

# CATALOG

## **The Dive Shop (TDS) Vocational Training Program**

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## Table of Contents

Introduction .....	4
PADI Open Water Scuba Instructor Program .....	7
PADI Open Water Scuba Instructor Program/Course Costs .....	30
Payment Schedules .....	31
Master Scuba Diver Trainer Preparatory Course Program .....	32
Overview .....	32
Prerequisites .....	33
Materials .....	33
Performance Requirements.....	34
MSDT Prep Program Courses (5 Instructor Specialties) .....	34
Certification Procedures.....	34
Educational Services.....	35
Entrance Requirements.....	35
Enrollment .....	35
Re-Enrollment .....	35
Placement Assistance.....	36
Cancellation and Refund Policy.....	36
Admission Denied .....	36
Student Cancellation.....	36
Three-Day Cancellation.....	36
Cancellation Prior to the Start of the Training Program .....	36
Refund after the Start of the Training Program.....	36
Payment of Refunds.....	38
Student Services to be provided by TDS Vocational Program .....	40
Academic Policies.....	38
Attendance Requirements .....	38
Leave of Absence .....	38
Grading System .....	39
Satisfactory Academic Progress .....	39
Postponement of Start Date .....	39
Conduct Policy.....	40
Dismissal .....	40
Previous Credits .....	41
Student Records.....	41

Student Complaint and Grievance Policy Procedures .....	41
Resolution .....	42
Schedule.....	43
Appeal .....	43
Class Schedule .....	44
Facilities .....	45
Catalogs.....	45
Equipment Cost.....	45
American Council of Education (ACE) Syllabi for most courses, as provided by PADI, International: .....	46
APPENDIX 3:      Refunds .....	53
Addendum Minimum Age Requirement.....	57

## Introduction

The Dive Shop offers the finest technology, best-practices curriculum, and equipment for student scuba training and is staffed with qualified, approved instructors. The Dive Shop (TDS) Vocational Training Program is under the auspices of The Dive Shop Tucson, a 5-Star Instructor Development Center authorized by the Professional Association of Diving Instructors (hereinafter referred to as PADI).

The Dive Shop is offering two vocational training programs. The core program is the **PADI Open Water Scuba Instructor Program (OWSI)**. This program covers seven PADI courses to become an entry level PADI OWSI and can be completed in 9 to 18 months. At the completion of the final Phase of the Instructor Development Course (IDC), you attend an Instructor Examination (IE) conducted by PADI. Passing this 2 day exam, PADI will certify you to start teaching.

The second program offered is the **PADI Master Scuba Diver Trainer Preparatory Course Program (MSDT Prep)**. This program is taught only after the completion of the OWSI Program. This program is comprised of 5 Instructor Specialties that will enhance your marketability in the job market. This program can be completed in 2-3 days.

The Dive Shop, an established business since 1982, is a PADI 5 Star Instructor Development Course (IDC) Center and a member of PADI. PADI Offices worldwide develop diver education programs, related educational products, monitor instructional activities, issue certification credentials and maintain certification records.

The PADI courses are performance based diver training programs, and at the introductory level emphasize practical knowledge, safety, and motor skills. While the basics of diving physics and physiology are introduced during entry level programs, the details of these concepts are left for later courses when they are necessary for the required competencies of specific training.

## Delivery System:

1. Knowledge Development has 3 options of delivery:
  - a. **PADI eLearning** is the choice of this program so the students can access their accounts 24/7. PADI eLearning is a web based system that has to be purchased for each course. Once registered, it is good for one year. This delivery system will be used for most courses.
  - b. **Independent learning** is done by purchasing book materials, study and do knowledge reviews independently at home. In class, the instructor reviews the knowledge reviews prescriptively with PADI Prescriptive Lesson Guides (digital) until 100% mastery is achieved. Quizzes and exams are administered to verify mastery. Independent learning is the delivery system used for Emergency First Responder and Emergency First Responder Instructor.
  - c. **PADI Lesson Guides** (digital) are used for full lecture knowledge development. This is used partially in the PADI Instructor Development Course in conjunction with PADI eLearning.
2. All in-water training is taught by a PADI Instructor with ratios and PADI Standards for each course.

The PADI Open Water Scuba Instructor Program is segmented into **4 Phases** with the PADI Courses sequentially divided. A student may enroll in the course at any time. The maximum time to complete the course is **18 months** from date of Program Induction.

## PAYMENT METHODS:

Mastercard, Visa, Discover, American Express, check, and cash.

The Dive Shop is owned by Del and Vicky Randall, (DVMP, LLC). The officers of the TDS Vocational Training Program are Del Randall, President; and Meg Chandler, Program Administrator (PADI IDC Staff Instructor).

### **Faculty Members**

The Professional Staff of The Dive Shop, designations as awarded by PADI:

Ron Prince	Course Director
Mat Bosse	Master Instructor
Don George	Master Instructor
Dean Perry	Master Instructor
Jorge Alonzo	IDC Staff Instructor
Meg Chandler	IDC Staff Instructor
Chris Dore	IDC Staff Instructor
Ray Gundy	IDC Staff Instructor
Chris Scott	IDC Staff Instructor
Larry Berndt	Master Scuba Diver Trainer
Adrian Cardoni	Master Scuba Diver Trainer
Linda Kurick	Master Scuba Diver Trainer
John Longhofer	Master Scuba Diver Trainer
Debbie Prince	Master Scuba Diver Trainer
Larry Robinson	Master Scuba Diver Trainer
Carla Whitmer	Master Scuba Diver Trainer
Jim Whitmer	Master Scuba Diver Trainer

## Two Programs

**Offered:** Certificate

### **PADI Open Water Scuba Instructor Program**

<u>Tuition</u>	<u>Registration</u>	<u>Total Tuition/Fees</u>	<u>eLearning</u>	<u>Books/Supplies</u>	<u>= Total</u>
<b>\$5753.00</b>	<b>\$100.00</b>	<b>\$5853.00</b>	<b>\$1260.00</b>	<b>\$1,619.00</b>	<b>\$8732.00</b>

### **PADI Master Scuba Diver Trainer Preparatory Course Program**

<u>Tuition</u>	<u>Registration</u>	<u>Total Tuition/Fees</u>	<u>+</u>	<u>Books/Supplies</u>
<b>\$1360.00</b>	<b>\$0.00</b>	<b>\$1360.00</b>		<b>\$0.00</b>

## **PADI Open Water Scuba Instructor Program**

PADI Open Water Scuba Instructor Program, 248.5 minimum clock hours.

Occupational Objective: The graduate should be able to acquire an entry-level position as a qualified and insured SCUBA instructor at any member dive retail stores, resorts, or other PADI certified organization.

Personal Gear/Equipment Requirements:

- Prior to the Open Water Diver Course 001 (OWDC) in-water training the student must have a personal set of scuba fins, a mask and snorkel fit for scuba diving, DSMB (deployable surface marker buoy) a whistle and appropriate thermal protection.
- Prior to the Advanced Open Water Diver Course 002 (AOW) in-water training the student must have an additional gear to include at a minimum a BCD (Buoyancy Compensator Device), a regulator, an alternate air source, an SPG (Submersible Pressure Gauge), a computer (recommend nitrox capability), an underwater compass and weight system with weights.
- Personal First Aid Kit is required for PADI Rescue Diver Course 004

### **Program Course Outline**

**Name of course and course number: Program Induction 000**

Prerequisites: Students must be 17 years old to enter the certificate program and be physically fit to dive as documented by a medical questionnaire and, if there are "yes" answers to any question, a physician's review and approval.

Work experience: N/A

Formal education: N/A

Specific position or job level: N/A

Course description and objectives:

This course is designed to acclimate the prospective student to the profession of the open water scuba instructor, as well as the instructional philosophy of the TDS Vocational Training Program. A thorough description of the program courses, equipment requirements, payment schedules, available financing, and written agreements will be a focus. The student will also be required to perform a waterskills assessment to demonstrate that they can comfortably maintain themselves in water too deep in which to stand.

Upon successful completion of the course, the student will be prepared to enter the program, beginning with the Open Water Diver course.

Length of course in hours: 6 hours, conducted in one day.

Course topics:

- Student and Instructor Introductions
- Why be a SCUBA diver? Why be a dive instructor?
- The history of PADI and its system of instruction
- The history of *The Dive Shop* and its philosophy of diving
- Workshop: Setting goals and a vision for your professional future
- Equipment Overview
- Program Catalog Overview
- Paperwork
- (Enrollment Agreement, Medical Questionnaire, Liability Agreements)

Instruction methods used and hours spent on each:

- Lecture and classroom discussion: 4 hours
- Facility tour: 1 hour
- Waterskills assessment (pool): 1 hour

Assignments necessary to complete the course: Complete and sign all necessary paperwork, including enrollment agreement and liability forms. Successfully complete the waterskills assessment.

List of textbooks and instructional materials to be used:

- Induction PowerPoint
- TDS Vocational Training Program Catalog

How student learning is evaluated:

How evaluation methods determine if course objectives have been achieved:

- a. The minimum standards for successful course completion:



Student must complete either a 200 yard continuous surface swim or 300 yard mask, fin, snorkel swim. (There is no minimum time requirement). Student must also complete a 10 minute survival swim/float (“tread”) without any swim aids.

b. The minimum attendance required for successful completion of the course: Student must attend all course components and meet all course requirements to earn course completion.

**Name of course and course number: PADI Open Water Diver Course (OWDC) 001**

Prerequisites: Students must be 17 years old to enter the PADI Open Water Dive Course Program and be physically fit to dive as documented by a medical questionnaire and, if there are “yes” answers to any question, a physician’s review and approval.

Work experience: N/A

Formal education: N/A

Specific position or job level: N/A

Course description and objectives: The PADI Open Water Diver course is PADI’s entry level diver course, which is divided into three parts: knowledge development, confined water (pool) training dives and open-water scuba dives. The course includes independent online eLearning, five confined water training dives, and four open water training dives.

Upon successful completion of the course, the diver receives an internationally recognized PADI Open Water Diver certification card, allowing the diver to purchase or rent scuba equipment, purchase air fills for scuba cylinders, dive from charter boats and at dive resorts and participate in diving activities without an instructor present up to a recommended depth limit of 18 meters/60 feet.

