

A Ballroom Accreditation Organization



**Servicing the licensing needs of
all the ballroom dancers
~ Professionals and Amateurs ~
In the United States
And now World Wide**

 **AMERICAN INTERNATIONAL DANCERS ASSOCIATION**

Accreditations that work for you

CONNECTING YOUR DANCE BUSINESS TO THE TECHNOLOGY RESOURCES YOU NEED

Did you know that... ?

You may now take your certifications or degrees via Zoom, or use another internet medium of your choice.

Flexible solutions for your business needs

Our Examiners are ready to meet all of your ballroom dance degree or certification needs.

FEES

Medal Tests—In our desire to make testing affordable for your student, the AIDA fee for Pro/Am, Am/Am, and Mixed Couples medal tests is \$10 per dance. Formation teams and theatrical dance fee is \$10 per dancer. For this \$10 investment, your student will earn an evaluation (Results Sheet) from the Examiner with comments, and a certificate. They will also receive a pin or award where applicable.

Professional Exams—AIDA fees for full professional exams are \$95. One Dance exams are \$50, with the exception of International Standard Viennese Waltz, which is \$30.

******* AIDA FEES DO NOT INCLUDE EXAMINERS' FEES OR EXPENSES. *******



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Welcome to the AIDA Ballroom Dance Family, and congratulations on taking steps to check us out, while seeking where to best get your Accredited Ballroom Degrees.

We are a comprehensive USA based teaching organization which is quickly expanding world wide. We can safely boast that our examiners are the most knowledgeable in their field and have passed rigorous examinations.

Our organization's aims and objectives are:

- To coordinate and develop the interests of teachers to the highest standards in the International Style Ballroom & Latin-American dancing, American Style Smooth & Rhythm dancing and Theatrical Style dancing on the North American continent and world wide.
- To cooperate with other recognized teaching organizations in order to work for harmonious relations within the profession.
- To work for the protection, elevation and advancement of the dignity, prestige and interests of the art of Ballroom Dancing, Dancesport, and of the profession of teachers of dancing in particular, and to establish in connection therewith, standards of professional ethics and conduct.

On behalf of all the members of the Examinations Committee, welcome aboard. You are about to start a journey that will earn you an Accredited Degree of distinction!

All of the AIDA Examiners are wishing you Good Luck.

Esther Don, Chairwoman of Examinations Committee



Have pride in your work, in your profession, in your dancing!

Make sure that what you're teaching is not only correct,
but that it is in the correct level in which you are teaching it. Study your craft.



Master the Art of Technique.

Advance yourself in your career by becoming a Licensed Teacher through AIDA.

Distinguish yourself as a Qualified Championship Judge through AIDA.

Earn your Degrees, start your studies now.





What does a typical exam look like?

How does the day proceed?

Professional Exams and Medal Tests are quite different. They are often administered in completely separate sessions. However, they may also be done on the same date, or on consecutive dates during one visit from an Examiner.

For BOTH Pro Exams and Medal Tests

- ◇ The Examiner should have a chair and table or desk with an unobstructed view of the floor, where they can sit and write notes or type on a computer.
- ◇ If the table can be near an outlet, that is preferable, in case the Examiner is using a laptop and wants to plug in.
- ◇ Definitely supply the Examiner with water, but if possible you may also want to ask if they'd like coffee or tea or something if that's readily available to you. (Optional: It's nice if you have some bite-size fruit or miniature candies or something simple. Completely optional, but a nice touch.)
- ◇ Take pictures during and/or after exams and coaching if you want them posted - with parental permission for minors. Those go to the Examinations Coordinator for inclusion in AIDA social media and Topline.

