

About Moo Duk Kwan® Instructor Certification



Dear Member,

Thank you for your interest in becoming qualified to earn Instructor Certification from the Moo Duk Kwan® and be recognized as an internationally certified instructor of the Soo Bahk Do® martial art system. Certified Instructors serve a very important role in the preservation of our [Five Moo Do Values](#) and thus our art's future. In fact, instructors are the primary practitioners responsible for protecting and maintaining the authenticity, legitimacy and credibility of the Moo Duk Kwan® school and our martial art system as created by the founder.

During your scholarly study preparing for instructor certification and during your teaching apprenticeship, you will have many opportunities to improve your personal understanding of our ***Five Moo Do Values***, human relationships, your Soo Bahk Do technical skills and teaching skills as well as improving your understanding of your role within your Federation and the art. During your time as an “*instructor-in-training*” and afterwards as a Certified Instructor, you will have many opportunities to positively influence the lives of countless other practitioners in a positive manner by introducing them to our ***Five Moo Do values*** and more. You will have ongoing opportunities to serve as a role model who inspires them, motivates them and encourages them to always seek personal growth and improvement in their training and personal life that is in keeping with the Moo Duk Kwan® school's philosophy. Are you up to this important task? That is what your scholarly study, specialized instructor training and your examiners will ultimately determine as you seek to obtain Instructor Certification.

I encourage you to dedicate yourself to this task with the sincerity and seriousness that earning Instructor Certification deserves. When you do, I am sure that your progress will be expedient and your achievements will be excellent.

I shall look forward to receiving your examiner's positive recommendation for your Instructor Certification.

Until then, I wish you the best in your continued, dedicated training and your in-depth study of the Soo Bahk Do® martial art at the instructor level.

In the Moo Duk Kwan

H.C. Hwang
President

Jo Kyo, Kyo Sa & Sa Bom Application, Testing & Certification Maintenance



1

Students seeking Jo Kyo instructor certification or Kyo Sa instructor certification may obtain the required study materials order form on the web or from their Certified Studio Owner or personal instructor. Applicants may also purchase the appropriate installment payment subscription on the Soo Bahk Do Institute and the Study kit will be shipped to you immediately after your 1st subscription installment is activated. This allows you to pay over time and you will also gain access to valuable content on the Institute that will help you prepare for your exam. No other WMDK or Federation fees will be required at the time of your examination. www.soobahkdoinstitute.com

2

Once the Jo Kyo or Kyo Sa certification study materials order form has been signed with the recommending instructor's consent, then the applicant's may then activate their subscription on the Institute or contact Headquarters to place their order for the required Jo Kyo Study Kit or Kyo Sa Study Kit so they can begin their book study, studio apprenticeship and/or other teaching requirements in preparation for Jo Kyo or Kyo Sa certification. All Jo Kyo and Kyo Sa testing and certification fees will be collected through the Institute or Headquarters at the time a Study Kit is ordered and applicants will receive proof of testing fee payment from Headquarters which they must present to their examiner at the time of their certification exam.

3

Jo Kyo applicants will be tested in their Studio by their Studio Owner or personal instructor when they have fulfilled the Jo Kyo apprenticeship requirements (apx 3 months) and completed the Study Kit. The applicant's Studio Owner or personal instructor will then forward their recommendation for Jo Kyo certification to the TAC Chairman via Headquarters.

