

# PREPARATION GUIDE FOR YU DAN JA, KO DAN JA, AND INSTRUCTION CERTIFICATIONS



JANUARY 2018



## APPLICATION PROCESS:

### REQUEST TO TEST

Each candidate needs permission from their personal instructor prior to requesting to test.

#### YU DAN JA RANK TEST (1<sup>ST</sup> THROUGH 3<sup>RD</sup> DAN)

7 months prior to your requesting dan test, fill out and submit the online [Request to Test Form](#). When accepted as a candidate, attend the pre-candidate workout at the Dan Classings prior to yours. For example, if you are testing in the Fall, Request to Test 1 month prior to the Spring Shim Sa date and attend the pre-candidate workout in the Spring.

#### KYO SA CERTIFICATION

Kyo Sa Candidates should fill out and submit the online [Request to Test Form](#) 12 months prior to your requesting date. Continue to work with your instructor and Regional Officials over the year in preparation for your test.

#### KO DAN JA AND SA BOM CERTIFICATION

All Ko Dan Ja Candidates should fill out and submit the online Request to Test Form May 1<sup>st</sup> of the year prior to your requesting Ko Dan Ja Shim Sa. Be prepared to be examined one year before your planned testing date during the Fall Dan Shim Sa.

*\*If you are not able to attend, work with your instructor to get approval from the Regional Examiners.*

### ONE MONTH PRIOR TO THE TEST

To qualify to test in front of the Examination Board, you MUST submit your final paperwork no later than 30 days prior to the testing date. Late submissions or partial submissions will not be accepted after the cut-off date. We encourage you to try and complete your final submission early so you have time to make adjustments as needed. *Ko Dan Ja and Sa Bom applicants will follow the USA TAC guidelines for paperwork submission.*

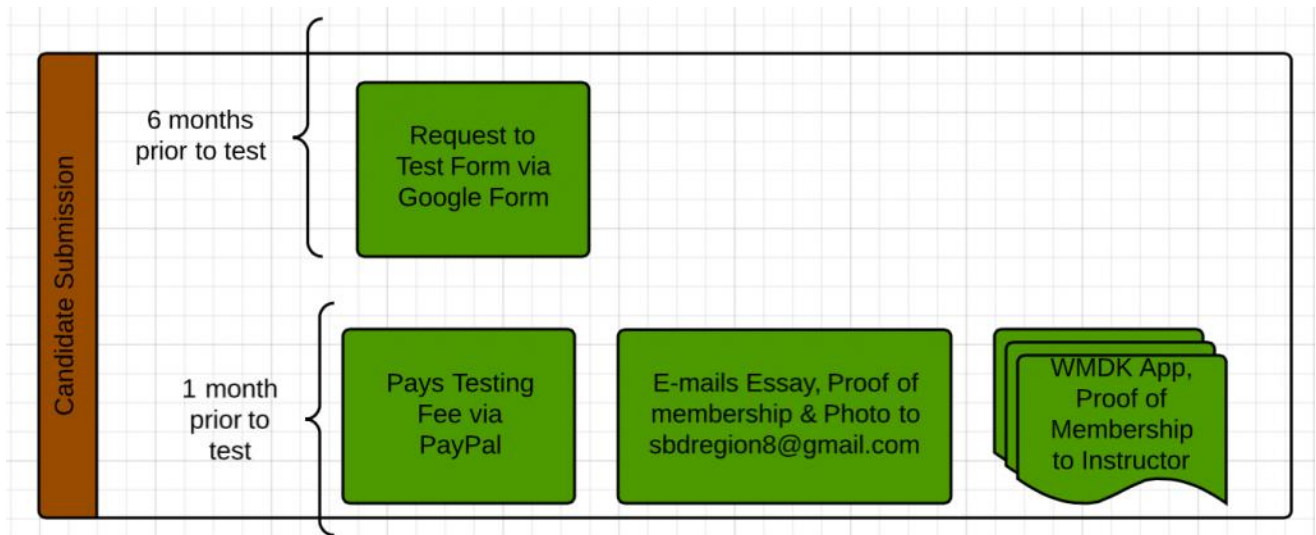
### SUBMISSION INSTRUCTIONS:

