

# Formal Request For Instructor Certification

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

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):**

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

1<sup>st</sup> Degree Black Belt July 2002

1<sup>st</sup> Degree Black Belt level 4.5 Jan 2004

## **Experience In Instruction (including dates and methods used):**

Co-Instructed White Belt Class 1<sup>st</sup> 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 4 years.