



CLASSICAL ACADEMY OF ARMS  
PORTFOLIO FOR PROFESSIONAL RANKS

Candidate: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Portfolio for: \_\_\_\_\_ Classical Fencing Demonstrator  
\_\_\_\_\_ Classical Fencing Instructor  
\_\_\_\_\_ Classical Fencing Provost  
\_\_\_\_\_ Classical Fencing Master

Date of Submission: \_\_\_\_\_

----- For use by the Portfolio Panel -----

President of the Examination Panel: \_\_\_\_\_

Examiner: \_\_\_\_\_

Examiner: \_\_\_\_\_

Score: \_\_\_\_\_ Candidate: \_\_\_\_\_ PASSED WITH DISTINCTION  
\_\_\_\_\_ PASSED  
\_\_\_\_\_ not passed

Signed \_\_\_\_\_ President of the Examination Panel.

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## CLASSICAL ACADEMY OF ARMS PORTFOLIO INSTRUCTIONS

**General Instructions:** Candidates for the ranks of Classical Fencing Demonstrator, Classical Fencing Instructor, Classical Fencing Provost, and Classical Fencing Master are required to submit a portfolio as the culminating step in the credentialing process. The intent of the portfolio is to provide the Academy a more complete view of the candidate than provided by the typical written and practical examination and to encourage the candidate to think critically about his or her goals, philosophy, and capabilities. Effective 1 April 2017 all candidates will be required to submit a portfolio upon completion of the written and practical requirements for the rank.

Statements should be typed, single spaced, with standard margins. Self-assessments, evaluations, and lesson plans should be copies of the original documents. Each section should start with the standard form for that section. If you have no information to submit for a section (for example, if you do not hold other certifications or if you have not written an article), omit that section from the portfolio.

Submit the completed portfolio electronically as a .pdf document. This document will be used as one of the exhibits of competency linked to the open badge issued upon earning the credential. As such it may be seen by employers, college admissions staff, etc. Every effort should be made to produce a neat and professional document with consistent formatting and attention to punctuation, spelling, etc.

Retain a copy of the completed portfolio, and file it in a safe place with your personal documents. It is important documentation of your professional capabilities and achievements as a fencing instructor.

### **Contents:**

**Cover Sheet:** Complete the standard cover sheet as the first page of the package. Include the grading sheet as part of the submission

I. **Fencing History Form:** Complete the standard fencing history form listing date started fencing, weapons fenced, club affiliations, instructors under whom you studied, record of notable bouts, competitions, and formal assaults, and a record of where you have taught fencing.

II. **Statement of Instructional Philosophy:** Prepare a statement of no more than 500 words summarizing your philosophy of teaching and training classical fencers.

III. **Self-Assessment:** Provide the most recent self-assessment using the standard form.

IV. **Teaching Evaluations:** Provide a minimum of 3 evaluations of your lessons by students or other instructors using the standard form.

V. **Examples of Lesson Plans:** As appropriate for the rank provide copies of 3 lesson plans taught. These should be original documents indicating the date, topic of the lesson, to whom or to which class taught, and the plan of delivery of the lesson.

VI. **Fencing Instructor Certifications Held:** Provide a list of your instructor certifications related to fencing including: issuing organization, name of certification, date awarded, and a brief 1 to 3 sentence statement of the purpose and level of the certification (not required for certifications by the United States Fencing Coaches Association, the British Academy of Fencing, the Academie d'Armes International, or the International Fencing Coaches Association) using the standard form. Include copies of award certificates.

VII. **Practical, Oral, and Written Examination Results for the Rank:** Provide a copy of the results sheet for both examinations given to you by the examiner (or of the grade report generated by the Academy's testing platform for online written tests).

VIII. **Abstract of Papers:** Classical Fencing Provosts and above submit a copy of the abstract of their Provost Paper and Masters Thesis. Master Trainers submit an abstract of their specific training work using the standard abstract instructions.

IX. **Records of Clinics Attended:** Provide a list of the coaching or fencing clinics you have attended since your last credential was issued by the Academy including the date of the clinic, name of the clinic, sponsoring organization, length in instructional hours, whether or not continuing education units or open badges were awarded, instructors, and a brief 1 to 3 sentence statement of what you consider to be the most important learning outcome of the clinic for you. Note: Individuals already holding a professional credential as a trainer are expected to document at least 12 hours of clinics or continuing education each year.

