




ATA INSTRUCTOR PROGRAM TRAINEE

Processing: Applications received at headquarters take approximately 1 to 2 weeks to process. Letters of acceptance, and manual(s) will be sent to the school owner via ups.

Applications received without all appropriate items will be on hold till complete. State champ points will not be received till this process is complete and **they will not be backdated. Applications will not be processed until all appropriate paperwork and fees are received. Date of completion will be the date of “point” accumulation.**

Mail your applications to ATA headquarters (with payment) OR fax them (with credit card information) to Instruction Department at 501-568-4492. Fax apps must have credit card information on them!

1. Age: Minimum age requirement is **13** years old - and above
School owners have the option to place 13 – 15 year old in the red collar program or red/white/blue. Just be consistent within the school.
2. Rank: NO minimum rank requirement
3. Memory: Knowledge of lower rank material is not mandatory due to the fact that ince there is no minimum national requirement to “join” the program. You can set this rule within your school according to your own philosophy.
4. A Trainee application must be completed and sent to Headquarters.
 -  Youth Protection (included on the application) must be completed by every applicant! Applications will not be processed if Youth Protection information is incomplete!
 -  Proper fees must accompany the application to Headquarters. Applications will not be processed if proper payment is not received. Uniform orders are not processed by Headquarters.
 -  Options for payment to be sent to Headquarters with application
 - a) New instructor applicants: \$150 - includes, official letter of acceptance, instructor manual
 - b) Junior Trainee Upgrade: \$25 includes, official letter of acceptance, and instructor manual.
5. Applicants may not wear the collar of a Trainee Instructor (red collar) until official notification is received from ATA Headquarters, welcoming the student into the program. Uniforms may not be ordered from WMA till students are officially registered with ATA Headquarters.



TRAINEE APPLICATION

American Taekwondo Association, Box 193010, Little Rock, AR 72219

Fax: 501-568-4492



8/28/09

____ UPGRADE – From Junior Trainee status
 ____ FAMILY MEMBER(S): Last name connection if different than *Name below: _____
 Date ____/____/____ ATA/WTTU # _____ - _____ Expiration Date ____/____/____ Rank _____
 *Name _____ Male ____ Female ____ DOB ____/____/____ Age _____
 Address _____
 City/State/Zip _____ Country _____
 Home Phone (____) ____ - _____ Work Phone (____) ____ - _____ Cell Phone (____) ____ - _____
 E-Mail Address _____ Alternate E-Mail Address _____

YOUTH PROTECTION – application will be denied if this section is not completed with a signature by applicant!

What is Child Abuse?

Generally speaking, child abuse is injury of a child by an adult or older child. It is usually classified as physical abuse, emotional abuse, or sexual abuse. Harm caused by withholding life’s necessities-food, clothing, shelter, medical care and education-is called neglect.

What should you do if you suspect that a child is being abused?

Call the proper authorities immediately. If you suspect a child is being abused, you should contact your local child abuse hotline. Generally the telephone number to report child abuse is listed in the white pages under “child abuse”. If you suspect a child is in immediate danger, the local police agency should be contacted first. If the suspect is a volunteer, student or instructor of an ATA/STF/WTTU school or club, notify Headquarters AFTER the police have been notified.

How do I know what my reporting responsibilities are?

People are often concerned about being sued for reporting child abuse. You are not required to know for certain that a child has been abused. All that the law requires is that you have a reasonable suspicion and are reporting in “good faith”. When this requirements is met, all states provide immunity for child abuse reporters.

Youth Protection policies and procedures:

1. Volunteers, students, and instructors accused of abuse will be placed on ATA suspension until local authorities complete their investigation. Suspension includes no allowance or participation at or near any ATA/STF/WTTU school (including their own, if suspect is an owner), club, or event.
2. If found innocent of all accusations, all privileges will be re-instated. If found guilty all association membership will be revoked!

Have you ever been arrested or convicted of a criminal offense (circle one): Yes (written explanation required) No
Discovery at a later date without disclosure may be sufficient grounds for immediate removal from the program.

I HAVE READ AND UNDERSTAND THE POLICIES LISTED ABOVE AS INDICATED BY MY SIGNATURE BELOW

By signing below I understand that I will not receive State Champ Points until all appropriate paperwork and fees have been received and processed by ATA HQ. My signature also verifies that I know that applications will not be backdated for any reason by ATA HQ as this affects everyone within the organization. I also understand that this process can take up to 2 - 3 weeks. I understand that I may not wear the red collar of a Trainee Instructor until I receive an official letter of acceptance from ATA Headquarters.

Applicant’s signature: _____ Parent/Guardian: _____
(This must be signed by the applicant! Application will be denied if missing)

I am interested in teaching or becoming a manager for my school owner only. _____
I would be willing to relocate to manage a school for an existing ATA/WTTU school owner. no ____ yes ____
I am interested in becoming a future ATA/WTTU business owner. no ____ yes ____, club ____ school ____
I would be willing to relocate to open a club/school. no ____ yes ____, to city _____ country _____

School/Club Owner Information:

Owner Name: _____ Schl. number _____
 Address _____
 City/State/Zip _____ Country _____
 Phone Number _____
 School Owners signature: _____

ATA Headquarters use only:	
School #	_____
Due \$	_____
Paid \$	_____
Date Received	_____
Payment type:	_____

Payment to HQ via: Check ____ OR Credit Card ____
 Credit Card Expire Date _____ Credit Card # _____
 Name on Credit Card _____

School/Club owner use only: Payment received for applicant			
Due \$	Paid \$	Date received	Payment Type: