

World Class Federation of Martial Arts

08/14/2025

Name
Address
City

Dear Name:

It is our pleasure to announce that you have been approved to test for Rank! We are very excited and proud to see you achieve this goal. Our next Dan Testing is scheduled for October 25, 2025. Promotions will be November 9, 2025 at 4 p.m.

Please see, and save, the chart at the end of this invitation, for all deadlines. This info can also be found on our website under

<https://www.worldclassinstituteofmartialarts.com/testing-dates/>

Please mark these due dates on your calendar, and plan to attend the **mandatory meeting on September 25, 2025**, at 6:15 pm, together with at least one parent if you are under 18 years old.

We are honored to have you in our **World-Class** family, and are excited to see the continuation of your martial arts journey! If you have any questions, please read the following as all of the details are in here!


Congratulations! Tang Soo!



Grandmaster Duane Pitcher



Master T.J. Norton



Master Valerie Watson



LIVONIA
31843 Eight Mile Road
Livonia, MI 48152
248-478-1088

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27707 John R
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MANDATORY MEETING: THURSDAY, September 25, 2025 at 6:15 p.m. at the Livonia dojang. (Stay for the “testing-prep” class at 7:15!) You will be able to register and pay, and complete all signups required at this meeting. However, if you would like to take advantage of the installment payment option, those payment due dates are August, Sept, Oct. We cover very important information including what is expected of testing candidates and their parents. To be clear, ALL STUDENTS TESTING FOR BLACK BELT MUST attend. If you are under 18, a Parent must attend with you. If you are unable to attend, please let Master Watson know so she can put you on the list for the next test instead. **If you are testing for ABOVE CHO DAN, AND you have completed every box on the “master sheet”, and have registered and paid before September 25, 2025 (or are on the installment plan), your attendance is optional.**

To properly prepare for this meeting and the test, **please save** this letter, and/or go to the link listed previously, for detailed BB testing information. *E-mails and messages left for us that ask questions already answered in this document may not be returned.*

CONDITIONS TO TEST:

- Must be attending class regularly, a **minimum** of three times per week is suggested.
- In **every class**, you must be able to demonstrate all curriculum, especially physical fitness (particularly sparring, pushups, running), correctly, with confidence, intensity, and power. You must demonstrate a 100% commitment every class, as if you are testing during that class.
- Must be able to break the appropriate-sized board for your age. (Requirements are the same as tournament requirements)
- Testing for Cho Dan must pass the 2nd pre-test for Black Belt, “Red 4”, if applicable.
- Must demonstrate the proper respect and maturity expected of a **World Class** Black Belt.
- The Head Instructor has the right to defer your invitation to test if all of the above are not met.

TESTING INFO:

- Black Belt tests, including level-tests AFTER you are a Black Belt, are the FOURTH Saturday in April, and the FOURTH Saturday in October.
- **An invitation to test is not a guarantee candidate will pass. Testing fees are not refundable but may be applied to a re-test.**
- Embroidered belts must be ordered by the deadline, otherwise student will have to wait six months until the next order, OR pay the additional cost of a one-belt order plus shipping and handling. **Embroidered belts are forfeited and non-refundable if candidate does not pass, and does not re-test.**
- Time/Written Exam: Testing is held at the Livonia dojang, and will begin promptly at 9:00 a.m. with a written history exam. The questions and the answers can be found on our website under “Student Info.” A passing grade is 80%. Students will not be promoted if they do not pass the written exam.



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- Dress Code: You will wear your uniform for testing. You may bring a **KARATE SCHOOL T-SHIRT** for the run/physical fitness.
- The test will conclude between 2:00 p.m. - 3:00 p.m. depending on how many test.
- We have included a checklist for you to use on testing day so you know what to bring.
- Physical fitness is a requirement like any other technical requirement. Students know what is expected of them. Physical fitness is not something they can re-test on. If they do not pass physical fitness, they are required to complete the entire test again in six months.
- Sparring/Weapons **You must bring your own sparring gear that fits properly, and your own weapons.** Do not plan to borrow the “emergency” gear that we keep in stock for beginner students that have not yet had a chance to purchase their own gear. Sparring is not something that can be re-tested. If the testing candidates give up, walk off the floor, or act in a manner other than what we expect of a **World Class** Black Belt, they will not pass. This is true of their Parents too. We know as Parents ourselves that it’s not always easy to watch your child spar. If you do not believe you can watch without interfering, please plan to leave the room (or building) during that 4-minute period, so you don’t jeopardize the Student passing.
- CARDIO KICKBOXING: (“Get Fit” in Madison Heights) will help build endurance so you should consider joining those classes to prepare for this test. FREE for Red 3’s and Red 4’s.
- Coolers: You are welcome to bring a cooler if you desire, with drinks and snacks, but please also **bring a towel or mat** to set under it. When the coolers “sweat” onto the carpet, they leave a stain. If you forget a towel or mat, you will be asked to leave the cooler outside.

