

BOLTZ'S FAMILY MARTIAL ARTS ACADEMY



TAEKWONDO
BLACK BELT TESTING MANUAL



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Introduction

Congratulations on reaching this point in your martial arts training. You have one of the most important lifetime milestones ahead of you; your Black Belt test. This test is the culmination of years of hard work and is to be taken seriously. Without proper preparation, a student will not succeed.

It is expected that Black Belt testing candidates review the material required for the Black Belt Test as well as their time available to train. Candidates should set an appropriate date to commit to be prepared to test. The goal date should be reasonable and should not be altered unless outside forces require the change. This goal should be posted, just like the color belt test Goal Posters. Candidates should work on preparations both at the gym and at home to successfully prepare within the timeline that they have set for themselves.

The purpose of this testing manual is to detail what a Black Belt candidate must do to prepare for the Black Belt Test. There are a series of important steps and this testing manual will outline what to do, when and why. Students who do not follow these steps will not be successful and may not be able to test within their desired timeframe. **Delays due to a student's inability to follow the required steps are the full responsibility of the student.**

Parents of Youth Students

It is acceptable to read this testing manual together and make sure your candidate understands each step that is required; however, youth testing candidates **MUST** take the required actions themselves. Taking personal responsibility and control of their progress/outcome is an important part of the rite of passage into the honorable title of Black Belt.

Read Testing Manual Carefully

The answers you seek to unlock the secrets to successfully conquer the Black Belt Test lie within this manual and within you. Through training you have accomplished the rank that you have today. With the guidance of this manual you will learn what is needed to successfully transition into the next phase of your training and advancement.

Please read the entire testing manual thoroughly. It is recommended that a candidate read the entire manual, beginning to end, several times, as well as regularly referencing each section as the candidate moves through the steps and stages of preparing for the Black Belt Test.

Questions

If there are questions that are not addressed in this testing manual, it is expected that the student seek out an instructor and ask the question within a reasonable timeframe. Be a seeker of knowledge.



Preparations

Preparing for the Black Belt Test is a significant undertaking. It is important for students to understand what is required of them, and the things that will aid in their preparations. Training for the Black Belt Test is different than preparing for a color belt test. It requires a great deal more responsibility on the part of the student to fully understand all requirements, and to take their training to the next level. This section provides a how-to guide of proper preparation for one's Black Belt Test.

Stripes

Once you have achieved the rank of provisional belt and are preparing for your Black Belt Test, challenge stripes are no longer required. The stripe system for color belts is designed to monitor a student's comprehension of technique and ability to perform technique, while also providing short-term goals for students to achieve. The expectation of Black Belts is to be working towards understanding long-term goals and what is required to achieve them. This includes planning and preparation in taking the necessary steps to reach that goal.

As a provisional belt or higher, that means taking note of your requirements for your test, working hard on each requirement, asking questions when you do not know something, and coming prepared to your test. You are required to seek approval from the instructor(s) through the process of the Black Belt Signature Sheet. The Black Belt Signature Sheet will act as an all-encompassing challenge where the instructor(s) will assess your overall readiness for the Black Belt Test (see Signature Sheet on Page 9).

Training

A student preparing for the Black Belt Test is expected to maintain regular training (2-3 classes per week) during the 4-6 months leading up to their test. This includes attending beginning classes to work on the beginning/intermediate sections of the test as needed, the advanced classes to work on the advanced sections of the test. Current Black Belts testing for an advanced Black Belt rank will also be required to attend Black Belt classes regularly.

A Black Belt candidate is expected to train with Black Belt intensity. This means working hard every class to elevate the overall quality of technique, beyond basic memorization, as you work towards your Black Belt Test.

Finally, it is important that a student remember that a part of training for the Black Belt Test is studying the Student Handbook to prepare for the written portion of the test.

Three (3) Stages of Test Preparation:

Stage 1

A student should learn all their required materials for their next test. Provisionals might take 1-2 cycles to learn all their material. Black Belts might take 2-3 cycles to learn all their new material and refresh their color belt material.

Stage 2

A student should practice and develop a strong understanding of their material, application of their material and the skills/ability to perform their material with speed, power and accuracy of their rank. For color belts and Black Belt ranks this stage can take several cycles as the student prepares their material for the final stage.



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Stage 3

The final stage in test preparation, the testing candidate will seek signatures and demonstrate their knowledge and understanding of their material. A completed signature sheet is required for provisionals and Junior Black Belts and recommended for adult Black Belt. Adult Black Belts are not required to submit a completed signature sheet with test application. This stage will occur in the 2 months (1 cycle) leading up to testing (see Signature Sheet on Page 9).

The A, B or C Grades

A student should take the time to self evaluate their level of preparedness and determine what needs to be done to ensure they show up for their Black Belt Test with a practiced knowledge of all required material, and an open, resourceful mind to take on unexpected challenges during their test.

A grade of a "B" or "C" on a candidate's Signature Sheet is common sense indication of where a candidate should focus more of their efforts in preparation.

Viewing Black Belt Tests

It is important for candidates preparing for the Black Belt Test to attend and observe Black Belt tests prior to their own. Existing Black Belts should be observing and holding for advanced color belt tests and other Black Belt Tests. This gives all candidates the opportunity to understand what is expected on the Black Belt Test and gain perspective on the journey on which they are about to embark.

Black Belt Attitude

"Black Belt Attitude" is often talked about and is an absolute expectation for students preparing to advance within the ranks of Black Belt. Black Belt Attitude means a constant effort by students to truly embody the tenets of Taekwondo in everything they do, the things they say, and how they act. Students can demonstrate Black Belt Attitude with the effort and commitment they put into their training and all of the preparations required for the Black Belt Test.

Time in Rank/Age Requirements

Students advancing in Black Belt ranks must adhere to the following requirements as determined by the Kukkiwon, world governing body of Taekwondo.

Rank	Minimum Time in Rank	Age Restriction
1st -> 2nd Poom	1 year	Under 15
2nd -> 3rd Poom	2 years	Under 15
3rd -> 4th Poom	3 years	Under 18
4th Poom -> 4th Dan	—	18 and above
4th Poom -> 5th Dan	4 years	22 and above
1st -> 2nd Dan	1 year	16 and above
2nd -> 3rd Dan	2 years	18 and above
3rd -> 4th Dan	3 years	21 and above
4th -> 5th Dan	4 years	25 and above



Cost/Paperwork

Cost

To provide a quality Black Belt Test for our Black Belt candidates, a tremendous amount of time, energy, preparation, execution, and certification is put into the Black Belt Test.

The costs of the Black Belt Tests for Black Belt (Dan) and Junior Black Belt (Poom) are detailed below. These prices are subject to change at any time without notice.

1st-3rd Dan/Poom Test	\$575
with active USAT membership	\$550

To allow for a better understanding of the cost to students and parents, we have prepared a generic price breakdown.

