

01/31/2025

Dear 2025 Ko Dan Ja Candidate,

I trust this letter finds you and your family in the best of health and spirits.

Per the Ko Dan Ja Shim Sa recommendation process, which includes feedback from your Instructor, Regional Examiners and Technical Advisory Committee, you are being invited as follows:

- Candidate for Rank Advancement at the 2025 Ko Dan Ja Shim Sa.
- Visitor to Participate in the Ko Dan Ja Shim Sa for continued development as a practitioner.
You may reapply to test in a future shim sa.

Congratulations on being selected to participate in the 2025 U.S.A. Ko Dan Ja Shim Sa. If you are planning to attend the 2025 Korean Ko Dan Shim Sa or any other International Ko Dan Ja Shim Sa you should still meet the submission deadlines indicated in this letter.

Your selection as a Ko Dan Ja Shim Sa candidate was based on your continuous activity in the Moo Duk Kwan and recommendations of your Instructor and other Federation Officials.

Please prepare yourself mentally and physically to do your best at the Ko Dan Ja testing. I am sure that this will be a valuable and rewarding learning experience for you. Soo Bahk Do Institute subscriptions featuring videos of all required Hyung and other techniques are available at www.soobahkdoinstitute.com.

The 2025 U.S.A. Ko Dan Ja Shim Sa experience will be **held in Region 3 either November 7th – 13th or November 14th – 20th** (details on date and location will be provided soon).

NOTE: All room reservations must be made through the Federation via the registration and exam fee form that you will receive. Registrations must be completed and returned with payment before 08/31/2025.

To complete your U.S.A. KDJSS application process, you must complete the following before 08/31/2025.

1. Confirm that your personal membership is renewed and that it will be current as of the Shim Sa date.
2. Complete the **2025 Ko Dan Ja Shim Sa Candidate Project Assignment** in accordance with the specified project deadlines. You will need to read the KDJSS website for specific project assignment instructions.
<https://soobahkdo.us/kdjss/2025-kdjss-project/>
3. **All candidates testing for 4th Dan and who are NOT Kyo Sa certified** are required to complete the Kyo Bom certification study kit and apprenticeship requirements. You may download the Kyo Bom Certification Study Kit at no cost here:
<https://soobahkdo.us/mall/item-category/instructor-certification/>
There is no need to bring your completed Kyo Bom study kit to the Shim Sa.
4. **All candidates testing for 4th Dan and who ARE Kyo Sa certified** are required to complete the Bu Sa Bom certification study kit and apprenticeship requirements. You may download the Bu Sa Bom Certification Study Kit at no cost here:
<https://soobahkdo.us/mall/item-category/instructor-certification/>
There is no need to bring your completed Bu Sa Bom study kit to the Shim Sa.

5. **All candidates applying for 5th Dan and above who are NOT Kyo Sa, Kyo Bom, Bu Sa Bom or Sa Bom certified** are required to complete the Kyo Bom Certification study kit and apprenticeship requirements. You may download the Kyo Bom Certification Study Kit at no cost here: <https://soobahkdo.us/mall/item-category/instructor-certification/>
There is no need to bring your completed Kyo Bom study kit to the Shim Sa.
6. **Candidates applying for Sa Bom Certification** are required to have previously completed Jo Kyo, Kyo Sa and Kyo Bom or Bu Sa Bom Certification. If you are applying for Sa Bom certification, you should have previously obtained the Sa Bom Certification study kit from Headquarters two or more years ago and completed the study kit and minimum time requirements of the Sa Bom apprenticeship. **There is no need to bring your completed Sa Bom study kit to the Shim Sa.**
7. All candidates seeking 4th Dan rank and instructor certification Kyo Bom, Bu Sa Bom or Sa Bom should review the Model Class Instruction video at <https://www.soobahkdoinstitute.com/videos/457/model-soo-bahk-do-class-instruction>.

This is one example of the structure of the class that Sa Dan and instructor certification candidates will be expected to teach during the Ko Dan Ja Shim Sa. It is advisable that candidates have the opportunity to instruct similar format classes prior to attending the Ko Dan Ja Shim Sa.
8. Candidates should submit all paperwork and **essays in a single submission in a single PDF document** as specified in the: <https://soobahkdo.us/publications/usa-federation-member-manual-2019-edition/>
9. All Instructor Certification Applicants only need to prepare the essays and assignments as specified in your **Certification Study Kit**.
10. Submit **WMDK Application for Dan Rank Promotion** (computer fillable version online) <https://soobahkdo.us/kdjss/wmdk-application-for-dan-promotion>
11. Submit **2025 KDJSS Test Fees & Facility Registration Form and Waiver** for your test fees, meals, lodging and banquet. This form will be forthcoming and will also be available on the Ko Dan Ja Shim Sa website. <https://soobahkdo.us/kdjss/kdjss-registration-2025/>
12. Submit all paperwork and registration forms with payments to Headquarters **BEFORE 08/31/2025**. Make payments to United States Soo Bahk Do Moo Duk Kwan Federation. **International KDJSS participants must submit your testing packet and fee before departure to the International event, except for lodging fees which are remitted to the host.**

I trust this will be one of the highlights of your Soo Bahk Do career and look forward to sharing this unique experience with you. Thank you for your continuous dedication to Soo Bahk Do Moo Duk Kwan and aspiration for growth as a practitioner and instructor.

Yours in Moo Duk Kwan,



Josh Lockwood
Chair, Technical Advisory Committee