

Instructor Trainee Program

Trainee Upgrade Application / Level 1 Coursework



STEP ONE (SUBMIT APPLICATION)

Applicant: Complete this section and give application to your School Owner.

Name _____ Date of Birth _____

Address _____

City _____ State _____ Zip _____

Home Phone # _____ ATA # _____ Exp. Date _____

Applying for Certification Upgrade:

- Trainer** (Red/Black)
 Specialty Trainer (Black/Red/Black)
 Certified Instructor* (Black)

STEP TWO (COMPLETE PROGRAM REQUIREMENTS)

School Owner: Keep application on file. Check off requirements as Trainee completes or provides them.

Level 1
Coursework

- Teaching the Life Skills:** Goals Courtesy Loyalty
- Teaching the Teaching Skills:** Class Management Rapport Building
- Black Belt Attributes: Memorization Eye Contact Proper Technique
- Teaching the Physical Skills:** Forms & One-Steps, Self-Defense
 - Songahm Il-Jahng #1 Songahm Ee-Jahng #2 Songahm Sahm-Jahng #3
- Youth Protection Program successfully completed
- Current ATA Membership
- Certification Worksheet / Level 1 Coursework signed by School Owner
- New set of 100 hours of assisting in class
- Regional camp or in-school seminar attendance
- Trainee Upgrade Application / Level 1 Coursework signed by School Owner
- Current CPR Certification
- Certification fee included

Send to
ATA HQ
w/Step 3

***Certified Instructor**
upgrade also requires:
Display of Teaching Skills
(1-4 min segments)
Demonstration of Black
Belt Attributes
Attendance of at least 3
school testings per year
Minimum rank/ age:
Black Belt/ 18 years
Certification Packet fee
(Camp App./ T-t-T Financial)
Background Check

STEP THREE (APPLY FOR CERTIFICATION)

School Owner: When all requirements have been met, verify applicant contact information (above) and complete this section. Submit all required materials to ATA Headquarters, Attn: Certification Dep't, P.O. Box 193010, Little Rock, AR 72219.

Name of School Owner _____

Name of Club or School _____

Address _____

City _____ State _____ Zip _____

Business Phone # _____ ATA # _____ Exp. Date _____

School Owner certified in "Train the Trainer" (circle one): Yes No

This Trainee has fulfilled all Level 1 Coursework requirements in the ATA Instructor Trainee Program. I am including copies of all documentation needed for ATA to process the certification upgrade specified in Step 1. We understand that the new collar may not be worn until we are notified by ATA.

Date of "Level 1 Coursework" Completion _____ Projected Certification Date _____

School Owner's Signature _____ Date _____

Instructor Trainee Program

Certification Worksheet / Level 1 Coursework

Applicant Name _____ ATA # _____

Applying for Certification Upgrade:

- Trainer** (Red/Black)
 Specialty Trainer (Black/Red/Black)
 Certified Instructor (Black)

School Owner: *Keep worksheet on file. Place checkmarks ✓ in boxes as Trainee demonstrates proficiency.*

LIFE SKILLS	Definitions	Rapport Bldg. w/ Students & Parents	Connecting Life Skill w/TKD	Life Skill Worksheets
Goals in the Martial Arts				
Courtesy				
Loyalty				

TEACHING SKILLS	Memorization	Practical Application	Teaching Skills Worksheets
Attribute #2: Memorization			
Attribute #3: Eye Contact			
Attribute #4: Proper Technique			
Class Management			
Rapport Building			

PHYSICAL SKILLS

FORMS		Songahm #1	Songahm #2	Songahm #3
MEMORIZATION	Meaning of Belt Color			
	Meaning of Form Name			
	Memory of Form			
EYE CONTACT	Direction			
	Target			
	Penetration			
PROPER EXECUTION	Beginning (Chamber)			
	Ending (Re-Chamber)			
	Direction			
	Rotation			
	Joint Setup			
	Pivot			
	Stance			
Body Posture				

ONE-STEPS	Songahm #1	Songahm #2	Songahm #3
Memory			
Direction			
Timing			
Distance			
Accuracy			

This Trainee has demonstrated teaching proficiency in all of the Level 1 Coursework skill areas listed above and has completed a new set of 100 hours of assisting in class as required by ATA.

School Owner's Signature _____

Date _____

IMPORTANT NOTE: *All steps must be completed before submitting application for processing. All documentation must be completed and provided to ATA Headquarters for Trainee's certification upgrade to be processed.*

