

<b><u>Mandate Title:</u></b>	Instructor Certification
<b><u>Mandate Number:</u></b>	HMKA-M8
<b><u>Revision:</u></b>	2.2
<b><u>Author:</u></b>	Brian Rainie
<b><u>Approver:</u></b>	Gary Murray
<b><u>Effective Date:</u></b>	February 2014



### **Objective:**

The intention of this document is to define the Instructor Certification process and requirements. All instructors must be trained by a Chief Instructor of the Han Moo Kwan Association and then certified by the Chief Instructor.

### **Background:**

A significant part of keeping the Han Moo Kwan art form alive is the development and promotion of instructors. The goal is to ensure that black belts receive sufficient training to become proficient teachers of the art form, using a style sanctioned by the Han Moo Kwan Association.

The role of the Instructor is to deliver the training material designed by the Chief Instructor. They must be proficient in the Han Moo Kwan art form, and be comfortable presenting to a room of students. They will rely on the Chief Instructor for guidance, and defer to him/her when they find their own knowledge lacking. Through this process they will gain further experience.

Achieving the status of Certified Instructor is the first step toward eventual promotion to Chief Instructor. The next level, Senior Instructor, indicates sufficient knowledge and experience to manage a club when the Chief Instructor is unavailable.

### **Mandate:**

Each level of certification requires a black belt to meet certain prerequisites set forth by the Board Of Directors.

A black belt requesting Certified Instructor status must meet the minimum requirements set forth below:

- 1) Achieve the level of 1st degree black belt 5.0 or higher in Han Moo Kwan Tae Kwon Do.
- 2) Obtain a minimum of 5 years experience (average of 50% attendance), with a minimum of 1 year teaching as an assistant to the Chief Instructor.
- 3) Exhibit an in-depth knowledge of the history of Han Moo Kwan.
- 4) Demonstrate an in-depth knowledge of the Mandates, Policies and Directives.
- 5) Demonstrate an in-depth knowledge of the video archives as well as any additional training videos made available to the students..
- 6) Complete additional training in class management (including lesson plans).
- 7) Complete CPR and First Aid training.
- 8) Complete any specialized training requirements currently published as a Chief Instructor Directive.

A black belt requesting Senior Instructor status must meet the minimum requirements set forth below:

- 1) Achieve the level of 2<sup>nd</sup> degree black belt 5.0 or higher in Han Moo Kwan Tae Kwon Do.
- 2) Demonstrate the ability to perform all basics moving backward while projecting powerful forward energy.
- 3) Obtain a minimum of 2 years experience as a Certified Instructor, logging 60 hours instructing white belts and 30 hours instructing intermediates and/or advanced students. This includes developing and implementing complete lesson plans (see example in Appendix D).
- 4) Demonstrate an in-depth knowledge of the Mandates, Policies and Directives.
- 5) Demonstrate an in-depth knowledge of the video archives as well as any additional training videos made available to the students.
- 6) Actively participate as a judge during 4 testing sessions.
- 7) Design and run a demonstration of the Han Moo Kwan art form. This includes creating the outline/script, working with the sponsoring organization to iron out the details, acquiring and training staff, and acting as moderator during the event.
- 8) 10 hours of community service work outside the club environment. Possibilities include demonstrating self defense tactics at community centers, libraries, churches or other non-profit organizations, providing personal training to school teachers (those that teach self defense and/or physical education), organizing and running a neighborhood watch program, etc. The hours logged must be associated with active participation in a leadership role.
- 9) Produce a training video for publication on the Association or club web site. The content should be relevant to training of Han Moo Kwan, at a level appropriate for either intermediate or advanced students. Initial designs must be submitted to the Chief Instructor for approval prior to filming. Broadcast time should be between 15 and 30 minutes, broken down into sections if necessary.
- 10) Complete any specialized training requirements currently published as a Chief Instructor Directive.

A chief instructor may challenge any of the minimum requirements on behalf of the candidate by showing good cause as to why it should be waived. For instance, if the candidate has only reached a level of 6.0, but has sufficient skills/knowledge and is very likely to achieve 5.0 in the near future. The challenge should be provided as a separate document attached to the recommendation recorded by the Chief Instructor.

Any Directive published by a Chief Instructor that specifies additional work to be completed for candidates to qualify for certification must adhere to these guidelines:

- 1) The amount of time required for a candidate to complete all of the requirements of the Directive may not exceed 100 hours.
- 2) All activities requiring the direct involvement of the Chief Instructor, or his/her designate, must be made available within 6 months of a request from a qualified candidate. If the Chief Instructor fails to meet this guideline this portion of the Directive must be waived.
- 3) All additional activities (ex: Toast Masters) must be achievable within 1 year.

Candidates may not be held responsible for activities or requirements that are out of date or no longer available. In addition, they are not responsible for activities or requirements added to the Directive after they have started their specialized training.

The process of certifying an instructor is as follows:

- 1) Upon completion of the above requirements, the candidate submits a formal request to their Chief Instructor (see attached form under Appendix A).
- 2) The Chief Instructor reviews the request and verifies its accuracy.
- 3) The Chief Instructor gives the candidate a written test to check his/her knowledge of the Mandates, Policies and Directives (see the attached sample under Appendix B).
- 4) The Chief Instructor reviews the video archives and any additional video training materials with the candidate (audio muted), requesting his/her views and insights, documenting the responses. For Senior Instructor certification, the responses should be compared to those submitted for Certified Instructor status to evaluate the candidate's progress in understanding the wisdom of the art form.
- 5) The Chief Instructor binds the material together and records it (see appendix C). One copy of this record is to be retained indefinitely while an additional copy is stored at the club level. Notification of the certification is forwarded to the Board Of Directors.
- 6) The Chief Instructor is responsible for providing the candidate with any applicable certificate, ID card and patch.

The Chief Instructor is responsible for holding a formal award ceremony to signify the promotion.

Certified Instructors are granted the following rights and privileges:

- 1) They can teach and promote students up through all levels of blue belt outside of a Club environment.
- 2) With the approval of their Chief Instructor, they may teach class sessions unsupervised.
- 3) With the approval of their Chief Instructor, they may supervise class sessions lead by a teaching assistant.
- 4) With the approval of their Chief Instructor, they may teach seminars (ex: self defense) unsupervised.
- 5) They may teach at any of the sanctioned Han Moo Kwan Tae Kwon Do Clubs.

Senior Instructors are granted the following rights and privileges beyond those awarded as a Certified Instructor:

- 1) They can teach and promote students up through all levels of brown belt outside of a Club environment.
- 2) With their Chief Instructor's approval, they can step in for the Chief Instructor and manage a club temporarily. This includes managing the day-to-day club activities, adjusting and/or enforcing Chief Instructor Directives, and having direct access to the Board Of Directors. This excludes the right to manage testing sessions or submitting requests to the Board Of Directors for Instructor Certification.
- 3) They may petition the Board Of Directors to receive training for achieving the level of Chief Instructor.

Chief Instructors are granted the following rights and privileges:

- 1) They can teach and promote students up to 8 point levels below their current rank. As an example, a 4th Degree Black Belt with level 7.0 can promote up to 3rd Degree Black Belt level 5.0.
- 2) They are available to be assigned to a sanctioned Han Moo Kwan Association club, with all the applicable rights and privileges.
- 3) They can train and certify both Instructors and Senior Instructors

Certification is typically valid for up to 5 years.

### **Verification:**

The Board Of Directors is responsible for verifying that Chief Instructors are following the Mandates. This is done through a periodic review with the Chief Instructor of each Club (typically every 2 years, or earlier if serious concerns are raised to the Board).

**Enforcement:**

Chief Instructors failing to follow the Mandates set forth by the Board Of Directors may lose their privileges.

# Appendix A: Formal Request For Instructor Certification

Level:  Certified Instructor  Senior Instructor

Candidate Name: \_\_\_\_\_

Chief Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

I am making a formal request to be considered for promotion to the Instructor level specified above. The following information outlines my background and qualifications for this position:

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

Han Moo Kwan Tae Kwon Do Promotion History:

Experience In Instruction (including dates and methods used):

Course Management Training:

Additional Experience In Training or Presentation:

Goal In Achieving This Promotion:

## Appendix B: <Sample> Test Covering Mandates, Policies and Directives

Candidate Name: \_\_\_\_\_

Chief Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

Describe the policy covering Club Members in good standing. This should include its general intent, and major requirements:

What is required to test and promote a student to First Degree Black Belt?

What is required to change a Club policy?

Under what conditions may a brown belt run a class session?

## Appendix C: <Sample> Instructor Certification

Level:             Certified Instructor         Senior Instructor

Candidate Name: \_\_\_\_\_

Chief Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

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:

My experience of this candidate as a martial artist is...

My experience of this candidate as an instructor is...

I have verified his/her qualifications and believe he/she should be certified.

\_\_\_\_\_

Chief Instructor \_\_\_\_\_ Club

Attachments:

Original request from candidate.

Results of written exam.

Comments on review of video archives and additional training videos.

Copy of most recent test form.



## Appendix D: <Sample> Class Lesson Plan

Level: White Belt  
Lesson Name: Introduction To Forward Punch  
Prerequisites: Horse Stance

### **Goal / Deliverable:**

After this lesson, students should have a full understanding of the basic forward punch, be able to perform the technique (with limited power), and be able to recite its main elements, objectives, and use.

### **Introduction** (visual and conceptual learning styles):

- 1) Instructor demonstrates the technique, in horse stance lightly at first and then with speed and power (noting that speed and power are to be applied later).
- 2) Apply the technique against another instructor or assistant.

### **Instruction** (visual, auditory, and tactile learning styles):

- 1) Instructor has students mimic the technique, focusing on the following attributes:
  - a) Elbows stay in close to the body, enough so that they rub against the ribs as the arm is projected outward.
  - b) Fists remain tight through the entire technique.
  - c) Target just to the outside of the sternum.
  - d) Arms never lock, always leaving a slight bend.
  - e) Reciprocal hand finds its resting place at the “shelf” of the hip bone.
- 2) Instructor walks through the group, correcting the technique, while having each student set a punch into the instructor’s chest.
- 3) Open it up for questions briefly. Any questions posed by the students are limited to the level of White belt, if possible.
- 4) Students are then instructed in the formal process of performing the technique, including the commands, proper entry into stance, and method of completion. This is repeated several times (with punches) for practice. (Remember to limit their time in Horse Stance as their muscles are not yet used to it).

### **Recap For Application** (visual, auditory, and conceptual learning styles):

Review the technique again, lightly against a student. Focus on the application of the technique, highlighting the following:

- 1) Straight/linear punch travels a shorter distance, arrives more quickly, and is much more difficult to deflect/block.
- 2) The rotation of the fist will increase power, and also tear the skin (gently demonstrate how placing a fist into the flesh and rotating it will cause the skin to stretch).
- 3) Demonstrate how a straight arm (incorrect form) can be turned into an arm bar.

### **Review And Verify** (visual, auditory, tactile, and conceptual learning styles):

- 1) Repeat the instruction section again.
- 2) Question the students on all aspects of the technique.