



**2009**  
**SCUBA CAREER**  
**DEVELOPMENT CURRICULUM**  
COURSES, CONTENTS AND COSTS

[www.prodiveusa.com](http://www.prodiveusa.com)

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### ***Our Mission Statement***

Pro Dive is completely dedicated to creating successful professionals in the scuba diving industry through cutting edge programs and practices, educational awareness, and industry leading initiatives at our international training facility.

## PADI ADVANCED OPEN WATER DIVER

## AOW-00

Our Pre-Phase PADI Advanced Open Water Diver course is conducted over a 2-day period and provides Open Water Divers a structured, well-supervised means to gain additional diving experience. The course which includes 5 dives is designed to expose divers to a variety of specialty diving activities and underwater tasks that will broaden their awareness and capabilities. During the course, students will complete a Deep Dive and a Navigation Dive in addition to a Night, Wreck and Peak Performance Buoyancy dive. These dives count as the first training dives for the Master Scuba Diver Program that follows this course.

	CLOCK HOURS
<b>ACADEMIC TOPICS &amp; SKILLS</b>	<b>4:00</b>
Recreational Dive Planner Review	
Scuba Tune Up	
Underwater Navigation Review	
Deep Diving Review	
Night Diving Review	
Peak Performance Buoyancy Review	
Wreck Diving Review	
<b>OPEN WATER SKILLS</b>	<b>12:00</b>
Navigation Dive	
Deep Dive	
Night Dive	
Wreck Dive	
Peak Performance Buoyancy	
<b>TOTAL CLOCK HOURS</b>	<b>16:00</b>

### ENTRY REQUIREMENT:

PADI Open Water Diver or equivalent

### MINIMUM AGE:

18 years for Career Candidates,  
15 years for Non-Career Candidates  
12 years for Junior Advanced Open Water Diver

### CERTIFICATION:

PADI AOW Certification fee \$30 — **Included**

### NUMBER OF OCEAN BOAT DIVES: 5

#### REQUIRED DIVING EQUIPMENT:

- \*Mask, fins and snorkel
  - \*Wetsuit
  - \*BCD with low-pressure inflator system
  - \*Single-hose regulator with alternate-air-source device
  - \*Submersible pressure gauge
  - \*Depth gauge
  - \*Compass
  - Bottom timing device (dive computers preferred)
  - Dive knife or other cutting tool
  - Pencil and underwater slate
  - Two dive lights (one primary and one backup)
- \* Available for rental

**Note:** Scuba tanks will be provided at no extra charge. Weight belts and weights will also be provided at no charge; however, a deposit of \$50 is required to cover possible loss.

## PADI MASTER SCUBA DIVER

## MSD-00

The Master Scuba Diver (MSD) rating is the highest recreational diver rating in the PADI system and denotes superior achievement and proficiency. This course allows sport divers to gain valuable experience which will benefit aspiring Divemasters and Instructors. The course also provides a great opportunity to increase the number of dives required for Divemaster (60 dives) and Instructor (100 dives) qualifications.

### ENTRY REQUIREMENTS:

PADI Open Water Diver and attendance at the preceding PADI Advanced Open Water Diver course.

### MINIMUM AGE:

18 years for Career Candidates  
15 years for Non-Career Candidates

	CLOCK HOURS
<b>ACADEMIC TOPICS &amp; SKILLS</b>	<b>12:00</b>
Deep Diver	
Underwater Navigation	
Peak Performance Buoyancy	
Drift Diving	
Night Diving	
<b>OPEN WATER SKILLS</b>	<b>20:00</b>
Peak Performance Buoyancy	
Deep Diving Techniques	
Underwater Navigation Techniques	
Drift Diving Techniques	
Night Diving Techniques	
<b>TOTAL CLOCK HOURS</b>	<b>32:00</b>

### NUMBER OF OCEAN BOAT DIVES: 11

The AOW dives count as dive number 1 of the associated specialties below

### CERTIFICATIONS:

PADI Specialty Certifications:  
PADI Deep Diver  
PADI Underwater Navigator  
PADI Peak Perf. Buoyancy Diver  
PADI Drift Diver  
PADI Night Diver

### MSD APPLICATION FEE \$44 INCLUDED

#### REQUIRED DIVING EQUIPMENT:

- Mask, fins and snorkel
- Wetsuit
- BCD with low-pressure inflator system
- Single-hose regulator with alternate-air-source device
- Submersible pressure gauge
- Depth gauge
- Compass
- Bottom timing device (dive computers preferred)
- Dive knife or other cutting tool
- Pencil and underwater slate
- Two dive lights (one primary and one backup)

**Note:** Scuba tanks will be provided at no extra charge. Weight belts and weights will also be provided at no charge; however, a deposit of \$50 is required to cover possible loss.

# Phase I — Professional Divemaster Program

The Professional Divemaster Program is the first phase of the Pro Dive® Scuba Career Development Curriculum. The program takes divers from sport diver to Divemaster and encompasses all courses required to enter a PADI Instructor Development Course, plus optional but highly recommended career enhancement courses. This Phase can be entered at any level once meeting the entry requirements.

<b>PADI Emergency First Responder (EFR) &amp; Care for Children (CFC)</b>	<b>1 Day</b>
<b>DAN Oxygen Provider and PADI Oxygen First Aid</b>	<b>1/2 Day</b>
<b>PADI Rescue Diver</b>	<b>4 Days</b>
<b>PADI Enriched Air (Nitrox) Diver</b>	<b>1 Day</b>
<b>PADI Divemaster</b>	<b>10 Days</b>

## PADI EMERGENCY FIRST RESPONDER AND CFC

**EFR-01**

The PADI Emergency First Responder (EFR) and Care for Children (CFC) course is a basic training course in emergency care. CPR, basic first aid, AED and other important emergency care skills are combined into a 1 day course which allows graduates to function with consistent priorities in an emergency. This training is a prerequisite for certification as a PADI Rescue Diver, PADI Divemaster and meets the requirements for career students attending the PADI Instructor Development Course and Emergency First Responder Instructor training.

**ENTRY REQUIREMENT:**  
Any person may attend this course

**MINIMUM AGE:**  
None

**CERTIFICATION:**  
Emergency First Responder  
The PADI Emergency First Responder course is a basic training class in emergency care, CPR, and basic first aid. The EFR/CFC class is taught over 1 day. This training is a prerequisite for PADI Rescue

ACADEMIC TOPICS & SKILLS	CLOCK HOURS
Scene Assessment	:15
Barrier Use	:15
Primary Assessment	:30
Rescue Breathing- Infant, Child, Adult	:30
One Person CPR- Infant, Child, Adult	:30
Choking Management- Infant, Child, Adult	:30
Bleeding Management	:30
Shock Management	:30
Spinal Injury Management	:30
Illness Assessment	:30
Injury Assessment	:30
Bandaging	:30
Splinting for Dislocations	:30
Scenarios	1:00
Use of AED	:30
Administration and Exams	1:00
CFC Knowledge development	1:00
<b>TOTAL CLOCK HOURS</b>	<b>9:30</b>

## DAN OXYGEN PROVIDER

**O2-01**

The DAN (Divers Alert Network) O<sub>2</sub> Provider course is a basic training course in providing oxygen first aid to injured divers of diving related accidents and is a **prerequisite to the DAN / PADI Oxygen Instructor and Phase III programs**. When combined with the PADI Rescue Diver and PADI Emergency First Responder courses, students receive the best possible preparation to react to any diving rescue incident. This course is considered **highly** desirable by most dive operations.

