

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
- 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.