Category	Cost
Licensed Proctoring Instructor	\$50
Kukkiwon Certificate	\$150-175*
Embroidered Black Belt	\$50
Misc. (Boards**/Facility/Staff)	\$300
Cost of Black Belt Test	\$575
with active USAT membership	\$550

*An active USAT membership qualifies candidate for a \$25 discount on the Kukkiwon certificate (see below)

**Board costs listed above cover the boards used for testing requirements on test day. Board Breaking at Showcase is optional and boards must be provided by testing candidate or purchased separately.

Final Note: Due to cost of material, resources and fees, these prices may increase at any time without notice.

USA Taekwondo Membership

All students are encouraged to be active members of USA Taekwondo: the national governing body of Olympic Taekwondo in the United States. This is not a requirement for Black Belt, but there are many advantages. We encourage student to become members and maintain their USA Taekwondo membership year over year as your membership gives you an avenue to learn more about Taekwondo in the US, supports the national Taekwondo team, and supports your very own school.

Additionally, candidates who are active USAT members save \$25 on their Kukkiwon certificate.

Candidates also have the option of obtaining additional certification from USA Taekwondo. The test prices listed above do not include certification from USA Taekwondo. Certificates can be requested and applied for at an additional cost to the students.

(Optional) 1st-3rd Dan/Poom USAT Certification: \$100.00-\$150.00

Special Event Testing

On occasion, the opportunity may arise for testing candidates to choose to participate in a large, public or private Black Belt Test event proctored by a panel of martial arts Master Instructors and school owners from around the world. Participation is optional but please note that higher test fees may apply.



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Paperwork

Preparation for testing to ensure efficient and accurate assessment of each testing candidate, of any rank, is a tremendous undertaking for the team. When preparing for the Black Belt Test, it is a much larger undertaking than even the busy, bustling color belt tests. Much like the Black Belt Test itself, the paperwork associated with this test is a great deal more complicated than paperwork required for previous tests. It is advised that this section of the Black Belt Testing Manual be the most read and referred to, as the contents of this section are the most intricate of details and can delay eligibility to test.

After the testing candidate has completed learning all requirements for the provisional belt and in the months preceding the Black Belt Test date, the following steps must be taken:

Two months prior to the scheduled test

The testing candidate must purchase the Signature Sheet from the gym and begin challenging for signatures during these 2 months. This step is required for all candidates (youth & adults) even if signature sheet is not required (Adults testing for higher dan rank). Candidates must place their names on the testing candidate board, located at the gym, signifying their intention to test at the upcoming Black Belt Test.

Four to Five weeks before the Black Belt Test

The Black Belt Test application must be picked up in the same manner as the color belt test applications. 2nd Dan/Poom and up will include completing your martial arts record.

Test Forms Due Date

Test forms and a completed Signature Sheet (Adult 2nd Dan & up not required to submit Signature Sheet) must be turned in by the test form due date. The test fee must be paid when the test form and signature sheet are submitted. **No late test forms will be accepted for Black Belt Tests.**

Monday Before Test Day

Testing candidate must fill out the Application for Promotion and the Breaking Form by the Monday before test day. Both forms can be found at: www.TheGymMH.com/BlackBelt.

Testing candidates will need the following information to successfully complete the application for promotion:

- 1) First, Middle and Last Name
- 2) Gender
- 3) Date of Birth
- 4) Address (Street, City, State and Zip)
- 5) Current Rank / Rank Applied For
- 6) USAT Membership # (if applicable)

Testing candidate testing to 2nd Dan/Poom or higher will also need:

- 7) Kukkiwon Dan/Poom #
- 8) Picture of Kukkiwon Certificate
- 9) Martial Arts Record (A sample Martial Arts Record is listed below)
- 10) Experience/Education (A sample Experience/Education is listed below)



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A sample Martial Arts Recorder from Master Boltz is as follows:

- 1) Started WT style Taekwondo training in September 1990
- 2) Competing in local & regional tournaments from 1990-present
- 3) Taekwondo 1st Dan in ??/??, 2nd Dan in ??/?? & 3rd Dan in ??/??
- 4) Taekwondo 4th Dan in ??/??, 5th Dan in ??/?? & 6th Dan in 5/2013
- 5) Started WHDGD style Haidong Gumdo training in December 2012
- 6) 1st Mulympia: Coach and Competitor (Gangwon, Korea) July 2013
- 7) Haidong Gumdo 1st Dan in ??/?? & 2nd Dan in ??/??
- 8) 1st & 2nd PanAm Mulympia: Coach and Competitor (Las Vegas, NV) August 2016 & July 2018
- 9) Red Dragon Warrior: Sparring, Pattern, Breaking & Weapon Teams Head Coach (25+ years)
- 10) Tournament Host & Director (Mendota Heights, MN) Annually January & November (15+ years)

A sample Experience/Education from Master Boltz is as follows:

- 1) September 1989 achieved the Rank of Eagle Scout in the Boy Scouts of America in Bloomington, MN
- 2) December 1995 Graduated with a BS in Marketing from Morehead State University in Morehead, MN
- 3) Olympic Training Seminars (Minnesota) 1999-2004, 2008 & 2018
- 4) Hapkido Grand Master Training Seminars (Minnesota) 2000-2008
- 5) Kukkiwon Instructor licensing Course (Los Angels, CA) September 2011
- 6) USA Taekwondo Level 1 Coaching Certification (Dallas, TX) July 2012 & (Minneapolis, MN) June 2019
- 7) Haidong Gumdo Chief Master Training Seminars (Minnesota) Fall & Spring 2012-present
- 8) Taekwondo Grand Master Training Seminars (Alexandria, MN) October 2014 & September 2018
- 9) Kukkiwon Proctoring Licensing Course (Chicago, IL) November 2015
- 10) USA Taekwondo D-2 Referee Certification (Glenview, IL) March 2019

Testing candidates will need the following information to successfully complete their selections on the breaking form:

- 1) Mandatory Break
- 2) Hand Breaks
- 3) Foot Breaks

Testing candidates testing to 2nd Dan/Poom or higher will also need to complete their selections on the breaking form and include:

- 4) Combination Breaks

Black Belt Test Payment

For some testing candidates, the financial burden of a Black Belt Test fee can be a difficult challenge. Some, but not all schools, have the ability to offer payment terms for the Black Belt Test fee. If you are in need of terms you must contact your school owner and discuss the possibility of terms prior to submitting a test application and Signature Sheet. When payment terms are requested, a student must have proposed dates and amounts when payments will be made. If circumstances of the arranged terms are in need of alteration, communication of the needed alteration must be submitted as a request for change before the delinquency of the original terms agreed upon. Alteration of the terms must be approved.

Note: Certificate applications will be submitted with other testing candidate applications. If payment terms are not fulfilled, certificates will not be delivered to testing candidate and time-in-rank will not begin until payment in full is made.