**ENTRY REQUIREMENT:**  
Current CPR and First Aid training

**MINIMUM AGE:**  
18 years for Career Candidates  
12 years for Non-Career Candidates

ACADEMIC TOPICS & SKILLS	CLOCK HOURS
Anatomy & Physiology Review	:20
Decompression Sickness	:20
Arterial Gas Embolism	:20
Benefits of Oxygen	:30
Equip. Assembly & Familiarization	:30
Injured Diver Conscious	:30
Injured Diver Unconscious	:30
Injured Diver Non Breathing	:30
Two Injured Divers	:30
Administration and Examination	1:00
<b>TOTAL CLOCK HOURS</b>	<b>5:00</b>

*(DAN membership is recommended but not included in Phase pricing –approximately \$30/yr.)*

# Phase I — Professional Divemaster Program

## PADI RESCUE DIVER

RES-01

The PADI Rescue Diver course is a 4 day class which is an important step in expanding upon the Advanced Open Water Diver knowledge and experience. This performance-based course will involve classroom presentations, pool training and beach skill development sessions followed by 6 ocean and lake training and experience dives.

Upon successful completion of the course, the student is certified as a PADI Rescue Diver and qualifies for further training as a PADI Divemaster.

### ENTRY REQUIREMENTS:

PADI Advanced Open Water Diver or qualifying certification from another training organization.

First aid and CPR training within 24 months (PADI Emergency First Responder/Care for Children certification is recommended)

20 dives are required to start the Rescue Diver program

### MINIMUM AGE:

18 years for Career Candidates,

15 years for Non-Career Candidates,

12 years for Junior Rescue Diver

### CERTIFICATION:

PADI Rescue Diver

### NUMBER OF DIVES: 6

10 training exercises, and 4 open water scenarios conducted during pool, beach, lake & boat sessions.

### REQUIRED DIVING EQUIPMENT:

- Mask, fins and snorkel
- Wetsuit
- BCD with low-pressure inflator system
- Single-hose regulator with alternate-air-source device
- Submersible pressure gauge
- Depth gauge
- Compass
- Bottom timing device (dive computers preferred)
- Dive knife or other cutting tool
- Pencil and underwater slate
- Surface signaling device (recommended)
- Pocket mask

**Note:** Scuba tanks will be provided at no extra charge. Weight belts and weights will also be provided at no charge; however, a deposit of \$50 is required to cover possible loss.

ACADEMIC TOPICS & SKILLS	CLOCK HOURS
The Psychology of Rescue	2:00
Being Prepared for a Diver Emergency	2:00
Accident Management	2:00
Responding To Diver Emergencies	2:00
Administration and Exam	2:00
<b>CONFINED &amp; OPEN WATER SKILLS</b>	
Self Rescue Review	1:00
Tired Diver	1:00
Panicked Diver	2:00
Response from Shore, Boat, Dock	2:00
Distressed Diver Underwater	1:00
Missing Diver	1:00
Surfacing the Unresponsive Diver	1:00
Unresponsive Diver at the Surface	2:00
Exiting the Unresponsive Diver	2:00
First Aid for Pressure Related Injuries	1:00
Open Water Scenarios (4)	8:00
<b>TOTAL CLOCK HOURS</b>	<b>32:00</b>



PRO DIVE  
INTERNATIONAL.

# Phase I — Professional Divemaster Program

## PADI ENRICHED AIR (NITROX) DIVER

EAN-01

The PADI Enriched Air Diver course is a 1 day training class which provides recreational divers with the knowledge required to safely plan and conduct recreational Enriched Air (Nitrox) dives. Two Enriched Air (Nitrox) ocean boat dives follow the academic topics and exams. These dives may be conducted as night dives.

### ENTRY REQUIREMENTS:

Open Water Diver certification  
Completion of Knowledge Reviews

### MINIMUM AGE:

15 years  
PADI certification fee: \$30— Included

### NUMBER OF OCEAN BOAT DIVES: 2

### REQUIRED DIVING EQUIPMENT:

- Mask, fins and snorkel
- Wetsuit
- BCD with low-pressure inflator system
- Single-hose regulator with alternate-air-source device
- Submersible pressure gauge
- Depth gauge
- Compass
- Bottom timing device (Nitrox compatible dive computers are preferred)
- Dive knife or other cutting tool
- Pencil and underwater slate
- Two dive lights (one primary and one backup)

**Note:** Enriched Air (Nitrox) Scuba tanks will be provided at no extra charge. Weight belts and weights will also be provided at no charge; however, a deposit of \$50 is required to cover possible loss.

ACADEMIC TOPICS & SKILLS	CLOCK HOURS
Advantages and Disadvantages of Enriched Air	:30
Equipment for Enriched Air Diving	:30
Using the RDP with Enriched Air	1:00
Managing Oxygen Exposure	:30
Special Applications of Enriched Air Diving	:30
Diving Emergencies and Enriched Air (Nitrox)	:30
Obtaining Enriched Air	:15
Enriched Air Formulas	:30
Technical Diving	:15
Administration and Exam	1:00
<b>OPEN WATER SKILLS</b>	
Plan and Complete 2 Enriched Air Dives	4:00
<b>TOTAL CLOCK HOURS</b>	<b>9:30</b>

# Phase I — Professional Divemaster Program

## PADI DIVEMASTER

## DM-01

The PADI Divemaster course is a 10 day course during which qualified Rescue Divers learn the knowledge and skills necessary to make the transition from a recreational diver to the first professional membership level of PADI. Instructor level academic knowledge will be developed and tested.

Confined water training includes improving all standard open water skills to demonstration quality. Rescue skills, equipment exchange (problem solving) and watermanship and stamina are also evaluated.

Dives typically include: deep, wreck, drift, reef, navigation, underwater mapping, and dive leader exercises which will develop the candidates' skills in dive planning, leadership and proper response to common underwater problems.

Functioning as an instructional assistant is also covered in the pool and the ocean. Upon successful completion of the course, the student is certified as a PADI Divemaster and qualifies for attendance in both the PADI Instructor Development Course (IDC) - leading to eventual certification as a PADI Open Water Scuba Instructor - and in the Pro Dive ROS® program.

### ENTRY REQUIREMENTS:

PADI Rescue Diver or equivalent certification from another training organization

First Aid and CPR training within 24 months

(PADI Emergency First Responder/Care for Children certification is recommended)

A minimum of 20 logged dives

Diving Accident Insurance (DAN is recommended)

**PADI Diving Medical Examination Form** signed by a physician (specifically a **MD** or a **DO**) stating fitness to dive and dated within previous 12 months

### MINIMUM AGE:

18 years

### COMPLETION REQUIREMENT:

Proof of 60 logged dives, including night, deep and navigational dives

### CERTIFICATION:

Divemaster

**NUMBER OF OCEAN BOAT DIVES: 10\***

### REQUIRED DIVING EQUIPMENT:

- Mask, fins and snorkel
- Wetsuit and dive gloves
- BCD with low-pressure inflator system
- Single-hose regulator with alternate-air-source device
- Submersible pressure gauge
- Depth gauge
- Compass
- Bottom timing device (dive computers preferred)
- Timing device (watch with second hand)
- Dive knife or other cutting tool
- Pencil and underwater slate
- Visual signaling device (surface)
- Audible signaling device (surface and underwater)
- PADI RDP, Wheel, eRDP and logbook
- Underwater lights (primary and secondary)
- Pocket mask and non-rebreather mask

**Note:** Scuba tanks will be provided at no extra charge. Weight belts and weights will also be provided at no charge; however, a deposit of \$50 is required to cover possible loss.

