

# 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 dojos 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  How long  Applicant's Age  Applicant's phone

Name & rank of issuing sensei

Name of Dojo

Name of Style

Dojo mailing address

City  State  ZIP  Country [if not U.S.]

Signature of Sensei  Dojo Phone

Sensei AJA#  Sensei's e-mail address

**YOU MUST ALSO INCLUDE** the applicant's current AJA Yudansha certificate number:

If the applicant does **NOT** have an 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 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/youthsports/coach.html> 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!***

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

Barry S. Stebbins, AJA Certificates, 6321 Scioto Chase Blvd. Powell, OH 43065: [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:**

- |   |  |
|---|--|
| <input type="checkbox"/> No current individual membership on file.  | <input type="checkbox"/> Application incomplete [areas circled] or unreadable. |
| <input type="checkbox"/> No current dojo membership on file.  | <input type="checkbox"/> Other [explanation below]:                            |
| <input type="checkbox"/> No prior AJA certificate[s] of rank issued.  |  |
| <input type="checkbox"/> No current First-Aid/CPR certificate attached.   |  |
| <input type="checkbox"/> No “Concussion Awareness Training” certificate attached from the CDC or other verifiable agency. |  |

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

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

CERTIFICATION DIRECTOR: Barry S. Stebbins, [certificates@aja-email.org](mailto:certificates@aja-email.org)

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

*If you do not receive your Instructor Certificate **within 45 days**, please contact Thomas Dineen at [president@aja-email.org](mailto:president@aja-email.org)*