

Directive Title: Specialized Training For Certified & Senior Instructor Status

Directive Number: HMKTKD-D2

Revision: 2.3

Chief Instructor Name: Kelly McInerney

Effective Date: 6 January 2008



Objective:

This directive documents Specialized Training requirements that will be expected of students to complete prior to being recommended to the Board of Directors to be elevated to Certified Instructor or Senior Instructor status.

Background:

There are prerequisites set forth by the Board Of Directors to achieve the status of Certified Instructor or Senior Instructor per the Mandate HMKA-M8 entitled “Instructor Certification”.

The eighth requirement for Certified Instructor status and the ninth requirement for Senior Instructor status listed in the Mandate refer to completing any specialized training requirements currently published as a Chief Instructor Directive.

This directive addresses the Chief Instructor’s specialized training requirements to qualify for either Certified Instructor or Senior Instructor status.

Directive:

The Specialized Training listed here is required for any student requesting promotion to Certified Instructor or Senior Instructor status and satisfies one of the prerequisites set forth by the Board of Directors. These activities promote the following qualities that all instructors in the Han Moo Kwan Tae Kwon Do Club should obtain:

- Enthusiasm for practicing Han Moo Kwan.
- Ability to accurately demonstrate Han Moo Kwan and describe any of your own personal limitations.
- Passion for teaching and ability to motivate and encourage others to learn.
- Ability to create a positive learning environment.
- Deep, well rounded knowledge of Han Moo Kwan philosophy, strategies, and tactics
- Understanding of teaching methodology.
- Ability to create and organize lesson plans that promote a safe and effective learning environment.
- Ability to communicate a sense of direction and purpose of the Club and the Han Moo Kwan art form.

To start the Specialized Training for either Certified Instructor or Senior Instructor first you must submit your “Formal Request For Instructor Certification”. (An example of this Request for is listed in Appendix A of the Mandate HMKA-M8 entitled “Instructor Certification”. This will be updated with the latest information prior to submittal with the rest of the information to the Board of Directors). Once your request has been received and acknowledged by the Chief Instructor, you may begin completing the following requirements and be recognized as doing so. You must complete the requirements within a reasonable timeframe that is agreed upon with the Chief Instructor.

1. The following reading material shall be reviewed and assignments related to the material completed:

For Certified Instructor Status:

- Read (or listen on audio tape if available) a book on teaching and learning styles
 - Student may choose from any book from the Chief Instructor’s most current reading list on that subject. (Two that are recommended are Martial Arts Instruction: Applying Educational Theory and Communication Techniques In the Dojo by Lawrence A. Kane and Instructing the Martial Arts by Charles Ralph, Jr. Heck.)
 - Provide a half page to one page write-up of what you learned, and how you would apply it to your teachings in martial arts at the Club.
- Read (or listen on audio tape if available) a book on the spiritual side of martial arts and the journey of martial arts
 - Student may choose from any book from the Chief Instructor’s most current reading list on that subject. (One that is recommended is Zen in the Martial Arts by Joe Hyams.)
 - Provide a half page to one page write-up of what you learned, and how you would apply it to your teachings and/or study of the martial arts at the Club.
- Read (or listen on audio tape if available) a book on military or martial arts strategy
 - Student may choose from any book from the Chief Instructor’s most current reading list on that subject. (One that is recommended is The Art of War by Sun Tzu.)
 - Provide a half page to one page write-up of what you learned, and how you would apply it to your teachings and/or study of the martial arts at the Club.

For Senior Instructor Status:

- Read (or listen on audio tape if available) a book that presents historical information on martial arts
 - Student may choose from any book from the Chief Instructor’s most current reading list on that subject. (One that is recommended is The Bible of Karate Bubushi by Patrick McCarthy.)
 - Provide a half page to one page write-up of what you learned, and how you would apply it to your teachings and/or study of martial arts at the Club.

- Read (or listen on audio tape if available) a book on human anatomy, physiology or basic fitness
 - Student may choose from any book from the Chief Instructor's most current reading list on that subject. (One that is recommended is Physiology of Sport and Exercise by Jack H. Wilmore.)
 - Provide a half page to one page write-up of what you learned, and how you would apply it to your teachings and/or study of martial arts at the Club.