ACADEMIC TOPICS & SKILLS	CLOCK HOURS
Role & Characteristics of a PADI Divemaster	1:30
Supervising General Diving Activities (2 Parts)	3:30
Assisting with Student Divers in Training	2:00
Dive Theory Introduction	:30
Physics of Diving	3:00
Physiology of Diving	2:00
Dive Equipment	2:00
Decompression Theory & the RDP	3:30
Divemaster Conducted Programs	1:00
Risk Management	1:00
The Business of Diving	:30
Your Diving Career	:30
Exams	10:00
Administration	1:00
<b>CONFINED WATER SKILLS</b>	<b>3:00</b>
Watermanship & Stamina	
400 yard Swim Freestyle	
800 yard Swim with Mask Fins and Snorkel	
100 yard Tired Diver Tow	
15 Minute Tread Water	
Scuba Skills Development	7:00
Rescue Techniques Evaluation	3:00
Problem Solving Exercises	1:00
Divemaster's Role in Confined Water Training	1:00
PADI Programs	1:00
<b>OPEN WATER SKILLS</b>	
Underwater Mapping Project	2:00
Divemaster's Role in Continuing Education	2:00
Leading Certified Divers	10:00
Divemaster's Role in Open Water Training	6:00
<b>TOTAL CLOCK HOURS</b>	<b>68:00</b>

\* Unlike most PADI Divemaster courses that require only 6 dives, the Pro Dive Divemaster program includes 10 dives!

# Phase II – Open Water Scuba Instructor Program

Phase II of the Pro Dive Career Development Curriculum is the Open Water Scuba Instructor course. The program begins with the PADI Instructor Development Course (IDC) which is split into two parts: The PADI Assistant Instructor and the PADI Open Water Scuba Instructor. This Phase also includes EFR/CFC Instructor and the PADI Instructor Examination.

There are also optional Instructor Exam Theory Preparation Workshops available for those who would like additional instruction.

This Phase can be entered at any level provided the student meets the entry requirements. After successful completion of the PADI Instructor Examination (IE), PADI will award candidates its Open Water Scuba Instructor certification.

Phase II Open Water Scuba Instructor Program consists of three components:

<b>PADI Emergency First Responder Instructor and Care for Children Instructor</b>	<b>1 Days</b>
<b>PADI Instructor Development Course</b>	<b>10 Days</b>
<b>PADI Instructor Examination</b>	<b>2 Days</b>

## PADI EMERGENCY FIRST RESPONSE/CFC INSTRUCTOR

## EFRI/CFCI-02

The PADI Emergency First Responder (EFR) and Care for Children (CFC) Instructor Course is a program which instructs candidates how to organize, instruct, market and promote the EFR & CFC courses. This course emphasizes hands-on skills, practice demonstrations and problem solving.

**ENTRY REQUIREMENTS:**

PADI EFR & CFC Certifications  
Completion of Knowledge Reviews.

**CERTIFICATION:**

PADI Emergency First Responder/Care for Children Instructor

ACADEMIC TOPICS & SKILLS	CLOCK HOURS
Course Orientation	1:30
EFR Program Philosophy	:45
Teaching EFR Skills Workshop	3:00
Care for Children Course Standards	1:00
Teaching Care for Children Workshop	1:00
Organizing EFR Course	:45
Mannequin Cleaning	:30
Marketing EFR/CFC courses	:30
Exam	1:00
<b>TOTAL CLOCK HOURS</b>	<b>10:00</b>

## PADI INSTRUCTOR DEVELOPMENT COURSE

## IDC-02

The complete PADI Instructor Development Course (IDC) is a 10 day course designed to prepare qualified candidates to become PADI Instructors. The IDC is divided into two distinct segments. The first is the 4 day Assistant Instructor (AI) course and the second is the 6 day Open Water Scuba Instructor (OWSI) course. Together, the 2 courses encompass the entire IDC. Both courses must be completed before attending the PADI Instructor Exam (IE). Each segment can be scheduled as a stand-alone course or completed at one time.

**ENTRY REQUIREMENTS:**

- Proof of PADI Open Water, Advanced, Rescue and Divemaster certifications or equivalent certification from another training organization.
- Certified Open Water Diver for at least 6 months
- First Aid and CPR training within the last 24 months (PADI Emergency First Responder/Care for Children certification recommended)
- PADI Diving Medical Statement signed by a physician (MD or DO) and dated within the last 12 months.
- Proof of at least 100 logged open water scuba dives (You may be enrolled in the I.D.C. as a Divemaster with only 60 dives under some special circumstances.):
  1. You are attending a CDC (Career Development Center).
  2. Be enrolled in 5 continuing education

courses prior to and or after the I.D.C.

3. You will be required to complete the A.I. ( Assistant Inst.) portion and pay the A.I. fee of \$57.50 (**Not Included** in Phase pricing.)

- Diving Accident Insurance (DAN is recommended)
- Logged proof of deep, night & navigation diving
- Prior completion of all 16 IDC Independent Learning Knowledge Reviews

**MINIMUM AGE:**

18 years

**COMPLETION REQUIREMENT:**

Proof of 100 logged dives is required

**Note:** Candidates who are not PADI Divemasters are also required to pass the diver rescue skills assessment.

**CERTIFICATION:**

PADI IDC Application Fee - \$105 –**Included**

**Note:** Assistant Instructor certification fee of \$60.00 is **Not Included** in the course price if you are under 100 dives.

**NUMBER OF DIVES: 4**

# Phase II — Open Water Scuba Instructor Program

## REQUIRED DIVING EQUIPMENT:

- Mask, fins and snorkel
- Wetsuit and dive gloves
- BCD with low-pressure inflator system
- Single-hose regulator with alternate-air-source device
- Submersible pressure gauge
- Depth gauge
- Compass
- Timing device (watch with second hand)
- Bottom timing device (computer preferred)
- Dive knife or other cutting tool

- Pencil and underwater slate
- Pocket mask and non-rebreather mask
- Wreck reel and lift bag (recommended)
- Visual signaling device (surface)
- Audible signaling device (surface and underwater)
- PADI RDP, Wheel, eRDP and logbook
- Underwater lights (primary and secondary)

**Note:** Scuba tanks will be provided at no extra charge. Weight belts and weights will also be provided at no charge; however, a deposit of \$50 is required to cover possible loss.

IDC TOPICS & SKILLS	CLOCK HOURS
Course Orientation	2:00
Learning, Instruction & The PADI System	1:30
Developing Knowledge Presentations	3:30
Knowledge Development Presentations	8:00
Project AWARE & Peak Perform. Buoyancy	1:00
PADI Discover Scuba & Snorkeling Programs	1:00
Teaching in Confined Water	2:30
Scuba Skills Evaluation	5:00
Confined Water Teaching Presentations	15:00
Conducting Open Water Training Dives	1:45
Open Water Teaching Presentations	8:00
Standards & Procedures Exam	2:00
Dive Industry Overview	1:00
800 Yard Swim	1:00

## IMPORTANT NOTE:

All IDC Candidates are **required by PADI Standards** to have **current** copies of **all diver level manuals** including Open Water, Advanced, Rescue and Divemaster. These books are **not included** in the cost of this course.