For Pro Exams

- ◇ A pre-determined amount of time will be set for the exam, depending on style and level. See page 11 for details.
- ◇ Professional Exams are administered privately. There should be no audience, and no other lessons going on in the studio.
- ◇ The candidate should, however, arrange in advance to have a partner to dance with for approximately the first 20 minutes of the exam. The candidate will be asked to dance each dance, both as a leader and as a follower. One partner may be used for both, or one for the lead and another for the follow portion. Partners may be professional or amateur dancers.
- ◇ If dancers want to change shoes between leading and following they may, but no additional time is allowed.
- ◇ The Examiner will ask the candidate questions about the figures and how to teach them. The candidate will be asked to demonstrate a few figures of the Examiner's choice, and may be asked to verbalize an element, such as amount of turn, or footwork. They may be asked to count in beats, bars, and measures.
- ◇ At any given level, the syllabus figures from that level will be the focus, but the candidate may also be asked about lower level syllabus figures as well.
- ◇ Following the exam, the Examiner will send the Results Sheet to the Examinations Coordinator, who will prepare a certificate and mail that, along with the Results Sheet to the candidate.

For Medal Tests

- ◇ Medal Tests may be done privately, or with a crowd for encouragement.
- ◇ The Organizer should keep everything moving on schedule, and in the order written on the List of Candidates.
- ◇ Each dancer should be introduced to the Examiner as they come up. Verbally review what they'll be dancing and at what level, just to make sure everyone is in agreement. This can be done by a pro dancing with them, or the Organizer.
- ◇ Start the music when all are ready, and turn it off when the Examiner indicates they have seen enough. Each dance is typically 1-2 minutes, and the student may choose the music ahead of time. It's easier to have someone as a dedicated DJ, but not essential. However, it is not recommended to have one person partnering the students AND playing music.
- ◇ If dancers want to change shoes between styles they may, but it should be done quickly.
- ◇ You may want to offer optional 15-minute mini coaching sessions with the Examiner, following each student's test.
- ◇ After the tests, the Examiner will fill in results on the List of Candidates. The Organizer and Examiner both sign that, attesting to the number of tests done, and then the Organizer scans it and sends it to the Examinations Coordinator.
- ◇ The Examinations Coordinator will contact the Treasurer, who will invoice the Organizer. The Exams Coordinator will prepare certificates and mail those, along with medals where appropriate, to the Organizer.

While it is always nice to have the Examiner in the room with the dancer who is testing, both Professional Exams and Medal Tests may be taken via Zoom, or another internet medium of your choice. Please contact the Examinations Coordinator to make proper arrangements.

Pro /Am, Am/Am and Mixed Couples: Number of Dances required to achieve a Certification Award or Medal

and What a Successful Candidate will Receive

In the Newcomer, Social Fun Bronze or Silver Programs, International and American Bronze, Silver or Gold Programs, Open and other programs.

There are 4 dances in Smooth or Ballroom, 5 dances in Rhythm or Latin.

Newcomer Achievement Award 1 - one dance

Newcomer Achievement Award 2 - two dances

Newcomer Achievement Award 3 - three dances

At least two Basic figures per dance, pre-Bronze.

Styles may be mixed in this category.

Receive an evaluation per dance and a certificate.

To be entered no more than once.

Social Fun Bronze 1 Award— figures 1-5 in the Bronze Syllabus.

Minimum of 2 dances. Styles may be mixed in this category.

You may choose to dance one of the Alternative Rhythm dances.

Receive an evaluation per dance and a certificate.

Social Fun Bronze 2 Award— figures 1-7 in the Bronze Syllabus.

Minimum of 3 dances. Styles may be mixed in this category.

You may choose to dance one of the Alternative Rhythm dances.

Receive an evaluation per dance and a certificate.

Social Fun Bronze 3 Award—figures 1-10 in the Bronze Syllabus.

Minimum of 4 dances. Styles may be mixed in this category.

You may choose to dance one of the Alternative Rhythm dances.

Receive an evaluation per dance and a certificate.

Social Fun Silver 1 Award— figures 1-5 in the Silver Syllabus.

Minimum of 4 dances. Styles may be mixed in this category.

You may choose to dance one of the Alternative Rhythm dances.

Receive an evaluation per dance and a certificate.

Social Fun Silver 2 Award— figures 1-7 in the Silver Syllabus.

Minimum of 5 dances. Styles may be mixed in this category.

You may choose to dance one of the Alternative Rhythm dances.

Receive an evaluation per dance and a certificate.

Social Fun Silver 3 Award— figures 1-10, in the Silver Syllabus.