For any reading assignments

- Write-up should be provided back to the Chief Instructor in an electronic format.
 - In lieu of a write-up, the student may record their thoughts and provide them on a CD or video.
 - In lieu of the reading material, the student may (after receiving permission from the Chief Instructor) attend a class/ seminar or take an on-line course on the subject and provide a write-up (or recorded thoughts on CD or video).

2. The following assignments related to hyung shall be completed:

For Certified Instructor Status:

- Teach one of the Kibon forms (Hyung-4) to the Chief Instructor
 - For one of the above hyungs, after it is taught to the Chief Instructor, introduce it to a student and mentor them through the learning process.
 - Provide a lesson plan from class(es) where you taught hyung to student(s). An example lesson plan is listed in Appendix D of the Mandate HMKA-M8 entitled "Instructor Certification".
- Teach two of the Pyung Ahn forms (1-4) to the Chief Instructor
 - For one of the above hyungs, after it is taught to the Chief Instructor, introduce it to a student and mentor them through the learning process.
 - Provide a lesson plan from class(es) where you taught hyung to student(s). An example lesson plan is listed in Appendix D of the Mandate HMKA-M8 entitled "Instructor Certification".

For Senior Instructor Status:

- Teach Pyung Ahn 5 and Shipsisu to the Chief Instructor
 - For one of the above hyungs, after it is taught to the Chief Instructor, introduce it to a student and mentor them through the learning process.
 - Provide a lesson plan from class(es) where you taught hyung to student(s). An example lesson plan is listed in Appendix D of the Mandate HMKA-M8 entitled "Instructor Certification".

In teaching a form to the Chief Instructor or to student(s):

- Discuss your experience of the form.
- Start with the new techniques or variations of techniques introduced in the forms.
- Teach the pattern and techniques.
- Discuss challenges or lessons to be learned within the form.
- For Senior Instructor only, in addition, the techniques must be explained and demonstrated from an energy perspective.

In teaching/mentoring a form to the student(s):

- Make sure the student requires this hyung for their next test cycle.
- Check on the student's progress over time.
- Notify the Chief Instructor when the student has learned the mechanics of the form and should be encouraged to explore the energy aspects.
- Notify the Chief Instructor again when the student is ready to move on to learn the next form they require.

3. The following assignments related to Self-Defense shall be completed:

For Certified Instructor Status:

- Teach Self-Defense Techniques to the Chief Instructor emphasizing the Han Moo Kwan philosophy, strategies, and tactics.
- Teach self-defense during at least five intermediates class sessions stating the objective of the self-defense instruction and emphasizing the Han Moo Kwan philosophy, strategies, and tactics in all techniques reviewed or introduced. This assignment should be completed within the agreed upon timeframe to complete the specialized training assignments.
 - Provide lesson plans from three classes where you taught self-defense. An example lesson plan is listed in Appendix D of the Mandate HMKA-M8 entitled "Instructor Certification".

For Senior Instructor Status:

- Teach Self-Defense Techniques to the Chief Instructor emphasizing the Han Moo Kwan philosophy, strategies, and tactics. In addition, the techniques must be explained and demonstrated from an energy perspective.
- Teach self-defense during at least ten intermediates class stating the objective of the self-defense instruction and emphasizing the Han Moo Kwan philosophy, strategies, and tactics in all techniques reviewed or introduced. This assignment should be completed within the agreed upon timeframe to complete the specialized training assignments.
 - Provide lesson plans from five classes where you taught self-defense. An example lesson plan is listed in Appendix D of the Mandate HMKA-M8 entitled "Instructor Certification".

4. The following assignments related to Instructional training shall be completed:

For Certified Instructor Status:

- Demonstrate ability to provide teachings that cover various learning styles.
- Demonstrate ability to act as authority in sessions you are teaching.

For the two Certified Instructor Status Instructional training assignments listed above:

- Provide lesson plans from five classes (these lessons plans are independent of classes where you taught hyung or self-defense). An example lesson plan is listed in Appendix D of the Mandate HMKA-M8 entitled “Instructor Certification”.
- The Chief Instructor will also be observing your class sessions and providing feedback.

For Senior Instructor Status:

- Demonstrate ability to provide teachings that cover various learning styles.
- Demonstrate ability to act as authority in sessions you are teaching.

For the two Senior Instructor Status Instructional training assignments listed above:

- Provide lesson plans from four intermediates classes and two advanced classes (these lessons plans are independent of classes where taught you hyung or self-defense). An example lesson plan is listed in Appendix D of the Mandate HMKA-M8 entitled “Instructor Certification”.
- The Chief Instructor will also be observing your class sessions and providing feedback.