IDC TOPICS & SKILLS (CONT'D)	CLOCK HOURS
General Standards & Procedures	2:30
Legal Responsibility & Risk Management	1:30
The Role of Media & Prescriptive Teaching	1:30
Dive Theory Exams	3:00
Prescriptive Teaching Presentations	6:00
PADI Scuba Diver & Open Water	
Diver Courses	1:30
How to Teach the Recreational Dive Planner	1:00
Adaptive Teaching	1:00
PADI Continuing Education Philosophy	1:00
Business Principles Workshop	1:30
Adventures in Diving Program & Workshop	3:30
Specialty Courses &	
Master Scuba Diver Program	1:00
Rescue Diver Course & Workshop	3:00
Divemaster Course	1:30
Diver Retention Programs	1:00
<b>TOTAL CLOCK HOURS</b>	<b>83:45</b>

## PADI INSTRUCTOR EXAMINATION

## IE-02

The PADI Instructor Examination (IE) is scheduled on Saturday and Sunday in Fort Lauderdale, immediately following Pro Dive's IDC. The IE is a standardized, objective evaluation conducted by Instructor Examiners from PADI Headquarters. Therefore, it has no affiliation with Pro Dive or any other Instructor Development Center. Only PADI Headquarters Instructor Examiners are involved.

Pro Dive will provide the transportation necessary for carrying equipment and cylinders to and from the pool and open water examination sites.

Instructor candidates must successfully complete the following exams and perform the following skills:

### CLASSROOM

- Five-part theory exam on Physics, Physiology, Equipment, Skills & Environment and the PADI Recreational Dive Planner (table & wheel versions) - multiple choice, true/false, 12 questions on each topic exam
- PADI Systems, Standards & Procedures exam - multiple choice, open book, 50 question exam
- Perform 1 Knowledge Development Prescriptive Teaching Presentation

### POOL

- Demonstrate a 5 skills circuit as detailed by the Examiners
- Perform 1 Confined Water Teaching Presentation

### OPEN WATER

- Perform an Unconscious Diver at the Surface rescue to demonstration quality
- Perform 1 Open Water Teaching Presentation with 2 skills combined

The instructor candidate must successfully complete all components of the PADI IE in order to earn the PADI Open Water Scuba Instructor (OWSI) certification. As an OWSI, one is qualified to teach various experience programs, the Open Water, Advanced Open Water, Rescue and Divemaster courses in addition to the Peak Performance Buoyancy and Project AWARE specialty courses.

## PADI Instructor Exam Fee - \$485- Not Included (unless enrolled in Phase II program)

### REQUIRED DIVING EQUIPMENT:

- Mask, fins and snorkel
- Wetsuit and dive gloves
- BCD with low-pressure inflator system
- Single-hose regulator with alternate-air-source device
- Submersible pressure gauge and depth gauge
- Timing device (watch with second hand)
- Bottom timing device (computers preferred)
- Dive knife or other cutting tool
- Pencil, underwater slate and compass
- Visual signaling device (surface)
- Audible signaling device (surface and underwater)
- Pocket mask and non-rebreather mask
- PADI RDP, Wheel, eRDP and logbook
- Underwater lights (primary and secondary)

**Note:** Scuba tanks will be provided at no extra charge. Weight belts and weights will also be provided at no charge; however, a deposit of \$50 is required to cover possible loss.

# Phase III — Master Scuba Diver Trainer/ DES Program

The Master Trainer Program is Phase III of the Pro Dive Career Development Curriculum. This program includes the DAN Dive Emergency Specialist Instructor and the Master Scuba Diver Trainer modules which includes 4 DAN Instructor, 3 DAN Provider, 1 PADI Distinctive Specialty Instructor, 5 PADI Specialty Instructor certifications and 8 ocean boat dives. The 2009 Master Scuba Diver Trainer Program consists of 2 components:

- |                               |        |
|-------------------------------|--------|
| 1. Master Scuba Diver Trainer | 5 Days |
| 2. Dive Emergency Specialist  | 2 Days |

## MASTER SCUBA DIVER TRAINER

## MSDT-03

The Master Scuba Diver Trainer (MSDT) Module is actually 5 PADI Specialty Instructor courses conducted in an integrated manner over 5 days. The MSDT course is designed to train instructors in how to organize, market and conduct the following PADI Specialty Diver Courses:

1. PADI Wreck Diver
2. PADI Deep Diver
3. PADI EANx Diver
4. PADI Underwater Navigator
5. PADI Night Diver

The course involves academic presentations and 8 ocean boat dives. Candidates are shown how to conduct training dives, briefings and scenarios. Subjects include wreck mapping and survey, wreck penetration drills, use of wreck reels, navigation skills and techniques, enriched air diving considerations, dive planning and techniques, night diving techniques, and deep diving considera-

### ENTRY REQUIREMENTS:

- Candidates must be a renewed PADI Assistant Instructor, PADI Instructor or have completed an IDC or OWSI course within the last 12 months
- Certified as a PADI Enriched Air (Nitrox) Diver or hold a qualifying certification from another training organization
- Diving Accident Insurance (DAN is recommended)

### COMPLETION REQUIREMENT:

Each specialty application requires 10 logged dives in that specialty. Candidates qualify for the Master Scuba Diver Trainer rating only after they have certified 25 PADI divers and submitted a separate application to PADI.

### CERTIFICATIONS:

5 PADI Specialty Instructor- The MSDT application fee of \$60.00 is **not included** in the Phase III tuition.

### NUMBER OF OCEAN BOAT DIVES: 8

#### REQUIRED DIVING EQUIPMENT:

- Mask, fins and snorkel
- Wetsuit and dive gloves
- BCD with low-pressure inflator system
- Single-hose regulator with alternate-air-source device
- Submersible pressure gauge
- Depth gauge
- Compass
- Timing device (watch with second hand)
- Bottom timing device (computer preferred)
- Dive knife or other cutting tool
- Pencil and underwater slate
- Pocket mask and non-rebreather mask
- Wreck reel and lift bag
- Visual signaling device (surface)
- Audible signaling device (surface and underwater)
- PADI RDP, Wheel, eRDP and logbook
- Underwater lights (primary and secondary)
- 30cf stage cylinder (recommended)

**Note:** Scuba tanks will be provided at no extra charge. Weight belts and weights will also be provided at no charge; however, a deposit of \$50 is required to cover possible loss.

ACADEMIC TOPICS & SKILLS	CLOCK HOURS
Standards and Procedures	1:00
Practical Workshops	1:30
Academic Presentations	6:00
<b>OPEN WATER SKILLS</b>	
Wreck Diver (2 Dives)	4:00
EANx Diver (1 Dive)	2:00
Deep Diver (2 Dives)	4:00
Night Diver (1 Dive)	2:00
U/W Navigator (2 Dives)	4:00
<b>TOTAL CLOCK HOURS</b>	<b>34:30</b>

# Phase III — Master Scuba Diver Trainer/ DES Program

## DIVE EMERGENCY SPECIALIST

## DES-06

### DAN Diving Emergency Specialist (DES)

The remote location of most dive sites, whether a few hours from shore or days from civilization, requires more advanced care than that offered by traditional rescue training. In addition, dive leaders need to know how to deal with minor marine life injuries, a subject rarely addressed in traditional first aid courses. To respond to this need for practical knowledge the DES program includes the following instructor level credentials.

#### OXYGEN FIRST AID FOR SCUBA DIVING INJURIES INSTRUCTOR

The DAN O2 Instructor course is a 1 day program which prepares dive leaders to teach the DAN O2 Provider course. Candidates also apply for the **PADI Oxygen First Aid Instructor Specialty**.

