

<b><u>Mandate Title:</u></b>	Instructor Certification
<b><u>Mandate Number:</u></b>	HMKA-M8
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<b><u>Author:</u></b>	Brian Rainie
<b><u>Approver:</u></b>	Bob Rainie / Gary Murray
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## **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 Han Moo Kwan Board Of Directors.

## **Background:**

A significant part of keeping the Han Moo Kwan art form alive is the development and promotion of instructors. Their training and certification is a combined effort between the Chief Instructors and the Board Of Directors. 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.

## **Mandate:**

A black belt to be considered for instructor certification must first meet the following prerequisites set forth by the Board Of Directors:

- 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 archive (training videos).
- 6) Complete additional training in class management.
- 7) Complete CPR and First Aid training.

- 8) Complete any specialized training requirements currently published as a Chief Instructor Directive.

Any Directive published by a Chief Instructor that specifies additional work to be completed for candidates to qualify for Instructor 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 student 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 archive with the candidate (audio muted), requesting his/her views and insights, documenting the responses.
- 5) The Chief Instructor forwards the original request and exam results to the Board Of Directors for approval with a written recommendation (see the attached sample under Appendix C). The candidate includes a check for any applicable fees.
- 6) The Board Of Directors will return a formal response letter directly to the Chief Instructor, including 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.
- 6) They may petition the Board Of Directors to receive training for achieving the level of Chief Instructor.

Certification is valid for up to 5 years. Renewals must be submitted to the Board Of Directors through a Chief Instructor.

**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

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

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

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

I am making a formal request to be considered for promotion to the level of Certified Instructor. 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> Recommendation For Instructor Certification

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

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

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

I am making a formal request to the Board Of Directors on behalf of the candidate above who wishes to be considered for promotion to the level of Certified Instructor. I believe he/she is qualified for this position, and have supplied the following information to justify the request:

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.

Video archive review comments.

Copy of most recent test form.