

Belt Promotion Procedure (detailed version)

Here are the steps that must be taken in order to participate in a belt promotion. It is very important that each student follow these steps. Students who do not complete each of these steps will not participate in promotion activities.

1. Check the Test Date/Time and the Alternate Test Date/Time to make sure you are available at those times.
 - A. In most cases, these dates and times cannot be deviated from.
2. **Review each item on the specific belt requirement sheet and ALL previous requirement sheets to make sure you know the information and can perform physical tasks. This is very important!**
 - A. A student should know all the current belt requirements and should have **improved** on all previous requirements. It is impossible to promote to the next level if a student does not know or has not improved on the requirements for their existing and previous belt levels. This is the number 1 reason for students not being promoted after a test – they know the requirements for the belt they are testing for but fail to improve on requirements for current or previous belts. Part of learning **discipline** involves the student taking on and meeting their responsibilities – like learning and practicing their new-found knowledge and skills. A student should come away from a test knowing what it is like to earn work hard and earn a “reward” – they should not feel like it was a gift. The student should feel like they made a certain belt level because of Sensei Tim or anyone else – they should know that they earned it. This feeling and the lessons learned will translate into other areas of life – like school work or home chores! I want a promotion test to be a positive experience – so please, **be prepared**.
3. **Make sure that you have met the minimum time requirements** since your last promotion or since you started the program.
 - A. Each belt level has a specified time frame between promotion attempts. If you feel that there is sufficient reason to waive this time requirement, please discuss it with Sensei Tim before signing up for a promotion test. This is a possibility – so don’t be afraid to ask. But, keep in mind that it takes exceptional effort on the part of the student to make that happen.
4. **Complete the two forms that are in your student manuals.**
 - A. **Test Request** form – complete all the information at the top of the form and answer the questions. If it is your first test, answer only #1 & #2. Everyone else must answer all 3 questions.
 - B. **Notice of Intent To Promote** form – adults are not required to complete this. Students between 14 & 17 years of age must have a parent signature only (you can have a teacher sign it – that would be great!). All other students must have both the parent signature and a teacher signature.
5. **Hand in the required forms and the testing fee**, by the specified date (usually one week prior to the test – it will be posted on the information bulletin board), to Sensei Tim or one of the other instructors.
 - A. **This policy is an absolute requirement – no exceptions.** Students will not be permitted to participate in promotions if any form is missing or if the testing fee is not already taken care of. So, you need to plan ahead and organize what you want to do and when – another learning experience that will help the student in everyday life!
6. Sometimes tests will be performed immediately after or even during a class. If it isn’t, please be at least 15 minutes early for the promotion test. This will give the student some time to get warmed up and relieve some of the nervous stress associated with this activity.
 - A. **Videotaping of promotion tests is highly encouraged!**
7. Most of the time, students receive their new belts immediately after the promotion test (as long as they perform according to required standards). Pictures will be taken at that time. Certificates will be awarded within one week (in most cases) of the test date.

Again, my goal is to make a student’s martial arts training experience as positive as possible. The word “positive” in this situation means that it will provide them with skills and abilities (mental, emotional and physical) that will help them throughout their lives! We are in the business of helping create **Good People**. Empower is a place for personal development – no matter what age you are! Thanks for being apart of my program!