AFTER TESTING/Sharing, Clean Up:

- Sharing: Be prepared to pass the microphone to let us know what you feel after testing! Parents too. Or, what was your favorite part of the test.
- Clean Up: Those that are testing are responsible for tidying up the dojang. (Family members and Black Belts can get started while the Students are doing the 1 mile run.)

PROMOTIONS:

- Promotions are 2 weeks plus one day after testing, on Sunday, at 4 p.m. in Livonia. No makeup promotions for black belt; the next one will be in 6 months if you are unable to make the scheduled promotion.
- Dress Attire: Dress attire for all participants **and guests**, is “nice clothes”. **No jeans, no t-shirts.** **Please let your guests know.** Black Belt candidates should wear or bring their dobok for the ceremony. They can change back into nice clothes after the demo.
- **Please let your guests know that no shoes are permitted on the floor mats.** They may bring clean slippers to wear if they are not comfortable in bare feet or socks only.
- Parking: If parking is full when you arrive, please park across the Street at McLaren’s. (We have an agreement with them.) We appreciate you not parking in front of the house next-door as his grass has been damaged in the past by tire marks.
- Dinner: Please bring dinner for your table only. Don’t forget plates, silverware, drinks. Let Ms. Westfall in Livonia know if you need an extra



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table for food, an extension cord or sterno setup. First-come, First-serve until we run out of these items.

- Guests: You may have at least 8 attendees, including the student, at promotions. Include ALL members of your party when you give us the number. We can **usually** accommodate requests for more than 8, but we set up the exact number of chairs and tables, using a seating chart, so exact numbers are needed. We cannot just "squeeze a chair in" as we may not have an extra chair to squeeze! Nor the space to squeeze it into.
- Guests that are also Black Belts that have completed their level-test: If you have level-testing Black Belts invited to be your guests at your table, please let Ms. Westfall in Livonia know so we don't double-count them while setting up for promotions.
- Set-Up and Clean-Up: Many hands make light work! You will be asked to sign up to help with either set up the day before promotions at Noon, or to come at 3:00 p.m. the day of promotions to help with balloon centerpieces (only need 2 families for this one), or stay after promotions to help with clean-up and taking down tables and chairs. Please sign up for this ASAP as it is **first-come, first-serve**.
- Pictures: We would like at least 4 pictures (you may send more) of the Student for the slide show presentation. If you have a White, Orange, Green, and Red Belt picture, that would be optimal. Action shots preferred but we'll take what you have. Please send these **electronically** to mastervaleriewatson@gmail.com beginning today.

PROMOTION DEMONSTRATION:

- Each student is required to prepare a short demo for promotion. The students can work individually, or with partners/group. The demo could include an open-hand or weapons form, a demonstration of self-defense, a breaking routine, or a group skit or partner skit. Please have your demo approved in advance by your Head Instructor.

ESSAY:

- DUE: Black Belt Essays are due **electronically** to mastervaleriewatson@gmail.com by the **FRIDAY AFTER TESTING**, in order for you to complete the requirements necessary for promotion. Student **will not be promoted if the essay is late**, as the due date reflects the deadline for the promotion booklets to go to print. The next promotion is in 6 months.
- ESSAY REQUIREMENTS: Arial font; one page minimum; **12 pt font, no more than double spaced**, including the space between the heading/name and the start of the essay; no more than 1 inch margins. Student will not be promoted if the essay does not meet the above page requirements, as a thoughtful essay is equally as important as the other requirements. Feel free to seek help editing for grammar and spelling before essay is submitted. We reserve the right to edit as well, if needed.