Length of course in clock hours: 30 hours over three weekends (2 for classroom and pool instruction, 1 for open water training).

Course topics independent online eLearning and pool (Lab):

Module One

1. Paperwork and Orientation
2. Water Pressure and Air Volume Effects
3. Buoyancy Control
4. Breathing Underwater

- |   |         |
|---|---------|
| 5. Knowledge Review & Quiz              | 1 hour  |
| 6. Confined water training – pool (Lab) | 2 hours |

Module Two

- |   |         |
|---|---------|
| 1. Seeing and Hearing Underwater        |         |
| 2. Staying Warm                         |         |
| 3. Diving Together                      |         |
| 4. Comfortable Descents and Ascents     |         |
| 5. Knowledge Review & Quiz              | 1 hour  |
| 6. Confined water training – pool (Lab) | 2 hours |

Module Three

- |   |         |
|---|---------|
| 1. What's It Like Where I'll Be Diving? |         |
| 2. Care For Yourself                    |         |
| 3. Care For Others                      |         |
| 4. Diving From Shore                    |         |
| 5. Diving From Boats                    |         |
| 6. Dive Planning                        |         |
| 7. Problem Management                   |         |
| 8. Knowledge Review & Quiz              | 1 hour  |
| 9. Confined water training – pool (Lab) | 2 hours |

Module Four

- |   |         |
|---|---------|
| 1. The Air You Breathe                  |         |
| 2. Decompression Sickness               |         |
| 3. Dive Tables/Dive Computers Intro     |         |
| 4. Knowledge Review & Quiz              | 1 hour  |
| 5. Confined water training – pool (Lab) | 2 hours |

Module Five

- |   |           |
|---|-----------|
| 1. Making Safety Stops                  |           |
| 2. Emergency Decompression              |           |
| 3. Nitrogen Narcosis                    |           |
| 4. Finding the Minimum Surface Interval |           |
| 5. Computer Dive Planning               |           |
| 6. Knowledge Review & Final Exam        | 1.5 hours |
| 7. Confined water training – pool (Lab) | 2 hours   |

Instruction methods used and hours spent on each:

Lecture and classroom discussion: 3.5 hours

eLearning online: 8.5 hours

Classroom exercises (dive briefings/dive site skill reviews): 5.5 hours

Computer and video/audio taped lessons: 3 hours

Laboratory (5 Confined Water sessions): 10 hours

Other (4 Open Water Dives): 8 hours

Assignments necessary to complete the course: Complete eLearning online for all five modules. Successfully complete and pass the Quick Review.

List of textbooks and instructional materials to be used:

PADI Open Water Diver Manual—PADI 2014

PADI Open Water Diver video DVD

PADI Open Water Diver Multimedia Interactive

The Recreational Dive Planner, Table or eRDPml

Aquatic Cue Cards - Open and Confined Water

Prescriptive Lesson Guides (PowerPoint presentation)

Lesson Guides (PowerPoint presentation)

PADI Open Water Diver Course eLearning Quick Review

PADI Instructor Manual—PADI 2017

PADI Open Water Diver Course Instructor Guide

PADI's Guide to Teaching—PADI 2013

Student Record File

PADI Log Book and Training Record

How student learning is evaluated:

1. How evaluation methods determine if course objectives have been achieved and the minimum standards for successful course completion:
  - a. Knowledge mastery is assessed after online eLearning using the Quick Review Quiz. Student divers must score 75% or higher on the quick review. All incorrect answers must be reviewed until student has achieved 100% mastery of information.
  - b. Skill mastery is assessed by student diver demonstration of skill proficiency in water.
2. The minimum attendance required for successful completion of the course:
  - a. Student must attend all course components and meet all course requirements to earn certification.

**Name of course and course number: PADI Advanced Open Water Diver (AOW) 002A**

Prerequisites: certification as a PADI Open Water Diver or qualifying certification from another scuba training organization.

Work experience: N/A

Formal education: N/A

Specific position or job level: N/A

Course description and objectives: The PADI Advanced Open Water Diver programs provide the novice diver with a structured, well-supervised means to gain additional experience. This course initiates the diver to more specialized diving activities under the guidance and supervision of a PADI Instructor.

Upon successfully completing the course, the diver receives a certification card denoting the PADI Advanced Open Water Diver, which allows divers to participate in more advanced diving activities with a maximum recommended depth limit of 30 meters/100 feet, in addition to the qualifications listed for PADI Open Water Divers.

Length of course in hours: 16 hours over one weekend (eLearning, plus open water training).

Course topics:

The Advanced Open Water Diver course consists of five open water training dives: two required core dives and three elective dives (instructor and student choice). In each dive, the instructor elaborates on the dive topic, after which the students participate in a structured training dive that includes specific objectives and related tasks.

The two core dives are:

Deep dive

Underwater Navigation dive

Elective dives will include Search & Recovery and two of the following activities:

Altitude dive

AWARE Fish Identification dive

Boat dive

Drift dive

Dry suit dive

Digital Underwater Imaging dive

Fish dive

Night dive

Peak Performance Buoyancy dive

Underwater Naturalist dive

Wreck dive

Time typically spent on each of the course topics: Approximately 1 hour per topic (5 topics minimum).

Instruction methods used and hours spent on each:

Knowledge development: 8 hours (completed online as eLearning)  
On-site exercises (dive briefings/dive site skill reviews): 2 hours  
Laboratory: N/A, no pool training required  
Other (5 open water training dives): 6 hours

Assignments necessary to complete the course: Read the PADI *Advanced Open Water Diver* eLearning modules and complete the Knowledge Reviews for dives to be conducted.

List of textbooks and instructional materials to be used:

PADI Advanced Open Water Diver Manual—PADI  
2016  
PADI Advanced Open Water Diver DVD Video—PADI  
2016  
PADI Advanced Open Water Diver Program Instructor Guide—  
PADI 2016  
PADI's Guide to Teaching—PADI 2013  
Advanced Open Water Diver Program  
Instructor Slates  
The Recreational Dive Planner, Table or eRDPml  
PADI Log Book and Training Record  
PADI Specialty Diver manuals and videos

How student learning is evaluated:

1. How evaluation methods determine if course objectives have been achieved and the minimum standards for successful course completion:
  - a. Knowledge mastery is assessed using eLearning. All incorrect answers must be reviewed until student has achieved 100% mastery of information.
  - b. Skill mastery is assessed by student diver demonstration of skill proficiency in water.
  - c. The minimum attendance required for successful completion of the course: Student must attend all course components and meet all course requirements to earn certification.

**Name of course and course number: PADI Elective Specialty Course 002B**  
**(OPTIONAL)**

Prerequisites: certification as a PADI Advanced Open Water Diver or qualifying certification from another scuba training organization.

Work experience: N/A

Formal education: N/A

Specific position or job level: N/A

Course description and objectives: The PADI Specialty Diver programs provide the continuing education diver with a structured, well-supervised means to gain additional experience. This course initiates the diver to more specialized diving activities under the guidance and supervision of a PADI Instructor, and prepares the candidate for the optional MSDT Preparation Course Program.

Upon successfully completing the course, the diver receives a certification card denoting PADI Specialty Diver for five separate specialties, which allows divers to participate in more advanced diving activities with a maximum recommended depth limit of 30 meters/130 feet, in addition to the qualifications listed for PADI Open Water Divers.

Length of course in hours: 40 hours over two weekends (independent book learning, plus open water training).

Course topics:

The Elective Specialty course consists of five open water specialties: three required core specialties and two elective specialties (instructor and student choice). In each discipline, the instructor elaborates on the dive topic, after which the students participate in a series of structured training dives that includes specific objectives and related tasks. (These additional dives are subsequent to the previous open water dive training from the Advanced Open Water diver course).

The three core specialties are:

Deep (requires 3 open water dives)

Search and Recovery (requires 3 open water dives)

Underwater Navigation (requires 2 open water dives)

Elective specialties will include two of the following activities:

Altitude

Boat

Drift

Dry suit

Digital Underwater Imaging	Enriched Air
Fish dive	Night
Peak Performance Buoyancy	Underwater Naturalist
Wreck	

Time typically spent on each of the course topics: Approximately 1 hour per topic (5 topics minimum).

Instruction methods used and hours spent on each:

Knowledge development: 8 hours (completed through specialty diver manuals)  
 On-site exercises (dive briefings/dive site skill reviews): 2 hours  
 Laboratory: N/A, no pool training required  
 Other (12-14 open water training dives): 13 hours

Assignments necessary to complete the course: Read the PADI Specialty Manuals for each specialty chosen and complete the Knowledge Reviews for dives to be conducted.

List of textbooks and instructional materials to be used:

PADI Advanced Open Water Diver Manual—PADI 2016  
 PADI Advanced Open Water Diver Program Instructor Guide—PADI 2016  
 PADI's Guide to Teaching—PADI 2013  
 Advanced Open Water Instructor Slates  
 The Recreational Dive Planner, Table or eRDPml  
 PADI Log Book and Training Record  
 PADI Specialty Diver manuals and videos

How student learning is evaluated:

2. How evaluation methods determine if course objectives have been achieved and the minimum standards for successful course completion:
  - a. Knowledge mastery is assessed using eLearning. All incorrect answers must be reviewed until student has achieved 100% mastery of information.
  - b. Skill mastery is assessed by student diver demonstration of skill proficiency in water.
  - c. The minimum attendance required for successful completion of the

course: Student must attend all course components and meet all course requirements to earn certification.

**Name of course and course number: Emergency First Responder (EFR) 003**

Prerequisites: none

Work experience: N/A

Formal education: N/A

Specific position or job level: N/A

Course description and objectives: The PADI Emergency First Responder (EFR) course develops Primary Care (CPR) skills, covering emergency care for most life-threatening situations. The course also develops Secondary Care, covering patient assessment and first aid. PADI EFR training (or equivalent) certification is a prerequisite for all PADI leadership training.

Upon successful completion, a completion card will be provided and students will be able to offer effective emergency care as a lay provider to injured or ill persons.

