		<b>structor Trair</b> Jpgrade Applicatio			ork ARA
	<b>TEP ONE</b> (SUBMIT A oplicant: Complete this set	PPLICATION) ection and give application	to your School	l Owner.	
Na	ame		Date of	Birth	
Ac	ldress				
				Zip	
Ho	ome Phone #	ATA #		Exp. Date	
S Sc	TEP TWO (COMPLE	■ Specialty Trainer (Bla ■ Specialty Trainer (Bla TE PROGRAM REQUIF Cation on file. Check off re	REMENTS)		
Level 1 Coursework Send to ATA HQ w/Step 3	<ul> <li>Teaching the Teaching Black Belt Attributes:</li> <li>Teaching the Physical</li> <li>Songahm II-Jahng #1</li> <li>Youth Protection Progra</li> <li>Current ATA Membersh</li> <li>Certification Worksheet</li> <li>New set of 100 hours o</li> <li>Regional camp or in-sc</li> <li>Trainee Upgrade Applic</li> <li>Current CPR Certification</li> </ul>	<i>, / <u>Level 1 Coursework</u> signe f assisting in class hool seminar attendance ation / <u>Level 1 Coursework</u> son</i>	nent □ Rappor ntact □ Proper os, Self-Defense □ Songahm Sa d by School Ow	Technique ahm-Jahng #3 mer	<ul> <li>*Certified Instructor upgrade also requires:</li> <li>Display of Teaching Skills (1-4 min segments)</li> <li>Demonstration of Black Belt Attributes</li> <li>Attendance of at least 3 school testings per year</li> <li>Minimum rank/ age: Black Belt/ 18 years</li> <li>Certification Packet fee (<i>Camp App./ T-t-T Financial</i>)</li> <li>Background Check</li> </ul>

### **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		
Business Phone #	ATA #		Exp. Date	
School Owner certified in "Train the T	rainer" (circle one): Y	es 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

Certification Worksheet / Level 1 Coursework

Applicant Name	è
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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**

F	ORMS	Songahm #1	Songahm #2	Songahm #3	<b>ONE-STEPS</b>	Songahm #1	Songahm #2	Songahm #3	
TION	Meaning of Belt Color				Memory				
MEMORIZATION	Meaning of Form Name				Direction				
MEM	Memory of Form				Timing				
ACT	Direction				Distance				
EYE CONTACT	Target				Accuracy				
Ę	Penetration								
	Beginning (Chamber)				This Trainee has demonstrated teaching proficiency in all of the				
	Ending (Re-Chamber)				Level 1 Coursework skill areas listed above and has completed a new set of 100 hours of assisting in class as required by ATA.				
<b>NOIT</b>	Direction				new set of	100 110013 01 03313			
XECU	Rotation				School Own	ner's Signature			
PROPER EXECUTION	Joint Setup				School Owi	ier s Signature			
ROP	Pivot				Date				
	Stance								
	Body Posture								

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.

Trainee Upgrade Application	/ Level 2 Coursework
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#### **STEP ONE** (SUBMIT APPLICATION) Applicant: Complete this section and give application to your School Owner. Date of Birth Name 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:** Forms, Sparring Combinations, Color Belt Board Breaks, Self-Defense □ Songahm Sah-Jahng #4 □ Songahm Oh-Jahng #5 □ In Wha II-Jahng #1 \*<u>Certified Instructor</u> Level 2 □ **Teaching the Life Skills**: □ *Respect* □ *Attitude (Spirit)* □ *Perseverance* upgrade also requires: Coursework □ Teaching the Teaching Skills: □ Class Structure □ Rapport Building • Display of Teaching Skills (1-4 min segments) Youth Protection Program successfully completed Demonstration of <u>Black</u> Current ATA Membership Belt Attributes Certification Worksheet / Level 2 Coursework signed by School Owner • Attendance of at least 3 New set of 100 hours of assisting in class school testings per year **Regional camp or in-school seminar attendance** • Minimum rank/ age: Send to Trainee Upgrade Application / Level 2 Coursework signed by School Owner Black Belt/ 18 years ATA HQ Current CPR Certification Certification Packet fee w/Step 3 Certification fee included (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

Certification Worksheet / Level 2 Coursework

Applicant Na	ame
/ ipplioulli i ic	

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				

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

### **PHYSICAL SKILLS**

FC	ORMS	Songahm #4	Songahm #5	In Wha #1	This Trainee has demonstrated teaching proficiency in
TION	Meaning of Belt Color				Level 2 Coursework skill areas listed above and has co new set of 100 hours of assisting in class as required b
MEMORIZATION	Meaning of Form Name				
MEMO	Memory of Form				School Owner's Signature
ACT	Direction				
EYE CONTACT	Target				Date
Ы	Penetration				
	Beginning (Chamber)				
	Ending (Re-Chamber)				
10 T	Direction				
<b>(ECU</b>	Rotation				
PROPER EXECUTION	Joint Setup				
ROP	Pivot				
	Stance				
	Body Posture				

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.