- 1 Pay testing fee via Paypal – We will NOT accept cash or checks for the testing fee. Email your photo, proof of membership, and required essays to [sbdregion8@gmail.com](mailto:sbdregion8@gmail.com)– Photo- The portrait image should be approximately 200 pixels by 200 pixels and preferably in do bok on a white background. The filename should be your full name in the format "firstname\_lastname". Acceptable file types include .jpg, .png, .gif. Required Essays- These should be type-written, double spaced in either a Word Document (.doc or .docx extension) or PDF file. Ensure that your name is in the document and the filename contains your full name. Proof of Membership – Please attach the PDF file that the Federation sent you the last time you renewed your membership. This was your receipt and had an electronic membership card. Contact the Federation at 888-SOO-BAHK if you need another copy of your receipt.

### Testing Fees

- Cho Dan - \$400
- E Dan - \$425
- Sam Dan - \$450
- Kyo Sa - \$500
- Kyo Sa plus Rank Promotion - \$250 + Rank Fee (provides 50% discount on Kyo Sa certification fee when bundled).

2. Submit your **World Moo Duk Kwan Application for Dan Rank Promotion** to your instructor for approval and signature. Instructors, not the testing applicants, are responsible for then e-mailing the approved and signed documents to [sbdregion8@gmail.com](mailto:sbdregion8@gmail.com). **World Moo Duk Kwan Application for Dan Rank Promotion** – This form must be type-written and all fields in Section 1 and 2 filled out. This includes the instructor’s section AND hand-written signatures from both the applicant or guardian and your personal instructor. You will use the **Adobe Typewriter function** to enter in your information if you are using **Adobe Reader**. Print the document and sign and date. Missing information will not be accepted.
3. Go to your test prepared for Success



*\*Request to Test form should be submitted 18 (Sa Bom), 12 (Ko Dan Ja or Kyo Sa), or 6 (Yu Dan Ja) months ahead of your test.*

## CHO DAN REQUIREMENTS

**Age requirement:** No minimum age, \*11 years old is suggested.

**Minimum Training Time:** Consistent training with a certified instructor for 3 years (\*4 years suggested). You must be a 1st Gup for 6 months (\*1 year suggested).



**\*Event Participation:** You should participate in a sanctioned, pre-candidate workout run by one of the Regional Officials *at least* 6 months prior to your test, so we can evaluate your progress and assist in your preparation. This is also an opportunity to connect with your potential fellow candidates.

**Basic Movements (Ki Cho Bup)** All lower belt techniques and requirements

Hand and foot combinations using all known techniques

**Forms (Hyung)**

Chil Sung E Ro

Passai

Naihanji Cho Dan

**One-Step Sparring (Il Soo Sik)**

Adults: All (Il Bon to Sip Pahl Bon)

Children: Il Bon to Gu Bon (odd numbers only)

\*Self Designed Il Soo Sik: Left and right side. All self-designed Il Soo Sik should be designed under the guidance and supervision of candidate's instructor.

**Self-Defense (Ho Shin Sul)**

Adults: Side wrist grips, Rear wrist grips, All lower belt requirements

Children: Il Bon & E Bon of the following sets • Cross Hand Wrist Grips • Same Side Wrist Grips • Two on One Wrist Grips. • Two on Two Wrist Grips

**Free Sparring (Ja Yu Deh Ryun)**

Free Sparring

**Breaking (Kyok Pa)**

Ee Dan Dwi Cha Gi (Jump Back Kick) *or* Yeon Soo Kyok Pa with one Soo Gi technique and one Jok Gi technique

\*Self-designed, creative Break that was designed under the direction of the candidate's personal instructor.