Length of course in hours: 10 hours, typically over one day (including skill development and scenario practice)

Course topics:

Knowledge Development

Helping Others in Need

The Emotional Aspects of Being an Emergency Responder

Keeping Your Skills Refreshed

Leading a Healthy Lifestyle

Protecting Yourself Against Bloodborne Pathogens

Recognizing Life-Threatening Problems

Primary Care Definitions and Background Information

Using the Cycle of Care

Primary Care

Scene Assessment

Barrier Use

Primary Assessment CPR—

Chest Compressions

CPR—Chest Compressions Combined with Rescue Breathing

Automated External Defibrillator (AED) Use

Serious Bleeding Management

Shock Management



Spinal Injury Management  
Conscious/Unconscious Choking Adult  
Secondary Care  
Injury Assessment  
Illness Assessment  
Bandaging  
Splinting for Dislocations and Fractures

Instruction methods used and hours spent on each:

Knowledge development: 2 hours (completed independently)  
Videos and skill development: 7 hours  
Other (scenario practice): 1 hour

Assignments necessary to complete the course: Students are required to take the final Primary and Secondary Care written examinations. Students will also participate in skill development and practical application (scenario practice).

List of textbooks and instructional materials to be used:

EFR Primary and Secondary Care Instructor Guide—PADI 2011  
EFR Student Manual—PADI 2011  
EFR Video  
*Emergency Care at a Glance* booklet

How student learning is evaluated:

1. How evaluation methods determine if course objectives have been achieved and the minimum standards for successful course completion:
  - a. Knowledge mastery is assessed using Knowledge Reviews. All incorrect answers must be reviewed until student has achieved 100% mastery of information. Skill mastery is assessed by student demonstration of skill proficiency.
  - b. The minimum attendance required for successful completion of the course: Student must attend all course components and meet all course requirements to earn course completion.

**Name of course and course number: PADI Rescue Diver Course 004**

Prerequisites: certification as a PADI Advanced Open Water Diver or qualifying certification from another scuba training organization. To be certified as a PADI

Rescue Diver, the student must also successfully complete a sanctioned course in CPR and First Aid within the past 24 months.

Work experience: N/A

Formal education: N/A

Specific position or job level: N/A

Course description and objectives: The PADI Rescue Diver course develops the knowledge and skills for individuals to effectively perform diver assists and rescues, manage diving accident situations and render first aid. The course is an important step in expanding a diver's knowledge and experience. PADI Rescue Diver (or equivalent) certification is a prerequisite for all PADI leadership training.

Upon successfully completing of the course, the diver receives a certification card denoting the PADI Rescue Diver rating.

Length of course in hours: 25 hours typically over one to two weeks (eLearning, plus open water training).

Course topics: first aid for diving maladies and marine life injuries, emergency procedures, rescue equipment, panic syndrome, distress recognition, self-rescue, rescue entries and approaches, use of extensions and floats, assists, transports, submerged diver rescue, missing diver procedures, in-water artificial respiration, equipment considerations, rescue exits, and accident recording and reporting.

Instruction methods used and hours spent on each:

Knowledge development: 8 hours (completed online as eLearning)

On-site exercises (dive briefings/dive site skill reviews): 2 hours

Laboratory: 10 hours (confined and/or open water skill training)

Other (2 open water training dives): 5 hours

Assignments necessary to complete the course: Read and complete the *Rescue Diver* eLearning modules and complete the final exam.

List of textbooks and instructional materials to be used:

PADI Rescue Diver Manual—PADI 2016

PADI Rescue Diver video

PADI Instructor Manual—PADI 2017

Rescue Diver Course Instructor Guide

PADI's Guide to Teaching—PADI 2013

Rescue Diver Lesson Guides (Powerpoint presentation) CD-ROM

Diving Accident Management Workslate  
 Rescue Diver DVD, pro edition  
 Rescue Diver Cue Cards  
 Rescue Diver Final Exam  
 The Encyclopedia of Recreational Diving—PADI 2005  
 The Recreational Dive Planner, Table or eRDPml version  
 Student Record File  
 PADI Log Book and Training Record

**How student learning is evaluated:**

1. How evaluation methods determine if course objectives have been achieved:
  - a. The minimum standards for successful course completion: Knowledge mastery is assessed using eLearning and a Final Exam, in which 75% is a passing score. All incorrect answers must be reviewed until student has achieved 100% mastery of information. Skill mastery is assessed by student diver demonstration of skill proficiency in water.
  - b. The minimum attendance required for successful completion of the course: Student must attend all course components and meet all course requirements to earn certification.

**Name of course and course number: PADI Divemaster Course 005**

**Special Feature and Practice**

*A minimum number of dives is needed to enroll in the PADI Divemaster and Instructor Development Courses. To work towards these dive-count requirements and simultaneously gain specific and marketable skills, the candidate may enroll in a number of elective specialty courses. Additional logged dives to meet the requirements may also be accomplished diving with a certified diver buddy.*

**Prerequisites:** PADI Advanced Open Water Diver and PADI Rescue Diver or qualifying certifications from another scuba training organization, CPR and First Aid training within past 24 months, have completed at least 40 logged dives with documented experience in night, deep and navigation diving. Be at least 18 years or older and medically fit for diving.

Work experience: N/A

Formal education: N/A

Specific position or job level: N/A

Course description and objectives: As the entry to professional levels in diver training, the PADI Divemaster course plays a pivotal role within the PADI System of diver education. Those who join the PADI Divemaster ranks assist instructors with training student divers. They supervise diving activities for certified divers, snorkelers and skin divers. Obviously, these entry-level professionals can strongly influence the safety and fun divers enjoy during training and diving. At the same time, many PADI Divemasters are looking ahead, gaining professional experience they will apply as PADI Assistant Instructors and Open Water Scuba Instructors.

1. To develop the previous characteristics in an individual, the PADI Divemaster course has five broad goals:
2. To develop the knowledge, attitudes, judgment and skills for supervising certified divers in shore-based and boat-based diving activities.
3. To develop the knowledge, attitudes, judgment and skills for assisting with training divers in PADI courses.
4. To develop the knowledge, attitudes, judgment and skills for independently conducting specific PADI programs for certified divers and non-divers (e.g., Scuba Review, Discover Snorkeling, PADI Skin Diver course).
5. To develop the candidate's dive theory knowledge, waterskills, rescue skills and experience to the levels necessary to enter the PADI Assistant Instructor course and the PADI Instructor Development Course.
6. To promote each candidate's growth to meet individual needs and interests, and to meet the dive community's needs and expectations in dive leaders (e.g., risk management, personal health and safety, the needs of the dive retailer).

Upon successfully completing the PADI Divemaster course, the applicant receives a certification card and wall certificate denoting this rating. The individual also becomes a member of PADI and receives benefits including the ability to purchase professional liability insurance and fulfill the following duties:

Certified and new/renewed PADI Divemaster are authorized to:

1. Independently guide Open Water Diver/Scuba Diver students on the tour

portion of Open Water Diver course training dives 2 through 4, at a ratio of two student divers per certified Divemaster.

2. Accompany Open Water Diver/Scuba Diver students under the indirect supervision of a PADI Instructor: a) during surface swims to and from the entry/exit point. b) during the navigational exercises during dive 4. c) with the group, either on the surface or underwater, while the instructor conducts a skill, such as an ascent, with an individual student diver or buddy team.
3. Conduct any subsequent dives for Discover Scuba Diving students, at a ratio of 2:1, if insured, after the students have satisfactorily completed the first dive under the supervision of a PADI Instructor.
4. Conduct the PADI Discover Local Diving experience, (provided the Divemaster meets insurance requirements).
5. Conduct the PADI Discover Snorkeling program, (provided the Divemaster meets insurance requirements).
6. Conduct the PADI Scuba Review program for certified Open Water Divers or divers with higher certifications (provided the Divemaster meets insurance requirements).
7. Accompany student divers during training dives for the PADI Advanced Open Water program, Specialty Diver courses, or the Rescue Diver course.
8. Generally supervise both training and non-training-related activities by assisting divers and student divers in the planning, organizing and direction of dives.
9. Assist a Teaching status PADI Instructor in the open water training of divers. The allowable student diver-to-instructor ratio increases by four additional student divers for each certified, renewed PADI Divemaster for all PADI programs and courses, unless stated otherwise by that course/program's standards. For the PADI Open Water Diver/Scuba Diver course, the allowable student diver-to-instructor ratio increases by two additional student divers for each certified, renewed PADI Divemaster, to a maximum of 10 student divers to one instructor.
10. Assist a Teaching status PADI Instructor in the confined water training of divers. Use of certified, renewed PADI Divemasters increases the allowable student diver-to-instructor ratio in confined water by four additional student divers per Divemaster for all courses, unless stated otherwise by that course/program's standards.
11. Teach and certify PADI Skin Divers independently (provided the Divemaster meets insurance requirements).

Length of course: 33 hours (typically conducted over 30 days)

Course topics:

1. The Role and Characteristics of a PADI Divemaster
2. Waterskills and Stamina Exercises, Confined Water (Lab)
3. \*Supervising General Diving Activities for Certified Divers
4. \*Assisting with Students in Training
5. \*Diver-Rescue Assessment (Lab)
6. Confined Water Skills Assessment (Lab)
7. \*Divemaster Conducted Programs
8. \*Risk Management
9. \*Dive Theory Introduction
10. \*The Physics of Diving
11. \*The Physiology of Diving
12. \*Equipment
13. \*Decompression Theory and the RDP
14. \*The Business of Diving
15. \*Furthering Your Dive Career
16. Internship and/or Practical Training Exercises, Confined Water (Lab)
17. Internship and/or Practical Training Exercises, Open Water  
(\*will be completed online as eLearning)

Instruction methods used and hours spent on each:

Lecture and classroom discussion: 2 hours  
 eLearning: 10 hours  
 Laboratory (confined water skill training): 10 hours  
 Other (7 open water training dives): 11 hours

Assignments necessary to complete the course: Divemaster candidates must read the PADI Divemaster eLearning online and complete the 9 chapter Knowledge Reviews and successfully pass PADI Divemaster Final Exams comprised of 8 different topics. Candidates must also prepare an Emergency Assistance Plan and dive site mapping project. Candidates will also complete stamina and waterskills exercises, a diver rescue assessment, diving skills demonstrations, practical application skills, and either an internship or practical assessment option.

