



REGIONAL DAN PROMOTION TEST PROCESS

At a Glance

STEP 1

Secure services of a panel consisting of a **Lead Examiner** and at least **2 further panel members**

A club or group wishing to host a Regional Dan promotion test event must first secure the services of a **Lead Examiner**. This examiner must hold a **6th Dan Kukkiwon certificate or higher**.

A grading panel must consist of a minimum of 3 examiners, so hosts must secure the services of at least **2 further examiners**.

These examiners must hold a **5th Dan National or Kukkiwon certificate or higher**

(Note: For British Taekwondo clubs hosting a Regional Dan promotion test, all candidates must be British Taekwondo members and all examiners must be British Taekwondo members with indemnity insurance & DBS / PVG / AccessNI)

To see the current list of approved Lead examiners [click here](#)

To be added to the list of approved Lead examiners, please download and complete this [form](#)

STEP 2

Complete Dan Promotion Test Sanction form and send to

admin@ukkukkiwonoffice.com

at least **1 month before grading**

The **Lead Examiner** must register the Regional Dan promotion test with the UK Kukkiwon Office **at least 1 month before** the planned grading date and **receive a sanction code before publishing the event**.

(This sanction approval code will be unique and will be used to be able to trace the progress of the Kukkiwon applications)

The sanction form can be found at ([Dan Grading Sanction Application Form.pdf](#))

The fully completed form should be emailed to: admin@ukkukkiwonoffice.com .

STEP 3

Conduct the Dan Promotion test and issue a Graduation Certificate on the day



STEP 4

Get all successful candidates to register themselves on the Kukkiwon TCON system
Obtain unique codes for each applicant



It is the responsibility of the **Lead Examiner** to ensure the grading is conducted in a correct and thorough manner.
(An appointed UK Kukkiwon Office nominated officer may attend any sanctioned Dan grade promotion test.)

It is common practice to award a certificate of achievement on the day of the test in lieu of receipt of the Kukkiwon certificate.

The club/ group hosts can issue a UK Kukkiwon Office **Graduation Certificate** on the day.

To purchase these, please contact the office at admin@ukkukkiwonoffice.com for more information.

Clubs / group hosts may also use a graduation certificate of their own design.

This must not say Dan Certificate.

Only the Kukkiwon are authorised to issue Dan Certification.

All own design certificates must be approved by the UK Kukkiwon Office prior to the test day. Please submit any designs in advance for approval.

All successful candidates must be registered on the **Kukkiwon TCON system** to enable application of their certificate.

If candidates have previously registered on the TCON system, (eg: for an earlier grading) they do not need to register again and only need to provide the lead examiner with the three key details listed below.

All **new** applicants should register themselves.

This must be done by the individual not the Instructor and they will be asked to **create their own individual ID number.**

This is the TCON website registration page: <https://tkdcon.net/en/portale/join/selectJoinChoiseDetail2.do>

There is also a helpful tutorial video you can direct candidates towards see [here](#)



STEP 5

**Apply for Kukkiwon
Certificates with the
UK Kukkiwon Office
within 7 days of the
grading taking place**

Once registration is complete, the key details the UK Kukkiwon Office will need for each applicant are:

- 1) **Name exactly as entered on the TCON system**
- 2) **The Date of birth as entered on the TCON system**
- 3) **The ID number created by the applicant in the TCON system (This needs to be exactly as it is created with only lower letters and numbers. We suggest that candidates take a screenshot of ID number and send to the Lead Examiner – this may save a lot of time!)**

It is vital that all of this information is given to the Lead Examiner making the applications to the UK Kukkiwon Office.

Photos

During the TCON sign up process, its really important for candidates to upload a photo
It should be as a jpg file, no bigger than 300KB.

If candidates do not insert their photo, **their picture will not appear on their ID card.**

The Lead Examiner must apply for Kukkiwon certificates for each successful candidate **within 7 days of the promotion test date.**

All applications and payments for certificates must be made by the Lead Examiner or club / group host.

No payments will be accepted directly from candidates

(unless attending a National grading event organised by the UK Kukkiwon Office)

The Lead Examiner must submit a list of successful candidates applying for Kukkiwon certificates using the official form and including the TCON ID numbers for each applicant.

The Kukkiwon certificate application form can be found [here](#).

The fully completed form should be emailed to: admin@ukkukkiwonoffice.com.



Application Notes

- Foreign Nationals must also provide proof of residency in the UK for the last 6 months (examples are: a utility bill, bank statement, driving license, official government correspondence or school letter that has the person's name applying for the Kukkiwon on it) The Lead Examiner should attach these with the application list (as jpg files) and name each file with the applicant's name. Please keep the file below 300KB.
- Please do not submit Kukkiwon applications for time-barred candidates. These must be applied for and paid for by the Lead examiner only when the time is due.

Time period required between certificate dates		Minimum age
1 st Poom – 2 nd Poom	1 Year	Up to and including 15
2 nd Poom – 3 rd Poom	2 Year	Up to and including 15
3 rd Poom – 4 th Poom	3 Year	Up to and including 18
1 st Dan to 2 nd Dan	1 Year	16 (15 if starting from Poom)
2 nd Dan– 3 rd Dan	2 Year	18 (15 if starting from Poom)
3 rd Dan – 4 th Dan	3 Year	21 (18 if starting from Poom)
4 th Dan – 5 th Dan	4 Year	25 (22 if starting from Poom)

STEP 6

**Pay for the Kukkiwon
Certificate
applications**

Once the applications have been checked and confirmed, the Lead Examiner will receive a payment link.

Only once payment has been received, the applications for Kukkiwon certificates will be made.

The cost of Kukkiwon certificates for each grade can be downloaded [here](#)

STEP 7



Receive Certificates!

- Kukkiwon certificates for 1st to 4th Dan / Poom can usually take up to 8 weeks to receive from Korea.
- For higher Dan's and where a thesis is required, these can take a little longer.
- Annual holidays in Korea can also impact delivery times
- Lead Examiners should check with the UK Kukkiwon Office if expected certificates have not arrived within this time.
- All certificates will be sent to the Lead Examiner for further distribution.

Replacement Certificates

If there are any certificates that need replacing for any reason, the UK Kukkiwon Office must be notified within 28 days of receipt of the certificates by the Lead Examiner.

- If the error is proved to be with UK Kukkiwon Office, certificates will be replaced without charge.
- If it is after the 28 days and/or proved not to be the fault of UK Kukkiwon Office, then any costs for replacement will be the responsibility of the Lead Examiner.