Adults: 2 boards

Youth: 1 board

Note: If a candidate does not feel capable of the required break, permission for exception is required. Candidate is allowed two tries to successfully complete their break.



## In Neh

Thirty (30) seconds of continuous punching (Kee Mah Jaseh) with focus on power, speed, and proper direction of hip for maximum effectiveness of each punch. Goal: 120 punches with proper technique and form.

## Required Essays

“What Soo Bahk Do Means to Me?” – 1000-2000 words, double spaced.

## PVT Project

Working with your personal instructor, candidate should plan, execute, and then report on a personal project that helps increase the visibility of Soo Bahk Do in your local community and brought new students to your Do Jang. The project chosen should clearly demonstrate leadership skills in organizing people to a specific cause. Examples could include, but not limited to, organizing a demonstration at a local public school, organizing and leading a fundraiser event such as a kickathon, or using your own specific talents to assist your instructor. Examples could include improving your Do Jang's website, designing a new logo, or providing a budget structure for administrative purposes. Your project should go over and beyond your duties as a Sun Beh (senior member) of your dojang. As such, projects such as assisting in teaching classes, or welcoming new students to the Do Jang would not qualify for a PVT project.

Once you and your instructor have agreed on the appropriate project, you will execute on the project with enough lead time to fully complete the project and then present your project to the testing board on your testing date. Your oral presentation will consist of a 2-minute presentation complete with a summarized written handout. This may or may not follow up with Q&A with the testing board. Your presentation should reflect the highest level of Moo Do professionalism and clearly demonstrate the 5 Moo Do Values.

## E DAN REQUIREMENTS

**\*Minimum Age:** No age requirement, but \*13 for children is recommended.

**Minimum Training Time:** Consistent training with a certified instructor for 2 years since your Cho Dan promotion.

**\*Event Participation:** You should participate in a sanctioned, pre-candidate workout run by one of the Regional Officials 6 months prior to your test.

### Basic Movements (Ki Cho Bup)

Hand and foot combinations using all known techniques  
All lower belt techniques and requirements  
Soo Bahk Do Gi Cho (Il Bon Techniques)

### Forms (Hyung)

Chil Sung Il Ro  
Naihanji E Dan



Du Mun  
Jin Do

### **One-Step Sparring (Il Soo Sik)**

Adults: Sam Soo Sik Deh Ryun (demonstrate any 3 of the classic Sam Soo Sik)  
Children: Il Bon – Ship Chil Bon (odd numbers only, \*but 1-18 inclusive is suggested.)

### **Self-Defense (Ho Shin Sul)**

Adults: Lower Sleeve Grips, Knife (Dhando) Defense  
Children: All Wrist Grips including Back and Side Wrist Grips, Knife (Dhando) Defense

### **Free Sparring**

Ja Yu Deh Ryun

### **Breaking (Kyok Pa)**

Ee Dan Ssang Bal Cha Gi (Double Jump Front Split Kick) *or* Yeon Soo Kyok Pa with one Soo Gi technique and one Jok Gi technique

\*Self-designed, creative Break that was designed under the direction of the candidate's personal instructor.

Adults: 2 boards each foot

Youth: 1 board each foot

Note: If a candidate does not feel capable of the required break, permission for exception is required. Candidate is allowed two tries to successfully complete their break.

### **In Neh**

Ahp Bal Ahp Cha Nut Gi (lead leg) performed in Hu Gul Jaseh – Thirty (30) seconds of continuous kicking with focus on power, speed, and extension for the maximum effectiveness of each kick. Goal: 40 kicks per leg.

Note: Kyok Pa & In Neh can be adjusted subsequent to discussion with Regional Examiner(s) based on age and/or health considerations.

### **Required Essays**

"What does your Dan Bon mean to you and how does it relate to the Moo Duk Kwan and its discipline?" – 1000-2000 words, double spaced.

### **PVT Project**



Same as Cho Dan requirement

## SAM DAN REQUIREMENT

**Minimum Training Time:** Consistent training with a certified instructor for 3 years since your E Dan promotion.

**\*Event Participation:** You must participate in a sanctioned, pre-candidate workout run by one of the Regional Officials 6 months prior to your test.

### Basic Movements (Ki Cho Bup)

All lower belt techniques and requirements  
Soo Bahk Do Gi Cho (E Bon Techniques)  
Hand and foot combinations using all known techniques

### Forms (Hyung)

Chil Sung Sam Ro  
Naihanji Sam Dan  
Joong Jul  
Ro Hai

### Three Step Sparring (Sam Soo Sik)

Sam Soo Sik Deh Ryun (demonstrate any 3 of the Yuk Ro inspired Sam Soo Sik)

### Self-Defense (Ho Shin Sul)

Mid-sleeve Grips  
Staff Defense (Jang Bong)

### Sparring (Deh Ryun)

Da Soo In Deh Ryun – Double (2 on 1) opponent sparring  
Jua Deh Ryun (sparring from the ground)

### Breaking (Kyok Pa)

Ro Hai



\*Self-designed, creative Break that was designed under the direction of the candidate's personal instructor.

Adults: 2 boards

Note: If a candidate does not feel capable of the required break, permission for exception is required. Candidate is allowed two tries to successfully complete their break.

### **In Neh**

Ahp Cha Nut Gi (hopping), alternating each leg for thirty seconds of continuous kicking. Goal: 50 kicks with proper completion of each kick.

Note: Kyok Pa & In Neh can be adjusted subsequent to discussion with Regional Examiner(s) based on age and/or health considerations.

### **Required Essays**

Subject 1: "Describe the essential characteristics of Soo Bahk Do Moo Duk Kwan, which make it unique and differentiates it from other styles."

Subject 2: (Answer one of the following):

"Explain your understanding of the philosophy of Self-Defense. Include in your explanation its meaning, purpose and basic use."

OR

"Describe the origin, nature and importance of The Yuk Ro Hyungs in the development of Soo Bahk Do Moo Duk Kwan and the training of Dan students.

*double spaced*

### **PVT Project**

Same as Cho Dan requirement

## **Notes**

\* Suggested requirements are not mandatory and will not reflect the outcome of a candidate's test.

A child is defined as 14 years old or under.

An adult is defined as 15 years old or older.





## KYO SA

### General Requirements

Age Requirement: 21 years old

Rank Requirements: E Dan (or testing for E Dan at time of Kyo Sa Exam) and previous Jo Kyo certification

### Minimum Training Time

1 year following acquisition of Kyo Sa Study Kit.

Minimum of three (3) years teaching experience under the guidance of a certified Sa Bom / Kyo Sa.

Loyalty to the Moo Duk Kwan through their instructor and to its founder, Kwan Jang Nim Hwang Kee.

Regular weekly Do Jang attendance with a record of good teaching experience.

Good record of participation in clinics and other activities conducted on Studio, Regional, National and International Levels, under the guidance of the T.A.C.

**Proof of Current Federation Membership:** Call 888-SOOBAHK for questions regarding membership.

**Testing Fee:** The Region 8 Testing Fee is \$500. If testing for Kyo Sa in conjunction with testing for E Dan or Sam Dan, the total fee for both is an testing fee for rank and an additional \$250.

## GENERAL KNOWLEDGE/SKILLS

- Theoretical knowledge to explain and physical ability to demonstrate the Soo Bahk Do Moo Duk Kwan curriculum through Cho Dan.
- Concepts of teaching philosophy, methodology and techniques.
- Ability to establish course structure and class lesson planning that has a natural progression.
- Incorporate History and philosophy of Soo Bahk Do Moo Duk Kwan into the class that fosters character development (ma'um jaseh).
- Ability to teach the application of Neh Gung, Weh Gung and Shim Gung.
- Understanding the different approaches between adult classes and children classes.
- Demonstrate an ability to identify major issues with a student's technique and successfully help a student change the habit.
- Understanding the important responsibilities as a Kyo Sa, both technically and administratively.
- Ability to utilize assistant instructors in a class setting.
- Ability to deal with various simulated class situations.
- Ability to explain the founding purposes of the Federation.
- Basic first aid training