Minimum of 5 dances. Styles may be mixed in this category.

You may choose to dance one of the Alternative Rhythm dances.

Receive an evaluation per dance and a certificate.

Intermediate Bronze (Pre-Bronze) In any of the 4 Styles - Minimum of 2 dances. The first half of the syllabus.

Receive an evaluation per dance and a certificate.

Bronze (complete Bronze) In any of the 4 Styles -

Minimum of 2 dances. The Full Bronze syllabus.

Receive an evaluation per dance, a certificate, and Bronze medal.

Intermediate Silver In any of the 4 Styles -

Minimum of 3 dances. The first half of the Silver syllabus.

Receive an evaluation per dance and a certificate.

Silver (Complete Bronze and Silver) In any of the 4 Styles -

Minimum of 3 dances. The full Silver syllabus.

Receive an evaluation per dance, a certificate, and a Silver medal.

Intermediate Gold In any of the 4 Styles -

Minimum of 4 dances. The first half of the Gold syllabus.

Receive an evaluation per dance and a certificate.

Gold (Complete Bronze, Silver and Gold) In any of the 4 Styles -

Minimum of 4 dances. The full Gold syllabus.

Receive an evaluation per dance, a certificate, and a Gold medal.

One Dance Medal Test (1 dance) In any of the 4 Styles -

Any style at any Level. From Newcomer Achievement Award through Open Rising Star or any of the Alternative Rhythm Dances.

You can add as many dances to the prerequisite number of dances required by using the One Dance Medal Test.

Gold Star 1, 2, 3 & 4 In any of the 4 Styles -

Requires 4 dances in Smooth or Ballroom, 5 in Rhythm or Latin.

Open figures with some syllabus requirements. Candidates must dance 16 bars of basic syllabus work at the beginning of their routine, then continue with open choreography.

Receive an evaluation per dance, a certificate, and an engraved Lucite star.

Open Rising Star 1, 2, 3, & 4 In any of the 4 Styles -

Requires 4 dances in Smooth or Ballroom, 5 in Rhythm or Latin.

All open choreography.

Receive an evaluation per dance, a certificate, and an engraved trophy.

Formation Team Test -

Receives an evaluation and a certificate of participation for each member.

Theatrical Dance Syllabus Bronze and Silver -

Refer to Examination Handbook for all the requirements.

Receive an evaluation and a certificate.

Showcase Evaluations -

Evaluations are also available for individual showcases. All pieces must have original choreography, which has been set to a selected piece of music.

All participants will receive a report form and a certificate.

AIDA Technical Proficiency Examinations -

Requires 4 dances in Smooth or Ballroom, 5 in Rhythm or Latin.

Receive an evaluation per dance, a certificate, and an engraved Lucite rectangle or star, depending upon the level.

Please refer to the Examination Handbook for more in depth information

Evaluation Sheet

Pins

Certificate



Bronze



Silver



Gold





AMERICAN INTERNATIONAL DANCERS ASSOCIATION

CODES CHART for List of Medal Test Candidates

Pro/Am, Am/Am and Mixed Couples

The Fee for each Medal test is \$10 per dance, except formation teams and theatrical dance, which are \$10 per dancer.

All medal tests must be taken in sequence commencing no higher than Bronze. The following are available in all categories and levels.

INSTRUCTIONS—When completing the *List of Medal Test Candidates*, please provide the following in the columns as noted:

A. Student's First Name

B. Student's Last Name. Please enter all names as you wish them appear on their certificates.

- Choose how each candidate will present their dance:

C. Pro/Am: Pro dancer/teacher dancing with amateur candidate. OR

D. Am/Am: Two amateur dancers, evaluated as a couple. OR

E. A/A-1B: Two amateurs, but each being evaluated individually. They will each receive separate evaluations, certificates and medals if applicable.

Cost is for two tests, i.e. \$20. OR

F. Mixed Couple: Amateur partnering with another amateur who is not their usual partner. Only the one candidate is evaluated.

G. **DOR -Dancing in the Opposite Role:** With any partnering (C through F), candidates may dance in the opposite role to that of their birth gender; i.e. Man as Follower or Lady as Leader.