**List of textbooks and instructional materials to be used:**

PADI Divemaster Manual—PADI 2008  
 PADI Divemaster video  
 Divemaster slates  
 PADI Instructor Manual—PADI 2017  
 The Encyclopedia of Recreational Diving—PADI 2005  
 Diving Knowledge Workbook—PADI 2009  
 Recreational Dive Planner, Table and eRDPml version  
 Student Record File  
 PADI Log Book and Training Record

**How student learning is evaluated:**

- a. How evaluation methods determine if course objectives have been achieved:

The minimum standards for successful course completion:

Knowledge mastery is assessed using eLearning, Knowledge Reviews (Chapter end quizzes) and Divemaster course exams. Candidates must score 75% or higher on the exams. All incorrect answers must be reviewed until student has achieved 100% mastery of information. Skill mastery is assessed by student diver demonstration of skill proficiency by achieving a passing score on the 20 skill PADI Skill Evaluation Circuit. Internship and Practical Training Exercise sessions are evaluated by the course instructor. Evaluation criteria are defined on internship evaluation forms used by the course instructor.

- b. The minimum attendance required for successful completion of the course:  
 All sessions must be attended.

**Name of course and course number: EFR Instructor (EFRI) Course 006**

**Prerequisites:** Students must have completed an EFR Primary or Secondary Care (or qualifying training) within the past 24 months and be at least 18 years old.

Work experience: N/A

Formal education: N/A

Specific position or job level: N/A

**Course description and objectives:** The EFR Instructor Course provides individuals with the additional training necessary to teach the four courses—Primary Care, Secondary Care, CPR & AED, and Care for Children. This course builds on the instructor candidate's skills as primary and secondary care providers and focuses on developing their instructional abilities. The EFR Instructor course goals are to:

1. Assure that instructor candidates understand the EFR program structure, requirements and procedures.
2. Familiarize instructor candidates with the EFR program philosophy, curricula, and prepare them to teach courses that are low-stress, performance-based and learner-centered.
3. Refine instructor candidates' emergency care skills to a role-model level.
4. Provide instructor candidates with practical suggestions for organizing and marketing their EFR courses.
5. Encourage instructor candidates to be active EFR Instructors and to use their skills to train others in their community.

Length of course in hours: 19 hours, typically over two days.

Course topics:

1. EFR Educational Philosophy
2. Learning and Instruction Workshop
3. Teaching EFR Skills Workshop
4. Care for Children and CPR & AED Course Standards and Content
5. Care for Children Skills Workshop
6. Organizing an EFR Course
7. Mannequin Cleaning Workshop
8. Marketing EFR

Instruction methods used and hours spent on each:

Lecture and classroom discussion: 9 hours  
Workshops and skill development: 10 hours

Assignments necessary to complete the course:

To be certified as an EFR Instructor, an individual must meet the following performance requirements:

1. Complete the Self-Study Knowledge Reviews for Program Standards, Human Body Systems, Medical Emergencies, and Care for Children).
2. Participate in all eight required EFR Instructor Course Presentations.
3. Teach as least two primary or secondary care skills from the EFR Primary Care (CPR), or Secondary Care (First Aid) or CPR & AED courses.
4. Teach at least one skill from the Care for Children course.
5. During skill teaching presentations, candidates must identify problems or ineffective techniques and appropriately correct them using at least two of the provided positive coaching methods.



6. Demonstrate role-model technique for all 15 (required and optional) EFR Primary and Secondary Care course skills.
7. Demonstrate role-model technique for five Care for Children skills (Child CPR, Infant CPR, AED Use with Children, Conscious Choking Child, and Conscious Choking Infant).
8. Successfully complete the Instructor Course Final Exam with a score of 75% or higher.

List of textbooks and instructional materials to be used:

EFR Instructor Trainer Guide  
EFR Instructor Course Lesson Guides  
EFR Primary Care and Secondary Care Instructor Guide  
EFR CPR & AED Instructor Guide  
EFR Care for Children Instructor Guide  
EFR Primary Care and Secondary Care Student Manual  
EFR CPR & AED Student Manual  
EFR Primary Care and Secondary Care Video  
EFR CPR & AED Video  
EFR Care for Children Video  
*Emergency Care at a Glance* booklet

How student learning is evaluated:

How evaluation methods determine if course objectives have been achieved:

The minimum standards for successful course completion:

- a. Knowledge mastery is assessed using the course exam. Candidates must score 75% or higher on the exams. All incorrect answers must be reviewed until student has achieved 100% mastery of information. Skill mastery is assessed by student demonstration of skill proficiency and by satisfactory completion of all required assignments.
- b. The minimum attendance required for successful completion of the course: All sessions must be attended.

**Name of course and course number: PADI Instructor Development Course (IDC) 007**

**Prerequisites:**

1. Dive Leader certification — PADI Divemaster *or* leadership-level certification with a recognized recreational diver training organization who is either:
  - a. an instructor member in good standing, *or*
  - b. a diver with proof of certification in diver supervision and management including proof of rescue diving certification; 60 logged dives; documented experience in night diving, deep diving and underwater navigation.
  - c. 18 years old
2. Medical clearance attesting to dive fitness signed by a physician within the previous 12 months.
3. Certified diver for six months.
4. EFR Primary and Secondary Care course completion (or qualifying training) within the last 24 months.
5. If not a PADI Divemaster, complete the PADI Divemaster Course diver rescue skills assessment.
6. Submit documentation of qualifying certifications for entry level, advanced, rescue and leadership level, as necessary.

Work experience: N/A

Formal education: N/A

Specific position or job level: N/A

**Course description and objectives:** The PADI Instructor Development Course (IDC) prepares the instructor candidate to function as a PADI Open Water Scuba Instructor. The program further develops leadership and teaching abilities to the instructor level and prepares candidates to teach PADI courses. PADI Open Water Scuba Instructors are qualified to conduct the entire range of PADI experience programs and PADI courses from Open Water Diver through Divemaster.

PADI Instructor Development includes training in PADI systems, standards and procedures, effective academic teaching presentations, teaching in confined water (pool), conducting open water training dives and additional related topics which are presented during course.

Subsequent to successful completion of the IDC, the PADI Instructor candidate must successfully complete the PADI Instructor Examination (IE) by PADI Instructor Examiners in which the candidate is evaluated on: Dive theory, Academic teaching,

Confined-water (pool) teaching, Open-water teaching and general diving skills and professionalism

Upon successful completing a PADI IDC and IE, the applicant receives a certification card and certificate denoting this rating. Upon successful completion of this course, the student will be able to demonstrate competence in teaching methodology and familiarity with the entire PADI instructional system.

Length of course: 109.5 hours (typically conducted over 2 – 4 weeks), includes 2-day Instructor Examination (IE).

Course topics:

1. Course Orientation
  2. Developing Knowledge Development Presentations
  3. Teaching in Confined Water
  4. Conducting Open Water Training Dives
  5. General Standards and Procedures
  6. Open Water Diver Course
  7. Adventures in Diving Program
  8. Rescue Diver Course
  9. Divemaster Course
  10. Risk Management
  11. \*Learning, Instruction and the PADI System
  12. \*General Standards and Procedures II
  13. \*Risk Management II
  14. \*Marketing Diving
  15. \*Start Diving
  16. \*Teaching PADI Specialty Diver Courses
  17. \*Business of Diving
  18. \*Keep Diving
  19. \*How to Teach the RDP
- (\*will be completed online as eLearning)

Instruction methods used and hours spent on each:

Lecture and classroom discussion: 26.5 hours

Classroom exercises: 20 hours

Duty of Care Workshop: 3 hours

Three Candidate Knowledge Development Presentations: 3 hours each (9 hours)

Two 4 E's Counseling Workshops: 1 hour each (2 hours)

Exams completion and review: 6 hours  
 Independent Study (Course required reading, preparation and research):  
 24 hours  
 Laboratory (confined water): 9.5 hours  
 Skill Development Workshop: 1.5 hours  
 Four Candidate Confined Water Presentations: 2 hours each (8 hours)  
 Other (Open-water training exercises and presentations): 13.5 hours  
 Discover Scuba Diving Workshop: 1.5 hours  
 Two Candidate Open Water Presentations: 3 hours each (6 hours)  
 Adventure Dive Workshop: 3 hours  
 Rescue Exercise Workshop: 3 hours  
 2-Day Instructor Examination: 16 hours

Assignments necessary to complete the course:

**IDC Performance Requirements**

1. Complete the following independent PADI eLearning sections online:
  - a. Learning, Instruction and the PADI System
  - b. General Standards and Procedures
  - c. Risk Management
  - d. Marketing Diving
  - e. Start Diving
  - f. Teaching PADI Specialty Diver Courses
  - g. Business of Diving
  - h. Keep Diving
  - i. How to Teach the Recreational Dive Planner (RDP)
2. Participate in the following IDC curriculum components:
  - a. Course Orientation
  - b. Developing Knowledge Development Presentations  
 Knowledge Development Teaching Presentation 1, 2 and 3  
 4 E's Counseling Workshop 1 and 2
  - c. Teaching in Confined Water Skills  
 Demonstrations Workshop  
 Confined Water Teaching Presentation 1, 2, 3 and 4
  - d. Conducting Open Water Dives  
 Discover Scuba Diving Workshop  
 Open Water Teaching Presentation 1 and 2
  - e. General Standards and Procedures
  - f. Open Water Diver Course
  - g. Adventures in Diving Program  
 Adventure Dive Workshop

- h. Rescue Diver Course  
Rescue Exercise Workshop
  - i. Divemaster Course
  - j. Risk Management  
Duty of Care Workshop (optional)
3. Present three knowledge development teaching presentations, scoring a minimum of 3.5 on at least two.
  4. Present four confined water teaching presentations, scoring a minimum of 3.4 on at least two.
  5. Present two integrated (two skills) open water teaching presentation, scoring minimum of 3.4 on each skill in at least one integrated presentation.
  6. Perform all 24 dive skills in the Skill Evaluation, scoring a minimum of 82 total points, with no individual score below 3.
  7. Score 75 percent on the PADI Systems, Standards and Procedures Exam and have any missed questions reviewed until mastery is achieved. Retest candidates scoring less than 75 percent.
  8. Score 75 percent on all sections of the Dive Theory Exam and have any missed questions reviewed until mastery is achieved. Retest candidates scoring less than 75 percent.
  9. Perform a facedown, nonstop swim for 800 meters/yards using a mask, snorkel and fins.