Signature Sheet

The Black Belt Signature Sheet is the final pre-test assessment in which the instructor(s) will assess a testing candidate's readiness to proceed to the Black Belt Test. Provisional belts of all ages, as well as Junior Black Belt candidates, are required to get signatures in all required material on their Signature Sheets.

The Signature Sheet replaces the color belt concept of challenge stripes; therefore, it is essential that testing candidates demonstrate their ability to remember and perform all sections of technique that are required of them for the Black Belt Test. This section details the Signature Sheet process.

Obtaining a Signature Sheet

Black Belt Signature Sheets are available at the front desk. When picking up the Signature Sheet, a \$50 non-refundable deposit towards the Black Belt Test will be collected. The deposit will be applied to the total cost for the Black Belt Test. The Signature Sheet can be picked up one test cycle before the students planned test day. A testing candidate **MUST** receive all signatures during the single cycle leading up to the Black Belt Test.

Timing of Obtaining a Signature Sheet

It is strongly suggested that a student obtain their Signature Sheet only **after** they have learned all their required material for the Black Belt Test. The possibility of a testing candidate learning their technique to the required level of proficiency at the same time as acquiring signatures and preparing for an acceptable test is extremely remote.

Signatures

Testing candidates are required to earn signatures from Black Belt Instructors within the school on all sections of the Signature Sheet. The Black Belt Instructor evaluating the student might hold for the student or have someone else hold for the student.

The following rules will apply to the process of obtaining signatures:

- 1) Evaluator must be a Black Belt Instructor.
- 2) A testing candidate can obtain up to two (2) signatures per class if the technique is performed correctly.
- 3) Signatures for Beginning material must be demonstrated in classes where beginning material is being regularly taught. Signatures for advanced material must be demonstrated in classes where advanced material is being taught. Signatures for Black Belt material must be demonstrated in advanced classes or Black Belt classes where the material is being taught.
- 4) Testing candidate will receive an A, B or C grade based on their aptitude of the material being demonstrated at the time that the signature is being sought.

A=zero errors

B=one error

C=two errors

The evaluating instructor may also reduce a grade or fail to pass a testing candidate if the technique is not performed with the speed, power and confidence that is indicative of a Black Belt. Black Belt Attitude matters.



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- 5) The first passing grade that a testing candidate receives will be placed on the Signature Sheet and the testing candidate will not seek out the instructor or another instructor to challenge again to change the grade.
- 6) Testing candidates will be required to get signatures on all sections of technique on their Black Belt Signature Sheets.

Fitness and breaking are not found on the Signature Sheet. Candidates are expected to have this material prepared for test day.



Content Covered

Provisional belts testing for Black Belt will have the following technique on Signature Sheets broken into sections listed below and testing candidates will be evaluated and must receive a passing grade on all sections:

Skill	Sections	Technique
Pattern (Blue)	1	Taeguek Pal Chung
Kicking Drills (Red)	7	Combination Kicks 1-5
		Combination Kicks 6-10
		Intermediate Kicking Drills 1-6
		Black & Blue 1-6
		AA Course 1-5
		AA Course 6-10
		AA Course 11-12 (Youth), AA Course 11-15 (Adult)
Self-Defense Technique (Green)	5	One Steps 1-5
		One Steps 6-10
		Target Technique 1-5
		Target Technique 6-10
		22 Movement
Sparring Drills (Yellow)	9	Beginning Sparring Drills 1-12
		Beginning Sparring Drills 1-12 Theory & Dynamics
		Intermediate Sparring Drills 1-12
		Intermediate Sparring Drills 1-12 Theory & Dynamics
		Counter Sparring Drills 1-12
		Counter Sparring Drills 1-12 Theory & Dynamics
		Back Kick Sparring Drills 1-12
		Back Kick Sparring Drills 1-12 Theory & Dynamics
		Cover Punch Sparring Drills 1-12
		Cover Punch Sparring Drills 1-12 Theory
Miscellaneous (Black)	3	Intermediate Rolling & Falling 1-8
		2-4-6 Punch
		21 Movement



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1st Dan/Poom testing for 2nd Dan/Poom will have the following technique on Signature Sheets broken into sections listed below and testing candidates will be evaluated and must receive a passing grade on all sections:

Skill	Sections	Technique
Pattern (Blue)	5	Taeguek Sa Chung
		Taeguek Oh Chung
		Koryo
		Tournament Rules Pattern (Poomsae)
		Pattern Grading & Scoring
Kicking Drills (Red)	4	Full Contacts 1-5
		Full Contacts 6-10
		Black Belt Kicking Series 1-5
		Black Belt Kicking Series 6-10
Self-Defense Technique (Green)	4	Advanced One Steps 1-5
		Advanced One Steps 6-10
		Black Belt Self-Defense Series 1-5
		Black Belt Self-Defense Series 6-10
Sparring Drills (Yellow)	7	Counter Sparring Drills Macro 1-4
		Back Kick Sparring Drills Macro 1-4
		Cover/Punch Sparring Drills Macro 1-4
		Axe Kick Sparring Drills Macro 1-4
		Theory & Dynamics
		Awarding Points & Point Deductions
		Organization of the Head Table
Miscellaneous (Black)	5	Advanced Rolling & Falling 1-12
		2-4-6 Punch
		21 Movement (Rt.)
		21 Movement (Lt.)
		Breathing Level 1
Weapon (2nd Blue)	1	Sword (2&3) or
		Staff (One Mind) or
		Chucks (8 Ways of the Dragon)



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2nd Dan/Poom testing for 3rd Dan/Poom will have the following technique on Signature Sheets broken into sections listed below and testing candidates will be evaluated and must receive a passing grade on all sections:

Skill	Sections	Technique	
Pattern (Blue)	4	Taeguek Yuk Chung	
		Taeguek Chil Chung	
		Koryo	
		Keumgang	
Kicking Drills (Red)	4	Advanced Face Contacts 1-5	
		Advanced Face Contacts 6-10	
		Black Belt Kicking Series 1-10	
		Black Belt Kicking Series 11-20	
Self-Defense Technique (Green)	4	1st-3rd Set 3-2-1 Steps	
		4th-6th Set 3-2-1 Steps	
		Black Belt Self-Defense Series 1-10	
		Black Belt Self-Defense Series 11-20	
Sparring Drills (Yellow)	7	Counter Sparring Drills Macro 1-4	
		Back Kick Sparring Drills Macro 1-4	
		Cover/Punch Sparring Drills Macro 1-4	
		Axe Kick Sparring Drills Macro 1-4	
		Theory & Dynamics	
		Center Refereeing	
		Organization of the Ring	
Miscellaneous (Black)	3	Advanced Rolling & Falling 1-12 & 2-4-6 Punch	
		21 Movement (Rt.) & 21 Movement (Lt.)	
		Breathing Level 2	
Weapon (2nd Blue)	1	Sword (2&3) or	Weapon form prepared for test must be different than what was prepared for in previous test.
		Sword (4&5) or	
		Staff (One Mind) or	
		Chucks (8 Ways of the Dragon)	



Road Map to Prepare for the Black Belt Test

As the testing candidate receives signatures on the different sections by Instructors, they are developing their own road map of preparation for the Black Belt Test. Every A, B, C or failure to pass should be considered as helpful feedback from the Instructor on the testing candidate's progress and areas for improvement. Testing candidates are then expected to take this feedback and work the necessary changes into their technique as they continue to prepare for the Black Belt Test.