X. **Records of Continuing Education:** Provide a list of the coaching or fencing continuing education other than clinics you have completed since your last credential was issued by the Academy. This may include online courses, Academy or other online continuing education, professional reading, related sports or safety training, Academy website continuing education topics, etc. Include the date, name and type of activity, sponsoring organization if any, and length of the activity in hours, and a brief 1 to 3 sentence statement of what you consider to be the most important learning outcome. Note: Individuals already holding a professional credential as a trainer are expected to document at least 12 hours of clinics or continuing education each year.

XI. **Publications:** Provide a list of fencing related articles, monographs, books, or conference presentations you have written or made during the period following your last Academy credentialing. Written works should identify the name of the work, the publisher (or URL for online publications), and the date. Conference presentations should identify the name of the conference, the title of your presentation, its length, and the date.

XII. **Statement of Learning during the Credentialing Process:** Prepare a statement of no more than 300 words summarizing what you feel you have learned in the credentialing process that will make you a more effective teacher of fencing and trainer of fencers.

XIII. **Statement of Goals:** Prepare a list of your key goals for yourself as a teacher of fencing and a trainer of classical fencers. As a general rule this list should be 5 goals or less.

IX. **Action Plan for Next Rank:** Applicable to portfolios for the ranks of Classical Fencing Demonstrator, Classical Fencing Instructor, and Classical Fencing Provost. Based on your goals and your analysis of your strengths, weaknesses, opportunities, and threats, develop a bulleted action plan identifying your priorities for preparing for promotion to the next Academy rank. Typically such a plan should not identify more than 6 priorities.

**If you need to expand a section:** This document is supplied as a Word document. You may add lines to any table as needed. However, before you submit your final .pdf document, please ensure that each section starts at the top of a new page, including the instructions, grading sheet, and sections I through XIV.

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**Record of Revisions:**

- 11 November 2016
- 1 December 2016
- 2 January 2018



5. Classical National or Regional Schools in which you have trained:

- |  |  |
|--|--|
| <input type="checkbox"/> French (Foil and Sabre) | <input type="checkbox"/> Terrone's Right and Left Handed |
| <input type="checkbox"/> French (Epee)           | <input type="checkbox"/> Hollandische Methode            |
| <input type="checkbox"/> Northern Italian        | <input type="checkbox"/> Kreusslerian Thrust Fencing     |
| <input type="checkbox"/> Mixed Italian           | <input type="checkbox"/> Patton's Point Fencing          |
| <input type="checkbox"/> Neapolitan              | <input type="checkbox"/> Spanish (Sanz and Lancho)       |
| <input type="checkbox"/> Other: _____            |  |

What was the source for your understanding of the school:

- |   |
|---|
| <input type="checkbox"/> Your Instructor  |
| <input type="checkbox"/> Texts (either original or in reprint) by Masters who wrote in the Classical Period |
| <input type="checkbox"/> Modern books about classical fencing by:   |
| <input type="checkbox"/> Gaugler  |
| <input type="checkbox"/> Evangelista  |
| <input type="checkbox"/> Crown  |
| <input type="checkbox"/> Other: _____   |

6. Do you fence either recreationally or competitively in modern fencing?

- |  |
|--|
| <input type="checkbox"/> Yes – if yes, current classification, rank, points list placement, skills program award, or other measure of performance: |
| _____  |
| <input type="checkbox"/> No, but did previously  |
| <input type="checkbox"/> No, never have  |

7. Prior experience teaching fencing

Years	Salle or Club Name	Your Role

8. Notable bouts, competitions, formal assaults or other classical fencing events:

Date	Event

9. Education

Year	Degree	Institution

10. Other information of note:

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CLASSICAL ACADEMY OF ARMS  
II. STATEMENT OF INSTRUCTIONAL PHILOSOPHY

Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_

Complete a 500 word or less statement that summarizes your instructional philosophy as a trainer of classical fencers. Among the topics covered address why you teach the way you do, your core values as a trainer, how you view classical fencing and its relationship with other forms of fencing, your relationship with your students and their goals, and your level of commitment to teaching classical fencing in a way consistent with the actual teaching of Masters of the period.



CLASSICAL ACADEMY OF ARMS  
III. SELF-ASSESSMENT OF INSTRUCTIONAL SKILLS

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please check the box that best describes your behavior as a fencing instructor.