#### ADVANCED OXYGEN FIRST AID FOR SCUBA DIVING INJURIES INSTRUCTOR

This advanced-level program is designed to train existing DAN Oxygen Providers to use the MTV-100 and a Bag Valve Mask while providing care for a non-breathing injured diver.

#### FIRST AID FOR HAZARDOUS MARINE LIFE INJURIES INSTRUCTOR

Serious hazardous marine life injuries are rare, but most divers experience minor discomfort from unintentional encounters with fire coral, jellyfish and other marine creatures. This course teaches divers to minimize these injuries and reduce diver discomfort and pain.

#### ON-SITE NEUROLOGICAL ASSESSMENT FOR DIVERS INSTRUCTOR

Learn how to conduct a neurological assessment on a potentially injured diver. The information gained in this assessment can help convince a diver of the need for oxygen first aid, and help a dive physician determine the proper treatment.

The knowledge and skills acquired will include:

- Provide Oxygen to a non-breathing or breathing injured diver
- Ventilations using the MTV-100 & Bag Valve Mask
- Perform appropriate first aid procedures for accidental contact with aquatic life
- Assess body systems for impairment due to diving related maladies
- How to market, prepare and conduct DAN programs

#### ENTRY REQUIREMENTS:

- DAN Membership - \$29 or International DAN Membership required for international students -\$39 (DAN membership is **Not Included** in Phase pricing)
- Current DAN O2 Provider
- Active Open Water Scuba Instructor or Assistant Instructor, or Divemaster with CPR and First Aid Instructor ratings.
- Current CPR Instructor
- Documentation of current First Aid training (instructor level recommended)

#### MINIMUM AGE:

18 years

#### CERTIFICATIONS:

DAN Oxygen First Aid for Scuba Diving Injuries Instructor

DAN Advanced Oxygen First Aid for Scuba Diving Injuries Instructor

DAN First Aid for Hazardous Marine Life Injuries Instructor

DAN On-Site Neurological Assessment for Divers Instructor

The DAN Diving Emergency Specialist Instructor recognition is given to individuals who hold the above instructor-level certifications.

TOPICS AND SKILLS	CLOCK HOURS
Standards and Procedures	1:00
DAN Core Module	1:00
Conducting DAN Courses	1:00
Oxygen for Scuba Diving Emergencies	4:00
Advanced Oxygen for Scuba Diving Injuries	4:00
On-Site Neurological Assessment	4:00
Hazardous Marine Life Injuries	4:00
Administration and exams	1:00
<b>TOTAL CLOCK HOURS</b>	<b>20:00</b>

# Phase IV—Resort Operations Specialist® Program

ROS®— The Resort Operations Specialist program was written and developed exclusively for Pro Dive by Dr. Alex Brylske— one of the world’s foremost experts on diver education and award-winning authority on sustainable marine tourism. ROS® is Pro Dive’s “flagship” program, and is the only professional development course in the diving industry that is both proprietary and trademarked. Only at Pro Dive can you earn this valuable training and certification. Based on extensive resort operations job analysis and frequent feedback from employers at the world’s top dive resorts, the ROS® curriculum is continuously updated. These revisions insure that ROS® graduates are among the best trained in the world, and are able to meet the challenges of the ever changing industry and consumer. Currently, the program is divided into 4 major areas with a total of 15 components addressing a wide range of topics. Students learn the latest theory and techniques in diver supervision, emergency procedures, marine conservation, sustainable business practices, customer service, scuba equipment repair and compressor system operations earning eleven certifications:

## DIVE SHOP OPERATIONS

## DSO-01

All aspects of diving, from training to charters, to air fills, to repair, all filter through the dive shop and therefore it is essential that all dive professionals have an understanding and working knowledge of the dive shop.

### 1. INTRODUCTION TO EVE

EVE (Electronic Virtual Employee) is an award winning business management software tool that makes running dive shops easier. EVE has many features that help dive store owners and employees increase profits and commissions with greater customer satisfaction. EVE is the software choice of many PADI Dive Centers and Resorts. ROS® students will be better prepared to work at Dive Shops that use EVE as their Point of Sale software. The knowledge and skills acquired will include:

- Features and Benefits of EVE as a Point of Sale System
- How EVE links to PADI for example, processing certification cards online
- How EVE can be used for effective and targeted marketing using email and newsletters
- An introduction to EVE online

### 2. EQUIPMENT SPECIALIST

Whether your job involves the use, retail sale or repair and maintenance of scuba equipment, knowing the theory and operation of the equipment used in our industry is a vital key for your success. The knowledge and skills acquired will include:

- Develop practical knowledge of the theory, principles and operation of diving equipment
- Perform routine, recommended care and maintenance procedures
- Basic field repair techniques
- Preparing equipment for sale

### 3. INCREASE YOUR EARNINGS

Diving is an equipment intensive sport and the knowledgeable professional must be able to council students and customers alike in proper equipment selection by being considering their needs and budget. The knowledge and skills acquired will include:

- Assessing the diver’s equipment needs
- Proper sizing and fitting
- Knowing which features are of benefit and importance to students and customers

## CHARTER OPERATIONS

## CO-02

Snorkel and Scuba Charters are the backbone for many dive shops and for the staff and crew they are the busiest but most exciting part of an instructor’s day. The knowledge and skills acquired will include:

### 4. BOAT DIVER SPECIALTY INSTRUCTOR

The purpose of the PADI Boat Diver Specialty course is to familiarize divers with the skills, knowledge, planning, organization, procedures, techniques, problems, hazards, and enjoyment of diving from a boat. ROS® students will learn how to organize and conduct the PADI Boat Diver Specialty Course.

### 5. REEF CHECK INSTRUCTOR

Reef Check began in 1996 as a simple idea to survey the world’s coral reefs using one standardized method so that survey results could be compared wherever they were carried out. Reef Check is now the thousands of individuals who have given their time and effort to conducting Reef Check surveys and to the cause of reversing the decline of the world’s coral reef ecosystems. Pro Dive is proud to be one of PADI’s first Instructor Development Centers to offer the Reef Check Instructor Training Program. The knowledge and skills

acquired will include:

- How to form a Reef Check Team
- An overview of core methods including permanent and random transects
- Conducting the surveys and data collection including belt and line transect instructions
- Post dive tasks, data entry, data reporting and quality assurance
- Long term monitoring
- Sustainable financing

### 6. DIGITAL UNDERWATER PHOTOGRAPHY INSTRUCTOR

Digital Underwater Photography training will expand your marketability, your earning potential, and add enjoyment to your resort based employment. The knowledge and skills acquired will include:

- Assembling and testing camera equipment prior to a dive
- Practice getting good color as appropriate to the camera system using white balance, flash, filters, and wide angle
- Demonstrating care for the environment while taking pictures underwater
- Evaluating exposure, sharpness and composition
- Downloading and editing digital pictures

# Phase IV—Resort Operations Specialist® Program

## 6. INCREASE YOUR TIPS

It is common for divers to tip dive and boat crew after an enjoyable experience. ROS® students will learn valuable tips and techniques to help increase their tips by enhancing the diver's experience. The knowledge and skills acquired will include:

- Assisting divers with rental equipment, and weight selec-

tion

- Welcoming divers on board,
- Seat assignments, and understanding diver, buddy and group dynamics
- Enhancing the diver's experience through effective guiding and increasing personal service during surface interval

## FILL STATION OPERATIONS

**FSO-03**

According to the U.S. Department of Transportation, 90% of all high-pressure cylinder failures occur during the filling process. Furthermore, the data shows that a major cause of cylinder failure is the lack of training, knowledge and experience on the part of fill station operators. Fill station operators are the primary line of defense in preventing unsafe cylinders returning to service; and learning how to fulfill this role is precisely what students learn in this training segment. The knowledge and skills acquired will include:

## 7. PSI VISUAL CYLINDER INSPECTOR

The PSI Visual Cylinder Inspector course is conducted over one day and covers a wide variety of topics that will help identify problems developing in cylinders before they become an explosive danger. Students receive hands-on training that qualifies them to technically and visually inspect cylinders for damage and defects during the interval between hydrostatic re-tests.

## 8. PSI EDDY CURRENT TECHNICIAN

Eddy Current testing is a powerful addition to visual cylinder inspection however many in the industry continue to use such devices on the wrong cylinders or fail to operate the equipment properly. This 3 to 4 hour course provides Visual Cylinder Inspectors with the added training to know when and how to conduct proper Eddy Current Tests of SCUBA and SCBA cylinders in addition to hands on experience with Eddy Current devices.

## 9. PSI VALVE REPAIR TECHNICIAN

This 3 hour course provides a broad overview of valve types, valve repair and valve care. Students will gain experience by servicing multiple valves and in turn be prepared to service

more than just the cylinder.

## 10. PSI OXYGEN CYLINDER CLEANING TECHNICIAN

Cylinders and Valves intended for Enriched Air Nitrox (EANx) service require special cleaning and inspection procedures. This course addresses the handling, inspection and cleaning of EANx Cylinders.

## 11. COMPRESSOR THEORY AND OPERATION

Air systems are essential to dive operations. While resort operators do not expect to hire expert compressor technicians, they value employees who can properly maintain and operate these expensive and vital systems. The advanced air-system knowledge and skills acquired during ROS® include:

- An overview of compressor and filtration function
- Air fill station design and operation
- Checking and changing lubricants and filters
- Proper start-up procedures
- Cylinder filling procedures

## 12. DSAT GAS BLENDER

The Diving Sciences and Technology (DSAT) Gas Blender course will instruct the diver to competently mix and blend Nitrox cylinders using formulas and computer-based methods currently available. The course is divided into Knowledge Development and Practical Application sections. The knowledge and skills acquired will include:

- Oxygen; use and risks
- Helium blending theory
- Use of oxygen compatible air
- Gas Blending methods
- Nitrox blending

## ROS PRACTICUM

**PR-04**

This is where theory goes into practice. During this portion of the course students will have multiple opportunities to serve as a Mate and Resort Divemaster/Instructor on board our 60-foot custom-built PRO DIVER II, learn inside the dive shop, and assist in an actual class. While in the practicum students will log hours interacting with actual customers while gaining

invaluable experience on the water, in the shop, filling cylinders, assisting in classes, and many other actual practical techniques to assure an enjoyable and safe experience for customers. **Note:** Students do not take the place of paid crewmembers. Student learning is conducted working under staff supervision at all times.

ACADEMIC TOPICS & SKILLS	CLOCK HOURS
Course Orientation & Administration	2:00
Dive Shop Operations	11:00
Charter Operations	27:00
Fill Station Operations	28:00
PRACTICUM	CLOCK HOURS
ROS Practicum	48:00
<b>TOTAL CLOCK HOURS</b>	<b>116:00</b>

### ENTRY REQUIREMENTS:

- PADI Divemaster or higher (to participate in all teaching components, PADI Open Water Scuba Instructor certification is required)
- CPR & First Aid (within last 24 months)
- Diving Accident Insurance (DAN is recommended)

### REQUIRED DIVING EQUIPMENT:

ROS has the same equipment requirements and recommendations as Phase III (MSDT). See page 10 for details.

# Non-Phase Courses

## PADI IDC STAFF INSTRUCTOR

SI-07

The IDC Staff Instructor course is designed to provide a PADI Master Scuba Diver Trainer with the additional training necessary to staff PADI IDCs. A qualified IDC Staff Instructor is certified to teach PADI Assistant Instructor courses and assist in instructor-level training. The course is conducted over 12 days during an actual IDC. Candidates participate in an entire IDC and develop evaluation and counseling skills. Topics covered are the same as an IDC, with additional training in knowledge development, confined water and open water evaluations. Personal skills are also improved to IDC demonstration quality.

### ENTRY REQUIREMENT:

PADI Master Scuba Diver Trainer  
Diving Accident Insurance (DAN is recommended)

### CERTIFICATION:

PADI IDC Staff Instructor

### REQUIRED DIVING EQUIPMENT:

- Mask, fins and snorkel
- Wetsuit and dive gloves
- BCD with low-pressure inflator system
- Single-hose regulator with alternate-air-source device
- Submersible pressure gauge
- Depth gauge
- Compass
- Bottom timing device (dive computers preferred)
- Timing device (watch with second hand)
- Dive knife or other cutting tool
- Pencil and underwater slate
- Visual signaling device (surface)
- Audible signaling device (surface and underwater)
- PADI RDP, Wheel, eRDP and logbook
- Underwater lights (primary and secondary)
- Pocket mask and non-rebreather mask

**Note:** Scuba tanks will be provided at no extra charge. Weight belts and weights will also be provided at no charge; however, a deposit of \$50 is required to cover possible loss.

STAFF INSTRUCTOR COURSE	CLOCK HOURS
Course Orientation	1:00
Theory & Evaluation Development	8:00
Exams	3:00
Confined Water Skills Evaluations	3:00
Knowledge Development Evaluation	1:00
<b>IDC TOPICS &amp; SKILLS</b>	
Course Orientation	2:00
Learning, Instruction & The PADI System	1:30
Developing Knowledge Presentations	3:30
Knowledge Development Presentations	8:00
Project AWARE & Peak Perform. Buoyancy	1:00
PADI Discover Scuba & Snorkeling Programs	1:00
Teaching in Confined Water	2:30
Scuba Skills Evaluation	5:00
Confined Water Teaching Presentations	15:00
Conducting Open Water Training Dives	1:45
Open Water Teaching Presentations	8:00
Standards & Procedures Exam	2:00
Dive Industry Overview	1:00
800 Yard Swim	1:00

IDC TOPICS & SKILLS (CONT'D)	CLOCK HOURS
General Standards & Procedures	2:30
Legal Responsibility & Risk Management	1:30
The Role of Media & Prescriptive Teaching	1:30
Dive Theory Exams	3:00
Prescriptive Teaching Presentations	6:00
PADI Scuba Diver & Open Water	
Diver Courses	1:30
How to Teach the Recreational Dive Planner	1:00
Adaptive Teaching	1:00
PADI Continuing Education Philosophy	1:00
Business Principles Workshop	1:30
Adventures in Diving Program & Workshop	3:30
Specialty Courses &	
Master Scuba Diver Program	1:00
Rescue Diver Course & Workshop	3:00
Divemaster Course	1:30
Diver Retention Programs	1:00
<b>TOTAL CLOCK HOURS</b>	<b>99:45</b>

## EARN COLLEGE CREDITS

The American Council on Education (ACE), Program on Non-collegiate Sponsored Instruction (PONS) recommends that certain PADI courses be accepted by colleges and universities for academic credit. Some of the courses that qualify are:

Open Water	1 credit
Advanced Open Water	1 credit
Rescue Diver	1 credit
Divemaster	2 credits
PADI IDC	2 credits

For a complete list of courses that qualify, refer to PADI's web-site. [www.PADI.com](http://www.PADI.com) or call PADI directly at 800.SAY.PADI (800.729.7234).