- Ability to demonstrate the teaching of:
  - Ki Cho – Teach a beginner the mechanics of the application of defensive and offensive hip. This should include: Shifting and twisting your mass, control and harmonization of breath, contraction and expansion, proper stance, and shi sun. Breakdown and teach the mechanics of basic foot techniques.
  - Hyung
  - Il Soo Sik Dae Ryun
  - Ho Sin Sool
  - Ja Yu Dae Ryun
  - Da Soo In Dae Ryun
  - Kyok Pa

## WRITTEN ESSAYS

A formal written essay is required of each applicant. This essay will be submitted with the other required information to the Regional Examiner or his/her representatives.

1. Explain the role of Hyung in teaching and practice.
2. An essay on a practical teaching technique the candidate has developed him/herself, or found effective in developing skills or in motivating students.
3. Critical Incident Analysis (answer each of the questions below):

How do you handle and what do you say to a student who has lost his/her temper in free sparring?

How do you teach and demonstrate the concept of respect?

How would you help the inattentive student?

What is your method of teaching the application of the Eight Key Concepts?

4. Explain how the Federation is organized and its role in the operation of schools, administrative responsibilities, certification of instructors and all testing of students.
5. Explain the duties, responsibilities and role of a Certified Kyo Sa.

## EXAMINATION PROCESS

### INITIAL KYO SA CANDIDATE INTEREST:

Student must discuss Kyo Sa Certification interest with their instructor and announce their intentions to the Regional Examiners by filling out the [Request to Test Form](#) 12 months prior to their testing date.

Student/Instructor will order the Kyo Sa Booklet from Federation HQ 12 months prior to their testing date. Call 888-SOOBAHK.

### KYO SA CANDIDATE PREPARATION:



## Teaching Preparation/Mentoring

Candidate will work through the outlined written tests and class instruction checklists per the Booklet

Candidate will be required to instruct the TAC Model Class and receive feedback from personal instructor.

Candidate will be required to instruct the same model class a second time and implement the areas of improvement noted by their instructor (Instructor to provide feedback a 2nd time)

Candidate will be required to instruct a "model class" in the same format as the DVD with their own content (Instructor to provide feedback).

Candidate must also participate in at least one Regional Event during their candidacy year to assist at the discretion of the Regional Examiners

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## ADMINISTRATIVE PREPARATION

Instructor will be required to submit his/her feedback to the REX for each of the three classes noted above.

Once the Kyo Sa Candidate completes the Booklet and Model Class Instruction portion (3 classes) of the process the instructor will send a letter of recommendation to the Regional Examiners. The Instructor's feedback (3 in total) are submitted along with the recommendation letter

The above recommendation process can be completed at any time throughout the year and does not have to align with the Spring or Fall Dan Shim Sa dates within the Region

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## PRE-KYO SA EXAMINATION:

The Kyo Sa Candidate must complete a total of 8 hours (teaching/training) with a Regional Official (it is suggested that the total eight hours not be with the same R.O.)

- Hours of Physical Training (with the R.O.)
- Hours of Teaching (in front of the R.O.)

### Paperwork Submission Process:

- 3-6 months prior to the Shim Sa date, Kyo Sa Candidate should submit the following:
- months prior to the test, candidate should submit the Request to Test form online.
- Instructor submits a letter of recommendation along with feedback from the 3 Model Classes.
- 1 month prior to the Shim Sa date, Kyo Sa Candidate submits the following:
  - Complete Kyo Sa Booklet
  - Kyo Sa Application Form (provided in the Kyo Sa Booklet)
  - Signed Kyo Sa Letter of Understanding (provided in the Kyo Sa Booklet)
  - Required Essays
  - Payment (\$500 for Kyo Sa or additional \$250 if doing Kyo Sa in conjunction with E Dan or Sam Dan Exam). This is done online.