PROGRAMS/CONTINUE ON:

- Cho Dan means "beginning." You are now beginning to understand the martial arts journey. A minimum six-month program AS a black belt is



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encouraged so you can really begin to experience the fruits of your labors!

- Tuition is only \$30 per month **if** you sign up to assist teaching two classes per week. \$60 for one class per week. \$90 for no teaching. Discounts are applied when tuition is due, so if you are unable to make the classes you agree to teach, the discount must be re-paid (added back to the next tuition payment).
- Once any re-test items are cleared, candidate may begin attending Black Belt class!
- Students must sign up for a continuing program after testing, in order to continue training.



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DESCRIPTION	FEE	DUE DATE
Embroidered Black Belt with English name, rank stripes, Korean name, & WCFMA on the belt. OPTIONAL. (Plain non-embroidered black belt included in testing fee). Customized belt is forfeited and non-refundable if candidate does not pass.	\$70 + tax (\$74.20) for belts up to Master Belt. \$90 + tax (\$95.40) for Master Belt.	September 1, 2025 (can take up to eight weeks for orders to arrive.) Send us correct spelling and desired size, in inches (measure current belt). Customized belt is forfeited and non-refundable if candidate does not pass.
Testing Fee Includes test, 11" x 17" official BB Certificate, plain non-embroidered Black Belt. Test fees are not refundable. If candidate does not pass the fee may be applied to a re-test.	CHO DAN: \$400 total for testing and BB uniform E DAN: \$350 (no uniform) SAM DAN: \$450 (no uniform) SA DAN: \$550 (no uniform) O DAN: \$650 (no uniform) Kyo Sa: \$125 plus order your own black pants. (separate from the Level-Test fee) WE WILL PROVIDE THE WOOD FOR BREAKING. NO EXTRA FEE.	September 25, 2025, or payment plan with payment due dates: August, Sept, Oct. (Dinner and Embroidered Belts are not included in amounts below.) Payment Plan amounts if you are testing for: CHO DAN: 133.35 each payment E DAN: 116.67 each payment SAM DAN: \$ 150.00 each payment SA DAN: \$ 183.34 each payment O DAN: \$ 216.67 each payment KYO SA: One payment of \$125 Test fees are not refundable. If candidate does not pass they may be applied to a re-test.
Pictures for Slide Show. At least four at different ranks		Now. send to mastervaleriewatson@gmail.com
Demo for Promotion. Group, or Individual.		Skit, or weapons form, or self-defense demonstration, or breaking....or all of it!
Essay. Essay MAY be started early, but should not be finished until AFTER TESTING .		Due the Friday after testing to mastervaleriewatson@gmail.com . MW will confirm when rec'd.
Send us your E-mail address for coordination purposes.		Now. Send today to: mastervaleriewatson@gmail.com
Tuition, if applicable	Tuition must be up-to-date to be allowed to test.	



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DAN TESTING CHECKLIST

Clothing & Gear

- Dobok Top
- Dobok Pants
- Belt
- Tennis Shoes for running
- Socks for tennis shoes
- Groin Cup
- Sparring Hands (label with your name)
- Sparring Feet (label with your name)
- Sparring Headguard (label with your name)
- Sparring Mouthguard (label with your name)
- Shin Guards (not mandatory)
- Forearm Guards (not mandatory)
- Braces if used (knee braces, etc.)
- Staff/Bong (label with your name) (Other weapons for E Dan test and up)
- MUST be dressed in nice clothes (No jeans, no t shirts at dinner)
- WCIMA T Shirt (allowed to change into a WCIMA t shirt for running)

Testing Day Food Suggestions. (Do NOT eat greasy foods/fast foods-you clean up your own messes!)

- Cheese Cubes for Protein
- Crackers or Pretzels
- Fruit like grapes, cut up melon, etc.
- Gatorade, Water, Pedialyte to prevent dehydration
- Nutritional Shakes Other Protein Bars

Other (Keep track of what you bring so you know what to take home!)

- Extension Cord if videotaping
- Discs, Batteries, Film for Camera
- First Aid Kit - band aids, braces, etc. Pain Reliever (aspirin, ibuprofen, etc.) Upset Stomach Relief
- Ladies products if needed
- Other: _____
- _____
- _____
- _____
- _____
- _____
- _____



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