H. **OEA—Order Extra Award:** Check here for any candidates who would like an extra certificate and medal. Additional cost: \$7.

• Use charts below to indicate : I. Age Category; J. Style Type; K. Examination Level; L. Dances.

- For formation Teams, please provide a list of names on a separate paper.

M. The '**Result**' column will be filled in by the Examiner.

I. Age Category with Abbreviation		J. Style Type with Abbreviation		K. Level with Abbreviation, # of dances			L. Dance Codes with Abbreviation
Juv = Juvenile	Under 12	American Smooth	AS	NC 1	Newcomers 1 dance	1	AT = Argentine Tango B = Bolero BA = Bachata C = Cha Cha Cha F = Foxtrot H = Hustle J = Jive LH = Lindy Hop M = Mambo Mer = Merengue P = Peabody PD = Paso Doble Q = Quickstep R = Rumba S = Samba Sal = Salsa Sw = Swing T = Tango VW = Viennese Waltz W = Waltz WCS = West Coast Swing
Jr = Junior	12 years - 15	American Rhythm	AR	NC 2	Newcomers 2 dance	2	
Y = Youth	16 years - 18	International Ballroom	IB	NC 3	Newcomers 3 dance	3	
Ad 1 = Adult 1	19 years - 35	International Latin	IL	SB 1	Social Fun Bronze 1	2	
Ad 2 = Adult 2	36 years - 50	International Latin	IL	SB 2	Social Fun Bronze 2	3	
Ad 3 = Adult 3	51 years - 65	Theatrical Dance Syllabus	TD	SB 3	Social Fun Bronze 3	4	
Sr 1 = Senior 1	66 years - 76	Formation Team Test	FTT	SS 1	Social Fun Silver 1	4	
Sr 2 = Senior 2	77 years - 84	Formation Team Test	FTT	SS 2	Social Fun Silver 2	5	
Sr 3 = Senior 3	At least 85	Showcase Evaluation	SE	SS 3	Social Fun Silver 3	5	
Note: Age Category is not included on certificate.		AIDA Technical Proficiency	ATP	IB	Intermediate Bronze	2	
				B	Bronze	2	
		For Gold Star and Rising Star Levels: * In Ballroom and Smooth, 4 dances are required. * In Latin and Rhythm, 5 dances are required.		IS	Intermediate Silver	3	
				S	Silver	3	
				IG	Intermediate Gold	4	
				G	Gold	4	
				GS1	Gold Star 1	4/5*	
				GS2	Gold Star 2	4/5*	
				GS3	Gold Star 3	4/5*	
				GS4	Gold Star 4	4/5*	
				ORS1	Open Rising Star 1	4/5*	
				ORS2	Open Rising Star 2	4/5*	
				ORS3	Open Rising Star 3	4/5*	
				ORS4	Open Rising Star 4	4/5*	
				BTDS	Bronze Theatrical Dance Syllabus	1	
				STDS	Silver Theatrical Dance Syllabus	1	
				1D	One Dance	1	

Sue Martin, Examinations Coordinator

29 Egmont Court, Delmar, NY 12054

Email: aidadance.examinations@gmail.com

Phone: 518-475-1805



The List of Medal Test Candidates and the Price List
For Pro/AM, AM/AM and Mixed Couples
List of Candidates and their Examination Particulars

Date _____ Day: _____

Write name as you wish to have it appear on your Certificate

Test Number

A. Student First Name	B. Student Last Name	C. Pro/Am	D. Am/Am	E. A/A –1B	F. Mixed-Couple	G. DOR	H. OEA	I. Age Category	J. Style Type	K. Exam Level	L. Dance Codes	M. Results	Price
1.													
2													
3													
4													
5													
6													
7													
8													
9													
10													

Write name as you wish to have it appear on your Certificate

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AMERICAN INTERNATIONAL DANCERS ASSOCIATION

Studio Where the Certification will be administered

Studio: _____ Date: _____ Day: _____

This is the Studio Sign-Up Sheet for Pro/Am, Am/Am and Mixed Couples .

Don't forget to join us! Sign up, or ask your teacher to advise and help you get your student certifications.