**All Instructor Candidates must successfully complete the 2-Day Instructor Examination (IE) which includes:**

- Written Dive Theory & Standards Examinations (75% or better minimum passing scores)
- Knowledge Development Presentation (minimum score 3.5 out of 5.0)
- Confined Water Presentation (minimum score of 3.4 out of 5.0)
- Confined Water Skill Circuit (minimum 17 out of 25 points, no individual skill below a 3)
- Open Water Presentation of 2 skills (minimum average of 3.4 out of 5.0)
- Open Water Rescue Demonstration Pass/Fail

**List of textbooks and instructional materials to be used:**

PADI Instructor Manual—PADI 2017

PADI's Guide to Teaching—PADI 2013

PADI Specialty Course Instructor Manual, or these specialty course instructor guides (Peak Performance Buoyancy, Project AWARE, and AWARE – Coral Reef Conservation)

PADI Open Water Diver Manual—PADI 2014

Recreational Dive Planner, RDP Table and eRDPML, including “Instructions for Use” booklets

“How to Use and Choose Dive Computers” book

Open Water Diver Quizzes and Exam booklet

Adventures in Diving Manual

PADI Rescue Diver Manual Rescue

Diver Final Exams booklet PADI

Divemaster Manual Divemaster

Final Exams booklet

Aquatic Cue Cards (Open Water, Adventures in Diving, Rescue Diver, Divemaster and Discover Scuba Diving)

Confined Water Lesson Preparation slate

Open Water Training Dive Lesson Planning slate

The Encyclopedia of Recreational Diving—PADI 2005

Diving Knowledge Workbook or eRecord for Dive Theory Online

PADI Course Director Manual—PADI 2009

IDC Lesson Guides (PowerPoint)

Open Water Presentation Evaluation slate

Confined Water Presentation Evaluation slate

All PADI professional videos

All PADI diver videos

PADI Specialty Diver manuals

Open Water Diver Prescriptive and standard Lesson Guides

Rescue Diver Course Prescriptive and standard Lesson Guides

Divemaster Course Lesson Guides

Discover Scuba Diving Cue Card and Flip Chart

### How student learning is evaluated:

How evaluation methods determine if course objectives have been achieved:

The minimum standards for successful course completion:

To successfully complete an IDC, an individual must:

- Attend and participate in all 21 curriculum presentation sections
- Present at least four evaluated knowledge development teaching presentations and score a 3.5 or higher on at least one presentation.
- Present at least four evaluated confined water teaching presentations and score a 3.4 or higher on at least one presentation.
- Present at least two integrated (two skills each, four total) evaluated open water teaching presentations and score a 3.5 or higher on each skill.
- Perform a facedown, nonstop swim for 800 meters/yards using a mask, snorkel and fins.

- Score 75 percent or higher on all five sections of the Instructor Pre-assessment Exam.
- Completion of all independent learning Knowledge Reviews.
- The minimum attendance required for successful completion of the course:
  - All sessions must be attended.

## **PADI Open Water Scuba Instructor Program/Course Costs**

<b>PADI Courses and fees</b>	<b>Tuition</b>	<b>eLearning</b>	<b>Materials</b>
Application fee	\$ 100.00		
Open Water Diver Course	\$ 493.00	\$ 179.00	\$ 101.00
Advanced Open Water	\$ 499.00	\$ 167.00	\$ 45.00
Emergency First Responder	\$ 71.00		\$ 35.00
Rescue Diver Course and O <sub>2</sub> Provider Course	\$ 404.00	\$ 173.00	\$ 95.00
Divemaster Course	\$1104.00	\$ 235.00	\$ 379.00
Emer. First Responder Instr.	\$ 334.00		\$ 249.00
Instr. Development Course	\$2848.00	\$ 375.00	\$ 715.00
Dive Theory Online		\$ 131.00	
<b>Totals</b>	<b>\$5753.00</b>	<b>\$1260.00</b>	<b>\$1619.00</b>

**Total maximum cost from entry level open water scuba diver to PADI Open Water Scuba Instructor: \$8,732.00. Applicable taxes NOT included.**

Cost can be adjusted due to the following conditions:

Previous experience (e.g.: entering program at a more advanced diver certification other than open water scuba diver).

Choice of certification trips (trip options may exist for open water training that will cost less or more than other options). Option availability subject to the discretion of the program Administrator.

## **Payment Schedules**

The following tuition payment schedule is available for all students:

The program application fee is \$100. A tuition deposit of \$500 dollars is due with

signing of enrollment agreement. Materials for each course are paid in full upon entry into that course. The tuition payment schedule is divided into four phases, based on a 25% completion of the total program with balance of Phase 1 due at Program Induction:

Application fee	\$100.00
Phase 1: OWDC through AOW	\$1438.25 <i>(less tuition deposit)</i>
Phase 2: Rescue Diver, EFR	\$1438.25
Phase 3: Divemaster, EFRI	\$1438.25
Phase 4: Instructor Development	<u>\$1438.25</u>
Total	\$5753.00

Disbursement of tuition:

1. At the beginning of Phase 1 Program Induction.
2. Phases 2, 3 and 4, **seven** calendar days after the beginning of the Phase.

TDS Vocational Training Program may charge students enrolled in the same Program different tuition and student fees, only:

- Following a published notice of a program price change to be effective on a specified date for all students enrolling in the same program on or after the specified date;
- For students who have chosen to modify programs or services so that a tuition reduction is warranted.

**Books and materials** *(to be current at the start of the Instructor Development Course)*:

Open Water Diver Course	\$ 101.00
Advanced Open Water Diver Course	\$ 45.00
Emergency First Responder	\$ 35.00
Rescue Diver and O <sub>2</sub> Provider	\$ 95.00
Emergency First Responder Instructor	\$ 249.00*
Divemaster Course	\$ 379.00*
Instructor Development Course	\$ 715.00*

*The above cost does not reflect sales tax and will be added to the cost.*

*\*Reflects membership pricing; all non-member pricing will be given a 10% discount.*



**eLearning** (*non-refundable once registered, and due at the start of each course*):

Open Water Diver Course	\$ 179.00
Advanced Open Water Diver Course	\$ 167.00
Rescue Diver Course	\$ 173.00
Divemaster Course	\$ 235.00
Instructor Development Course	\$ 375.00
Dive Theory Online	\$ 131.00

**Total cost of tuition does not include any elective specialties (optional).**

## **Master Scuba Diver Trainer Preparatory Course Program**

**Program**, 20.5 minimum clock hours.

Occupational Objective: This will enhance the graduate's marketability in the job market. Each additional course that a PADI instructor can teach makes it more attractive to any member dive retail store, resort, or other PADI certified organization wanting to hire a PADI Instructor.

Personal Equipment/Gear Requirements:

- Mask, Fins, snorkel, booties (if needed for fins), regulator, alternate air, computer, BCD, underwater compass, DSMB, whistle, SPG, appropriate thermal protection, and
- Equipment specific to instructor specialty

### **Overview**

PADI Master Scuba Diver Trainer Preparatory (MSDT Prep) Course covers how to organize, promote and conduct at a minimum of 5 PADI Specialty Diver courses, and emphasizes the value of specialty training to divers. Several Specialty Instructor Training courses are offered as preparatory program package for those interested in becoming Master Scuba Diver Trainers.

A Master Scuba Diver Trainer is a PADI instructor that can teach at a minimum 5 PADI Specialties. This Course can only be taught by a Teaching Status PADI Course Director and must be present and in control of all activities.

### **Prerequisites**

PADI Assistant Instructor or PADI Instructor certification; or completed an IDC/OWSI Program within the past 12 months.

## Materials

- PADI Specialty Course Instructor Guide or PADI-approved Distinctive Specialty Outline
- PADI Digital Underwater Photographer Manual, PADI Emergency Oxygen Provider Manual and PADI Enriched Air Diver Manual when teaching the corresponding specialty.

## Performance Requirements

1. Present a knowledge development presentation from the specialty diver course outline.
2. State the purpose and goals of the specialty diver course.
3. Explain the course standards and procedures from the PADI Specialty Course Instructor Guide.
4. List student diver and instructor equipment requirements.
5. Explain the specialty diver course open water training considerations.
6. Demonstrate mastery of all knowledge development and water skill performance requirements for the specialty diver course.
7. Conduct an open water teaching assignment and demonstrate all open water performance requirements for the specialty diver course. Skills may be combined as appropriate for open water training dives.
8. Describe how to conduct all course segments in a manner that enables divers to meet course performance requirements.
9. Describe successful marketing and promotional techniques to promote specialty diver training as part of the PADI System.
10. Determine costs involved in the pricing of specialty training.

## MSDT Prep Program Courses (5 Instructor Specialties)

- |   |         |
|---|---------|
| 1. Deep Diver Instructor Specialty                | 2 dives |
| 2. Underwater Navigation Instructor Specialty     | 1 dive  |
| 3. Night Diver Instructor Specialty <sup>1</sup>  | 1 dive  |
| 4. Underwater Naturalist Instructor Specialty     | 1 dive  |
| 5. AWARE Fish Identification Instructor Specialty | 1 dive  |

## Certification Procedures

Upon successful completion of each Instructor Specialty, Course Director and applicant sign the Specialty Instructor Application for each specialty completed and submit it to the appropriate PADI Office.

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<sup>1</sup> Due to location or weather the Night Dive Instructor Specialty may be substituted for any Instructor Specialty

The PADI Instructor may begin teaching the specialty when their PADI Office notifies them that the application has been approved.

Registration Fee	\$0.00
<b>MSDT Prep Course Program Tuition</b>	\$1,360.00
<b>Payment Schedule</b> (this course taught over 2-3 days)	\$1,360.00 at start of course.
<b>Materials</b> previously purchased during IDC	\$0.00

## Educational Services

Much of the instruction takes place at the TDS Vocational Training Program facility; however, online eLearning will be required for the Open Water Diver, Advanced Open Water Diver, Rescue, Divemaster, and Instructor Development courses. (Students are expected to be able to access the internet remotely in order to complete the applicable portions of these courses). Students must obtain their own laptop or tablet that can accommodate PDF documents upon entry to the Divemaster course, as well as a non-scientific calculator.

