



United States Soo Bahk Do Moo Duk Kwan Federation®

(973) 467-3971 Voice (973) 467-5716 Fax Email: guptests@soobahkdo.com

Group Gup Test Form

Requires Abohe Reader Software [Get It Here](#)

For the most efficient service and quickest return of your student's TAC approved rank certificates, please list every student appearing before you for examination today, including evaluations, retests, etc. and submit promptly.



CERTIFIED TEACHING PROGRAM NAME: _____	
CERTIFICATION ID#: _____	CERTIFIED SCHOOL OWNER _____
EXAMINATION DATE: _____	CERTIFIED SA BOM _____
DATE SENT TO TAC: _____ <i>(<10 days from Exam)</i>	CERTIFIED KYO SA _____

When a member activates a Free Trial Membership, a Temp ID is issued to them and a permanent Gup ID is reserved. Temporary IDs may be used on Gup Tests as proof of membership. The first students to become members receive lower Gup IDs than students who become members at a later date. Transfer students require a letter to TAC Chair. Effective 2009-0-01 with the revised TAC Requirements, all students must be tested for 9th Gup. Multiple rank promotions are no longer acceptable. (10th to 8th, 9th to 7th, etc.) Variable Term Tiny Tot Memberships are available that last until age 6 or until the student first tests for rank certification.

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	Gup ID Or Temp ID	Student Last Name	Student First Name & Initial	Present Rank	Date of Last Exam	Average Score	Recommended For Rank
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
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27							
28							
29							
30							
31							
Signature		Submission Date	Total Qty Students	Total Fees (if any)			

To save this form with your completed data, choose file save as and give the form a new name.

GROUP GUP TEST FORM INSTRUCTIONS

SUBMISSION OF TEST RECOMMENDATIONS

1. The TAC requires that Certified Studios shall submit results of student Gup rank examinations **within 10 days of the exam date** to ensure student members receive prompt return of approved rank certificates due them.
<http://soobahkdo.editme.com/AdministrativeResponsibilities>

FEDERATION MEMBERSHIP

2. Certified Studio Owners shall promptly educate and encourage all students who are enrolled in a rank progression program at their studio to register as Federation Members prior to their 1st rank testing. Prior to testing any student, Certified Instructors shall assure student membership time equals or exceeds rank training time and student possesses current Federation membership as evidenced by an activated **Temporary ID**, a valid **GUP ID** or valid **Membership ID Card**. When a student activates a Free Trial Membership, a Temp ID is issued and a permanent Gup ID reserved. The first students to become members receive lower Gup IDs than students who become members at a later date. **For students who advise an instructor at testing time that they have applied for a Membership those students will be processed as non-members unless their membership is processed before the receipt of a Group Test Form with them listed on it.**

TRANSFER STUDENTS

3. To preserve the Moo Do integrity of our art's lineage of instructors with each of their students and to ensure Headquarters maintains records of said lineage, Certified Studio Owners testing students who previously trained or tested for rank at another Certified Studio or under another Certified Instructor shall submit a copy of the student's "Letter of Introduction" from their personal instructor indicating awareness of the change in training locations. (*relocation, temporary move, instructor inactive or ceased instruction, etc.*) The student's "**Letter of Introduction**" shall be submitted along with the Group Gup Test Form. Failure to submit the student's "**Letter of Introduction**" when the student has another studio or instructor listed on their permanent member record at Headquarters may result in processing delays pending TAC review of your recommendation for these students.

CERTIFIED STUDIO RECORD KEEPING

4. The TAC requires students to complete an "**Application For Gup Rank Promotion**" in its entirety as part of the student's testing responsibilities. Certified Studio Owners shall maintain this form on file for 4 years or until the student tests for Dan Rank.

CERTIFIED STUDIO SUPPLIES

5. "**Applications For Gup Rank Promotion Forms**" may be copied or reproduced as needed or downloaded from <https://soobahkdo.com/testing/how-do-i-get-moo-duk-kwan-rank-certification/>

CORRECTING GROUP GUP TEST ERRORS OR OMISSIONS

6. The TAC requests your support for the Moo Do discipline of our art in all aspects of our administrative activities by submitting your requests in writing rather than by phone when requesting changes to student ranks, clerical corrections, student additions, etc. to a Group Gup Test Form that you have already submitted to TAC via Headquarters. You may fax your instructions to (973) 467-5716 or email to GupTests@soobahkdo.com

TOTAL QTY OF STUDENTS TESTED ON THIS EXAM DATE: _____

TOTAL FEE(S) ENCLOSED (IF APPLICABLE) \$ _____

CERTIFIED STUDIO OWNER /CERTIFIED INSTRUCTOR

SIGNATURE _____ Date ____/____/____

Thank you For Your Active Administration and Support of Mission 2000!