

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.

Instructor Trainee Program

Trainee Upgrade Application / Level 2 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 2
Coursework

☐ **Teaching the Physical Skills:** Forms, Sparring Combinations, Color Belt Board Breaks, Self-Defense

☐ Songahm Sah-Jahng #4 ☐ Songahm Oh-Jahng #5 ☐ In Wha Il-Jahng #1

☐ **Teaching the Life Skills:** ☐ Respect ☐ Attitude (Spirit) ☐ Perseverance

☐ **Teaching the Teaching Skills:** ☐ Class Structure ☐ Rapport Building

Black Belt Attributes: ☐ Proper Technique ☐ Balance ☐ Speed

☐ Youth Protection Program successfully completed

☐ Current ATA Membership

☐ Certification Worksheet / Level 2 Coursework signed by School Owner

☐ New set of 100 hours of assisting in class

☐ Regional camp or in-school seminar attendance

Send to ☐ Trainee Upgrade Application / Level 2 Coursework signed by School Owner

ATA HQ ☐ Current CPR Certification

w/Step 3 ☐ Certification fee included

***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 2 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 2 Coursework" Completion _____ Projected Certification Date _____

School Owner's Signature _____ Date _____

Instructor Trainee Program

Certification Worksheet / Level 2 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. Initial & date the boxes as Trainee demonstrates proficiency.*

LIFE SKILLS	Definitions	Rapport Bldg. w/ Students & Parents	Connecting Life Skill w/TKD	Life Skill Worksheets
Respect				
Attitude (Spirit)				
Perseverance				

TEACHING SKILLS	Memorization	Practical Application	Teaching Skills Worksheets
Attribute #4: Proper Technique			
Attribute #5: Balance			
Attribute #6: Speed			
Class Structure			
Rapport Building			

PHYSICAL SKILLS

FORMS	Songahm #4	Songahm #5	In Wha #1
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		

This Trainee has demonstrated teaching proficiency in all of the Level 2 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.

Instructor Trainee Program

Trainee Upgrade Application / Level 3 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.

☐ **Teaching the Physical Skills:** ALL Color Belt Forms, One-Steps (White-Yellow), Sparring Combinations, Black Belt Sparring & Black Belt Board Breaks, Self-Defense, 5-minute Class Instruction

☐ In Wha Ee-Jahng #2 ☐ Choong Jung Il-Jahng #1 ☐ Choong Jung Ee-Jahng #2

☐ **Teaching the Life Skills:** ☐ Honor ☐ Self-Control ☐ Integrity

☐ **Teaching the Teaching Skills:** ☐ Instructor Points ☐ Rapport Building

Black Belt Attributes: ☐ Proper Technique ☐ Power ☐ Rhythm & Presentation

☐ Youth Protection Program successfully completed

☐ Current ATA Membership

☐ Certification Worksheet / Level 3 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 3 Coursework signed by School Owner

☐ Current CPR Certification

☐ Certification fee included

***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

Level 3
Coursework

Send to
ATA HQ
w/Step 3

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 3 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 3 Coursework" Completion _____ Projected Certification Date _____

School Owner's Signature _____ Date _____

Instructor Trainee Program

Certification Worksheet / Level 3 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. Initial & date the boxes as Trainee demonstrates proficiency.*

LIFE SKILLS	Definitions	Rapport Bldg. w/ Students & Parents	Connecting Life Skill w/TKD	Life Skill Worksheets
Honor				
Self-Control				
Integrity				

TEACHING SKILLS	Memorization	Practical Application	Teaching Skills Worksheets
Attribute #4: Proper Technique			
Attribute #7: Power			
Attribute #8: Rhythm & Presentation			
Instructor Points			
Rapport Building			

PHYSICAL SKILLS

FORMS	In Wha #2	Choong Jung #1	Choong Jung #2
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			

Black Belt Board Breaking	Black Belt Sparring	Five Minute Class Instruction

This Trainee has demonstrated teaching proficiency in all of the Level 3 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.