Kyo Sa Candidate should submit paperwork to

Jennifer Gibbons, Sa Bom Nim

40 Sunset Dr. Unit #4

Basalt, Co. 81621

## KYO SA EXAMINATION:

- 1 Kyo Sa Written Exam (passing score must be equal to or greater than 70%)
- 2 Kyo Sa Candidate teaches a model class in front of the testing board during the Dan Shim Sa weekend.

## KO DAN JA & SA BOM

### KO DAN JA CANDIDATE PROCESS

Candidate will follow the TAC process for Ko Dan Ja Shim Sa eligibility. A part of the eligibility requirement is to receive a recommendation to test from the Regional Examiners. This process is designed so you can receive that recommendation.

Candidate should follow the Application Process on page 2 of this packet on May 1<sup>st</sup> of the year prior to your requesting Ko Dan Ja Shim Sa by filling out the Request to Test form at [soobahkdoregion8.com](http://soobahkdoregion8.com). This will inform the Regional Examiners of your intent to test. You are invited to participate in the Fall Dan Shim Sa Pre-Candidate Workout. There will be a Ko Dan Ja track where the Regional Examiners will evaluate your performance and provide you feedback that will help you in your preparations over the next year.

### SA BOM CANDIDATE PROCESS

Candidate will follow the TAC process for Sa Bom eligibility. A part of the eligibility requirement is to receive a recommendation to test from the Regional Examiners. This process is designed so you can receive that recommendation.

Candidate should follow the Application Process on page 2 of this packet. May 1<sup>st</sup> of the year prior to your requesting Sa Bom Certification, you should fill out the Request to Test form at [soobahkdoregion8.com](http://soobahkdoregion8.com). This will inform the Regional Examiners of your intent to test. You are invited to teach a Moo Do Seminar during the Dan Shim Sa weekend to a group of students in front of the Regional Examiners. The Regional Examiners will work with you to design a seminar based on the PCA concepts.

## STUDY GUIDE FOR YU DAN JA

### KI CHO KI SEUL-BASIC MOVEMENTS

## WHITE BELT

Ha Dan Mahkee	Teul Oh Choong Dan Kong Kyuk	Dullryo Cha Gi
Sang Dan Mahkee		Ahnesu Pakuro Cha G
Choong Dan Kong Kyuk	Ahp Cha Gi	

## ORANGE BELT

Ahnesu Pakuro Mahkee	Wheng Jin Kong Kyuk	Yup Podo Cha Gi
Pakesu Ahnuro Mahkee	Pahl Koop	Pakesu Ahnuro Cha Gi
Ha Dan Soo Do Mahkee	Jang Kwan	E Dan Ahp Cha Gi
Choong Dan Soo Do Mahkee	Kap Kwan	E Dan Dullryo Cha Gi
Yup Mahkee	Soo Do	

## GREEN BELT

Ssang Soo Ha Dan Mahkee	Ssang Soo Ahnesu Pakuro Mahkee	Ssang Soo Sang Dan Mahkee Kwan Soo
Kwan Do	Dwi Podo Cha Gi	E Dan Yup Podo Cha Gi
Yuk Soo Do	Dwi Ahnesu Pakuro Cha Gi	To Kai Cha Gi

## RED BELT

Yang Mahkee	Jip Kay Son	E Dan Dwi Podo Cha Gi
Choi Ha Dan Soo Do Mahkee	Il Ji Kwan	E Dan Dwi Ahnesu/Pakuro Chagi
Bal Ja Ba Mahkee	Il Ji Kwan Soo	E Dan Dwi Pakesu Ahnuro Chagi
Yuk Soo Do Mahkee	Yuk Jin Kong Kyuk	Chagi
Pahl Mok	Yup Hu Ri Gi	Chit Pahl Gi
Ban Jul Kwan Soo	Dwi Yup HuRi Gi	
Son Mok Deung	Dwi Dullroy Cha Gi	

