

Instructor Certification

Level: Certified Instructor Senior Instructor
Candidate Name: John Smith
Chief Instructor: Kelly McInerney
Date: 20 Nov 2005

I hereby certify the candidate above who wishes to be considered for promotion to the level of Certified/Senior Instructor. I believe he/she is qualified for this position, and have supplied the following information to support this:

Martial Arts Training (including Clubs, dates and attendance):

8 years formal training at the LM HMK Tae Kwon Do Club (Jan 1998 thru Nov 2005) at 60% attendance.

Additional training in self defense techniques through private instruction with Brian Rainie.

1 year experience in Aikido with Ken Kubo at LM.

Han Moo Kwan Tae Kwon Do Promotion History:

Green Belt July 1998

Blue Belt Dec 1998

Brown Belt Dec 2000

1st Degree Black Belt July 2002

1st Degree Black Belt level 4.5 Jan 2004

Experience In Instruction (including dates and methods used):

Co-Instructed White Belt Class 1st semester 2003

Coaching assistance ongoing from Dec 2002 to date

Managed/Instructed 4 New-Employee Orientation courses at LM in 2003 and 2004.

Formal mentoring to 6 employees over the last two years

Course Management Training:

Basic Course Management (LM course) 32 hours completed 2003

Technical Course Management (LM course) 16 hours completed 2004

Additional Experience In Training or Presentation:

2 years Toast Masters (2004-2005)

4 formal presentations to LM customers (2003-2005)

Goal In Achieving This Promotion:

I wish to expand my role and capabilities in instruction, and also mentor a small number of students individually. My eventual goal is to achieve Chief Instructor status within the next 6 years.