An "A" signifies that the testing candidate is well prepared on that set of material. Do not get the misconception that this material no longer needs review. If you don't continue to review, this material can easily become a failed portion of your test. It is recommended that you still review the material at least once or twice a week leading up to your test to maintain the skill and proficiency that you had on the material when demonstrating for signature.

A "B" signifies that the testing candidate has a solid grasp of the material and it just needs a little more review to be well prepared for the test. But just like the "A" signature, review the material some each week leading up to the test so it doesn't become a "C" or failure on your test.

A "C" signifies that the students knows the material, but still needs to work and possibly focus a great deal of effort in this area to make the material shine by test day. It is recommended that the testing candidate review this material several times a week and possibly daily until they can get the skills up to Black Belt Test ready.

No Signature indicates that a particular set of material is not up to standard for the Black Belt Test. That material must be reviewed both in class and at home to further prepare for the required signature.

All signatures must be obtained in order to test. If all signatures are not obtained then the candidate needs more time to prepare to test, this is not an indication of failure, but of perseverance and indomitable spirit!

Be Prepared to Be Your Best

Testing candidates must take serious, introspective looks at themselves and make the decision to commit to a solid, prepared test. Poor preparation with the expectation of just doing "enough to pass" and demonstrating a "C" Test is in direct opposition to what we are practicing and the Black Belt Attitude.

Each Black Belt candidate should strive for an "A" test and show up prepared to demonstrate their personal-best skill in all aspects of the test. This is a decision that inevitably rests in the hands of the testing candidate and will be demonstrated to the testing table on test day. It is required that a testing candidate pass each section of the Black Belt Test. On Black Belt Test day, each section must be passed and each section is judged on a pass/fail basis. A-C grades will not be assigned; however the testing panel will observe and take into consideration the candidate's level of preparedness.

For example: when an extremely prepared candidate forgets a technique or makes errors on test days (as every candidate will), it will be viewed differently than an ill-prepared candidate demonstrating their lack of preparedness.

Perfection is never the expectation as it is not realistic. But preparation and doing honor to your martial art, this tremendous milestone, and your own personal journey is imperative.



Technique Review After Signatures

It is important for the testing candidate to continue to review the material they have received signatures for. A testing candidate should keep in mind that there is a Hard Fail Rule of testing that will require the testing candidate to completely retake the Black Belt Test (see Hard Fail Rule on Page 19).

Lost Signature Sheet

A lost Signature Sheet can be replaced at the front desk in the exchange for pushups; however, there is no monetary charge for replacing a lost Signature Sheet.

Testing candidate will need to obtain ALL signatures again with no more than two signatures per-class.

Please be aware that a lost Signature Sheet may result in the inability to test if there is not enough time to obtain all of the required signatures prior to the due date.

Submitting Your Signature Sheet

The completed Signature Sheet must be turned in with the test application and payment for test when test forms are due. Signature Sheets, Test Application, and test fee will not be accepted separately. All materials that are turned in must be completely filled out and legible, or they will be returned. Depending on the involvement of testing preparation required for our testing panel, incomplete or incorrect materials may not be returned until after the due date and candidate will need to wait until the following test cycle to test.

Double check your applications and materials before submitting.

Making the Deciding Not to Test

When a testing candidate who has a Signature Sheet makes the decision not to test, the testing candidate will need to understand the following:

The testing candidate must take the action of striking their name from the Black Belt testing list. This will be done by simply drawing a single line through their information requested on the list.

The testing candidate should have a good reason for deciding not to test after receiving a Signature Sheet.

The testing candidate must be aware that the decision not to test will result in the loss of all signatures obtained on their current Signature Sheet.

The testing candidate must be aware they will have to obtain another Signature Sheet, when available, for the next preparation cycle for Black Belt test.

If the testing candidate decides not to ever test for Black Belt, the non-refundable fee is still non-refundable.



Missing Signatures

If testing candidates fail to obtain all the required signatures to test by the due date, the testing candidate will not test at the current Black Belt Test. The current Signature Sheet and all signatures on the Signature Sheet become null and void. The testing candidate must obtain a new Signature Sheet, at no additional cost, and begin the process of obtaining signatures on all their material for the next cycle.

There is a 2 month rule when it comes to Signature Sheets. Testing candidates must obtain all their signatures within the 2 month period of time leading up to the Black Belt Test that the testing candidate will test in. All signatures should be current to ensure that the testing candidate's knowledge is current and allows for the best preparation for evaluation on test day.

Best practices of completing subsequent Signature Sheets:

Below are two different methods of "Best Practice" for re-signaturing utilized by candidates who do not complete their Signature Sheets and are required to move into the next testing cycle.

1. The first method is to quickly obtain signatures for the items that previously had signatures, as this is likely the most prepared material, before moving on to demonstrating the sections missed last cycle.
2. The second method is to focus on obtaining the signatures of the sections that the student has not received a signature on yet. After the new signatures are accomplished then the student should then quickly accomplish all the past signatures again to complete their Signature Sheet.

Either method is acceptable or any variation that works best for you to meet your goals.

It is important to understand that missing signatures in a cycle is not a failure; it is a training guide and part of the test preparation process. Identifying the areas where we struggle allows us to focus our training energies efficiently to become the best martial artist we can be. Missed signatures allow the testing candidate to gain the knowledge of what level of preparation they need to have to be ready for the Black Belt Test. It is not uncommon for a candidate to go through more than one Signature Sheet, if they haven't spent enough time in stage 2 (See Three 3 Stages of Test Preparation on Page 4) before being prepared to test.

Although, if a testing candidate has a string of several incomplete Signature Sheets, it may be time for the testing candidate to reassess their level of preparedness for the Black Belt Test and return to Stage 1 & 2.

There is no shame in going back to relearn and review material in preparation for a stellar Black Belt Test.



Test Expectations

This section will help you understand what will be expected of you before, during and after your Black Belt Test on test day. If followed to the best of your ability, this section will maximize not only your execution of the techniques, but also the opportunity for success.

Paperwork/Cost

There is a great deal of paperwork and related fees involved in the Black Belt Test. It is the testing candidate's responsibility to follow the paperwork/fee timeline to the letter and complete all necessary steps within the required timeframe.