1.	13.
2.	14.
3.	15.
4.	16.
5.	17.
6.	18.
7.	19.
8.	20.
9.	21.
10.	22.
11.	23.
12.	24.



AMERICAN INTERNATIONAL DANCERS ASSOCIATION

Application Form for Professional Examinations

(Agreement on page 2 of this form must be signed by applicant)

Exam No.		
T:	M:	C:
(For Office Use Only)		

PARTICULARS OF EXAMINATION

Examination Organizer		Tentative Examiner		Phone #	
Place (City, State)		Tentative Exam Date		Date of Appl	

PARTICULARS OF CANDIDATE (Please Print Clearly)

Name of Candidate as it will appear on AIDA records and certificates	First		Last	
Mailing Address as it will appear on AIDA records (This will also be used to mail your certificates)	Street			Apt # or Suite #
	City			ST Zip Code
Telephone (This number will be on your website listing.)	Fax		e-mail*	
Birth Date (if under 21)	Day:	Month:	Year:	

PLEASE CHECK AND FILL IN THE APPROPRIATE BOXES

Branch:	Int'l Ballroom:	Int'l Latin:	Am Smooth:	Am Rhythm:	Theatrical Dance:
Degree - AIDA Fees:	Student-Teacher - \$95:	Associate - \$95:	Member - \$95:	Fellow - \$95:	
One Alternative Single Dance Exams - \$50:	Argentine Tango:	Viennese Waltz: (Must be at least a Member)	Other:		

Candidates are responsible for paying the Examiners, or Organizers of the exam sessions, directly for the Examiner's time, at \$125/hour, and for the Examiner's travel expenses. For a full explanation of all examination times and costs see Addendum A or look on the website at www.aidadance.org. A good faith estimate of travel costs will be made available to you well in advance.

*Email address is used for AIDA correspondence, including events, and membership dues.

THE FOLLOWING QUESTIONS MUST BE ANSWERED

1. Please list any teaching organizations with which you are affiliated. _____
2. Only currently approved manuals should be used for examination preparation. Out-of-date manuals are not accepted. Any manuals available on the AIDA store (<https://aidadance.org/pages/shopping/>) are acceptable. These include Esther Don Signature Series manuals, and the Theatrical Dance Syllabus. Please contact the Examinations Coordinator at aidadance.examination@gmail.com with any further questions.
3. It is strongly recommended by the Association that you prepare for this exam with a trainer familiar with the syllabus and examination process under which you will be examined. Please list the trainers who have prepared you for this exam.

Trainer name: _____ Trainer name: _____

What AIDA Examiners have you been trained by within the past 6 months.

Trainer name: _____ Trainer name: _____

4. If applying for examination as a **Member**, state particulars of your teaching experience in a responsible position during the last two (2) years. Use a separate sheet of paper for this information, if necessary.

Previous position _____ at _____ for _____ yrs.

5. If applying for examination as a **Fellow**, give the date of your **Member** exam, which must be three (3) years prior to the date of this exam.

6. Required waiting period between exams may be waived only by the NC and the BOT upon application for an exception.

ANNUAL DUES

All candidates successfully completing AIDA Examinations must pay annual dues and become a member of the Association. The annual amounts are listed below. **Annual dues are currently assessed at the following rate: \$85 per year**

PRO RATA DUES

Pro rata dues are payable when first joining the Association via the examinations process. Your exam month in the chart below shows your prorated dues for the current year. (The dues are based on the number of months remaining in the current year AFTER the month in which your exam is taken. Candidates taking an exam in January pay dues for the eleven (11) months remaining in the current calendar year, etc. Candidates taking an exam in November pay dues for December, PLUS full annual dues for the following calendar year. Candidates taking an exam in December are required to pay full annual dues for the following calendar year.)

Exam Month	Full Candidates	Exam Month	Full Candidates
January:	\$77	July:	\$35
February:	\$70	August:	\$28
March:	\$63	September:	\$21
April:	\$56	October:	\$14
May:	\$49	November:	\$7 + \$85 = \$92
June:	\$42	December:	\$85

ATTAINABLE CERTIFICATES AND DEGREES

1. Student Teacher - Minimum age: 16 years. Candidates gain no qualifications in the Association, may not vote, and may not advertise as a member, but are permitted to attend meetings and to receive member discounts and publications.