## Entrance Requirements

The TDS Vocational Training Program does not discriminate based on race, sex, religion, ethnic origin, or disability. Prospective students must be of a minimum of 17 years of age, and must be of a minimum age of 18 prior to entry in the Divemaster phase of the program. Diving fitness will be determined by the PADI Medical Statement's "Divers Medical Questionnaire." Any "yes" responses on the questionnaire requires written clearance to dive from a physician as a prerequisite to in-water activities. (This clearance is valid for one year).

## Enrollment

### Re-Enrollment

Prospective students may enroll anytime. Late enrollments will be accepted only one week into the course, depending on length and start date of the course. A student may re-enroll in the program within 1 year after leaving the program and continue from the last module completed. There is a \$50 re-registration fee non-refundable.

## **Placement Assistance**

The Dive Shop does not offer employment assistance to graduates. Graduates will be referred to the PADI “Bulletin Board” jobsite forum. While assisting in a job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any TDS Vocational Training Program from guaranteeing job placement as an inducement to enroll students.

## **Cancellation and Refund Policy**

### **Admission Denied**

An applicant denied by The Dive Shop (TDS) Vocational Training Program is entitled to a refund of all monies paid.

### **Student Cancellation**

#### **Three-Day Cancellation**

An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, TDS Vocational Training Program shall provide the 100 percent refund.

#### **Cancellation Prior to the Start of the Training Program**

An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering TDS Vocational Training Program, is entitled to a refund of all monies paid (*minus an administrative/registration fee of \$100*).

For the MSDT Prep Course Program, if the student cancels before the beginning of the training at the open water site, the student is entitled to a refund of 100 percent of the tuition (*less any applicable trip costs associated with travel to the training location*).

#### **Refund after the Start of the Training Program**

1. Procedure for withdrawal/withdrawal date:
  - a. A student choosing to withdraw from TDS Vocational Training Program after the commencement of classes is to provide written notice to the

Administrator of TDS Vocational Training Program. The notice is to indicate the expected last date of attendance and be signed and dated by the student.

- b. For a student who is on an authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the leave and failed to do so.
- c. A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 consecutive class days.
- d. All refunds will be issued within 30 days of the withdrawal date.

## 2. Tuition charges/refunds:

- a. After the commencement of classes for a particular phase of training, the tuition refund *(less the administrative/registration fee of \$100)* amount shall be determined by the progress completed within the Phase.
  - i. The OWSI Vocational Training Program is divided into four training phases: Phases 1 through 4.
  - ii. The PADI MSDT Prep Course Program is divided into five topical specialties.<sup>1</sup>
- b. PADI eLearning is owned by PADI and is an online independent learning system. TDS purchases the PADI eLearning from PADI and registration is processed through TDS website [www.azdiveshop.com](http://www.azdiveshop.com). Once registered, the student has access to the PADI eLearning for one year. **There is no refund for PADI eLearning once registered.**

- 3. For any given phase of training in the **PADI OWSI Program**, progress within the phase is measured by the percent of the clock hours of training completed. Tuition, *but not PADI eLearning fees if the student has registered for eLearning*, is refunded according to the following schedule:

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<sup>1</sup> The PADI Master Scuba Diver Trainer (MSDT) Course Program consist of 5 Instructor Specialties performed at open water sites. There are no PADI eLearning purchased materials since the instructors already purchased these items during the IDC.

Percent of Clock Hours Completed for the Phase	Percent of Tuition Refunded
0.1-10	90
10.1-20	80
20.1-30	70
30.1-40	60
40.1-50	50
50.1-100	0

4. The percentage of the clock hours completed is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the phase.
5. **The PADI MSDT Prep Course** is divided into 5 PADI Specialty Instructor Specialties. The Course is completed at an open water site and can be completed in 2 or 3 days. The amount of refund is based upon the completion of specialties and is determined according to the following schedule. *Refunds are for tuition only and do not include any applicable trip costs associated with travel to the training location.*

Number of Specialties Completed	Percent of Tuition Refunded
1	80
2	60
3	40
4	20
5	0

6. Books, "Crew Packs", and other course materials purchased may be returned for a full refund *IF* in saleable condition *AND* within 30 days of purchase. Saleable condition is defined as:
- Books not torn, pages not ear-marked, and no writing;
  - Knowledge Reviews, forms, and test answer sheets blank, not torn out of books, and free of writing of any kind (including name); and
  - Crew Packs complete with all items

**NOTE: PADI eLearning online is non-refundable after on-line registration.**

### Payment of Refunds

Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in TDS Vocational Training Program catalog), or in the case of a

student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

By: \_\_\_\_\_ Date: \_\_\_\_\_

## **Student Services to be provided by TDS Vocational Program**

Assistance in finding student loans will be provided. The program and all of its phases will be replete with academic tutoring (individualized per student) and professional leadership-level mentoring. Accommodations for learning disabled students and/or individuals with certain physical disabilities can be made within PADI standards—please see program Administrator for more information.

## **Academic Policies**

### **Attendance Requirements**

Students are expected to arrive on time for class with proper materials and equipment. Since the curriculum is performance based on structured standards, an overall attendance rate of 100 percent is required. Classes, or portions of classes that are missed must be made up, *prior to the next class*, in order to continue training in the required sequence. Make-up classes require an additional fee and are not included in the program costs. Instructors may request your withdrawal from a course or program if absences or tardiness impedes progress. Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

### **Leave of Absence**

Students may request one leave of absence (LOA) during the program. Requests for a LOA must be submitted in writing to TDS Vocational Program Administrator. A LOA must not exceed 30 days. Due to the sequential requirements of the training, students returning from a LOA may need to delay their continuation until the next program cycle or pay for make-up classes to catch up. A program administrator and the student will work together on a mutual agreement for a continuation plan in order to ensure timeliness and minimal delay.

## **Grading System**

PADI courses/programs are performance based. Certification signifies that the student demonstrated mastery of all course knowledge and skill performance requirements. During knowledge development, mastery is defined as meeting Knowledge Assessment requirements, as per PADI Administrative Procedures. (See Program Administrator for more information, if necessary). During confined and open water dives, mastery is defined as performing the skill so it meets the stated performance requirements in a reasonably comfortable, fluid, repeatable manner as would be expected of a diver at that certification level.

## **Satisfactory Academic Progress**

All quizzes and/or tests must have a minimum score of 75%. All missed questions will be prescriptively taught and remediated. PADI courses/programs are performance based. Certification signifies that the student demonstrated mastery of all course knowledge and skill performance requirements. Applicable quizzes/tests, skills, and/or internships must be accomplished before proceeding to the next course in the program. Those who do not will be placed on probation for 30 days.

During the probation period students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the TDS Vocational Training Program Administrator's discretion and under the advisement of the supervising PADI Course Director. The Administrator has final authority and shall notify the student of the final decision.

## **Postponement of Start Date**

Postponement of a starting date, whether at the request of the TDS Vocational Training Program or the student, requires a written agreement signed by the student and the TDS Vocational Training Program. The agreement must set forth:

1. Whether the postponement is for the convenience of the TDS Vocational Training Program or the student, and;
2. A deadline for the new start date, beyond which the start date will not be postponed.



If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the TDS Vocational Training Program's refund policy.

## **Conduct Policy**

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on TDS Vocational Training Program property or at training locations. Students must agree to and adhere to the PADI Membership Commitment, The Dive Shop policies, and follow a professional code of practice. Sexual harassment in any form will not be tolerated. Any violation of TDS Vocational Training Program policies may result in permanent dismissal from TDS Vocational Training Program.

## **Dismissal**

Any student may be dismissed for violations of rules and regulations of the TDS Vocational Training Program, as set forth in TDS Vocational Training Program publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The Director, after consultation with all parties involved, makes the final decision. The Director may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to TDS Vocational Training Program standards of conduct, may be allowed to resume attendance. The Director will review each case and decide upon re-admittance.

## **Previous Credits<sup>1</sup>**

Certification(s) and/or referrals from another dive certification agency, PADI or otherwise, will be evaluated on a case-by-case basis. Pre-assessment may be required. The Dive Shop does not guarantee transferability of our certification(s) to another institution unless they are an authorized PADI institution.

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<sup>1</sup> See Appendix: PADI Referrals and Training Standard

## **Student Records**

All student academic and financial records are maintained and filed in a secure and safe manner in perpetuity. Students are allowed to view their records, but the records must not leave the TDS Vocational Training Program. Copies will be provided to the student for a charge of \$5.00.

Should the institution cease operation, whether voluntarily or involuntarily, all educational records or legible true copies shall be filed with the Arizona State Board for Private Postsecondary Education within 15 days of ceasing educational operations.

## **Grievance Policy and Procedures**

A grievance or complaint must be filed with TDS Vocational Training Program within 2 years from the last date of attendance describing the alleged event or action that is the basis of the grievance. The complaint must be filed in writing and include the date of the event that is the subject of the complaint, the nature and details of the complaint and the date of the complaint. The complaint shall be submitted to the TDS Vocational Program Administrator.

Prior to the submittal of a written complaint, the student is encouraged to informally discuss and attempt to resolve the complaint with the instructor or people involved. If the grievance is not resolved, or the student does not wish to directly discuss the issue with the people involved, a written complaint may be filed. **Any complaint alleging illegal activity shall be reported immediately to law enforcement authorities** and a written grievance should be submitted.

Upon receipt of a written grievance, the following steps shall occur:

1. The TDS Vocational Program Administrator shall meet with the student to clarify the complaint issues within seven days.
2. Within seven days of the meeting, the TDS Vocational Program Administrator shall meet with the other people involved to gather additional information.
3. The TDS Vocational Program Administrator will then bring the parties involved together in an attempt to resolve the issue, or at the TDS Vocational Program Administrator's discretion, forward the complaint with the written comments

of the TDS Vocational Program Administrator to the President. If the grievance is not resolved within 21 days from initial receipt of the written complaint, the TDS Vocational Program Administrator will forward the complaint, with their written comments, to the President.

4. Upon receipt of a grievance, the President will, within 30 days of receipt, review the submitted materials, meet with the student and other people involved, and attempt to resolve the issue. The President will act quickly, being mindful that seven weeks may have passed since the filing of the grievance. The President's review will result in a draft resolution agreement or a written decision.