Punctuality

Punctuality is among the most important of the expectations. It is required that all students testing for any rank turn in their paperwork and fees prior to the due dates, and show up on time to their test on time, but this is particularly emphasized at the Black Belt Test. Punctuality is a demonstration of preparedness, commitment, and genuine regard for this monumental event. Late forms and fees, or arriving late on test day is not permitted and will result in delaying testing to a future test cycle.

Equipment

Because the Black Belt Test focuses on all facets of training, it is expected that students have all the necessary gear present and immediately available during the entire test.

- Uniform (No Summer Uniform)
- Belt
- Chest Protector
- Gloves
- Groin Cup (Males)
- Shin & Instep Guard
- Forearm Guard
- Head Gear
- Mouth Guard
- Weapon (Black Belt)

Audience

It is important that testing candidate understand the magnitude of the Black Belt Test and the intense focus required to succeed. For this reason, the Black Belt Test is a closed test and only Boltz's Family Martial Arts Academy students of the rank of red belt and higher will be permitted (and expected) to observe.

This will allow the testing candidates to perform to the best of their abilities without distractions as well as giving these advanced students the opportunity to observe the test for which they are preparing.

It is expected that each student attend as many Black Belt Tests as possible once reaching the rank of red belt.

Current Black Belts, 1st Dan and higher, are expected to attend every possible test to show support for future Black Belts and to further their own training as Black Belts.



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All students attending the Black Belt Test must be in full uniform and sitting on the floor. Spectating students will not be called on for any holding of material that they do not know, but may be asked to assist with minor activities.

There are times that outside martial artists are invited or allowed to attend our Black Belt Test. They must be approved by a Master Instructor and meet the rank requirements of red belt and above, or equivalent rank, in their system. Master Instructor approval needs to be requested at least 2 weeks before test day to be considered. It is expected that these guest martial artists will dress in their uniforms and sit on the floor for testing and be respectful of our school and traditions.

All spectating students and visiting martial artists are expected to commit to attending the entire test from start to finish. Arriving late or departing early is not acceptable as it demonstrates a lack of courtesy for all candidates/participants and the Black Belt Test.

Written Test

It is common for a candidate to feel anxious about the written portion of the test. This is an important section of the entire test and the true proof of the testing candidate's ability to learn the lessons given by the instructors. It is expected that testing candidates pay close attention to what is being taught in class as well as thoroughly read their student handbook. Also, it is expected that the testing candidate will completely answer all of the questions on the written test to the best of their ability.

It is forbidden for any student to share/divulge questions or answers from the Black Belt written test to those who have not yet taken the test.

Fitness Test

This portion of the test is no different than in any of the other color belt tests. However, it is required and expected (not suggested) that testing candidates try to attain the highest levels possible. This is especially true in the fitness portion as this is seen as the first demonstration of your martial arts capacity.

Skills Test

The skills portion of the test is the largest and most important part of the test. It is the candidates opportunity to physically show the Master Instructors that they are ready to advance in the Black Belt ranks. Because of this, candidates are expected to perform every technique with precision as well as in the correct sequence. This must be the standard for the duration of the test and applies to skill as well as the amount of effort put forth.

Helpful Hint: Expect the Unexpected

Because of the enormous amount of skills required to pass the Black Belt Test, the proctoring Master Instructors have devised certain challenges throughout the test. These portions are left solely to the discretion of the test proctor. It is for this reason that there are no technique sheets or discussions about these challenges prior to the test. However, the testing candidates are warned to be ready for anything. After all, even the most difficult of these challenges is based upon skills that you have been learning for quite a few years.



Hard Fail Rules

A Hard Fail is a test where a candidate hard fails to pass three (3) or more sections of the Black Belt Test. A Hard Fail will result in a total retest at a subsequent Black Belt Test and will not be eligible for in-class retests following the Black Belt Test.

As discussed, it is expected that the testing candidate focus on preparing for the success of the Black Belt Test. Although details of preparations are detailed within this manual, some candidates overestimate their preparedness, falling short of the standards required to pass with one or two in-class retests.

The testing panel will evaluate the following sections as they observe the presentation of the candidates' material on test day.

Sections:

1st Dan Sections

The following groups are sections for the 1st Dan/Poom test:

- | | | | |
|----------|------------------|--------------------|---------------------|
| 1) Blue | 3) Beg./Int. Red | 5) Beg./Int. Green | 7) Beg./Int. Yellow |
| 2) Black | 4) Advanced Red | 6) Advanced Green | 8) Advanced Yellow |

2nd & 3rd Dan Sections

The following groups are sections for the 2nd and 3rd Dan/Poom test:

- | | | | | |
|--------------------|-------------------|---------------------|-----------|-----------|
| 1) Color Blue | 3) Color Red | 5) Color Green | 7) Yellow | 9) Weapon |
| 2) Black Belt Blue | 4) Black Belt Red | 6) Black Belt Green | 8) Black | |

Failing to Pass Sections and How it Affects the Test

If a testing candidate hard fails to pass three (3) or more sections, that would be considered a Hard Fail.

If a candidate Hard Fails the Black Belt Test, they will be required to retest their entire test. The student will also be required to get a new Signature Sheet and complete all signatures in order to test.

Retesting

It is possible for a testing candidate to fail to pass sections of the Black Belt Test and be eligible to retest on that particular material in class following the Black Belt Test. A testing candidate can retest once they have met all the necessary requirements to do so (see Retesting on Page 23).

A candidate must retest with a Master Instructor/Black Belt Instructor who is authorized to conduct retests. It is the student's responsibility to ask for permission to retest in much the same fashion as a stripe challenge. It is required that the testing candidate successfully pass all retest(s) prior to the Showcase to receive their new belt.



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Showcase

The Showcase is the final section of your test and is required to pass to receive your belt. This is done to let those people not allowed to attend your test to celebrate the occasion as well as letting them see some of what was done in the test. You are expected to put your best face forward and have a well prepared and well-rehearsed skit to show on this day. This also includes wearing your best uniform (clean and free of stains) as well as being well kept yourself (combed hair, clean hands and face etc.).

Please note: Black Belt Showcases are not meant to be comedy skits/routines. Although some appropriate, light humor is often acceptable and enhances the performance, please remember that the purpose of the Showcase is to celebrate your journey, highlight some of the your best skills developed to-date, and demonstrate real-world application of your training.

Black Belt Attitude

The Black Belt Attitude is by far the most important of all the things that are expected of a candidate testing for Black Belt. It is expected that, by this point in your martial arts journey, the five Tenets of Taekwondo and the Hwarangdo Code are practiced, modeled, and demonstrated regularly. As a Black Belt candidate, these practices should be present and spilling over into all areas of your existence; in training, at home, at work or school and out in the world.

These expectations must be taken very seriously; therefore, if you have any questions you should ask your Instructors to further clarify any of these points. After all, it is expected that you know these things before being able to test and pass to the next level. Habitual practice of the Tenets and the Code will only increase your chances of doing well on your Black Belt Test and in life.