2. Associate - Minimum age: 17 years. Candidates with less than two (2) years experience as a teacher of dancing in a responsible position may be admitted as Associates.

3. Member - Minimum age: 21 years. Candidates for these examinations must have completed two (2) years experience as a teacher of dancing in a responsible position.

4. Fellow - Candidates for these examinations must have held Member status in the Branch concerned for at least three (3) years.

CONDITIONS OF APPLICATION AND EXAMINATION

Applications - This application must be received with the correct fees (including dues where applicable) at least 30 days before the examination date. All Association members taking additional degrees must be current in their dues to be eligible for examination upgrades.

Examination times - Candidates should note any preference for the time of examination when submitting this application form. Every effort will be made to meet their convenience but no guarantee to this effect can be given, and candidates must accept the time allotted to them.

Results – The Examiner's decision is final. No correspondence or verbal discussion with respect to the results of this examination can be entered into.

AGREEMENT

I certify that the particulars on this application are correct, that I am physically fit to withstand the rigors of examination, and that I will observe the conditions and requirements published on all pages of this form (including policy regarding exam expenses) and in the Association's Constitution and By-Laws. I choose to take part in the examination at my own risk, and agree to hold the American International Dancers Association, its officers, agents, and examiners, harmless from any and all claims for injury or damages. Once accepted as a member, I, the undersigned, agree that I will loyally adhere to the rules of the Association, advance its objectives, and will attend its general meetings as often as possible. Upon removal of my name from the Official Membership Roster, for any cause whatsoever, *I will pay all arrears that may be due by me and will surrender the Certificate of Membership and any other property of the Association.*

Signature of Candidate

Date

Status: Student Teacher / Teacher

Examination fee (s):	\$
Extra certificate fee (one is included) = \$25	\$
Pro Rata / Annual Dues:	\$
Total amount to be billed:	\$

Professionals, please note: Application Forms for Professional Examinations, plus all applicable fees, including dues, must be received no later than 30 days prior to the examination date. Please complete this form, scan, and email to the Examinations Coordinator. You will be sent an invoice from the AIDA Treasurer to pay your fees. Thank you!

Sue Martin, Examinations Coordinator

Email: aidadance.examinations@gmail.com

29 Egmont Court, Delmar, NY 12054

Phone: 518-475-1805

Addendum A: TIME AND COST FOR TAKING A PROFESSIONAL AIDA EXAM

A. FEES PAYABLE TO THE ASSOCIATION

1. Registration administrative fees

All AIDA full Professional Certification exams are \$95.00.

All AIDA One Alternative Single Dance Professional Certification exams are \$50.00 except International Standard VW is \$30.00.

2. Dues

Dues to be a member of the Association are paid annually. When you take your exam and join for the first time, your dues will be pro-rated based on what month you take the exam. A chart is available on the second page of the Professional Application Form.

B. FEES PAYABLE TO THE EXAMINER

1. Examiner's Time. Examiners are paid for their time directly. The time and cost of each exam is pre-set by the Association.

They are as follows:

Student Teacher International Style Ballroom or American Style Smooth	one and 1/4 hours	\$156.25
Student Teacher International Style Latin or American Style Rhythm	one and ½ hours	\$187.50
Associate International Style Ballroom or American Style Smooth or Theatrical	two hours	\$250.00
Associate International Style Latin or American Style Rhythm	two and 1/4 hours	\$281.25
Member International Style Ballroom or American Style Smooth or Theatrical	two and ½ hours	\$312.50
Member International Style Latin or American Style Rhythm	two and ½ hours	\$312.50
Fellowship International Style Ballroom or American Style smooth or Theatrical *	two and ½ hours	\$375.00-\$625.00
Fellowship International Style Latin or American Style Rhythm *	two and 3/4 hours	\$406.25-\$687.50
One Alternative Single Dance Professional Exams (except International Viennese Waltz)	one hour	\$125.00
One Alternative Single Dance Professional Exam - International Viennese Waltz ONLY **	30 minutes	\$62.50

The amount of time allotted for exams includes and/or allows for the Examiner to make proper notes and fill out the exam results sheet during this time.