*To obtain college credit for the training completed at Pro Dive please refer to the PADI web-site [www.PADI.com](http://www.PADI.com). Information is found under Dive News & Information, Courses, College Credit and ACE. In addition, please contact one's college or university for acceptance of academic credit information.*

# WHAT IS INCLUDED & WHAT WILL MY SCUBA CAREER TRAINING COST?

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**ADVANCED OPEN WATER** **\$350**  
**Includes:** Certification fees & 5 ocean boat dives  
*Manuals, training materials and certification fees are included.*

**MASTER SCUBA DIVER** **\$895**  
**Includes:** 11 ocean boat dives  
*Manuals, training materials and certification fees are included.*

**PHASE I — PROFESSIONAL DIVEMASTER** **\$1,695**  
**This complete package includes:**

- PADI Emergency First Response/Care for Children
- PADI Rescue Diver
- DAN Oxygen First Aid Provider
- PADI Divemaster
- PADI Enriched Air (Nitrox) Diver
- All course tuitions, required books, training materials
- All PADI and DAN application fees
- 18 dives

**PHASE II — OPEN WATER SCUBA INSTRUCTOR** **\$2,695**  
**This complete package includes:**

- PADI Instructor Development Course (IDC)
- PADI Emergency First Responder/Care for Children Instructor
- All course tuitions, required books, training materials
- Deluxe book bag
- All PADI instructor application fees
- PADI IE fee
- 5 dives
- Career Placement Service

**PHASE III — MASTER SCUBA DIVER TRAINER/DES INSTRUCTOR** **\$1,695**  
**This complete package includes:**

- 4 DAN Instructor ratings
- 6 PADI Instructor ratings
- All course tuitions, required books, training materials
- All PADI and DAN instructor application fees
- 8 dives

**PHASE IV — RESORT OPERATIONS SPECIALIST** **\$2,695**  
**This complete package includes:**

- PADI ROS Distinctive Specialty Rating
- 9 Certifications
- All course tuitions, required books, training materials
- All PADI instructor application fees
- 15 dives
- Career Placement Service / Diving Video Resume

**PADI IDC STAFF INSTRUCTOR** **\$895**

**All course pricing includes tuition, books and certification fees**

Please refer to the "Enrollment Agreement" for costs on individual courses taken a la carte.

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*Pro Dive has been recognized by PADI Headquarters as "their first ever Career Development Center in the world", "the most chosen Career Development Center in the U.S.A.", and we received the PADI Outstanding Achievement Award for "Valuable Contributions To Instructor Development."*

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# ADMINISTRATIVE INFORMATION

## FACULTY AND ADMINISTRATION

Tec Clark	Chief Executive Officer, Instructor Trainer
Genevieve Sparg	Chief Operating Officer Course Director, Director of Training
H. Kelly Levendorf	Chief Business Development Officer, Master Instructor
Stuart Dye	VP of Charters, Captain, Master Instructor
Charlie Patrick	Retail Manager, MSDT Instructor
Marissa Wiganowska	Admissions Coordinator, MSDT Instructor
Kate Langsenkamp	Office Manager
Jayne Haas	Administrator

ATA Schools, LLC. is a corporation under the State of Florida.

### Attendance Policy

Due to the disciplined nature of all training courses, unexcused absences will not be allowed, and will be considered grounds for dismissal. Absences due to illness or emergency must be approved by the Director of Training. All training missed due to excused absences must be completed prior to the issuance of any certificate. The student will be charged at a rate of \$30.00 per contact hour (above and beyond the regular tuition) for all such makeup work. Tardiness will be considered a serious breach of rules. Therefore, lateness on two occasions will result in a formal warning, lateness on the third occasion will result in dismissal. Students dismissed or failing to meet certification requirements due to unsatisfactory performance will be required to repeat the appropriate course in its entirety. If extended absences result in failure to complete certification requirements in the allotted time, provisions for completion may be made with the approval of the Director of Training.

### Academic Calendar

Course dates are listed in the Career Development Curriculum Schedule for the respective calendar year. Enrollment is on-going throughout the calendar year. Courses are not subject to cancellation due to number of students enrolled.

### Daily Schedule

The specific schedule for all courses will be dependent upon factors such as weather and logistical considerations. However, you should arrive at the program prepared for the following schedule, and avoid any conflicting plans or commitments during the effective dates of your course.

8:00-11:30	Instruction
11:30-12:30	Lunch
12:30-4:00	Instruction
4:00-5:00	Break
5:00-7:00	Instruction

### Grading

All Pro Dive®/PADI courses are performance-based. To be certified, you must demonstrate mastery of all the performance requirements specified for a particular course. These requirements are detailed in the appropriate section of the PADI Instructor Manual. If you desire, a copy of this manual may be purchased from Pro Dive or directly from PADI International Headquarters in Rancho Santa Margarita, California. In addition, knowledge assessments will take place in the form of various standardized, objective written exams. During your Rescue Diver training, you will be given a single, comprehensive exam. During Divemaster training, you will be given a battery of 8 exams. During the PADI IDC you will have to pass the "PADI Instructor Pre-assessment Exam" as a tool to determine your readiness to attend the PADI IE. You will also have to complete a non-timed 800 yard/meter snorkel swim.

### Performance Levels

During all skills performance, you will be assessed on the following basis:  
Score: 5  
Description: Excellent  
Interpretation: Denotes demonstration quality. Skill conducted in a calm, controlled manner without any problems or difficulties.

Score: 4  
Description: Good  
Interpretation: Denotes a high

degree of competency and control, though lacking some of the same fluidity and demonstration quality as a 5.

Score: 3  
Description: Average  
Interpretation: Skill conducted in a calm, controlled manner with no significant problems. Lacks the polish and control of a 4.

Score: 2  
Description: Below Average  
Interpretation: Denotes skills which, even though successfully completed, demonstrated significant problems or errors.

Score: 1  
Description: Unacceptable  
Interpretation: Denotes inability to complete the skill, or performance so poor that competence cannot be inferred.

Scores on all required written examinations will be interpreted as follows:

100-90%	A
89-80%	B
79-75%	C
74-65%	D (retest required)
64% & under	F (retest required)

Additionally, an oral review of all exams will be conducted to ensure that even those passing the exam have a full understanding of the items missed.

### Advisement

Students will receive continual input and critique on their performance during the course. Counseling will be conducted by the Director of Training and other appropriate staff members. Students who demonstrate unsatisfactory progress will be counseled to withdraw from the course. All student records will be available for review by the student. Students dismissed for unsatisfactory academic performance or gross violation of school rules may be allowed to re-enroll in subsequent courses only if prior approval is given by the Chief Operating Officer.

### Conduct

All students are expected to

conduct themselves in a professional manner at all times (both in and out of class). Students will be subject to immediate dismissal for the following violations of conduct:

1. Possession or consumption of alcohol or narcotics during training activities.
2. Abusiveness toward other students or staff.
3. Violations of state, local or federal laws.
4. Destruction or theft of school property.
5. Gross violations of diving safety practices.

### Deposits and Tuition

To reserve a space in a course, the appropriate deposit must accompany the signed "Enrollment Agreement." Once accepted, your deposit will be applied toward tuition. The balance of tuition is due no later than the first day of class. Boat fees and use of tanks (air, Nitrox is extra) and weight belts are included in your tuition. See enclosed form contained in your information package for required deposits and tuitions.