## YOU DAN JA

Yoo Kwan	Ap Mi Ro Cha Gi	Du Bal Cha Gi
	Peet Cha Gi	SSang Bal Cha Gi

### GREEN BELT COMBINATIONS

1. Ha Dan Mahkee, Teul Oh Sang Dan Kong Kyuk
2. Sang Dan Mahkee, Teul Oh Choong Dan Kong Kyuk
3. Ha Dan Mahkee, Teul Oh Soo Do
4. Ha Dan Soo Do Mahkee, Teul Oh Yuk Soo Do
5. Choong Dan Soo Do Mahkee, Teul Oh Kwon Soo
6. Ahp Cha Nut Gi, Teul Oh Choong Dan Kong Kyuk
7. Yup Podo Cha Gi, Sang Dan Mahkee, Teul Oh Choong Dan Kong Kyuk
8. Dwi Podo Cha Gi, Soo Do Mahkee, Teul Oh Choong Dan Kong Kyuk
9. Yuk Jin Kong Kyuk, Wheng Jin Kong Kyuk
10. Wheng Jin Kong Kyuk, Yup Mahkee

### RED BELT COMBINATIONS

1. Ha Dan Mahkee, Sang Dan Mahkee, Teul Oh Choong Dan Kong Kyuk
2. Ha Dan Mahkee, Teul Oh Sang Dan Mahkee, Wheng Jin Kong Kyuk
3. Ahp Cha Nut Gi, Pakesu Ahnuro Mahkee, Teul Oh Sang Dan Kong Kyuk
4. Sam Kwon Kong Kyuk
5. Ha Dan Mahkee, Teul Oh Soo Do Kong Kyuk, Moo Roop Cha Gi, Teul Oh Choong Dan Kong Kyuk

### SOO BAHK GI CHO

1. Hwa Kuk Jang Gap Kwon
2. Jang Kwon Do
3. Do Mal Shik
4. Po Wol She
5. Ta Ko Shik



## 6. Yo Shik

### STANDARDIZED LISTS

#### 8 KEY CONCEPTS

1. Yong Gi -- Courage
2. Chung Shin Tong Il -- Concentration
3. In Neh -- Endurance
4. Chung Jik -- Honesty
5. Kyum Son -- Humility
6. Him Cho Chung -- Control of Power
7. Shin Chook -- Relaxation/Tension
8. Wan Gup -- Speed Control

#### MOO DO VALUES

1. History
2. Tradition
3. Philosophy
4. Discipline/Respect
5. Technique

#### MISSION 2000

1. Human Relationships: Continue to develop the atmosphere of Respect, Courtesy, Friendship, Brotherhood, Cooperation and Goodwill, within the Soo Bahk Do membership.
2. Human Relationships (Worldwide): The Atmosphere identified in number one should become consistent throughout the world. The U.S. should be the leading energy force developing and distributing this atmosphere.
3. Moo Do Organization: We are a martial (Moo Do) organization and we must continue to develop appropriately.
4. Administration of the Organization: The officers and the Board of Directors should take a more active role regarding the administration of the Federation.
5. Members' Organization: This is a member's organization. We must all work to produce a caring and helpful atmosphere for mutual benefit.



6. Financial Stability: We should take a more aggressive approach toward creating a financially stable organization.

## CHIL SUNG PHILOSOPHY

1. Um
2. Yang
3. O-Haeng or 5 elements
  - a. Earth
  - b. Fire
  - c. Water
  - d. Metal
  - e. Wood

## ADDITIONAL MATERIALS

*Grandmaster Hwan Kee's Volume I Textbook (required)*

*Gup & Dan Manual (required)*

*Instructional Guide Books (strongly recommended)*

*History of the Moo Duk Kwan (optional)*

*Moo Do Chul Hak (optional)*