Testing Weekend

Gym Cleaning

The Black Belt Test truly begins the Friday before the scheduled test day with testing candidates' demonstration of their care for their school with cleaning the gym. Testing candidates are expected to clean with the other testing candidates as a team. Gym cleaning will begin at 7pm and conclude at 8pm. Cleaning the gym reinforces testing candidates' responsibility to their school and their martial arts training. Testing candidates should take pride in their work and do the best job possible, as this demonstrates pride in themselves and their preparedness for upcoming events. If testing candidates' work is substandard, they can expect to have additional challenges during the Black Belt Test.

Written & Skills Test

The schedule of the Black Belt Test will occur as follows unless otherwise communicated.

- Written: 11 a.m.
- Fitness & Skills: Noon

The written test is scheduled one hour before the skills test. The skills test is approximately three to four hours in length, but can be longer with greater number of testing candidate at the same time. It is also customary for testing candidates, proctoring instructors, Black Belts and family to celebrate the day's events with a group dinner following the test. It is expected that all participants of the test should participate in the celebration dinner; however, the cost of dinner is not covered by the gym or by the test fees. Family members are highly encouraged to attend this celebration dinner with their testing candidate!

Audience

The Black Belt Test is closed to the general public. Due to the magnitude of the difficulty of the Black Belt Test, the highest level of focus and concentration is required. To allow testing candidate to focus their attention on the test, the general public is not allowed. Only red belts and higher are permitted to attend, as these individuals are trained in how to observe the test without posing a distraction. This is done primarily to give the student(s) the best chance possible at success. However, families, friends and fellow students will have the opportunity to witness a demonstration of the testing candidate's success at the Black Belt Showcase. The showcase gives testing candidates the opportunity to demonstrate their considerable skills and abilities to their family & friends. (See Showcase on Page 24).

Missing Test Day

There is the rare occasion that a testing candidate is not able to attend their test. It is the responsibility of the testing candidate to contact the school owner to notify of the absence and a reason for the absence. The primary reasons for an unplanned absence would be illness and weather.

In the case of illness, the testing candidate will have to prepare for testing in the next Black Belt Test. In the case of poor/unsafe weather conditions, the test will be postponed at the school level and an alternative test will be scheduled or the testing candidates will be required to move their test date to the next test date. In the case of other reasons for missing the test, the reason for missing will need to be submitted to the school owner and an evaluation of the reason and the result will be considered on a case-by-case basis. A rescheduled test within 2 months will not require a new completed signature sheet. A test reschedule more than 2 months will require a newly completed signature sheet.



Goal Poster

After the test, testing candidates must immediately post their future goals. Black Belts should know push ups for no goal posters are in the 100s. Testing candidates should have the ingrained habit of always having their goals posted.

Black Belts should post two (2) goals posters. The first goal poster is a short-term goal that can be accomplished in the next 6-12 months. This could be learning sets of technique or accomplishing something of importance in your training. The second goal poster is a long-term goal that can be accomplished in a year plus time frame. The best goal would be setting their goal for their next Black Belt Test.

Kukkiwon Requirements of Age and Time-in-rank for all Black Belt Ranks.

To assist with setting the long term goals of rank advancement, refer to the the tables below.

Poom Rank	Time in Rank	Age	Poom-Dan Rank	Age
1st Poom-2nd Poom	1 year	Under 15	1st Poom-2nd Dan	15 & Up
2nd Poom-3rd Poom	2 years	Under 15	2nd Poom/Dan-3rd Dan	15 & Up
3rd Poom-4th Poom	3 years	Under 18	3rd Poom/Dan-4th Dan	18 & Up
4th Poom-5th Dan	4 years	22 & Up	4th Dan-5th Dan	22 & Up

Dan Rank	Time in Rank	Age
1st Dan-2nd Dan	1 year	16 & Up
2nd Dan-3rd Dan	2 years	18 & Up
3rd Dan-4th Dan	3 years	21 & Up
4th Dan-5th Dan	4 years	25 & Up



Retesting

The Black Belt Test can be a very physically demanding and intense experience requiring a great deal of memory, effort, and high quality technique. We hold our Black Belts to the highest of standards, and the Black Belt Test is no exception. Therefore, it is likely that testing candidates may not pass all sections of their test. If a testing candidate fails to pass one or two sections of their test, they may be given the opportunity to retest on the failed material. However, if the candidate fails to pass three or more sections of the test, and they are subject to the Hard Fail Rule of testing. This section covers the rules and requirements for testing candidates retesting on missed technique that are not subject to the Hard Fail Rule (see Hard Fail Rules on Page 19).

Rules/Procedures of Retesting

Testing candidates will be allowed the opportunity to retest on set of technique that they failed on the Black Belt Test. They will only be required to retest on the set they failed, and will not be required to completely retake the Black Belt Test. Testing candidates are allowed one retest, per section, per week. Missed sections can be retested all together or spaced out between various classes. Black Belt Instructors are approved to proctor retests.

Complete by Showcase

Testing candidates must complete retesting of all failed technique prior to their showcase (see Showcase on Page 24) to receive their Black Belt. If all sections are not completed before the showcase, the candidate will not receive their belt on the day of the showcase; rather they will receive their Black Belt on the day they complete all remaining sections of their test. The showcase is a required portion of the Black Belt Test and all candidates are required to do their showcase regardless of whether or not they have completed all other sections of the Black Belt Test. Therefore, it is important that a testing candidate put their best effort into preparing a strong showcase, while also training hard to complete any remaining sections of the Black Belt Test.

Retesting Adjustment for Time in Rank

There can be adjustments for time-in-rank before advancement is allowed for higher ranks of Black Belt if a testing candidate does not complete all their advancement requirements. Time in rank will begin as of test day unless there is a delay in participation in showcase and/or unfinished requirements for receiving a passing grade in rank.

Missed Showcase

If a testing candidate misses their testing showcase, they will need to participate in a future showcase. The student will only receive 50% time-in-rank credit for every 6 months of training until their showcase is completed.

Missing Retest Requirement

If a student misses their retest requirement after test & showcases they will only receive 75% time-in-rank credit for every 12 months of training until requirement(s) is completed.



Showcase

The written and skills sections of the Black Belt Test are a closed test and not open to spectators. However, we open the showcase section of the Black Belt Test to family, friends, and fellow students. The showcase is typically held 6-7 weeks following the written and skills test date.

The showcase is the final section of a candidate's testing and will conclude with the presentation of the new rank (provided all requirements have been completed).

This section will detail all of the prerequisites and parameters for conducting a successful showcase.

Material

The proctoring instructor(s) and/or Head Instructor will choose what material the testing candidate will perform. This decision is made very carefully and is based on the material that the testing candidate excelled at during the Black Belt Test.

Skit Parameters

The skit or demonstration should range from 3-8 minutes in length. The testing candidate must incorporate actual techniques from the material chosen. However, the testing candidate is given permission to add or subtract parts of the technique, or mix and match various assigned technique.