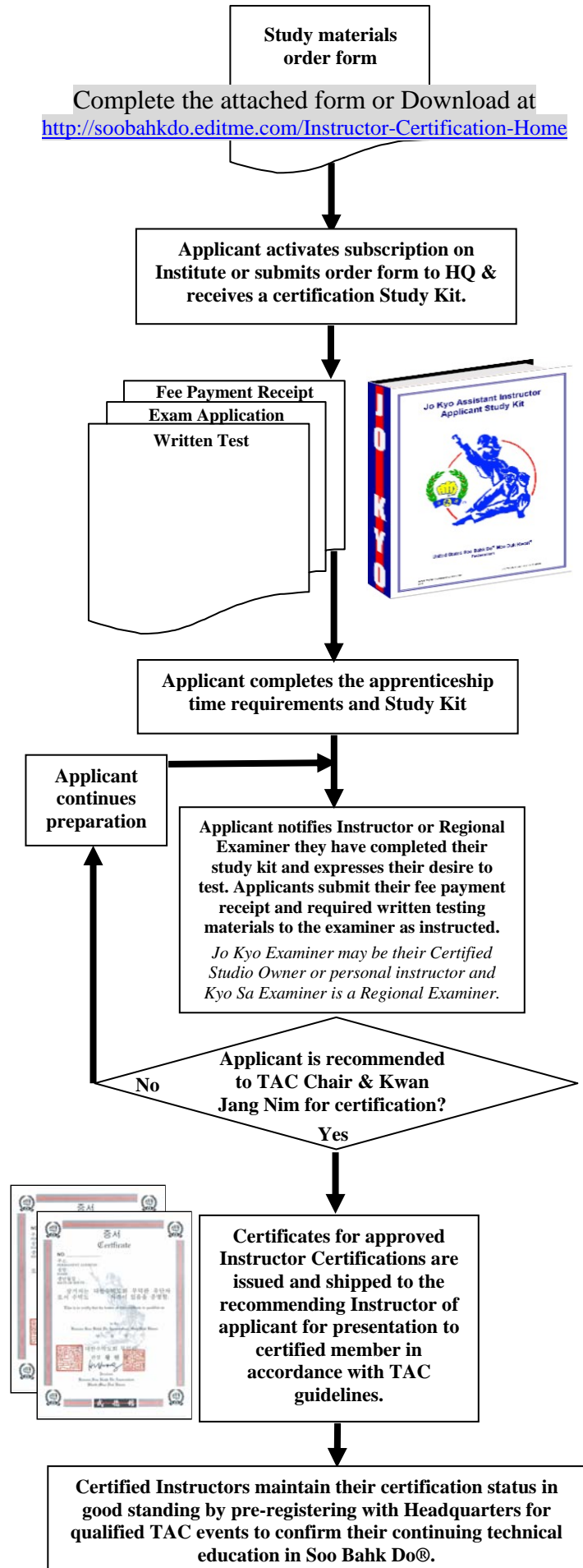
Kyo Sa applicants will be tested by Regional Examiners once the applicant has fulfilled the Kyo Sa apprenticeship requirements (apx 1 year) and completed the Kyo Sa Study Kit. The TAC typically requires Kyo Sa tests be 3 days in length. Kyo Sa applicants who have completed the requirements can arrange to attend the most convenient testing opportunity scheduled by the Regional Examiners. Kyo Sa examiners will forward their recommendations for Kyo Sa certification to the TAC Chairman via Headquarters.

4

Jo Kyo or Kyo Sa certification recommendations which are approved by the TAC Chairman then forwarded to the Kwan Jang Nim and approved by him will have certificates issued and shipped to the personal instructor of the Jo Kyo or Kyo Sa applicant for presentation to the certified member in accordance with TAC guidelines.

5

All certified instructors shall maintain the status of their instructor certification by pre-registering with Headquarters when attending qualified TAC events in order to gain credit for their continuing education and to document their active participation and support of the Federation as a Certified Instructor.



Maintenance of Your Instructor Certification



Official Regional Examiner Seminars

Question:

How can you receive participation credit on your permanent member record when you continue your education in the Soo Bahk Do® martial art system by attending a qualified Federation T.A.C. event?



Answer:

Pre-register with Headquarters for any scheduled *Official Regional Examiner Seminar* and you will receive permanent credit on your member transcript and you will be awarded an official certificate of participation the day you attend the event. (Documentation fee applies.)



It's Easy as
(888) SOO-BAHK
"I'll Be there!"

Qualified Technical Advisory Committee Federation Events

Each year the Technical Advisory Committee offers U.S. Federation Members a number of opportunities to enhance their Soo Bahk Do® knowledge and skills.



Certified Instructors may fulfill the Technical Advisory Committee's requirement for maintaining their Instructor Certification beyond its initial term by pre-registering and attending a minimum of **2 qualified Federation or qualified International events each year** and meeting the other ongoing requirements specified in the Certified Instructor "*Letter of Understanding.*"

Simply PRE-REGISTER with Headquarters or the event host BEFORE an event's PRE-REGISTRATION DEADLINE and credit will be recorded on your permanent member record and kept on file at your National Headquarters.

Your event attendance and participation credits will be automatically applied toward your Instructor Certification Maintenance requirements and you will receive *certificates of participation* from the Kwan Jang Nim acknowledging your active support of Federation activities when you pre-register.

Regional events and some Studio level events (*tournaments, special seminars, etc.*) may also earn acknowledgement by the T.A.C. as qualified Federation events and when they do, you can pre-register for them and also receive credit for your attendance which will then also count toward fulfillment of your Instructor Certification Maintenance requirements.

Action, Action, Action is our philosophy and your event pre-registration ensures that you receive acknowledgement, recognition and credit for your action.



Instructor Certification Study Kit Order Form

Application Date ___/___/___ Federation ID# _____ Birth date ___/___/___
 Name _____ Current Rank _____ Rank Exam ___/___/___
 Address _____ Cell Phone _____
 City _____ St ___ Zip _____ Hm Phone _____
 (Required) Email _____

**Applicant Photo
 Must Be Attached
 or Emailed &
 Labeled with
 Name or Fed ID**

(Check One) I am ordering an Instructor Certification Study Kit for:

<input type="checkbox"/>	 1st Time Jo Kyo Applicant Installment Plan (Must be activated on the Institute.)	<i>Jo Kyo Certification Study Kit 3 Installment Payments</i> - Your Jo Kyo Study Kit is shipped to you when you activate your 1 st subscription payment on the Institute. This option includes 3 months of Jo Kyo level access to the Soo Bahk Do Institute (www.soobahkdoinstitute.com) with automatic monthly billing for installments, Jo Kyo educational materials, International Certification fee, U.S. Federation Jo Kyo processing fee, Jo Kyo uniform rocker tabs & Jo Kyo Certificate when certification is issued. Institute access may be required to complete some apprenticeship requirements such as uploading a video of you teaching to be evaluated by an examiner. Must be ordered at least 3 months prior to certification examination.	\$99 3 pmts of \$99 Kit ships on 1 st pmt
<input type="checkbox"/>	1st Time Jo Kyo Applicant Single Payment Plan	<i>Jo Kyo Certification Study Kit Without Soo Bahk Do Institute Subscription & Without 3 month Installment Payment option</i>	\$231.00
<input type="checkbox"/>	 1st Time Kyo Sa Applicant Installment Plan (Must be activated on the Institute.)	<i>Kyo Sa Certification Study Kit 9 Installment Payments</i> - Your Kyo Sa Study Kit is shipped to you when you activate your 1 st subscription payment on the Institute. This option includes 9 months of Kyo Sa level access to the Soo Bahk Do Institute (www.soobahkdoinstitute.com) with automatic monthly billing for installments, Kyo Sa educational materials, International Certification fee, U.S. Federation Kyo Sa processing fee, Kyo Sa uniform rocker tabs & Kyo Sa Certificate when certification is issued. This kit also includes all Jo Kyo kit content. Institute access may be required to complete some apprenticeship requirements such as uploading a video of you teaching to be evaluated by an examiner. Must be ordered at least 1 year prior to certification examination.	\$73 9 pmts of \$73 Kit ships on 1 st pmt
<input type="checkbox"/>	1st Time Kyo Sa Applicant Single Payment Plan	<i>Kyo Sa Certification Study Kit Without Soo Bahk Do Institute Subscription & Without 9 month Installment Payment option</i>	\$437.00
<input type="checkbox"/>	 1st Time Sa Bom Applicant Installment Plan (Must be activated on the Institute.)	<i>Sa Bom Certification Study Kit 18 Installment Payments</i> includes 18 months of Sa Bom level access to the Soo Bahk Do Institute (www.soobahkdoinstitute.com) with automatic monthly billing for installments, Sa Bom educational materials, International Certification fee, U.S. Federation Sa Bom processing fee, Sa Bom uniform rocker tabs & Sa Bom Certificate when certification is issued. This kit also includes all Jo Kyo and Kyo Sa Kit contents. Institute access may be required to complete some apprenticeship requirements such as uploading a video of you teaching to be evaluated by an examiner. Must be ordered at least 2 years prior to certification examination.	\$78 18 pmts of \$78 Kit ships on 1 st pmt
<input type="checkbox"/>	1st Time Sa Bom Applicant Single Payment Plan	<i>Sa Bom Certification Study Kit Without Soo Bahk Do Institute Subscription & Without 18 month Installment Payment option</i>	\$945.00

I affirm that I have spoken to my personal Instructor about my plans to pursue Instructor Certification. **I understand that purchasing an Instructor Certification Study Kit does NOT indicate nor assure my eligibility to test and that proof of previous Jo Kyo Certification must be submitted when applying to test for Kyo Sa and proof of both Jo Kyo and Kyo Sa Certification must be submitted when applying to test for Sa Bom.** I understand that additional tuition may be required at my studio when I enroll in an Instructor training and apprenticeship program. I also understand that ordering an ***Instructor Certification Study Kit DOES NOT*** qualify me to receive Instructor Certification, rather I shall receive education and training during my apprenticeship about how to meet the scholarly, technical, administrative and other requirements established by the Technical Advisory Committee for Jo Kyo, Kyo Sa and Sa Bom in order to be tested for Instructor Certification at a future date.

I further understand that I will receive a payment receipt in the form of an ***Application For Instructor Certification (and instructions for how and when to use it)*** and it will be valid to use as payment of International Instructor Certification fees, U.S. Federation processing fees and Instructor Certification testing fees required to apply for and obtain the Instructor Certification. I understand that **THE PREPAID FORM WILL BE VALID FOR 1 YEAR (Sa Bom 3 Years) and that should I require longer than 1 year (Sa Bom 3 Years) to prepare and be tested for my selected Instructor Certification, I understand that I must renew the form in order to apply for testing by an examiner and additional fees will apply at that time.** Reissue of expired, lost or misplaced forms will incur a \$25 replacement fee in addition to any other member balances or dues that may be outstanding at that time.

Applicant’s Signature _____ (Legal Guardian if under 18) Date ___/___/___ Any Special Instructions Go Here
 Credit Card Type _____ Amount authorized \$ _____ Check# _____ Money Order _____
 Credit Card Number _____ Expiration Date _____ 3 digit Code _____
 Credit Card Billing Address _____