### Method of Payment

Forms of acceptable payment for tuition deposit include cashiers checks, travelers checks, MasterCard, Visa, American Express, Discover, money orders or cash. Personal checks will be accepted for deposits only, if received at least two weeks prior to the start of the course. Tuition balances paid within two weeks of the start of a course must be made in one of the forms of acceptable payment listed above.

### Financial Assistance

Financial assistance is available for applicants pursuing career training programs through the Sallie Mae Financial Direct Loan Program. Interested applicants may go to [www.salliemae.com](http://www.salliemae.com) and follow the Career Training Loan prompts to apply.

### Refund Policy

Should a student/applicant cancel his/her enrollment or be terminated by the School for any reason, all refunds will be made according to the following refund

schedule:

1. All monies will be refunded if the application is not accepted by the School or if the Student cancels within 3 business days after signing the Enrollment Agreement. An applicant not requesting cancellation by the scheduled starting date will be considered a student.
2. Request for cancellation must be made in writing to the School prior to the scheduled starting date. Official date of termination is the last day of the actual attendance unless written notice is received by the School.
3. All refunds will be made within 30 days of cancellation or termination.
4. Cancellation after 3 business days from signing the Enrollment Agreement but before instruction begins will result in a refund of all tuition monies received by Pro Dive with the exception of 50% of the required deposits not to exceed \$125.00. The cost of any books purchased from Pro Dive that the student may wish to return will be refunded providing that they are unopened and can be resold as new. The books must be returned within 3 days of signing the Enrollment Agreement in order to receive the full refund.
5. Students voluntarily terminating, and those dismissed by the school, will receive a refund prorated on an hourly basis. However, there will be no refunds issued once 50% or more of the program is completed.

### Student Recourse Policy

1. If a disciplinary action has been taken against a student and that student disagrees with that action, they may go to the Director of Training unless the Director of Training is the party invoking the disciplinary action. If that is the case, the Chief Operating Officer would make the final decision in regard to said action after reviewing all relevant information.
2. If an academic grade is given to

a student and that student disagrees with said grade, they may go to the Director of Training to dispute the grade. The final decision rests with the Director of Training unless the Director of Training is the party invoking the academic grade. If that were the case the Chief Operating Officer would make the final decision in regard to said grade after reviewing all relevant information.

### **Books and Instructional Materials**

All Pro Dive courses include the required books and materials for that course. You will be required to provide books and instructional materials for pre-requisite courses. You may order books from Pro Dive by using the order form contained in your information package. See "Books and Materials Order Form" for required books and materials.

### **Required Diving Equipment**

The following equipment is required for all courses:

- Mask, fins and snorkel
- Wetsuit (A 3 mm shortie is sufficient in the summer; 3-5 mm farmer john or jumpsuit provides greater comfort in the winter; hoods and wetsuit gloves are optional.)
- BCD with low-pressure inflator system
- Single-hose regulator with alternate-air-source device
- Submersible pressure gauge; depth gauge; compass and bottom timing device (computers are welcome)
- Two tanks (see note below)
- Weight belt and weights (see note below)
- Dive knife or tool
- Pencil and underwater slate

Note: Scuba tanks will be provided at no extra charge. Weight belts will also be provided at no charge; however, a deposit is required to cover possible loss. Master Scuba Diver Trainer students must also provide primary and backup dive lights, and a wreck-diving reel

whose design allows it to be held in the same hand as a dive light, while maintaining finger pressure on the spool.

### **Housing**

Pro Dive does not provide housing for students. However, some hotels in the area offer special rates for Pro Dive students. See enclosure or web site.

### **Student Records**

Student records are permanently retained by Pro Dive and are available to students upon individual request. Student records will be provided to potential employers and others only if written permission is provided by the student. Transfer of credit of training to other institutions is at the discretion of the accepting institution.

### **Placement Assistance**

Placement assistance is available to graduates of Pro Dive IDC (Phase 2) or to any graduates of ROS® (Phase 4). However, we cannot guarantee employment. Additional details on our Career Placement Program can be obtained by calling Pro Dive.

### **Admission Requirements**

To apply, submit both sides of the "Enrollment Agreement" contained in your information package. Forward the completed forms and the required deposit to Pro Dive along with photocopies of all appropriate prerequisite certifications. Enrollment is limited in each level of training and advanced deposits are required. You are required to bring with you to registration the completed PADI Medical Statement form contained in your information package. The form must be signed by a physician (MD or DO). You should also bring photocopies of your log book or other proof of diving experience. All applicants to Pro Dive's Career Development Programs must be at least 18 years of age by the starting date of the course. All applicants of Phase training or individual courses of Divemaster and greater, must have Diving Accident Insurance from DAN or

other agency. No advanced standing or waiver of prerequisites will be made for prior experience.

1. PADI Rescue Diver — Applicant must be certified as a PADI Advanced Open Water Diver or its equivalent and PADI Emergency First Responder/Care for Children or its equivalent. Plus, 20 logged dives.
2. PADI Divemaster — Applicant must be certified as a PADI Rescue Diver or its equivalent and have proof of CPR/First Aid training within 24 months and have proof of at least 20 logged dives.
3. PADI Instructor Development Course (IDC) — Applicant must be certified as a PADI Divemaster or the equivalent from another diving organization. In addition, you must be able to prove the following level of experience: Have been a certified diver for a minimum of 6 months, have a minimum of 60 logged dives and have proof of CPR/First Aid training within 24 months.
4. PADI Emergency First Responder/Care for Children Instructor — Applicant must be a PADI Divemaster or PADI Instructor with current CPR, AED and Care For Children training, and DAN Oxygen Provider.
5. Master Scuba Diver Trainer and individual PADI Specialty Instructor courses — Applicant must be a PADI Instructor or have completed a PADI IDC within the last 12 months. New IE graduates qualify. Additionally, for each course except Equipment Specialist, the applicant must be able to show proof of at least 10 logged dives in each specialty-diving area prior to submitting his/her Specialty Instructor application to PADI. This requirement may be met after the MSDT program.
6. Resort Operations Specialist (ROS®) — Applicant must be certified as a PADI Divemaster, Assistant Instructor or Instructor (no equivalency ratings apply). Additionally, for each Instructor Specialty except Equipment Specialist, the applicant must be

able to show proof of at least 10 logged dives in each specialty-diving area prior to submitting his/her Specialty Instructor application to PADI.

### **Referral of Training**

Applicants transferring training must do so following the formal PADI Referral process. Any applicant with documentation (signed by the original instructor) verifying which segments of training have been successfully completed within the last 12 months and that the applicant is medically fit to dive. The necessary steps of the referral process will vary in either of the following scenarios as outlined below, but all will consist of:

1. Verification and documentation
2. Preassessment
3. Training
4. Certification

Acceptance of credit of training (referral) is at the discretion of Pro Dive.

### **Facilities**

Pro Dive International is located one block west of the ocean on Fort Lauderdale Beach, Florida. The Pro Dive Campus consists of the following facilities:

1. Classrooms - Pro Dive has three state of the art, multi-media classrooms.
2. Pool - Pro Dive utilizes multiple pools at the Fort Lauderdale Aquatic Complex/Swimming Hall of Fame.
3. Boat - The Pro Diver II is a custom 60 foot scuba charter vessel designed to facilitate the diving and educational needs for dive training at all levels.
4. Store - The retail store at Pro Dive stocks required and recommended books, materials, and equipment for all levels of divers.
5. Lake - Pro Dive utilizes Broward Community College's Tigertail Lake for all freshwater training scenarios.

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