Breaking is not permitted as a part of the candidate's skit. However, breaking may be exhibited prior to or following the skit. (see below). Once the skit is created, the testing candidate must complete and submit the Showcase Approval Form for approval from a Master Instructor/Black Belt Instructor prior to the showcase. (see Showcase Approval Form on Page 27).

Breaking

Breaking can be done before or after the skit but is not required. The testing candidates may request to perform any break they are confident they can execute successfully. Testing candidate must seek out holders ahead of time to ensure that all team members know what is expected of them at the showcase. All breaking must be approved by a Master Instructor/Black Belt Instructor and boards must be provided by testing candidate or purchased separately.

Preparation for Event

Testing candidate must make sure that they are fully prepared for the showcase. All parts of the skit should be well-rehearsed, and all necessary helpers must be present. Be sure to select a dependable team. Black Belt candidates should have all props and attire set up prior to the start of the event. Be prepared.

Scheduling Skit Rehearsal

Testing candidates rehearsing material for their showcase are permitted to use their regular class time to go over their skit material. However, if the testing candidate requires the assistance of a Black Belt Instructor, rehearsal must take place outside of the instructor's regularly scheduled class times.

It is also permissible for the testing candidate to call or visit the office to schedule/reserve floor space in advance. Please keep in mind that we have many programs going on and this option is subject to availability.



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Skit Approval by Master Instructor/Black Belt Instructor

The purpose of the showcase is to display the abilities of the testing candidates in a celebratory light. It is also a chance for the testing candidates to incorporate their martial arts techniques into a unique, creative and entertaining show. It will be at the sole digression of the Master Instructor/Black Belt Instructors to oversee the project and ensure that the candidates abilities are showcased in the best possible light.

The candidate will be expected to brainstorm and outline a skit concept for their showcase based on the technique assigned and then approach the Master Instructor/Black Belt Instructor for approval. In the event changes are required, Master Instructor/Black Belt Instructors will advise the student on how to improve upon their concept.

The preliminary approval must be obtained within 1-2 weeks after the showcase technique is assigned by the testing board. This timeframe will also allow the students sufficient time to correct any issues that may be brought up by the Master Instructor or Black Belt Instructor. The final approval must be completed 1-2 weeks before the showcase to correct issues. After final approval all participants should continue to rehearse to ensure the skit is showcase ready. The Showcase Approval Form must be turned into the office to allow the Master Instructor/Black Belt Instructor to prepare the showcase schedule.

Music Selection

On occasion, a testing candidate's skit will be enhanced by music. This is generally acceptable upon approval from the Master Instructor/Black Belt Instructor. The criteria for the music must be appropriate length for the skit and should not distract the crowd from the skit. Also, the music must not have any negative lyrics and/or profanity.

If Rejected

From time to time a skit will be rejected by the Master Instructor/Black Belt Instructor. It is important to remember that the Master Instructor/Black Belt Instructor has the testing candidate's best interest in mind when reviewing the skit. If a testing candidate's skit is rejected, the testing candidate should listen carefully to the reasons given on why it did not pass. The testing candidate should take those reasons and make the necessary corrections.

The testing candidate must immediately seek approval after incorporating changes to show the Master Instructor/Black Belt Instructor that they corrected the skit properly. Approval must be received from Master Instructor/Black Belt Instructor who originally rejected the skit to ensure the quality of the revisions. This again will result in the testing candidates performing at their best.

Certificate/Presentation

The showcase is also the ceremony when the testing candidate will be presented with their new belt as well as any certificates that they have not yet received. Testing candidates are expected to show pride for themselves and their school by wearing their best uniform and making sure that it is clean and free of wrinkles and stains of any kind (unless, of course, they happened during the showcase skit).

As with all testing procedures, the testing candidate will be told to take their old belt off and a Master Instructor/Black Belt Instructor will ceremoniously tie their new belt on them.



Black Belt Attitude

This is by far the most important aspect of the showcase. Black Belt Attitude is the culmination of everything a student is trying to become. It is doing things with the highest level of courtesy, integrity, perseverance, self-control, as well as indomitable spirit and should be demonstrated at all times before, during and after the showcase. These ideas are said to be learned through years of dedication and training and it is this mentality that will aid students in all of their experiences. For this reason, people often refer to Black Belts as being changed or different than they were before. Black Belt Attitude makes students stand out both in their training and in their life outside the gym.



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Showcase Approval Form

Candidate: _____ Rank: _____

Other Candidates and Rank:

Holders:

Material Assigned (Stripe): _____

Estimated Time: _____

Music: Yes or No Description:

Breaking: Yes or No Description:

Brief Skit Description:

Approvals:

Preliminary: _____
(1-2 Weeks after Test)

Comments:

Final: _____
(1- 2 Weeks before Showcase)

Comments:



Black Belt Training

A common misconception is that attaining a Black Belt is the final step in martial arts. This, as it relates to Taekwondo, does not hold true. In Taekwondo, the Black Belt symbolizes the true beginning of a student's training. This is not to say that the training up to this point does not matter but rather, it is seen as a prep course for the actual training. It can be compared to an apprentice carpenter gathering all the necessary tools before being taught how to use them. This is a very important step in the apprentice's training; however, just having the tools is not the same as knowing what to do with them. For this reason it is always strongly recommended that a student continue to actively train after they have received their Black Belt, as the student is now seen as having the basic abilities to learn the true secrets and mysteries of Taekwondo.

Black Belt Curriculum

We have put together a comprehensive curriculum for Black Belts. This curriculum will develop the students in a much more advanced way than the color belt curriculum. It will teach students not only increased control of the mind and body, but it will also allow the students to understand the techniques to the point of being able to create and build on an idea without the instructor's help.

This is not to say that class training is not needed. Rather, the training itself will allow the students to learn with less help. However, it is the job of the instructors to always guide the students to reach the correct outcomes for their training. The goal of the Black Belt curriculum is to give the student the strength and control to execute technique with pin-point accuracy and lightning speed while being able to assess any situation without notice and elect the best option possible for the situation. This is also why the Black Belts will be learning some of the many traditional martial arts weapons as part of their requirements.

Teaching Technique

At Boltz's Family Martial Arts Academy, only Black Belts Instructors can teach technique. While many students that become Black Belts do, in fact, go on to train to become instructors, this is in no way a requirement. As a new Black Belt, a student has the right to continue their training without the requirement of teaching.

Students who wish to teach after earning their Black Belt must undergo training through our Leadership Development Program before being allowed to lead their own classes. This is done to ensure safety and quality of the instructor staff as well as for the students. Once again training to instruct is not mandatory, although it is seen as very useful in the further development of understanding technique and is something each Black Belt should strongly consider.