5. The following assignments related to knowledge of the style and philosophy of Han Moo Kwan shall be completed:

For Certified Instructor Status:

- When working with other Black Belts, demonstrate in self-defense and sparring the philosophy, strategies, and tactics of Han Moo Kwan.
- Be capable of demonstrating in class and on test nights the intensity and energy that matches the Han Moo Kwan style.

For Senior Instructor Status:

- Complete a research paper no less than five (5) pages in length (single type, 12 font Times Roman) that compares and contrasts Han Moo Kwan Tae Kwon Do to two other martial arts style. The comparisons should include the style and the philosophy. A bibliography should also be included.
 - In lieu of a write-up, the student may record their research and provide them on a CD or video. The CD or video must be at least 5 minutes in length.

NOTE: Each lesson plan must include information provided in the sample lesson plan listed in Appendix D of the Mandate HMKA-M8 entitled “Instructor Certification” plus the date of the class, special teaching points to emphasize, and a self-evaluation section. The self-evaluation section must be filled in after the class and include notes of the class itself and your instruction. (Self-evaluation notes should include information such as: what was actually taught, what did not get taught, what was successful, what was not successful, what the students achieved, the flow of the class, improvements to the lesson plan, improvements to the information provided, appropriateness of the lesson plan for the knowledge and experience of the students, etc.) Provide a copy of all your completed lesson plans to the Chief Instructor.

- In lieu of the documentation, the student may record their lesson plans and provide them on a CD or on video.

Renewal Process:

As stated in the Association Mandates, Certification is valid for up to 5 years. Renewals must be submitted to the Board Of Directors through a Chief Instructor. To be considered for recertification under the Han Moo Kwan Club, you must:

- Be considered a Club Member in good standing.
Note: The requirements to be considered a member in good standing are documented in HMKTKD-P4.
- Submit a “Formal Request For Instructor Certification” indicating it is a request for recertification (An example of this Request for is listed in Appendix A of the Mandate HMKA-M8 entitled “Instructor Certification”.)
- Have formally logged instruction hours within the Club.
 - For Certified Instructor recertification: 40 hours logged instructing coaching beginner/ intermediates students in the previous two years.
 - For Senior Instructor recertification: 60 hours logged instructing or coaching beginners/intermediates/advanced students in the previous two years.
- Actively participated as a judge during two (2) testing sessions in the previous two years.
- Have completed a First Aid and Cardiopulmonary Resuscitation (CPR) training class within the last five years.
- Have completed five (5) hours of community service work outside the club environment within the last two years (Senior Instructor Recertification Only).

Verification:

The Chief Instructor is responsible for verifying members are following this Directive. The Chief Instructor will make available to the Board of Directors a copy of this directive along with the material related to this directive as part of the recommendation for a student to be elevated to the status of Certified Instructor or Senior Instructor.

Enforcement:

The Chief Instructor is responsible for the enforcement of this Directive. Students who do not fulfill this specialized training will not be recommended for Certified Instructor or Senior Instructor status.

Revision History:

In Revision 1.1, it was added that the Specialized Training is initiated with the receipt of the “Formal Request For Instructor Certification” by the Chief Instructor and that it must be completed within a reasonable timeframe.

In Revision 1.1 options were given to provide notes and to learn the intended material. In addition, the reading material was updated to allow students to pick from the Chief Instructor’s list as long as it was the subject of interest, while a recommendation of the book originally listed was left. In addition, in lieu of reading, the option to attend a seminar or class was given as long as it meant the intent of the topic. The option of audio or video to record thoughts and notes in lieu of documentation was also added. All of these changes were made to be more flexible with students learning styles.

In Revision 2.0 the specialized training requirements for Senior Instructor status was added. In places where an exact timeframe was mentioned, it was replaced with either a number of classes or reflects the agreed upon timeframe to complete these requirements. In places where documentation was mentioned, more specific references to a lesson plan and what should be contained in a lesson plan was referenced.

In Revision 2.1, the hyung to be taught was modified to be more in-line with the level of certification one is expected to be qualified to teach and instruct a student in.

In Revision 2.2, the initiation of the instructor certification request was clarified. In addition a section was added for the certification renewal process.

In Revision 2.3, teaching one of the Kibon series as part of Instructor Certification was added.