

## 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 to 2<sup>nd</sup> or 3<sup>rd</sup> degree black belt only in the following broad categories of martial arts: aikido, Filipino weaponry, judo, jujutsu, karate, kung fu, tae kwon do. Rank promotion will be granted to qualified women martial artists who do not currently have a teacher to promote them.

A **Promotion Board** of at least eight members shall be maintained to review Rank Promotion applications. **PB** members must have achieved a minimum of 5<sup>th</sup> degree black belt/ or equivalent with 20 years experience and shall represent the categories of martial arts as set forth above. Applicants must submit a checklist of all requirements from her system that are customarily required for her desired rank. Applicants will be offered a mentor from our group of reviewers.

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** (Certification Director) will receive and review all submissions for completeness of content and act as liaison with the applicant. All available reviewers will then have access to the application and video footage. The **CD** will schedule a conference call to allow reviewers to discuss the application. A vote will be taken, with the majority rule.

Certificates of Promotion will be presented at the annual conference. All applicants for promotion are required to perform a demonstration at the conference.

**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 decline. **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.*