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# INSTRUCTORS ASSOCIATION FAQ

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## Are Instructorships Updated Yearly

Yes. Although you last tested at an Associate Level of Instruction you must update your instructorship yearly in order to keep your level of instructorship. All instructorships expire yearly. If your instructorship is dated January 19, 2005, it will expire on the following year on the same date January 19, 2006. Should the instructor not update, the instructorship is voided and no longer valid.

We have made exceptions for those instructors who have not updated their instructorships by allowing them to update their current status now. You may update your status (hold the current level of instructorship) by doing one of the following:

-- **Attending 20 hours of instruction** (Larry Hartsell Seminars) Make copies of your seminar certificates for the year of 2005, and mail them to the Association, at which time you will be sent a new updated Instructors Certification Certificate.

-- Please contact the Association and schedule a **Private Intensive Training Program**. After completion of the training, you will receive a new updated Associate Level of Instruction Certification Certificate. Please review the Private Intensive Training programs at [www.jkdassoc.com/pitp.html](http://www.jkdassoc.com/pitp.html)

You may review our scheduled seminars in the US at [www.jkdassoc.com/reps.html](http://www.jkdassoc.com/reps.html) and plan to attend as many seminars as you can to put in 20 hours of training. My suggestion would be to schedule a private intensive training program at which time your instructorship will be updated immediately, and you will not have to attend and/or try to put in 20 hours of training at seminars.

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## How Do I Update My Instructorship

We have made exceptions for instructors who have not updated their instructorships by allowing them to update their current status now. You may update your status (hold the current level of instructorship) by doing one of the following:

-- **Attend 20 hours of instruction** (Larry Hartsell Seminars) Make copies of your seminar certificates for the year of 2005, and mail them to the Association, at which time you will be sent a new updated Associate Level of Instruction Certification Certificate.

-- Please contact the Association and schedule a **Private Intensive Training Program**. After completion of the training, you will receive a new updated Associate Level of Instruction Certification Certificate. Please review the PITP at [www.jkdassoc.com/pitp.html](http://www.jkdassoc.com/pitp.html). You may review our scheduled seminars in the US at [www.jkdassoc.com/rep.html](http://www.jkdassoc.com/rep.html) and plan to attend as many seminars you can to put in 22 hours of training. My suggestion would be to schedule a private intensive training program at which time your instructorship will be updated immediately, and you will not have to attend and/or try and put in 22 hours of training at seminars. To activate, or if you are a new member, please activate your membership at the following link: [Membership](#).

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## How Do I Update My Instructorship By Mail

By attending 20 hours of instruction (Larry Hartsell Seminars) and/or private training with Sifu Larry Hartsell. Please make a copy of the seminar certificates showing the number of instructional hours and mail them to the Association. You will need to download the Instructors Application and enclose a \$100.00 credential processing fee, and a photocopy of your last issued instructor certificate. Please include a self-addressed stamped envelope suitable for mailing your certificate (8x12).

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## How Do I Schedule A Private Intensive Training Program

By contacting the Association - All Instructors are priority scheduled. The best time to train is Monday through Thursday. Should you need a weekend date, we will schedule a weekend for you.

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## What Can I Do If My Instructorship Has Expired?

We take into consideration the level of instructorship vs. the number of years in which the instructorship has been expired. Should you need to update for more than one year, most likely you will maintain your last level of instructorship issued, providing you meet all

training requirements and update your instructorship immediately. If the instructorship has expired for more than two years without just cause approved by the Association, you will no longer hold an instructorship or certification of ranking.

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## Where Can I Download the Instructor's Application?

Instructors Association Application - [Download Link](http://www.jkdassoc.com/InstructorsReg.html) - [www.jkdassoc.com/InstructorsReg.html](http://www.jkdassoc.com/InstructorsReg.html)

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