There is **NO** time allotted for the changing of clothes for dancing as leader and follower. It is not recommended or necessary. Ladies may change shoes (and into slacks if you feel it is necessary). However, the clock is still running.

*Two Examiners are required for Fellowship exams. The fee is given as a range. Both Examiners will be present for the first ½ hour of the examination, the practical section. During the Theory and Technical analysis section, one Examiner at a time will be administering the exam. If there are multiple examinations allowing the Examiners to both be working, the fee will be less.

** For International VW exam, candidates must already hold a Member or Fellowship degree in International Ballroom.

2. Examiners' Travel Expenses are paid directly to the Examiner.

These costs can vary greatly. Usually, your professional Trainer will help you organize your exam and try to bring an Examiner in when there are other candidates taking exams and the travel expenses can be shared. The person organizing the exam session is required to give you a good faith estimate of what these costs will be prior to your exam (see "Policy regarding Exam Expenses to the Examiner" on the following page).

C. Summary of how and when to submit the above fees and application.

1. Send the Professional Application Form along with the fees payable to the Association 30 days prior to your exam. This application form is available on the website under "Forms".

2. Fees payable to the Examiner should be paid in advance and arranged through your Trainer or the Exam Organizer.

Policy regarding Exam Expenses to the Examiner

The Exam Organizer will reimburse the Examiner for all out-of-pocket expenses related to the examination trip. Travel expenses could include items such as: airfare, train, parking at the airport or train station, car mileage, tolls, transfers to and from the airport to home and/or the exam site and any other costs that could be associated with the travel to and from the exam site.

Meal expenses could include breakfast, lunch, and dinner.

Expenses not covered are any items of a personal nature such as: cocktails, mini bar at the hotel, movies and/or entertainment, etc.

The Examiner will make every effort to keep the costs down and give the Exam Organizer a good faith estimate as soon as possible after the exam location and date is agreed upon. This will allow the Organizer to price the exams and any teaching, workshops, etc. to allow for these additional costs over and above the Examiner's hourly fee.

Additional notes:

A- If the Examiner is doing other work in the area such as teaching at another school, judging a competition, etc., a pro rata share of expenses should be worked out between the Exam Organizer and the other party that is using the Examiner's services. This should be agreed upon in advance of the examination trip.

B- Any candidates wishing to take exams while an Examiner is in their area for teaching, judging, examining, etc., should expect to pay some pro rata share of the Examiner's travel expenses and that amount should be told to them prior to the exam.

Policy regarding Joining an Exam Session Organized by Another Member:

A. Once you have committed to taking an examination organized by another member, you will be responsible for your share of the fees for the Examiner's travel expenses, time, and floor fees, even if you cancel.

B. The Organizers are all individual members. They are responsible for paying all the fees for an examination session. They are counting on your reservation. If you cancel, they may no longer have the required 6-hour minimum for the Examiner. Last minute changes are particularly difficult as they affect everyone's schedule.

C. The Organizers are responsible for collecting the fees before examination day. Please be prepared for that. They will let you know what the fees will be as soon as they know who will be participating, and what the Examiner's expenses will be. Every effort is made to preclude last minute changes, but sometimes expenses can change slightly on examination day. Please be prepared for that, too.

D. Please ask in advance what size, shape and condition the floor space will be. The Association does not have any requirements regarding the size or condition of the floor. Venues can change at the last minute, due to unforeseen circumstances. Candidates should be prepared.

E. Know that every effort is being made to make your examination day experience pleasant and predictable, but be aware that unavoidable last-minute events can occur.

F. Lastly, we hope that you will appreciate all the Exam Organizer has done in allowing you to join their Exam Session. A lot of work and time go into organizing these sessions and we, AIDA, are very appreciative of our members who go above and beyond to make these opportunities available.

(Keep pages 11 and 12 for your reference regarding these important policies.)