## **Resolution**

1. At any time in the process that the grievance is resolved, the TDS Vocational Program Administrator or President will draft a letter of agreement detailing the terms of the resolution. All parties involved, including the President, will sign the letter. The President shall ensure that the terms of the agreement under the control of TDS Vocational Training Program are implemented
2. Copies of the signed agreement will be provided to all involved parties and a copy will be placed in the student's folder. The original will be retained in TDS Vocational Program files.
3. The decision of the President is final. Copies of the decision will be provided to all involved parties, placed in the student's folder, and be retained in TDS Vocational Program files.
4. If the President or TDS Vocational Program Administrator believes, at any time, that illegal activity has occurred, they will immediately notify law enforcement authorities.

## **Schedule**

1. At any time in the process, the student and the TDS Vocational Program Administrator or President may mutually agree in writing to extend the time due to occurrences that are unavoidable or beyond the control of either party. Any extension shall not exceed 15 calendar days.
2. In the absence of an extension, the grievance process will conclude with seven weeks of the initial written complaint.

## **Appeal and Complaint Procedures to the Arizona State Board**

- A. **If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1400 W. Washington Street, Room 260, Phoenix, AZ 85007, phone # 602-542-5709, website address: [www.azppse.gov](http://www.azppse.gov). The student shall ensure that the complaint is filed within 2 years after the latest of the following. The date on which the student:**
1. Last attended the Program,
  2. Completed the Program's grievance procedure, including all appeals, or
  3. Is able to demonstrate that the Program failed to follow the Program's grievance procedure.
- B. **A student who files a complaint under subsection (A) shall:**
1. Use a form that is available from the Board,
  2. Sign the form and attest that all information provided is true and correct, and
  3. Attach to the form documentation that supports the allegations on which the complaint is based.
- C. **The Board shall not accept an anonymous complaint. An individual, whether a student or non-student, who files a complaint may request to remain anonymous to the Program if the individual believes the complaint**

may result in adverse action towards the individual. The Board cannot, however, guarantee that disclosure of the individual's identity will not occur in the process of honoring the Program's due process rights.

- D. The Board shall not accept a complaint regarding a grade dispute or the Program's employment practices or compliance with the Americans with Disabilities Act.
- E. After the complaint committee reviews the complaint and the results of the staff investigation of the complaint, the complaint committee shall take actions defined under A.R.S. § 32-3052(E).
- F. If a non-student has a complaint against the Program, the non-student may file a written complaint with the Board. The non-student complainant shall ensure that the complaint is filed within one year from the date on which the event prompting the complaint occurred.
- G. Subsections (B) through (E) apply to non-students complaints. The non-student must contact the State Board for further details. **The State Board address is 1400 W. Washington Street, Room 260, Phoenix AZ, 85007 phone # 602-542-5709, website address: [www.azppse.gov](http://www.azppse.gov)**

## Class Schedule

**-PADI Open Water Scuba Instructor Program**

**-PADI Master Scuba Diver Trainer Preparatory Course Program (MSDT Prep)**

Saturdays and Sundays 7am to 5pm

(Tucson residents may be provided course schedule availability for weekday evenings, Monday-Friday, based on student enrollment).

Offsite trips to open water training locations, especially those to Mexico, often take place on Friday through Sunday. On occasion, weekend trips may include Memorial Day, Labor Day, and/or Independence Day.

When an unexpected closure or cancellation occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone, email, and/or radio, and/or TV who provide closure information as a public service.

Classes are not held on the following holidays:

- Thanksgiving Day & the Friday following
- Christmas Eve, Christmas Day
- New Year's Eve, New Year's Day
- Easter

## **Facilities**

The TDS Vocational Training Program is located at 1702 E. Prince Rd. Tucson, AZ 85719. Our classrooms are furnished with modern equipment. A heated swimming pool is onsite for confined in-water training. Computer programs, prescriptive PowerPoint presentations, charts, diagrams and videos to enhance classroom activities are available.

Open water training can include any or all of the following locations:

- Lake Pleasant Regional Park, Morristown, AZ
- Balmorhea State Park, Toyahvale, TX
- San Carlos, Sonora, Mexico
- Himalaya Bay, Sonora Mexico

## **Catalogs**

Catalogs are available to students and prospective students in written or electronic format. Within 10 days from the date of a catalog revision, the revised catalog shall be submitted to the State Board in written or electronic format.

## **Equipment Cost**

Pricing for overall program costs does not include required equipment such as (but not limited to): Personal gear (mask, snorkel, fins, boots); BCD, regulators, safety items, and gear need for instruction. Enrolled students will be given a 15% discount on personal gear for initial open water class. Students maintaining enrollment will receive 10% off full price retail items for all dive-related gear and materials. Once enrolled in Phase IV, the student will receive member pricing.

## American Council of Education (ACE) Syllabi for most courses, as provided by PADI, International:

Validating the quality of the PADI System of diver education, many institutions and national educational councils around the world recommend PADI scuba courses for college credit, occupational certificates or educational funding. In the United States, the American Council on Education (ACE) through its College Credit Recommendation Service has evaluated and recommended college credit for 18 PADI courses and one Emergency First Response course. ACE is the major coordinating body for all the nation's higher education institutions. Below, for reference, are the ACE syllabi for the PADI classes in the program.

### Course Syllabus Open Water Diver

**Course schedule:** Flexible modular schedule

**Prerequisites:** Students must be 15 years old to enter the PADI Open Water Dive course and be physically fit to dive. Students between the ages of 10 and 14 may earn a PADI Junior Open Water Diver certification.

**Course description and objectives:** The PADI Open Water Diver course is PADI's entry level diver course, which is divided into three parts: knowledge development, confined water (pool) training dives and open- water scuba dives. The course includes five academic sections, five confined water training dives, and four open water training dives.

Upon successful completion of the course, the diver receives an internationally recognized PADI Open Water Diver certification card, allowing the diver to purchase or rent scuba equipment, purchase air fills for scuba cylinders, dive from charter boats and at dive resorts and participate in diving activities without an instructor present up to a recommended depth limit of 18 metres/60 feet

Upon successfully completing of the course, the diver receives a certification card denoting the PADI Open Water Diver rating.

**Required reading:** Student divers must read the PADI Open Water Diver Manual and watch the PADI Open Water Diver video in either paper manual/DVD, multimedia CD-ROM or online eLearning formats, successfully complete the 5 chapter Knowledge Reviews, course quizzes and Final Exam.

**Credit Recommendation:** In the lower division baccalaureate/associate degree category, 1 semester hour in Physical Education or Recreation (9/04).

### Course Syllabus Advanced Open Water Diver

**Course schedule:** flexible modular schedule

**Prerequisites:** certification as a PADI Open Water Diver or qualifying certification from another scuba

training organization. Minimum age of 15 years for Advanced Open Water Diver and 12-14 years for Junior Advanced Open Water Diver.

The PADI Advanced Open Water Diver programs provide the novice diver with a structured, well-supervised means to gain additional experience. This course initiates the diver to more specialized diving activities under the guidance and supervision of a PADI Instructor.

The Advanced Open Water Diver course consists of five open-water training dives: two required core dives and three elective dives (instructor and student choice). In each dive, the instructor elaborates on the dive topic, after which the students participate in a structured training dive that includes specific objectives and related tasks.

The two core dives are:

1. Deep dive
2. Underwater Navigation dive

Elective dives include the following activities:

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| 1. Altitude dive                  | 2. AWARE fish Identification dive |
| 3. Boat dive                      | 4. Diver Propulsion Vehicle dive  |
| 5. Drift dive                     | 6. Dry suit dive                  |
| 7. Multilevel & Computer dive     | 8. Night dive                     |
| 9. Peak performance buoyancy dive | 10. Search and Recovery dive      |
| 11. Underwater naturalist dive    | 12. Underwater photography dive   |
| 13. Underwater videography dive   | 14. Wreck dive                    |

Upon successfully completing the course, the diver receives a certification card denoting the Advanced Open Water Diver, which allows divers to participate in more advanced diving activities with a maximum recommended depth limit of 30 metres/100 feet, in addition to the qualifications listed for PADI Open Water Divers.

**Required reading:** Student divers must read the PADI Adventures in Diving Manual and successfully complete the chapter Knowledge Reviews.

**Credit recommendations:** In the lower division baccalaureate/associate degree category, 1 semester hour in Recreation or Physical Education (9/04).

## Course Syllabus Rescue Diver

**Course schedule:** Flexible modular schedule

**Prerequisites:** To qualify for PADI Rescue Diver training an individual must be certified as a PADI Advanced Open Water Diver or qualifying certification from another scuba training organization and must be at least 15 years old. The PADI Junior Rescue Diver course is open to divers between the ages of 12 and 14 with a PADI Junior Advanced Open Water (or equivalent) rating.

**Course description and objectives:** The PADI Rescue Diver course develops the knowledge and skills for individuals to effectively perform diver assists and rescues, manage diving accident situations and render first aid. The course is an important step in expanding a diver's knowledge and experience. PADI Rescue Diver (or equivalent) certification is a prerequisite for all PADI leadership training.

To be certified as a PADI Rescue Diver, the student must also successfully complete a sanctioned course in CPR and First Aid within the past 24 months.

Upon successfully completing of the course, the diver receives a certification card denoting the PADI



Rescue Diver rating.

**Required reading:** Rescue student divers must read the PADI Rescue Diver Manual, successfully complete the 5 chapter Knowledge Reviews and the Rescue Diver Exam.

**Credit recommendations:** In the lower division baccalaureate/associate degree category, 1 semester hour in Physical Education or Recreation (5/94). In the vocational certificate or lower division baccalaureate/associate degree category, 1 semester hour in Physical Education or Recreation (9/04).

## Course Syllabus Divemaster

**Course schedule:** flexible modular schedule

### Prerequisites:

PADI Advanced Open Water Diver and PADI Rescue Diver or qualifying certifications from another scuba training organization, CPR and First Aid training within past 24 months, have completed at least 20 logged dives with documented experience in night, deep and navigation diving. Be at least 18 years or older and medically fit for diving.