	Standard	Always - Often	Sometimes	Normally Not
1.	I dress in either complete white uniform or in a set of warmup or tracksuit pants with a teaching jacket when I teach.			
2.	My uniform is clean.			
3.	My weapons are well maintained with rust free blades.			
4.	I treat all student fencers with courtesy, respect, and fairness.			
5.	I refrain from speaking ill of other professional coaches or their clubs.			
6.	I maintain proper decorum at all times and refrain from horseplay or excess familiarity.			
7.	I enforce safety requirements in the salle or club.			
8.	I provide clear instructions to my students.			
9.	I make corrections calmly with an even voice and without demeaning students who have difficulty following the instructions.			
10.	I identify technical errors along with the probable causes and make appropriate corrections.			
11.	I demonstrate techniques at various speeds and as both whole technique and as parts.			
12.	I follow a lesson plan when I teach.			
13.	I am familiar with the history of my sport and use examples from it in my teaching.			
14.	My own fencing technique is classical and technically good.			
15.	I take lessons to improve my technique regularly.			
16.	I can explain the reasons for the techniques that I teach.			
17.	I know the sources for the techniques that I teach as being classical.			
18.	My lessons follow a developmental plan or curriculum for the season.			
19.	I provide feedback to my students on their overall progress.			

20.	I am guided by the CAA code of ethics in my relationships with students and others.			
Noteworthy positive items about my teaching:				
1.				
2.				
3.				
4.				
Areas in which I can improve my performance:				
1.				
2.				
3.				
4.				
Action plan for self-improvement in the coming 12 months:				
1.				
2.				
3.				
4.				
5.				
6.				

Other notes:

CLASSICAL ACADEMY OF ARMS  
IV. TEACHING EVALUATION

Instructor Evaluated: \_\_\_\_\_ Date: \_\_\_\_\_

Lesson Taught: \_\_\_\_\_

Please check yes or no or not observed to indicate how the instructor performed in teaching this lesson:

	Standard	Not Observed	Yes	No
1.	Dressed in either complete uniform or in a set of warmup or tracksuit pants with a teaching jacket.			
2.	His or her uniform was clean.			
3.	His or her weapons were well maintained with rust free blades.			
4.	Treated all student fencers with courtesy, respect, and fairness.			
6.	Maintained proper decorum at all times and refrained from horseplay or excess familiarity.			
7.	Enforced safety requirements in the salle or club.			
8.	Provided clear instructions to the students.			
9.	Made corrections calmly with an even voice and without demeaning students who have difficulty following the instructions.			
10.	Identified errors in techniques along with the probable causes and made appropriate corrections.			
11.	Demonstrated techniques at various speeds and as both whole technique and as parts.			
12.	Followed a lesson plan.			
13.	Was familiar with the history of the sport and used examples from it in teaching.			
14.	His or her fencing technique is classical and technically good.			
16.	He or she can explain the reasons for the techniques taught.			
Other comments:				

Name: \_\_\_\_\_ Role: \_\_\_\_\_ student \_\_\_\_\_ instructor

CLASSICAL ACADEMY OF ARMS  
V. EXAMPLES OF LESSON PLANS

Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_

Attach copies of each of the following lesson plans:

Weapon	Date	Student	Topic	Duration

CLASSICAL ACADEMY OF ARMS  
VI. FENCING INSTRUCTOR CERTIFICATIONS AND ENDORSEMENTS

Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please include a photocopy of your certificates. Explanation is not required for certificates of the United States Fencing Coaches Association, the British Academy of Fencing, the Academie d'Armes Internationale, or the International Fencing Coaches Association. Include any previous Classical Academy of Arms credentials.

Organization	Title or Rank or Level	Year
Explanation of purpose and level:		

Organization	Title or Rank or Level	Year
Explanation of purpose and level:		

Organization	Title or Rank or Level	Year
Explanation of purpose and level:		

Organization	Title or Rank or Level	Year
Explanation of purpose and level:		

Organization	Title or Rank or Level	Year
Explanation of purpose and level:		

CLASSICAL ACADEMY OF ARMS  
VII. EXAMINATION RESULTS

Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_

Examination results for the Rank of: \_\_\_\_\_ Classical Fencing Demonstrator  
\_\_\_\_\_ Classical Fencing Instructor  
\_\_\_\_\_ Classical Fencing Provost  
\_\_\_\_\_ Classical Fencing Master

Attached are the score sheets for:

\_\_\_\_\_ grade report for the online examination for the rank

\_\_\_\_\_ practical examination

\_\_\_\_\_ oral examination

CLASSICAL ACADEMY OF ARMS  
VIII. ABSTRACTS

Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_

The abstract should provide in 5 or 6 sentences the following information:

- What is the importance or value of this problem, research, or project?
- What is the question this paper attempts to answer, and how big is the scope of the question?
- What approach was used to answer the question?
- What did you discover, what were the findings, what were the results?
- What are the implications for the practice of classical fencing?

1. Classical Fencing Provost Paper

Title:	Year:
Abstract:	

2. Classical Fencing Master Thesis

Title:	Year:
Abstract:	

CLASSICAL ACADEMY OF ARMS  
IX. CLINICS

Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please include a copy of any certificates issued for attendance and/or completion of clinics listed below. List length in instructional hours.

Title	Sponsor	Length	Year
Instructors:			
Learning Outcome:			
Check if Continuing Education Units _____ or Open Badges were awarded _____.			

Title	Sponsor	Length	Year
Instructors:			
Learning Outcome:			
Check if Continuing Education Units _____ or Open Badges were awarded _____.			

Title	Sponsor	Length	Year
Instructors:			
Learning Outcome:			
Check if Continuing Education Units _____ or Open Badges were awarded _____.			



Title	Sponsor	Length	Year
Instructors:			
Learning Outcome:			
Check if Continuing Education Units ____ or Open Badges were awarded ____.			

Title	Sponsor	Length	Year
Instructors:			
Learning Outcome:			
Check if Continuing Education Units ____ or Open Badges were awarded ____.			

Title	Sponsor	Length	Year
Instructors:			
Learning Outcome:			
Check if Continuing Education Units ____ or Open Badges were awarded ____.			

Title	Sponsor	Length	Year
Instructors:			
Learning Outcome:			
Check if Continuing Education Units ____ or Open Badges were awarded ____.			

CLASSICAL ACADEMY OF ARMS  
X. CONTINUING EDUCATION

Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please include a copy of any certificates issued for attendance and/or completion of continuing education courses listed below. Length should be in CEUs or instructional hours.

1. Classical Academy of Arms courses:

Title	Year
Classical Fencing Apprentice Instructor	
Classical Fencing Demonstrator	
Classical Fencing Instructor	
Classical Fencing Provost	
Classical Fencing Master	

2. Other courses:

Title	Sponsor	Length	Year
Learning Outcome:			
Learning Outcome:			
Learning Outcome:			
Learning Outcome:			

3. Other continuing education activities:

Type	Title or Description	Sponsor (if any)	Length	Year

CLASSICAL ACADEMY OF ARMS  
XI. PUBLICATIONS

Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_

I. Books or monographs or equivalent electronic documents written, edited, or contributed to:

Other Authors (if any)	Title	Publisher (or URL for online books)	Year

II. Articles, including extended blog postings, written:

Other Authors (if any)	Title	Publication	Year

III. Conference presentations:

Title	Length	Conference	Year

CLASSICAL ACADEMY OF ARMS  
XII. STATEMENT OF LEARNING DURING THE CREDENTIALING  
PROCESS

Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_

Complete a 300 word or less statement that summarizes learning during the credentialing process that you feel will make you a more effective teacher and trainer of fencers.

CLASSICAL ACADEMY OF ARMS  
XIII. STATEMENT OF GOALS

Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_

My personal goals as a trainer of classical fencers are:

Priority	Goal	Term

Note: We have no minimum number of goals for candidates. One very good long term goal that is achievable and that will have a significant impact is better than six goals that you will probably forget about before you finish making the entries in the table above. More than 4 or 5 goals is a lot to focus on, and having that many should be considered carefully. Please rate the goals by their importance or priority for you. And please indicate if they are short term (this year or next year), medium term (next 3 to 5 years), or long term (for the rest of your career).

CLASSICAL ACADEMY OF ARMS  
XIV. ACTION PLAN FOR NEXT RANK

Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_

Next Rank: \_\_\_\_\_ Classical Fencing Instructor  
                  \_\_\_\_\_ Classical Fencing Provost  
                  \_\_\_\_\_ Classical Fencing Master

Prepare a short focus statement of your purpose in working for this rank.