AMERICAN INTERNATIONAL DANCERS ASSOCIATION

The Professional List of Candidates, The Professional Roster Form

This is a writable form – just begin typing. If unable to do so, please print and write legibly.

Assigned #

Make sure that the applicant has signed the mandatory Agreement with AIDA

Date:

Day:

Write Name as you wish to have it appear on your certificate.

#	First Name	Last Name	Style Type	Degree	One Dance Codes	Result	\$
E.G.	This is Sample	Mary Jane Roe	AS	1D, A	P		
1.							
2.							
3.							
4.							
5.							
6							
7							

Style Type and Dance requirements

American Smooth 4 dance requirement	AS
American Rhythm 5 Dance requirement	AR
International Ballroom 4 dance requirement	IB
International Latin 5 Dance requirement	IL
Theatrical Dance Syllabus one routine, a written portion followed by the theory requirement	TA

Degrees with Abbreviation and Prices

Professional Medal Dancing Degree: 4 dances International Style Ballroom and in the American Style Smooth 5 dances International Style Latin and in the American Style Rhythm	PMD	\$40
Student Teacher Test Degree	STT	\$95
One Dance Degree	1D	\$50
The Degrees below are recognized as Accredited by the National Dance Council of America		
Associate Accredited Degree	A	\$95
Member Accredited Degree	M	\$95
Fellow Accredited Degree	F	\$95

One Single Dance Codes Chart with Abbreviation

AT = Argentine Tango;
B = Bolero; **BA** = Bachata;
C = Cha Cha Cha;
F = Foxtrot;
H = Hustle;
J = Jive;
LH = Lindy Hop;
M = Mambo; **Mer** = Merengue;
P = Peabody; **PD** = Paso Doble;
Q = Quickstep;
R = Rumba;
S = Samba; **Sal** = Salsa; **Sw** = Swing;
T = Tango;
VW = Viennese Waltz;
W = Waltz; **WCS** = West Coast Swing;

1. When completing the Roster, please provide the First and Last Names as you wish them to appear on your certificate.

2. The Result column will be filled in by the Examiner.

3 See Exam Handbook for more in depth Information.

Result Codes with Abbreviation

H	Honors	100 to 95
HC	Highly Commended	94 to 85
C	Commended	84 to 75
P	Pass	74 to 65
F	Fail	Under 65

AMERICAN INTERNATIONAL DANCERS ASSOCIATION

What a successful Pro-Am, Am-Am, Mixed-Couple Medal Test Candidate will receive

Mark with an 'X' as applicable

Examination Level	
Novice/Novice 1 dance	Silver
Novice/Novice 2 dance	Intermediate Gold
Novice/Novice 3 dance	Gold
Social Fun Bronze 1	Gold Star 1
Social Fun Bronze 2	Gold Star 2
Social Fun Bronze 3	Gold Star 3
Social Fun Silver 1	Gold Star 4
Social Fun Silver 2	Open Rising Star 1
Intermediate Bronze	Open Rising Star 2
Bronze	Open Rising Star 4
Intermediate Silver	Theoretical Dance Syllabus

Style Type
American Ballroom
American Rhythm
International Ballroom
International Latin
Theoretical Dance Syllabus
Formation Team Test
Showcase Evaluation
AIDA Technical Proficiency Examination

Age Category
Juvenile Under 12 years of age
Junior 12 years - 15 years
Youth 16 years - 17 years
Adult 1 18 years - 35 years
Adult 2 36 years - 50 years
Adult 3 51 years - 65 years of age
Senior 1 65 years - 70 years of age
Senior 2 71 years - 84 years of age
Senior 3 At least 85 years of age

Home Age Category is not included on the certificate

Result Codes
Honors 95 to 100
Highly Commended 88 to 94
Commended 84 to 87
Pass 74 to 83
Fail Under 65

No correspondence or verbal discussion will be entered into in regard to this report
The Examiner's decision is final

Evaluation Sheet

Pins



Bronze



Silver



Gold



Certificate

AIDA — Earn the
Ballroom Accreditations that matter, contact:

Sue Martin, Examinations Coordinator

Email: aidadance.examinations@gmail.com

29 Egmont Court, Delmar, NY 12054

Phone: 518-475-1805