Black Belt Attitude

This principle is a recurring theme throughout the entire Black Belt packet. This is done to further emphasize the importance of Black Belt Attitude. In order to truly understand Black Belt Attitude, it is necessary to look at the most obvious example of this, the Black Belts themselves. When you look at the many variations of people that have reached the rank of Black Belt, you will find that while their personalities can be different, their general behavior is similar. This is because of Black Belt Attitude. For example, one wouldn't hear a Black Belt say "I can't ..."

Black Belts are practicing confidence in everything they do.



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If a Black Belt has trouble doing something, they work at it tirelessly until they can do it well. This is because Black Belts are problem-solvers. Lastly, Black Belts understand that it is always better to try something difficult than to complain and do nothing.

Black Belts have made the decision to refuse to be the victim.

This positive mentality should be demonstrated in everything a Black Belt does and says, and is the reason that so many people in the world strive to attain the prestigious and honorable achievement of earning a Black Belt from a reputable school like ours. On your journey towards this goal, you should try to use these small examples as a reminder of how we should always try to show up in the world.



Time in Rank

Advancement in Black Belt rank is a focus for many Black Belt students and it is always recommended that every student set a goal for advancement. Having a goal for advancement is a strong motivational tool students can use to ensure steady self-paced progression in their advanced training.

There are minimum timeframes for advancement that are detailed below, but this is only a guideline. A student must set their own goals for advancement. Many Black Belts will set goals that are longer in range than the minimum requirements and that is acceptable as every martial artist is on their own, unique journey.

This section will detail and summarize time requirements and factors that may delay those requirements that are spread throughout this manual and it is recommended that students reference this section when considering and setting goals for their own advancement.

Time in Rank/Age Requirements

Students advancing in Black Belt ranks must adhere to the following requirements as determined by the Kukkiwon, world governing body of Taekwondo.

Rank	Minimum Time in Grade	Age Restriction
1st -> 2nd Poom	1 year	Under 15
2nd -> 3rd Poom	2 years	Under 15
3rd -> 4th Poom	3 years	Under 18
4th Poom -> 4th Dan	—	18 and above
4th Poom -> 5th Dan	4 years	22 and above
1st -> 2nd Dan	1 year	16 and above
2nd -> 3rd Dan	2 years	18 and above
3rd -> 4th Dan	3 years	21 and above
4th -> 5th Dan	4 years	25 and above

Kukkiwon Requirements of Age and Time in Grade for all Black Belt Ranks.

To assist with setting the long term goals of rank advancement, reference the tables below.

Poom Rank	Time in Rank	Age	Poom-Dan Rank	Age
1st Poom-2nd Poom	1 year	Under 15	1st Poom-2nd Dan	15 & Up
2nd Poom-3rd Poom	2 years	Under 15	2nd Poom/Dan-3rd Dan	15 & Up
3rd Poom-4th Poom	3 years	Under 18	3rd Poom/Dan-4th Dan	18 & Up
4th Poom-5th Dan	4 years	22 & Up	4th Dan-5th Dan	22 & Up

Dan Rank	Time in Rank	Age
1st Dan-2nd Dan	1 year	16 & Up
2nd Dan-3rd Dan	2 years	18 & Up
3rd Dan-4th Dan	3 years	21 & Up
4th Dan-5th Dan	4 years	25 & Up



Retesting Adjustment for Time in Rank

There can be adjustments for time-in-rank before advancement is allowed for higher ranks of Black Belt if a student does not complete all their advancement requirements. Time in rank will begin as of test day unless there is a delay in participation in the showcase and/or unfinished requirements for receiving a passing grade in rank.

Missed Showcase

If a student misses their showcase, they will need to participate in a future showcase. The student will only receive 50% time-in-rank credit for every 6 months of training until their showcase is completed.

Missing Retest Requirement

If a student misses their retest requirement after test & showcases they will only receive 75% time-in-rank credit for every 12 months of training until requirement(s) is completed.

Examples

Student A: Tests but doesn't showcase for 9 months and then finishes all requirements. This student will add an additional 3 months onto their time-in-rank requirement before testing to the next belt.

Student B: Tests and showcases and retests for 9 months (7 1/2 months after showcase) and completes final requirements this student will **NOT** add any additional time-in-rank requirements before testing to the next belt.

Training Adjustment for Time in Rank

There can be adjustments for time-in-rank before advancement is allowed for higher ranks of Black Belt if not all training requirements are not met during the time period following completion of their advancement requirements. Time in rank will begin as of test day unless there is a delay of training in rank. The following are the considerations that are taken into consideration for training.

What is Considered Full Time Training?

If a student averages two classes per week consistently over the time in training they are considered a full time training student. It is understandable that there will be outside factors (vacations, school, work) that might pull a student away from training for a time period. Anything greater than a three month period of time in a calendar year will be considered Part Time Training.

What is Considered Part Time Training?

If a student averages one class per week consistently over a period of 3+ months of training, their time-in-training is considered a part time training student. It is understandable that there will be outside factors (vacations, school, work) that might pull a student away from training for a time period. Anything greater than a one month period of time in a calendar year will be considered less than Part Time Training. Part time training students will received 50% credit for time-in-rank training for the time period that they are training part time.



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What is Considered Time Off?

If a student averages less than one class per week per month for a period of time that exceeds three months they are not considered active students and are in a time-off status for their time-in-rank advancement. These students will not receive any time-in-rank credit for their class time until they increase their class time attendance to part or full time.

What if the Student is Training in Another Martial Arts?

If a student is actively training in another martial art, then some time-in-rank credit can be given to the student. It will be determined by the school owner on a case-by-case basis, if time-in-rank is credited based on the style the student is training and how similar the style is to Taekwondo. If the school owner determines the style is similar enough the student can receive 50% credit for training and receive up to 50% of the time requirements for advancement. The remaining time-in-rank requirement must be completed in actual Taekwondo training.

What if the Student is Participating in the Distance Training Program?

If a student is actively training in the Distance Training Program then time-in-rank credit can be given to the student. It will be determined by the school owner if time-in-rank is credited based on the consistency of their participation with logged training and in school training. If the school owner determines the amount of credit the student receives for their training with up to 75% credit for training and up to 80% of the time requirements for advancement. The remaining time-in-rank requirement must be completed in school. The in school requirements will be determined by class hours attended throughout the students training. The following will be the minimum required hours of in school training needed for rank advancement.

Dan Rank	In-School Training	Dan Rank	In-School Training
1st Dan-2nd Dan	10 hours	3rd Dan-4th Dan	30 hours
2nd Dan-3rd Dan	20 hours	4th Dan-5th Dan	40 hours



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Good Skill

The purpose of this packet is to aid you in your trials and adventures to reaching Black Belt. It is our hope that this will answer many of your questions as well as give you a clearer picture of the exciting road ahead. Remember that you have come a long way and are about to begin another great adventure.

On behalf of Boltz's Family Martial Arts Academy, we would like to wish you great luck and phenomenal skill on your final steps towards Black Belt and beyond!