1. I wish to achieve this rank as a professional trainer because:

Conduct a SWOT analysis of your current situation as a trainer of classical fencers. Limit to the 2 or 3 most important factors in each category.

2.A. My applicable strengths are:

2.B. My significant weaknesses are:

2.C. The opportunities I have to improve are:

2.D. The threats that may limit my ability to reach my goal are:

Develop a list of priority objectives that you must meet for promotion to your next rank. Identify the objective, the order in which it must be accomplished, the relative difficulty of achieving the objective (ranked 1 to 6), amount of time required in months, and the time line for completion. Note that some objectives may overlap in the time required.

Order	3. Objective	Difficulty	Time to Do	Date Done By

Identify any help or resources that you will need to meet your objectives.

4. I will need the following assistance in meeting my objectives:



# CLASSICAL ACADEMY OF ARMS PORTFOLIO GRADING SHEET

Candidate: \_\_\_\_\_ Rank: \_\_\_\_\_ Date: \_\_\_\_\_

**General Scoring Criteria:**

4 – Excellent: The submission clearly reflects a breadth of knowledge, skills, and abilities beyond that required for the rank. All required items are included, and optional items are submitted. The submission is error free.

3 – Acceptable: The submission meets standards for a professional trainer, the level of performance reflects engagement as a professional and is representative of individuals at this rank, the accomplishments documented are consistent with the desired rank, entries are concise and accurate, the materials submitted are neat and well organized without excessive typos or grammatical errors and address the item requirements. All required items are included.

2 – Marginal: All required items are included. However, the submission does not meet standards for acceptable, but the individual item may be improved and resubmitted.

1 – Unacceptable: Required items are missing. The portfolio is disorganized and does not present a professional appearance. There are material errors in the materials submitted.

Required items are those that candidates for the specific rank must submit as part of the Portfolio. Optional items are those that the candidate may submit – in general any candidate with qualifying optional items is well advised to submit the form and proof. CFD indicates Classical Fencing Demonstrator candidate, CFI Classical Fencing Instructor candidate, CFP Classical Fencing Provost candidate, and CFM Classical Fencing Master.

Panel Member and Signature	Number Items	Total Score	Average
President:			
Examiner:			
Examiner:			
Total			

Scores:        \_\_\_\_\_ Passing with distinction        3.5 or higher

                  \_\_\_\_\_ Passing                                    3.0 or higher

Number	Item	Required	Score
I	Fencing History	CFD, CFI, CFP, CFM	
II	Statement of Instructional Philosophy	CFD, CFI, CFP, CFM	
III	Self-Assessment of Instructional Skills	CFD, CFI, CFP, CFM	
IV	Teaching Evaluation (submit 3)	CFD, CFI, CFP, CFM	
V	Examples of Lesson Plans (submit 3)	CFD, CFI, CFP, CFM	
VI	Fencing Instructor Certifications and Endorsements	Optional	
VII	Examination Results	CFD, CFI, CFP, CFM	
VIII	Abstracts	CFP, CFM	
IX	Clinics	Optional (note 1)	
X	Continuing Education	Optional (note 1)	
XI	Publications	Optional	
XII	Statement of Learning During the Credentialing Process	CFD, CFI, CFP, CFM	
XIII	Statement of Goals	CFD, CFI, CFP, CFM	
XIV	Action Plan for Next Rank	CFD, CFI, CFP	
Totals		Number Of Required Items	Score

Note 1: Note: Individuals already holding a professional credential as a trainer are expected to document at least 12 hours of clinics or continuing education each year. Therefore CFI, CFP, and CFM candidates should include either item IX or item X or both to document a total of 12 hours.

Other Comments:
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## CLASSICAL ACADEMY OF ARMS

### CERTIFICATE OF PORTFOLIO EVALUATION

Candidate: \_\_\_\_\_

Has submitted a portfolio for the rank of:

- Classical Fencing Demonstrator
- Classical Fencing Instructor
- Classical Fencing Provost
- Classical Fencing Master

Which has  PASSED WITH DISTINCTION  
 PASSED  
 not passed

Date of Evaluation: \_\_\_\_\_

Signed: \_\_\_\_\_ President of the Examination Panel.

\_\_\_\_\_ Member of the Examination Panel.

\_\_\_\_\_ Member of the Examination Panel.

This is a record of the culminating evaluation of your credentialing as a classical fencing trainer. It is part of your permanent fencing records and should be safeguarded.