### Goals and Purpose of the PADI Divemaster

As the entry to professional levels in diver training, the PADI Divemaster course plays a pivotal role within the PADI System of diver education. Those who join the PADI Divemaster ranks assist instructors with training student divers. They supervise diving activities for certified divers, snorkelers and skin divers. Obviously, these entry-level professionals can strongly influence the safety and fun divers enjoy during training and diving. At the same time, many PADI Divemasters are looking ahead, gaining professional experience they will apply as PADI Assistant Instructors and Open Water Scuba Instructors.

### Course Goals

To develop the previous characteristics in an individual, the PADI Divemaster course has five broad goals:

1. To develop the knowledge, attitudes, judgment and skills for supervising certified divers in shore-based and boat-based diving activities.
2. To develop the knowledge, attitudes, judgment and skills for assisting with training divers in PADI courses.
3. To develop the knowledge, attitudes, judgment and skills for independently conducting specific PADI programs for certified divers and nondivers (e.g., Scuba Review, Discover Snorkeling, PADI Skin Diver course).
4. To develop the candidate's dive theory knowledge, waterskills, rescue skills and experience to the levels necessary to enter the PADI Assistant Instructor course and the PADI Instructor Development Course.
5. To promote each candidate's growth to meet individual needs and interests, and to meet the dive community's needs and expectations in dive leaders (e.g., risk management, personal health and safety, the needs of the dive retailer).

Upon successfully completing the PADI Divemaster course, the applicant receives a certification card and wall certificate denoting this rating. The individual also becomes a member of PADI and receives benefits including the ability to purchase professional liability insurance and fulfill the following duties:

### Divemaster Duties

**Certified and new/renewed PADI Divemaster are authorized to:**

1. Independently guide Open Water Diver/Scuba Diver students on the tour portion of Open Water Diver course training dives 2 through 4, at a ratio of two student divers per certified divemaster.
2. Accompany Open Water Diver/Scuba Diver students under the indirect supervision of a PADI Instructor:
  - a) during surface swims to and from the entry/exit point.
  - b) during the navigational exercises during dive
  4. c) with the group, either on the surface or underwater, while the instructor conducts a skill, such as an ascent, with an individual student diver or buddy team.
3. Conduct any subsequent dives for Discover Scuba Diving students, at a ratio of 2:1, if insured, after the students have satisfactorily completed the first dive under the supervision of a PADI Instructor.
4. Conduct the PADI Discover Local Diving experience, (provided the divemaster meets insurance requirements).
5. Conduct the PADI Discover Snorkeling program, (provided the divemaster meets insurance requirements).
6. Conduct the PADI Scuba Review program for certified Open Water Divers or divers with higher certifications (provided the divemaster meets insurance requirements).
7. Accompany student divers during training dives for the PADI Advanced Open Water program, Specialty Diver courses, or the Rescue Diver course.
8. Generally supervise both training and nontraining-related activities by assisting divers and student divers in the planning, organizing and direction of dives.
9. Assist a Teaching status PADI Instructor in the open water training of divers. The allowable student diver-to-instructor ratio increases by four additional student divers for each certified, renewed PADI Divemaster for all PADI programs and courses, unless stated otherwise by that course/program's standards. For the PADI Open Water Diver/Scuba Diver course, the allowable student diver-to-instructor ratio increases by two additional student divers for each certified, renewed PADI Divemaster, to a maximum of 10 student divers to one instructor.
10. Assist a Teaching status PADI Instructor in the confined water training of divers. Use of certified, renewed PADI Divemasters increases the allowable student diver-to-instructor ratio in confined water by four additional student divers per divemaster for all courses, unless stated otherwise by that course/program's standards.
11. Teach and certify PADI Skin Divers independently (provided the divemaster meets insurance requirements).

**Required reading:** Student divers must read the PADI Divemaster Manual and successfully complete the chapter Knowledge Reviews.

**Credit recommendations:** In the lower division baccalaureate/associate degree category, 2 semester hours in Physical Education or Recreation (9/04).

## Course Syllabus Instructor Development Course

**Course schedule:** flexible modular schedule

### Prerequisites:

1. Dive Leader certification — PADI Divemaster *or* leadership-level certification with a recognized recreational diver training organization who is either:
  - a. an instructor member in good standing, *or*

- b. a diver with proof of certification in diver supervision and management including proof of rescue diving certification; 60 logged dives; documented experience in night diving, deep diving and underwater navigation.
- 2. 18 years old
- 3. Medical clearance attesting to dive fitness signed by a physician within the previous 12 months.
- 4. Certified diver for six months.
- 5. EFR Primary and Secondary Care course completion (or qualifying training) within the last 24 months.
- 6. If not a PADI Divemaster, complete the PADI Divemaster course diver rescue skills assessment.
- 7. Submit documentation of qualifying certifications for entry level, advanced, rescue and leadership level, as necessary.

**Goals and Purpose of the PADI Instructor Development Course:**

The PADI Instructor Development Course (IDC) prepares the instructor candidate to function as a PADI Open Water Scuba Instructor. The program further develops leadership and teaching abilities to the instructor level and prepares candidates to teach PADI courses. PADI Open Water Scuba Instructors are qualified to conduct the entire range of PADI experience programs and PADI courses from Open Water Diver through Divemaster.

PADI Instructor Development includes training in PADI systems, standards and procedures, effective academic teaching presentations, teaching in confined water (pool), Conducting open water training dives and additional related topics which are presented during course.

Subsequent to successful completion of the IDC, the PADI Instructor candidate must successfully complete the PADI Instructor Examination (IE) in which the candidate is evaluated on: Dive theory, Academic teaching, Confined-water (pool) teaching, Open-water teaching and general diving skills and professionalism

Upon successful completing a PADI IDC and IE, the applicant receives a certification card and certificate denoting this rating.

**Credit recommendations:** In the upper division baccalaureate degree category, 3 semester hours in Physical Education, Recreation, or Education (9/04).

## APPENDIX 3: Refunds

### PADI Open Water Scuba Instructor Program 248.5 clock hours

#### Phase I tuition paid \$1497.25 clock hours 52

	Clock hours	% of phase completed	% refund		Trip exp	Refund \$\$
<b>Program Induction</b>	6	12%	80%		NA	1197.80
<b>OWDC</b>	+30	69%	0%		349.00	0.00
<b>AOW</b>	+16	100%	0%		349.00	0.00

#### Phase II tuition paid \$1497.25 clock hours 35

	Clock hours	% of phase completed	% refund		Trip exp	Refund \$\$
<b>EFR</b>	10	29%	70%		NA	1048.08
<b>Rescue Diver</b>	25	100%	0%		\$349	0.00

Note: Carry-over from phase I is \$495.25 and will be added to applicable refund.

#### Phase III tuition paid \$1497.25 clock hours 52

	Clock hours	% of phase completed	% refund		Trip exp	Refund \$\$
<b>EFR Instructor</b>	19	37%	60%		NA	898.35
<b>Divemaster Course</b>	+33	100%	0%		\$349	0.00

Note: Carry-over from phase I and II is \$1393.50 and will be added to applicable refund.

#### Phase IV tuition paid \$1497.25 less \$100 IDC discount clock hours 109.5

	Clock hours	% of phase completed	% refund		Trip exp	Refund \$\$
<b>IDC</b>	93.5	85%	0%		\$750	0.00
<b>PADI IE <sup>2</sup></b>	16	100%	NA			625.00
<b>PADI Application fee <sup>3</sup></b>	NA	NA	NA			156.00

Note: Carry-over from phase I, II and III is \$1287.75 and will be added to applicable refund.

<sup>2</sup> Refundable if candidate chooses not to attend a PADI Instructor Exam

<sup>3</sup> Refundable if candidate does not attend a PADI Instructor Exam.

**PADI Master Scuba Diver Trainer Preparatory Course Program 20.5**

Course fee	\$700 (\$140 ea.)
PADI Application	\$310 (\$62 ea.)
Trip Expense	\$350

- This is an Open Water onsite course so the trip expense is automatically deducted from this program once travel is completed to the site.
- Each of the five instructor specialty training courses equals 20% of the course fee (\$140) plus the PADI application fee of \$62 for each.
- Refund equals \$140 course fee and \$62 PADI Application fee for each of the five instructor specialties not completed.

Continue to next page (Checklist Item 8)

Contract Acceptance

**CONTRACT ACCEPTANCE** (Checklist Item 13):

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the TDS Vocational Training Program Official. I also understand that if I default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by **The Dive Shop**.

My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of TDS Vocational Training Program Official

\_\_\_\_\_  
Date

Representative's certification: I hereby certify that \_\_\_\_\_ has been interviewed by me and in my judgment, meets all requirements for acceptance as a student. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

By: \_\_\_\_\_ Date: \_\_\_\_\_

**TDS Vocational Training Program**  
**Addendum to Minimum Age Pre-requisite (1/26/2016)**

16 year old students through 16 years and 6 months old may enroll in the OWSI Program with an extended completion requirement of 30 months, *all other pre-requisites withstanding.*

Those 16 years and 7 months old through the day prior to their 17<sup>th</sup> birthday may enroll in the OWSI Program with an extended completion requirement of 24 months, *all other pre-requisites withstanding.*



# **PADI Training Standards and Referrals**

## **Referral**

Referral is the process of providing training documentation to another PADI Instructor when a student diver is part-way through a course and wants to finish the course at another location. Referrals expire 12 months from the date of the last training segment.

**Exception:** Advanced Open Water program and Specialty Diver courses have no time limit.

## **Previous Credits**

### **Referrals from Other Organizations**

When receiving a referred diver from another training organization for course completion, follow the Referral Procedures in the General Standards and Procedures Guide. To assess the referred diver's knowledge and skills, administer the Online Quick Review, ReActivate Quick Review or Course final exam, and conduct a confined water dive that reviews Open Water Diver course skills in preparation for open water training dives.

TDS Vocational Training Program may accept divers with certifications through other training organizations into a PADI course using this general guideline, and after conducting a knowledge and skill pre-assessment.

Qualifying Certification Description:

1. PADI Open Water Diver — proof of an entry-level scuba certification with a minimum of four open water training dives.
2. PADI Advanced Open Water Diver — proof of certification beyond entry-level (at least two certifications total); proof of 20 or more logged dives; documented experience in deep diving and underwater navigation.
3. PADI Rescue Diver — proof of certification in diving rescue.
4. EFR Primary Care — proof of current CPR training.
5. EFR Secondary Care — proof of current first aid training.