



United States & International Ballroom 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		Org. Phone #	
Place (City, State)		Tentative Exam Date		Date of Appl	

PARTICULARS OF CANDIDATE (Please Print Clearly)

Name of Candidate as it will appear on USIBDA records and certificates	First		Last	
Mailing Address as it will appear on USIBDA 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 - USIBDA Fees:	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.usibda.org. A good faith estimate of travel costs will be made available to you well in advance.

*Email address is used for USIBDA 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 syllabi and manuals should be used for examination preparation. Acceptable syllabi are published on our website. Out-of-date manuals are not accepted. Manuals that are acceptable include Esther Don Signature Series manuals, and the Theatrical Dance Syllabus. Please contact the Examinations Director at exams@usistd.org 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 USIBDA 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.

United States & International Ballroom Dancers Association

ANNUAL DUES

All candidates successfully completing USIBDA examinations must pay annual dues and become a member of the Association. Annual dues are currently assessed at a rate of \$85 per year. For new members, a full year of dues are payable when first joining the Association via the examinations process. Dues will be assessed and membership renewed on the anniversary of the member's first exam.

ATTAINABLE CERTIFICATES AND DEGREES

- 1. 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.
- 2. 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.

- 3. 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 members of the Association taking additional degrees must be current in their dues to be eligible for examination upgrades.

Combined Associate and Member exam - An applicant may request permission to combine Associate and Member levels in one exam, but this is not guaranteed. The request must be submitted at least 30 days prior to the examination date. A combined exam will cover material from both levels. Contact the Examinations Director for details.

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 United States & International Ballroom 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 their 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	\$
Annual Dues (new members only):	\$
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 Director. You will be sent an invoice from the USIBDA Treasurer to pay your fees. Thank you!

Sue Martin, Examinations Director

Email: exams@usibda.org

WhatsApp: +351 918 403 810

Phone: 518-630-3504

United States & International Ballroom Dancers Association

Examinations Department

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

A. FEES PAYABLE TO THE ASSOCIATION

1. Registration administrative fees

All USIBDA full Professional Certification exams are \$95.00.

All USIBDA 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 assessed at that time, and each year on the anniversary of your joining.

B. FEES PAYABLE TO THE EXAMINER

1. Examiner's Time. Examiners are paid for their time directly, at an established rate of \$125 per hour. The time and cost of each exam is pre-set by the Association. They are as follows:

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 ¾ 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 "Examinations / Exams and Medal Tests".

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

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Examinations Department

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 USIBDA 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, USIBDA, are very appreciative of our members who go above and beyond to make these opportunities available.

(Keep pages 3 and 4 for your reference regarding these important policies.)