Level 3       Teaching the Life Skills:       Honor       Self-Control       Integrity         Coursework       Teaching the Teaching Skills:       Instructor Points       Rapport Building         Black Belt Attributes:       Proper Technique       Power       Rhythm & Presentation         Youth Protection Program successfully completed       Ourrent ATA Membership       Demonstration of Black         Certification Worksheet / Level 3 Coursework       signed by School Owner       Attendance of at least 3         Regional camp or in-school seminar attendance       Trainee Upgrade Application / Level 3 Coursework       signed by School Owner		In	structor Trai	nee Brou	nram	
STEP ONE (SUBMIT APPLICATION)         Applicant: Complete this section and give application to your School Owner.         Name						ork
Address		TEP ONE (SUBMIT A	APPLICATION)			
City	Na	ame		Date of	Birth	
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.         Black Belt Sparring & Black Belt Board Breaks, Self-Defense, 5-minute Class Instruction         In Wha Ee-Jahng #2       Choong Jung II-Jahng #1       Choong Jung Ee-Jahng #2         I Teaching the Life Skills:       Honor       Self-Control       Integrity         Coursework       Teaching the Teaching Skills:       Instructor Points       Rapport Building         Black Belt Attributes:       Proper Technique       Power       Rhythm & Presentation         Youth Protection Program successfully completed       Current ATA Membership       Demonstration of Black         Certification Worksheet / Level 3 Coursework       Signed by School Owner       Attendance of at least 3         New set of 100 hours of assisting in class       Regional camp or in-school seminar attendance       Minimum rank/ age:         Trainee Upgrade Application / Level 3 Coursework signed by School Owner       Minimum rank/ age:       Black Belt V118 years         Certification fee included       Current CPR Certification       Certification Packet fee       Camp App/T+T Finand <td>Ac</td> <td>ldress</td> <td></td> <td></td> <td></td> <td></td>	Ac	ldress				
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.         Black Belt Sparring & Black Belt Board Breaks, Self-Defense, 5-minute Class Instruction         In Wha Ee-Jahng #2       Choong Jung II-Jahng #1       Choong Jung Ee-Jahng #2         I Teaching the Physical Skills:       Honor I Self-Control Integrity         Teaching the Ife Skills:       Instructor Points I Rapport Building         Black Belt Attributes:       Proper Technique Power Rhythm & Presentation         Youth Protection Program successfully completed       Ourrent 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       Minimum rank/ age:         Black Belt VI 2 Chrification Packet fee       Minimum rank/ age:         Black Belt VI 2 Chrification Appl./Tet.Triand       Black Belt Met CPR Certification         Coursework       Certification fee included       Current CPR Certification	Cit	ty		State	Zip	
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 II-Jahng #1         Coursework       Teaching the Life Skills:         Teaching the Teaching Skills:       Instructor Points         Reack Belt Attributes:       Proper Technique         Proper Technique       Power         New set of 100 hours of assisting in class       Attendance of at least 3         Regional camp or in-school seminar attendance       Minimu mank/ age:         Black Belt / Level 3 Coursework       Signed by School Owner         Current CPR Certification       Level 3 Coursework signed by School Owner         Trainee Upgrade Application / Level 3 Coursework signed by School Owner       Minimu mank/ age:         Black Belt / 18 years       Certification fee included						
STEP TWO (COMPLETE PROGRAM REQUIREMENTS)         School Owner: Keep application on file. Check off requirements as Trainee completes or provides them. <ul> <li>Teaching the Physical Skills: ALL Color Belt Forms, One-Steps (White-Yellow), Sparring Combinations</li> <li>Black Belt Sparring &amp; Black Belt Board Breaks, Self-Defense, 5-minute Class Instruction</li> <li>In Wha Ee-Jahng #2</li> <li>Choong Jung II-Jahng #1</li> <li>Choong Jung Ee-Jahng #2</li> <li>Teaching the Life Skills: Instructor Points</li> <li>Reaching the Teaching Skills: Instructor Points</li> <li>Reaching the Teaching Skills: Instructor Points</li> <li>Reaching the Teaching Skills: Instructor Points</li> <li>Regional camp or in-school seminar attendance</li> <li>Trainee Upgrade Application / Level 3 Coursework signed by School Owner</li> <li>Certification fee included</li> <li>Current