



# AMERICAN JU-JITSU ASSOCIATION INSTRUCTOR CERTIFICATE APPLICATION FORM



This application form is to be used only for **INSTRUCTOR CERTIFICATION** granted in AJA dojos. Be sure to include the \$15 application fee. Foreign dojo need to add \$10 for postage.

The AJA Constitution & Bylaws requires that an AJA Instructor Certificate be issued for **ALL sensei** teaching students **unsupervised** in an AJA dojo.

Type in the text boxes or P-R-I-N-T ALL information neatly. Incomplete or sloppy applications will be returned.

Name on Certificate EXACTLY how it is to appear on the Instructor Certificate:

\_\_\_\_\_ AJA# \_\_\_\_\_

Current Rank: \_\_\_\_\_ Time in Rank: \_\_\_\_\_ Style/Ryu: \_\_\_\_\_

Applicant's Age: \_\_\_\_\_ Applicant's phone #: \_\_\_\_\_

Name & rank of promoting sensei: \_\_\_\_\_

Name of Dojo: \_\_\_\_\_

Dojo mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Country [if not U.S.]: \_\_\_\_\_

Signature of Sensei: \_\_\_\_\_ Dojo Phone: \_\_\_\_\_

Sensei's e-mail address: \_\_\_\_\_ Sensei AJA#: \_\_\_\_\_

**YOU MUST ALSO INCLUDE** the applicant's current AJA yudansha certificate number: \_\_\_\_\_

If the applicant does **NOT** have a AJA current certificate of rank, you must submit a Rank Certificate Application Form AND pay the appropriate fee for each certificate of rank not secured for sankyu & up. [Example: If you are applying for the Instructor certificate & the applicant doesn't have AJA certificates of rank for Sankyu, Nikyu & Ikkyu & Shodan, etc., then you must apply for certificates of rank for those ranks as well.]

If you are a **NEW** AJA dojo you will have a 60-day amnesty period from the issuance of your AJA Dojo Charter to secure AJA Certificates of Rank for all of your students Sankyu & up for free. The students MUST be paid AJA members and they must be on the Membership Register on file with the Membership Chairperson before you apply for AJA rank certificates [of their current rank] for them.

**YOU MUST ALSO INCLUDE** a copy of the applicant's current First-Aid/CPR certificate **AND** a copy of a certificate of completion for a concussion awareness course offered by the CDC or other agency. For CDC certification go to <https://www.cdc.gov/headsup/> to take the "Heads Up" course and certification quiz for coaches.

**INSTRUCTORS:** To avoid delays make sure you already have an up-to-date Student Register on file with the Membership Director AND that the above applicant is on that register. ***ALL applications will be verified for current AJA membership!***

[continued on next page . . . ]

Send this completed form, along with required documentation and a check, payable to the “American Ju-Jitsu Association” directly to:

Barry Stebbins, 3728 Cypress Creek Dr., Columbus, OH 43228; [certificates@aja-email.org](mailto:certificates@aja-email.org)

**DO NOT COMBINE THIS APPLICATION &/OR FEE WITH ANYTHING ELSE YOU MIGHT BE PAYING FOR. PLEASE MAKE A SEPARATE CHECK JUST FOR THIS APPLICATION!**

**INCOMPLETE OR POORLY FILLED OUT APPLICATIONS WILL BE RETURNED & 30-DAY PROCESS STARTS OVER!**

**REASON FOR NOT ISSUING CERTIFICATE:** (administrative use only)

No current individual membership on file.

Application incomplete [areas circled] or unreadable.

No current dojo membership on file

Other [explanation below]:

No prior AJA certificate[s] of rank issued

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**ALL INSTRUCTOR CERTIFICATIONS ARE SUBJECT TO REVIEW** [& approval or rejection] by the National Standards & Certification Board

MEMBERSHIP DIRECTOR: [membership@aja-email.org](mailto:membership@aja-email.org)

CERTIFICATION DIRECTOR: [certificates@aja-email.org](mailto:certificates@aja-email.org)

NATIONAL STANDARDS & CERTIFICATION BOARD [NSCB] CHAIRMAN: [nscb@aja-email.org](mailto:nscb@aja-email.org)

*If you do not receive your Certificate of Promotion **within 30 days**, please contact the AJA President at [president@aja-email.org](mailto:president@aja-email.org).*