparation can be used. Mentors will help determine when an applicant is ready to submit their completed application with all required materials and fee.

The CD will receive and review all submissions for completeness of content and act as liaison with the applicant. She will distribute all materials to the reviewing team. Each reviewer must reserve their opinion until all have completed their review and the CD collects all opinions. All three must agree to promote. Final rank promotion approval must be agreed upon by AWMAI's Certification Director and Executive Director. Certifications will be presented at the annual conference. All applicants for promotion are required to perform a demonstration at the conference. Awardees of 3rd degree and above must also teach a class at the conference as part of their promotion requirement.

Conflict of Interest: If a personal relationship between the applicant and reviewer would cause conflict, the reviewer may decline to participate in the review process. The applicant may also request that a reviewer be replaced. Promotion Board members may choose not to participate for any reason as this is a voluntary position.

A formal Grievance Process, detailed in AWMAI's bylaws, is available if necessary. For assistance in this process, contact the **Administrative Director**.

3. Honorary Rank Promotion: AWMAI awards Honorary Rank in recognition of a woman's outstanding training spirit and her contribution to the martial arts community and women's empowerment. Awarded on a case by case basis, the **CD** receives and shares application materials with the BOD for review. Honorary status may be awarded when a woman is no longer able to teach due to medical considerations, or may be awarded posthumously, in recognition of her lifetime achievements. Application for Honorary Rank may be submitted by the woman's instructor, the dojo and/or martial arts organization with which she is affiliated, or outside relevant source. Certificates are presented at the annual conference.

Note: Certificates will be mailed if recipient is unable to attend conference.