CPR Certification</li> <li>Certification fee included</li> <li>Certification fee included</li> <li>Certification fee included</li> <li>Stend to ATA HQ</li> <li>W/Step 3</li> <li>Maintum Tank Page</li> <li>Back Belt / Being and Application / Level 3 Coursework signed by School Owner</li> <li>Certification fee included</li> <li>Certification fee included</li> <li>Certification fee included</li> <li>Certification fee included</li> <li>Stend to ATA HQ</li> <li>Winter CPR Certification</li> <li>Certification fee included</li> <li>Stend to ATA HQ</li> <li>Certification fee included</li> <li>Certification fee included</li> <li>Stend to ATA HQ</li> <li>Stend to Attributes</li> <li>Certification fee included</li> <li>Certification fee included</li> <li>Certification fee included</li> <li>Stend to Attributes</li> <li>Certification fee i</li></ul>	Ap	plying for Certification Upg	grade:			
School Owner:       Keep application on file. Check off requirements as Trainee completes or provides them. <ul> <li>Teaching the Physical Skills:</li> <li>ALL Color Belt Forms, One-Steps (White-Yellow), Sparring Combinations</li> <li>Black Belt Sparring &amp; Black Belt Board Breaks, Self-Defense, 5-minute Class Instruction</li> <li>In Wha Ee-Jahng #2</li> <li>Choong Jung II-Jahng #1</li> <li>Choong Jung Ee-Jahng #2</li> <li>Choong Jung II-Jahng #1</li> <li>Choong Jung Ee-Jahng #2</li> <li>Teaching the Life Skills:</li> <li>Honor</li> <li>Self-Control</li> <li>Inteructor Points</li> <li>Rapport Building</li> <li>Black Belt Attributes:</li> <li>Proper Technique</li> <li>Power</li> <li>Rhythm &amp; Presentation</li> <li>Youth Protection Program successfully completed</li> <li>Current ATA Membership</li> <li>Certification Worksheet / Level 3 Coursework signed by School Owner</li> <li>New set of 100 hours of assisting in class</li> <li>Regional camp or in-school seminar attendance</li> <li>Trainee Upgrade Application / Level 3 Coursework signed by School Owner</li> <li>Certification fee included</li> </ul> <li>Current CPR Certification</li> <li>Certification fee included</li>		Trainer (Red/Black)	Specialty Trainer (Black)	ack/ <mark>Red</mark> /Black)	□ Certified	Instructor* (Black)
ATA HQ       Certification fee included       (Camp App./ T-t-T Finance)         w/Step 3       Background Check	Coursework	<ul> <li>In Wha Ee-Jahng #2</li> <li>Teaching the Life Skil</li> <li>Teaching the Teaching Black Belt Attributes:</li> <li>Youth Protection Progra</li> <li>Current ATA Membersh</li> <li>Certification Worksheet</li> <li>New set of 100 hours o</li> <li>Regional camp or in-sc</li> <li>Trainee Upgrade Applied</li> </ul>	<ul> <li>□ Choong Jung II-Jahng #1</li> <li>IIs: □ Honor □ Self-Contrag</li> <li>Instructor Point</li> <li>Proper Technique □ Power</li> <li>Proper Technique □ Power</li> <li>am successfully completed</li> <li>hip</li> <li>t / Level 3 Coursework</li> <li>signed</li> <li>of assisting in class</li> <li>chool seminar attendance</li> <li>cation / Level 3 Coursework</li> </ul>	□ Choong Jun ol □ Integrity ts □ Rapport B er □ Rhythm & ed by School Ow	g Ee-Jahng #2 uilding Presentation /ner	<ul> <li>*Certified Instructor upgrade also requires:</li> <li>Display of Teaching Skills (1-4 min segments)</li> <li>Demonstration of Black Belt Attributes</li> <li>Attendance of at least 3 school testings per year</li> <li>Minimum rank/ age: Black Belt/ 18 years</li> </ul>
w/Step 3						Certification Packet fee     (Comp App ( T t T Einancial)
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				<u> </u>
City		_State	Zip	
Business Phone #	ATA #		Exp. Date	
School Owner certified in "Train the Trainer"	' (circle one): Ye	es 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 \_\_\_\_\_\_\_

Certification Worksheet / Level 3 Coursework

Applicant Name	
, applicant runno	_

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**

F	ORMS	In Wha #2	Choong Jung #1	Choong Jung #2	<b>ONE-STEPS</b>	Songah	ım #1	Songahm #2	Songahm #3		
lion	Meaning of Belt Color				Memory						
MEMORIZATION	Meaning of Form Name				Direction						
MEMC	Memory of Form				Timing						
ACT	Direction				Distance						
EYE CONTACT	Target				Accuracy						
ž	Penetration										
Π	Beginning (Chamber)						lack Belt Sparring	Five Minute Class Instruction			
	Ending (Re-Chamber)										
TION	Direction				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.						
N N N N	Rotation										
PROPER EXECUTION	Joint Setup										
ROP P	Pivot				School Owner's Signature						
<b>[</b> "	Stance										
	Body Posture				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.